

# St. Vincent<sup>TM</sup> de Paul

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PARISH SCHOOL

## PARENT/STUDENT HANDBOOK 2023-2024

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# **St. Vincent de Paul Parish School**

## **Staff 2023-2024**

### **ADMINISTRATION**

Pastor – Father Norm Douglas

Principal – Mrs. Diane Salamon

### **ADMINISTRATIVE SUPPORT**

Administrative Assistant – Mrs. Laurie Belair

### **TEACHERS**

Preschool – Mrs. Joan Hall

Kindergarten – Mrs. Melanie Drouin

First Grade -Mrs.Alyssa DelMedico

Second Grade-Mrs. Monica Denowski

Third Grade – Mrs. Beth Carr

Fourth Grade – Mrs. Gina Giffels

Fifth Grade – Miss Brianna Wilson

Sixth Grade – Mrs. Ann Fallucco

Seventh Grade – Mrs. Mary Burch

Eighth Grade – Miss Sarah Mergenov

Intervention Specialist – Mrs. Ashley Carson

Physical Education – Mr. David Graham

Engineering – Mr. Jeff Koncz

Art/Technology – Mr. Jake Simonson

Spanish- Ms. Amy Strainer (Viva Spanish)

Music/Librarian – Mrs. Chelsea Craine

### **SUPPORT STAFF**

Preschool Aide – Mrs. Courtney Thornton

Kindergarten Aide - Mrs. Mackenzie Schwarber

Aide – Mrs.Becka Filko

Aide – Mrs. Angela Huber

Aide - Mrs. Betsy Walton

6-8 Math Tutor – Mrs.Jennifer Burton

6-8 English/Reading Tutor- Mrs. Laura Siplivy

K-5 Tutor – Ms. Michele D'Alessio

RN - Rebecca Ausel Elia

LPN – Mrs. Glenda Jordan

Counselor – Mrs. Heather Hutchison

Speech Therapist – Ms. Amanda Woletz

Title 1 Tutor – Ms. Antoinette Berghof

Aftercare- Mr. Randall Huber

Head of Parish and School Maintenance – Mr. Charlie Steele

Parish and School Maintenance – Ms. Kim Fisher

Auxiliary Clerk – Ms. Rose McCafferty

**This Handbook is designed to provide a clear, uniform set of expectations for our school community. This handbook represents the policies, procedures, and regulations of St. Vincent de Paul Parish School. Please read this handbook carefully with your child(ren). All parents and students are expected to follow both the spirit and the letter of the rules and regulations listed herein. Failure to read this handbook does not excuse students and/or parents from the rules, policies, and procedures. Changes to this handbook may be made at any time at the discretion of the school and/or parish. Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes may be made immediately.**

## **NONDISCRIMINATION STATEMENT**

St. Vincent de Paul Parish School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. We do not discriminate based on race, color, religion, gender, disability, age, sex, ethnic and national origin in administration of our educational and admission policies. Nor do we discriminate on the basis of sex in educational programs or employment as required by Title IX of the Education Amendments of 1972. St. Vincent de Paul School embraces the racial and cultural diversity of the student and family population evident within the school.

## **HISTORY**

St. Vincent de Paul Parish School and St. Vincent de Paul Parish are the oldest Catholic church and school in Akron. The first St. Vincent de Paul Parish School came into existence in 1853, we are 168 years young! In 1856, a stone schoolhouse was built in the back of the church yard. The building soon became overcrowded and a new one was built. In 1892, a red brick school was built behind the current church at 17 South Maple Street. The high school program was developed in 1907 and classes were held on the third floor of the current grade school. In 1956 the old school was torn down and within months a new one replaced it. Five religious'

communities have served St. Vincent de Paul School: Sisters of the Holy Cross, Sisters of Notre Dame, Sisters of Saint Joseph from Baden, PA, Immaculate Heart of Mary Sisters, and Sisters of Saint Dominic.

In 1974, Saint Vincent – Saint Mary High School separated from the grade school and moved across the street to its present location. A state-of-the-art Engineering Lab funded by many generous donors was built in 2015. Saint Vincent de Paul Parish School received the Ohio State STEM Designation in 2016. Saint Vincent de Paul is currently a STREAM school (Science, Technology, Religion, Engineering, Art, and Math)

St. Vincent de Paul Parish School continues to thrive. Here children from all social, ethnic and economic diversity work together in a loving, supportive, Catholic environment. The dedicated staff continue to be enriched by the generous support of devoted parishioners and parents.

## **THE ST. VINCENT DE PAUL PARISH SCHOOL DIFFERENCE**

At St. Vincent de Paul Parish School we “**Educate Hearts and Minds Since 1853**”. It is our priority to provide our students with an unsurpassed Catholic educational opportunity. Our dedicated faculty and staff provide innovative teaching techniques and advanced technology to foster student success. Each student is given the opportunity to develop to their full potential. At St. Vincent de Paul Parish School we focus on the following values: faith, charity, collaboration, problem-solving, respect, and creativity. We challenge students to think and embrace the process of learning. Students are engaged in the classroom and in their faith. Students think creatively, take the initiative to problem solve, respect diversity and are being prepared to make a difference in the world. The school is supported by the parish and community. Our culture embraces every child to help them identify and use their God given gifts and talents.

### **MISSION STATEMENT**

Saint Vincent de Paul Parish School is a welcoming Catholic community called to live and share the love of God. We are dedicated to fostering a sense of creativity and unity while keeping Catholic tradition and prayer in mind, body, and heart.

### **BELIEF STATEMENT**

We believe our faculty and staff are to collaborate with parents to lead students to be faith filled, creative, generous, confident, compassionate, respectful and treat others in a Christian manner.

We believe that Catholic education begins with the family, our parents’ partner with the school to become a team of educators.

We believe the purpose of Catholic education is to teach the children the basic, fundamental truths and beliefs of our Catholic faith.

We believe that each child is a gift from God. It is our responsibility with the support of parents, as faculty and staff to be guided by the Holy Spirit to grow and nourish each child’s gifts from God.

We believe in providing a challenging and comprehensive educational program that allows each child to maximize their potential.

We believe Christian service is a valuable experience to our children. The school has a responsibility to provide opportunities for active community involvement.

We believe a strong Christian community is necessary to develop a commitment to God, church, one another, local and global communities.

## ADMISSIONS POLICY

St. Vincent de Paul Parish 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. St Vincent de Paul Parish School spends annually about **\$8,200.00** 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.

Kindergarten screening is required before admission is granted, and placement made in kindergarten. Students for kindergarten must be five years old on or before September 30. After reviewing transcripts, testing and screening scores, it may be determined that an appropriate program for the student is not available at St. Vincent de Paul Parish School.

Students will be considered for admission to St. Vincent de Paul Parish School according to the following priorities:

1. Parishioners (children of families who are registered in, attend Liturgy, are involved in service ministry at the parish or school, and contribute to the support of St. Vincent de Paul Parish).
2. Catholics from parishes with or without an elementary school.
3. Non-Catholic families who are seeking a Catholic private school for their children.

### **The following steps are taken for admission to St. Vincent de Paul Parish School:**

1. A tour or open house visit is the first step to admission. A prospective family will learn about St. Vincent de Paul School's approach to teaching and learning. A tour can be scheduled, or an RSVP given by calling our school at 330.762.5912. You may also contact us using the contact form on our website.
2. If you feel your values and views align with St. Vincent de Paul Parish School, a half day of shadowing experience is required before acceptance into 1<sup>st</sup> through 8<sup>th</sup> grades. **Shadow experiences are only scheduled Mondays, Tuesdays, Wednesdays, and Thursdays from 8:00 am to 11:00 am.**
3. Prospective families then submit the application forms and required application fee to our school office. The following documentation is needed at that time.
  - A copy of your child's birth certificate
  - Copy of baptismal record
  - Your child's report card for the past two years.
  - Your child's standardized test scores.
  - If child is currently in 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, or 7<sup>th</sup> grade a letter of recommendation from a current teacher or principal is required.
  - If your child is entering kindergarten, they must take a kindergarten screening to show they are kindergarten ready. Our school will provide the screening.
  - If your child is entering our pre-kindergarten, they must be 4 years old by

September 30, 2023.

- If parents are divorced, custody documents are needed.
  
- St. Vincent de Paul Parish School does not regularly accept transfer students into middle school.
- Exceptions are made at the discretion of the principal, especially for students moving into the area.
- In all cases the school retains the right to determine, at its sole discretion, whether or not to select a student for admission. Once the admission decision has been made and acceptance has been granted, parents will receive a letter of acceptance. At that time, the following documentation is needed to register your child:

**Payment of the education fee, sign the tuition contract, payment of technology/facility fee.**

### **Transfer Requirement**

Parents are expected to submit the application with all required documentation. This includes, but is not limited to academic, physical, medical, psychological, dietetic, behavioral concerns, diagnosis, evaluations, ETR's, and IEP's. If documentation is with-held, St Vincent de Paul Parish School reserves the right to withdraw the newly enrolled student.

### **State Scholarship Students**

Parents who utilize the Ohio Educational Choice Grant Program will have your tuition charges billed to the Ohio Department of Education three times a year. Payments will be sent directly to St. Vincent de Paul School. The school and the parent/guardian's name will be on the check which means that both the school and the parent will be required to sign the check. You will be notified when the check comes in the office. Parents are responsible to pay the balance of tuition. Please note that the registration fee and other fees are not included in the grant and must be paid to the school separately.

***Jon Peterson Special Need Scholarship (JPSN) Autism Scholarship*** Parents who utilize the JPSN Scholarship or the Autism Scholarship; St. Vincent de Paul School will submit a report of services provided to Akron Public Schools. Your services and tuition charges will be billed to the Ohio Department of Education three times a year. Payments will be sent directly to St. Vincent de Paul School. The school and the parent/guardian's name will be on the check which means that both the school and the parent will be required to sign the check. You will be notified when the check comes in the office. Registration fee and other fees are not included in the scholarship and must be paid to the school separately. \*Please note that services and costs vary and are based on wages, the needs of the individual student and services required by Individualized Educational Plan. Parents are responsible for cost of services that exceeds funding.



## **Returning Students**

Every student must be registered each year he or she attends St. Vincent de Paul Parish School. An annual signed tuition contract must be completed, and education fee must be paid before a child is officially registered.

## **Withdraw Policy**

The parent/guardian, legal custodian, or person who is responsible for the student may withdraw the student from school. Verification of the custodial status of the person making the withdrawal may be required. This person must meet with the principal. Official school records will be transmitted upon request only if the withdrawn student has paid all tuition and fees and has satisfied all other obligations to the school such as returned textbooks, iPad, Chromebook and charger, etc. Health records may be released to the parent/guardian, legal custodian or person who is responsible for the student to expedite entry into the new school.

## **TUITION**

The actual cost to educate a child at St. Vincent de Paul Parish School is over \$8,200 per year. It is important that parents and guardians acknowledge the work and support of the parish and school administration to subsidize this actual cost to make tuition affordable. It is important for parents and guardians to keep financial obligations current and cooperate with administration and staff.

### **Tuition and Fees:**

Tuition and fees are listed on the 2023-2024 Tuition Payment Schedule Form and FACTS . Please choose the best schedule of payment for your family.

**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 \$200.00 per student for all grades.

**School Technology and Facility Fee:** This fee is used for technology and school facilities. This fee is \$200.00 per student.

**Tuition Status - Parishioners:** A Saint Vincent de Paul Parish parishioner is recognized as one who has active membership in the parish. Parishioners are eligible for the Parish Life Scholarship.

The following guidelines are utilized to define a parishioner:

1. A parent or guardian who is living outside the St. Vincent de Paul Parish boundary and has been an active member of the parish. OR
2. A parent or guardian who is living within the St. Vincent de Paul Parish boundaries and has been an active member registered in the parish.
3. 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 de Paul Parish School. 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.

**Tuition Status - Non-Parishioners:** Saint Vincent de Paul Parish has scholarship opportunities 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 member of the parish.
3. is not a member of a church.
4. is a non-Catholic.

**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 must 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. **All cafeteria, milk, and after 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.

### **FINANCIAL AID**

Our goal is to fill our classrooms with children whose families believe in our mission and want a Catholic education. Any family interested in seeking financial assistance from the parish or from FACTS **must submit** an application and all documents on FACTS. Once the document is complete a final decision is made by the FACTS board. The committee sends a letter to parents providing the families tuition amount and the contract requirements. Applications are due March 1; families are notified of their award in July.

### **STUDENT INFORMATION SYSTEM**

FACTS is our school information system. This system provides routine communication with parents/guardians, gives transparency to student data, allows accurate recording of grades, course work and attendance. This system allows parents to order student lunches and request aftercare. The Diocese of Cleveland Grade Scale is utilized. Google Classroom is utilized as a learning management system.

### **ARRIVAL**

Only Metro Buses 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, beginning at 7:30 a.m. The Walnut Street gate will close at 7:55 a.m. for arrival, and at 3:15 p.m. for dismissal. Students will need to be brought in/picked up at the front Maple Street doors after these times.

**No students in private vehicles are to unload on Maple Street** in front of the school. All late arrivals must be walked to the Maple Street door by an adult. The adult must wait until the student safely enters the building. While waiting to enter the school building, students will demonstrate responsible behavior, respect one another, avoid physical contact, maintain 3' of social distancing and not play near the curb or in the parking lot.

## **DEPARTURE**

**Bus riders** will be dismissed at 3:00 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.

**Car riders** will also be dismissed at 3:00 P.M. All cars entering the playground lot before 3:00 pm will park in the drive between the playground and school, entering from Walnut Street and exiting onto Maple Street as directed. These parents will exit their cars for their children to see and identify them. The S Maple Street gate will remain closed until all cars have their student(s). We use two lanes of traffic for initial departure of the parked cars.

**All cars after initial dismissal will form a one lane line. These parents remain in their cars.** Students do not approach these cars until the car has come to a complete stop.

Due to safety concerns, all car-riders will be dismissed via the car line through the Walnut Street entrance and S Maple St exit. No students will be crossed at the crosswalk. **For the safety of all, the crosswalk will not be used by any student or parent at dismissal.**

## **AKRON PUBLIC SCHOOL BUS**

Bus safety regulations are necessary for the protection of the children.

Therefore, all students will follow Akron Public School's bus procedures. Children must be ready when the bus arrives.

Students will obey all bus rules at all times, misconduct will be reported to the principal. If students disobey bus rules, they may forfeit the privilege of riding. Applications are requested through APS Bus Garage. 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.

## **REPORTING STUDENT PROGRESS**

Report cards, progress reports and parent teacher conferences provide parents/guardians with tangible evidence of student development and achievement, promote mutual understanding and facilitates communication between home and school.

One-way parents can monitor student progress is through FACTS, our student information system. Teachers in grades K-8 post student grades on this system on a regular basis. A username and password are sent home to parents at the beginning of the year. Students in

grades K-3 will receive a standard based report card. Progress of these students will be reported from the teacher to the parent.

Students on Individual Education Plans are given quarterly progress reports. Students who are failing a course mid quarter are given progress reports.

Report cards are issued four times throughout the school year.

Homework is given in all grades. Each grade has its own unique procedure and guidelines. This also includes procedures and guidelines for missing/late assignments. Homework is posted on FACTS.

## **ACADEMICS**

St. Vincent de Paul Parish School curriculum is the Diocese of Cleveland curriculum. This curriculum aligns with the state of Ohio curriculum and has additional enhancements in all subject areas.

### **The Diocese of Cleveland Standard Based Report Card Scale is adhered to in grades K-3:**

3 – **Mastered** – Student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence.

2.5 -No major errors or omissions regarding 2>0 content and partial knowledge of the 3.0 content.

2.0 – **Developing** – Student illustrates base knowledge of prerequisites content, knowledge, or skills necessary for mastery of target content.

1.5 – Partial knowledge of 2.0 content, but major errors or omissions regarding 3.0 content.

1.0 – **Beginning** – Assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0

**Blank** – Was not assessed in the grading period. + On track . Below track.

### **The Diocese of Cleveland Grading Scale is adhered to in grades 4-8:**

A+....98-100	C.....79-81
A.....95-97	C-.....77-78
A-.....93-94	D+....75-76
B+... 90-92	D.....72-74
B .....87-89	D-.....70-71
B-.....85-86	F ..... 69 and below
C+...82-84	

## **Religious Education Program**

“In order that the Catholic school and the Catholic teachers may truly make their irreplaceable

contribution to the Church and to the world, the goal of Catholic education itself must be crystal clear. Beloved sons and daughters of the Catholic Church, brothers and sisters in the faith: Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others.” Pope John Paul II

This is our aim which we strive to fulfill in the following ways:

- a. Daily religious instruction by certified religion teachers on staff.
- b. Preparation of and by the students for participation in liturgies and para-liturgical services held throughout the school year.
  - i. Daily morning and afternoon prayer
  - ii. Weekly school masses
  - iii. Prayer services
  - iv. Stations of the Cross
  - v. Rosary
  - vi. Classroom retreats
  - vii. Sacrament of Reconciliation
  - viii. Participation in Advent and Holy Week services
  - ix. Sacramental preparation programs for Reconciliation, First Eucharist, and Confirmation
- c. Opportunities for service to our community
  - i. Missions – home and foreign
  - ii. Remembrances for the sick and elderly
  - iii. Service Projects

**Parents role in faith formation:** Religious formation goes far beyond the formal instruction of the Catholic doctrine and traditions. It involves leading our young people to a life centered on Christ. Parents are the first and foremost educators of their children. They are the first to communicate faith to their children through example and instruction.

**Non-Catholic students** are welcome at St. Vincent de Paul Parish School. The non-Catholic student is expected to understand and agree that St. Vincent de Paul Parish School exists to teach Catholic values. Non-Catholic students must participate in religion classes and liturgical services.

**Engineering:** St. Vincent de Paul Parish School is a state designated STEM school. All student’s preschool through eighth grade participates in Engineering classes.

**Intensive Learning Program/Resource Teachers** Individual and small group instruction is provided for special academic needs in grades K-8. Instruction takes place both inside and outside the classroom setting. The educational needs of students are assessed, periodic evaluations are made, and close contact with teachers and parents is maintained. The Intervention Assistance Team meets frequently, and its members serve as grade level liaisons.

They meet with teachers to track the progress of students on their grade level, and they recommend any adjustments that might be needed. Parents of students on Individual Education Plans receive progress reports on a quarterly basis.

## **STANDARDIZED ASSESSMENTS**

All K-8 students participate in the Diocesan of Cleveland standardized assessments called MAP Assessments three times a year, fall, winter and spring. These assessments are shared with students, parents/guardians on a regular basis. St. Vincent de Paul also participates in the state of Ohio standardized assessments.

## **RETENTION OF A STUDENT**

Assessment of a child's ability to learn concepts and educational material needed to have success at the next grade level is a serious responsibility of the professional staff. Staff members base their decisions about student advancement and ability to learn, in the student's best interest.

Teachers will meet with parents within the first six to nine weeks of school to assess student progress and advise parents/guardians. Early intervention to assist students is our goal. Parents are encouraged to consult with their child's teacher on a regular basis. A child who is not progressing will be considered for a referral to be evaluated. Retention could be considered for the following reasons: (1) failure, for the year, in three or more major subjects (ELA, Mathematics, Science, Social Studies), or (2) failure to master fundamental skills of Reading in the Primary Grades. A child will be retained at a given grade level only if it is presumed that he or she will profit from the experience. Retention must have the prior approval of the principal and be accepted in writing by the parents. If parents refuse to have a child retained, a refusal to retain contract, signed by parent(s), will become a part of the child's permanent record. The principal will then decide if the school can continue to meet the educational needs of the child, or if another educational setting is necessary. Each case of retention is treated individually and thoroughly discussed by the teacher, principal, and parents. Parents will be notified in the spring.

## **TECHNOLOGY**

Technology and electronic informational literacy skills are integral components of education. Each kindergarten through eighth grade student is issued a school iPad or Chromebook. All student's preschool through eighth grade attend technology class. All student use of school technology is monitored.

## **STUDENT BEHAVIOR**

**As a Catholic educational community, we believe in the discipline that respects the dignity of the individual and promotes Christian values, concern for others, and the**

**acceptance and responsibility for one's actions.** As members of St. Vincent de Paul Parish School

community, students are expected to display a positive attitude towards their education and behave in a manner that enhances the learning process. The foundation of Christian behavior rests on the words of Jesus "love one another as I have loved you".

We are committed to providing students a high-quality educational experience that provides challenging, well-prepared instructional opportunities in a safe environment for all students. In order to provide this, the following responsibilities are required of the students:

- To contribute to the good of the school community through acts of service.
- To be respectful, honest and courteous to everyone in the community.
- To arrive on time to all classes and school activities, appropriately prepared.
- To accept responsibility for one's own education by putting forth best efforts every day, seeking help from teachers when needed, and participating in class.
- To respect school property and the personal property of other students and teachers.
- To obey all school and classroom rules especially regarding safety.
- To refrain from profanity or other vulgar language.
- To follow the dress code.
- To use technology responsibly to enhance learning.
- To include other students in activities, both in lunchroom and recess.

## **DISCIPLINE POLICY**

### **Rights and Responsibilities**

St. Vincent de Paul Parish 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 de Paul Parish School is established and maintained by the Parish Community of St. Vincent de Paul, 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 while 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 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.

### **Disciplinary Warnings**

When assigned a Disciplinary Warning, a student needs to inform parents, obtain a signature, and bring back the signed slip the next day. If the student fails to return the signed slip the next day, the student will receive another Disciplinary Warning. An accumulation of 3 Disciplinary Warnings in a semester will result in a detention.

Disciplinary Warnings will be issued for actions that may include, but are not limited to:

- a. Disturbing Class
- b. Out of Seat
- c. Running
- d. Failure to Observe Classroom Rules
- e. Littering
- f. Restless/Inattentive
- g. Personal Grooming in Class
- h. Gum Chewing/Eating in Class

### **Detention Policy**

When assigned a detention, a student needs to inform parents, obtain a parent signature, and bring the signed slip back to the teacher who issued it the next school day. If the student fails to bring the signed slip back the next day, a call home to the parent will be made. If a parent does not sign the slip, **the student will still serve a detention**. A detention notice home informs the parent of the infraction during school. The signature signifies parent awareness.

**The detention is served after-school.** The after-school detention will include apology letters, letters of reflection and restitution. Detentions are served on Wednesdays from 3:00 pm to 4:00 pm.

A detention will be issued for actions that may include, but are not limited to:

- a. Disrespectful behavior toward an adult or student. Disrespectful behavior includes, but is not limited to, defiant language and/or actions and disruptive behavior.
- b. Three (3) Dress Code Violations
- c. Dishonesty/Cheating/Plagiarism
- d. Inappropriate language (spoken, written, picture, or gesture)
- e. Inappropriate physical contact with another person
- f. Possession of cell phone or another personal electronic device
- g. Violation of the Acceptable Use Policy



- h. Stealing
- i. Vandalism, destruction or defacing school property, school materials, or personal property.

Depending on the severity of the offense, another disciplinary action may be taken.

### **Accumulation of Detentions**

If a student receives two detentions in a semester, parent notification will be made. If a student receives three detentions in a semester, that student will receive an out-of-school suspension\*\*.

### **End of Semester**

At the end of each semester, students' records will be "wiped-clean" of all disciplinary warnings and detentions. The student will have the opportunity to begin a new semester with a clean slate. Suspensions will accumulate throughout the year.

### **Suspension**

The administration has the right to suspend or expel a student from school for a violation of school rules (whether habitual offenses or for a single infraction). Suspension is the exclusion of a student from school or class for a specified time. No school activity, including after school clubs or activities, will be permitted on the day of the suspension.

Grounds for suspension may include but are not limited to:

- 1) Receiving three detentions
- 2) Tobacco or alcohol possession, usage, transmission, or sale on school grounds, at school related activities, or on school buses.
- 3) Possession and/or usage of drugs
- 4) Possession and/or usage of weapons, firearms, explosives, or incendiary devices. Please see Weapon Policy under Diocese of Cleveland Legal Policies.
- 5) Bomb threats and false alarms
- 6) Profanity or obscene language (written, oral, or pictorial) directed to school personnel/students. This includes obscene gestures or signs.
- 7) Insubordination in refusing to comply with the directions of school personnel or school volunteers.
- 8) Theft of school property, another student's personal property, or the personal property of school personnel.
- 9) Vandalism or Destruction of Property (Restitution is required.)
- 10) Fighting
- 11) Youth gang activity
- 12) Falsifying by using, in writing, the name of another, or changing records of school data

(including report cards)

- 13) Bullying of another student or adult
  - 14) Harassment/Extortion/Intimidation
  - 15) Misconduct after an in-school suspension
  - 16) Any incident deemed serious by the principal.
- Out-of-School Suspension\*\*

When assigned an out-of-school suspension, the student is responsible to obtain the missing class work from the teachers when the student returns to school after the suspension. The student will have the same number of days as the days designated for the out-of-school suspension to complete and turn in the work to the individual teachers. The highest grade that can be received for any work / tests completed because of the out of school suspension will be a "C".

### Special Circumstances

An immediate suspension is given if the student's presence poses a clear and present danger, or if the student is inherently disruptive to person, property, or the educational process. An immediate suspension will occur in, but not limited to, the following circumstances: truancy, fighting, bullying, threats, possession of alcohol, tobacco, or drugs, possession of weapons, incendiary devices, and sexual harassment. The student will call parents to come and provide transportation home. A conference with the administration will take place at this time. The student will have an out-of-school suspension the following day. This decision is the right and responsibility of the school administration.

### Immediate Suspension\*\*

When sent home from school immediately, the student cannot make up any work missed that day. Upon returning to school, the student must consult with individual teachers about making up tests that were missed because of the suspension. The highest grade that can be received for any tests completed as a result of the immediate suspension will be a "C". The student may not attend any after school activities that day. If the immediate suspension is followed by an out- of- school suspension the following day, then the same guidelines apply for the out- of- school suspension as previously mentioned.

\*\* Any student suspended may not attend any planned school activity or field trip that day, nor can they attend or participate in any after school-sponsored activities for that day.

In the event of a second suspension, a meeting will take place between the principal, the student, and his/her parents in order to plan the best course of action for that student. Possibilities include extended suspension and/or investigation into another school that will better suit the needs of that particular student. Because of the seriousness of expulsions, the principal may decide to place the student on probation. The student is expected to improve. Record of academic progress and general behavior is kept by the administration and the faculty involved. Any student failing to remove himself/herself from probation will not be allowed to return to St. Vincent de Paul

Parish School.

If a student receives three suspensions during the school year, then the process toward expulsion will be taken. A meeting with the school administration and parent(s) will take place.

## Expulsion

Expulsion of a student from school is a serious matter. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. If expulsion is contemplated, notification will be provided to the student's parents. A conference may be held with the student, parents, pastor, and principal and/or assistant principal.

Grounds for expulsion may include, but are not limited to:

1. Disruptive or immoral behavior that presents a clear and present danger to oneself or others or is continually disruptive to the learning environment.
2. Possessing, handling, transmitting, selling fireworks, explosive devices, weapons, drugs or drug paraphernalia.
3. Assault and battery or sexual harassment to any school personnel or student while on school property, including buses, or any school-sponsored activity.
4. Damage to school or private property on school premises. Any damage to private property of any school/parish personnel. Total restitution is required for any repairs or replacement costs.
5. Failure to comply with behavioral contract.
6. Bullying of another student or adult
7. Repeated violations of school or classroom rules after disciplinary actions have been attempted.

## **Pre-Kindergarten Discipline Restrictions**

The center's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule 3301-35-15 of the Administrative Code, the following apply: (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. (2) No discipline shall be delegated to any other child. (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control. (4) No child shall be placed in a locked room or confined in a closed area such as a closet, a box, or a similar cubicle. (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse. (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. (7) Techniques of discipline shall not humiliate, shame, or frighten a child. (8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior. (9) Separation, when used as a discipline shall be brief in duration and

appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space. (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program. (11) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

## **ANTI HARASSMENT, INTIMIDATION AND ANTI-BULLYING POLICY**

St. Vincent de Paul Parish School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Vincent de Paul Parish School is strictly prohibited, and such conduct may result in disciplinary action,

including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

St. Vincent de Paul Parish School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

### **Definition**

"Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and

2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks.
2. Threats, taunts and intimidation through words and/or gestures.
3. Extortion, damage or stealing of money and/or possessions.
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others with information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
  - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - Sending abusive or threatening instant messages.
  - Using camera phones to take embarrassing photographs of students and posting them online; and,
  - Using Web sites to circulate gossip and rumors to other students.
    - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

#### Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when and where it happened.
    - Who was involved.
    - Exactly what was said or what the harasser did.
    - Witnesses to the harassment.
    - What the student said or did, either at the time or later.
    - How the student felt; and
    - How the harasser responded.

#### Complaint Procedure:

St. Vincent de Paul Parish School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to

immediately intervene when they see a bullying incident occur. “A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.” (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended. (See attachments.)

The principal may appoint an investigator. The complainant completes an Anti-Harassment/Bullying Complaint Form (see attachment). Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Witness Disclosure Form (see attachment). Information received during the investigation is kept confidential to the extent possible.

St. Vincent de Paul Parish School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion. Investigation Procedure.

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

## Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and decide of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

### Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion. Conflicts if the investigator is a witness to the incident; an alternate investigator shall be appointed to investigate.

### **STUDENT MENTAL HEALTH**

Students' mental health is just as important as their physical well-being and academic achievement. On occasion, the school may contact the parent regarding concerns that have arisen. These concerns could stem from:

- Student reported troubling activity (online or in class).
- Student behavior interferes with his/her ability to participate in or benefit from services, activities, or privileges provided by the school.
- Student behavior interferes with his/her academic performance.

If student behavior is determined by school administration to be a cause for concern, the parent will be notified to pick up their child. The parent/guardian must submit official documentation verifying that their child has been seen by a licensed and qualified mental professional and that their child is not a threat to him/herself or others before the child returns to school.

### **DRESS CODE 2023-2024**

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. The principal has the authority to make the final decision on all matters related to student dress code.

### **MASS UNIFORM**

*As Catholics, we believe that the Mass is the source and foundation of our lives, and that Jesus Christ is present in His Humanity and Divinity in the Eucharist. An outward sign of that*

*belief is our reverent disposition and behavior when we go to Mass. There will be a specific dress code for ALL Mass days. Most Mass days are on Friday, but several times throughout the year, Mass falls on a different day. Please pay attention to the school calendar. Students will be required to wear the following dress uniform on Mass days.*

**All** students wear a white button up oxford shirt with a button-down collar.

**Boys** wear oxford shirt, Schoolbelle plaid tie and choice of uniform pants or shorts, belts are optional. Socks must cover ankles.

**Girls** will wear oxford shirt, Schoolbelle plaid cross tie, choice of uniform bottoms, plaid jumper, skirt pants or shorts, belts are optional. Girls must wear tights, leggings (under skirt) or socks that cover ankles.

\* During winter months, students may layer shirt with uniform sweaters, vests and sweatshirts, **No spirit wear sweatshirts or other sweatshirts.**

## **GIRLS UNIFORM**

When wearing Schoolbelle banded shirts, they do not have to be tucked in. Non- banded shirts must always be tucked in. Belts are optional with pants and shorts. Belts in a solid color of black, brown, or blue when they are worn. Tights and leggings in white, navy blue, or black may be worn under jumpers and skirts.

Uniform sweatshirts may be worn. Shorts can be worn August -22 to November-1 and again from April-1 to May-21.

**Girls in Kindergarten through 5th grade** may wear the knee-length jumper or knee-length skorts in the Schoolbelle plaid. Navy blue shorts, or pants with a white blouse, white polo shirt, white turtleneck, or Schoolbelle St. Vincent de Paul green polo and socks that cover the ankles. Socks covering the ankles, tights or leggings (under skirts) must accompany the jumpers, skirts, or shorts.

**Girls in 6th grade through 8th grade** may wear the Schoolbelle knee-length plaid skirt or knee-length skort, navy blue or khaki knee-length shorts or pants with a white blouse, white polo shirt or Schoolbelle St. Vincent de Paul green polo. All girls' tops and bottoms should be loose fitting. Socks covering the ankles or tights must accompany the jumpers, skirts, or shorts.

(Denims, jeans like, corduroys, pants with studs or rivets, skinny, joggers or cargo like pants are not permitted.)

## **BOYS UNIFORM**

When wearing Schoolbelle banded shirts, they do not have to be tucked in. Non- banded shirts must always be tucked in. Belts are optional. When wearing a belt it must be in a solid color of black, brown, or blue. Uniform sweatshirts may be worn. Shorts can be worn August -22 to November-1 and again from April-1 to May-23.

**Boys in kindergarten through 5<sup>th</sup> grade** may wear navy blue uniform dress pants or shorts. (Denims, jean like, corduroys, skinny or cargo like pants are not allowed.) Plain white polo shirts with a collar or Schoolbelle St. Vincent de Paul green polo shirts are to be worn with pants or shorts.

**Boys in 6<sup>th</sup> grade through 8<sup>th</sup> grade** may wear navy blue or khaki uniform dress pants or shorts. (Denims, jean like, corduroys, skinny, jogger or cargo like pants are not allowed.) Plain white polo shirts with a collar or Schoolbelle St. Vincent de Paul green polo shirts are



to be worn with pants or shorts.

## **SOCKS**

All students are to wear white, navy-blue or khaki socks that cover the ankles. Tights or leggings are to be worn under skirts and jumpers and are to be white, navy blue or black.

## **SHOES**

**PLEASE NOTE: If in doubt, please bring the shoes to school before they are worn.**

Dress shoes are highly encouraged. Students may wear dress shoes in solid colors of brown or black. Dress shoes in oxford style, penny-loafer, saddle-shoe (black/white), or Mary-Jane style with non-marking soles are permitted. No boots or booties are permitted. ALL style of dress shoes must be black or brown color.

Athletic shoes in **mostly** white or black are permitted. (NO markings or accent colors on athletic shoes are acceptable.) The entire shoe must be mostly white or black. This includes the sole of the shoe and the shoelaces. All parts of the shoe must be mostly white or black. High tops are not permitted.

## **HAIR**

All students are to have haircuts which will keep their hair out of their eyes. All students' hair is to be neatly combed.

Boys' hair must be off the collar, no significant change in length or hard parts.

Hair must not be dyed or bleached. Distracting styles or fads are not acceptable.

Girls' hair bows, head bands, and beads must be simple: nothing large. All hair accessories are to be the colors of white, green, navy blue, or black.

## **COSMETICS AND JEWELRY**

Make-up is not permitted in any grade.

Girls in Pre-K through 8th grade may only wear clear nail polish. Artificial nails are not permitted.

Jewelry for both boys and girls are to be simple. Girls' earrings should not dangle below the earlobe, posts only no hoops. Boys are not permitted to wear earrings.

## **GYM**

Tennis shoes are required for gym class. Students can keep their gym shoes in their lockers for scheduled gym days. Athletic shoes of mostly white or black are permitted. NO markings or accent colors on athletic shoes are acceptable. The entire shoe must be mostly white or black. This includes the sole of the shoe and shoelaces. All parts of the shoe must be mostly white or black. High tops are not permitted.

Girls in kindergarten through 8th grade should bring or wear shorts under their uniform jumpers during gym class.

## **DRESS DOWN /SPIRIT WEAR/ PICTURE/ DRESS UP DAYS**

All students are to follow school appropriate guidelines. Length of shorts, skirts, dresses must be to the knee. If skinny pants or leggings are worn, the shirt length must cover the bottom. No spaghetti strap tops, shoulders must be covered. No sandals.

## **PARENT SCHOOL PARTNERSHIP**

We firmly believe that the process of education here at St. Vincent de Paul Parish School is a mission shared with parents. We assume that each child's parents or guardians are supportive of the values of learning as expressed in the philosophy of education/beliefs and lived out in all aspects of the life of St. Vincent de Paul Parish School. This partnership includes supporting the school's policies, procedures, traditions and decisions and/or being willing to communicate directly with appropriate school personnel whenever concerns or questions arise. To accomplish this, the school asks that you follow the procedure outlined below:

1. Talk over the concerns with your child's teacher, or with the person against whom the concern or complaint is being made.
2. If the situation has not been resolved within a reasonable period of time following this initial contact, meet with the principal to present your concerns and the history of your attempts to alleviate them. If the principal is consulted, the person against whom a complaint is made will be notified. Both parties will be given an opportunity to meet in conference with the principal to present, explain, or comment on the facts in an effort to resolve the issue.

Following this order of communication when attempting to resolve a conflict or concern allows for a swift and professional resolution.

Working together, parents and school professionals exert a strong influence on children. At St. Vincent de Paul Parish School, we acknowledge the vital collaboration between parents and educators, and hope that all of us will practice these fundamentals of communication and constructive behavior.

### **Parents, teachers, administration, and staff. . .**

- Approach each other with mutual respect
- Recognize the importance of ongoing dialogue.
- Avoid harmful speech and gossip.
- Acknowledge the legitimacy of differing opinions.
- Work toward building mutual trust.
- Share a commitment to working together toward solutions.
- Promote our school positively to the larger community.

## **PARENT/TEACHER CONFERENCES**

Scheduled parent teacher conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. Following the first trimester, a traditional 10/15- minute parent/teacher conference will be scheduled. The teacher will present the data they collected that provide insight into a student's strengths and areas that could use attention. **All parents are expected to schedule and attend a 1st quarter parent/teacher conference.**

## **EMERGENCY CONTACT INFORMATION**

Each family must have an emergency form on file in the school office. The form includes the following information:

1. Parent(s)' or guardian(s)' name(s).
2. Up-to-date address.
3. Home, cell phone and work numbers.
4. Emergency contacts and phone numbers.
5. Physician's name and phone number.

Parents/guardians should notify the school promptly in writing of any change of home address, or home, emergency or work and or cell phone numbers.

## **COMMUNICATION**

Communication between home and school is one of our priorities. The school pursues different avenues of communication to ensure that parents are informed of what is happening at school.

ANNUAL BACK TO SCHOOL OPEN HOUSE: Parents are required to attend the annual Open House prior to the first day of school for the purpose of providing parents with the opportunity to receive important information, learn tips on how to make this a successful year, and meet the school faculty.

GRADELOCK: The schools information system. Parents are expected to view grades, assignments, and teacher's newsletters at this site on a frequent basis.

WEEKLY SCHOOL NEWSLETTER: Each week an email from the principal will be sent to parents. These emails include important reminders, deadlines, and other relevant school news. In order to be kind to the Earth not all papers are copied and distributed. It is expected that all families read the email and check the online family folder.

WEEKLY PARISH BULLETIN LETTER: Each weekend a letter from the principal is included in the parish bulletin. These letters include important reminders, deadlines and other relevant school information. It is expected that all families read the weekly parish bulletin.

SCHOOL ONE CALL PHONE MESSAGES AND TEXTS: School One Call also has the capability to send pre-recorded phone messages. This option will be used to remind families of important events, snow days, emergencies or announcements.

WEBSITE: Our school website is a great resource of information and materials relevant to our school life and community. Please take some time to familiarize yourself with the website.

PHONE CALLS: Phone calls are a quick and efficient way to communicate a student's struggles or challenges, as well as their accomplishments. Teachers are encouraged to make positive phone calls as the need arises. Parents are welcomed and encouraged to phone teachers with any concerns or questions. Teachers and staff members cannot accept phone calls during the school day due to the fact that they are busy with the school children. Please allow 24 hours for all calls and e-mails to be returned.

WRITTEN COMMUNICATION: Teachers and parents can write quick and efficient notes back and forth through the use of an assignment book. Handwritten and electronic communication is also another means to maintain contact. All teachers and staff members have assigned St. Vincent de Paul Parish School e-mail accounts.

Although teachers are often able to respond quicker, please allow 24 hours for a response.

## **CONFIDENTIALITY**

All student records and information are held confidential by all employees of St. Vincent de Paul Parish School at all times. Employees must comply with the Family Educational Rights and Privacy Act (FERPA) at all times. Employees of St. Vincent de Paul Parish School will discuss student situations with the parents/guardians of those students only. Employees of St. Vincent de Paul School will not meet with anyone except a parent/guardian to discuss student situations even if a parent gives consent.

## **VOLUNTEER**

A school is only as strong as the partnership that is created between home and school. At St. Vincent de Paul Parish School we believe in our mission of educating our students in a diverse and challenging environment. To this point, we look to parents for their leadership in providing their time and talent to aid in our efforts to reaching this point of excellence. Every family is encouraged to make a meaningful commitment of time and energy to St. Vincent de Paul Parish School. There are many opportunities to volunteer. We must be creative with these opportunities this school year. Visitors to the building will be limited.

The Diocese of Cleveland set forth the mandate for volunteers to be VIRTUS Trained. St.

Vincent de Paul Parish School will meet these mandated requirements to promote and protect the dignity of our children.

Each volunteer must have the following information completed and on file in the school office:

1. Virtus Training (Protecting God's Children)
  - a. Complete Virtus bulletins on a monthly basis.
2. Background Check completed.
3. Code of Conduct signed.

## **PARENT ASSOCIATION**

Parent Association is an organization of the school dedicated to collaboration between parents, guardians and members of the school and parish staff in the pursuit of quality, faith-centered education.

*Parent Association promotes and fosters the following goals:*

Spiritual, educational and formational development for parents/guardians and families who are part of the school community.

Support of the school in its role of educational and spiritual development of children Regular communication that fosters the partnership of home and school.

Social interaction among the members of the school community

Volunteer service to the school.

Promotion of the school in the local community

## **ROOM PARENTS**

Each year there are one or two parents who act as the main liaison between school and home for each homeroom. If there are no candidates, last year's room parent(s) may be return as current room parents. Room parents are usually associated with one homeroom. Special circumstances may require a room parent to be associated with two homerooms.

There are three main responsibilities involved with being a room parent. They are communication, party coordination, and celebration/appreciation of our community. Mass communication sent by the room parents must be informative in nature and may not contain personal messages or opinions. Mass communications must have the administration copied.

## **SCHOOL HOURS**

Office Hours                      7:30 am – 3:30 pm

Tardy Bell	7:55 am
Lunch	11:00 am – 12:40 pm School
Dismissal	3:00 pm
After Care Hours	3:00 pm – 5:30 pm (fee charged)

## **ATTENDANCE POLICY**

The school day starts at 7:55 am for preschool – eighth grade. Children are permitted to be dropped off at school beginning at 7:30 am. Students will report directly to their homeroom upon arrival. Remote learning students are to connect to live streaming and have contact with their teacher by 7:55 am. Attendance is taken daily of all students.

Dismissal occurs at 3:00 pm for students in Preschool – eighth grade. Car-rider students who are not picked up by 3:15 pm will be sent to After-Care and will be charged the first hour.

On regular days of full attendance, students arriving either in person or online after 9:15 AM will be marked absent for one- half a day. Students leaving before 1:15 PM will be marked absent for one-half of a day. (This afternoon requirement will vary for remote students). Consistent attendance and punctuality are keys to academic success. The basic responsibility for regular attendance and punctuality of the student lies with the student and parents/guardians.

The following procedures and expectations are to be followed for the protection of your child.

**Daily Health Check at Home.** Prior to coming to school each and every day, parents shall conduct a health check of their child to assess whether the child is experiencing symptoms. The daily health check shall consist of the following: Through discussion with the child and personal observation of the parent, assess if the child is experiencing one or more of the following symptoms:

- i. Fever of over 100 °F
- ii. Chills
- iii. Shortness of breath or difficulty breathing
- iv. Fatigue
- v. Muscle or body aches
- vi. Headache
- vii. Loss of taste or smell
- viii. Sore throat
- ix. Congestion or runny nose

- x. Nausea or vomiting
- xi. Diarrhea

If the child has a fever of greater than 100°F or is experiencing any other symptom listed above (or as updated from time to time by the school), the child must stay home from school and the parent must notify the school.

### **ILLNESS:**

**Students who become Sick at School.** A student who, while at school, develops a fever of greater than 100°F or exhibits any one or more of the above symptoms, (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing) may not remain at school and must be picked up and taken home at the earliest opportunity. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home. Any student who has a suspected or confirmed case of COVID-19 may not return to school until such student meets the CDC's criteria for returning to school. Others who may have been potentially exposed will be notified in accordance with the directives or advice of the local health department.

CHILDREN MUST HAVE A NOTE FROM THEIR DOCTOR IF THEY ARE TO REMAIN INDOORS DURING GYM OR RECESS.

**Please call-in student absences by 8:30 am to 330.762.5912.** When you call, please be prepared to give the following information:

1. Student's name
2. Name of the person calling and the relationship to the student
3. Reason for the absence
4. Whether someone will pick up the homework at 2:30 pm

If a parent does not notify the school office, school staff will call the home or work numbers to verify the absence. When a student is absent from school, he/she is not to participate in any after- school activities that day or evening.

1. A note signed by the parent or guardian is required upon returning to school. This note should include the cause of absence from school.
2. If absence is due to a communicable disease, or if a student has been absent three consecutive days, a doctor's release is necessary.
3. Cases of excessive absence and/or patterns of unverifiable absences/tardiness will be handled by school officials on an individual basis. In extreme cases, where substantial percentage of school instruction has been missed as a result of absences or tardiness, it

may be necessary to recommend a remediation plan for the student which could include the repetition of a grade.

4. Truancy is absence from school without permission. Such absence is serious and will be treated as such.
5. If it is necessary for your child to be excused from school for medical/dental appointments or other emergencies a note must be sent to the school prior to the time of appointment.
6. If you need to speak with a teacher, please do so following dismissal. It is advisable to call and set up an appointment.
7. In the event of an emergency, the child must be picked up at the school office by the parent or legal guardian. A parent or legal guardian must also sign the student early dismissal log documenting the time and reason the child is dismissed from school.

As a guideline, students who miss more than nine days of school a year are considered to be excessively absent (an average of one day per school month).

**School Work Missed During an Absence:** In all cases, students who are absent from school are responsible for all schoolwork missed. A student will not be penalized for an absence, whether excused or unexcused, and will be allowed one day per day of school missed to make up missing schoolwork (to a maximum of five school days).

## **TARDINESS**

Punctuality is an important life skill. Being on time teaches students the importance of responsibility, respect, and the value of their education. At St. Vincent de Paul Parish School, we work in partnership with parents to provide an academically and socially challenging curriculum. We want to make every minute count so that students can reach their fullest potential. On time arrivals give students the chance to hear important announcements, organize their belongings, and confer with teacher's one-on-one before the day gets started.

When students are late, it doesn't just cause them to feel a step behind, it disrupts classroom instruction and causes the teacher to have to repeat their instructions. This instruction will most likely be rushed. Habitual tardiness is not acceptable, families should make adjustments to their bedtime and morning routines to arrive on time.

Late students will not be admitted to class without a tardy slip. Tardiness will be marked in two categories:

**Excused tardy:** Medical/Dental appointments, religious holidays, funeral, appearance in court, school sponsored activity (will only be marked excused with appropriate documentation).

**Unexcused tardy:** Traffic, weather, waking up late, lost keys/shoes/backpacks/etc.

Students who arrive more than 20 minutes late without a valid reason will have their record



marked as “Unexcused Excessively Tardy” (“UET”).

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a safety risk has been created by unusual circumstances. Please use your best judgment in determining whether or not it is safe to transport your child(ren) to school.

Should conditions necessitate school closing, several systems are in place to communicate this to faculty, staff, parents, and students:

1. Parents and students are notified next through the One Call System through FACTS.
2. An email message will be sent.
3. A complete list of closings is also available on Channel 8.

## **VACATIONS DURING THE SCHOOL YEAR**

The St. Vincent de Paul Parish School calendar is published with scheduled vacations.

Parents are asked to schedule family vacations within these time periods. Because of the serious disruption to a child’s learning process, vacations during the school year are strongly discouraged. “Making up the work” never substitutes for the actual classroom experience and the expert instruction of a teacher. Likewise, grades invariably slip as a result of such vacations.

If parents do arrange such a vacation, however, advance written notice should be given to the main office, stating the exact days the child will be absent. The school takes no responsibility for the learning missed during the absence, nor are teachers required to prepare work to be done during the trip. When the child returns, he/she is to ask each teacher what work/test have to be made up. It is the responsibility of the parents to see that the child learns the material, makes up the work, and prepares for the tests.

St. Vincent de Paul Parish School will require families to follow state quarantine guidelines. Families vacationing in a state on Ohio’s quarantine list must quarantine before returning to school.

## **NON-ACADEMIC AFFAIRS BUILDING SECURITY**

All exterior doors are kept locked at all times. The main entrance is controlled by a buzzer system. All visitors, including parents, volunteers and vendors, are required to check in at the school office upon arrival. The school has security cameras monitoring the building. Access into the building is greatly limited. The school has a security guard on premises.

St. Vincent de Paul Parish School has a state approved Emergency Operation Plan. This is a confidential plan that is only shared with our first responders. St. Vincent de Paul Parish School

participates in all state required safety drills.

## **HOT LUNCH PROGRAM**

Our wonderful cafeteria staff provide lunches daily. Monthly order forms are sent home. Order forms are due back one week before the month begins. School lunches are \$3.00 a day this school year. All meals are prepared on site and adhere to USDA guidelines.

Applications for free and reduced lunches must still be completed this school year.

Children who do not participate in the Hot Lunch Program are to bring a bag lunch from home. Milk can be ordered throughout the year for students who bring lunch from home. Glass bottles or breakable items may not be sent to school as part of the bagged lunch. Parents are encouraged to provide healthy lunches. Parents may not pack lunches for students that are purchased at fast food restaurants. (per Diocesan Wellness Policy).

Parents cannot drop off fast food lunches. If a lunch is forgotten, a cafeteria lunch will be ordered. Visitors to the building during school hours are limited.

## **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. 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.

## **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. A yearbook is available for purchase each school year. Pictures are taken in the fall for the school yearbook. Students will wear their school uniform for fall pictures. Optional pictures are taken in the spring, students may dress up for spring pictures.

## **AFTER-CARE PROGRAM**

St. Vincent de Paul Parish School offers after-school care to our school families on days when school is in session. All parents must complete the registration form for these services. Information is available on the school website or in the school office. The program begins on the first full day of school. The after-care program hours are 3:00 pm to 5:30 pm. Suspension of service will result if program hours are not followed. After-care is not available on half days of school. The school discipline policy is in effect during aftercare.

## **BIRTHDAYS TREATS/CELEBRATIONS**

Students may bring in their birthday treats for the entire class. This is to be a small treat to recognize your child's birthday. All large items will be denied access into the building. Adult access to the building during the school day is limited.

If you are having a birthday party for your child, the invitations are not to be passed out at school. Students are not to exchange individual gifts at school. This gesture only creates hurt feelings among other students.

## **CARE OF PROPERTY**

As part of our mission to exercise responsible stewardship, members of the St. Vincent de Paul Parish School community are reminded that the school building and grounds belong to the Catholic Church, are blessed and dedicated to God, and have been built and maintained by the generous contributions of numerous people. As such, students are asked to demonstrate appreciation by helping to keep the school building, campus, furniture, equipment, educational materials, and other school property clean and free from damage of any kind.

Because of the serious nature, students are required to report any violations of this policy to a member of the faculty or staff or directly to the principal.

Parents/guardians of students will be held responsible for the replacement of property damaged, and materials damaged or lost through the negligence of their children.

**Textbooks:** Students are expected to take proper care of their textbooks, which remain the property of the school. All hardcover textbooks should be covered with a book cover at all times. No writing is allowed in any hardcover books. Lost or damaged books are to be replaced by the student's family.

Fines will be imposed for books damaged beyond what is expected in the normal use for a year.

**Chewing Gum:** Due to the unsanitary conditions and the damage caused by its improper disposition, chewing gum is not permitted on school premises.

**Personal Belongings: Personal items will be greatly limited.** An unseemly number of personal items are lost every year because they have no identification. Parents are strongly encouraged to ensure that their student's personal items, such as jackets, sweaters, lunch boxes, and the like, are clearly marked with his or her name.

## **CELL PHONES & ELECTRONIC DEVICES**

We understand that parents sometimes decide to allow their children to have a cell phone; however, it is not necessary for students to bring cell phones to school. Students are always allowed to make a phone call to a parent from the school office, even after "normal" school hours. The administration, faculty and staff highly discourage parents allowing students to bring a cell phone to school, much less keep the cell phone in your child's backpack. Cases in the past have included students taking cell phones to the bathroom to text or make phone calls. Other issues arise when the cell phone goes missing. **The school takes no responsibility for lost or damaged cell phones.**

If a student is caught on school grounds, either during school hours or after school hours, with a cell phone or other electronic device (electronic games, headphones, CDs, MP3s, iPods, pagers, cameras, etc.) it will be confiscated immediately, the students will receive a detention, and it will be returned to the parent after school.

Please carefully weigh the need for your child to have a cell phone. It is important that parents/guardians monitor the content of the communication that is occurring on these phones. If a child brings a cell phone to school, students must tell their teacher they have one. The phone must remain off and remain with the teacher.

## **CHANGE OF ADDRESS**

Please notify the school office immediately if there is a change in your address, telephone number or other personal information so we can maintain accurate school records. Should an emergency arise, it is extremely important that we are able to contact parents/guardians in the quickest manner possible.

## **FIELD TRIPS**

Due to liability, only children who are registered students at St. Vincent de Paul Parish School may go on class/school field trips.

## **VALUABLES**

Because it is often impossible to recover stolen personal possessions, the school does not recommend that students carry money or valuables to school and store them away from their persons. The school principal and faculty cannot be responsible for the valuables that students bring to school. If special circumstances make it necessary for a student to bring a substantial

amount of money or other important possessions to school, s/he can leave these items at the school office for safekeeping.

Students who do decide to bring valuable items to school (cell phones, hand-held games, etc.) assume full liability for any loss.

## **VISITOR POLICY**

For security and the safety of all our children, all school visitors (including parents) must sign-in in the office. A visitor's badge must be worn while in the building. The visitor will be escorted in the building. Teachers have been instructed to ask visitors without a name tag to return to the office. Parents are not to enter a classroom to talk to a teacher during classroom instruction time. Parents must schedule an appointment to formally speak to a teacher.

## **WINTER WEATHER**

When the outside temperature and/or wind chill factor is 20 degrees or below, all children remain indoors. When the temperature is above 20 degrees and the air is generally dry, all children are expected to go outdoors. Please dress appropriately. The students will need their coats for mask breaks.

## **DIOCESE OF CLEVELAND LEGAL POLICIES**

### **AIDS Policy Regarding Students**

Our school supports the AIDS policy as adopted by the Diocese of Cleveland. Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K thru 12 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic activities.
2. The child behaves acceptably; in a manner that would not cause the spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

At St. Vincent de Paul Parish School, the pastor and principal will confer with the appropriate persons and consult with the regional superintendent before the pastor and principal make the final decision on each case in the school. Parents have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune

Deficiency Syndrome), ARC (AIDS related complex), or other illnesses caused by HIV (human deficiency virus, the virus that causes AIDS, also known as HTLVIII or LAV).

## **Family Custodial Situations Relationships with the School**

### **Two Parent**

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices and communication regarding the child and that information is shared by and between the parents. The information includes, but is not limited to, conference appointments, report cards, progress reports, discussion with school personnel, and tuition statements.

### **Separation**

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by and between the parents. Since this situation frequently impacts on a child's achievements and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumors, or demands of a parent. Requests will be acted on only with the appropriate documentation.

### **Custodial Parent**

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship to the school, and the final page bearing the judge's signature are to be submitted to the principal.

Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent.

St. Vincent de Paul Parish School will, unless instructed by a court order, release such records upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, parents should realize that unless restricted by court order any non-custodial parent has the right to attend any school activity of the child including sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communication and to allow the school to better attend to the duty of teaching your children.

### **Joint Custody**

In cases of “joint custody” entitling both parents access to school personnel and activities, it is assumed that one copy of communication and information will be sent home with the child, and this will be shared by and between the parents.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that one conference appointment will be scheduled “jointly” if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of the child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal.

Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher’s time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning the restatement of procedure or circumstances that you feel necessitate other arrangements, please contact the principal personally.

#### Separately Mailed Information to Non-Custodial or Joint Custody Parents

If a non-custodial parent or a joint custodial parent wants progress reports, report cards, or a school calendar mailed to them, it is necessary for them to provide self-addressed stamped business envelopes to the homeroom teacher of their child during the first full month of the new school year. Otherwise, it will be assumed that information is being shared as stated in the above policy of St. Vincent de Paul Parish School.

#### Search and Seizure

Student lockers, desks, cabinets, and similar property are the property of St. Vincent de Paul Parish School and provided to students as a convenience for their use.

Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc., and their contents are subject to search by school authorities at any time and without warning.

#### Sexual Harassment and Sexual Violence Policy

##### Purpose

The administration and staff of St. Vincent de Paul Parish School are firmly committed to

providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Vincent de Paul Parish School expressly prohibits sexual harassment and sexual violence in the school environment. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

## Sexual Harassment

For the purposes of this policy, sexual harassment includes but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures, or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter will be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred.

Possible disciplinary actions may include, but are not limited to, any or all of the following:

- Verbal warning/reprimand and apology to the victim,
- A parent/student/principal conference,
- Written warning/reprimand and parent notification, entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities,
- Behavior/probation contracts, possibly requiring professional intervention,
- Suspension, and
- Expulsion.

## Student Threats Policy and Procedure



- a. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- b. Whoever hears the threat should report it immediately to the principal, teacher, or staff person.
- c. Police should be notified immediately.
- d. The student should be kept in the principal's office under supervision until the police arrive.
- e. The parent/guardian of the student who has made the threat shall be notified immediately.
- f. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- g. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The mental health care professional shall provide a follow-up assessment of the student within 30 days if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

- a. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed, and parental permission is granted.
- b. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's
- c. academic/disciplinary file with access only by the principal. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

## Weapons Policy

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational

experience, St. Vincent de Paul Parish School policy expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school.

This policy includes, but is not limited to, any firearm, any dangerous object or object used as a weapon (look-alike weapon), knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas- propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department. If it is determined that the policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in- or out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.

## Youth Gangs

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or antisocial behavior or any actions that threatens the welfare of others. Gang activity includes recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attributes denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

## Other Diocesan Policies

St. Vincent de Paul Parish School adheres to the following Diocese of Cleveland Policies:

- No. 5135 Students – Pregnancy Policy
- No. 5118 Possessions, Use or Abuse of Drugs, Alcohol, Hallucinogens, Controlled Drugs, or Drug Paraphernalia