

SAINT VINCENT  
ELEMENTARY SCHOOL  
STUDENT AND PARENT  
HANDBOOK

## **MISSION STATEMENT**

Our mission is to lead, assist, and support  
St. Vincent School and Parish by the following:

Enhancing our Catholic identity through increased school, family, and parish  
involvement

Providing quality and realistic opportunities for Christian service throughout the  
school year

Creating the optimum academic experience imbued with Gospel values to positively  
affect student achievement

## **Mission Statement of the Office of Catholic Education**

We are a Faith Community in Formation.

We are committed to the educational mission of the Catholic  
Church in the elementary and secondary schools.

Therefore, our mission is to lead, assist, and support Catholic  
schools in providing quality education infused with gospel values.

SAINT VINCENT ELEMENTARY SCHOOL HANDBOOK  
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## **ALMA MATER**

*There's a school on a hill of  
which proudly we feel, For  
she stands there resisting  
all foes;*

*And tho'you may inquire,  
Not a man you could hire  
To betray her, as everyone  
knows.*

*She's the best loved of all, Be it  
springtime or fall, And we've all  
promised faithful  
and true*

*To uphold her fair name, To  
spread word of her fame, Loyal  
sons and daughters all.*

### *Chorus*

*Atop a hill in Akron  
Proudly waves the green and white,  
St. V's banner shouts her glory;  
You can see it from the height.  
Ideals of highest mettle,  
Spirit grand and sound and true,  
And we praise our Alma Mater  
Sure she's finest of all schools.*



# **PHILOSOPHY OF CATHOLIC EDUCATION DIOCESE OF CLEVELAND**

## **Sources**

WE BELIEVE that a philosophy of Catholic education begins with faith. God, in creating us, gifted us with life, became one of us in Jesus, and in the Person of the Spirit awaits our response to this unconditional love. Jesus remains within the human community witnessing and sharing the Good News in every age and with all people. We return God's love by a sincere response to conscience and by membership in the Church. It is from this perspective that the education ministry of the Catholic community flows.

## **Catholic Education**

WE BELIEVE that education, which is Catholic, begins with life in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love through involvement in the academic, cultural, social, and civic concerns of daily life.

## **Catholic Schools**

WE BELIEVE the Catholic school exists to teach the mandate of Jesus: "Love one another as I have loved you." This is the goal of all Catholic education. The school community, in sharing a global vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, physically, culturally, and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation for our American heritage. With deep concern for their sisters and brothers, young people in Catholic day schools form their personal response in truth, peace, justice, and love.

# **PHILOSOPHY OF SAINT VINCENT ELEMENTARY SCHOOL**

Adopted: September, 1975

Revised: January, 2005

We, the members of Saint Vincent School hold the following beliefs about our school and its purpose:

We believe the message of the Gospel to be of primary importance in arriving at truth in all the content areas and in providing a guide for a Christian way of life. We believe the message should contain a clear, up-to-date, and comprehensive presentation of Catholic doctrine.

We believe that the school has a four-fold purpose:

1. To create a Christian atmosphere in which the child internalizes his true purpose in life and comes to an understanding of the traditions of the faith in the cognitive and affective domains;
2. To stimulate and challenge each student to achieve an academic growth commensurate with his/her God-given abilities;
3. To develop in the student an appreciation for and response to the beauties in art and nature;
4. To provide the means for his/her physical, psychological, emotional, social, and spiritual well-being in as far as the school is able.

Finally, we believe that a strong Christian community is needed in order to develop in the students "a commitment to community and to social skills and virtues needed to achieve it." This fellowship among faculty, students, and parents further helps students grow in their "commitment to the service of God, one another, the Church, and the global community."

\* Quotations are taken from the Bishop's Pastoral entitled To Teach as Jesus Did.

## OBJECTIVES

1. To cooperate with parents in developing Christian children of exemplary values, character, and learning.
2. To cooperate with administration in developing a school program and school community. This will foster both spiritual and academic growth in children.
3. To foster in students good attitudes toward school and intellectual pursuits.
4. To provide a program of physical education and health designed to promote good physical development throughout life.
5. To assist the child to find and to fashion his/her own personal individuality.
6. To lead the child to appreciate the social and cultural values in nature, music, art, and literature.
7. To instruct the child in his/her rights and responsibilities as a Christian to the Church, our country, and our world, especially in a rapidly changing society.
8. To assist the child in integrating a spiritual life with a secular one.
9. To maximally develop all children in those academic areas and skills which will enhance their lives on earth and ultimately prepare them for eternity.



## **GENERAL ADMITTANCE POLICY**

Saint Vincent Elementary School has as its primary purpose the development of the spiritual life of its children. We believe the message of the Gospel to be of primary importance in arriving at truth in all the content areas and in providing a guide for a Christian way of life.

For this reason, it is hoped that all children of Saint Vincent Parish would have the opportunity, and use it, of being a part of our school community. Children in the parish have the first right to this school. Saint Vincent School spends annually about \$4,100.00 per student to maintain its educational program. Parish funds are used to supplement the difference between the stipulated tuition and the actual cost.

The parish is willing to continue supporting a limited number of non-parishioners. Acceptance will be based on ability to meet admission requirements and on enrollment in classrooms.

If a student was unable to attend Saint Vincent School beginning with kindergarten and now wishes to attend, said student will be accepted on the first day of a school year only if there is room and the student has a school record of good citizenship and attendance. Upon registration, each student will provide a transcript of all grades and the most current report card. A battery of tests may be required before admission is granted and placement made.

Students for kindergarten must be five years old on or before September 30. If parents request, a younger child may be given a battery of tests to determine the feasibility for early entrance.

After reviewing transcripts and testing and screening scores, it may be determined that an appropriate program for the student is not available at Saint Vincent School. The school will, at this juncture, attempt to suggest an appropriate alternative school or program.

Students are accepted without discrimination on the basis of race, color, national or ethnic origin. Admission and readmission is on an annual basis.

## **PARENT RESPONSIBILITIES**

Parents are recognized as the primary educators of their children; however, when a child is a member of a school community, it is imperative that the parents be cooperative with and supportive of school personnel and policies. Nothing makes education and discipline less possible than discussions at home that undermine school authority.

The following are expected of St. Vincent Parents:

1. Comply with all that is printed in the handbook.
2. Show an interest in their child's spiritual growth and academic progress and give supervision and parental guidance and discipline as needed.
3. Have knowledge of their child's attitudes toward his/her religion and school work.
4. Spend some time in discussing with their child his/her interests, attitudes, and problems in his/her daily school life.
5. Cooperate with the teacher and principal when problems arise.
6. Show interest in school activities and programs and when possible, take an active part in them.
7. Have knowledge of the materials outlined in the Parent Handbook including the Student Code of Discipline.
8. Support the directives as given and expect the student to cooperate and behave respectfully to school personnel.
9. Request appointments with the classroom teacher either through a note or a phone call through the school office.
10. Attend parent-teacher conferences when scheduled.
11. See that their child brings his/her books and materials to school and check the homework frequently. Homework, however, should not be completed by parents.
12. Help their child develop a sense of responsibility.
13. Pay tuition and fees on time.

14. Actively support the Parents' Association.
15. Become familiar with the policies and regulations of the school.
16. Be willing to assist and support the school by volunteering time to the various activities sponsored by the school throughout the year.
17. Maintain usual hygienic practices with children including clean clothes, regular dental, optical and physical examinations.
18. Avoid making unreasonable requests of the school or teachers.
19. Minimize calls to school to give children messages.
20. Have car riders and walkers arrive at school about 7:45 A.M., but in time for the child to be in his/her classroom seat by 8:00.
21. Pick up car riders at 2:30 P.M.

## **STUDENT REQUIREMENTS**

### **ACADEMIC**

School should be a center for learning. It should be a place where a child can grow toward maturity. School, along with home, should help children develop life values. Therefore, the student is expected to

1. Make good use of his/her time in school.
2. Be open to all opportunities to learn.
  - a) The Learning Resource Center (LRC) is an excellent resource room.
  - b) All contests are opportunities for developing creativity and always stimulate growth.
  - c) Extra assignments provide extra growth.
3. Respect the rights of others to learn.
  - a) Group instruction requires give-and-take, listening and talking.
  - b) Individual growth depends on use made of opportunities provided in the individualized programs.
  - c) Be cooperative and attentive to teachers at all times.
4. Complete assigned work on the date designated.
5. Be receptive to correction, and use it as an opportunity to grow.
6. View school as a place to learn.
7. Strive to become the best Christian person he/she can become.
8. Be sure that work is neat and handwriting legible. Information should be accurate and the quality of work should be appropriate to the grade level.

9. Homework is a reinforcement of the day's work. It should be done as directed by the teacher. If a student is absent for one day, the teacher will assign the homework upon the student's return to school. He/she will have at least as many days to make up the work as the student was absent. Requests for homework assignments after the second day may be made with the office before the 9 A.M. absence phone call. Assignments requested after 9 A.M. will not be ready for pick up until the following day.
10. Special reports and projects are given throughout the year and are an important part of the academic program. In the upper grades, extra credit reports and projects are always available to those who wish to expand on topics of special interest.
11. A truly educated individual is well-read. Each student should always have a (library) book available for reading should assignments be completed.
12. The study of music deals not only with choral participation but with history, theory, and appreciation. Each student is expected to participate in this program as in any other academic subject. Choir will be an out-growth of the vocal music program.
13. The study of art, including the completion of an assignment, carries the same obligation as any other class.
14. Physical education requires proper attire to allow full participation. Regulations are made in order to maintain a high level of safety, and all are expected to comply.

## **BEHAVIOR**

How a person behaves most nearly indicates how he thinks. Discipline is truly a virtue. A child must be led to and assisted in becoming a responsible person. Such a person is one who can select the values he wishes to live by and who can have the self-determination to live out these values. To do this, students must learn self-control. They must live in the midst of the world without being consumed by it.

### 1. **Arrival at School**

Teacher preparation for the day's activities is of vital importance; to protect some before-school time for teachers, the students are expected to

- a) Remain outside the building or in an assigned area until 7:45 A.M. except during bad weather.
- b) Use the time between 7:45 A.M. and 8:00 A.M. as a time of preparation for school.
- c) Be in readiness for school at 8:00 A.M.

### 2. **Classroom Activities**

School is a serious business and should be viewed as such by both teachers and students. At St. Vincent, school begins with prayer and with an appropriate patriotic activity. Because creative thinking and serious study cannot take place unless there is order and quiet, the students are expected to

- a) Use all class time well. Class time is precious and should not be wasted.
- b) Manifest self-control when moving around the building. An atmosphere of quiet is of utmost importance both during and between classes.
- c) Know that gum and toys do not belong in school.
- d) For further information, see **Student Code of Discipline** (Appendix to Handbook).

### 3. **Cafeteria Lunchroom and Noontime**

Sharing a meal with others is one of the most beautiful of human activities.

When the Lord wanted to give us the gift of Himself, He did it at a shared meal. Lunchtime can have all the aspects of a shared meal. It should never be a time of turmoil. The students, therefore, should

- a) Use proper manners in eating and in speaking while enjoying their lunches. Children are encouraged to eat all of their lunches.
- b) Use the time for lunch as a time to be refreshed in body and spirit without infringing on the right of others to do their work.
- c) Use recess time to talk to friends, to get fresh air, and to get some exercise.

## **SOCIAL**

We live in a complex world, constantly surrounded by other people. Interaction in a productive way is a lifelong struggle. Our world will only become a better place to live if each of us sees and assumes a personal responsibility to make it better. The student is expected to

1. Respect and obey those in authority who are working to assist each in the progress of growth to maturity:
  - a) Priest
  - b) Principal
  - c) Teachers
  - d) Secretary
  - e) Auxiliary Services Personnel
  - f) Nurse and Health Aide
  - g) LRC Aides
  - h) Cafeteria Workers
  - i) Maintenance Workers
  - j) Volunteers
  - k) Classroom Aides
2. Practice everyday common courtesy.
3. Respect the property of others.
4. Respect and obey those regulations that are made for the good of all.
5. Respect each other's right to speak as well as to listen.
6. Reflect Christian attitudes and values taught and lived at St. Vincent.
7. Respect the other students as persons with individual worth and dignity.
8. Strive to understand and appreciate the uniqueness of each other.

## ATTENDANCE

### 1. Lawful Absence

According to the State Board of Education (ED b 215-14,2), a child may lawfully be absent from school for the following reasons:

- a) Personal illness
- b) Critical illness in the family (Substantiated by doctor's statement)
- c) Death of a parent, guardian, grandparent or very close relative.
- d) Quarantine at home
- e) Observance of religious holidays
- f) Discretion of the principal.

### 2. Absence Procedures

- a) The teacher shall keep a careful, daily check of all students' absences.
- b) Parents are requested to phone the office when their child will be absent or tardy. These calls should be made before 9:00 A.M.
- c) The office will call the home to check on all absences not reported.
- d) If the child has been excused by a phone call for illness, it is not necessary to call each day if illness extends over several days. However, it is important to write an excuse for the child on re-entry to school.
- e) The principal will contact the attendance department of local public schools concerning certain dubious cases of truancy or illegal detention.

### 3. Tardiness

- a) Each teacher shall keep an **exact** account of tardiness in the attendance register. Tardiness most often causes not only a disruption in the late student's daily educational routine but also a disruption in the planned classroom program.
- b) A child is tardy if he is not present **in the classroom** at 8:00 A.M.
- c) A child who is tardy should report directly to the homeroom teacher between 8:00 A.M. and 8:15 A.M.

After 8:15 A.M., the student should report directly to the office.

- d) Parents will be required to give an accountability for repeated tardiness. **More than three times tardy is considered excessive. (See p.36 for consequences.)**

#### 4. Early Dismissal

- a) When medical or dental appointments are necessary, the child is to present an appointment notice or note from parents before the time of the actual appointment.
  - 1. It is suggested that parents make such appointments close to school dismissal times.
  - 2. Parents are to come to the school office to pick up children.
- b) When, due to illness or accident, the child needs to be sent home,
  - 1. The school will notify the parent who will make arrangements to have the child picked up.
  - 2. The school must have on file EMERGENCY INFORMATION FORMS on which parents have indicated names of persons to contact should it be impossible for the school to reach the parents. This form is to be completed for each child each new school year.
- c) No child may leave school grounds during the school day without the permission of his/her parents and the approval of the principal.
  - 1. A child may be released from school only to his/her parents or to other authorized persons.
  - 2. In case of family difficulties, (law suit, divorce, etc.) the child may be released only to the parent who is the legal guardian.
  - 3. The principal will determine the validity of the claim made by any other person requesting the release of a child. Pupils are not to be excused from school to go with a stranger or to be excused by an unidentified telephone message.
  - 4. Pupils are not to be released from school to be interviewed by police or detectives unless the parents agree to it. No pupil will be interviewed by the police at school without the principal or some faculty member being present (and only after notification of parents).

**Arrivals**

Metro Buses will unload students at the curb on Maple Street.

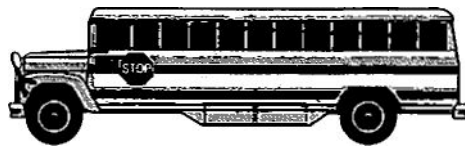
All car riders will be unloaded from cars in the back parking lot of the school off Walnut Street and leave by way of Maple Street.

**No students in private vehicles should unload on Maple Street** in front of the school. Students coming from or going to cars in the lot across Maple Street will use the crosswalk at Market or Crosby Streets, or parents will accompany these students across Maple Street. Walkers will cross only at Crosby or Market Street unless accompanied by an adult.

While waiting to enter the school building, students will demonstrate responsible behavior, respect one another, avoid physical contact, and not play near the curb or in the parking lot.

**Departure**

Bus riders will be dismissed at 2:30 P.M. Designated school personnel will be sure that students are seated on buses before departure. Students are expected to stay seated until reaching their stops. Walkers and car riders will also be dismissed at 2:30 P.M. All cars will park in the drive between the playground and school, entering from Walnut Street and exiting onto Maple Street as directed. We use two lanes of traffic for departures. No cars or other private vehicles may board students on Maple Street or Market Street.



**School Entrance Doors During School Hours**

As a safety precaution, doors to the school are kept locked at all times. To enter the building, visitors should ring the buzzer located to the left of the front door on Maple Street. All visitors must report directly to the office.

**Early Pick Up Of Student**

Parents should send a note if they plan to pick up a child before regular dismissal time. The child will be sent to the office.

**Errands**

1. No child may leave the school grounds to go on errands for the staff members for personal reasons.
2. The principal and faculty members have a duty of care and, thus, are legally responsible for the child's safety from the time he/she arrives at school until he/she leaves school premises with parameters of time being from 7:45 A.M. until 2:30 P.M.
3. School personnel will not be responsible for students or property after school dismissal, including those involved in C.Y.O. or other activities.

**Vacations/School-Work Policy****K-1-2 Policy:**

Following a parent note informing the K-1-2 teacher of an impending vacation, the teacher will put together a "homework vacation packet." This work will be due on the return to school. Any other missed tests/work will be made up by the individual teacher.

**Grades 3-8 Policy:**

It is the student's responsibility to obtain advanced assignments if available from his/her teacher. If assignments are unavailable prior to the vacation, the student must obtain on the first day of his/her return all other work assigned during the absence. All assignments obtained in advance of vacation are due the day the student returns. Assignments given on the day of the student's return are due the morning of the third day of his/her return.

### **Tests/Projects/Labs**

All planned tests will be given after school the day the student returns by Mr. Downey at Extended Care (no charge). Students may call parents for pick up as soon as test/s have been completed.

Long-term assignments given before and due during student's absence must be handed in before he/she leaves.

All missed lab work will result in a zero. (There is no way to make this up.)

### **Withdrawal and Change of Address**

When a change of address or telephone number occurs, the parent should notify the school office and the records will be updated.

When it is necessary to withdraw a student, the following procedure should be used:

1. Call the office and arrange an appointment.
2. Settle all outstanding accounts.
3. Complete transfer form at school and sign release of records forms.
4. Request the receiving school to send for records.
5. If the school initiates the withdrawal, it will be responsible for Step 1.

## **STUDENT DRESS CODE**

### **General Attire**

Good grooming is important as it promotes healthy habits and enhances one's self-image. Good grooming begins with good hygiene. Parents should check their children to be sure that they have washed thoroughly, have clean clothes, and meet the student dress code. At Saint Vincent all children are expected to adhere to the school's dress code. The dress code is in effect from the first day of each school year.

### **Hair**

All students are to have haircuts which will keep their hair out of their eyes. (Uncombed or excessively long hair interferes with a student's ability to see properly.) Boys' hair must be off the collar. There should be no distracting or fad styles. Please, no **large** hair bows or multi-beads. Hair should not be dyed or bleached.

**Shoes**

All students are to wear a dress shoe or athletic shoe that does not cover the ankle and does not leave black marks on tile floors.

**Cosmetics**

Girls in Pre-K - 6th grade are not to wear nail polish unless it is a clear polish. Girls in junior high (7th and 8th grade) may only wear red shades or pastel colored polish.

**Jewelry**

Jewelry should be kept simple. Earrings should not dangle below the earlobes.

All clothing is to be unadorned.

**Boys' Attire should be**

- Pants **Navy Blue** uniform dress pants or shorts. No denims, corduroys, or cargo-like (large pocket) pants allowed. All pants/shorts should be in good condition.
- Shirt Plain white golf shirt with a collar. All shirts must be fully tucked in.
- Sweatshirt **Forest Green** with school-approved logos.
- Socks **White or dark solid** colors only. Socks must be worn.
- Belt A **belt** if pants have loops. All grades.

**Girls' Attire may be same as the boys.**

Girls may also wear

- K-5 St. Vincent plaid jumper with a white blouse.
- 6-8 St. Vincent plaid skirt with a white blouse or golf shirt. A sleeveless navy blue vest may be worn over the blouse. Skorts have been added to the Dress Code (as an alternative to the skirt) for girls in grades 6 through 8. These can be ordered through Lowry's and must be in the school uniform plaid (Plain blue skorts - like one can find at Target - are not acceptable). Please note that skorts are not required. They are merely another option to the dress code for girls in the grades indicated.

Solid white or navy blue anklet, knee hi, or tights.

Enforcement: Faculty have authority/responsibility to interpret the Student Dress Code. A verbal warning will be issued to the student and/or the parent contacted. If warnings are ignored, further disciplinary action will be taken. The principal shall be the final authority.

**UNIFORMITY IN DRESS TELLS STUDENTS THAT EVERYONE IS EQUAL.** Neat, clean and appropriate clothing has a direct relationship to the way students act. Compliance with the dress code gives an external sign of the Christian community to which the students belong.

**GYM CLOTHING:** A regular and scheduled physical education time for each child is set at the beginning of each school year. Students in K to 5 are required to bring tennis shoes. Girls should bring shorts or pants to wear under the uniform. Students in grade 6 to 8 are required to bring a change of clothes - shirt, shorts or pants, tennis shoes and socks. A tee shirt is acceptable; however, tank tops are not permitted. The P.E. teacher will distribute class rules which clarify dress.

## **SCHOOL FINANCES**

School expenditures can be divided into three large categories: building operating and maintenance costs, staff salaries, and educational program costs. We rely on the following sources of income for these basic costs: the Sunday collection, the various tuitions, per pupil educational fee, and the support of parish and school fundraisers.

**School Educational Fee:** This fee is used for field trips, class parties, weekly readers, consumable materials and supplies needed by the student and for programs which cannot be met by any other monies, such as the religion and art programs. This fee is \$100.00 per student for all grades.

**Tuition Status - Parishioners:** A Saint Vincent parishioner is recognized as **one who has active membership in the parish.** This means that the parishioner substantially supports the parish financially and works at fundraising endeavors of the parish. The parish school is maintained and operated for the total religious and academic education of the parish children. The parish community joins with the parents in supporting both morally and financially this education which is aimed at preparing future active members of our Faith.

In an effort to encourage support of the Parish and encourage new members of the Church to register, the following guidelines are utilized to define a parishioner:

1. A parent or guardian who is living outside the St. Vincent Parish boundary and has been a contributing and active member of the Parish for a period of 12 months OR
2. A parent or guardian who is living within the St. Vincent Parish boundaries and is registered in the parish.

A parishioner who is unable to meet the payment requirements should contact either the pastor or the principal to make arrangements. If, by March 20, bills are outstanding and no arrangements have been made, we will assume the student does not intend to continue at Saint Vincent. At present, pupil per cost is approximately \$4,100, much greater than tuition. To maintain fiscal responsibilities, it is necessary that an effort to collect all tuition be made. No report cards or transcripts will be released until payment for services is received. It will be expected that parents will consider that the balance of the per-student cost be donated through their weekly contribution.

Each spring, a review will be made of the Parishioner Status of each parent. If there is no evidence of Church involvement by way of practicing one's religion and contributing to the support of St. Vincent Parish, one cannot expect to claim that one is a parishioner entitled to parishioner's tuition. Notice will be given that the students in these circumstances may continue at St. Vincent with the parents paying non-parishioners' tuition.

**Tuition Status - Non-Parishioners:** Saint Vincent Parish is willing to continue to support a limited number of students who are non-parishioners. A non-parishioner is one who

1. is a member of another Catholic parish. (Some parishes may be willing to subsidize the Catholic education of students. These arrangements are the responsibility of the individual parents and their pastor.)
2. is not a contributing member of the parish
3. is not a member of a church
4. is a non-Catholic.

Admission of non-parishioners will be based on the availability of openings in enrollment, a parent interview, and the disgression of the principal.

Non-parishioners transferring children from other schools (public or private) must present evidence of having maintained a good record at their previous school. This is taken to mean a Grade C average and a record of good conduct and effort. Evidence includes transcripts, report cards, and admittance tests as requested.

In addition, an educational fee of \$100 for **each child** must be paid before May 20 of the preceding school year or when the student admitted.

**Tuition Return/Rebate:** In case of change of residence or withdrawal initiated by the school, prepaid tuition will be rebated on a prorated basis.

**Procedure for Collection of Monies**

Any money sent to school should be in a sealed envelope and labeled with the child's name, grade, room number, amount of money, and the purpose for which the money is intended. Send one envelope for each child and each purpose. The envelope need not be a new one. All cafeteria, milk, and extended care monies are collected on Monday or the first day of the school week. If a child is absent on the first day of the week and parents wish to place an order for him/her, please give this information to the secretary when calling to report absence. To avoid the trouble of making and trying to be sure that change gets back to parents, we ask cooperation in sending the exact amount. We do not return change. **Saint**

**Vincent School Bus**

Those who ride the Saint Vincent Bus are required to pay a stipend to defray the cost incurred in its operation. Payments are to be prepaid by the month, semester, or year.

## **SCHOOL PROGRAM**

### **Books**

Each student is given the books needed for his school work. Books are very expensive, and each student is required to take good care of these books. If books are lost or damaged, justice demands that the value be paid to the school, preferably by the student himself. Each child is required to have a book bag to carry books to and from school. Some textbooks are purchased with auxiliary funds and are on loan to us from the Akron Board of Education. At the beginning of the year, a list of books on loan to the student will be made, signed by the student and parent, and kept on file at school until the end of the year when all books will be returned to the clerk for inventory. Lost books must be found or payment for replacement will have to be made.

### **Religion Program**

A systematic and developmental program of religious instruction is provided for all children at St. Vincent School. All teachers are expected to participate in the planning of the religious programs offered.

All students participate in Holy Mass each week. The preparation of the liturgy is done by the children with the help of the teachers and is designed to be appropriate for the respective grade levels.

The entire school participates in Mass on all Holy Days of Obligation and generally all Fridays.

Opportunity for Confession is provided periodically throughout the year. Special effort is made to help students enrich their understanding of the Sacrament of Reconciliation.

Significant events are also celebrated throughout the year. The school attends special Lenten Services each year. May Crowning is a beautiful and moving religious experience that the students look forward to each new year.

### **Supervised Playground**

Due to our limited space and to ensure safety, there can be no rough playing. Once on the playground, children may not return to the building until the bell rings except in the event of an emergency. At all times, children should have

respect for themselves, for other children and for playground supervisors. Fighting on the playground is a major infraction of school rules.

### **Cafeteria**

Hot, home-cooked meals are prepared and served each day in our cafeteria. Student lunches are ordered and paid on the first day of the week. No refunds. There are two women who are our chief cooks and are responsible for ordering food, planning the menus and preparing the lunches. The cost of the lunches varies according to our government subsidy. Since we receive government help, we are able to offer free or reduced-price lunches to those who are eligible. Letters of explanation and current criteria of eligibility are sent to all at the beginning of each school year. These forms must be completed each year. There is no automatic carryover from year to year. Lunch must be ordered by the week.

One of the indispensable needs of our lunch program is the volunteer assistance of our parents. We are grateful for the wonderful help we have had in the past, and we encourage others to consider this area of volunteer help.

### **Milk**

A separate milk program is available for students who carry a lunch. Milk, like the cafeteria, is ordered and sold by the week.

### **Lunch Charge**

A student who forgets lunch or lunch money may charge on that day. Students are not permitted to owe for more than **one** day.

### **Bus**

Bus safety regulations are necessary for the protection of the children. Therefore, junior high students will sit in the rear of the bus to monitor the behavior of younger children and the primary grade children will sit in the front of the bus closer to the driver. Children must be ready when the bus arrives. There will be obedience to the driver at all times, and misconduct will be reported to the principal. If students disobey bus rules, they may forfeit the privilege of riding.

Two bus systems operate for the benefit of St. Vincent students.

### **Saint Vincent Bus**

Information on page 23.

**Akron Public School Bus**

Children who live two miles or more from the school are eligible for transportation on a public school bus. Applications are requested through the school office. Bus stops, drivers and other regulations are determined by the Akron Board of Education. Please note: Children not officially approved by the Akron Board of Education may **not** ride this bus.

**PARENT INVOLVEMENT**

Our parents are one of the greatest assets we have at St. Vincent School. Without them, our program would not be as rich and beneficial, and we would be missing a very vital part of our school community.

**Parent and Teacher Conferences**

When parents and teachers work together, they create an atmosphere that is most beneficial to the children and the learning situation. During the school year, there are opportunities for two planned parent-teacher conferences. Parents may choose a time which is most convenient for them. At any other time, they are encouraged to meet with the teacher as often as they think necessary; however, this should be preceded by a phone call or note. Teachers may be called at school between 2:30 P.M. and 3:00 P.M.

**Report Card**

Reports to parents are made quarterly during the year. Interim reports are usually sent between report cards, but they are not required; a second copy is sent for the parent to sign and return ASAP.

**Parental Concerns**

If parents have a concern, they should call the teacher. Sometimes, there may be a situation that warrants the involvement of the principal. A phone call, note, or conference can be arranged through the school secretary.

### **Communications to Parents**

Communications between school and home involve a sender and receiver of **each** message. We send volumes of information home each year and receive many notes and calls from parents. When a breakdown occurs in this process, it can become frustrating.

In order to advise parents of our efforts to inform, we are describing our usual means of communications:

1. A Principal's Newsletter with calendars and activities information is **usually** sent home with students on Friday.
2. The **Communicator** is a newsletter from the Parents' Association. Any parent who has news or information for our school community is encouraged to use the **Communicator** as a means of communication.
3. The **Parent Alert** newsletter comes from our Regional Board of Catholic Education.

### **Parent Organization**

The parent organization is one of the most important groups we have at St. Vincent. We urge all to become active members.

### **Room Mothers**

St. Vincent has a group of mothers designated each year as a source of assistance in the daily functions of the school. These mothers are known as room mothers. The room mothers assist in direct communication with parents. This telephone task is a time-consuming one, and we ask that there is cooperation with the women when they call. They help mobilize volunteers and also act as a reminder of special events. They often assume volunteer work in the school as a special project.

### **Field Trips**

Field trips are used to enhance the curriculum areas studied during the year. These trips are related to the curriculum for each grade level and are geared to the children's maturity level. A **signed** permission slip from parents is required.

### **Health Services**

All students must have an emergency card filled out by the parent and on file in the office. All children must have proper immunization as required by law. During the school year, the hearing and eyesight of all children will be tested. A health record is kept on each child.

There is a visiting nurse available to the children one day per week. If a child needs to see the nurse, please make a request through the office.

A health aide is on duty when the nurse is not at school. The health aide is responsible for following **written** directives from **physicians** for dispensing prescriptions, written directives from parents for dispensing non-prescription drugs, administering first aid, and assisting the school nurse as required. No medication may be taken by any child in the classroom. If a child needs medication, parents should send directions in writing. The medication must be taken to the school office and administered from there or the health room. Parents will be called if it is determined that the child is too ill to remain in school. No child will be sent home unless a parent or someone designated by the parent comes for the child.

### **Volunteers**

It is expected that every parent will be willing and ready to give time and talent for the benefit of the school. **Each year** parents are requested to review our needs and complete a volunteer slip. Then, each year we will be able to update our information.



## MISCELLANEOUS INFORMATION

### Supplies

Each child is to bring to school some basic supplies. Listed below are supplies requested by teachers. These supplies differ according to the grade level of the student. Most of these may be purchased at the school.

Kindergarten: The school provides for each kindergarten child a pencil case, an 8-pkg. crayon box and a chubby pencil. This is only provided at the beginning of the year. Each must bring a blanket or towel to be used at nap time, one change of clothes, one box of tissues, wet wipes, a folder and a gluestick.

Grade 1: Scissors  
2 glue sticks  
1 glue bottle  
Several sharpened pencils with erasers  
Crayons  
2 folders with pockets  
2 boxes of Kleenex  
1 box of baby wipes  
1 box of baggies any size  
A pouch/box for pencils

Grade 2: Three pencils, one ruler  
Two folders with pockets for papers-no trappers  
Pencil pouch – not a pencil box  
Box of crayons (16 count) or markers  
Two family-size boxes of tissues  
3x5 file box with ABC index cards  
Pack of 3x5 file cards  
1 Glue bottle or 2 glue sticks

Grade 3: Scissors, several #2 pencils (no hand held)  
12" ruler, crayons or markers, pencil sharpeners  
2-3 folders with pockets for papers - no trappers  
Elmer's school glue – no glue sticks  
Wide-ruled loose leaf notebook paper – not in a spiral notebook

All Primary Grades: Coats, mittens, boots, lunch box, tennis shoes for gym, and book bag to carry books to and from school are to be marked with the child's name. Book bags should be nylon/canvas (please no furry animal types - they aren't big enough.)

Pre K - Grade 2: No handles or wheels on book bags.

Grade 4, 5 and 6: Book bag/backpack  
Accordion file folder (multi-pocket)  
Soft-sided pencil pouch (no boxes, tins, etc.)

Pens in red, blue and/or black ink  
#2 pencils (no mechanical pencils)  
Ruler  
Scissors  
Crayons and/or colored pencils  
School glue  
Loose-leaf notebook paper  
5 subject spiral notebook  
2-3 pocket folders  
Highlighter  
Two boxes of Kleenex  
**Absolutely NO Trapper-Keepers! They are too big to fit in the desk and locker. All Trapper-Keepers will be sent home.**

Grade 7 & 8:

NO liquid White-Out  
Colored pencils  
2 red pens  
#2 pencils  
Mechanical pencils w/lead  
2 red pencils  
3 black pens  
Metric ruler  
Protractor  
Compass  
Graph paper  
Loose-leaf paper  
5 spiral notebooks  
Pencil pouch  
Folders  
2 boxes of tissues at beginning of year  
Scissors will be provided by the school and kept in each classroom by the teacher.

### **School Pictures**

Each year the school enters into a contract with a photography company for school pictures. Pictures are optional. We hope no one feels obligated to purchase them. Every other year, a yearbook is available.

### **Missions**

Mission work is one of the most important functions of the church. We are called to be missionaries. In keeping with the mandate to "preach to all nations," all children are encouraged to make small sacrifices in order to send some small token to the missions. Accompanying the monetary offering is the remembrance in our prayers of the needs of all those less fortunate than we are.

*St Vincent*  
*Elementary School*

*Code of (Discipline)*

## **ST. VINCENT ELEMENTARY SCHOOL**

### **Code of Student Policies**

#### **Rights and Responsibilities**

St. Vincent Elementary School is a Catholic school in the finest tradition. The faculty, staff, and student body aspire to adhere to the philosophy stated in the Student and Parent Handbook.

This code specifies the school's requirements for student behavior; however, the list is not all inclusive. The school has the right to expect positive behavior from students.

The rules apply to student behavior or conduct at school, on school and church property, on school buses, and during attendance at any school-related or sponsored activity. Conduct which causes or may cause disruption or interference with any school function or may interfere with health, safety, well-being or rights of other students or staff members is prohibited.

It must be clearly understood that St. Vincent Elementary School is established and maintained by the Parish Community of St. Vincent primarily for children of parishioners. We open our doors and welcome those who are willing to support the school with prompt tuition payments, help with fund-raising activities, volunteer, and cooperate with school policies. Hopefully, we can encourage one another to bring the children entrusted to our care to a fullness of Christian understanding and concern at the same time that we are educating and preparing these children for their adult lives.

Students engaging in any prohibited behaviors will be in violation of our School Code. Disciplinary action decided upon by the administration and staff will result and may take any or all of the following forms: counseling, parental conference, noon detention, after-school detention, in-school suspension, out-of-school suspension, recommendation for expulsion, referral to community service agencies, expulsion from school, and/or other appropriate measures.

## **CATEGORY ONE**

### **Misbehaviors**

**TRUANCY:** A student shall not be absent from class or activity without authorization from the school personnel. Students may not go outside the building without permission of the supervising teacher or the administration.

**LEAVING THE PREMISES:** A student shall not leave the school grounds at any time without prior approval from both parents and the school.

**TARDINESS:** A student shall not be late for school. Excessive tardiness (more than three) will result in disciplinary action at the discretion of the administrator.

**ABSENTEEISM:** A student shall not be absent from school except for illness and emergencies. For absences or tardiness because of long weekends, oversleeping, and other than illness and emergencies, no make-up work will be given especially if these are repeated, causing class and educational disruptions.

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**Consequence(s) for Category One:** The above situations will be handled by the teacher(s) and the principal at their discretion.

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## **CATEGORY TWO**

### **Misbehaviors**

**HORSEPLAY:** Students will not engage in acts of pushing, shoving, throwing objects or other types of reckless behavior, such as running, yelling and screaming. These acts can result in injury to others and are prohibited. They will result in immediate consequences.

**GUM AND CANDY:** No gum will be chewed on the school premises. Candy may be included in lunches but may be eaten only in the designated eating areas.

**FALSIFICATION:** A student shall not engage in the act of falsely using, in writing or verbally, the name of another person or of falsifying times, dates, addresses, or other information on school forms or correspondence directed to or from the school.

**PHYSICAL CONTACT:** A student shall not act or behave in such a way as could cause physical injury to another person or another person's property. Fighting is prohibited. No student shall fight or provoke fighting by teasing, tantalizing, annoying or bullying. An atmosphere of kindness and patience should prevail throughout the school.

**CHEATING, PLAGIARISM OR LYING:** A student may not engage in any act that would indicate falsifying of school assignments and classroom evaluations (tests). Such conduct will result in a failing grade for the falsified assignment.

**RECREATIONAL DEVICES:** Students shall not bring radios, tape recorders, computer games, or other related items to school unless requested or permitted to do so by authorized school personnel.

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#### **Consequence(s) for Category Two:**

1. The classroom teachers will usually deal with these behaviors. Appropriate consequences may be a task, extra assignment, removal of recess play time, isolation in the classroom, or an in-school detention.
  2. Continued offenses may result in a parental conference and/or behavior contract.
  3. Recreational devices may be confiscated and kept in the school office.
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### **CATEGORY THREE**

#### **Misbehaviors**

**INSUBORDINATION:** Insubordination is never appropriate at school, and can strongly influence the school's atmosphere. Acts of disrespect toward school personnel, such as talking back, gestures, serious or repeated disregard of directives that endanger any person or property will constitute insubordination. Violations will result in immediate classroom suspension or, if deemed necessary, expulsion from school.

**DISRUPTION OF SCHOOL:** A student shall not, by use of violence, insubordination, threats, poor sportsmanship or attitude, or any other means, cause a disruption or obstruction to the instructional/educational process. This will result in immediate class suspension and notification of parents.

**THREATS AND INTIMIDATIONS:** Students shall not use threats or intimidate another person in word, act, or written notice. Such acts may result in immediate school suspension and notification of parents.

**STEALING:** A person shall not steal or borrow without the owner's consent any item that belongs to another student. Violations will require restitution and notification of parents.

**PROFANITY/OBSCENITY:** A student shall not use God's name in any disrespectful manner. Any use or display of indecent language, either written or verbal, the use of obscene gestures, signs, pictures or symbols that are suggestive of immoral activities are prohibited.

**IMMORAL READING MATERIAL OR ARTIFACTS:** Students will not bring to school any book, magazine, or other printed material of any nature that is or could be questionably pornographic, sexually explicit or suggestive of a philosophy that is other than Christian. Records, buttons, articles of clothing, etc. are included in this directive.

#### **SEXUAL HARASSMENT:**

The administration and staff of St. Vincent School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. St. Vincent School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken.

Disciplinary action may include suspension or expulsion.

Examples of peer sexual harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.

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**Consequences for Category Three:**

1. The teacher and administration will jointly deal with these behaviors. A conference may be held at the request of either school personnel or the parent. A warning of school suspension or a suspension or expulsion will be issued at the discretion of the administration.
  2. Counseling or psychological evaluations may also be requested by the school.
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**CATEGORY FOUR**

Misbehaviors

**ALCOHOLIC BEVERAGES, NARCOTICS, DRUGS, LOOK-ALIKE DRUGS, OR MEDICATIONS:** A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, drug, narcotic, mind-altering substance, or other drug-related paraphernalia. This directive is extended to include use of transmitting of drugs before or after school or at any social or athletic function involving St. Vincent students. The use of any of these, without evidence that the same have been prescribed by a duly licensed physician, is prohibited. All prescribed drugs and medications are to be kept in and dispensed from the school office. A written consent must be signed by the parents and, when requested, by the physician. Any of these items, if found, will be confiscated, dated and filed. When considered appropriate, these will be reported to law enforcement agencies.

**DANGEROUS WEAPONS OR LOOK-ALIKE ITEMS:** A student shall not possess, handle, transmit, or conceal any object

which might be used as a weapon or is capable of injury, including but not limited to matches, cigarettes, lighters, knives, ropes, slingshots, water pistols, firecrackers, any gun-shaped object, or any sharpened objects are included in this description. These objects will be immediately confiscated, dated and filed; and when appropriate, will have to be reported to and handed over to the law enforcement agencies.

**DAMAGE TO PROPERTY:** A student shall not cause or attempt to cause damage, defacement, or abuse to the school, school equipment, school buses, or private property of any school or school personnel. Stealing and possession of stolen property is forbidden. Parents will be notified and restitution will always have to be made.

**ASSAULT AGAINST ANY AND ALL SCHOOL PERSONNEL:** No student will ever or under any circumstances injure or attempt to injure any students, school personnel, property, or possessions.

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**Consequences for Category Four:** No student shall expect to remain at St. Vincent School when any of these behaviors is manifested. Expulsion will be immediate.

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#### **Additional Items**

**FAILURE TO COMPLY WITH ASSIGNED DISCIPLINARY ACTION:** A student shall not fail to comply with the disciplinary actions assigned by school personnel. Compliance also requires positive behavior during the assigned disciplinary time.

**OTHER VIOLATIONS:** It should be noted that other possible student conduct reaching the degree of the above examples in terms of persistent disobedience or misconduct not otherwise defined may serve as grounds for disciplinary actions as determined by the administration and/or staff.

**SEARCH AND SEIZURE:** If a school official has reason to believe that a student has on his person or in his locker or desk a weapon, instrument, or substance which may be dangerous to others or property, the school official has the right under law and duty to conduct an immediate search and seizure and to further disciplinary action. Also, lockers and desks may be opened at any time by staff or administration

**CONCLUSION:** The above statements are not meant to give the impression that all or most of the above will be expected behavior at some time or other at St. Vincent School. Hopefully, most of the above situations may never occur. All are stated so that the students and the school may enjoy the most educational experiences that an institution can afford.

**STATEMENT OF DUE PROCESS OF RIGHTS:** If the student and/or parent think that the punishment or consequences for an action is unfair or unwarranted, an appeal may be made to the pastor for a hearing. The pastor's decision in **any regard** will be the final judgment.



**Bus Rules**

Students should be on time at the designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter. The students should be in single line.

While on the bus, all students should be seated facing the front of the bus and should keep hands and head inside the bus at all times. No eating is permitted. Students should remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Misbehavior is not tolerated.

Parents are asked to remind their children that the basic rule for conduct on the bus is **Safety First**. Make sure your children understand that the bus driver is in charge. **Any child who violates safety rules or misbehaves while on the bus will have his/her bus privileges taken away from him.**

**Playground Rules**

No contact sports are permitted during the noon recess. No hard or solid items that can be thrown or swung about are allowed. This includes stones, hard balls (baseballs), snowballs, etc.

Students must obey the instructions of the monitor on duty. Students are expected to leave and enter the building in an orderly manner.

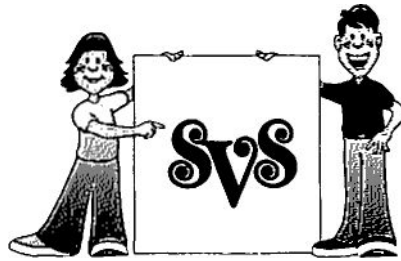
**Extended Care Program**

Purpose: The Extended Care Program is a supportive service for the working families of St. Vincent Elementary School students. This program provides a range of activities conducted within a Catholic environment, under the direction of certified teachers. This program compliments the philosophy and values taught by both the family and school. Parents who use this program must pre-register and follow the extended-care guidelines established by the school.

- Goals:
1. To provide a program of supervised recreational and tutorial activities.
  2. To maintain an atmosphere in which respect and understanding of others is cultivated.
  3. To provide after-school care for children which best accommodates the parents' working schedules.

**Eligibility:** Students in Pre-K through Grade 8 attending St. Vincent Elementary School.

Extended Care is a privilege, not a right. All children accepted into this program are expected to abide by all that is contained in the St. Vincent Elementary School Student and Parent Handbook.



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