

St. Vincent Ferrer School

Diocese of Sacramento

Parent/Student Handbook
2021 - 2022

Letter of Welcome

Dear Students and Parents of St Vincent Ferrer School,

Welcome to the 2021-2022 school year. This handbook is to be used as a guidance throughout your time at St Vincent Ferrer School . It is important to take some time and read through this document as it will be referenced throughout the school year.

Prayer for the Start of the School

Year Loving God, Our creator, our saviour, our companion, bless this journey of a new school year that we undertake today.

Refresh our souls and renew our spirits as we embrace the beautiful ministry you have called us to.

We welcome those who are new to this community and ask that you strengthen them to share the wonderful gifts you have given them.

Lord, make our hearts pure as we prepare for the return of students to this school, and may you guide them to return with open hearts and minds eager to learn. We ask this in Your name,
Amen

Blessings,

Mrs. Jessica Dare, Principal

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- COVID- 19 School Protocol Acknowledgement Form

CONDITION of ENROLLMENT/STANDARDS OF CONDUCT for PARENTS/GUARDIANS

SCOPE of this HANDBOOK

Enrollment at St. Vincent Ferrer School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about the items contained in this handbook should be directed to the principal.

PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that St. Vincent Ferrer School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with St. Vincent Ferrer School and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

RIGHT TO AMEND

St. Vincent Ferrer School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of St. Vincent Ferrer School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of St. Vincent Ferrer School if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at St. Vincent Ferrer School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for

violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

CONDITION of ENROLLMENT for PARENTS/GUARDIANS

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

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and St. Vincent Ferrer School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at St. Vincent Ferrer School and/or parish in regards to a policy, homework, assignments, or any school-related programs.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary action up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's

privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

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

About St. Vincent Ferrer School

MISSION STATEMENT

St. Vincent Ferrer School, an academic ministry of St. Vincent Ferrer Catholic Church, educates a diverse population of students in preschool through 8th grade. We support parents in their role as the primary educators of their children. The school serves Roman Catholics as well as those in the community desiring a safe, virtuous, and rigorous education for their children. Our school exists to foster a community of scholarship, virtue, faith, and service.

Mission Statement in Student Friendly Language

St. Vincent Ferrer School is part of St. Vincent Ferrer Catholic Church. We include all students in our school community. We help families teach their children. We learn to be good students. We learn about God and the virtues. We learn to help each other.

PRESCHOOL

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

SCHOOLWIDE LEARNING EXPECTATIONS

Scholarship

Virtue

Faith

Service

TRIBES LEARNING COMMUNITIES PHILOSOPHY AND AGREEMENT

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

Tribes is based on Four Agreements:

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

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

ACCREDITATION

St. Vincent Ferrer School enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

NONDISCRIMINATION POLICY

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

School Structure and Organization

BOARD OF DIRECTORS

Catholic Schools of Solano (CSOS), a fiduciary board of directors made up of Catholic laity under the governance of the Bishop of Sacramento, supervises the Catholic School Department (and specifically the Superintendent) in the delivery of the Bishop's vision for Catholic education. The CSAS board has no direct supervisory or managerial role over individual schools.

CATHOLIC SCHOOL DEPARTMENT

The Catholic School Department (CSD) endeavors to support the mission of the Diocese of Sacramento in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSD is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The CSD is comprised of an Executive Director (Superintendent), a Chief Academic Officer (Associate Superintendent), a Director of Professional Development & Leadership Formation (Associate Superintendent), Regional Directors (Associate Superintendents), a Chief Financial Officer and financial team, a WCEA Commissioner, a Project Manager, an IT and Marketing Coordinator, an advancement team, and an Administrative Assistant.

EXECUTIVE DIRECTOR (SUPERINTENDENT)

The Executive Director oversees the entire program of the CSD.

REGIONAL DIRECTOR (ASSOCIATE SUPERINTENDENT)

A Regional Director is responsible for overseeing an assigned group of Catholic schools within the Diocese of Sacramento and works as a liaison between the pastor, principal, and the CSD.

PASTOR

The Pastor is the ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Superintendent, so does the Pastor delegate the administration of the school to the Principal and the Regional Director.

PARISH FINANCE COUNCIL

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

PRINCIPAL

The school principal is delegated by the Pastor and the CSD to serve as an educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of St. Vincent Ferrer School.

ADMINISTRATIVE TEAM

Two members of the faculty, in addition to the principal, make up the Administrative Team. The functions of the Administrative Team include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

FACULTY, STAFF

The faculty and staff are selected by the principal in consultation with the pastor and the CSD. A directory of faculty and staff may be found on the school website.

CATHOLIC SCHOOL ADVISORY COMMISSION (CSAC)

The local Catholic School Advisory Commission (CSAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The CSAC works interactively with the Principal to fulfill the CSAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

PARENTS AND FRIENDS BOARD

The Parents and Friends board are responsible for the fundraising income at our school. It is the responsibility of the board to help raise revenue to supplement tuition. The board meets monthly to plan and coordinate school fundraisers and events. The general meetings for all parents take place beginning in August and occur about every other month on a Tuesday night at 7pm. The dates are listed on the school calendar. Parents must attend 3 out of the 5 meetings. During the year this board will call on all parents to be active volunteers and

participants in their events. Parents who serve on the board and parents who volunteer to chair an event will earn his/her parent participant hours for the year.

Admission, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY

St. Vincent Ferrer School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to St. Vincent Ferrer School is a privilege, not a right. Parents have a right to apply to St. Vincent Ferrer School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.. Admission of any student is at the sole discretion of the principal.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into St. Vincent Ferrer School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES

The order of priority for acceptance to St. Vincent Ferrer School follows:

1. Continuing students in good standing at St. Vincent Ferrer School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending St. Vincent Ferrer School
3. Siblings of non-Catholic families attending St. Vincent Ferrer School
4. New Catholic Families
5. New non-Catholic families

PROBATIONARY ADMISSION

All students are admitted to St. Vincent Ferrer School on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

AGE for ADMISSION

- A child may be admitted to Transitional Kindergarten who is 4 years of age on or before September 1st of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to Kindergarten who is 5 years of age on or before September 1st of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1st of the current school year.

DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, gender at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, each school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).

PHYSICAL EXAMINATION

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file.

IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

- The school expects all students to be immunized according to current California guidelines (a good reference can be found at "www.shotsforschool.org").
- Continuing students who are not in compliance (missed dose, new grade span, etc.) must have immunizations up to date within 30 days of notification or they may not attend school.
- Medical exemptions for enrollment may be considered on a case-by-case basis. Medical exemptions can only be issued through The California Immunization Registry Medical Exemption web site of the CDPH (CAIR-ME) by physicians licensed in California: <https://cair.cdph.ca.gov/exemptions/home>
- The school reserves the right, at the sole discretion of the principal (in consultation with the pastor), to deny admission to any student who is not fully immunized, even if there are qualifying medical or personal grounds for exemption from the immunization requirement.
- In addition to vaccines required for school entry, the CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.

- Questions regarding immunizations should be directed to the principal.

APPLICATION PROCESS

Applications are taken year round, require a \$40 non-refundable application fee and the school follows tmmunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

- The school expects all students to be immunized according to current California guidelines (a good reference can be found at "www.shotsforschool.org").
 - Medical exemptions for enrollment may be considered on a case-by-case basis.
 - The school reserves the right, at the sole discretion of the principal (in consultation with the pastor), to deny admission to any student who is not fully immunized, even if there are qualifying medical or personal grounds for exemption from the immunization requirement.
 - Questions regarding immunizations should be directed to the principal.
- the testing procedures listed below. There is a non-refundable application fee due at the time of testing. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by mail regarding acceptance or nonacceptance.

APPLICATION INTERVIEWS, TESTING, or SCREENING

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

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

REGISTRATION FEE

This fee helps offset various costs including standardized testing, student insurance, class funds, technology fee, classroom party expenses, a student planner, and textbook use.

- A non-refundable registration fee of \$400.00 for each student (Kindergarten through seventh grade, and \$575 for 8th grade students) is due and payable upon registration; students will not be considered registered until the registration fee is paid in full. The 8th grade student fee can be paid in 2 installments, due end of April and end of August.

- The registration fee for continuing students is due no later than the last Friday in April, of each school year; priority status for any student is forfeited if the registration fee is not received by the due date, and a late fee of \$50.00 per child will be assessed. An additional late fee of \$50.00 per child will be assessed if registration is not paid for by the end of May.
- ALL financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Vincent Ferrer School
- Families who do not complete parent hours will be charged a higher registration fee for the following year.

TUITION

Parishioners are those who are registered Catholic members of St. Vincent Ferrer Parish, attend Mass regularly, are active in the parish community life, and contribute \$520(2 income household , or \$260(1 income household) annually to the parish., will be given the the parishioner Catholic rate. This status will be assessed regularly by the school and the parish staff. Failure to meet these criteria will result in the assignment of non-parishioner Catholic status and the assessment of the non-parishioner tuition rate. We also offer a non Catholic rate

OTHER FEES

Sports fees \$85 per sport

Fundraising Options:

Buyout- \$600- tax-deductible

Scrip \$3000 and \$350 fundraising

Outdoor School for 6th grade- actual amount varies each year

TUITION COLLECTION

Tuition is managed exclusively via the FACTS Management Company. Parents may select one of the following options:

1. Full tuition in one payment (less 4%) due by the end of August ,
2. Full tuition in two payments (less 2%) due by the end of August and end of January
3. 11 monthly payments through July to May

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the pastor and principal. All monies owed to the school must be paid before a student can enroll for the following year.

FINANCIAL AID

FACTS Management Company manages all applications for financial aid. Financial aid is standard through FACTS for all schools. Each family pays the same fee directly to FACTS and FACTS processes the application and collects all of the supporting documentation. Deadlines and guidelines must be met in order to be considered for financial aid.

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

COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at St. Vincent Ferrer School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to St. Vincent Ferrer School.

OTHER ENROLLMENT REQUIREMENTS

Every family must be committed to the philosophy, goals and objectives of St. Vincent Ferrer School and to a level of involvement that promotes the values and morals of the Church and well being of the school. Families agree to fulfill the following additional commitment(s):

- 30 parent participation hours per family (15 for one adult families)
 - 10 hours may come from preschool or parish participation
 - **For every \$10 of donations you may earn up to 1 parent volunteer hour. You may do this for up to 10 hours.**
- Each family is required to meet the \$350 fundraising and \$3000 Scrip or \$600 buyout commitment
- A penalty fee per family will be added to the registration fee for unserved parent hours for the year ending at the time registration is due.
- Attend 3 out of the 5 Parent and Friends meetings

It is, however, at the Principal's discretion to waive parent participation hours or any other commitment listed above, for cause or in lieu of parent hours or service in other areas of the school or parish. Parents should contact the principal immediately if they have concerns about meeting these requirements. The final Report Card may be held if tuition and fees have not been paid unless late payment scheduled has been arranged in writing.

WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the principal. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable.

DELINQUENT TUITION and FEES PAYMENT POLICY

This policy outlines the need for timely payment of tuition and other related fees. If unforeseen financial difficulties arise, families should immediately contact the school principal in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, the school strives to work with families. However, the school must maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. When payments are not made in the manner described in the signed tuition contract, the following procedures will be followed by school administration:

30 Days Past Due

- The family will receive written notification from school administration that their account is past due along with a copy of this policy.
- The family must contact school administration within five business days of the receipt of the past due notice to remedy the situation.

60 Days Past Due

- The family will receive written notification from the principal that their account is past due along with a copy of this policy.
- At a minimum, students will not be permitted to participate in athletic activities or other extra-curricular activities until payments are current or an alternate payment plan is submitted by the family and approved by the principal.
- At the principal's discretion, students are subject to dismissal from the school. Students will not be permitted to attend school until the outstanding balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

90 Days Past Due

- The family will receive written notification from the principal and the school's regional director that their account is past due along with a copy of this policy.
- Students will be dismissed from the school. Students will not be allowed to continue their education at any of our diocesan schools until tuition and other related obligations are current. Our diocesan schools cannot accept registration from a family with an outstanding balance at any of our diocesan schools.
- Unless an alternative payment is submitted by the family and approved by the principal, delinquent accounts: i) will be turned over to a collection agency; ii) will appear on a family's credit report; and iii) may be pursued in civil court.

Families of Eighth Grade Students with Delinquent Accounts

- All outstanding student balances for 8th grade students must be paid by May 1 of that academic year, or families must submit an alternative payment plan that is approved by the principal.

Eighth grade students with past due balances will not be allowed to participate in the school's graduation ceremony until the past due balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

Extended Care Program

The Extended Care Program at St. Vincent Ferrer School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary daycare in a Christian environment as an Extended Care Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Care Program which is only available to students enrolled at St. Vincent Ferrer School for an additional fee.

HOURS and DAYS

The Extended Care Program is available before school from 6:45am to 7:55am and after school from 2:30pm to 6:30pm. The Extended Care Program operates only on regular school days and is closed yearly, after dismissal on the last day before Christmas Break, Holy Thursday and the last day of school.

MINIMUM DAYS

The Extended Care Program is available on minimum days from 12:00pm to 6:30pm for children enrolled in the program and for drop-in students. Minimum days are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available.

REGISTRATION FEE

There is an annual registration fee per family that must be paid prior to using Extended Care Services.

MONTHLY PAYMENT PLAN

The monthly payment plan is designed for families who know they will be using the Extended Care Program on a regular basis. Rates are significantly lower than the drop-in rate and require a ten-month contractual commitment. Rates are calculated using 180 academic days, and payments are prorated over ten months, August through May. Credit is not offered for unused days, absences, or on days that the Extended Care Program is closed. Monthly contracts are handled through FACTS.

DROP-IN RATE

Students who are not on a monthly Extended Care Program contract will be charged the drop-in rate, or portion thereof, on a monthly basis. Drop-in Extended Care Program fees are due at the school office on the 1st of each month. Non-payment of Extended Care Program fees will result in removal from the Extended Care Program.

- \$10.00 per student per hour or \$16.00 per hour for non registered students

EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extended Care Program.

- Any students on campus before 7:55am or after 3:15pm must use the Extended Care Program.
- Students are NOT allowed to wait unsupervised off campus before 7:55 am or leave school unsupervised at any time to avoid signing in to the Extended Care Program.
- If a student remains at school after 3:15pm, he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up by 3:15pm to the Extended Care Program. Parents will be charged the per student hourly rate if their child is not contracted.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:15 pm unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents MUST inform the Extended Care Program Director. The program is limited to those students who attend St. Vincent Ferrer School

- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program . Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after school.

The Extended Care Program must be notified by 3:00pm on the day that a student will be attending the Extended Care Program. In accordance with Diocesan Policy, students must either be signed into Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.

- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Care Program Program's clock. After 6:30pm, parents will be charged a late fee of \$5.00 per minute. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:30 pm, parents must meet with the Director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

EXTENDED CARE PROGRAM CONTACT

- Procure (Kinderlime) App
- Extended Care cell phone 707-917-0587 (Monday - Friday 3:00 - 6:30 pm)

Communication

SCHOOL CONTACT

School Office: (707)642-4311
 Office Fax Number: (707) 642-1329
 Extended Care: (707) 917- 0587
 Website Address: www.svfssvallejo.org
 SchoolSpeak Address: www.schoolspeak.com

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in SchoolSpeak.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

COMMUNICATION from the SCHOOL

- The SchoolSpeak portal is the school’s primary mode of communication. This login-protected site is for parents to have access to announcements, week-at-a-glance calendars for the school and each class, sign-ups, forms, grades, and homework and progress reports. . Please check SchoolSpeak on a daily basis to receive the most up-to-date information and announcements. Grades and progress reports for grades 3-8 are updated every two weeks. Progress Report dates are posted on the SchoolSpeak School Calendar.
- Weekly newsletters from the principal will be posted weekly and emailed from School Speak . Biweekly newsletters will be sent home and posted on SchoolSpeak from homeroom teachers.

SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will be provided to parents/guardians who are registered in FACTS.
- Parents are expected to be reasonable in expectations regarding information about their student(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student’s responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents. Accordingly, school personnel may not act as a liaison between parties and may not accept or deliver materials of any kind from one party to another.

- School employees will not provide written testimonials in support of a parent in a marital or custodial dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

CALENDAR

The school calendar is linked to School Speak. It can be found on the left side of the homepage, under School- Quick Links.

CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a message in the office or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate email use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc. are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent.

BACK to SCHOOL NIGHT

At the beginning of each school year, parents are highly encouraged to attend back to school night. Classroom teachers will go over their expectations for the coming school year and discuss classroom procedures and routines.

PROCESS for CONFLICT RESOLUTION

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

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.

- The next level of appeal is to involve a vice-principal or dean of students, if applicable. A conference will be held with the parties listed previously.

- The final appeal at the local level is to the principal. In parish schools, the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.

- Such conferences to resolve conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict. The conference may not take place if other visitors or legal counsel are present. After consultation with the pastor, it is the responsibility of the principal to render the final decision.

- In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department through the Regional Director only when all steps above have been followed. The Catholic School Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

- Local advisory commissions (or School Boards) and parent organizations are NOT part of this appeal process.

- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.

- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

Visiting the School and Volunteering

VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of St. Vincent Ferrer School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted (fee due at the time of fingerprinting) **AND** have clearance through the Safe Haven Program. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to a week. All results are sent to the Diocese. It is **REQUIRED** that this clearance be on file **BEFORE** anyone can volunteer in any capacity. Volunteering is a privilege granted at the discretion of the principal.

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Save Haven training: A link is available through SchoolSpeak to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
- Signed Volunteer Agreement Form
- Driving and Insurance Requirements:
 1. All volunteers who drive children for school-sponsored activities must be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
 2. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
 3. No vehicle larger than an 8-passenger vehicle may be used.
 4. The number of persons in a car should not exceed the number for which the car was constructed, and all children must wear a seat belt or be in a car seat or booster seat as appropriate for their age and weight.
 5. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.

6. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
8. **Drivers may not bring siblings or younger children.**

VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Sacramento must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke, vape or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.

FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.

- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five(25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing St. Vincent Ferrer School , they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

VOLUNTEERING OPPORTUNITIES and REQUIREMENTS

Throughout the school year there will be volunteer opportunities such as classroom help, chaperoning field trips, coaching a sports team, setup and clean up of school activities and events. The above requirements must be met before parents can volunteer at the school. Parents will be notified of these opportunities through SchoolSpeak and classroom teachers.

Curriculum

St. Vincent Ferrer School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at St. Vincent Ferrer School are developed and implemented in cooperation with the Catholic School Department of the Diocese of Sacramento. The curriculum is carefully coordinated from Kindergarten through eighth grade. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to insure that Diocesan standards are met. In math and language arts, the school has adopted the California State Common Core Curriculum Standards; in science, next-generation science standards have been adopted. All other subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

ESSENTIAL CORE CURRICULUM

St. Vincent Ferrer School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, religion, mathematics, science, history/social studies, physical education, and religion.

ENRICHMENT CURRICULUM

Students participate in programs of study in music and Spanish as an enrichment of the academic curriculum.

MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an "M"; however, such notification will not indicate the

reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

Any outside agency education information that will benefit the performance of a student, should be shared with the child's teacher. That information is necessary in order to modify a student's academic program in our schools.

STUDENT SUCCESS TEAM

A Student Success Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- St Vincent Ferrer School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.

- Students in 2nd Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.

- Students in 8th Grade prepare for, and receive, the sacrament of Confirmation during the school year.

- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.

- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.

- Mass is celebrated as a school community weekly on Thursdays at 9:30am.

- Opportunities for the sacrament of Reconciliation are offered to students , during Advent and during Lent.

FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

LIBRARY

Students in Kindergarten through 5th grade visit the school library once a week and are able to check books out.

TEXTBOOKS

Each student is financially responsible for the care and upkeep of the books issued to him/her. **SCHOOL BOOKS MUST BE KEPT COVERED AT ALL TIMES.** The student must pay for books that are lost, marked, or damaged in any way. Once a lost book has been paid for, no refund will be made should that book be subsequently found.

Student Evaluation

PARENTS as PRIMARY EDUCATORS

As the primary educators of their children, parents are expected to make frequent use of SchoolSpeak to monitor student progress and to take the initiative to contact teachers should they develop a concern.

STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Sacramento use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 four times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards. In addition, students in grades 3 - 8 take the ACT Aspire test in the spring which provides predictive information on their high school/college readiness.

HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day. Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Sacramento are as follows:

Grades 1 st and 2 nd	20-30 minutes
Grades 3 rd and 4 th	30-45 minutes
Grades 5 th and 6 th	45-60 minutes
Grades 7 th and 8 th	60-120 minutes

MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.

- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.

- Any absence that is not due to personal illness or injury, medical/dental appointments, funeral, or for religious observances/celebrations is considered unexcused.

When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.

- **The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.**

- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

- The school calendar provides for extended weekends and vacations throughout the school year. **Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.**

GRADING

The following academic grading scale has been adopted by St Vincent Ferrer School for essential curricular subjects in accordance with the report card standards determined by the Catholic School Department of the Diocese of Sacramento (some schools have adopted an approved Standards Referenced Grading report card in grades K-2; the Diocese is in the process of developing a standards-referenced report card for all grades TK-8):

Grades for K-2 are

4/S+ Performing above expectations

3/S Performing at grade level

2/S- Performing below expectations

1/U Performing below grade level

Grades for 3-8 are

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

CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students' conduct (Christian Citizenship) and effort (Work Habits) will also be evaluated.

PROGRESS REPORTS

At a minimum, progress reports will be sent home at the mid-term of each Trimester for students. It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiencies. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.

REPORT CARDS

Report cards are given in all grades at the close of each trimester of instruction. Report cards are to be signed by the parents and returned to the teachers within three school days. **Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.**

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for K-8th grade half way through the first trimester. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

ACADEMIC/BEHAVIORAL PROBATION

- If a student receives an F in any subject, or if a student does not maintain a grade point average of (C) or higher on trimester report cards or progress reports, she/he will be placed on academic probation for 3 weeks.
- If a student receives a D in either conduct or effort on trimester report cards or progress reports, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- If a student is placed on restriction, a letter informing you will be sent home with the mid-term report or report card. If, at the end of the first restriction, the "Policy for Participation" requirements are still not met, then the student will no longer be eligible to participate in the sport or activity for the next three weeks. At that time another letter will be sent home informing you of the student's restriction status.
- Students on academic or behavioral probation are ineligible for extra-curricular activities such as, after school sports, Safety Patrol and Student Council. Final end-of-year grading from the previous school year determines a student's initial eligibility status. Any extracurricular restriction incurred after the first time will automatically make a student ineligible to participate in any sport or extracurricular activity for the next three weeks whereupon the student's eligibility is reevaluated.

A Student Council or Safety Patrol member who fails to meet these requirements twice during the school year will be disqualified from holding his/her position for the rest of the year. Any student who has been placed on academic or behavioral restriction twice during the current school year will not be eligible to run for a position on the Student Council for the following school year.

PROMOTION

- Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.
- Advancement on the high school level shall be determined by the successful completion of course work and acquiring the prescribed number of units.

RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible.

ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

EIGHTH GRADE PROMOTION

Promotion from the 8th grade requires the following:

- Achievement of a passing grade in all subject areas
- Completion and submission all assignments
- Return all school property in good condition
- Volunteer hours completed and payment of all financial obligations to the school, by the first week in May.

Eighth Grade promotion marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Mass at the Cathedral of the Blessed Sacrament for all of the eighth grade potential candidates for promotion. Each year, families of eighth graders will receive specific information regarding this very special event.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

A graduation fee of \$175, is paid at registration time. This covers the cost of gowns, awards, flowers, graduation costs and a portion goes to the graduation brunch budget.

The School Day and Attendance

SCHOOL and OFFICE HOURS

School hours: 8:15am-3:00 pm 8:15am-12:30pm
Kindergarten: 8:15 am -2:30 pm 8:15 am- Noon

Office Hours: 7:30am- 3:30pm 7:30am- 1:00pm

CLOSED CAMPUS

St. Vincent Ferrer School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

ARRIVAL

Students may be on campus at 7:55 AM. Earlier arrivals must go to Extended Care. Students requiring additional supervision should be enrolled in the Extended Care Program. Any child on the school grounds before 7:55 AM will be sent to Extended Care and the parents/guardians will be billed for this service.

DISMISSAL

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 15 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at St. Vincent Ferrer School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

DROP-OFF and PICK-UP PROCEDURES

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

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

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

Drop-off and pick-up zones for Extended Care are on Kentucky Street and the school main entrance down by the stairs. For the safety of your children, the front and middle glass doors are locked during the morning and afternoon hours, so please kindly ring our Extended Care doorbell once, so we can open the door for you. The Extended Care doorbells are located on Kentucky Street and down the stairs from the main entrance in the parking lot.

WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at noon for Kindergarten and 12:30pm for 1st-8th grade . These days are noted on the calendar.

ABSENCES

- If a student is absent, a parent/guardian must notify the school office before 9:00am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- **A written excuse from the parent/guardian stating the reason for an absence must be presented to the office by the student upon returning to school.**
- **Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.**

A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

TARDIES

- **It is the responsibility of parents/guardians to see that their children arrive by 8:15am. A child is considered tardy if he/she is not in line by the 8:15am bell.**

- **Students who are tardy must receive a tardy slip from the office prior to admittance to class.**

More than 5 tardies a trimester will result in a charge of \$25.00. Invoices will be sent directly thru FACTS.

EXCESSIVE ABSENCE and TARDINESS

- The school expects any student who is ill to stay at home so as not to expose others.

- **Excessive absence is considered a total of 18 days per school year.**

- Excessive absence for reasons of illness will be handled on an individual basis.

- Cases of absence for reason of quarantine (e.g., COVID-19 quarantine when student or student's family member is ill or when instructed to quarantine by a licensed physician or government agency) will not be counted in the tally of excessive absences provided the student participates in distance learning as offered by the school.

- In periods of school closure when distance learning is implemented, families must follow the school's procedure for taking attendance daily.

- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including withholding promotion to the next grade or dismissal from school.

- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

ABSENCES AND MAKE-UP WORK

- Missed assignments are the student's responsibility.

- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.

- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.

- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused.

When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.

- **The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.**

- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal

has final and absolute discretion to determine the conditions and terms governing such absences.

• **The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.**

Appearance and Student Uniform Requirements

INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of St. Vincent Ferrer School . It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the St. Vincent Ferrer School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. **Holes in clothes are not allowed at any time.** Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

UNIFORM EXCHANGE

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

Boys & Girls

- **All pants must be ordered through Dennis uniform company.**
- Only athletic shoes in good condition and **solid black, solid white or solid brown** in color will be considered part of the uniform. Please consider safety and comfort when buying shoes. **Two tone shoes that are colored with white soles do not meet the uniform requirement. Shoes can not have a colored design (Nike symbol).**
- Grades 6-8: Gray cardigan or gray vest (Dennis Uniform only).
- Grades K-5: Green cardigan sweater or green vest (Dennis Uniform only).
- **Only St. Vincent Ferrer sweatshirts and sweaters may be worn in the classroom.**
- Khaki colored walking shorts. **All shorts must be ordered through Dennis uniform company.**

- Long sleeve white turtleneck shirts may be worn under the blouses or shirts during very cold weather. Turtleneck shirts may NOT be worn IN PLACE OF the white collared shirt or blouse.
- White polo shirts with the school crest may be worn in grades K-8, middle schoolers may wear green polo shirts with the school crest.
- Students may wear any St. Vincent Ferrer T-shirt with their uniform on Fridays as long as they will not be going to Church.

Girls

- K-5 plaid jumper, 6-8 plaid skirt (Dennis Uniform only).
- K-8 plaid skirt (Dennis Uniform only).
- **Dennis Uniform** khaki pants with black or brown belt.
- White Peter Pan blouse or over blouse or white polo shirt.
- Shorts may be worn under the plaid jumper or skirt as long as they do not extend below the skirt hem.
- Skirts should hit at the knee
- Knee high socks may be a green or white that match the uniform. Other socks must be solid white or black, no additional colors or designs.

Solid color (white, black, or dark green) tights (**not leggings**) may be worn outside during cold weather as determined by the teacher/administration

Boys

- White short sleeve collared dress shirt or white polo shirt.
- **Dennis Uniform** khaki pants with a black or brown belt.
- Socks must be **solid white or black, no additional colors or designs..**

GENERAL DRESS CODE and UNIFORM REGULATIONS

- All clothing should be marked clearly with student first and last name
- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.).
- No distracting shoes such as with lights, buzzers, or skating, etc.
- Sandals, boots and open-toed shoes are never allowed.
- Only school uniform sweatshirts may be worn. **No non uniform sweatshirts or hoodie sweatshirts can be worn at any time.**
- **Jackets or coats, only, may be worn over the uniform while outside, but not in the classroom.**
- Students must call home for a change of clothes if out of uniform.
- If circumstances prevent a student from coming to school in uniform, a note must be sent to the teacher. The substitute uniform should be as similar to the uniform as possible.
- NO HATS
- NO TATTOOS, permanent or washable
- No fake nails, nail polish, or French manicures.
- **A clean, well-groomed appearance is required for students. Students sent to school without attention to cleanliness, uniform, or neatness may be sent home to be properly prepared for school.**
- **Make-up, lipstick, or colored lip gloss are not permitted for the school day.**
- **Clear chapstick only**
- **Hairstyles are to be simple, clean, and neat. Hair must be its natural color with no highlights, no fads, distinct layers, or distracting hairstyles.**
- **Boys' hair must be out of the eyes, above the ears, and off the collar.**
- Boys must be clean shaven (when applicable).

- The only acceptable forms of jewelry that may be worn at any time include a wristwatch, one pair of matching stud earrings, a holy medal, cross, or crucifix on a chain, a scapular that is worn inside the shirt or blouse (for boys or girls), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn).

FREE DRESS POLICY

Non-Uniform dress passes are not valid on field trips and on school liturgy and prayer service days. This includes all aspects of the uniform. All students are expected to be in full uniform on days that we attend Mass and Prayer Services together. This includes a green or gray school uniform sweater. Hooded sweatshirts or non uniform sweatshirts are not allowed at any time. Students may wear a jacket outside in addition to their school sweater/vest. Non-Uniform Dress passes are not valid on school Mass days, Prayer service days, or field trip days. School Masses and Prayer services are announced in the Family Newsletter.

On Fridays, students may wear school fun Friday shirts and sweatshirts.

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

FREE DRESS

- Modesty and simplicity are guiding principles for free dress.
- No extreme fads
- Jeans in good repair (with no holes, intentional or otherwise).
- Pants of any kind must fit appropriately
Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat soled shoes only; **NO BOOTS.**
- Sandals are not allowed.
- Socks must be worn at all times.
- **Leggings can not be used as pants. They can only be worn under a dress or skirt.**
 - Dresses must be knee length and you must wear shorts underneath
 - Mid-drift shirts are not allowed, skin can not be shown

Health and Safety

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on SchoolSpeak.

SCHOOL INSURANCE COVERAGE

All St. Vincent Ferrer School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised activities and during official distance learning periods. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first week of school to familiarize parents with the coverage.

ILLNESS and NOTIFICATION

- **Parents should notify the school office personnel on the first day of a child's illness.**
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- **Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.**
- **A handwritten absence note from the student's parent or guardian is required upon the child's return to school.**
- An absence of three or more days requires a doctor's note upon the child's return to school.

MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours; the principal has final authority, in consultation with the Catholic School Department and Catholic Mutual Group, in determining what procedures or administration of medications can or cannot be undertaken by school staff.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
 1. A signed written statement from the parent or guardian of the child

2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.

3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).

4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form **MUST** be completed by the physician and parent each school year if the need continues.

ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.

- Educate the child in the self-management of his/her allergy including the following:
 - safe and unsafe foods and exposures
 - strategies for avoiding exposure to unsafe foods or other items such as sharing food with others or consuming food or drink where ingredients are unknown
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (if age-appropriate)

HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

MANDATED REPORTING

St. Vincent Ferrer School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS

St. Vincent Ferrer School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary action, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic School Department, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.

- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis. Any costs for counseling will be the responsibility of the family

- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without the possibility of returning to the school.

GUIDELINES FOR RETURNING TO SCHOOL

If the parent/guardian of the student(s) wants his/her child to be readmitted to the school, he/she must:

- a. give written permission to the school for all of the actions listed below including the evaluation, submission of information, and delivery of reports;
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 - b. give the school his/her full cooperation in this matter.
2. A psychiatrist or psychologist with a Ph.D. licensed in the state of California must conduct a comprehensive mental health evaluation/risk assessment. The cost of all assessments shall be the responsibility of the student's parent/guardian.
 3. The parent(s)/guardian(s) agrees that school will provide to the mental health care professional all relevant facts and materials related to the situation.
 4. The mental health care professional shall notify the school and the student's parent/guardians if he/she determines any risk of harm exists. The report to the school and parent/guardian shall be a written, comprehensive, detailed evaluation, report, and documented treatment plan stating the basis (factual and risk factors and testing results) upon which he/she determined whether the student poses a risk of harm. This evaluation and report and all subsequent reports shall be made available to the principal who will share them with the school's pastor and the Director of Catholic Schools. The Regional Director shall be consulted by the principal before making his/her decision regarding the readmission of the student to the school.
 5. If the student is allowed to return to the school, the mental health care professional shall provide the principal a follow-up assessment and/or evaluation shall inform the principal if therapy, counseling, and/or additional treatment are recommended/needed.
 5. The student's readmission to the school will be dependent upon the student and family following the recommended plan established by the principal and approved by the Regional Director

PREGNANCY

Human life at all stages, including the preborn child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the school administration, teachers, and other students.

- Ordinarily the expectant student shall be allowed to remain in school.

- The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved.
- Any student who publicizes and advocates an abortion either planned or already obtained will be asked to leave school.
- This policy pertains to the boy or girl directly involved, or to any student continuing to spread rumors about an alleged abortion.

PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.

SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.
- Distance learning may be implemented (see also the EMERGENCY section).

Concussion Policy

CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting "dinged" is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.

3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussions.
4. Ensure that the athlete is evaluated by a healthcare professional.**
5. Keep the athlete out of play and practice the day of the injury and until a healthcare professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc. can all have a negative impact on recovery.

**"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeated concussions.

SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors,

parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc. until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

Sudden Cardiac Arrest Policy

SUDDEN CARDIAC ARREST

Sudden Cardiac Arrest (SCA) occurs suddenly and often without warning. It is triggered by an electrical malfunction in the heart that causes an irregular heartbeat. With the heart's pumping action disrupted, the heart cannot pump blood to the brain, lungs, and other organs. Seconds later, a person loses consciousness and has no pulse. Death occurs within minutes if the victim does not receive treatment.

WHO is at RISK for SCA?

Thousands of sudden cardiac arrests occur among youth each year, as it contributes to the #2 medical cause of death of youth under the age of 25 and is the #1 cause of death of student athletes during exercise. While a heart condition may have no warning signs, studies show that many young people do have warning signs or symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think that they are out of shape and need to train harder, or they simply ignore the symptoms, hoping the signs will go away.

POSSIBLE WARNING SIGNS AND RISK FACTORS

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Excessive shortness of breath during exercise
- Racing or fluttering heart palpitations or irregular heartbeat
- Repeated dizziness or lightheadedness
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise

REMOVAL FROM ACTIVITY

A pupil who faints during or following participation in an athletic activity must be removed from play and may not return to play until he/she is evaluated and cleared by a physician or surgeon.

Opioid Use

Parents should work closely with physicians regarding the use of opioids to treat pain and familiarize themselves and their students with the Opioid Factsheet.

OPIOID, CONCUSSION, and SUDDEN CARDIAC ARREST FACTSHEETS ACKNOWLEDGEMENT

California State Law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

Emergency Procedures

EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated SchoolSpeak system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, we will go where directed by the emergency responders
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through SchoolSpeak emergency features and/or school emergency phone contacts.
- No student will be released until all St. Vincent Ferrer students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS and EVENTS

- FIRE
Fire drills take place monthly. The school will follow the instructions of the Fire Department.
- EARTHQUAKE

An earthquake drill will take place periodically throughout the school year. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.

- **LOCKDOWN/ACTIVE SHOOTER**

Lockdown drills will take place monthly. In the event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via SchoolSpeak, as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.

- **BOMB THREAT**

Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

SCHOOL CLOSURE and COMMUNICATION

Unplanned school closure may occur for a variety of reasons. Student and staff safety is the primary reason for closure, and communication to all stakeholders will be as timely as possible.

Reasons for Closure

- Evacuation/closure order from local authority for any reason
- Power shutoff when school cannot function
- Water shutoff
- Extreme weather conditions including potentially unsafe conditions for the transportation of students to and from school (snow, high winds, flooding, etc.)
- Extreme heat or cold depending on school's ability to control inside temperature
- Air quality index (AQI) at or above 200
- Presence of visible smoke which cannot be mitigated by ventilation system
- Absences of staff due to their personal evacuation orders which are substantial enough to prevent reasonable school operation
- Illness outbreak/epidemic that is deemed substantial
- Any other extreme condition making it unsafe to open school (chemical spill, etc.)

Essentials for School Operation

- The safety of students and staff is not compromised
- Functional plumbing (running water, functional toilets, etc.)
- Functional fire alarm system
- Functional door locks
- Reasonable internal room temperatures
- Adequate ambient light in classrooms
- Operable means of communication on site and with the outside
- Ability of staff and families to travel to and from school safely

Process and Procedures for Determining School Closure

- Students and families are best served when the school is open. Therefore, decisions regarding closure are often made in the early morning when the current AQI and other factors may be assessed for that day.
- The Principal and the Regional Director (or Executive Director) are the only persons authorized to close school.
- There may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When a school is closed, all events scheduled at the school for that closure are also cancelled (meetings, performances, sports, etc.) unless otherwise noted by the Principal.
- In the event of epidemic, pandemic or fire season, school may be closed intermittently or for an extended period at which time distance learning may be implemented.
- Tuition payments continue during all closures.

Communication

- The Principal will notify all stakeholders (staff, parents, etc.) through the SchoolSpeak system as early as possible the evening before a closure and no later than 6:00am on the day of a closure.
- In the rare case that SchoolSpeak is not functional, an alternate procedure for communication will be implemented and parents notified.

Make-up Days

- If more than 2 days are missed due to unscheduled school closures, these days must be made-up at the end of the school year; alternately, the principal may decide to implement changes to the daily schedule to make up the lost time.
- Families should be aware that the week after the scheduled ending of school is reserved for make-up days. Therefore, vacations should not be scheduled for this week.
- During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.
- Tuition payments continue during all closures.

Student Discipline

GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at St. Vincent Ferrer School. A student is considered at all times and places a member of St. Vincent Ferrer School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct.

St. Vincent Ferrer School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

EXPECTATIONS

Students at St. Vincent Ferrer School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are at the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privileges, or suspension.

GENERAL BEHAVIORS

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

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

FOUL LANGUAGE

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

PLAYGROUND RULES

Yard Regulations for Students

1. All students walk to their assigned play area when they have been dismissed from the cafeteria or classroom. (Each class is assigned specific areas. A copy is posted near the "sign in" sheet.)
2. No rough or unsafe games (i.e., Crack the Whip, Red Rover, Ball Tag, Chicken, Tackle Football, etc.) are allowed.
3. No student is allowed to leave the yard.
4. No student may leave the play area to retrieve a ball, etc. without permission from the yard supervisor.
5. Hard balls or bats are NOT permitted in the schoolyard at any time. Balls may not be kicked nor may they be thrown in a way that will jeopardize the safety of others. Tackle football is prohibited.
6. Take care of play equipment. Do not pull or hang onto or misuse the volleyball net, tether balls, or any other play equipment.
7. Report equipment losses or damage to the classroom teacher as soon as possible.
8. When the bell rings, stop playing IMMEDIATELY and WALK to your area to line up. During recess, students are not to play or wander in the halls or sit on the outside stairs. Sitting on the stairs blocks the entryway.

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

CELL PHONES

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

LITTERING AND GUM

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

VANDALISM/PROPERTY DAMAGE

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

RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies.

School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted.

The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to after-school detention by a member of the faculty or school administration. Detentions are served after school on the day assigned. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
 - refusal to obey school rules;
 - refusal to follow directions;
 - refusal to answer when spoken to directly;
 - giving sharp, rude answers in a disrespectful tone of voice;
 - causing interruption in classroom procedures;
 - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or

14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.

DISCIPLINARY RECORDS

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at St. Vincent Ferrer School; they are not available to students or parents.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

St. Vincent Ferrer School recognizes that many different social networks exist on the Internet (Twitter, Snapchat, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

ETHICS AND RESPONSIBILITY

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

- Any official organization of the school, such as CSAC, Parents & Friends Board etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.

- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.

- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed here are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonably prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the views of St. Vincent Ferrer School, or Parish, or the Diocese of Sacramento."

- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.

- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

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

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

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

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

DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all the peripherals; these policies also apply to the use of any personal electronic equipment which is brought to campus, either with or without permission, or used off-campus for any school-related activity or where any member of the parish or school community is in any way involved. No set of policies and procedures can provide rules to cover every possible situation or device. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, and notebooks, mobile phones and other similar devices, Apple watches or similar devices, Kindles or similar devices, the wireless network, the network, the Internet, and all the peripherals.

PERSONAL ELECTRONIC DEVICES

Students must follow all school rules regarding the possession or use of personal electronic devices (e.g., mobile phones, Apple watches, tablets, Kindles, notebooks, laptops, iPads, etc.). No student may possess or use a personal electronic device at school or on any school activity without the express permission of the principal. No student may access the school network using a personal device without the express permission of the principal. The school assumes no liability for loss of or damage to a personal electronic device. See also USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL below.

SOCIAL MEDIA USE

- Use of social networks at school is not allowed.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always St. Vincent Ferrer School students, both on and off campus, and that ALL electronic content is both public and permanent.
- St. Vincent Ferrer School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or posting of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school and the contacting of law enforcement.

USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL
(also applies to personal devices brought to school with or without permission)

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless of where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use the school's chromebooks and other electronic devices in ways that are appropriate, educational, and meet St. Vincent Ferrer School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that chromebooks and Ipads used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will keep food and beverages away from any electronic device since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of any electronic device.
- I agree to return the device, and power cords in good working condition.

- I will not remove or deface the serial number or other identification on any electronic device.
- I will be responsible for all damage or loss caused by neglect or abuse.

DISTANCE LEARNING

During periods of distance learning, all school rules and policies apply to the student who is working remotely. Students participating in class remotely may not share access to the class with anyone not enrolled in the class nor invite others who are not enrolled to attend the session with them. Students must participate in a remote video session from a location free from distractions and without inappropriate materials in the background.

CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and St. Vincent Ferrer School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from St. Vincent Ferrer School.
- Contacting law enforcement if there is reasonable suspicion that the law has been violated.

Harassment and Bullying

St. Vincent Ferrer School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary action, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;

B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;

C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;

D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.

E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the Regional Director or superintendent in cases of diocesan schools.

3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:

A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.

B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.

C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.

D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.

E. Once the facts of the case have been gathered, the principal, in consultation with the Pastor and Regional Director, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include

all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.

F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Catholic School Department of the Diocese of Sacramento. The Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

Controlled Substances

St. Vincent Ferrer School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof. The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.

Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student

is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.

- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic devices, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration. Any costs for the above will be the responsibility of the family.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER Nothing in the school’s controlled substance policy should be construed to mean that, as a result of this policy, St. Vincent Ferrer School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

Extra-Curricular Activities

DIOCESAN EVENTS

- Academic Decathlon: a team-based academic competition (grades 6-8)
- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Mental Math Bowl: a team-based mental math competition (grades 1-5)
- Speech Contest: an individual speech competition (grades 7-8)

STUDENT COUNCIL

- A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

Athletics

The Solano/Pittsburgh Athletic League

Mission Statement

The Solano Parochial Athletic League is an integral part of the educational mission of the Catholic Schools of the Diocese of Sacramento.

The SPAL is dedicated to fostering Christian Values and Human Development, encouraging a positive vision and attitude in our young men and women through exercise, example, teamwork and athletic competition while fully recognizing the dignity of each student in Christ's image. The SPAL acknowledges and upholds the vital role of all parents and volunteers in the SPAL schools.

Objectives

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

SPAL Extracurricular Participation Guidelines

I. General – Sports Activities practices will begin on a predetermined date as approved by the Principal, Athletic Director, and SPAL League Commission. The coach will determine how many practices and the times of practices that will be held each week for the athletes. The League will predetermine the season length and all athletes will be informed of all events pertinent to their activity.

A. Students are expected to participate at all games in full uniform and be well groomed. No alterations may be made to the uniforms. Matching athletic socks are required by the league.

B. Students must have on file – an Extracurricular Probation Policy Form, Emergency Medical Treatment Consent Form, Sports Pre-Participation Physical Evaluation Clearance Form, Player Code of Conduct Form, Parent Code of Conduct Form, Concussion Policy Form, Prescription Opioids Form, and Sudden Cardiac Arrest Form.

C. All forms must be signed and the sports fee will be charged through FACTS.

II. Uniforms & Fees

A. The non-refundable fee to participate in 5th-8th grade sports in the academic year is \$85 per sport.

B. The sports fee includes player insurance, official fees, premise fees, first aid products, participant medals and various equipment required each year.

C. The Sports fee will be charged through FACTS.

D. Team uniforms are provided by the school and must be returned promptly at the conclusion of that particular season. Team uniforms are only worn at

games and NOT at practices. If the uniform is damaged or lost, the parent is responsible for the replacement cost of \$85.00 (eighty-five dollars).

E. Uniforms supplied by the school should be washed after each game. Wash inside out in COLD water with mild detergent. DO NOT MACHINE DRY... HANG DRY ONLY!

F. For 8th Grade Only: Players may have the option of personalized team uniforms with the player's last name and warm-up wear at the discretion and approval of both the principal and sports athletic director. The cost of approved personalized items will be an additional cost for parents and is not included in the sports fee.

III. Supervision

A. Athletes are expected to remain at school and/or in the gym during practice and games only if there is supervision by a coach. Parents must insure there is a coach present prior to leaving their Athletes.

B. School insurance only covers the athletes in case of an accident. Our coaches are not there to supervise siblings. Siblings are NOT allowed to stay after school with the athletes.

C. Parents who drive athletes who are not their children to AWAY games must be fingerprinted and have proper insurance on file. (See Drivers Verification Form in the Student/Parent Handbook).

D. Due to Diocese policy regarding supervision of students all adults who may be alone with students must be fingerprinted and complete the Safe Haven Online Course.

IV. Permission Slip

A. Sign and return agreement of the Extracurricular Participation Guidelines Form (cover page of the SPAL Sports Participation Packet).

SPAL Extracurricular Probation Policy

An Extracurricular Probation Policy is in place to encourage the completion of daily assignments as well as suitable test scores and satisfactory conduct by the students.

To make this policy more effective, please note the following:

1. Any student whose grades fall below a "C-" in any subject or neglects to turn in 3 assignments or a Long Term assignment or whose conduct grade falls below a "C" is not eligible to participate in extracurricular activities and will be placed on probation. This includes, but is not limited to, sports, student government, choir, etc. Fees paid are non-refundable.
2. If a student receives two (2) detentions during the school year, they will automatically be placed on probation and will not be eligible to participate in sports, student government, choir, Etc.
3. The student will receive a probation letter from their homeroom teacher upon notification that two detentions have been issued or that grades and/or conduct have dropped below the required level. The probation notice is to be signed by the student, parent, homeroom teacher and principal. The form must be signed and returned on the following day. Failure to do so may result in a phone call to the parents by the homeroom teacher. The ten (10) days begins at the discretion of the principal.

4. The student on probation will not be allowed to participate in any extracurricular activities for ten (10) days at the discretion of the principal. Probation begins when the Athletic Director receives notice from the homeroom teacher/faculty of ineligibility due to grades, conduct, and/or Detention.
5. If the student was placed on academic probation due to missing assignments, all assignments must be turned in before being removed from probation even after the ten (10) days is completed.
6. If the student was placed on probation due to grades or conduct, the grade must be raised to the appropriate level before they are removed from probation even after the ten (10) days is completed.
7. The student will be allowed two (2) probationary periods during the school year for grades/conduct. If the student is placed on probation a third time, they may be ineligible to participate in any extracurricular activities for the rest of the school year. Final decision is at the discretion of the principal.

SPAL PLAYERS CODE OF CONDUCT

A. IN REPRESENTING A CATHOLIC SCHOOL, PLAYERS WILL STAND AND HONOR GOD AND EACH OTHER BY PRAYING BEFORE EVERY GAME.

B. PLAYERS SHALL SHOW RESPECT TO COACHES, OFFICIALS, FAMILIES AND TEAMMATES AND OPPOSING TEAM MEMBERS AT ALL TIMES.

C. PLAYERS SHALL COOPERATE WITH ALL REASONABLE DEMANDS FROM THEIR COACHES.

D. PLAYERS RECEIVING DISCIPLINARY PROBATION SHALL BE INELIGIBLE FOR A PERIOD OF TIME DETERMINED BY THE PRINCIPAL.

E. MISSED PRACTICES AND/OR GAMES MUST BE COMMUNICATED TO THE COACH PRIOR TO THE ABSENCE. NON-COMMUNICATED ABSENCES WILL BE UNEXCUSED. THREE (3) UNEXCUSED ABSENCES MAY RESULT IN REMOVAL FROM THE TEAM.

F. PLAYERS WILL BE EXPECTED TO ATTEND AND BE ON TIME FOR ALL GAMES AND PRACTICES.

G. AN ABSENCE FROM SCHOOL RESULTS IN A PLAYER BEING INELIGIBLE ON THAT DAY FOR EITHER PRACTICE AND/OR A GAME. EXAMPLE: IF A PLAYER IS ABSENT FROM SCHOOL ON FRIDAY AND THERE IS A GAME ON FRIDAY NIGHT, THAT PLAYER MAY NOT PLAY IN THAT GAME. IF A GAME IS SCHEDULED ON A WEEKEND AND THE PLAYER WAS NOT IN SCHOOL ON FRIDAY, THEN THE PLAYER MAY BE ALLOWED TO PLAY A SATURDAY OR SUNDAY GAME.

H. PARTICIPANTS GUILTY OF UNSPORTSMANLIKE CONDUCT OR USING OBSCENE LANGUAGE MAY BE DROPPED FROM THE TEAM.

I. REMOVAL OF A PLAYER FROM A TEAM SHALL HAVE THE APPROVAL OF THE PRINCIPAL AND ATHLETIC DIRECTOR.

J. PLAYERS SHALL BE CONSIDERED ELIGIBLE TO PLAY IN LEAGUE GAMES WHEN ALL PAPERWORK IS TURNED IN TO THE OFFICE AND THE SPORTS FEE IS PAID THROUGH FACTS.

K. PLAYERS WILL BE EXPECTED TO PUT FORTH THE EFFORT TO CONDITION THEIR BODIES AND LEARN THE BASIC SKILLS OF THE GAME.

L. SOCIAL MEDIA: THE POSTING OF ANY MEAN-SPIRITED VIDEOS OR OTHER DATA IS STRICTLY FORBIDDEN AND MAY RESULT IN A MINIMUM 2-GAME SUSPENSION FOR THE PLAYER. FURTHER VIOLATIONS WILL RESULT IN PERMANENT SUSPENSION.

M. PLAYER HAS READ AND AGREES TO ABIDE BY THE LEAGUE'S CONCUSSION POLICY.

N. PLAYER HAS READ AND UNDERSTANDS RISKS AND SIDE EFFECTS OF OPIOID USE.

O. PLAYER HAS READ AND UNDERSTANDS WHAT SUDDEN CARDIAC ARREST IS.

SPAL PARENTS CODE OF CONDUCT

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

A. IN REPRESENTING A CATHOLIC SCHOOL, PLAYERS WILL STAND AND HONOR GOD AND EACH OTHER BY PRAYING BEFORE EVERY GAME.

B. IT IS A MARK OF COURTESY AND GRATITUDE TO COACHES TO MAKE SURE PLAYERS ARE DROPPED OFF AND PICKED UP PROMPTLY FOR GAMES AND PRACTICES.

C. CHILDREN MUST REMAIN SUPERVISED INSIDE THE FACILITY. THE SUPERVISION OF NON-TEAM SIBLINGS IS THE RESPONSIBILITY OF THE PARENTS.

D. MAKE SURE THAT YOUR CHILD WANTS TO PARTICIPATE IN A SPORT. TO GET THE MOST OUT OF A SPORT, CHILDREN SHOULD PLAY TO PLEASE THEMSELVES, NOT PARENTS OR COACHES.

E. IF, OR WHEN PROBLEMS ARISE, THEY MUST BE ADDRESSED AT AN APPROPRIATE TIME AND IN A PROPER MANNER WITH THE COACH. IF NOT SATISFACTORILY SETTLED, THE PROBLEM SHOULD BE BROUGHT TO THE ATTENTION OF THE ATHLETIC DIRECTOR AND PRINCIPAL.

F. PARENTS MUST CONDUCT THEMSELVES IN A PROPER MANNER WHEN ATTENDING GAMES. NEVER YELL DEMEANING REMARKS TO OFFICIALS, COACHES, OR PLAYERS ON EITHER TEAM. THERE IS A GREAT DEAL OF DIFFERENCE BETWEEN CHEERING AND VERBAL ABUSE, DEROGATORY OR PROFANE LANGUAGE WILL RESULT IN THE REMOVAL OF PARENT/GUARDIAN FROM THE

STANDS/BALLPARK. REPEATED OFFENSES WILL RESULT IN A PERMANENT BAN FROM ALL ATHLETIC EVENTS.

G. PARENTS AGREE TO SUPPORT ALL EFFORTS TO ELIMINATE VERBAL AND PHYSICAL ABUSE FROM CHILDREN'S ACTIVITIES.

H. PARENTS AGREE TO ENCOURAGE THEIR CHILD/CHILDREN TO ALWAYS PLAY BY THE RULES.

I. PARENTS NEED TO RECOGNIZE THAT AN HONEST EFFORT IS THE PRIMARY OBJECTIVE OVER WINNING AND LOSING.

J. PARENTS WILL INFORM THE SCHOOL OFFICE ABOUT EARLY DISMISSALS THROUGH WRITING AND SENDING AND EMAIL.

K. REMEMBER THAT THE GOAL OF THE GAME IS TO HAVE THE CHILDREN LEARN THE VALUES OF SPORTSMANSHIP AND TEAMWORK.

L. SOCIAL MEDIA: THE POSTING OF ANY MEAN-SPIRITED VIDEOS OR OTHER DATA IS STRICTLY FORBIDDEN AND WILL RESULT IN A MINIMUM 2-GAME SUSPENSION FOR YOUR CHILD. FURTHER VIOLATIONS WILL RESULT IN PERMANENT SUSPENSION OF THE SPORT FOR YOUR CHILD/CHILDREN.

M. PARENT HAS READ AND AGREES TO ABIDE BY SCHOOL'S CONCUSSION POLICY.

N. PARENT HAS READ AND UNDERSTANDS RISKS AND SIDE EFFECTS OF OPIOID USE.

O. PARENT UNDERSTANDS WHAT SUDDEN CARDIAC ARREST IS.

CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices.

Athletes are expected to represent St. Vincent Ferrer School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

CONCUSSION and SUDDEN CARDIAC ARREST

Please see the sections titled "Concussion Policies" and "Sudden Cardiac Arrest Policies" following the "Health and Safety" section.

COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians.

PARENT PARTICIPATION

All parents/guardians of athletes are encouraged to sign up for work hours in the snack bar, security, or score keeping for league games/tournaments held at St. Vincent Ferrer School.

OPIOID, CONCUSSION, and SUDDEN CARDIAC ARREST FACTSHEETS ACKNOWLEDGEMENT

California state law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

Transfer, Custody, and Student Records

TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.

- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Such behavior may include, but is not limited to, that which is scandalous or contrary to the mission and philosophy of the Roman Catholic Church and the Diocese of Sacramento as well as parental interference in matters of school administration and abusive language toward principal, pastor, teacher(s), anyone in the school community, or the Diocese. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. In some instances, the school might elect not to recommend transfer, but simply expel.

TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc. . Students may not transfer to a Catholic elementary school or to a Catholic high school from another Catholic (or private school) until all outstanding balances at the previous school are paid. Catholic high schools will be notified of any outstanding balance of eighth grade applicants.

CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order

or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

RIGHTS of NON-CUSTODIAL PARENTS

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

STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

Miscellaneous Information and Policies

CLASSROOM PARTIES/BIRTHDAYS

Classroom parties planned by teachers and room parents are scheduled occasionally during the year. Other parties of "bringing treats" are not allowed without the expressed prior permission of the teacher. Birthday parties are not generally celebrated at school. **Students are not allowed to distribute invitations at school to private parties.** This leads to hurt feelings of children who feel left out. These are not feelings we want to promote at St.

Vincent's. We ask for your cooperation in teaching your children to be thoughtful of others in this regard. Treats for classroom parties and celebrations must follow the Beverage guidelines attached to the handbook .

MONEY

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

LUNCH/DRINKS

Fast food/takeout is not allowed on campus for lunch or anytime during the school day. All caffeinated drinks are not allowed on campus, which includes drinks from Starbucks. CANDY is not allowed except for classroom parties. Please pack your child's lunch daily and remember to pack a snack for snack recess

PERSONAL PROPERTY

Toys, balls, laser pens, or valuable articles, such as stereos, games, etc. are NOT to be brought to school. **Students may not carry cellular phones, smart watches or any other inappropriate electronic device on school grounds during the school day. If a parent feels it is necessary for their child to have a cell phone for after-school activities, he/she will have to bring a permission slip to their teacher signed by their parents and the student will have to check the phone in at the office or in the classroom during school hours.** The school will not be responsible for lost or missing phones. **The school is NOT responsible for personal items the students bring to school.**

WATER BOTTLES

Students are highly encouraged to bring reusable plastic or stainless steel water bottles to school. Please label with your child's name.

St. Vincent Ferrer School Beverage Standards¹

Sugary beverages are the single largest source of calories in the American diet.² Greater sugary beverage consumption is associated with weight gain, obesity^{3,4} and diabetes.⁵ The average person in the U.S. drank 45 gallons of sugary drinks in 2009—which is about nine 12-ounce cans a week.⁶ Increasing access to more healthful beverages is important for reducing sugary beverage consumption. In 2012, the Public Health Institute convened nutrition experts to review existing beverage recommendations in order to inform the development of its beverage standards.

¹ Adopted from the Public Health Institute 100% Beverage Standards for Adult Settings.

² Block G. (2004). Foods contributing to energy intake in the US: data from NHANES III and NHANES 1999-2000. *Journal of Food Composition and Analysis*, Vol 17(3-4), 439-447.

³ Vartanian LR, Schwartz MB, Brownell KD. (2007) Effects of Soft Drink Consumption on Nutrition and Health: A Systematic Review and Meta Analysis. *American Journal of Public Health*, Vol 97(4), 667-675.

⁴ Malik VS, Schulze MB, Hu FB. (2006). Intake of sugar-sweetened beverages and weight gain: a systematic review. *American Journal of Clinical Nutrition*, Vol 84, 274-288.

⁵ Malik VS et al. (2010) Sugar-Sweetened Beverages and Risk of Metabolic Syndrome and Type 2 Diabetes: a meta-analysis. *Diabetes Care*, Vol 33, 2477-2483.

⁶ Andreyeva T, Chaloupka FJ, Brownell KD. (2011). Estimating the potential of taxes on sugar-sweetened beverages to reduce consumption and generate revenue. *Preventive Medicine*, Vol 52, 413-416.

Below are the required beverage standards for St. Vincent Ferrer School to be implemented on August 13, 2018, the beginning of the 2018-2019 school year.

Access to free, safe drinking water

Require that there is access to free, safe drinking water (e.g. water filling stations and fountains provided by Solano Public Health) wherever beverages are offered and/or sold. It is recommended that safe tap water, rather than individual bottles of water, be offered first. If safe tap water is not available, then it is recommended that pitchers, jugs, reusable water bottles filled with safe water are utilized.

Beverage Standards

All beverages offered through the hot lunch program and/or sold at every school event at **St Vincent Ferrer School** will only include:

- Water with no additives, including vitamins, minerals (e.g., electrolytes), stimulants (e.g., caffeine) and sweeteners.
- Unflavored non-fat or 1% cow's milk with no added sweeteners.
- Non-dairy milk alternatives with no added sweeteners.
- Only 100% fruit or vegetable juice with no added sweeteners and "low sodium" variety (<230mg sodium per serving) in no more than 8 ounce containers.
- Unsweetened coffee and tea.
- Unsweetened sparkling/carbonated water but may contain natural flavors such as lime, berries, lemon.
- Diet beverages with zero calories and non-caloric sweeteners (e.g., zero-calorie vitamin-enhanced waters, zero-calorie sodas, zero-calorie sports drinks, zero-calorie carbonated waters).

Effective Times of the Standards

The beverage standards above are in effect 24-hours a day, year-round.

Current and Future Contracts

Future procurement and/or contracts shall include a provision stipulating that all beverages to be offered and/or sold will meet the St. Vincent Ferrer School beverage standards outlined above. Current vendors will be contacted immediately to request transition to the aforementioned beverage standards.

Implementation, Monitoring, and Enforcement

To assist in the implementation, monitoring, and enforcement of the beverage standards, **St. Vincent Ferrer School** leadership will designate an appropriate position within **St Vincent Ferrer** to disseminate information and train St. Vincent Ferrer staff on the beverage standards to ensure compliance.

The designated position shall monitor compliance and address noncompliance, which may be discovered through inspections or other reports. Any vendor who **St Vincent Ferrer School** finds has failed to comply with the beverage standards shall be subject to a penalty to be assessed as follows:

- The first violation shall result in a fine paid by the vending machine operator of no less than \$100;

- Subsequent violations shall result in a fine paid by the vending machine operator of no less than \$500; and
- “Habitual violations,” which means five or more violations within a six-month period, shall result in a six-month prohibition on the sale of beverages by the vending machine operator within **St Vincent Ferrer School** and a fine of no less than \$1,000.

The person responsible for ensuring implementation, monitoring, and enforcement, will report to **St Vincent Ferrer School** leadership on the status of implementation every other year beginning in **2018**. The report shall include: (1) An assessment of beverage compliance; (2) successes, challenges and barriers experienced in implementation; (3) recommendations for improvement of compliance; and (4) recommendations for revising and updating the beverage standards to reflect advancement in nutrition science, dietary data, and new product availability.

Updated January 2018

APPENDIX A

COVID-19 PROTOCOL

COVID-19 PROTOCOL

St. Vincent Ferrer School follows a protocol for opening and operating schools during the COVID-19 pandemic which is approved by the local department of public health in the county where the school is located. This is a living and changing document based on public health conditions at any given time and on the directives of the public health office; consequently, it may be amended at any time.

1. The most current and approved COVID-19 Protocol for St. Vincent Ferrer School is available to the school community in SchoolSpeak and/or on the school website.
2. Prior to the start of school (or at time of enrollment), parents/guardians must sign an acknowledgment form which

indicates that they have received and understood the protocol and agree to abide by those sections which are their responsibility.

2021-2022 Parent/Student Handbook Agreement

(Please detach, sign, and return by the first day of school)

When a family signs the statement By signing below, it is understood by the parents/guardians and student(s) certify that they have received, reviewed and read the current version of the school's Parent/Student Handbook on file and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions made to the handbook policies during their time of enrollment. The undersigned parents/guardians and students understand and agree that St Vincent Ferrer School has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The undersigned parents/guardians and students further agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with St. Vincent Ferrer School and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in St. Vincent Ferrer School, the undersigned parents/guardians grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for promotional or marketing purposes (including, but not limited to, slide/video presentations, publications, advertising, brochures, or posting on social media or website(s), and other non-commercial and school-related purposes , or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, the parents/guardians and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents/guardians and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please *print* Family Last Name: _____

Parent/Guardian Signature _____ **Date**

Parent/Guardian Signature _____ **Date**

Student Signature(s) (when age-appropriate):

Date

Date

Date

Volunteer Agreement Form

Diocese of Sacramento — Human Resources Services

Volunteer name (please print): _____

Parish / School location name: _____

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.

2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School), nor will I be covered under the Parish's/School's workers' compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: _____

Volunteer signature

Date: _____

Volunteer signature

Date: _____

Authorized Parish/School Representative

Volunteer Agreement Form Rev. 10/2012

Acceptable Use Pledge Covering Electronic Devices

- I will use the schools Chromebooks and Ipads and their electronic devices in ways that are appropriate, educational, and meet St. Vincent Ferrer School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that any chromebook or iPad that is used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of school rules and/or provisions of this Handbook.
- I will take proper care of the chromebooks and iPads..

- I will never leave a chromebook or iPad unattended, and I will know where it is at all times.
- I will keep food and beverages away from any chromebook or iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of any electronic device
- I will not place decorations (such as stickers, markers, etc.) on the chromebook or iPad or do anything to permanently alter it in any way.
- I will not remove or deface the serial number or other identification on any electronic device
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return any electronic device in good working condition.

Signature of Student Date

Signature of Student Date

Signature of Student Date

2021-2022 COVID-19 School Protocol Acknowledgment

By signing below, I acknowledge that I have read and understand the current COVID-19 School Protocol which sets forth the procedures undertaken by the school to mitigate the spread of infection during the COVID-19 pandemic.

I acknowledge that, despite the best efforts of students, parents, and faculty, a risk of infection at school is a possibility.

I agree to follow all procedures which are family responsibilities. These include the following:

- Conduct a daily health check of all family members (temperature below 100.4°F, presence of COVID-19 symptoms, etc.) before coming to campus
- Keep student home if there is a fever or illness of any kind and report this to the school

- Report any contact a student has had with a person who has tested positive for COVID-19 or who is demonstrating COVID-19 symptoms
- Wear a mask and maintain social distancing on campus or at school/parish events
- Provide students with appropriate supplies including masks
- Pick up in a timely manner a student who becomes ill

I understand that the school administration may need to amend the Protocol as needed or required by authorities and that notification of such amendments will be made to parents and guardians in a timely manner.

I have read and understand the information contained in the COVID-19 Protocol:

Please *print* Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

