



**Parent-Student Handbook**  
**2333 South Figueroa Street**  
**Los Angeles, California 90007**  
**Phone: (213) 748-5367**  
**[www.stvincentla.net](http://www.stvincentla.net)**

Dear Parents, Guardians and Students,

Welcome to St. Vincent School and the 2023-2024 school year! We are pleased to provide you and your children with a team of professionals dedicated to the highest standard of Catholic education and care of your child(ren). As parents/guardians of children enrolled in SVS, you also serve as a partner in education. As partners, parents, faculty and staff will work together to ensure the academic, social, spiritual, and emotional growth of your children while they attend the SVS. I trust that you are up to the task, and I welcome working with you to ensure the success of your child and all the students at the SVS! In order to provide the best quality of education and safety, we ask that all parents/guardians and students adhere to our St. Vincent School policies. This Parent-Student Handbook contains the policies and is intended to provide you with a guide. Please take the time to review this Handbook in its entirety. I hope the Handbook will answer questions you may have regarding the policies of SVS, although you may always reach out to me or Mrs. Logan if you have any questions, comments, or concerns. The handbook will remain accessible to you on the school website. At the end of this Handbook are various documents for you to review and sign, as well as an Acknowledgement of Receipt of this Handbook. Please sign and return all these documents by Thursday, August 31, 2023. Thank you for your support and I look forward to working with you as we provide the utmost quality Catholic and Vincentian education to your children in a secure, safe and nurturing environment.

Vincentian Blessings,  
Mrs. Erika Avila-Auzenne, M.A.

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## **PHILOSOPHY**

St. Vincent Parish School is a Catholic educational institution which pursues the development of the total person within the environment of a faith community. Those who form this community recognize the need to cooperate with one another by accepting their appropriate responsibilities.

Thus, the teachers support parents who are the primary educators of their children. Likewise, the parents support the teachers who are the facilitators of their children's education.

Together they form a learning, loving, and worshipping community that seeks to nourish the students at every level: body, mind, and spirit.

In the pursuit of excellence at each of these levels, the school provides the environment and motivation to acquire skills that allow the students to reach their greatest potential and lead them to be active members of Church and society.

"Consider yourself happy that God has given you charge of these little children, amongst whom there may be many who will render great glory to God."

**St. Vincent de Paul**

"We must act on our own and teach by our actions, otherwise our advice has little effect."

**St. Louise de Marillac**

"Our God loves us; that is our comfort. "

**St. Elizabeth Ann Seton**



"Welcome everyone, speak to the poor with both kindness and dignity, do not make them wait. Treat them as you would treat your father, your brothers, and your sisters."

**Blessed Rosalie Rendu**

"Lord, I am here. Tell me what you would have me do."

**St. Catherine Laboure**



### **Mission Statement:**

“St. Vincent School, in partnership with families, will provide a transformative education embodying the Vincentian Charism of Service, to foster curious and resilient learners.”

### **Our Root Beliefs:**

*“We are a community that”  
is Christ centered.  
is rooted in love and respect.  
is in partnership.  
fosters a culture for learning.*

The Church's social teaching is a rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. Here at St. Vincent School our SLEs are rooted in the seven principles of Catholic social teaching listed below:

#### **The seven principles of Catholic social teaching are:**

- Dignity of the Human Person.
- Call to Family, Community and Participation.
- Rights and Responsibilities.
- Preferential Option for and with People who are Poor.
- Dignity of Work and the Rights of Workers.
- Solidarity.
- Care for God's Creation.

### **St. Vincent School SLEs are:**

School-wide Learning Expectations (SLEs) are statements of what a student should know, understand, value, and be able to master by graduation. These learning outcomes are collaboratively developed and represent the focus of the entire school community.

At St. Vincent School we use the acronym *SERVE* to help draw the students’ attention to the ultimate goals of their time at St. Vincent School. Each student recognizes his or her rights and responsibilities as an active participant in our faith community and witnesses and learns to exemplify the *SERVE* skills:

**Service to the Poor**  
A SVS student will:

- Accept the calling of St. Vincent to serve the poor

- Embrace the spirit of service within the Church and community.
- Practice the teachings of social justice through helping others

### **Excellence through Knowledge**

A SVS student will:

- Possess solid academic foundations while maintaining intellectual curiosity
- Take responsibility and be accountable for academic growth
- Think critically and problem solve through learning

### **Respecting Rights and Demonstrating Responsibility**

A SVS student will:

- Promote a lifestyle that treats others with dignity and respect
- Acknowledge and accept responsibilities toward the community
- Honor and protect the rights of others

### **Vincentian Charism and Lived Faith**

A SVS student will:

- Actively model the presence of St. Vincent and Christ through sacraments, liturgy, prayer, and service.
- Develop a relationship with Christ each day
- Practice the teachings of the Catholic Faith.

### **Environmental: Care for God's Creation**

An SVS student will:

- Develop and share their gifts and talents with others
- Recognize and care for all things of the earth
- Participate in the care of the environment

## **History of St. Vincent Catholic School**

St. Vincent School was opened in 1911 by the Sisters of St. Joseph of Carondelet in the recently closed St. Vincent College. The school moved twice before settling at its current location in 1953. The Sisters of St. Joseph of Carondelet served the school until 1986, having instilled the charism of reconciliation. From 1987 until 1996, the school was under the direction of four lay principals. In 1997 the administration of the school was transferred to the Daughters of Charity and as a result adopted the Vincentian charism.

When St. Vincent School was built, the neighborhood was upper-middle class and wealthy. Gradually, the more affluent families moved to the suburbs, and the demographics changed. In the 1970's and 1980's, many families immigrated to this area from Mexico and Central America to escape war and governmental pressure. They found work in the garment district and hotels. The nearby University of Southern California also provided a variety of jobs for families in the area.

St. Vincent School's successes and history are a result of the Daughters of Charity who built upon the stable foundation of the Sisters of St. Joseph of Carondelet. With the guidance of the Daughters of Charity, St. Vincent School's mission is to provide the finest education in an inclusive Catholic community of faith. In the fall of 2013 a transitional kindergarten opened to better serve the community. St. Vincent School will continue to minister to underserved families that cannot afford the full tuition, and educate students to lead, serve, and grow to their full potential as beloved children of God.





**ADMINISTRATIVE and SUPPORT STAFF**

|   |                       |
|---|-----------------------|
| Principal:  | Mrs. Avila-Auzenne    |
| Vice Principal:                                     | Mrs. Logan            |
| Faith Ministries Coordinator:                       | Sr. Linda Wimer, D.C. |
| Receptionist:                                       | Miss Monique Garcia   |
| Enrollment/Business Manager:                        | Mrs. Cardenas         |
| Marketing/Family Volunteer/Fundraising Coordinator: | Mrs. Monzon           |
| After School Program Coordinator:                   | Ms. Bonet             |
| Health Office:                                      | Nurse Mrs. Celia      |
| Health Clerk:                                       | Ms. Monique           |
| Office Manager and CARE Management Clerk:           | Mrs. Sanchez          |
| Lunch Program:                                      | Mrs. Sylvia           |

**GRADE TEACHER/HOMEROOM**

|  |  |
|--|--|
| Transitional Kindergarten:                     | Mrs. Del Rio-Galarza                         |
| TK Teacher Assistant:                          | Mrs. Diaz                                    |
| Kindergarten:                                  | Mrs. Muñoz                                   |
| Kinder Teacher Assistant:                      | Mrs. Rina                                    |
| Grade 1:                                       | Mrs. Lucatero                                |
| 1st Grade Teacher Assistant:                   | Ms. Ticas                                    |
| Grade 2:                                       | Mrs. Dominguez                               |
| 2nd Grade Teacher Assistant:                   | Ms. Giselle                                  |
| Grade 3:                                       | Ms. Mendez                                   |
| Teacher Assistant/Director of Faith Formation: | Sr. Linda Wimer                              |
| Grade 4:                                       | Mrs. Vasquez                                 |
| Grade 5:                                       | Ms. Serrano                                  |
| Grade 6:                                       | Mr. Becerra: 6th-8th: Math /Science          |
| Grade 7:                                       | Mr. Guzman: 6th-8th: Religion/Social Studies |
| Grade 8:                                       | Mrs. Cortez: 6th-8th: ELA                    |

**ELECTIVES**

|                                  |             |
|----------------------------------|-------------|
| Physical/Athletic Director:      | Mr. Diaz    |
| IT Coordinator/Computer Teacher: | Mr. Padilla |

**CONTACT INFORMATION:**

School Office:

(213) 748-5367 (#163)

Messages will be retrieved after 3:00 P.M. Responses will be by phone, note or email. There is a turn around of 24 hours for faculty and staff to respond.

| Name                  | Title                         | Extension and Email Address  |
|-----------------------|-------------------------------|--|
| Erika Avila-Auzenne   | Principal                     | x-160 <a href="mailto:principal@stvincentla.net">principal@stvincentla.net</a>             |
| Cathy Logan           | Vice Principal                | x-161 <a href="mailto:viceprincipal@stvincentla.net">viceprincipal@stvincentla.net</a>     |
| Maria Cardenas        | Business Manager              | x-166 <a href="mailto:business@stvincentla.net">business@stvincentla.net</a>               |
| Alejandra Sanchez     | Office Manager/Case Manager   | x-163 <a href="mailto:receptionist@stvincentla.net">receptionist@stvincentla.net</a>       |
| Cindy Del Rio-Galarza | Transitional Kinder Teacher   | x-170 <a href="mailto:cdelrio-galarza@stvincentla.net">cdelrio-galarza@stvincentla.net</a> |
| Angela Diaz           | TK Teacher Assistant          | x-170 <a href="mailto:tkaide@stvincentla.net">tkaide@stvincentla.net</a>                   |
| Elise Munoz           | Kinder Teacher                | x-171 <a href="mailto:emunoz@stvincentla.net">emunoz@stvincentla.net</a>                   |
| Rina Vega             | Kinder Teacher Assistant      | x-171 <a href="mailto:kinderaide@stvincentla.net">kinderaide@stvincentla.net</a>           |
| Wendy Lucatero        | 1 <sup>st</sup> Grade Teacher | x-172 <a href="mailto:wlucatero@stvincentla.net">wlucatero@stvincentla.net</a>             |
| Irma Ticas            | 1st gradeTeacher Assistant    | x-172 <a href="mailto:1stgradeaide@stvincentla.net">1stgradeaide@stvincentla.net</a>       |
| Maria Dominguez       | 2 <sup>nd</sup> Grade Teacher | x-173 <a href="mailto:mdominguez@stvincentla.net">mdominguez@stvincentla.net</a>           |
| Giselle Aranda        | 2nd grade Teacher Assistant   | x-173 <a href="mailto:2gradeta@stvincentla.net">2gradeta@stvincentla.net</a>               |
| Myrna Mendez          | 3 <sup>rd</sup> Grade Teacher | x-174 <a href="mailto:mmendez@stvincentla.net">mmendez@stvincentla.net</a>                 |
| Judith Vasquez        | 4 <sup>th</sup> Grade Teacher | x-175 <a href="mailto:jvasquez@stvincentla.net">jvasquez@stvincentla.net</a>               |
| Yvette Rivera Serrano | 5 <sup>th</sup> Grade Teacher | x-176 <a href="mailto:yserrano@stvincentla.net">yserrano@stvincentla.net</a>               |
| Rudy Becerra          | 6 <sup>th</sup> Grade Teacher | x-177 <a href="mailto:rbecerra@stvincentla.net">rbecerra@stvincentla.net</a>               |
| Ariel Guzman          | 7 <sup>th</sup> Grade Teacher | x-178 <a href="mailto:aguzman@stvincentla.net">aguzman@stvincentla.net</a>                 |
| Sonia Cortez          | 8 <sup>th</sup> Grade Teacher | x-179 <a href="mailto:scortez@stvincentla.net">scortez@stvincentla.net</a>                 |
| Juan Diaz             | PE Teacher                    | x-195 <a href="mailto:peteacher@stvincentla.net">peteacher@stvincentla.net</a>             |
| Sister Linda          | Faith Ministries/3rd Grade TA | x-183 <a href="mailto:faithministries@stvincentla.net">faithministries@stvincentla.net</a> |

|                 |  |  |
|-----------------|--|--|
| Adan Padilla    | IT Director/Computer Teacher               | x-192 <a href="mailto:itsupport@stvincentla.net">itsupport@stvincentla.net</a>                     |
| Iris Magallanes | Family Resource Counselor                  | x-184 <a href="mailto:familycounselor@stvincentla.net">familycounselor@stvincentla.net</a>         |
| Becky Monzon    | Fundraiser/Volunteer/Marketing Coordinator | x-193 <a href="mailto:fundraiservolunteer@stvincentla.net">fundraiservolunteer@stvincentla.net</a> |
| Monique Garcia  | Healthclerk/Receptionist                   | x-182 <a href="mailto:healthclerk@stvincentla.net">healthclerk@stvincentla.net</a>                 |
| Celia Ventura   | Nurse                                      | x-182 <a href="mailto:cventura9110@gmail.com">cventura9110@gmail.com</a>                           |

**Extensions for Student Support Services:**

School Counselor: #194

Case Worker: #184

Speech Therapist: #181

**OFFICE HOURS:**

St. Vincent School office is open Monday, Tuesday, Wednesday, Thursday, from 7:30 a.m. to 3:45 p.m.

Thursday the office will be closed from 8:00-9:15 a.m. in observance of our weekly School Mass.

Friday from 7:30am-1:30pm.

Parents will be notified if school is not in session or if there is a change in schedule.

**DAILY SCHEDULE:**

6:45-7:15 Morning Daycare

7:15-7:30 Breakfast

Tardy Bell rings: 7:55 a.m.

SCHOOL STARTS: 8:00 a.m.

REGULAR DAY DISMISSAL: 2:45 p.m. (Monday-Thursday)

EARLY DAY DISMISSAL: 12:30 p.m. (Friday, or when needed)

### **St. Vincent Recess & Lunch Schedule**

Monday - Thursday Schedule

#### **Recess:**

**TK, K, 1st, 2nd** - 9:30 - 9:50

**3rd, 4th, 5th** - 9:55 - 10:15

#### **Monday-Wednesday**

**6th, 7th, 8th** - 11:05-11:25

#### **Thursday**

**6th, 7th, 8th** -10:15-10:35

#### **Lunch:**

Rotate

**TK & K** 11:30 - 12:15

Eating (11:30 - 11:55)

Play (11:55- 12:15)

**1st & 2nd** 11:30 - 12:15

Playing (11:30 - 11:55)

Eating (11:55 - 12:15)

**3rd, 4th & 5th** 12:15 - 1:00

Eating (12:15 - 12:30)

Playing (12:30 - 1:00)

#### **Monday-Wednesday**

**6th, 7th & 8th:** 1:00-1:50

Eating (1:00 - 1:20)

Playing (1:20 - 1:50)

#### **Thursday**

**6th, 7th & 8th** 12:45-1:30

Eating (12:45 - 1:00)

Playing (1:00 - 1:30)

### **Friday Schedule**

#### **Recess:**

**TK, K, 1st, 2nd** - 9:30 - 9:50

**3rd, 4th, 5th** - 9:55 - 10:15  
**6th, 7th, 8th** - 10:30 - 10:50

**Lunch (NO Afternoon Playtime) in the classroom**

**TK & K** 11:30 - 11:50  
**1st & 2nd** 11:40 - 12:00  
**3rd, 4th & 5th** 11:50 - 12:10  
**6th, 7th & 8th** 12:10 - 12:25

**CHURCH STAFF and SERVICES SCHEDULE**

Priests

**Fr. Gary Muller, CM (Pastor)**  
**frgarymueller@gmail.com**  
**213-749-8950 ext. 123**

Fr. Scott Jakubowski, C.M. (Associate Pastor)  
pdscottsvdp@gmail.com  
213-749-8950 ext.124

Deacons

Deacon Juan Ascencio  
dnpaco6@gmail.com

Deacon Rogelio Garcia  
deaconrogelio1@gmail.com

Pastoral Staff

Nancy Fernandez (Business Manager)  
N.calderon49@gmail.com  
213-749-8950 ext. 113

Miriam Cruz (Director of Faith Formation )  
miriamcruz503@gmail.com  
(213) 749-8950 ext. 22115

Silvia Macias (Confirmation, youth & Liturgy Coordinator)  
svdpsmacias@gmail.com  
(213) 749-8950 Ext.22141

Francisco Flores (Music Director)  
francisco.flores0121@gmail.com

### **Clerical**

Kevelyn Lucas (Secretary)  
stvincentparishla@gmail.com  
(213)749-8950 ext.120

Mariana Ramirez (Secretary)  
stvincentparishla@gmail.com  
(213)749-8950 ext. 120

Brindy Delgadillo (Secretary & Virtus)  
stvincentparishla@gmail.com  
213-749-8950 ext 120

Eric Brown (Bookkeeper)  
embmgtsvcs@yahoo.com  
213-749-8950 ext.125

Rey Lopez (Sacristan)

Jesus Martinez (Parking lot Attendant)

### **Mass Schedules**

#### **Daily Mass**

**MONDAY:** 7:30 AM (*Spanish*)  
**TUESDAY:** 7:30 AM  
**WEDNESDAY:** 7:30 AM (*Spanish*)  
**THURSDAY:** 8:15 AM (School Mass)  
**FRIDAY:** 7:30 AM (*Spanish*)  
**SATURDAY:** 7:30 AM (*Spanish*)

#### **Sundays**

- 8am (*Spanish*)
- 10am (*Spanish*)
- 12pm (*English*)
- 6pm (*Spanish*)

### **Confessions**

**Saturday**

**10:00 AM to 11:00 AM**

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

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

These Christian principles further 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 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.

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

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

## **ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"**

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

**May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**

**May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

For the safety of ALL students at St. Vincent School and to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy **the sex offender registry will be checked regularly.**

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

## **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child abuse, whether physical, sexual, or emotional. The approved program is the **Empowering God's Children and Young People© Safety Program.**

The *Empowering God's Children and Young People© Safety Program* of the Archdiocese of Los Angeles is dedicated to providing continued education to children and young people through classroom lessons and activities on ways to maintain their own personal safety. This program also highlights God's love and desire for the health and safety of all His children. Children and young people can be empowered with the knowledge and understanding of how to keep themselves and others safe from possible harm.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded Joan Vienna, Coordinator of Safeguard the Children at (213) 637-7227.

## **GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS**

*Revised August 20, 2007*



Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

**Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish

school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they do not have these requirements.

## **BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH**

*Revised August 20, 2007*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

## **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

## **SCHOOL LEVEL**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the Archdiocesan supervisor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the Archdiocesan Supervisor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

## **Department of Catholic Schools Level**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## **PARENT ORGANIZATION**

### **Parent or Parent-Teacher Organizations and Consultative School Board**

If the school has a parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the principal as the case may be.

### **Parent or Parent-Teacher Organizations**

The main functions of a parent or parent-teacher organization are to raise funds for the schools current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable. Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

St. Vincent School has a Parent Board. The main function of the Executive Parent Board is to provide family and community events for the school. The membership of the board shall include the pastor, the principal, the parents or legal guardians.

St. Vincent School has a position on the faculty and staff that oversees all fundraising, volunteer hours, and assists with marketing. The financial support of the Family Pledge helps to keep close the gap from the financial assistance provided by the Daughters of Charity Foundation.

**All mandatory parent meetings will be conducted via ZOOM (until further notice).**

### **Meetings:**

Parents are required to attend ALL meetings called by the Principal. Parents are asked to notify the school if an emergency will prevent them from attending. **A \$25.00 fee will be charged on your TADS account for not attending meetings.**

### **GENERAL PARENT MEETINGS - THESE MEETINGS ARE MANDATORY. (updated 8/19/23)**

- Welcome Back Meeting
- November, 2023: 1st Trimester Parent Meeting

- January, 2024: 2nd Trimester Parent Meeting
- March, 2024: 3rd Trimester Parent Meeting
- June, 2024: Last Parent Meeting

### **Acceptable Use and Responsibility Policy for Electronic Communications**

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location. These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

### **Definitions**

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

### **Electronic Communications Systems, Devices and Materials and Users Covered**

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, are used in such a manner that the Archdiocese and/or the Location may be implicated in their use.
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

### **Ownership and Control of Communications**

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e. pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

### **Guidelines for Email Correspondence and Other Electronic Communications**

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking 21 site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to “All Employees,” “All Parents,” “All Seminarians,” “All Parishioners” and the like on intranets or the Internet must be approved by the person in charge of the parish

- (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
  - f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
  - g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
  - h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
  - i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.
  - j. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
  - k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
  - l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
  - m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
  - n. Information systems hardware should be secured against unauthorized physical access.

## **Prohibited Practices**

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, code of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; e-mail addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in Internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See Archdiocese of Los Angeles Copyright and Video Screening Policy.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).

- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to ensure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

### **Consequences of Violations of Electronic Communications Policy**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

### **Use of Electronic Devices**

Cell phones and other portable communication devices (pagers, iPhones®, iPods®, Blackberries®, walkie talkies, etc.) may only be brought to school if and only if the student walks and or takes public transportation. A written parental permission notifying the school must be obtained before the phone is allowed on school grounds.

However, all portable communication devices must be turned "OFF" and stored in a backpack, book bag, desk, or other place where the device is not visible.

Portable communication devices may NOT be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority.

This prohibition includes, but is not limited to, study hall, lunch breaks, class changes and any other scheduled or non-scheduled activity that occurs during normal school hours.

Before and after the end of school, students may use portable communication devices, but not inside school buildings that are still being used for school-related activities or on school buses.

Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations.



If a student uses a portable communication device or any of its functions for any reason during a school day without express adult permission, the following measures will be taken:

- The device will be confiscated from the student.
- The device will be returned only to the student's parent or legal guardian.
- Depending on the circumstances, the student may be denied the right to bring the device to school.
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted.
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken. The school is NOT responsible for lost, misplaced, stolen broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges

## **SCHOOL SEARCHES**

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their desks or other school property. Desks are made available to the student by the school. The student does have some expectation of privacy in his/her desk from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's desk, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

## **COUNSELING POLICY**

The mission and purpose of the school is education. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy. However, through the children's counseling center at St. Francis Medical Center, counseling services are available for St. Vincent students. Parents must sign a consent form for these services. In emergency situations a counselor may see a student without parental consent.

Schools may engage in the following activities in addition to providing classroom instruction:

Provide advice regarding academic subjects and student progress in school;

Give limited guidance to students who present with non-academic personal issues or situations;

Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professionals for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;

Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

## **Messages for Faculty and Staff**

Faculty and staff can be contacted via phone and email. Telephone numbers and email addresses are listed in the Faculty and Staff Directory on the website and in this handbook. During the school year, we expect that teachers and staff members reply to all voicemails and emails within 24 hours, excluding weekends and holidays. Email communication is the most effective means of contacting faculty and staff. Parents and guardians may need to contact teachers with questions or concerns about their student's academic progress in a course.

While we encourage all parents to promptly contact teachers, we believe the following guidelines below for students especially in grades 6th-8th will help facilitate the most effective communication.

In summary:

- Step 1: Students should bring their questions or concerns directly to the teacher, either in person or via email.
- Step 2: If a student cannot clarify their issue or if they have additional concerns you would like to address, please contact the teacher.
- Step 3: Our teachers should respond within 48 hours (excluding holidays and weekends) to acknowledge your email or phone message and offer either an answer or an anticipated time when an answer can be provided.
- Step 4: In some cases, a meeting between teacher, parent and student may be the best way to resolve an issue. A parent, teacher or administrator can initiate this meeting. In the fall, we have a Parent-Student-Teacher Conference. These informal meetings allow any issues to be addressed early in the year and foster the parent-teacher relationship, which supports the student and their learning. At the middle of the second semester, we have additional conferences as needed with parents.

## **SCHOOL STUDENT NON-DISCRIMINATION POLICY**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

## **INCLUSION PROCEDURES**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan

Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the students needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

## **GUIDELINES FOR ADMISSION**

Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).

- Transitional Kindergarteners should be 4 years old on or before September 5<sup>th</sup>.
- Kindergarten children must be five (5) years of age on or before September 5<sup>th</sup>.

All students must comply with current California immunization and health requirements prior to enrollment.

St. Vincent School will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.

**A BAPTISMAL CERTIFICATE** is required when a child is registered for the first time. For non-Catholic families, a birth certificate is required.

All new students will be tested before being accepted into St. Vincent School. Personal interviews will be conducted by the principal for all new families before they are accepted.

## **ATTENDANCE**

Attendance School begins promptly at 8:00 a.m. with attendance, followed by a school assembly led by Administration and students prayer, allegiance to the Flag, and announcements over the Public Announcement system and radio. A student is tardy if he or she arrives after 8:00 a.m. **Prompt and regular attendance is important. A student can never make up for a day missed, even if the assignments are completed. Therefore, we ask that whenever possible, appointments, vacations, and other activities, which require your child to miss school, are scheduled for times when school is not in session.**

Administration and teachers assume responsibility for checking the regular attendance of all pupils. Accurate records of absences are kept on the online student information system. **State law requires that students who have been absent bring a written note signed by parent / guardian with the reason for absence.** These are kept on file until the end of the official grading period. **Acceptable excused absences are illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities.**

### **Absences with Acceptable Excuse**

If you are taking your child out of school for an appointment, please write a note to the teacher letting him / her know the time of the appointment. A student leaving school for any appointment will be met at

the school office by the parent who signs a release before taking the student. **Parents may not go directly to classrooms to get their child.**

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. **Acceptable excused absences are illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities.**

1. The parent/guardian is responsible to inform the front office no later than 9:00 a.m. using the following email [attendance@stvincentla.net](mailto:attendance@stvincentla.net) if the child is ill and will not be attending school.
2. Student missed work: All student work will be given only upon student's return to school. Teachers reserve the right to decide what work is to be made up.
3. Self-contained classes (TK-5th): all missed work will be given to students upon their return.
4. 6th - 8<sup>th</sup> grade: Absent work is the student's responsibility. Students must collect absent work from the teacher.
5. Missed Assessments: When a student misses an assessment due to an absence, he/she must make up the test at the teacher's discretion.

### **Extended Absences**

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 10 or more days), official grades may be withheld. Students are responsible for all work missed during their absence, and should check with their teacher upon returning to school to see what must be made up. **Teachers will NOT provide class work, or homework for future dates such as for absences due to family vacations.**

For family **EMERGENCIES**, parents may take their children out of school temporarily **after consultation with the administration and teacher.** Parents must understand the possible effects of such an absence on a child. A record of the recommendations and consequences made to parents by the principal and the teacher will be kept on file. Death of a family member, or serious illness must be communicated to the principal and teacher. If a student has been absent for an extended period of time, arrangements should be made with the teacher and administration in order to make up for critical missed instruction.

Excessive unexcused absences may result in loss of academic credit. **Excused absences are: attendance at medical, dental or counseling appointments (only if medical note is provided) and funeral services for family members.**

1. If a pupil is absent for fifteen or more days, official grades may be withheld, due to missed instruction. The possibility of retention could also be considered. This decision is, however, left to the principal in consultation with the teacher/teachers.
2. Parents are encouraged to make all medical appointments after school or on Saturday.

3. If a pupil has **stopped attending school** without explanation, and it is impossible to contact parent or guardian, he/she will be kept on the Pupil Attendance Register as actively enrolled for the duration of the school year.

### **EARLY DISMISSAL:**

Parents, or a designated adult, must sign their child out at the school office. If anyone besides the parent will be picking up the child, this **MUST** be indicated in a note sent to the school office and classroom teacher.

### **The school will NOT release a child to anyone except those listed on the emergency card.**

Students will not be given permission by the school to go home with another student, nor will they be allowed to use a cell phone for this permission. This type of arrangement should be made between parents outside of school hours. **A written note should be given to the classroom teacher and the Vice Principal verifying the arrangement.**

### **ALL NOTES MUST BE DATED AND SIGNED IN ORDER TO BE VALID AND SENT TO THE CLASSROOM TEACHER AND THE VICE PRINCIPAL FOR APPROVAL**

**ANY CHILD THAT WALKS OR TAKES THE BUS MUST HAVE SIGNED PERMISSION FROM A PARENT OR GUARDIAN. THIS PERMISSION WILL BE KEPT ON FILE BY THE CLASSROOM TEACHER. ONLY THESE STUDENTS WILL BE ALLOWED TO HAVE A CELL PHONE IN THEIR BACKPACK. SCHOOL RULES MUST BE FOLLOWED.**

### **TARDIES:**

California law states that children must be in school and on time every day. The law does not exempt private, charter, or religious schools.

Students must be in the building at **8:00 A.M.** Students arriving after **8:00 A.M.** must go to the breezeway for a tardy slip. If a student comes after **8:30** or leaves before **2:15 P.M.**, he/she is marked absent for half a day. If a student arrives up to a half hour after the bell rings he/she is considered tardy. If a student leaves up to a half hour before dismissal he/she is considered an afternoon tardy. A record of all attendance will be kept on Grade Link.

### **PROCEDURES FOR TARDY STUDENTS PER TRIMESTER:**

Parents of students who have accumulated 8 unexcused tardies per trimester will be required to pay \$10.00 per tardy in addition to meeting with the administration (principal/vice principal) to determine the best course of action moving forward.

## **TRUANCY**

A student who is absent from school without a valid excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without a valid excuse) and all the resources at the school level have been exhausted, the school principal should notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without a valid excuse, should be reported again as a truant to the attendance office of the local public school district. A student who has been reported as a truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies should be notified.

## **PARKING, DROPPING OFF AND PICKING UP:**

Below please find some important notes and reminders about the start of the school year. Thank you in advance for your attention to the many details.

- Morning Procedures: The school will be open at 6:45 a.m. school begins at 8:00 a.m.
- Morning Car Line: Enter the parking lot, weave around all the way to the front STOP SIGN and then stop to let your child out. You may park in the school parking lot but spaces are limited.
- Afternoon Procedures: School is dismissed at 2:45 p.m. each day.
- Afternoon Car Line: Enter the parking lot and pull up behind the last car.
- Children will be dismissed from the front of the school to their car, please do not get out of your car. The faculty/staff will assist small children as needed. You may park in the UNMARKED parish spaces and walk through the back gate. However parking in the SCHOOL LOT IS ONLY FOR SCHOOL BUSINESS.

**All students and parents MUST use the crosswalk.** No child is to be dropped off or picked up on Figueroa. **ANY CHILD THAT WALKS OR TAKES THE BUS MUST HAVE SIGNED PERMISSION FROM A PARENT OR GUARDIAN. THIS PERMISSION WILL BE KEPT ON FILE BY THE CLASSROOM TEACHER.**

## **RESTROOM USE BY ADULTS:**

- STUDENT RESTROOMS MAY NOT BE USED BY ADULTS WHEN CHILDREN ARE PRESENT.
- PARENTS MAY NOT ACCOMPANY THEIR CHILD INTO THE STUDENT RESTROOM.
- AUDITORIUM RESTROOMS ARE ALWAYS AVAILABLE FOR ADULTS

### **Before School Procedures**

Students must sign in to morning daycare if they arrive before 7:30 a.m. No student is allowed to be anywhere on campus, except for morning day care, before 7:30 a.m. unless a teacher picks up her students. All teachers will pick up their students in morning daycare by 7:50 a.m. All students should be in their classroom no later than 7:55 a.m. The front of the school is a drop-off and pick-up zone ONLY. The gate area needs to be kept clear. For the safety of all, congregating in this area is strictly prohibited. If you need to come to the school office during the day, please use the intercom on the left side of the main gate or walking gate. Press the button and wait for an answer. The main door to the office is used for business matters only by parents, and for students who are late.

### **After School Procedures**

Children are dismissed at 2:45 PM. TK/Kindergarten through 2nd Grade line up a few minutes before 2:45 PM. All children waiting to be picked up wait in assigned areas and are to be picked up by 3:00 PM. **Any children that have not been picked up by 3:00 PM or fifteen minutes after sports, clubs, or Decathlon will be signed into the After School Program. The \$5.00 “Drop-In” fee will appear on your next billing statement.**

### **PRIVACY AND ACCESS TO RECORDS**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

### **PUPIL RECORDS**

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision.

Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.



Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

## **DIRECTORY INFORMATION**

Class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. No commercial enterprises are given access to Directory Information.

## **PARENT AUTHORIZATION TO USE CHILD'S PERSONAL INFORMATION**

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes giving permission for such publication.

## **VERBAL / WRITTEN CONFIDENCES POLICY**

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide to a staff member verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, **except in cases where the health or safety of the student or others is involved**. If the confidence received relates to a health or safety issue, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

## **Transfer of Records**

Student Transfers, Withdrawals, and Graduation Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original health record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student

Attendance Register. Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer. Principals may be required by the County Board of Education to report the severance of attendance by any student.

### **Withholding of Records**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

### **Cumulative Pupil Record**

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

### **Permanent record cards include only the following information:**

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information shall be included.
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

### **Work Permits**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov). The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit

issuing authority for the school. A copy of the signed work permit must be kept in the student's file. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

## **STUDENT INSURANCE**

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day program

## **ACADEMIC DISHONESTY**

Academic dishonesty (e.g. cheating, plagiarism, copying other students' work, etc.) is considered a very serious offense. Parents will be notified and a conference may be required. Any and all students involved in the incident will receive an automatic "0" for the assignment and will be unable to make up this grade. The student will be required to complete the assignment (so that he/she learns the material) but will receive no credit for it. Depending on the gravity of the situation, and at the teacher's discretion in consultation with the principal, further action will be taken, including, but not limited to removal from clubs, student council or CYO sports teams.

## **PARTIES AND CELEBRATIONS:**

If your child celebrates a birthday during the school year and you wish to provide healthy treats (yogurt, fruit, carrot sticks, juice, mini cupcakes, etc.) for the class, **please check with the teacher first (students' allergies must be kept in consideration). Check at the school office before delivering treats. Celebration will be held at 2:30 p.m. ONLY.** Due to time constraints NO MEAL such as pizza will be allowed. No parties are to be held during lunch time. Once again healthy treats are encouraged. Holiday celebrations are handled by the individual teacher.

## **Parent Messages and Telephone Calls**

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunch, forgotten books and assignments will not be delivered to class. Students may not come to the school office to pick up an item parents have delivered for them. Phone calls to the office should be made for school business and emergencies only. Please schedule carpool arrangements as well as talk to your child about any doctor or social appointments before he/she comes to school. Students - Students may not call home, text message, or e-mail to schedule after school activities.

**Change of Address/Phone/Name**

Please send written notification to the school office with change of address/phone/name as soon as the information is available. Emergency cards must have “up to date” information for persons to be notified in case of sickness, accident, or emergency.

**PROCESS FOR COMMUNICATION**

If you feel there is a problem at school **PLEASE** speak with your child's teacher **BEFORE** making an appointment with administration. Much good will and understanding can be accomplished by open and honest communication between parent and teacher. Make an appointment with the administration if more clarification is needed. St. Vincent School will be using School Reach as a means of communicating via email, text, cell phone home phone.

**CHILD ABUSE**

The California Penal Code requires that any mandated reporter who knows or reasonably suspects that a minor (anyone under 18 years old) has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone and must follow up with a written or online report within 36 hours of the phone report. Mandated reporters include a wide range of persons who may be in a position to observe such matters; in the archdiocese, as an example, this includes all teachers, educators, coaches, school and parish staff, and clergy.

The mandated report may involve concerns about possible abuse or neglect in the child's home or by a family member. At the school or parish, if the person making a report believes that child abuse or neglect is the case and that it is not safe for the child to return home, then the person should make the report to the local law enforcement agency, which has the resources and ability to intervene immediately.

**All school employees sign the child abuse acknowledgment form at the beginning of each school year.**

**UNIFORM & DRESS CODE**

Students who choose not to abide by the uniform code will be charged \$5.00 per violation. Parents will be notified in writing the same day. This fine must be paid the next day. Students who fail to pay the next day will be benched until the fine is paid. A note, approved by the Administration, maybe written for noncompliance to the dress code however, THE NOTE WILL ONLY BE GOOD FOR ONE WEEK.

**STUDENT'S NAME MUST BE WRITTEN ON ALL UNIFORMS.**

Part of the Catholic tradition of education has been the "equality of person" proclaimed in the message of Jesus. This value is the underlying purpose of our school uniform; a reminder of our "oneness in Jesus" and our unity in Faith. The uniform is simple and practical. All students are expected to wear the uniform with respect and pride. The school dress code emphasizes good taste, neatness, cleanliness, and modesty. If a pupil frequently offends against normal standards of dress, grooming or hygiene, and has been corrected in this regard, the cooperation of parents will be sought to correct the problem. Lack of improvement in personal appearance is grounds for dismissal of a pupil during the school day. The principal makes the final judgment on what is appropriate based on the school guidelines.

**All uniforms are to be purchased from Michael's Uniform, the company that services St. Vincent School.** Backpacks on wheels may be used with a signed written note from a physician. Backpacks may not have graffiti, buttons, hanging toys/items for gang language on them.

**Girls Hair:**

- Natural color
- Clean and brushed
- Kept out of eyes and face

**MASS ATTIRE on THURSDAY and special assemblies**

- White Button Up Collar blouse/Peter pan collar (No Polo Shirts)
- Girl adjustable neck banned tie (plaid or black)

**THIS IS THE ST. VINCENT SCHOOL UNIFORM DRESS CODE NOTHING ELSE MAY BE WORN. (If it is not listed here, it may not be worn.)**

**Girls Uniform: TK-8th**

- Pants Black
- Walking Shorts Black
- Belt black, brown, white (TK and Kinder are excluded if elastic waist pants are worn)
- Polo Shirt-Green with school logo Short Sleeve//Long Sleeve
- SVS skort, jumper, skirt not more than 3 inches above the knee
- Tights white, black or navy blue
- Socks/Knee Highs and/or socks 1 inch above the top of the shoes: ALL white, green, blue, black
- Shoes must be ALL Black or ALL white (NO COMBINATION)
- SVS jacket, V Neck sweater, Cardigan, Vest

**TUCKED IN AT ALL TIMES (excluding recess/lunch)**

**Girls Jewelry:**

- One Watch
- Religious medal or cross
- Post Earrings or **NO** hoop earrings allowed.
- One bracelet



### **Boys Uniform: TK-8th**

- Pants Black
- Walking Shorts Black
- Belt black, brown, white (TK and Kinder are excluded if elastic waist pants are worn)
- Polo shirt- Green with school -logo Short Sleeve//Long Sleeve
- socks 1 inch above the top of the shoes: ALL white, green, blue, black
- Shoes must be ALL Black or ALL white (NO COMBINATION)
- SVS jacket, V-neck sweater, Cardigan, Vest

### **TUCKED IN AT ALL TIMES (excluding recess/lunch)**

#### **Boys Jewelry:**

- Watch
- Religious medal or cross
- One bracelet

#### **Boys Hair:**

- Not shorter than #2
- **(NO: Mohawk, Fohawk)**
- Natural color
- Clean and neatly brushed/combed
- Kept out of eyes

### **MASS ATTIRE on THURSDAY and special assemblies**

- White button up collar shirt (No Polo Shirts)
- Black bow tie or necktie
- Free dress passes cannot be used on Thursday's.

### **P.E. Uniform for ALL GRADES to be worn ONLY on P.E. day. P.E. uniform on SCHOOL MASS DAYS**

(updated 8/19/22)

- ANY SVS T-shirt (ex: PE, Founders Festival, Dia de San Vicente, or SVS Sport Work Out)
- SVS SweatShirt
- Sports shoes, all black or all white. (For safety reasons and the lack of support, NO VANS or CONVERSE on PE Day).

### **Non-Uniform**

Days are given at the discretion of the principal. On these days students wear non-uniform clothes or the uniform if they wish. No gang attire is to be worn on these days or at any school event. Clothes must fit properly – not too tight or too loose, too big or too small. No bare-midriiffs. Shoes must be appropriate for the playground and PE. If non-uniform dress day falls on a PE day, athletic shoes are mandatory. On

these days, if the student wishes to wear shorts, they need to wear a uniform. Hair guidelines apply on these days. If a child forgets it is a non-uniform dress day he/she will remain in the school uniform. Parents will not be called to bring non-uniform clothes. Clothes deemed not proper for school by the principal will need to be changed. The parents will be called to bring the student's uniform and he/she will lose the privilege of non-uniform dress day the next time. Modesty and good taste are expected at all times. **Free dress passes cannot be used on Thursday's.**

#### *Reminders:*

**ATTIRE:** No baggy clothes, No spaghetti straps, short shorts, low-cut tops, or fad "torn" clothes may be worn. No bare midriffs. **SHOES:** open-toed or platform sandals (for safety reasons) may not be worn. Socks must be worn and shoes must be secured and fastened. No inappropriate pictures or sayings on shirts will be allowed. Administration reserves the right to decide what is appropriate. **A \$5.00 fine will be issued to any student NOT following the (Free Dress) dress code.**

### **HAIRCUT/GROOMING**

Students are expected to be well-groomed and take pride in their appearance. Uniform expectations apply to all students when traveling to and from school, during school hours and for designated school functions. Students are expected to look clean, neat and tidy. Uniforms are to be well-laundered and ironed. Undergarments must not be visible beneath blouses or shirts. Brightly coloured underclothing and visible under-shirts or T-shirts are not acceptable. Girl's skirts are not to be rolled-up and must sit at the top of the knee or below. Hair must be clean, brushed and kept off the face. Hair must be one natural color only. Extremes in hair styles are not acceptable. Students with extremes of hair style will be sent home to remedy the situation. Cuts or styles which, in the opinion of the SVS, are extreme are not acceptable. The SVS will exercise discretion in determining whether or not a hairstyle is acceptable.

### **Food, Gum, Water Policy**

- All food and drinks must be kept in the assigned recess and lunch areas.
- Eating is not allowed in the classroom, except as required on rainy days or extremely hot days.
- Water bottles may be used in the classroom, at the discretion of the teacher.
- Gum chewing is not allowed anywhere at any time on school campus or during school functions. **Students who choose to chew gum before, during, or after school will be charged a fine of \$5.00 payable the same day or at the latest the next day. Failure to pay the following day. There are no exceptions.**

### **Items Not Allowed**

If students bring items that are not allowed at school the items will be kept in the school office, or by the teacher, until a parent comes to claim them. The following items are not to be brought to the school under any circumstances: headsets, earbuds, electronic games, comic books, toys, trading cards, lighters, matches, any item that could be used as a weapon.

## **Lost And Found**

Found articles are placed in the plastic containers at the foot of the step coming out of the breezeway. Articles unclaimed for long periods of time will be given to “Vincentian Eagles in Need.” School sweaters need to have the student’s name on the inside of the sweater. All school supplies should be labeled with the student’s name. Children should check that each one has his/her own sweater, etc.

## **Recess and Lunch Procedures**

Each child is to bring his/her lunch from home unless lunch is purchased through the school lunch program. The government school lunch program was initiated for the benefit of the students and parents. ALL are expected to adhere to the policy of not bringing in food from other places. Students will generally, weather permitting, eat lunch during their assigned lunch period on their assigned lunch tables and benches in the back of the school. Students are to remain in their eating area until all trash has been picked up and the yard supervisor has excused them. Hot Lunch is served daily, Monday through Friday.

All snacks taken outside at recess must be eaten in the designated area **under the canopy**. Children may play when these snacks are finished. **NO FOOD OR DRINK MAY BE TAKEN IN THE RESTROOMS AT ANY TIME.** Snacks may be taken away from children at the discretion of the school staff, if rules are not followed. Water may be purchased throughout the day.

Snacks or drinks other than WATER may only be purchased during recess and lunch. **Students buying snacks MUST always be accompanied by an adult. Flaming HOT snacks, Takis are NOT permitted at school and will be taken away.**

## **Mixed Parties**

The Archdiocesan Office of Education discourages mixed parties involving the students in the upper grades, even though parties are held at home. Parents are asked to cooperate with this regulation. The policy does not apply to ordinary family gatherings, or to school/parish sponsored events should such events be deemed appropriate by the principal. St. Vincent School does not encourage nor take responsibility for any party, which parents may see fit to hold in their home, involving students from St. Vincent School.

## **Playground Rules and Yard Supervision**

Students should maintain safe and respectful behavior at all times on the playground. If a student displays unwillingness or inability to maintain such behavior, a parent conference will be requested to see how this situation can best be resolved. Students are expected to follow the directives of the yard supervisors at all times. When the bell rings signaling the end of recess, all games should stop and play equipment returned to the bins. If a student is injured or feels ill while on the playground, she/he should



report to the yard supervisor and then go to the office. At no time should students be on the playground or on the yard without adult supervision.

### **Communication Back Back to School Night**

Parents are expected to attend this annual event where the teachers outline their classroom expectations and policies for the year.

### **EAGLES NEST: EXTENDED DAY CARE PROGRAM:**

The extended **EAGLES NEST Day Care Program** is for the children of working parents who do not have a suitable adult to care for them after school.

#### Morning Day Care

6:45-7:15:      \$2.00 a day for 1 child  
                      \$3.00 a day per family

#### Afternoon Day Care:

Parents must enroll their child/ren and pay the following fee:

\$5.00 a day for one child   \$10.00 per day for more than one child

After school care is provided each day (Mon., Tues., Wed., Thur., Fri.) from **3:00 p.m.** until **5:30 pm.** Friday 12:45 p.m.-5:30 p.m. If a child is not picked-up on time, **there will be a charge of \$25.00 for every 5 minutes after 5:30 p.m.**

#### Before and After School Daycare Fees

Morning Care: \$40.00 / monthly / child

\$60.00 /monthly/per family

\$2.00 / Drop-In /child

#### After School Care:

\$100.00 / month / child

\$200.00 per family

### **CUSTODY**

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parents/guardians to provide the underlying agreements for these matters. The archdiocesan Office of the Legal Counsel is available to advise on how to handle these matters. The parent/guardian who has custody should be encouraged to present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the principal must identify the parent/guardian and determine if he or she has visitation rights.

Visitation rights are usually limited by the court to specified days and hours. The principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

## **SAFETY / DISASTER**

### **EMERGENCY // EARTHQUAKE CARDS:**

These cards, sent home on the first day of the school year, are the **MOST IMPORTANT PIECE OF INFORMATION WE HAVE REGARDING YOUR CHILD. It is extremely important that these cards be filled out and returned to school immediately. Three Earthquake cards MUST be filled out for each child. They must be kept updated throughout the school year.**

### **FIRE DRILLS:**

- A. It is the principal's responsibility to comply with state and local fire safety regulations, including the following:
- B. Fire drills shall be held once a month. All pupils, teachers and employees are required to leave the building.
- C. A record will be kept on file in the school office of the date and hour of each drill.
- D. Teachers will be informed on an annual basis on how to conduct fire drills.
- E. Evacuation plans are to be displayed in every room in the building, including the gym, cafeteria, multipurpose rooms, etc.

### **EARTHQUAKE DRILLS:**

When an earthquake occurs, teachers will direct pupils to:

- A. Drop Duck and Cover.
- B. Stay away from windows, mirrors, lights, or objects that may fall over.
- C. Clasp one hand firmly behind the head, cover the neck, bury the face in arms to protect the head, close eyes

- D. Tightly hold onto table/desk leg.
- E. Stay in place until the quake is over and then evacuate.
- F. Follow emergency plans.
- G. Sites for pick-up:  
Schoolyard and St. Vincent Church

### **LOCKDOWNS/ACTIVE SHOOTER:**

When the safety of a student or staff member becomes evident, the principal, or designee in her absence, retains the right to lock all gates, doors, and passageways. Students will remain inside the locked building until safety has been established.

### **Damaged or Loaned Property**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

## **HEALTH**

### **HEALTH REGULATIONS:**

A nurse employed by St. Francis Medical Center is usually on campus one day a week. If a child shows signs of illness, do not send him/her to school. If the child is running a temperature above normal, he/she should be kept home until the temperature has remained normal (98.6) for a day. The school office must be notified by 9:00 a.m. if the child is ill.

### **LOS ANGELES COUNTY DEPT. OF HEALTH SERVICES:**

The school follows all guidelines from the State Department regarding admission to school following communicable diseases. Please call the school office if your child is absent due to a communicable disease.

California State law requires schools to administer vision, hearing, scoliosis, height and weight screenings free of charge.

Vision screening is conducted for grades K, 2, 5, 7 and new students or referrals.

Hearing screening is conducted for grades K, 2, 5, 8 and new students or referrals.

Scoliosis screening is conducted in grades 5<sup>th</sup> through 8<sup>th</sup> grade girls and 8<sup>th</sup> grade boys.

Height and weight screening is conducted for all grades.

### **IMMUNIZATION LAWS:**

The Los Angeles Department of Health Services states that anyone attending school in California **MUST** have the required immunization. Proof of immunization **MUST** be provided at the time of registration.

**HEAD LICE** is **NOT** an indication of poor hygiene but is as contagious as the common cold. **INFORM THE SCHOOL IMMEDIATELY** if you discover lice in your child's hair and **KEEP YOUR CHILD HOME until treated**. The child will be checked when he/she returns to school and will be readmitted if there is **NO LICE** present in the hair. If a student has lice, the parent will be called and the student will be sent home.

### **FIRST AID:**

Only minor and very basic first aid will be administered to students. Disposable gloves will be used in dealing with blood or other body fluids.

- The school does not furnish medications.
- **Parents/Guardians must provide a Medication Authorization and Permission form for each medication administered at school, including over-the-counter medications. The form must be completed by a medical provider and parent.** The medication order must include the name of the medication, diagnosis, dose, times to dispense, how often to administer and possible side effects. **Parents need to complete section B of the Medication Authorization and Permission Form. Medication forms are available in the school office.**
- **All medications must be in the original prescription container and labeled.**
- **All students with a history of asthma must have an Asthma Action Plan completed by a physician.** Asthma Action Plans are available at <http://www.lung.org/assets/documents/asthma/AsthmaActionPlan-JUL2008-high-res.pdf>
- **All students with food allergies must have an Emergency Care Plan completed by a physician.** Food allergy and Anaphylaxis Emergency Care Plans are available at <http://www.foodallergy.org/file/emergency-care-plan.pdf>.
- Our school SVS Care Plan will be updated yearly or as needed (when new prescriptions or a new diagnosis is present to the child per their medical doctor).

### **The SVS Care Plan is as follows:**

- Emergency care form
- Medication authorization and permission form (per Archdiocese)
- Any new medication will need a release form that corresponds to the medicine received for the child. If new medicine is received and no NEW medication authorization and permission form is given we can NOT administer medicine and the front office will return your medicine.
- meal plan (per Archdiocese)

- food allergy parent letter: signature needed
- family history (only filled once)

**All forms need to be renewed annually, and anytime changes in medication or plan of care are made.**

### **Self-Administration of Inhalers/EpiPens:**

- CA state law allows students to carry medication and self-medicate only for life-threatening conditions, i.e. asthma, insect stings, food allergies.
- **A written authorization from the medical provider and parent must be filed in the school office. Forms are available in the school office.**

**Please make sure that you ALWAYS keep your emergency card up to date. The school is not responsible for assessment/treatment/follow-up of injuries occurring outside of school.**

### **Illness:**

- If your child is ill the previous night, consider keeping them home.
- Allowing them to rest will help them recover faster and decrease the spreading of germs at school.
- Please remember the best means of preventing illness is good hand washing.
- Please remind your child to wash their hands often with soap and water.

**If your child is diagnosed with a contagious disease such as Fifth's Disease, Hand/Foot/Mouth Disease, Strep throat, Influenza, Pertussis (Whooping Cough), Norovirus, Tuberculosis (TB), Infectious Mononucleosis, Herpes Zoster (Shingles), Chicken Pox, Impetigo, Ringworm, etc., please inform the school office immediately.**

### **Some guidelines for when you should consider keeping your child home:**

- Fever- temperature of 100.4 degrees or higher. **Your child must be fever free for 24 hours without medication before returning.**
- Strep Throat or Bacterial Conjunctivitis (pink eye)- **Students with positive results must be on antibiotics for 24 hours before they can return to school.**
- Vomiting and diarrhea within the past 24 hours.
- Rashes and/or sores of unknown origin, or known to be contagious
- Eye drainage, pus, redness, itchiness, pain (not due to injury, or allergy)
- Constant coughing that could be disruptive to the class.
- Cold or runny nose if nasal discharge is excessive and/or not clear.

**If your child has been sent home from school because of illness, please make sure they are completely recovered before sending them back.**

**Sending a child to school that is ill, not only endangers the health of all others, but also increases the likelihood of contracting illnesses they may be exposed to.**

### **COVID**

The St. Vincent School Reopening and COVID protocols are found on the school website. They are updated by the school nurse as needed.

### **PUPIL PREGNANCY:**

A primary purpose of Catholic Education is to guide our students' growth in Catholic values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when pregnancy occurs outside of marriage, the total school community should seek to offer support to a pregnant student and/or the student father so that the pregnancy can be brought to term. This situation is to be treated in a Christian manner.

When pregnancy is known to school personnel by whatever means, the principal must meet with the girl and her parents/guardians. The student will be encouraged to begin appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and newborn child. If the father is identified, and if he is a student in a Catholic school, the principal of that school must meet with him and his parents and require that he be involved in a counseling program similar to that provided to the mother. The school should assist the pregnant student to make arrangements for continuing her education by referring the student to an alternate program. The principal, in consultation with the superintendent and the pastor, shall review all aspects of each case and make a determination based upon its unique circumstances as to the date when the young mother/father is to leave the school.

### **ABORTION**

The teaching of the Catholic Church is clear regarding the right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the immorality of abortion.

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Catholic Church and the mission of Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent or guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent or guardian's son or daughter will also be dismissed.

**Suggested Procedural Guidelines:**

In accord with the above policy, each situation regarding abortion will be handled on an individual basis, applying these guidelines.

- A. If it becomes known to any member of the school community that a student is contemplating or planning an abortion, the school community member is to advise the student to contact the administrator, teacher, staff member, or counselor. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the an unborn child is to be treated with compassion and respect.
- B. If the student proceeds with the abortion, or if a student makes known that she has undergone an abortion, or that he or she has assisted in procuring an abortion, the administrator, teacher or counselor to whom this fact is made known is to contact the Archdiocesan Regional Supervisor or the Associate Superintendent of Schools for further guidance as to handling the situation.

**SCHOOL VISITS****Closed Campus**

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

**Rules for Parent/Guardian Visits**

The school may adopt rules regarding the right of any parents/guardians to visit their child during school hours. This policy must be clearly stated in the parent/student handbook. As a general matter, it is advisable that the principal and parents/guardians work out a mutually agreeable alternative to interrupting the student’s schedule at school.

**IN THE INTEREST OF SECURITY, ALL PARENTS OR VISITORS MUST SIGN IN AT THE OFFICE.** Parents will receive a visitor’s pass and **MUST** wear it at all times during their visit.

If a parent or an adult designated by the parent needs to bring anything to a child, **IT MUST BE BROUGHT TO THE SCHOOL OFFICE.** All items are to be marked with the child's name and grade.

**Animals on Campus**

Animals are NOT allowed on school property. However, under laws protecting the disabled, staff members and students with a qualifying disability may be allowed to bring a service or emotional

support animal onto parish or school premises. If the animal is an emotional support animal, the staff member or student may be required to provide documentation from a medical professional that the animal provides support that alleviates a symptom or effect of the staff member's or student's disability. A pet kept for companionship is not considered a service or emotional support animal.

The staff member or student must be in control of the service or emotional support animal at all times and is responsible for its health and welfare. A service or emotional support animal may be removed if it is a direct threat to the safety of others, is disruptive and interferes with the workplace or educational program, or creates an unsanitary condition.

### **Removal of Students from School during School Hours**

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school. Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer.

However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

## **ACADEMICS**

St. Vincent School curriculum is designated by the Archdiocesan Office of Education in compliance with state requirements. It includes a sequential program of learning in Religion, Reading, English, Handwriting, Math, Social Studies, Science, Health/Physical Education. Children who do not complete the curricular requirements for their level may be considered for retention, after parent-teacher consultation. Students are strongly encouraged to use the public library on a regular basis. Students are encouraged to read daily. At various times during the school year, students have the opportunity to participate in classroom and outside contests and other mind and spirit-building activities.

The following are personal adaptives for SVS students:

### **Personal Adaptives**

TK-2nd: Dreambox, Redbird Math, Redbird ELA (2nd), SmartyAntz

3rd-8th: Redbird Math, Redbird ELA (ALEKS for Math if students graduate Redbird Math)



Literacy Club (Horizons): For students that need additional support with literacy skills

### **Canvas**

Canvas is a Learning Management System that provides a digital platform for dispersing class materials, collecting assignments, monitoring student progress and providing grades and feedback. Canvas is the primary method of classroom communications between students and teachers and all assignments and grades will be posted in Canvas. Students should check Canvas daily. Parents can monitor their student's academic progress using the parent observer tools in Canvas. If a student/parent feels that a teacher's information is not current, they should contact their teacher.

### **Primary Education**

Transitional Kindergarten (TK) and Kindergarten in a Catholic school is part of the primary education program. Kindergarten and TK are subject to the same guidelines as a private school for 1st grade through eighth grade. In addition, TK and Kindergarten must follow an established common curriculum that distinguishes it from a licensed early childhood program and a one-year kindergarten program. TK and Kindergarten emphasizes both socio-emotional development and academic readiness and foundations.

### **Elementary Education**

1st through 5th grade in some Catholic schools is part of the elementary education program. Elementary education is the first stage in formal education.

### **Middle School Education**

Middle school grades 6th-8th are student-focused with block classes that last two or more hours each and cover a blended mix of subjects.

### **Sacraments**

The Parish offers opportunities for the sacraments of Reconciliation, Holy Eucharist, and VMY. Catholics are required to attend Mass every Sunday. Your children are here to learn the Catholic Faith. Parents must model what is believed and taught. Sacramental Preparation In second grade, Catholic students are prepared for their first reception of the sacraments of Reconciliation and Eucharist. Parents whose children are being prepared for the reception of sacraments will be required to attend special meetings to help them prepare their children for the sacraments.

### **Family Presence at Weekly and Family Mass**

As a Catholic School we recognize that a prime opportunity for parent-directed religious education is through participation at Saturday evening / Sunday Mass. As a parish school it is understood that weekly Mass participation provides a tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic School educators in partnership with parents, that families attend Family Mass on Sunday, that students attend Thursday weekly masses, and that parents attentively provide example/assistance to their children in developing habits of active participation in Mass.

## **Homework Philosophy**

Our school recognizes that homework is an important part of a student's educational experience. Teachers must be able to evaluate, through classwork and homework, a student's understanding of information presented in class. Further, we believe that consistent completion of classwork and homework assignments enhances a student's learning experience and helps to build necessary academic skills as they advance in their schooling. At the same time, we recognize that homework may be a source of significant stress for some students and their families. We recognize the desired need to strike a balance between academic rigor and student well being with our homework policy listed below. There is a purpose of homework at SVS.

It is the student's responsibility to write down the assignments in the homework agenda book provided. All homework assignments should be completed neatly, carefully, and promptly. Please check and sign the student assignment book to see that your child is doing homework as it is assigned and that the entire assignment is completed. Each teacher has a policy regarding homework that is not completed. Upon returning to school after an absence, it is the student's responsibility to find out what work must be made up. **Teachers will NOT provide class work or homework for future dates, such as for absences due to family vacations.**

## **Purpose of Homework**

The purpose of homework is to:

- Strengthen critical learning skills and concepts taught in the classroom through independent practice
- Provides an opportunity for the teacher to acquire an increased level of awareness of student's areas of strengths and areas for growth
- Improve the student's skill and ability to follow directions, organize, plan, and manage time
- Allows ample time for meaningful and purposeful student opportunities to demonstrate application of knowledge and skills
- Benefit from credited or non-credited tasks for continued learning and growth
- Display confidence and become more self-reliant and responsible
- Own their academic, physical, social strengths and challenges
- Exercise self-advocacy by asking questions and learning from mistakes

## **Teachers' Role in Homework**

In following the Homework Policy, teachers will:

- Evaluate individual student's strengths and challenges

- Acquire a perspective of how each student learns and for teachers to make adjustments in utilizing teaching strategies if necessary
- Provide immediate and constructive feedback regarding student progress
- Identify the purpose of each homework assignment (pre-learning, checking for understanding, practice, processing, reinforcement, and more)
- Make certain that students of different abilities know how to complete homework

### **Parents' Role in Homework**

In following the Homework Policy, parents should be able to:

- Recognize and celebrate their child's strengths and accomplishments
- Feel empowered to taper their level of involvement based on their child's developmental needs, independence, and level of ability
- Acquire a better understanding of their child's learning style
- Receive feedback from their child regarding what they are learning and how he or she is progressing toward the goal of content mastery

We ask that parents:

- Provide a quiet space, free from distraction, with the basic materials for homework completion
- Allow technology and other helpful materials to be used as tools for work completion
- Support their child in managing time wisely, meeting deadlines, and developing good study habits
- Monitor student time management, efficiency, and productivity
- Check and review all school provided materials
- Encourage your child at the earliest opportunity to communicate with their teacher if they are having consistent issues with homework

TK-K: Homework not to exceed 15-20 minutes

Grades 1-2: Homework not to exceed 30 minutes

Grades 3-5: Homework not to exceed 1 hour

Grades 6-8: Homework not to exceed 2 hours

This does not include assigned reading time or time spent on long-range assignments.

### **Brain Breaks**

There is a great deal of information regarding daily schedules for students, including the incorporation of brain breaks to improve student attention in the classroom. The reality is that children need time to play. It is an important part of their psycho-educational development, and studies show that multiple brain breaks throughout the day promotes more effective learning. This came into focus even more on our recent trip to study the educational system in Finland. Several Finnish educators attributed it as a key factor to their students' success. With that in mind, our cohort of schools are incorporating brain breaks for our students with a fifteen minute break for every forty-five minutes of instruction. Each

school will make site-based decisions in regards to structured or unstructured breaks within their respective schedules, but the philosophy of 45/15 will remain the same throughout.

- 45 minutes of instruction with a 15 minute “break” for students and teachers to decompress and relax
- “Schedule” will be site-specific, principals know their teachers and communities best. A schedule can be prescribed, or teachers can be left to implement a schedule as they see fit
- Brain breaks can be taken inside the classroom or outside, with consideration for other classes in session and shared space
- Teachers can decide if students are able to use technology during the brain breaks
- If students are not actively working for 45 minutes, the brain break may be withheld at the teacher’s discretion, also a site-based decision

### **Reporting Student Progress and Grading Scale Grading Procedures and Report Cards**

At the end of each trimester a report card is issued to every student in grades TK-8. Report Cards should be reviewed, signed by a parent, and returned to the homeroom teacher. If a student is absent for fifteen or more days within the same grading period, report card grades may be withheld until the work is made up. The Department of Catholic Schools employs the following system for the Archdiocese of Los Angeles for evaluating academic work or progress:

### **GRADE MARKING CODES:**

#### **TK TO 3<sup>RD</sup> GRADES:**

E = Exceeds grade level expectations  
 M = Meets grade level expectations  
 T = Time needed to meet grade level expectations

|               |               |             |
|---------------|---------------|-------------|
| E = 95 - 100% | M+ = 85 - 89% | T = 0 - 69% |
| E- = 90 - 94% | M = 75 - 84 % |             |
|               | M- = 70 - 74% |             |

|   |               |               |                   |
|---|---------------|---------------|-------------------|
| <b>4<sup>TH</sup> TO 8<sup>TH</sup> GRADES:</b> | A = 97 – 100% | B- = 85 – 86% | D+ = 65 – 69%     |
|   | A- = 93 – 96% | C+ = 80 – 84% | F = 64% and below |
|   | B+ = 90 – 92% | C = 75 – 79%  |                   |
|   | B = 87 – 89%  | C- = 70– 74%  |                   |

### **Archdiocesan Standardized Testing Program**

The standardized testing program is that of the Archdiocesan, quarterly STAR Tests in Math and Reading (Early Literacy is conducted in grades TK-3rd) which measure skills and abilities. These standardized tests provide the teacher and parents with information as to which areas of the curriculum an individual may need help. Students in grades five and eight also take the Assessment of Catechesis

Religious Education (A.C.R.E.) administered in January of each school year. This test is an assessment of their knowledge of the Catholic religion.

### **Promotion:**

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon consideration of the overall welfare of the pupil, i.e. made by carefully weighing academic, emotional, and social factors. In the event that retention is under consideration, the following guidelines will be applied:

- a. The teacher is responsible for consistent evaluation and early assessment of student performance. The teacher will provide remedial help to the pupil within the school setting, either by individualized instruction or some form of tutoring. If this help proves to be inadequate, the teacher will advise the parents to arrange for outside remedial help, such as professional tutoring.
- b. The teacher will make the principal aware of any pupil with significant learning problems by the end of the first trimester. With the approval of the principal, the teacher should regularly inform the parents during the continuing trimester of the pupil's progress or possibility of retention.
- c. Copies of communications and reports regarding the student's progress will be kept on file. Although the opinion of the teacher and parents are significant factors, the final the decision to retain a pupil is the responsibility of the principal.

In the case of a pupil with a severe learning problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and that a recommended transfer might be necessary.

### **TECHNOLOGY**

Students have the opportunity for computer instruction from teachers' integrating instruction in the classroom. You can review the **Device In-School and Take-Home Responsibilities Agreements, Parent and Student Information and Responsibilities**, and the **Student Device/Technology Use Agreement** in the next pages.

**Physical printed forms will be sent home to parents at the beginning of each school year to be completed, signed, and returned within the first week of school in order to allow student computer use / internet access and videos.**

## ST. VINCENT SCHOOL

### Device In-School and Take-Home Responsibilities Agreement

St. Vincent School provides technological resources to our students for the purpose of supporting the educational experience and mission of the school. In providing these resources, St. Vincent School promotes educational excellence by facilitating creative thinking, research, communication, and collaboration to meet the unique learning needs of every student. The use of these resources is governed by the policies and guidelines established by the Archdiocese of Los Angeles and St. Vincent School. By signing this agreement, student(s) and parent(s) acknowledge the following:

1. As outlined in the **Diocesan Acceptable Use Policy (AUP)**, students may be subject to disciplinary measures including appropriate legal action for violation of the AUP or implementing regulations.
2. Student and parent(s) have read and understand the **Parent and Student Information and Responsibilities** and the **Student Device/Technology Use Agreement** and understand that if for any reason, the rules are violated, all technology privileges may be revoked for a period of time to be determined by the instructor and school administration.

This agreement applies to all equipment connected to the St. Vincent School network. Any attempt to violate the requirements of this agreement may result in disciplinary action regardless of the success or failure of the attempt. Appropriate legal action may be taken depending on the nature and severity of the violation. Monetary payment will be sought for damage necessitating repair or replacement of equipment if the damage is due to negligence or vandalism. The decision of St. Vincent School regarding the inappropriate use of the school's technology resources is final.

**By signing below, I agree that I have read the *Parent and Student Information and Responsibilities*, *Student Device/Technology Use Agreement*, and the *Diocesan Acceptable Use Policy* in its entirety and verify that we (parent/s and student) understand its content and agree to the policies, guidelines, and expectations for the program and will comply with the guidelines to the best of our ability. I understand that school's policies and procedures may change throughout the year and will supersede information contained in this agreement. Parents will be notified of changes in policies and procedures as the updates are made. I understand that this is a borrowed device and must be returned when indicated.**

**A \$50.00 deposit fee will be placed on hold in your TADs account. Upon return and inspection of the device and charging cable and adapter, the hold will be removed. If the charging cable/adapter is damaged or not returned the \$50.00 charge will be placed. This includes any other accessory borrowed, iPad pencil, mouse, etc.**

## ST. VINCENT SCHOOL

### Device In-School and Take-Home Responsibilities Agreement

#### PARENT AND STUDENT INFORMATION AND RESPONSIBILITIES

| By accepting possession of the St. Vincent School iPad or Chromebook, my child and I agree to the following:<br><i>* St. Vincent School iPad, Chromebook, or Samsung Hotspot may also be referred to a "school device".</i>   | Parent's<br>Initial |
|---|---------------------|
| <b>PARTICIPATION:</b> <ul style="list-style-type: none"> <li>We understand that the school device borrowed is to be used for SCHOOL WORK ONLY.</li> <li>We understand that when receiving a school device, we must adhere to the Archdiocesan AUP, and that form has/will be handed to me.</li> </ul>   |                     |
| <b>DEVICES:</b> <ul style="list-style-type: none"> <li>We understand that St. Vincent School is the owner of the iPad, Chromebook, and Samsung devices.</li> <li>We understand that St. Vincent School reserves the right to collect and/or inspect the device at any moment, inclusive through remote electronic access, and alter, add, or eliminate installed software.</li> <li>We understand that we cannot change the password already installed, nor can we remove the Apple ID to enter our own ID, on the devices.</li> <li>We will not attempt to download or delete any apps.</li> </ul>   |                     |
| <b>DAMAGE, LOSS, THEFT, NOT RETURNED:</b> <ul style="list-style-type: none"> <li>We understand that parents/guardians will be responsible for any costs of repair or replacement of the device if serious negligence is determined.</li> <li>In case the device is damaged, lost, stolen, or not returned, parents/guardians will be billed for the total replacement cost of the device(s) borrowed. If stolen, a police report must be made and presented.</li> <li>My child or children who are students at St. Vincent School will be responsible for ensuring that the device is locked with the password installed by the school and in a safe place when not in use.</li> <li>We agree to report any damage/loss/theft to St. Vincent's School on the next school day.</li> <li>We understand that excessive repair/loss/theft incidents may result in the cancellation of the privilege of using an iPad or Chromebook device.</li> </ul>   |                     |
| <b>ADEQUATE CARE:</b> <ul style="list-style-type: none"> <li>We will properly charge the device using the supplied cable and adapter only.</li> <li>We will always keep the device in its supplied protective lining and not remove the cover on the device, if applicable, and treat the device with care, especially when placing it in the backpack.</li> <li>We will read and follow general maintenance emails and read information received from the school.</li> <li>We understand that we should not have food or drinks next to the devices and we will keep the device clean.</li> <li>We will not remove any labels from the device.</li> </ul>  |                     |
| <b>MONITORING:</b><br>Please monitor your child's online activities and ensure that this valuable tool is ready to serve them at school daily. <ul style="list-style-type: none"> <li>Discuss the "Archdiocesan AUP", this document, and the Student Device/Technology Use Agreement with your child and talk about what kind of information should never be given out while online.</li> <li>Set a time every night when the device is to be turned off and handed to you, the parent.</li> <li>Create a designated "charging place" that is outside the child's room (preferably in the parent's room) so the device is charged and ready for the next school day.</li> <li>Monitor your child while they are using the device. Make sure they stay on task and do not go into unreliable websites.</li> <li>I understand that to create a good learning environment and facilitate classroom management, the devices have been set up to be managed by the school and to include the school filter. No programs other than those loaded by the school should be put on the devices.</li> </ul> |                     |

## ST. VINCENT SCHOOL

### Device In-School and Take-Home Responsibilities Agreement

#### STUDENT DEVICE/TECHNOLOGY USE AGREEMENT

As part of my schoolwork, my school gives me the use of iPads and/or Chromebooks and storage space on the server to complete my student work. My behavior and language are to follow the same rules I follow in my class and in my school while online. To help myself and others, I agree to the following promises:

1. I will use the iPad/Chromebook only to do schoolwork and not for any other reason. I will not store material that is not related to my schoolwork.
2. I will use the internet only with my teacher's permission when in the classroom, and my parent's permission when at home.
3. I will not give my school google password to anyone else and I will not ask for or use anyone else's google password.
4. I will not enter my address or telephone number or any other personal information about myself or anyone else on the device I use.
5. I will not upload, link, or embed an image of myself or others without my teacher/parent's permission.
6. I will not use an app/website that my teacher/parent does not approve of and violates the schools policy.
7. I will be polite and considerate when I use the iPad/Chromebook; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion, or gender. This also includes inappropriate sexual content.
9. I will take care of the iPad/Chromebook assigned to me.
10. I will not intentionally damage the iPad/Chromebook, nor have food or drinks near the device.
11. If I have or see a problem with the iPad/Chromebook, I will not try to fix it myself, but will notify my teacher/parents.
12. I will not block or interfere with school or school system communication.
13. My teacher/parent may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include no longer being able to use the iPad/Chromebook.
14. I know what content is forbidden (inappropriate websites) when using an iPad/Chromebook in or outside of school. If I break any of the rules, there will be consequences.
15. I will not use the iPad/Chromebook to take personal pictures or videos of myself.

**I have read and discussed with my child about the St. Vincent School Student Device/Technology Use Agreement and I give permission for him or her use of the resource. I understand that iPad/Chromebook access is conditional upon adherence to the agreement. Although students are supervised using iPads/Chromebooks, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.**



**GUIDELINES FOR PUBLISHING STUDENT WORK ON THE WORLD WIDE WEB**

As part of your child's educational program, he/she will have the opportunity to publish documents and participate in projects on the World Wide Web. These documents might include a personal web page, a story or poem, a graphic, a science or research project, a group photograph from an activity or club, or a collaborative project with other students locally or internationally.

By signing the contract you have agreed to the following guidelines.

**School Web Publishing Guidelines:**

- Published documents will never include a student's picture, name, phone number, street address, or information about other family members.
- References to e-mail addresses will be restricted to faculty, staff, and authorized members only.
- Documents will never include any information indicating the physical location of a student at a given time other than attendance at school or participation in school activities.
- There will never be links to student or faculty off-site web pages.
- Documents must conform to applicable diocesan and school policies and established school guidelines.
- Documents to be published on the World Wide Web must be approved by a referring teacher and the school administration or its designee before publication.
- All original student produced work that is published on our website will be considered as protected by US copyright in the name of the student and school, and will be identified as such on the website.

**FIELD TRIPS**

All field trips have a stated educational purpose and objectives and all students are required to attend. If students do not participate in the field trip, they will be given an assignment related to that specific subject area. Field trips are a privilege and students may be denied participation in these trips if they fail to meet behavioral or academic requirements. The field trip policies listed below apply to class trips, school group trips (e.g. VMY, Academic Decathlon) and trips for school sport teams. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All participants must have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.

- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone.

NO STUDENT may attend a field trip without a **SIGNED PERMISSION SLIP** by the parent. **TELEPHONE CALLS DO NOT MEET LEGAL REQUIREMENTS FOR PERMISSION!** Children are not allowed to stay home if they are not participating in the field trip. **Grouping on field trips will be left to the discretion of the teacher.**

## **GRADUATION**

Graduation is on May 26, 2023. The graduation fee of \$350.00 for 8th graders is due on or no later than May 1, 2023. All financial obligations for those in the graduation class need to be paid in full by May 1st. Any payment made after this date must be paid in cash or by money order. Be advised that any student whose family accounts are not paid in full will not be in the graduation ceremony. This includes payment for any unworked Service Hours.

## **TUTORING**

Teachers may not be paid for tutoring students assigned to their classes. Teachers do provide tutoring sessions throughout the week at their discretion.

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

## **ST. VINCENT SCHOOL EXTRA-CURRICULAR PARTICIPATION POLICY:**

In order for students in grades 4th-8th to participate in any extracurricular activity including try-outs or practice, they must have a participation slip signed by all of their classroom teachers, parent/guardian, and the principal.

Students may not have a “D” or “F” in academics or conduct. The teacher will monitor the student’s progress. **The classroom teachers or principal can suspend participation privileges at any time during the trimester if that student’s academic performance is below level or if their behavior is inappropriate.**

## **STUDENT ACTIVITIES (Pending COVID Guidelines):**

Students who wish to participate in extracurricular activities may choose from the following opportunities:

- **CYO Sports (5-8 only)**  
*CYO Athletics Teams St. Vincent School is a member of the Catholic Youth Organization, and participates in intramural team sports including flag football, boys’ and girls’ volleyball, boys and girls*

*basketball, and soccer. Students may try out for teams seasonally. Practice and game schedules are available from the coaches or the Athletic Director. CYO sports are open to students in grades 5 - 8. A fee is charged for each after school sport in which a student participates. This fee is due prior to the first game of each season and helps to cover some of the many expenses incurred by a sports program (referees, uniforms, etc.). Practices for games are held after school. School insurance covers participation in school sponsored athletic events and practices. Parent permission forms must be on file in the office before a student can participate in the sports program.*

- Sewing Club
- Student Council
- Altar Serving
- Yearbook Committee
- Vincentian Marian Youth (3- 8 only )
- NJHS (6-8 only) and NEHS (4th-5th)
- Academic Decathlon

## **STUDENT COUNCIL**

The Student Council is under the direction of a Faculty/Staff Moderator.

In order to remain on Student Council a student must have a “C” average in Academics and a “B” average in Conduct. If a student council member receives disciplinary action, he/she will be placed on probation for two weeks. This will be followed by a conference with the student’s teacher and the faculty advisor. A second incident will result in removal from office.

Students who wish to run for office must carefully follow the guidelines given in the spring of each year.

## **Academic Decathlon Team**

The Academic Decathlon Team is open to students in grades 6 - 8. Students train in ten academic events including individual events in Religion, Math, Literature, English, Social Studies, Science, Speech and Fine Arts. Additionally, students compete in two team events: the Logic Quiz, and Super Quiz. Students compete with other Catholic schools throughout the Archdiocese of Los Angeles for a chance to compete at the state and national levels. Students meet regularly to prepare for the annual Archdiocesan competition held in March. Students on the **Academic Decathlon Team must maintain at least a B average, with no single grade lower than a B-.**

## **School Buddies**

The School Buddies program involves every member of St. Vincent School. Students in grades TK - 8 are assigned to a Buddie in the beginning of the school year. The goal is that Buddies meet throughout the year for prayer, activities, and spirit building projects. These projects are planned by the Student Council and take place in various activities during the school day.

## **DISCIPLINE**

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Effective classroom management
- Constant encouragement of acceptable classroom conduct
- Consistent follow-through

### **Kickboard**

**Kickboard** provides positivity data for students, teachers, groups, and schoolwide to keep the positive top-of-mind for **schools** aiming to cultivate a positive, supportive, and successful **school** culture. Kickboard is the tool used to measure progress on positivity via teacher data and school culture via student surveys. Parents have a portal to view student reports and parents can message teachers as well. This tool will help us be more intentional about behavior specific praise that allows us to monitor and ensure that ALL students are being positively acknowledged

**Students enrolled at St. Vincent School accept the consequences for their inappropriate behavior.**

Parents are expected to support the teachers and staff of St. Vincent School in their efforts to provide a safe, healthy and effective learning environment for their children. Parents who feel they cannot support school policy should consider an alternative educational setting for their children. Lack of support demoralizes the teachers and weakens their ability to provide a quality education for children.

### **SCHOOL RULES**

Rules are made for the efficient and effective running of the school program as well as for the safety and protection of **All** students. **Students are expected to KNOW and KEEP these rules. "NOT KNOWING" a rule does not exempt a student from consequences.**

### **ST. VINCENT STUDENTS WILL:**

1. Refrain from playing or gathering on the breezeway or near the bathroom.
2. OBEY all teachers, aides, playground monitors, and staff.
3. WALK inside the school building/auditorium.
4. **Stop Playing and Walk** to their line after the whistle blows.
5. NOT bring toys, magazines, comic books, trading cards, lasers, radios, CD's, DVD's or other electronic equipment UNLESS given permission by a teacher. Items will be confiscated and not returned until the last day of school.

6. NOT bring or ride skateboards to school.
7. NOT use a cell phone without staff permission.
8. Abide by the dress code.
9. Know that buying, selling, and betting among students for profit IS NEVER allowed on school premises.
10. Not leave the school grounds without permission after arriving in the morning or before school is dismissed or during daycare.

## **DISCIPLINARY CONFERENCES**

Occasionally, continued misbehavior will necessitate a conference including the student, his/her parents, teachers and the principal. The purpose of the conference is to determine whether the student will continue at St. Vincent School and, if so, what good faith commitments will be required.

### **Issues to be discussed or decided:**

- A. Offending behavior.
- B. Positive action the student can take to change the situation.
- C. Positive action parents can take.
- D. Positive actions the faculty and staff at St. Vincent's can take.
- E. If the student really wants to be at St. Vincent School.
- F. If the St. Vincent experience is beneficial to the student.
- G. What the student will be required to do to show good faith.
- H. When behavior will be reviewed and what will be expected at that time.

## **CONDITIONS OF SUSPENSION**

Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:

No student shall be suspended from an elementary school for more than two consecutive weeks. Notice of suspension must be given to the parents/guardians by telephone or in a conference.

The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension, especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.

In no case will a teacher on his/her own authority suspend a student.

## **Right to Make Exceptions**

The principal, in consultation with the vice principal, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

### **Following Suspension**

If a student has been suspended from school but continues to have behavior problems, then he/she will be placed on a behavior contract for the remainder of the school year which may include the following:

- A. Development of a behavioral STEP plan
- B. Counseling requirement established for students.
- C. Immediate expulsion

### **Time of Expulsion**

An expulsion may be made immediately if the reasons are urgent. Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.

If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.

If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

### **Reporting of Expulsions**

All expulsions, even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.

The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

### **Expulsion**

- Reasons for expulsion are, but are not limited to, the following offenses committed by students:
- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing school personnel or other students.
- Open, persistent defiance of the authority of the teacher or any adult working at the school.

- Continued willful disobedience.
- Use, sale or possession of narcotics, any other controlled substance.
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Smoking or having tobacco.
- Stealing
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
- Habitual truancy.
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Actions in or out of school which are detrimental to the school's reputation.
- Violation of the Electronic Communications Policy.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

### **Procedure for Expulsion**

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior

If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the Principal, Vice principal, and teacher will reach a final decision. In no case will a teacher on his/her own authority expel a student. Full credit will be given for all work accomplished by the student up to the moment of expulsion.

### **Written Record**

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

### **Cases Involving Grave Offenses**

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.

The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.

When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

### **Home Study**

Certain circumstances may dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. The school may give students tests, etc., outside school hours so that grades can be reported. A student placed on home study is expected to pay full tuition. Parents/guardians are responsible for supervising a student on home study.

At the discretion of the principal, any student who is accused of a felony may be placed on home study until the case is resolved.

### **GANGS: MEMBERSHIP / INVOLVEMENT**

A gang is defined as “three or more persons having as one of its primary activities the commission of one or more criminal acts.” (A Primer on Law for Administrators and Boards, Commissions & Councils of Catholic Education, Shaughnessy, Mary Angela, NCEA, 2000.) Membership, active involvement, or affiliation in a gang or group responsible for threatening or violent activity is grounds for expulsion.

### **GRAFFITI**

In order to discourage the appearance of graffiti on campus and school property, the principal of St. Vincent School will have it removed immediately whenever it appears. Penalties will include restitution as well as the possibility of expulsion. Students are expected to respect their school and the property surrounding it and keep it clean.

### **HARASSMENT, BULLYING AND HAZING STATEMENT OF POLICY**

St. Vincent School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be clearly communicated to faculty, staff, volunteers, parents/guardians, and students.



Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Websites.
- Using someone else's username to spread rumors or lies about someone.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement.

- Remain watchful for conditions that create or may lead to a hostile offensive school environment.
- It is the student's responsibility to:
- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.
- Please note, that even if you delete personal information, it still may be stored (on a website's server and/or phone) for a longer period. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example.

Examples of Unacceptable Uses – SVS students are not permitted to:

- Use technology in sexting or cyber bullying: to harass, threaten, deceive,
- intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive
- profane, or sexually oriented material.
- SVS students must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- SVS students must not knowingly or recklessly post false information about persons, students, staff, or the school.
- Use a photograph, image, video, or likeness of any student or employee
- without express permission of the individual, individual's parent, and the
- principal.
- Create any site, post any photo, image, or video of another except with
- express permission of that individual, individual's parent, and the
- principal.
- Deliberately visit a site known for unacceptable material or any material
- that is not in support of educational objectives.
- Harm the goodwill and reputation of the school or school employees.

The school has the right to monitor student use of the school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities.

Violation of the policy will be dealt with by the administration of the school and result in the following:

Disciplinary action:

1. Suspension
2. Behavior Contract

### 3. Dismissal

but not limited to legal action by the school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

## **STUDENT THREATS**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic Schools immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

## **Interview of Students by Law Enforcement or Child Protective Agencies**

When they are investigating matters involving child abuse or neglect, law enforcement and child protective agencies are entitled under law to interview students and other minors at school or during parish activities. The person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification and must also confirm that the interview is being conducted as part of his or her professional duties.

In the archdiocese it is the policy to inform parents/guardians that such an interview will take place except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events it is the policy of the archdiocese that an adult, either a parent/guardian or school or parish staff member, will be present for any interview unless the minor being interviewed elects otherwise.

## **Student Removal by Law Enforcement**

A properly identified representative of a law enforcement agency or Child Protective Services has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student. In the case of an arrest, the person in charge shall request to see the warrant for the student's arrest or court order issued by the juvenile court. A warrant is not necessary if the officer has reason to believe that the student has violated the law and makes an oral statement to this effect. The person in charge and at least one other staff member should be present to hear and witness the officer's oral statements.

The officer or representative may also remove a student from school with the permission of the student's parents/guardians or, in the case of exigent circumstances, without the permission of the parents/guardians.

## **Academic Dishonesty**

Academic dishonesty is contrary to the philosophy of St. Vincent School. Academic Dishonesty can be a cause for suspension, probation, or dismissal from school. The school interprets cheating as follows, though not limited to the following:

- Copying assignments or allowing another student to copy assignments in or out of class
- Giving or receiving answers to quizzes, tests and examinations
- Looking at another's paper or allowing another to look at one's paper
- Plagiarism
- Doing another person's work or allowing another to do one's work

When a student is involved in a cheating incident, the teacher takes the following actions:

- Assigns a failing grade to the test, quiz, or assignment
- Calls parents
- Issues a conduct referral
- Hands the matter over to the principal

## **Informing Parents/Guardians about Removal**

While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken. However, the person in charge shall not notify the parents/guardians when a student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified. In the case of suspected child abuse, the officer will determine whether to notify the parents/guardians that the student has been removed from school. The person in charge shall provide the officer with the address and phone number of the student's parents/guardians.

The person in charge should always obtain the following information:

- The name of the law enforcement officer or Child Protective Services representative
- The officer's badge or ID number
- The phone number of the police station
- Instructions from the officer regarding parent/guardian inquiries concerning the whereabouts of the student

### **Guidelines Related to Possession and Use of Alcohol and Controlled Substances**

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

**The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.**

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

### **Procedures In the Case of Suspected Possession or Use of Alcohol and Controlled Substances**

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's desk and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it.

- Consult with the police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken.
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended

### **Recommended Transfer Resulting from Parental Attitude**

Under normal circumstances a pupil should not be deprived of Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude or abusive behavior of parents might diminish the effectiveness of the educational process of the school in acting in *loco parentis* (in place of the parents) that continuation of the pupil in school might be impossible. In such a case, the regulations governing recommended transfer would then be applicable. The decision will be made with the consultation and advice of the pastor.

### **Administrative Procedures for Handling Confidential Information**

In all situations where confidential information is shared, the principal shall implement practices and procedures to ensure students' academic, personal, psychological, health, and spiritual information remains confidential. Without parent/guardian consent, no information on confidential matters should be shared or discussed with anyone, including school employees not directly and necessarily involved.

No one should discuss specific student problems in the staff room or any place where people who are not directly involved in the matters may overhear.

Only the principal, teachers, or administrators charged with pupil oversight may initiate a call to parents/guardians. Other staff members must have prior administrative consent. If parents/guardians have questions, teacher aides and other staff members should refer them to the principal or the appropriate teachers or administrators.

School employees may not agree to provide a parent/guardian or another person with a voluntary written or oral statement or any documents in a family or custody dispute without first obtaining permission from the person in charge, in consultation with the Office of the Legal Counsel. Employees should not volunteer to appear in any judicial proceeding. If parents/guardians are engaged in a dispute or violating a custody order, call the Office of the Legal Counsel for advice or call the police if safety is an issue. In ordinary situations, pupil records are to be handled as provided in Pupil Records.

*Without jeopardy to the above guidelines, the school retains the right and the responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.*

## **SCHOOL REGISTRATION**

Registration for **NEW** students is held during the month of February. New students include transitional kindergarten students and any other students that did **NOT** attend St. Vincent School last year.

### **ALL FAMILIES MUST REGISTER EACH YEAR THROUGH TADS.**

Neither race, religion, nor health prevents a child from being accepted. Parents who register their children must believe in our PHILOSOPHY of education, ACCEPT the values, and COOPERATE with the school and its policies and discipline standards.

## **FINANCES**

**Tuition and fees:** For a total of all fees and tuition for one year refer to the parent contract.

**Tuition Collection:** Tuition and fees are paid to **TADS** Management System

**PAID OVER 11 MONTHS (8TH GRADE TUITION IS IN 10 MONTHS)**

**Each family is required to complete 20 service hours.**

**Parents are required to do the hours themselves.**

They can be completed in any of the following ways:

Parent Meeting: 1 hr. **(Mandatory Parent Meeting Sheets MAY ONLY BE SIGNED BY THE PARENT OR A FAMILY MEMBER OVER THE AGE OF 18)**

Participating in any fundraiser such as setting up for the dinner dance, jog-a-thon, chaperoning a field trip, donating to any fundraiser such as: oranges for the jog-a-thon, water for sports games, baking soda for the baking club, pencils, pens, books for decathlon members (club/sports), donating gift cards to Office Depot, Staples, or Smart and Final (for teachers/students)

**At the end of the school year \$ 20.00 will be charged for each hour not completed.**

**Family Fundraising Pledge of \$475.00**

St. Vincent School is dependent upon parent, family and community support to remain fiscally secure. In an effort to offset these costs and ensure our sustainability, we are asking every family to make a pledge of support either through cash or fundraising. Our future depends on it.

Fundraising at St. Vincent Catholic School is a means of keeping tuition costs as low as possible. Throughout the year we will have several fundraising events to give parents the opportunity to complete the family fundraising pledge of \$475.00. You are required to **EITHER** participate in any fundraisers to add up to \$475.00 or pay the \$475.00 up front.

### **PARENT-TEACHER CONFERENCES**

The school year is divided into 3 trimesters, with a progress report given mid-way in each trimester. A formal parent-teacher conference will be scheduled when the 1<sup>st</sup> progress report is given and as needed for the 2<sup>nd</sup> trimester progress report. Conferences with the teacher can be arranged at any time if there are questions or concerns. Conferences can be scheduled via email or telephone call to the teacher. **If a parent fails to come to a conference then a \$20.00 fee will be charged. In extreme cases a child may not return to school until the parent has met with the teacher.**

Teacher conferences can be arranged via email or telephone call. Teachers are eager to keep you updated on your child's progress but wish to do so in a meaningful time and setting that is planned to assist you.

### **The Principal's Right to Amend Important:**

The principal has the right to amend policies within the school year for the general welfare of the students and the school community. Amendments to existing school policies are in consultation with the the Department of Catholic Schools, Archdiocese of Los Angeles.



**“Educating through Christ to lead and to serve.”**

**St. Vincent de Paul**

**\*\*\* Parent /Student Policies Agreement Form\*\*\***





**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read the St. Vincent School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made, we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following school year.

Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

**Student's Full Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

(For students in 3rd - 8th Grade)

**Parent/Guardian #1 Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian #2 Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please sign and return this form to the School Office by August 31, 2023.**

**This form will be placed in the student's permanent file.**