

ST. VINCENT FERRER PARENT HANDBOOK 2013-2014

MISSION STATEMENT

St. Vincent Ferrer School, an academic ministry of St. Vincent Ferrer Church, educates students in grades preschool-8. We provide our students with the skills needed to live peacefully in today's society. We commit ourselves to creating a Catholic environment that promotes kindness, respect, compassion, tolerance, self-worth, and academic excellence. As stewards of the Parish Community, we emphasize and model the importance of responsibility, commitment, cooperation, and service towards one another.

Mission Statement

(Rewritten for Lower Grades)

We go to St. Vincent Ferrer School. Our school is part of St. Vincent Ferrer Church. We are learning how to think and use many things such as reading, math, science and art. We are also learning to live as God tells us. This means to be kind and friendly and to do our best each day even if we think someone is different. It is important to help each other and love one another. When we learn these things, we will grow up to be good people who can help our Church and country.

PHILOSOPHY OF ST. VINCENT FERRER SCHOOL

The faith community of St. Vincent Ferrer School provides a unique environment to promote Gospel values. We guide our students and each other in the knowledge of Catholic doctrine. We recognize our responsibility to build a peaceful, just society in our ever changing world.

We, as members of this faith community, concern ourselves with the social, physical, emotional, cultural, and aesthetic growth of each student. We encourage each student to assume his/her own uniqueness and self-worth, while developing an awareness of responsibilities not only to oneself, but to others and to God.

We believe that parents are crucial in the student's development since parents are the primary educators of their children. We offer the parents close support to assist them in this critical role.

STUDENT LEARNING EXPECTATIONS

We are saints because we...

S= Share and communicate ideas effectively

A= Are Always learning

I= Identify as Catholics

N= are Noble Citizens

T= Think Critically

S= Share and communicate ideas effectively

1. Ask questions and use technology appropriately.
2. Participate in group discussions and respect the opinion of others.
3. Express thoughts and ideas through effective speaking and writing.

A= Are Always learning

1. Demonstrate an enthusiasm for learning and have knowledge and awareness of community and world issues.
2. Develop research skills and have a practical understanding of technology.
3. Develop a sense of independence, responsibility, and self-discipline to achieve purposeful learning.

I= Identify as Catholics

1. Are faith filled and loving, and live the teachings of Christ.
2. Demonstrate appropriate behavior, leadership and respect for all of God's creation.
3. Understand the teachings of the Catholic Church and receive the sacraments regularly.

N= are Noble Citizens

1. Take responsibility and lead by setting a good example.
2. Have compassion for the less fortunate and are stewards of creation.
3. Respect authority and obey laws.

T= Think Critically

1. Read and evaluate materials carefully to make informed judgment.
2. Draw inferences and form conclusions and apply skills in solving problems.

TRIBES LEARNING COMMUNITIES PHILOSOPHY AND AGREEMENTS

The faculty and staff have been through an extensive professional growth training to integrate “Tribes”, a co-operative learning process, into the daily routine with the students. This program helps build caring and supportive relationships, promotes positive behavior and high expectations, and offers opportunities for meaningful participation.

Tribes is based on Four Agreements:

1. Attentive Listening
2. Mutual Respect
3. Appreciations/No Put-downs
4. The right to pass

All faculty and staff will model Tribes and implement Tribes in our day-to-day routines. The school will implement a schoolwide signal, which indicates we are waiting for Attentive Listening.

PERSONNEL

Administration

Mrs. Olivia Brazil, Principal *

Ms. Debbie Straub, Secretary

Ms. Candie Munson, Preschool Director

Mrs. Malu Centeno, Extended Care Director

Earl and Patty Lavagnino P.A.L.S. Bookkeeping (916) 721-6787

Faculty

Mrs. Valerie Solano, Kindergarten Teacher

Ms. Maria Landazuri, First Grade Teacher

Mrs. Jaime Ignacio, Second Grade Teacher *

Mrs. Monica Bermudez, Third Grade Teacher

Mrs. Lesley Ruszel, Fourth Grade Teacher *

Mr. Thomas Spring, Fifth Grade Teacher

Mrs. Peg Henry, Sixth Grade Teacher

Mrs. Flor Lacanilao, Seventh Grade Teacher

Mrs. Marilyn Ifland, Eighth Grade Teacher

Mrs. Jane Brown, Physical Education Teacher

Mrs. Katie Roach, Resource Teacher

Mrs. Ethel Tanchanco, Advanced Math Teacher

Mrs. Fe Kotchevar, Computer Teacher

Mrs. Debbie Barlow, Music Teacher

Ms. Cecilia Baltzelle, Preschool Teacher

Mrs. Irene Pasco, Preschool Teacher

Mrs. Lourdes Sarmiento, Preschool Teacher

Support Staff

Sr. Brigid Noonan, OP, Librarian and Religion Support

Mrs. Maribeth Carreon, Kindergarten Aide
Mrs. Delilah Halpern, First Grade Aide/Office Aide
Ms. Michelle Fleig, Second/Third Grade Aide
Mrs. Remy Bueno, Fourth/Fifth Grade Aide
Mrs. Jennifer Paja, Middle School Aide
Mrs. Cora Zulueta, Preschool Aide
Mrs. Lauren Joseph, Preschool Aide
Ms. Itzel Dela Torre Real, Extended Care Aide
Mr. Jorge Torres, Custodian
Ms. Kim Holland, Catholic Social Services Counselor
Mr. Eugene Solano, Athletic Director
Mr. Kenny Stone, Athletic Director
Mrs. Mary Jane Carreon, Volleyball Athletic Director

*Administrative Team

BOARDS

Catholic School Advisory Committee (CSAC)

The CSAC is appointed by the principal and acts in an advisory capacity to the principal in order to support an environment for teaching of the Catholic faith, the building of community, and serving others. Members of the CSAC are called to model what they identify as the purpose of Catholic education and will assist in the long range planning of the school.

Parents and Friends Board

The Parents and Friends board are responsible for the fundraising income at our school. It is the responsibility of the board to help raise revenue to supplement tuition. The board meets monthly to plan and coordinate school fundraisers and events. The general meetings for all parents take place beginning in September every other month. These meetings are usually the first Wednesday of the month at 7PM. The dates are listed on the school calendar. Parents must attend 3 out of the 5 meetings. During the year this board will call on all parents to be active volunteers and participants in their events. Parents who serve on the board and parents who volunteer to chair an event will earn his/her parent participant hours for the year.

President – Amanda Whorton

Vice President – Malu Centeno

Secretary – Cecilia Lo and April Ramirez

Treasurer – Audrey Santos and Sharice Valenzuela

Parliamentarian – Cybil Ignacio and Athena Palisoc

ACADEMIC INFORMATION AND TESTING

Academic Honesty

It is our belief that students be held to high academic and behavioral standards. These standards reflect the values of the Gospel, which are inherent in the School's Mission Statement. They must encompass every aspect of our students' lives.

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on the exam or assignment. Academic dishonesty may lead to other disciplinary procedures.

Conferences

Required conferences take place in October in the mid to late first trimester. We stress the importance of both parents and/or guardians being present at the scheduled conference. Students may be present if requested. Parents are encouraged to prepare for the conference by making a list of questions about how their child is doing academically and/or socially. Parent/Teacher conferences may be scheduled at other times during the year by the request of the teacher or parent. It is of utmost importance that the scheduled meeting time is kept. Appointments for additional conferences should be made through the office.

Curriculum

Our curriculum is designed to fulfill the requirements set forth by the Catholic School Department of the Diocese of Sacramento and the California Common Core Standards.

Religion

Religious instruction will be an integral and continuing element of the educational experiences of students in all grades. The Religion program includes the study of Scripture, participation in the Liturgy with emphasis on the Mass and the Sacraments, and the importance of personal prayer life. Preparation for the Sacraments of Reconciliation and Eucharist are part of our Second Grade Curriculum. Parents are involved as active partners through workshops that are offered in celebration with the Parish Religious Education Department.

Students participate and help plan liturgies, prayer services, and celebrations to increase their active participation in their faith life development. These are done both within the school community and in partnership with the larger parish community. Children and their families are expected to attend Mass on a regular basis in order to support this commitment and model an active faith life.

Students who have celebrated the Sacrament of Reconciliation will celebrate Reconciliation during the seasons of Advent and Lent.

Family Life

The Benziger Family Life program encourages students to develop Christian values and an appreciation for God's gift of life. It offers clear and practical information on human growth and sexuality that is age appropriate. Safe Environment is taught through Virtus and our Touching Safety program.

Language Arts

The goal of the Language Arts program is to develop effective communicators. This means that all instruction will be the intent to empower literate, fluent, and life-long readers and writers.

Social Studies

The Social Studies program emphasizes the value of the diversity of our heritages. It is designed to promote knowledgeable and responsible citizenship. The Social Studies program includes the study of: People and Communities, California, the United States, Cultures of the World- ancient and modern, and the United States Constitution and Government.

Mathematics

Our math program is grounded in the Common Core Standards. It is designed to provide a meaningful understanding of facts and the application process. It includes Problem Solving, Estimation and Mental Arithmetic, Numbers and Operations, Geometry, Measurement, Relations and Functions, Probability and Statistics, and Logical Thinking. Our program incorporates active learning centers and applications to other curriculum areas. Resource Math is offered in Grades 1-6 and Advanced Math is offered in Grades 6-8.

Science

The Science program is designed to develop in the students the skills necessary for observing, communicating, comparing, measuring, organizing, relating, inferring, and applying. The emphasis is hands-on learning, which incorporates lab experiences and creative challenges. It encompasses life, physical, and earth sciences. Our 6th grade class attends outdoor school each year as part of their Science and Religion Programs.

Physical Education

The P.E. program provides the students with the opportunity to acquire and develop physical skills, confidence, teamwork, and physical and mental well-being. Motor development, eye-hand coordination, and physical fitness are emphasized, as well as seasonal sports, health, and wellness.

Foreign Language

Students in all grades are given a general introduction to the Spanish language and culture once a week with an emphasis on oral communication. Students work on developing conversational, written, and verbal skills.

Technology

Students in all grades use the computer lab each week. The computer program is designed in accordance with Diocesan guidelines for computer knowledge and skills necessary to equip students in today's technology-oriented society. Topics include general knowledge of computer software and hardware, applications software, and operating system software. Lab time is also used to meet the technology requirements of California Common Core Standards including responsibly using the Internet, producing and publishing writing assignments & other projects, and developing sufficient keyboarding skills. By integrating the current curriculum with skills and information that are based on and utilize computer technology, students learn to apply technology skills to real life situations.

Music

The objective of the Music program is to increase awareness of music as an art. This program encompasses listening and singing.

ARRIVAL AND DEPARTURE, DAILY CLASS SCHEDULES

Arrival and Departure

Yard supervision does not begin until 7:55AM and ends at 3:15PM. Students should not arrive before this time unless they are registered for Extended Care. Students who arrive before this time or who are not picked up by 3:15PM will be sent to Extended Care and families will be billed accordingly. Once a student is on grounds, he/she may not leave without written parental permission that is verified by the principal. **Parents and students should not be walking around the hallways before the morning bell rings.** Parents must always check into the office first before proceeding to classrooms.

Parents who drive their child to school in the morning are asked to properly park before their child exits the vehicle. Designated unloading zones are located in front of the O'Neill Building and on Kentucky St. These unloading zones are supervised by school staff. Please be sure children are not let out of cars where they must cross the street into oncoming traffic and where there is no crosswalk. Students may not cross the crosswalk without an adult. All driveways and crosswalks must be kept clear.

Parents may drive into the schoolyard when picking up their child in the afternoon. The speed is 5MPH in the parking lot. Please park in an orderly fashion and follow the directions of the Student Safety Commissioners. Please observe great caution while driving in the school lot. Please do not talk, text, or otherwise use cell phones while driving on or off of school grounds. Please do not double park. **On rainy days Kindergarten through Second Grade must be picked up from the classroom.**

For the safety of our students they are to never leave the school/parish grounds during school hours. If a student is walking home after school a written permission slip must be on file.

Daily Schedule

Grades 1-8: Monday – Friday
Classes begin at 8:15AM
Recess Grades 6-8 10:15-10:30AM
Recess Grades 1-3 10:30-10:45AM
Recess Grades 4-5 10:45-11:00AM
Lunch 12:00-12:30PM
Dismissal 3:00PM
Minimum Day Dismissal at 12:30PM

Kindergarten: Monday – Friday
Classes begin at 8:15AM
Kindergarten Lunch 11:30-12:00
Kindergarten Recess 12:00-12:15
Dismissal at 2:30PM
Minimum Day Dismissal at 12:00PM

Extended Care Hours

Morning: 6:45AM-7:55AM
Afternoon: Kindergarten: 2:30PM-6:00PM
Grades 1-8: 3:00-6:00PM

Classrooms are generally locked at 3:15PM. It is not encouraged for students to go back to classrooms for items after this time. Teachers may already be gone for the day. Students must be responsible in taking what they need when they leave for the day.

SCHOOL WEBSITE

All families have access to Beehively (formerly Schoolyard) on their home computers via our www.svfsvallejo.org website or directly at <https://svfs.schoolyardapp.com>. Each family must register to have access. It is strongly encouraged that parents register on Beehively to have immediate access to the homework assignments, weekly newsletters, teacher announcements, the online calendar, students' grades, and urgent announcements. Urgent announcements are messages that can be sent as voicemails, texts, or emails alerts to the people who have subscribed to them. The urgent announcement system can be used in times of emergency such as earthquake, fire, or lock-down to contact parents about students' safety and pick-up procedures.

GRADING, PROGRESS REPORTS, AND REPORT CARDS

As a goal we strive to create an environment in which each student can develop to his/her fullest learning potential. We recognize that each student is unique and each student has a different potential and rate of development.

Students are expected to put forth their best efforts in all areas of the curriculum. They are to do their homework, be prepared for class, and bring all needed materials to class each day.

Homework is given at the discretion of the classroom teacher. The following is the recommended homework allotment for the average student:

First/Second Grades – 10-20 minutes
Third/Fourth Grades – 30-45 minutes
Fifth/Sixth Grades – 45-60 minutes
Seventh/Eighth Grades – 60-90 minutes

The Diocesan has been working on a standardized report card that will be piloted this year for First-Fifth Grades. Report cards for Kindergarten and 6-8th grades are in the process of being developed at a Diocesan level. Grades K-2 do not receive letter grades. These reports provide parents with information on what skills their child has mastered at the appropriate grade level. Online report cards for grades 1-5 will have additional features in looking at the Common Core Standards for Language Arts and Math.

Grades for K-2 are

4 Outstanding, 3 Above Average, 2 Average, 1 Minimum, 0 Below Minimum

Grades for 3-8 are

96-100%	A	Outstanding
90-95%	A-	
87-89%	B+	Above Average Achievement
83-86%	B	
80-82%	B-	
77-79%	C+	Average Achievement
73-76%	C	
70-72%	C-	
67-69%	D+	Minimum Achievement
63-66%	D	
60-62%	D-	
0-59%	F	Below Minimum Achievement

Progress Reports

To help keep up with your child's progress, progress reports will be given each trimester. Progress Reports must be signed and returned. Teachers may also send progress updates at other times if deemed necessary.

Report Cards and Envelopes

Report Cards provide tangible evidence of various aspects of student growth and development. Report Cards are distributed three times a year. The report card will come home in an envelope that is signed and returned. The report card is for you to keep as a reference but the envelope should be returned promptly. Also accompanying the Report Card will be a student self-evaluation of the Student

Learning Expectations (SLE's). This is where the student evaluates his/her individual progress of the SLE's.

GRADUATION, PROMOTION, AND RETENTION

Graduation

Graduation from St. Vincent Ferrer School is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. Graduation guidelines are given by the 8th grade teacher in consultation with the principal. Parent involvement in the graduation celebration is at the discretion of the 8th grade teacher.

Students must complete all academic requirements with a passing grade point average of 2.0 and fulfill any other requirements set forth by their teachers. In order to participate in any graduation activities all fees must be paid in full by **May 16th**. Tuition must be paid in full prior to the date of graduation in order for students to walk in the graduation ceremony. Fees that are not paid will be reported to the Catholic High School to which your family may be applying.

Promotion and Retention

A student satisfactorily completing each core subject will be promoted to the next grade. A student must also have satisfactory marks in conduct and effort. If promotion seems doubtful, parents will be notified as soon as possible, usually within the 1st trimester. Placement in the next grade may occur when a child consistently works below grade level but retention is not deemed necessary. Students who are placed into and out of 8th grade will not receive a diploma at the completion of 8th grade. Students who do not receive a diploma will receive a certificate of attendance.

Testing

Our school uses McGraw-Hill Acuity Testing in Grades 3-8. This testing is a form of benchmark testing that takes place in 4 interims a year (approximately every 8-10 weeks). The purpose of this testing is to inform instruction for teachers in the classroom. Teachers can assign additional online support for students, as well as, review areas he/she deems necessary. Students in Grade 8 will also participate in ACT testing in the Fall.

ADMISSIONS, TUITION, AND WITHDRAWAL

Non-Discrimination Statement (Administrative Handbook, DSB 5110)

St. Vincent Ferrer School in the Diocese of Sacramento, mindful of its primary mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Vincent Ferrer School in the Diocese of Sacramento, does not discriminate on the basis of race, color, national and/or ethnic origin, age, gender, or disability in the administration of educational policies, scholarships and loan programs, and athletic, and/or other school-administered programs.

Applications are taken year round and the school follows the testing procedures listed below. There is a non-refundable application fee due at the time of testing.

Admission Policy

Code of Conduct Covering Students and Parents/Guardians Attending Catholic Schools

Attendance at a Catholic school in the Diocese of Sacramento is a privilege, not a right. The privilege of attending a Catholic school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education in a Catholic school. Parents who desire a quality Catholic and morally based education for their children can best achieve this goal when the school's students, parents, and officials work cooperatively together. Normally, differences can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from school.

Condition of Enrollment for Students

It is a condition of enrollment that every student behaves in a manner, **both on and off campus**, which is consistent with the philosophy and Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any parent/student handbook and contract of the school.

Condition of Enrollment for Parents/Guardians

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

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

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Parents/guardians and students may not establish personal web sites or participation in blogs containing material or connections to material contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and the Catholic school.
- Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be

addressed and resolved by the parties themselves. If it impacts the environment of the school, the principal has the authority to intervene and work on a solution.

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

The school reserves the right to determine, in its discretion, which actions fall short of meeting the philosophy and Christian principles of the school. Depending on the severity and circumstances of the event, failure to follow the school's philosophy and principles will normally result in verbal or written warning to the student and/or parent/guardian. For serious violations of the school's philosophy and principles, the school's response may result in disciplinary actions up to and including the requirement to withdraw from school (e.g. suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc).

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

All incoming students are academically tested and new families are interviewed prior to admission. Students are admitted based on testing, interviews, and as follows:

1. Students whose families are registered and active parishioners of St. Vincent Ferrer Parish.
2. Students who have attended St. Vincent Ferrer Preschool and are seeking admission as a kindergartener.
3. If room is available, students transferring from another Catholic school outside of the immediate area.
4. If room is available, transferring Parish students who previously attended public school.
5. If room is available, Catholic students from outside of the Parish whose families will support the school.
6. If room is available, other students who by their behavior and attitude demonstrate an acceptance of the St. Vincent Ferrer School philosophy.

Admission to Kindergarten will be determined by two additional factors following the determination of status listed above:

- The applicant student must be five years of age by October 1 of the academic year that they are seeking admission for, and
- The applicant student must demonstrate that he/she is developmentally ready as determined by data compiled as the result of readiness screening.

Admission to First Grade will be determined by two additional factors following the determination of status listed above:

- The applicant student must be six years of age by October 1 of the academic year that they are seeking admission for, and
- The applicant student must demonstrate that he/she is developmentally ready as determined by data compiled as the result of readiness screening.

Admission to Second Grade will be determined by two additional factors following the determination of status listed above:

- The applicant student must be seven years of age by October 1 of the academic year that they are seeking admission for, and
- The applicant student must demonstrate that he/she is developmentally ready as determined by data compiled as the result of readiness screening

Readmission

Readmission each academic year will be based on a student having received passing grades, and average or above average grades in conduct, as well as family participation through fulfillment of their parent participation requirements.

Students whose parents do not complete their Family Commitment will not be invited for readmission on the following year.

The administration and faculty wish to remind every family that we will make reasonable accommodations for non-severe deficiencies caused by some learning disabilities, but this school is not geared to accommodate those students who demonstrate severe grade level deficiencies or behavioral problems. We will do all in our power to work with students to the best of our abilities.

Registration Fees

A non-refundable registration fee must be paid to ensure a place for your child for the following fall. If the fee is not paid by the specified date, we will assume your child is not returning, and will remove his/her name from our list at that time.

Registration fees cover testing, insurance, Diocesan assessment, text and workbooks, and some supplies. Registration fees for 2013-2014 are as follows:

Per Child	\$275.00 If paid by April 17 th .
Per Child	\$300.00 When paid after April 17 th
Per Child	\$450 for 8 th Grade Students (this fee includes

graduation costs and can be paid in 2 installments. The first installment is April 17th. The second installment is due on August 19th.

Tuition and Delinquency

Three options are available for payment of tuition:

1. Full tuition in one payment (less 4%) due August 26th, made directly to the school.
2. Full tuition in two payments (less 2%) due August 26th and January 27th, made directly to the school.

3. Monthly payments through the F.A.C.T.S program, which will automatically withdraw the amount due from your checking or savings account as 11 monthly payments that begin in July and end in May.

Tuition is due on time each month. Failure to pay tuition for 2 consecutive months will result in the removal of your child from the school until tuition becomes current. It is imperative to our school that tuition is paid on time. Tuition may not be paid in cash. If your account bounces, tuition must be paid by cashier's check or money order.

Tuition for the school year 2013-2014 is as follows:

	Catholic, SVF supporting	Catholic	Non-Catholic
1 st Child	\$4540	\$4815	\$5115
2 nd Child	\$8780	\$9055	\$9630
3 rd Child	\$12,555	\$12,825	\$13,870

Financial Aid

A limited amount of financial assistance is available under the Tuition Assistance Plan to continuing families who have fulfilled their commitment and are experiencing financial difficulties. Applications are available in the school office in March or April, as announced in the Family Newsletter. Deadlines and guidelines must be met in order to be considered for financial aid.

If short-term financial assistance is needed during the year, families are asked to contact the principal as soon as possible to make alternate arrangements for payment of tuition. Any financial matter between parents and the administration is considered confidential.

Family Commitment

For the academic year 2013-2014, the cost of education per child is approximately \$5300.00. Tuition covers about 85% of the total cost. This is kept as low as possible because of supplementary support from the Parish, the staff, fundraisers and our faithful parents.

Every family must be committed to the philosophy, goals and objectives of St. Vincent Ferrer School and to a level of involvement that promotes the values and morals of the Church and well being of the school.

As part of your commitment to your child's education, Parent Participation of 40 hours per family (20 hours for households with one adult present) will continue. Your regular participation in the Scrip program (\$2500 a year) and the major fund-raising activities (\$350 a year), as specified by the Parents & Friends Club, are

essential to the school's ability to continue to offer quality education. Participating in all these programs will help meet your obligations. Parents may donate items to the school in lieu of participation. **For every \$10 of donations you may earn up 1 parent volunteer hour. You may do this for up to 10 hours.**

Also, your attendance at **3 meetings** of the Parent Club's annual meetings is necessary to maintain adequate communications with the school.

Parent participation also helps maintain the sense of community that makes Catholic education special, and provides an example to your child of your involvement and commitment to their future.

Failure to complete the family commitment may result in denial of re-registration for the following school year, may result in higher re-registration fee for the 2014-2015 school year, and will disqualify your child from consideration for a Parent Club Scholarship upon 8th grade graduation. It is, however, at the Principal's discretion to waive parent participation hours or any other commitment listed above, for cause or in lieu of parent hours or service in other areas of the school or parish. Parents should contact the principal immediately if they have concerns about meeting these requirements. The final Report Card may be held if tuition and fees have not been paid unless late payment scheduled has been arranged in writing.

Withdrawal

Written notice is required to withdraw your child from our school. Thirty days notice is required. All financial obligations must be met or report cards will be held. Academic and health records will be sent to the new school upon request from that school after written authorization from the parent giving permission to release records is received.

ATTENDANCE

Regular attendance is required of all students in order to ensure student success.

Reporting Process

Absences from School (Administrative Handbook, Reg. 5220.2-3)

By 9AM, parent(s) are required to call the school office on the morning of a student's absence. In the interest of health, safety, and concern for your child, if your child is absent and we have not heard from you, we will call parents to verify absence. **In, addition, on the day your child returns to school, please send a written note with the date(s) of the child's absence and reason for absence to the classroom teacher.** If your child has had a communicable disease, please inform the school in writing, so that health records may be kept up to date. Please notify the both school office and teacher of any planned absences.

Excused Absences

Illness, medical and dental appointments, bereavement, and court appearances are considered excused absences. If possible, parents are urged to make appointments after school hours and to keep such absences to a minimum. If it cannot be arranged

otherwise, a written excuse must be sent to the teacher and checked by the Principal by 8:30AM before the child will be allowed to leave the school grounds. Students must be called for at the school office, not at the classroom. The adult calling for the child must sign him/her out in the school office. NO student will be released from the school to any adult without the WRITTEN permission of the parent. Teachers will provide homework for excused absences upon return. It is the discretion of the teacher to provide homework ahead of time for known absences.

Absences for Other Reasons

Absences due to personal reasons, vacations, or family excursions are unexcused absences. Requests for such absences must be submitted to the school prior to the absence. When these kinds of absences do occur, the school is under no obligation to provide tutoring, make-up work, nor special testing schedules; and grades may suffer. The principal has final and absolute discretion to determine the conditions and terms governing such absences (Administrative Handbook, Reg. 5220.6).

Tardies

Timeliness is a sign of respect towards teacher and classmates. When students are late to school or a class, a disruption occurs which breaks the learning atmosphere of the class. Students who are late to school or class more than five times in a given grading period, may be required to appear in conference with his/her parents before the principal and/or pastor. Continued tardies, without cause, may result in a Truancy Report to the Superintendent of Schools and/or denial of re-registration for the following school year. Students who are tardy after the bell rings at 8:15AM must report to the office for a tardy slip.

DISCIPLINE

To facilitate an atmosphere of Christian community and an environment conducive to learning, certain standards of conduct are required from the students. Any student who jeopardizes this atmosphere or environment by his/her attitude and/or behavior will be dealt with, and, when necessary, parents will be contacted. Detention slips may be issued for specific reasons. A parent signature is required before the student can fulfill his/her detention period.

Discipline in the Catholic school is an aspect of moral guidance. Students' actions and behavior should reflect a Catholic ethic consistent with the school's philosophy.

School Wide Discipline Plan

At the beginning of each school year and at various times throughout the year, individual classroom behavior and other expectations are reviewed with the students. The purpose of discipline is to promote a positive learning environment that develops self-discipline and provides a safe environment.

Consequences will vary depending on age of student and severity of misbehavior. Individual teachers may impose one or more of the following consequences:

- Time out in the classroom
- Time out in another classroom

- Loss of recess
- Fill out behavior form
- Take away free time/fun activities
- Request for parent conference
- Parent notification (note or phone call)

Other possible procedures:

1. Children are given one warning when a rule is broken. Teacher and student discuss the rule and make sure student is clear.
2. If the same rule is broken a second time, the student is given a time out or benched for the next recess and another "reminder" discussion is held between the teacher and student. The student is made aware of future consequences, should this happen again.
3. If situation recurs, a parent conference is immediately scheduled.

Continued misbehavior or disregard for school and classroom behavior expectations may result in progressively stronger disciplinary action as follows:

1. Denial of privileges
2. Detention
3. Conference and/or Probation
4. Suspension
5. Recommended Transfer or Expulsion

General Behavioral Standards for Students

Failure to follow the standards listed below will result in disciplinary action:

- Respect and obey the classroom teacher, staff and volunteers on duty.
- Make a sincere effort to learn. Be prepared for class, do the assigned homework, neatly and completely.
- Respect others and the property of others.
- Students are not to be in any school building or in any area without teacher permission and staff supervision.
- Follow the TRIBES agreements.

Foul Language

Use of foul language is not allowed on campus. If a student is caught using inappropriate language, the student will be asked to write what was said and have it signed by the parents. A detention or other actions may also be taken.

Playground Rules

Yard Regulations for Students

1. All students walk to their assigned play area when they have been dismissed from the cafeteria or classroom. (Each class is assigned specific areas. A copy is posted near the "sign in" sheet.)
2. No rough or unsafe games (i.e., Crack the Whip, Red Rover, Ball Tag, Chicken, Tackle Football, etc.) are allowed.
3. No student is allowed to leave the yard.

4. No student may leave the play area to retrieve a ball, etc., without permission from the yard supervisor.
5. Hard balls or bats are NOT permitted in the schoolyard at any time. Balls may not be kicked nor may they be thrown in a way that will jeopardize the safety of others. Tackle football is prohibited.
6. Take care of play equipment. Do not pull or hang onto or misuse the volleyball net, tetherballs, or any other play equipment.
7. Report equipment losses or damage to the classroom teacher as soon as possible.
8. When the bell rings, stop playing IMMEDIATELY and WALK to your area to line up.
9. During recess, students are not to play or wander in the halls or sit on the outside stairs. Sitting on the stairs blocks the entryway.

Breaking the rules may result in being benched and being reported to your teacher.

Cell Phones

Cell phones are not allowed to be used at school. This includes during the regular school day, before and after school, and at Extended Care. In the event of the emergency, school personnel have access to cell phones and landlines for emergency use.

Illegal Substances

The use, possession, or exchange (whether or not for sale) of illegal substances on or near school premises, or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various types of inhalants is prohibited. This is grounds for disciplinary action up to and including expulsion.

Leaving School Grounds During the School Day

No student may leave school grounds during school hours without the permission of the principal and written authorization of parents or guardian.

Littering and Gum Chewing

Students are responsible for keeping their campus clean at all times. Students who are caught littering will be responsible for yard cleanup during their recess breaks. Garbage and recycling containers are available on campus for everyone's use. Gum is NOT allowed on campus.

Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property. The student committing damage is subject to disciplinary action. The parent/legal guardian could be fined for property damages up to \$10,000.

Suspension

Suspension should be used when other means of correction fail to bring about proper conduct, for serious misconduct, or for investigations with serious misconduct. Out-of-school suspension is a form of acceptable disciplinary measure, but when possible, in-school suspension may be used. Students will not be

suspended for more than 5 school days at a time unless exceptional circumstances exist.

Please note: When a student is suspended from school, he/she may be allowed to complete comparable assignments for the day or days of suspension. However, the teacher or teachers will give the student credit for the completion of the work only if he/she meets the deadlines as set. If the suspended student does not meet the work deadlines set, no credit will be given. It is the responsibility of the student and/or parent to request such work.

Regulations for Suspension (Administrative Handbook, DSB 5650)

1. The student is given notice of the violation of rules or regulations that constitutes a suspendable offense.
2. Parents are notified by phone as soon as possible. A written notice signed by the principal is given to the parents.
3. A conference is arranged with the parents, students, principal and appropriate school staff. In parish schools, the pastor must be informed and given an opportunity to attend the conference.
4. The parents, student and principal must sign a written suspension form. The reason for the suspension must be clearly noted and the length of time for the suspension must be specified on this form.
5. Sale of any material on school grounds without proper authorization.
6. Unauthorized absence or continued tardiness.
7. Assault with, or possession of, a lethal instrument or weapon.
8. Serious theft or dishonesty.
9. Outrageous, scandalous, or serious disruptive behavior.
10. Conduct, at school or elsewhere, which would reflect adversely on the Catholic School or Church.
11. Sexual or racial harassment of other students.

Students on suspension may NOT participate in any extracurricular or co-curricular activities until the suspension has ended.

Expulsion (Administrative Handbook, DSB 5660)

Expulsion is an extreme and permanent disciplinary action enacted for the common good. Ordinarily, an expulsion is the result of continued disciplinary offenses that have not been remedied by lesser disciplinary actions such as detention or suspension. Immediate expulsion could result from a violation of a criminal law, actions so outrageous as to shock the conscience or behavior of the community, or a threat to health, welfare or safety of the school community.

Regulations for Expulsion (Administrative Handbook, DSB 5660)

1. When expulsion is necessary, the following procedures should ordinarily have taken place:
 - a. The parent or guardian is warned in writing about the offending behavior and school sanctions for the offense.
 - b. An initial conference is held with the parents, student, teacher(s), and principal to inform the parents that final action is being considered

unless there is immediate change of behavior. In parish schools, the pastor should be notified of the facts and the impending conference and given the opportunity to attend to receive a report.

- c. If improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal, pastor, and teacher(s). If the parents fail to attend this conference without reason, the pastor, principal and teacher(s) will make whatever decision is necessary.
 - d. A written record of the steps leading to the expulsion must be kept on file in the principal's office.
 - e. Full credit will be given for all work accomplished by the student up to the moment of expulsion.
 - f. Notice of an expulsion must be given to the Catholic School Department as soon as possible.
 - g. In no case may a teacher expel a student. This authority resides with the principal.
2. In an extreme case, such as a student bringing a weapon to school and threatening another student, the principal should immediately suspend the student, remove the student from campus and expel the student following a conference with parents. Depending on the circumstances, the principal may also notify law enforcement officials of the action of the student.
3. At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension leading to expulsion after conference with parents. This list shall not be considered exhaustive:
- a. Willful disobedience, insubordination, or disrespect for authority (teachers, staff, yard duty supervisors, or other school personnel).
 - b. Language (written or spoken) or behavior that is immoral, profane, vulgar, or obscene at school or at school sponsored events.
 - c. Use, sale, distribution, or possession of tobacco, drugs, alcohol, or any other legally controlled substance.
 - d. Injury or harm to person or property or serious threat of same; fighting or provoking a fight.
 - e. Unauthorized absence, continued tardiness, or habitual truancy.
 - f. Assault with, or possession of, a lethal instrument, weapon, or harmful object, e.g. laser pointer.
 - g. Theft or acts of vandalism in regard to school property or the property of others.
 - h. Outrageous, scandalous, or serious disruptive behavior.
 - i. Habitual lack of effort leading to failure in classroom work.
 - j. Cheating: dishonesty with teachers or other school personnel.
 - k. Conduct at school or elsewhere which would reflect adversely on the Catholic school or Church, e.g. sports games, field trips.
 - l. Leaving the school grounds without permission.

Recommended Transfer of Students Because of Parental Behavior (Administrative Handbook, DSB 5152)

Normally, a child is not to be deprived of a Catholic education or otherwise penalized for action of the parent(s). However, the principal and pastor may recommend transfer of a student when parent(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school. Parental interference in matters of school administration and abusive language toward principal, pastor, or teacher(s) are some of the reasons for recommending a transfer.

Student Threats and Harassment (Administrative Handbook, DSB 5970)

You shall love your neighbor as yourself. (Matthew 23)

Every school shall treat student threats to inflict harm to self, others, or to destroy property, very seriously.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designate.
- If the threat is judged credible and serious, the appropriate law enforcement officials will be notified.
- All threats will be reviewed and investigated in a prompt, confidential, and thorough manner.
- Threats that are substantiated may result in disciplinary actions, up to and including dismissal.
- Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated.

COMMUNITY EXPECTATIONS

Because St. Vincent Ferrer School strives to be a faith community, parental cooperation and good parent/teacher relations are essential. As a faith community, our first instinct is to assume that each of us – teachers, parents, guardians, and other caregivers – has the child's best interest at heart.

While we are as a school excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we at St. Vincent Ferrer will make every effort to contact you to clarify the situation. Parents, guardians, and family members who experience problems or are confused with some matter regarding your child's educational experience are asked to show similar respect by striving first to learn the reasons behind a policy or inquire about the teacher's or school's understanding or decision before judging or forming an opinion.

With this in mind, parents and guardians are expected to show the same concern and respect for the staff of St. Vincent Ferrer School, as well as the other children and families in our community. The following behaviors, therefore are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, students or parents. Nor will we tolerate intimidating or verbally abusing by any member of the community – in person or in writing.

Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions:

- Limiting or refusing permission to enter school grounds or facilities
- Asking that someone other than the person exhibiting poor behavior represent the child's interests on school matters
- Refusing to allow the child to reregister, and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

*St. Vincent Ferrer Students are always, whether inside or outside school, to conduct themselves appropriately and exhibit behaviors expected of them. Immorality in talk or action detrimental to the reputation of St. Vincent Ferrer School could result in serious disciplinary action, up to and including expulsion.

PROBLEM RESOLUTION: APPEAL PROCESS FOR RECONCILIATION

Christ entrusted His Gospel to the hearts of a faith-filled, living community. All involved in this community live and work with one another through mutual respect, understanding, openness of mind in dialogue, and the practice of justice and charity. It is through this spirit of community that the mission of the Church is fulfilled.

Aim

Disputes often arise in schools due to misunderstandings, differences in judgments, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the problem. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with the teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal.

For conflicts that involve an employee's due process rights, the procedure outlined in part D of the *Personnel Handbook – Diocese of Sacramento* must be followed.

Procedures

STEP In the event that the situation cannot be resolved to the mutual satisfaction

1 of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policy should be taken directly by the parent to the teacher for resolution.

STEP 2 Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) calendar days of the presentation described in Step One above to the principal for his or her review and decision. If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in this step.

STEP 3 If the dispute cannot be resolved in Step Two, the complaining party within ten (10) calendar days of the principal's decision in Step Two may dispute to the pastor for his review and decision. The pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral to him described in this Step.

Diocesan Review

If this dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the pastor's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not to review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render the advisory recommendation to the pastor in writing within ten (10) calendar days of receiving the written petition.

ELECTRONIC INFORMATION, SOCIAL MEDIA, INTERNET USE, AND DISCIPLINE

Computers, with Internet access, are available for student use in the Computer Lab as well as in some classrooms to support education consistent with St. Vincent Ferrer School's learning objectives. They are provided as tools for research, completion of assignments, and communication.

The school is committed to the integration and effective use of current and future technology to further the educational mission of the school. The school uses the means of technology for announcements on Beehively, grading, Scrip ordering, and the school website.

It is our goal to prepare our students to compete in an ever-changing world. We are teaching them to use the Internet in a responsible and ethical manner. By signing the contract accompanying this handbook, all parents and students are fulfilling their obligation to read and agree to the Acceptable Use Policy.

Online Social Media and Networking Policy

A variety of social networks exist (Twitter, Facebook, and Instagram, among others) and millions of people including our students and parents/guardians utilize one or more of these networks on a daily basis for professional and personal purposes. These services provide different methods of interacting with other users, including emailing, instant messaging, group discussions, blogging, and video/photo sharing.

The use of social networking in connection with Catholic school activities presents many opportunities as well as reasons for caution and prudence. Due to their popularity, social network services allow parents/guardians and students to communicate in an effective and efficient way. These electronic communications also, by their nature, permit abuse and misuse, necessitating the following standards of conduct for individuals connected with our Catholic schools.

Internet Use

All St. Vincent Ferrer students must be aware of the following expectations of those who choose to publish or post to a website (such as Facebook.com, Myspace.com, Youtube.com, etc.) newsgroups, email lists, and other forms of online communication (like phone texting). If you choose to identify yourself as a St. Vincent Ferrer Student, you may not represent yourself or our community in a manner that negatively reflects St. Vincent Ferrer Tradition, Mission and/or Philosophy.

You may not publish or post St. Vincent Ferrer information, including, but not limited to, the use of logos, logo wear, team/club photos or images, or reference to employees and/or families. Further, you may not post comments or pictures of a member of our school community without his/her knowledge and permission. You are legally responsible for the content you post. This means that you and your parents may be held personally liable/responsible for defamation, libel, obscenity, slander, etc.

In all instances, we expect you to use good judgment when blogging, chatting, or posting online. Failure to comply with these expectations or failure to use good judgment may result in disciplinary action up to and including suspension or expulsion from St. Vincent Ferrer School.

Ethics and Responsibility

When a Catholic school student or parent/guardian is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, our Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents/guardians conduct themselves in an ethical and responsible manner when

using online media. Specifically, the following standards of conduct should be observed at all times:

- Never post content that has the potential to be a source of scandal for the Church. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory or defamatory comments and images that discredit or causes embarrassment to the school, Diocese or the Catholic Church, or to other students, parents/guardians, diocesan (school) employees or parishioners.
- If a student or parent/guardian regularly identifies him or herself as such in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: “The views expressed on this site are solely my own and do not necessarily reflect the view of St. Vincent Ferrer School, St. Vincent Ferrer Parish or the Diocese of Sacramento.”
- Students and parents/guardians should be ethical and responsible participants in social media. They should, at all times, attempt to be accurate, truthful and respectful in any public postings.
- Students and parents/guardians may not use school, parish, or diocesan trademarks or reproduce any school, parish, or diocesan materials or logos without express permission from the pastor or his designee.

Photographs and Videos

The ease of reproducing and using digital images has resulted in photographs and video files being extremely common on the web and they are freely posted and passed around by users of online social media. It is the policy of the Diocese of Sacramento that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools. Our school sends home permission slips at the beginning of the year regarding permission of taking photographs, video, and audio taping for school use only.

The Diocese has no desire to intrude into or restrict the rights of parents/guardians and students to freely post personal photographs on their online social media sites as they see fit. If they intend to upload photographic images or video files related to Catholic school activities, however, then students and parents/guardians must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the images should not be posted.

- If photographs or videos, particularly those of minors, are posted with or without permission and the student or parent/guardian asks that it be removed, the student or parent/guardian's wishes should be observed.

Even if parents/guardians have granted permission for the use of photographs or video images of their child/ren, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent/guardian for the additional connection.

Discipline

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the Diocese of Sacramento, through the Catholic School Department and the individual parish school. Discipline in this context will be determined by the Diocese, in its discretion, based upon the particular facts of the incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from St. Vincent Ferrer School (for parent misconduct).

EMERGENCY INFORMATION, DISASTER PROCEDURES, AND SCHOOL CLOSURE

Emergency Information

Our school has implemented safety procedures in which the safety and welfare of each child is considered. Emergency Action Plans have been developed, and a copy of these procedures is in place in each classroom. Monthly drills are held to ensure proper preparedness in the event of an emergency.

The school maintains emergency and first aid supplies. All staff are certified in CPR and many in First Aid.

It is very important that all emergency contact information is kept up to date in the office so that in the event of an emergency we can contact the necessary parties.

Emergency forms are due back the day after school starts. If your child does not have an emergency form on file, he/she may not attend school until the emergency form is complete and turned in.

In order to reach as many families as possible our Beehively website is able to send text messages, automated voice messages, and emails to our school families in the event of an emergency or practice drill. Please register the numbers or email addresses you would like texted, called, or emailed on the Beehively site.

Disaster Preparedness

Children are instructed in fire, earthquake, and lock-down safety procedures and have regular drills each month for various forms of disaster. In the event of any disaster during the school day, our policy is that students will remain under the care and supervision of our staff on the school grounds until an authorized adult comes for them. The directions that the school will follow are those the parents have designated on the school emergency form, which will be sent home to be filled out

the first week of school. Please do not telephone the school during a disaster, as the telephone lines need to be kept open for emergency use.

Fire Drill Procedures

- Fire alarm is activated.
- Proceed to evacuate. Close doors or any windows as you leave.
- Go to your designated evacuation area.
- Teachers shall take the student roster with them to the evacuation area.
- Teachers shall ascertain that no student remains in the classroom by holding up the green, red, or yellow laminated sheet.
- Safety Committee members check designated areas and leave building.
- **(Note: In an actual fire, teachers shall immediately instruct students to evacuate the fire area and use the intercom to call in fire to administrator/office who will activate fire alarm.)**

Explosion Drill Procedures

- When the drill is announced, take cover under desks, tables, or other furniture that will protect you against flying glass or debris.
- Proceed to evacuate. Go to your designated evacuation area.
- Teachers shall take the student roster with them to the evacuation area.
- Teachers shall ascertain that no student remains in the classroom by holding up the green, red, or yellow laminated sheet.
- **(Note: In an actual explosion, teachers shall immediately instruct students to take cover. When it is safe, teachers will use intercom to call in the explosion to administrator/office. The school Principal will decide if evacuation is necessary. If ordered to evacuate go to your designated area.)**

Earthquake Drill Procedures

- Once the drill is announced, all teachers and students will conduct the DROP Procedure (duck, cover and hold).
- This procedure consists of everyone dropping to their knees, taking cover under a table or desk, protecting their head with arms if not under a table or desk, and face away from windows or mirrors.
- After the “Evacuate” announcement, all students, teachers, and other employees shall quickly leave the building in an orderly manner (fire drill procedure).
- Teachers shall take with them to the evacuation area (same as fire drill) the student roster.
- Teachers shall ascertain that no student remains in the classroom by holding up the green, red, or yellow laminated sheet.
- Teachers shall leave the doors closed but unlocked as they are leaving the room – as to not have the doors jam/shift in an actual earthquake.
- Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.

- Custodians or Safety Committee members shall secure the main valve shut offs (1) Gas, (2) Electric, (3) Water – in this order based on the situation (i.e. go to the location of all valves).
- Staff shall take with them out to the evacuation area the list of students needing medication and the medication (staff from the school office and preschool will take the medications in case of a real emergency).
- The school Safety Committee members shall make sure that all classrooms are empty and reported to Administrator (Principal).
- **(Note: In an actual earthquake, teachers shall immediately instruct students to the DROP Procedure (duck, cover, and hold) until the earth movement stops, and then evacuate the building immediately).**

Lockdown/Intruder Drill Procedures

Lockdown with Outside Intruder

- Building administrator orders and announces “**LOCKDOWN**, Intruder is outside.” This announcement should be repeated several times.
- Bring the students that are outside, inside building. Guide them to the nearest door (brown doors by the girls’ bathroom or front/glass door).
- If you are in the cafeteria, gym, or computer lab stay there and lock the doors.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows if apply.
- Move all persons away from the windows.
- Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should take this list with them once they are directed to leave the classroom.
- Control all movement.
- Once the threat has subsided, the building administrator announces “**ALL CLEAR.**”
- Students can go back to their classroom and teachers will follow the pick-up procedure.
- **(Note: In an actual intruder situation, a teacher or administrator will immediately use intercom to call the lockdown.**

Lockdown with Inside Intruder

- Building administrator orders and announces “**LOCKDOWN**, Intruder is inside.” This announcement should be repeated several times.
- Immediately direct all students, staff, and visitors who are already inside the school building to the nearest classroom or secured space.
- **Classes that are outside of the building SHOULD NOT enter the building.**
- Move outside classes to the primary evacuation site.
- Lock classroom doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.

- Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should prepare to take this list with them once they are directed to leave the classroom.
- **DO NOT respond to anyone at the door until “all clear” is announced.**
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces “ALL CLEAR” over the PA system.
- **Students must return to their classrooms and teachers will follow the pick-up procedure.**
- **(Note: In an actual intruder situation, a teacher or administrator will immediately use intercom to call the lockdown.**

School Closure

There are some instances in which the school needs to be closed. For example, if there is no running water in the school, students must be sent home. In an event such as this, your child will need to be picked up by a designated person on your emergency form.

VISITORS

It is very important that all visitors to our school check in through the front office. Visitors will be given a pass to wear while on campus and must sign out upon leaving the school.

PRESCHOOL

St. Vincent Ferrer Preschool is a ministry of our school, both academically and spiritually. Our preschool directly supports the mission and values of our school and prepares their students to attend St. Vincent Ferrer School beginning in Kindergarten. The preschool offers many programs beginning at 2 years of age, full-time, part-time, day-care and summer programs. The preschool has a separate handbook in which their policies and procedures are outlined. For more information on our preschool please call (707) 552-6066.

EXTENDED CARE

The Extended Care Program is in operation between the hours of 6:45 a.m. to 6:00 p.m. every day school is in session, including minimum days (but excluding December 20th and June 6th).

The Extended Care Program serves working families who are already committed to the value of a Catholic school education and who desire supplementary extended care. The program will allow children to experience a rich diversity of growth activities, planned to complement the philosophy and merit of the school family.

Arts and crafts projects, games and recreation, and hands on activities with snack time are planned. There will also be time scheduled for homework each day.

A Director and a number of caring and committed assistants staff the Extended Care Program. The goals of the staff are: to work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.

Fees are the sole support of the St. Vincent Ferrer Extended Care Program. Neither the school nor parish subsidizes the Extended Care Program.

Handbooks and further information for the Extended Care Program will be available from the Extended Care Director.

INSURANCE

All students are covered during school hours and activities under the Diocesan insurance plan. All injuries must be reported to the office in the event that you wish to file a claim. All injuries must be reported within 24 hours to present a valid claim.

MEDICAL

Child Abuse Reporting Obligations

In accordance with Diocesan policy and California State Law, school staff is obligated under penalty of fine and jail term to report to Child Protective Services the **reasonable suspicion** of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In these matters, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other situations. School staff members are mandated reporters and will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. In the case of a report originating outside the school, the administration of the school (the Principal or Principal's representative) is obligated by law to allow Child Protective Services to interview a student who has been reported to them. Again, the school is not obligated to contact the parents in advance of such an interview.

Communicable Diseases

Please report any communicable diseases to the office as soon as diagnosed so that others may be warned and health records can be kept up-to-date.

Emergency Forms

It is imperative that all families have on file an up-to-date completed Emergency Form. Please complete one form for each child and return it to the office the second day of school. If your child has no form by the end of the first week, he/she will not be allowed to attend school. Each family must list the names and telephone number of two families who can be reached during the school day. In an emergency or illness they must be available to pick up or receive a child. Often an adult listed on the emergency card cannot drive. This presents a serious problem for the school. Please leave specific instructions with the persons listed on your emergency card.

Vision Screening

Students may be screened in the fall for vision competency.

Illness and Injury

Should a student become ill or is injured, the following procedure will be followed:

1. The secretary will make every effort to contact the parent of the student for information and instructions.
2. If the parents cannot be reached, the secretary will consult the Emergency Card for instructions.
3. Parents who are temporarily out of town will not ordinarily be contacted unless it is an emergency or the persons listed on the Emergency Form cannot be reached.
4. If no responsible person can be reached and the illness or injury is believed to be serious enough to require medical attention, the school will arrange for the student to see a doctor or go to a hospital for treatment as stated in the student's Emergency Form.

Medications

Students must not, under any circumstances, keep medication in their desks or on their person. All types of medication, prescription or non-prescription, must be kept in the office in its original container. In order for designated school personnel to dispense either prescribed or non-prescribed medication during the regular school day, proper authorization must be given by the parent and the physician who must detail the method amount and time schedule by which such medication is to be taken. The furnishing/dispensing of non-prescription drugs (i.e. aspirin, Tylenol, etc.) by the school is absolutely prohibited unless the supervising physician prescribes it as above.

Immunizations

According to State Law, before being enrolled in a "California school for the first time", each student MUST have the following:

- Salk or Sabin vaccine for Polio, Measles (Rubella) Vaccine, Chicken Pox Vaccine and Hepatitis B Vaccine.
- Measles vaccine is not necessary if the student has had the disease (Rubella, also known as red measles, lasting approximately two weeks).

- All students entering 7th grade and above will need proof of a Tdap booster shot before entering school.

In addition to the above immunizations, your physician and your health department recommend immunizations for tetanus, diphtheria, and smallpox at the same time.

Immunizations are not given in school. If your child has not had the required immunizations, make arrangements with your physician to obtain them. For those having difficulty in obtaining private medical care, health department immunization clinics are held regularly each month throughout the County.

T.B. Tests

The Solano County Health Department highly recommends that all children be given a Tuberculin Test skin test before admittance to school.

PARENTS

Prayer and Liturgical Celebrations

To become intimate with God is to develop a life of prayer as part of daily living. Every class and the school as a whole participate in daily prayer. Each day begins and ends in prayer, with various other prayer experiences throughout the day.

Students will attend Mass or prayer services either as a school or individual class. Classes take turns planning liturgical and prayer service celebrations for the school. Parents are invited to join us for these prayerful celebrations.

During Advent and Lent, students are expected to attend one 8:00AM daily Mass with their class each week. However, any student who has written parental permission is invited to attend the 8:00AM daily Mass any time during these special seasons of the Liturgical Calendar.

Families are asked to attend Mass regularly on the weekends and try their best to attend the scheduled school Masses throughout the weekend liturgies. It is the parents' responsibility to ensure the faith development of his/her child and this is greatly impacted with Mass attendance.

Family Envelopes

A Family Envelope will be sent home every Wednesday and must be returned Thursday or Friday of the same week. This envelope is the school's primary form of communications to parents. It may contain any of the following types of information:

- Family Newsletter containing a principal's message, calendar updates, sports information, school activities announcements, parish announcements, and any other information that may be of importance to parents.
- Parents & Friends announcements and minutes of meetings.
- Fundraiser lunch information.
- Report cards and Progress Reports
- Volunteer hours sheet.

- Announcements from other Parishes and schools.
- Scrip information.
- Miscellaneous information

Family envelopes are sent home in care of the oldest child attending St. Vincent Ferrer School. Please read these communications carefully.

Other modes of communication between families and the school are through the Catholic School Advisory Commission and the Parents and Friends meetings. PLAN meets at 7:00PM on the last Tuesday of each month and the Parents and Friends Club meets on the first Wednesday of September, November, January, March and May.

Communications

Each family will receive a school calendar at the beginning of the year. From time to time there will be changes to this calendar. Announcements will be posted on Beehively and sent home in the weekly newsletter. The weekly newsletter also lists upcoming dates.

Solicitations and Propaganda

Solicitation and propaganda are not allowed on the school premises without the principal's permission. **All communications from parent or parish groups must be approved by the principal before distribution to students.**

Telephones

Please do not call teachers, assistants, or the school secretary at home regarding school business. All telephone messages may be left with the secretary and the teacher or assistant will return your call. Teachers will return calls within 24 hours.

Students are not to use the school telephone except for emergencies. No student will be called to the telephone during the school day. You are requested not to ask that messages be delivered to your children unless it is an emergency or unless it has to do with after school pick-up. Cell phones are not allowed to be used at school without teacher permission.

Parties

The Diocesan Administrative Handbook strongly encourages parental supervision at mixed gender parties, citing the academic and moral problems that accompany this type of recreation. The school agrees with this, knowing that most students do not have the maturity to cope with the difficulties that result from such parties at the middle and junior high levels. It is not within the authority of the school to forbid, encourage or support such off campus activities. Attendance at parties where alcoholic beverages or any drugs are used or where behavior reflects adversely on the Catholic School or Church is cause for expulsion from St. Vincent Ferrer School.

Classroom Parties

Classroom parties planned by teachers and room parents are scheduled occasionally during the year. Other parties of “bringing treats” are not allowed without the expressed prior permission of the teacher. Birthday parties are not generally celebrated at school. **Students are not allowed to distribute invitations at school to private parties.** This leads to hurt feelings of children who feel left out. These are not feelings we want to promote at St. Vincent’s. We ask for your cooperation in teaching your children to be thoughtful of others in this regard.

Lunch

St. Vincent Ferrer does not have a lunch service provider this year, due to the low number of lunches ordered. Class sponsored lunches will be sold on Thursdays throughout the school year. Order forms will go home in family envelopes. Fast food is not allowed on campus for lunch. Please pack your child’s lunch daily and remember to pack a snack for snack recess.

Field Trips

Educational field trips are great enhancements to classroom learning. They appeal to all students and make learning fun. Please remember that field trips are a privilege and they are expensive. Whenever possible, fees will be kept to a minimum and transportation will be by chartered bus.

Each class is allowed at least one educational field trip during the year. Students will usually travel by chartered bus. If this is not the case, a specific permission slip will contain the important information. Parents must have fingerprint clearance and adequate liability insurance when driving students on field trips. The amount of liability insurance required will be stated on the insurance verification form. All students must be contained in a seat belt. Parents who agree to chaperone may not bring other children or adults on the field trips.

Teachers send permission forms home informing the parents that the school cannot take responsibility for accidents that may occur. No child will be permitted to go with the class unless this permission has been obtained, in writing, from the parent. This form must be completely filled out. Permission forms will not be accepted by fax.

At the discretion of the teacher, a students may be ineligible to attend field trips due to academic or disciplinary reasons. Refunds will not be made to any student with academic or disciplinary ineligibility. In most cases refunds cannot be made for any reason due to prepayment of fees. Since these trips are during school hours, students who do not accompany their class for whatever reason must remain on school premises. Supervision will be provided.

Bicycles and Other Safety Hazards

Bicycling to school is a privilege and may be rescinded for a period of time if common safety rules are not observed. Please remember, law requires safety helmets. A lock is recommended.

Skateboards and shoes with transforming wheels are considered a safety hazard and are not to be brought onto school grounds at any time.

Please remember that any item brought or worn to school and considered a safety hazard may be confiscated by the administration and may be returned to parents only.

Volunteering

Volunteering is highly encouraged and a large part of many things we do at our school. Parents who wish to volunteer with our children must be fingerprinted and complete the Shield the Vulnerable Safe Environment Course. Parents will not be allowed to volunteer in the classroom or on field trips until these two things are complete. Parents wishing to drive on field trips must have copies of their driver's license and insurance with liability amounts on file.

Child Custody (Administrative Handbook 5520.3-4)

In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school will ask for a legal verification of these arrangements. A current copy of the court order must be on file. **In the absence of any court order, the school will assume that both parent(s) have custody of a student, and the student may be released to either parent.**

Counseling Services

It is our philosophy to concern ourselves with the whole individual and our goal to provide students with guidance and counsel for healthy emotional growth. As a service to students and their families, St. Vincent's employs the part time service of a school counselor from Catholic Social Services. These services are provided at no additional cost to families. The counselor is available to the faculty and staff in working with students and is available to students at the student's or teacher's request. A student can see the counselor once without written permission. After that, the student MUST have a permission slip on file granting parental/guardian permission to see the school counselor.

In-Services Days

As you will note on the calendar approximately every other Friday is a minimum day. Teachers are in-service at staff meetings, curriculum planning, and working on WCEA/WASC documents for our next accreditation. Some days staff are off site to

attend workshops or conferences that will increase their effective service. These opportunities enrich us and enable us to enrich your child.

Student Activities

St. Vincent Ferrer School student government provides elected student offers the opportunity to exercise leadership in student affairs.

The Student Council sponsors various activities and events to help build school spirit and to provide funds for officers to attend the Catholic Association of Student Council leadership workshops, for contributions to various school programs, and for charitable donations.

Officers and Board of Commissions for the 2013-2014 school year are:

President - Deomar Arizabal

Vice President - Leah Perez

Secretary - Ariana Saunders

Commissioner of Finance - Jonathan Lata

Commissioner of School Spirit - Madison Nunes

Commissioner of Publicity - Jessica Gabriel

Commissioner of Religious Affairs - Sarah Barba

Commissioner of Safety - Alan Aguirre

Commissioner of Boys' Athletics - Kekoa Wilson

Commissioner of Girls' Athletics - Samantha Lo

Commissioner of Ecology - Ashley Arizabal & Alena del Rosario

Commissioner of Assembly - Alondra Magallanes

Extracurricular Activities and Sports

The extra curricular programs available at St. Vincent Ferrer School are designed to meet the school's philosophy, goals, and objectives. Together with the academic and religious curriculum we strive to educate the whole child.

Extracurricular Activity Participation Requirements for Grades 5-6

- Students must have (on the midterm progress report or the trimester report card):
- A "C" average in academic subjects
- A 2 average in conduct and study habits for grade 6, no more than 2 "N"s in completes assignment and citizenship in grade 5

NOTE: Each subject area on the report card and mid-term report has a "completes assignments" section. An "N" is given for 6 or more missing/late/incomplete assignments in any subject area in a trimester (3 "N"s in a mid-term).

If a student does not meet the requirements for participation in extracurricular activities (after school sports, student council, milk and hot lunch monitors, etc.) he or she shall be placed on extracurricular restriction for three weeks (**but may still participate the first time he/she is placed on restriction during the year**). If a

student is placed on restriction, a letter informing you will be sent home with the mid-term report or report card. If, at the end of the first restriction, the “Policy for Participation” requirements are still not met, then the student will no longer be eligible to participate in the sport or activity for the next three weeks. At that time another letter will be sent home informing you of the student’s restriction status.

Any extracurricular restriction incurred after the first time will automatically make a student ineligible to participate in any sport or extracurricular activity for the next three weeks whereupon the student’s eligibility is reevaluated.

A Student Council member who fails to meet these requirements twice during the school year will be disqualified from holding his/her position for the rest of the year.

Extra Curricular Activity Participation for Grades 7-8

Students must have (on the midterm progress report or the trimester report card):

- A “C” average in all academic subjects
- No “F’s” in any subject
- A 2 or higher in conduct and study habits

If a student does not meet the grade requirements for participation in extracurricular (after school sports, Student Council, etc.), he/she will be placed on extracurricular restriction for three (3) weeks. During this three-week period the **student will not be allowed to participate** in extracurricular activities. If a student is placed on restriction, a letter informing you will be sent home with the mid-term report or report card.

If at the end of the restriction the student meets the “Policy for Participation” requirements, he/she will be allowed to resume participation in extracurricular activities. A letter informing you of the student’s restriction status will be sent after his/her eligibility is evaluated.

A Student Council member who fails to meet these requirements twice during the school year will be disqualified from holding his/her position for the rest of the year.

Any student who has been placed on academic restriction more than twice during the current school year will not be eligible to run for a position on the Student Council for the following school year.

All academic probation will be at the discretion of the principal in consultation with the student’s teacher(s).

The Athletic Program

The Athletic Program consists of intramural sports and cheerleading. Cheerleading is reserved for girls in grades 7-8, flag football for boys in grades 5-8, volleyball for girls and boys in grades 5-8, basketball for girls and boys grades 5-8.

The Solano/Pittsburg Athletic League

Mission Statement

The Solano/Pittsburg Athletic League is an integral part of the educational mission of the Catholic Schools of the Diocese of Sacramento and the Diocese of Oakland. The SPAL is dedicated to fostering Christian values and human development, encouraging a positive vision and attitude in our young men and women through exercise, example, teamwork, and athletic competition and fully recognizing the dignity of each student in Christ's image. The SPAL acknowledges and upholds the vital role of all parents and volunteers in the SPAL schools.

Objectives

- To teach Christian values.
- To teach sportsmanship and the value of athletic participation.
- To teach the importance of practice and the management of time.
- To develop acceptance and appreciation of others.
- To teach fundamental skills and rules of athletic competition.
- To develop students physically.
- To develop good health habits.
- To provide a proper outlet for youthful energy.

SPAL Player's Code of Conduct

Players shall show respect to coaches, officials and teammates at all times.

- A. Players shall show respect to the members of opposing teams.
- B. Players shall cooperate with all reasonable demands from their coaches.
- C. Players receiving disciplinary suspension shall be ineligible for a period of time determined by the principal.
- D. Missed practices and/or games must be communicated to the coach prior to the absence. Non-communicated absences will be unexcused. Three (3) unexcused absences may result in removal from the team.
- E. Players will be expected to attend and be on time for all games and practices.
- F. An absence from school could result in a player being ineligible on that day for either practice or a game. Example: If a player is absent from school on Friday and there is a game on Friday night, that player may not play in that game. If a game is scheduled on a weekend and the player was not in school on Friday, then the player may be allowed to play in Saturday or Sunday's game.
- G. Participants guilty of unsportsmanlike conduct or using obscene language may be dropped from the team.
- H. Removal of a player from a team shall have the approval of the principal and athletic director.

- I. Players shall be considered eligible to play in league games when registration fees are paid.
- J. Players will be expected to put forth the effort to condition their bodies and learn the basic skills of the game.

SPAL Parents' Code of Conduct

Without the participation of parents, the listed objectives will not be achieved. The Administration relies on you to support the philosophy as it applies to athletic activities. This philosophy will be expressed in conduct at games, relating to officials, and how we encourage the young athletes.

- A. It is a mark of courtesy and gratitude to coaches to make sure players are dropped off and picked up promptly for games and practices.
- B. Children must remain supervised inside the facility. The supervision of non-team siblings is the responsibility of the parents.
- C. Make sure that your child wants to participate in a sport. To get the most out of a sport, children should play to please themselves, not parents or coaches.
- D. If, or when problems arise, they should be addressed at an appropriate time and in a proper manner with the coach. If not satisfactorily settled, the problem should be brought to the attention of the athletic director or principal.
- E. Parents should conduct themselves in a proper manner when attending games. Never yell demeaning remarks to officials, coaches, or players on either team. There is a great deal of difference between cheering and verbal abuse. Derogatory or profane language will result in your ejection from the stands/ballpark. Repeated offenses will result in a permanent ban from all athletic events.
- F. Support all efforts to eliminate verbal and physical abuse from children's activities.
- G. Encourage your child/children to always play by the rules.
- H. Parents should recognize that an honest effort is the primary objective over winning and losing. Remember that the goal of the game is to have children learn the values of sportsmanship and teamwork.

Care of Property

Uniforms, lunches, etc., must be clearly and securely marked with the full name and grade of your child. At the end of each month unclaimed articles will be sent to a charitable cause, such as The Christian Help Center. Each year many good uniform sweaters and jackets are sent to the Uniform Exchange.

Chewing gum is forbidden on the school grounds at all times. Infractions will be dealt with on an individual basis.

Permanent marking felt pens and liquid paper may NOT be used by students.

Books

Each student is financially responsible for the care and upkeep of the books issued to him/her. **SCHOOL BOOKS MUST BE KEPT COVERED AT ALL TIMES.** The student must pay for books that are lost, marked, or damaged in any way. Once a

lost book has been paid for, no refund will be made should that book be subsequently found.

Personal Property

Toys, balls, matches, laser pens, pocket knives, or valuable articles, such as stereos, tape recorders, radios, iPods, games, etc., are NOT to be brought to school. Students may not carry beepers, pagers, cellular phones, or any other inappropriate electronic device on school grounds during the school day. If a parent feels it is necessary for their child to have a cell phone for after-school activities, he/she will have to bring a permission slip to their teacher signed by their parents and the student will have to check the phone in at the office or in the classroom during school hours. Permission slips are available from the classroom teachers or school office. The school will not be responsible for lost or missing phones. Locks are recommended for bicycles.

Due to the many needs of our Parish, other parish groups may use our classrooms for meetings. For this reason, students should not leave personal items in their desks overnight. **The school is NOT responsible for personal items the students bring to school.**

Money

Students should not have large amounts of money on their person at any time.

Middle School Lockers

Lockers are provided for 7th and 8th grade students to use for storing of their books and supplies. If room is available 6th grade students are assigned lockers also. These lockers are the property of the school, but it is the student's responsibility to keep them locked at all times. Students are not to bring valuables to school nor store valuables in lockers, as the school does not take responsibility for lost, damaged, or stolen personal property. The principal, assistant principal or a junior high teacher may open student lockers without prior student notification.

In the evenings and on weekends, many of the rooms in the O'Neill Building are being used for meetings and prayer groups. For this reason, students are not to be in the O'Neill Building after school hours unless supervised by school staff.

Students are financially liable for the repair of any damage for which they are responsible.

Uniforms

Proper attire and good grooming are two of many elements that enhance the learning environment. They also help the student project a positive self-image and self-confidence to others. To assist our students in developing these qualities, we require every student to be in uniform each day. **Non-Uniform dress passes are not valid on field trips and on school liturgy and prayer service days.** This includes all aspects of the uniform. All students are expected to be in full uniform on days that we attend Mass and Prayer Services together. This includes a green or gray school uniform sweater.

All uniforms of clothing should fit properly: this includes the length and the waist of pants and skirts (girls' skirt length should hit at the knee); the length of sleeves on sweaters and sweatshirts; the **belts** should fit around the waist properly and the ends tucked into belt loops. Parents and students are expected to be aware of this rule when they purchase their school clothing. Uniforms should be kept in good repair with holes and tears mended. If uniforms are not kept in acceptable condition, they must be replaced.

Parents and guardians who choose to send their children to St. Vincent's accept the judgment of the administration as final in matters of dress and appearance at school. Any article of clothing that may be removed (sweater, jacket, skirts, jumpers, shoes, etc.) during the school day must be clearly marked with nametags. Articles found will not be held more than five (5) school days unless a nametag is clearly evident.

Boys & Girls

- All shirts must fit properly and must be clean and tucked-in so that belt is easily visible. Only white underclothing may be worn under the uniform shirt.
- All pants must fit properly in both waist and length size. No sagging or drooping pants are acceptable. Pants considered too tight by the teacher/administration may not be worn.
- Only athletic shoes in good condition and **solid black, solid white or solid brown** in color will be considered part of the uniform. Please consider safety and comfort when buying shoes. Two tone shoes that are colored with white soles do not meet the uniform requirement.
- Grades 7-8: Gray cardigan or pullover sweater (Dennis Uniform only).
- Grades K-6: Green cardigan sweater (Dennis Uniform only).
- **Only St. Vincent Ferrer sweatshirts and sweaters may be worn in the classroom.**
- Khaki colored walking shorts.
- Long sleeve white turtleneck shirts may be worn under the blouses or shirts during very cold weather. Turtleneck shirts may NOT be worn IN PLACE OF the white collared shirt or blouse.
- Extreme hairstyles for both girls and boys are not permitted. Boys may not have "tails" and their hair may not be longer than the top of their collar. "Fad" hairstyles on either boys or girls will not be tolerated. This also includes coloring or tinting of hair, excessively gelled hairstyles, and designs etched into the hair of the boys with the shaved or almost shaved hairstyles. Hair must not cover their eyes.
- White polo shirts with the school crest may be worn in grades K-8, 8th graders only may wear green polo shirts with the school crest.
- Students may wear any St. Vincent Ferrer T-shirt with their uniform on Fridays as long as they will not be going to Church.

Girls

- K-5 plaid jumper, 6-8 plaid skirt (Dennis Uniform only).

- K-8 plaid skort (Dennis Uniform only).
- Khaki slacks with black or brown belt.
- White Peter Pan blouse or over blouse or white polo shirt.
- Shorts may be worn under the plaid jumper or skirt as long as they do not extend below the skirt hem.
- Skirts should hit at the knee
- Knee high socks may be a solid color that match the uniform. Other socks must be white and at least one inch above the shoe line.

Boys

- White short sleeve collared dress shirt or white polo shirt.
- Khaki pants with a **black or brown belt**
- Socks must be solid white and be at least one inch above the shoe line.

Accessories

- Girls may NOT wear make-up of any kind, NOR nail polish, NOR fake fingernails.
- Only one set of post earrings, no larger than ¼” in diameter, may be worn. No dangling earrings.
- Sunglasses may not be worn at school.
- Suspenders are not permitted.
- Dying, bleaching, and tinting of hair to is strictly forbidden.
- All hairstyles for both boys and girls are subject to approval by the administration. Students not in compliance will not be allowed to attend classes until the hairstyle is corrected to the administration’s approval.
- No striped or colored t-shirts, except white undershirts and underwear may be worn under white shirts or white blouses.
- Jackets or scarves may not be worn in class.
- Beanies may be worn outside during cold weather as determined by the teacher/administration.
- One bracelet per wrist is permitted.
- No baseball hats.
- Solid color (white, black, or dark green) tights (**not leggings**) may be worn outside during cold weather as determined by the teacher/administration.

Non-Uniform Dress Policy

On those days when student earn Non-Uniform Dress Passes or when a Non-Uniform Dress Day is planned, clothing is expected to be of **modest style, fit and length**.

- Jeans will be allowed if they are neat and tidy.
- Socks and shoes must be worn. No sandals, flip-flops, open topped flats, boots, etc. may be worn.
- Dangling earrings and/or nail polish may not be worn.

Non-Uniform Dress passes are not valid on school Mass days, Prayer service days, or field trip days. School Masses and Prayer services are announced in the Family Newsletter.

On Fridays, students may appropriate School Sports Uniform when permission is given.

The following apparel is never permitted at school or school sponsored events: sweats, stretch material, tight fitting pants, oversized overalls, t-shirts, especially those with inappropriate lettering or pictures on them, tank tops, cutoffs, clothing that displays alcohol, drug, tobacco products and/or obscenity, halter tops, underwear worn as outerwear, torn clothing, and clothing considered by the administration to be immodest.

PLEASE NOTE: This is not an all-inclusive policy. Other forms of unacceptable appearance or attire may be identified as they occur.

- **Unacceptable attire, as determined by the administration, will result in notification to parents for an immediate change of clothing.**

Uniform Exchange

Some second hand uniforms are available from the school Uniform Exchange. If you are interested, please contact the school office.

This handbook is subject to change at the discretion of the Principal.
Amendments will come out as needed.

Handbook Signature Page

Parents share the responsibility for their child's understanding of the Mission and Philosophy of the school and the rules that flow from the Mission. We ask that Parents or Guardians please discuss the Handbook with the children. In this way, the family is able to participate as a unit in the life of the school. Parents (both) or Guardians (both) and Students are asked to sign this statement that you have received, and have read and discussed the school handbook. Parents / Guardians and Students agree to be governed by the policies and regulations set forth in this Handbook.

Parent / Guardian Signature

Parent / Guardian Signature

Student Signature

Student Signature

Student Signature

Date

This form *must be signed* by the Parents / Guardians *and* Student and *returned* to St. Vincent Ferrer School *no later than Friday, August 30, 2013.*