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## Introduction

St. Vincent de Paul Academy, a private Catholic school for grades K through 12 and a 501 (c) (3) non-profit organization, operates under the guidelines of the United States District of the Society of St. Pius X. This handbook is provided as a reference to school parents and students regarding school policy. St. Vincent de Paul Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration and hiring of personnel, admissions, or any other school administered programs.

## Mission and Philosophy

St. Vincent de Paul Academy provides children with a thorough Catholic education founded upon traditional principles. The school strives ultimately to form good Catholic citizens, men and women willing and able to work for the restoration of all things in Christ, freely submitting to the reign of Our Lord in the spiritual, moral, intellectual and physical realms.

The Catholic school labors to cultivate a soil in which the Faith and the love of God might grow. The teachers at St. Vincent de Paul Academy serve this end by helping form in the child lasting qualities of the mind and heart through exposure to the true, the good and the beautiful across the entire curriculum. In the study of literature and the humanities, they reveal to the child the nobility of the human soul, which is ever thirsting for the absolute, and all their effort as teachers is to awaken this same thirst in the child's own soul. Throughout the various disciplines, they draw the child to rectify and strengthen his natural faculties in harmony with his created good so that he might have the desire and the strength to embrace, freely and with confidence, the supreme Good, God Himself.

Learning is a profoundly human process, one best accomplished through patient, qualitative drawing out, rather than a mechanistic, quantitative filling up. Although the school will strive continuously to provide teachers and students with the best possible tools and resources in terms of texts and an integrated curriculum, it will be the obvious love which the teacher has for the subject matter, his mastery of it, and his talent in communicating that knowledge and love, which will spark a fire in the children, fostering in them a lifelong love of learning.

## Admissions

*The admission application is available on-line at the St. Vincent's website at [www.stvincentkc.org](http://www.stvincentkc.org) under the Academy tab. Kindergarten applicants must be 5 years old by June 1 of the summer preceding enrollment.*

School personnel will review academic, testing and behavioral records from previous schools, and will administer entrance exams, if necessary, to prospective students before initial grade placement.

Parents must notify the school of any learning, emotional or behavioral handicaps prior to admission. The Academy reserves the right to deny admission due to limited special education facilities and resources. Religion is integral to the education offered at St. Vincent de Paul Academy. All students must submit to the entire curriculum as offered; they must attend all religion classes, conform to all school policies and participate in all scheduled activities.

As a matter of policy, new students automatically remain on academic probation for at least a semester.

### ***New Students***

The school considers any child not enrolled in the school during the previous semester as a new student for enrollment purposes. All new students will be placed in the grade for which they are aged appropriate. If the student's grade needs to be adjusted, after a certain period of assessment of the teacher, the administration, the teacher and the parents will meet and the necessary action will be taken. The following are required for new student enrollment:

- A letter of recommendation from student's pastor or from the most current classroom teacher
- Academic placement test
- All academic, standardized tests, and behavioral records
- Completed registration forms
- Registration and book fees paid, along with the first month's tuition
- Official birth certificate (copy)
- Baptismal and sacramental certificates (copies)
- Official custodial documents, when applicable (notarized copies)
- Updated/completed immunization record or signed conscientious objection card, as mandated by state law
- Meeting with the principal

### ***Returning students***

The following are required for returning student enrollment:

- Demonstration of adequate academic and disciplinary performance to warrant continuation
- All registration forms completed online by the deadline
- Current in fee and tuition payments
- Registration and book fees paid, along with the first month's tuition

- Updated/completed immunization record or signed conscientious objection card, as mandated by state law
- Custodial/legal documents provided and up-to-date (as applicable) (notarized copies)
- Meeting with the principal (as applicable)

## Collaboration between the Family And the Academy

In the effort to provide a true Catholic formation, St. Vincent de Paul Academy needs the cooperation of the parents of its students. The Academy strives to implement the laws of God and the discipline of the Church, imperative for the students' sanctification, as well as for their proper intellectual development. Without parental reinforcement - initially entrusting the school with educable children, and supporting school policy and procedures throughout the educational process - the school can accomplish little of lasting impact. With this in mind, the school urges parents to observe the following:

### ***Communication***

Parents must provide any information (concerning health, behavioral idiosyncrasies or difficulties, spiritual and intellectual strengths or weaknesses, physical deficiencies, etc.) that could be helpful or necessary in the proper formation of the child in an open and timely manner. Withholding necessary information not only impedes the efforts of teachers and administrators but indicates a potentially damaging mistrust. In order to maintain the vital cooperation between family and school in the work of education, all communication (written, email or verbal) between parents and school personnel is expected to be conducted in a civil manner. Use

of threatening or intimidating language constitutes a direct attack on this unity among educators and so is grounds for immediate student dismissal, or, in less severe cases, may be used as a factor in determining family eligibility for re-enrollment.

### ***Moral Formation***

The primary role parents fulfill as educators of their children most specifically relates to the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and the Faith. It is imperative, therefore, that parents provide a balanced and joyful home life, in which the child may receive his first experience of the nourishing authority and protective affection of his heavenly Father. The home environment should foster a respectful and affectionate docility in the child, based on his confidence in the love and wisdom of his parents. This docility is absolutely vital for his education and for his healthy development as a human being and a child of God.

### ***Regulation of Electronic Media***

Television, electronic games, and recreational use of the internet not only impede the intellectual and spiritual progress of the student, but are also severe moral risks. Mental passivity and artificiality closes the mind to the goal of education, which is to engage the child with reality. Parents are urged to minimize exposure to these media in the home to the greatest extent possible. Movies should be thoroughly screened for content and spirit, and should be forbidden on school nights. Academy students should not have access to channel television as it is detrimental to education and morals and allows no parental foresight or real supervision. The Academy forbids the creation, hosting, or maintenance of personal websites and participation in on-line social-networking among her students. Further, all infractions listed in the Handbook apply to both physical and electronic/cyber

environments; students will incur the same punishment for lying online, for example, as in the classroom.

### ***Spiritual Formation***

As part of their regular schedule, students will assist at the Holy Sacrifice of the Mass at 10:55 a.m. Monday and Thursday mornings, unless otherwise posted. Families are encouraged to attend the daily 7:15 a.m. Mass when possible. In addition to assisting at Mass, students will recite daily prayers before and after school and at meal times. Students will also observe seasonal devotions throughout the Liturgical Year.

Students will have the opportunity to go to confession during Monday and Thursday morning Masses. All students must have their own Missals and rosaries. Girls must also have their own **white** chapel veil.

### ***Conflict Resolution***

Antagonism frequently arises as the result of poor communication and misinformation. Parents are asked to exercise discretion and follow school procedure if a child expresses school related dissatisfaction or problems; both the school and the parents must avoid; on the one hand, assuming ill will, or on the other, denying the possibility that it could exist. In the case of student conflict with a teacher, parents need to withhold assessment of the situation until they have first contacted the teacher involved. Only after this initial contact, and if the conflict remains unresolved, should parents contact the assistant principal. Direct recourse to the principal is justified when an issue relates directly to overall school policy, or to some matter difficult to present discreetly to the teacher or to the assistant principal. In any case, parents are advised to discuss with school officials matters of concern to ensure proper understanding. Doing so helps to avoid potentially harmful judgments based upon second-hand information. A spirit of disunity and mistrust among

educators is deadly to the formation and healthy development of the child.

### ***Discretion***

As a matter of charity and unity, parents are asked to avoid discussion of any faults, difficulties or problems - actual or perceived - with the Academy or its staff, with or in the presence of students. Beyond being an objective source of scandal, this spirit of criticism severely undermines the operation of the school and destroys in the children their confidence in any authority.

### ***Homework Supervision***

Parents are expected to supervise homework to ensure completion and accuracy. This daily investment of the parents' time is the strongest proof they can give to the child of their respect for what he is learning and their desire for his good. (*See page 14 for homework expectations by grade level.*)

### ***Paternal Participation***

As an extension of God's authority and Catholic hierarchy, and as heads of families, fathers must take an active interest in the education of their children in matters of subjects and curriculum, school activities, and especially in their children's progress. As St. Thomas Aquinas teaches, "It is obvious that the upbringing of a human child requires not only the mother's care for his nourishment, but much more the care of his father as guide and guardian, and under whom he progresses in goods both internal and external ... On the father devolves the upbringing of the child." (IIa IIae q. 154, a. 2, c.) As their primary intellectual and moral guide, the father needs to realize that his children will be the reflection of his own thought and attitudes. May these reflect the truth and charity of God.

### ***Financial Obligation***

Parents must fulfill, to the best of their ability, all points of the tuition contract, including the support of official fundraisers. This is a question of justice towards teachers, students and other Academy parents alike.

## Academic Schedule

The school day for all grades consists of classroom instruction, lunch and recess. The school doors are open from 7:30 a.m. to 3:45 p.m. School is in session from 8:00 a.m. to 3:25 p.m. Monday through Friday. Kindergarten is in session Tuesday, Wednesday and Thursday.

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### Daily Timetable

7:30	Doors open; students may arrive at or after this time.
8:00	Timely Arrival
8:05	Line-up
8:10 - 9:00	1st Period
9:05 - 9:55	2nd Period
10:00 - 10:50	3rd Period
10:55 - 11:45	4th Period
11:45 - 12:10	Lunch
12:10 - 12:35	Recess
12:40 - 1:30	5th Period
1:35 - 2:25	6th Period
2:30 - 3:20	7th Period
3:25	Lineup/Dismissal

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### ***School Hours of Operation***

School is considered in session from 8:00 a.m. until 3:25 p.m. Monday through Friday.

### ***Student Drivers***

High School students who are licensed drivers may drive themselves, their immediate family members, and carpool students to school, if written permission to do so is provided to the Academy by the parents. Students are not allowed to drive anyone outside of their immediate family to or from any school-related activities. Student drivers must give the keys to their cars to the secretary each morning.

### ***Arrival***

On-time arrival at school is a matter of justice toward teachers and students. Students must arrive at school no later than 8:00 a.m. Monday through Friday. Students arriving after this time will be marked “tardy” for the day. Parents must call the office to advise of late-arriving students, or they may send a note with the student which must be presented to the Academy secretary. Three tardies will trigger a 30 minute after school detention.

Students may not arrive before 7:30 a.m., and they will not be allowed into the school prior to this time. The Academy is not responsible for students who arrive before 7:30 a.m.

Parents must **drop off their children at the sidewalk and watch them enter the building. Students must not cross the street alone, so parents who park in the parking lot should escort their children across the street.** Students who arrive after 7:30 a.m., but prior to 8:00 a.m., will be supervised in the cafeteria.

### ***Departure***

School dismissal is at 3:25 p.m. Monday through Friday. Parents must pick up students promptly, and in no event after 3:45 p.m. Teachers will make every effort to ensure that children are ready for pick-up at dismissal.

In the event of an emergency requiring alternative transportation arrangements, parents must notify the school office of the change in arrangements.

Once a parent has arrived for pick-up, the student is considered under the parent's care and supervision. Students may not be left unsupervised in the school building or on school premises.

Students will be dismissed from the Academy as a group after the completion of the hymn. The teachers on dismissal duty will escort the students to the parking lot via the crosswalk. Once in the parking lot, K- 6 students are expected to wait in the designated area for their parents/or carpool driver to escort them to their cars. Seventh – 12 students must go directly to their parent's car/carpool driver's car, and are to refrain from playing on the playground. Students will be supervised in the designated area while waiting for their parents to pick them up. When it is clear that all timely-arriving parents have picked up their children, teachers on dismissal duty will return to the Academy building with those students whose parents have not yet arrived. Students will be supervised by Academy personnel in a silent study hall. Late-arriving parents must ring the bell at the school door to collect their children. Once their parents have arrived, the students are considered under parental care and supervision.

### ***Early Departure***

Parents must inform the school office in advance of any instance when a student needs to leave the school premises before the usual dismissal time. This written notice must indicate the reason for dismissal (doctor or dentist appointment, etc). Whenever possible, parents should schedule appointments outside of school hours. Parents who need to pick up students during the school day must go to the school office to pick them up.

The school requires advance written notice if someone other than the parent will pick up a student for an appointment.

### ***Early Dismissals***

On occasion, school may be dismissed early for special evening events or for other reasons. The school will notify parents in advance of these early dismissals. It is **unacceptable** to keep children home from school because of the abbreviated school day.

### ***Carpools***

All parents participating in a carpool arrangement are responsible for the students in the carpool. Additionally, if one student is dismissed late from school, the parents/drivers in the carpool must ensure that the other students are picked up in a timely fashion and are properly supervised by the designated parent/driver. Parents must advise the school in writing of all those authorized to transport their children, and the school must be advised of any subsequent changes in those arrangements.

## Attendance Policy

**Healthy students are expected to attend school every day, and all students are encouraged to strive for good attendance.**

Students who have 15 absences in an academic year *may be retained in the same grade*, or denied a diploma, or lose credit for a high school class due to excessive absenteeism. The principal will make the final decision in these cases. A student with excessive absences will not be permitted to participate in extracurricular activities.

This includes all absences, excused and unexcused. Exceptions may be made for extensive medical emergencies only, with a written explanation signed by a physician. The principal will make the final determination on a case-by-case basis.

### ***Absences***

In the case of unforeseen parents need school office

***Attendance Reminder:***

Three tardies will trigger a 30 minute after school detention.

and provide an explanation. In the case of an extended absence, parents must make arrangements for schoolwork. Absence due to sickness exceeding 2 consecutive academic days requires an explanatory note from a physician. For those students with frequent absences, an explanatory note from a physician may be required for all absences. Student absences for which parents provide no explanation will be considered unexcused. If a student has a doctor/dental/orthodontics appointment, please request that the doctor/dental/orthodontics' office provide you with a note indicating that the student had appointment. The student must submit the note to the secretary. Unexcused absences may result in

an absence, to notify the by 9:00 a.m.

disciplinary action. Assignments missed on account of unexcused absences will be penalized at the teacher's discretion.

Absences will be calculated based on the number of hours a student is present at school:

Present 2 hours or less = Full day absence

Present 2 hours, but less than 4 hours = 1/2 day absence

Present 4 or more hours = Full day present

Students absent for more than half a day may not participate in any extracurricular activities scheduled on that day. A student who is taken out of school before the end of the academic year and who has not completed class work and final exams prior to departure is subject to a final report card grade of INCOMPLETE. In the case of a foreseen absence, parents must provide the school with advance written notification. Planned absences of more than one day (for special occasions such as out-of-town weddings or funerals, etc.) require the further permission of the principal.

Whenever possible, parents should avoid making personal plans that will result in missed class time. In order to avoid disrupting the schedule of the class or of the school, retarding the child's academic progress, and sending conflicting messages to the children regarding the importance of academics and duty of state, families must plan vacations around the school schedule. Absences for vacation taken during the academic term will be considered unexcused, and students may receive zero credit for all missed class work, assignments and exams.

### ***Calendar***

The school distributes a yearly academic calendar, and will notify parents of any changes should they occur. The calendar is also available online. Please contact the school office for the link. It is

the parent's responsibility to be aware of important school dates and functions. Working parents should take special note of the school's days off, early dismissals, conference dates, etc., and should make every effort to arrange their work schedules accordingly. Participation in functions noted on the school calendar is mandatory unless explicitly indicated otherwise.

## Meal Policy

Parents should closely supervise all school meal preparation by their children. Students - especially younger children - need sufficient healthful nourishment in order to function properly in school. Hungry children will lack energy and concentration, and those given excessive sugar frequently exhibit hyperactivity and irritability.

**Note:**

Cafeteria supplies (i.e. bowls, cups, plates, plastic spoons, knives and forks) will not be provided by the school. Parents need to send these items to school with their children. Students may not use the staff refrigerator or microwave.

**Lunch:** All students should bring their lunch each day in a container marked with the family name. As Academy students are expected to display good table manners, we ask you to review proper table manners with your children.

**Forgotten Lunch:** Students who forget their lunch will be given a peanut butter sandwich.

## Health Policy

### ***Communicable Diseases***

A student suffering from a contagious illness, a bad cold or a continuous cough will not be admitted to school. Students should not be sent to school if they are running a temperature. If students present to the office with a temperature, parents will be called to pick them up. Parents must report all instances of communicable diseases to the school office. Communicable diseases include, but are not limited to: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ringworm, roseola, strep throat, German measles, mononucleosis, and scarlet fever. Parents unsure of the communicability of an illness should consult a medical professional and call the school office before sending a child to school.

### ***Food Allergies***

Parents must notify the school of any and all food allergies, as well as their specific nature and severity and whether the student has been prescribed an EpiPen. It is the parent's responsibility to provide the school with an EpiPen to keep on file for their child.

### ***Illness and Injury***

The school will notify parents immediately in the case of a serious, non-emergency illness or injury that occurs at school. In such cases, children will be sent home only in the care of a parent or a person designated by the parent. In emergency situations, the school will contact both emergency medical services and parents (or parental designee).

### ***Immunizations***

State law requires children enrolled in a Missouri school to be immunized against certain diseases, allowing for certain exceptions, including conscientious objection. Parents must submit a pupil immunization record upon enrollment and provide updates as required.

### ***Medications***

The school may not dispense medication without professionally indicated direction. Students may not self-medicate, with the exception of insulin pumps, epinephrine (EpiPen), and asthma inhalers. The following forms, available from the online enrollment packet, must be completed, signed and dated in every applicable case:

1. Request for Prescription Medication to be Administered During School Attendance
2. Request for Non-Prescription Medication to be Administered During School Attendance
3. Permission for Self-Administration of Medication for Anaphylactic Reactions or Asthma
4. Asthma Action Plan
5. Food Allergy Action Plan

Parents should administer medication at home whenever possible, and should ask their doctor or pharmacist to develop an at-home dosing schedule to avoid the need for medication administration at school. Students may only bring prescriptions and other medications to school in original containers, appropriately labeled by a pharmacy or physician. Prescribed medications must be given to the school secretary for administration only. Dosing directions should be clearly marked on each container.

*School personnel will not administer first-time medications.*

## Grade School Curriculum

The curriculum for Kindergarten through eighth grade includes the following subjects: Religion, Language Arts (Phonics, English Grammar, Dictation, Literature, Composition), Latin, History, Geography, Mathematics, Nature Study and Science, Art, Music, Sewing and Physical Education. These will be taught at the appropriate developmental level for each grade.

Fine arts - music (sacred and secular), poetry, art and drama - are an important part of the curriculum. The school encourages performing skits, copying and drawing pictures, dramatizing poetry and singing, along with creative projects and presentations, in all subjects.

### ***Religious Instruction***

Formal religion instruction holds the place of honor in the curriculum. Classes include an ordered presentation of the Catholic Faith through the study of Christian doctrine, the life of Our Lord, the Mass, the liturgical year, bible history, and the lives of the saints. The child is taught to memorize his catechism, and at the same time

to see behind these truths the face of Our Lord, calling him to a life of holiness in union with Him. Thus the students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

### ***Literature and Language Arts***

SSPX schools place great emphasis on a literature-based language arts program. Good literature is essential to the proper and healthy development of both the intellectual and the spiritual life. As Our Lord knew when He chose to teach through parables, stories naturally engage the intellect, inspiring wonder and understanding. Literature presents accurate depictions of reality, including the best and the worst of human nature, allowing students to experience - vicariously yet profoundly - circumstances and scenarios that will inspire them to embrace the good and reject the bad. Through the teaching and discussion of good literature, as well as its profound integration through composition exercises, students gain an openness to the noble realities of the soul, and thus are made docile to the call of Grace, which draws them toward the noblest of all realities. Dictation and poetry are a preparation and extension of the study of literature, inspiring the intelligence and nourishing the memory with beauty. The study of grammar is the handmaid of literature, enabling the child to penetrate the essential of the written word and to express himself with clarity and elegance.

### ***Other Subjects***

The other classroom subjects likewise harness the curiosity and strengthen the nature of the young learner. Latin opens to the child the world of Rome, giving him a sense of that ancient civilization which is his heritage; math teaches accuracy, order, and logic; science teaches children about the beauty of God's plan in the natural world; history reinforces the study of human nature and the world by bringing to life real heroes and important events;

geography teaches students about the world and helps to develop a truly Catholic perspective.

## High School Curriculum

At the basis of the education offered at St. Vincent de Paul Academy is the idea that human reason can discover and understand an order outside itself, the order created by God. Students receive a thorough and integrated view of this reality through the organic unity of all subjects. They learn to think in an orderly fashion, and to speak and write as clearly as they think, and ultimately, to judge with wisdom and prudence.

At St. Vincent de Paul Academy, students learn from the saints, ancients and secular masters through literature, history, philosophy, math, science and religion. By opening to them the treasury of human knowledge, teachers strive to inspire students with an ardent love of truth and an increasingly clear vision of their final end. By teaching them to think not only critically but classically, and to integrate that truth into their own actions, education prepares students both to face the concrete conditions in the world, and to embrace supernatural as well as natural happiness.

High school students are expected to complete the standard curriculum. All students will be assessed in accordance with the grading scale noted, and will be eligible for the honor roll based upon their achievement level. However, only those students who complete the standard curriculum will be considered for overall academic distinction (*e.g. Valedictorian and Salutatorian*).

### ***High School Credits & Policies***

Students graduating from St. Vincent de Paul Academy's high school program must have a minimum of 26 credits. The Academy honors high school credits issued by registered schools as reflected on their official transcripts. The Academy also honors high school credits issued by official homeschool institutions as reflected on their official transcripts. The Academy neither accepts nor validates independent private work. From the date of acceptance of a new student, the only credits accepted are those earned at St. Vincent de Paul Academy. However, the principal may make exceptions in particular cases. The core high school curriculum is as follows:

#### **FRESHMEN**

Religion

English: Literature, Grammar & Composition

History: Ancient or Medieval (*rotation*)

Art History or Music Appreciation (*rotation*)

Math: Algebra I

Science: Physical Science or Biology (*rotation*)

Latin

Drama

Physical Education

#### **SOPHOMORE**

Religion

English: Literature & Composition

History: Ancient or Medieval (*rotation*)

Art History or Music Appreciation (*rotation*)

Math: Geometry

Science: Physical Science or Biology (*rotation*)

Latin

Drama

Physical Education

## **JUNIOR**

Religion

Formal Logic/Material Logic

English: Literature & Advanced Composition

History: Early Modern History

*or* Modern History and US History (*rotation*)

Math: Algebra II

Science: Chemistry or Physics (*rotation*)

Humanities course

Drama

Physical Education

## **SENIOR**

Religion

Philosophy/Rhetoric

English: Literature & Advanced Composition

History: Early Modern History

*or* Modern History and US History (*rotation*)

Math: Advanced Math

Science: Chemistry or Physics (*rotation*)

Humanities course Drama

Physical Education

## ***Graduation***

Graduation eligibility ultimately will be decided by the Principal, based on academic performance, effort, conduct and acknowledgement of the parent's financial obligation to the school.

## ***Commencement Honors***

The Principal determines the Valedictorian and Salutatorian based upon academic performance and conduct.

## Grading and Academic Discipline Grading Scale

Equivalentents		
Letter	Grade Point	Percentage
A+	4.0	97-100
A	4.0	94-96
A-	3.67	90-93
B+	3.33	87-89
B	3.0	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.0	73-76
C-	1.67	70-72
D	1.0	65-69
F	0.0	0-64
I	Incomplete	F, after two weeks

### *Calculating Grades in Grade School*

The quarter grades are based on a weighted average of homework, quizzes and tests administered during that period. The final grade is calculated by averaging the quarterly grades.

### *Calculating Grades in High School*

The quarter grades are typically based on a weighted average of homework (25%), quizzes (25%) and tests (50%) administered during that period.

There is a final examination at the end of each semester for the core high school courses. First semester grades are calculated by averaging grades from the 1<sup>st</sup> quarter, 2<sup>nd</sup> quarter and the first semester exam. Second semester grades are calculated by averaging grades from the 3<sup>rd</sup> quarter, 4<sup>th</sup> quarter and the second semester exam. An annual grade is not given.

### ***Academic Discipline/Probation***

- Report cards are issued at the end of each quarter. They will be sent home via the student and emailed to parents email address.
- Grades are awarded to students according to the percentage scale. A score of 65% or above constitutes a passing grade.
- In order to be advanced to the next grade, students must maintain at least a composite weighted average of 65% in all subjects.
- Students in 5<sup>th</sup> grade or higher who fail one or more courses in one academic year will be required to remediate the coursework missed according to the parameters set by the Academy. Failure to successfully remediate according to school guidelines will necessitate a review and possible testing before the student can be promoted.
- Any student receiving a “D” or an “F” in three or more classes will be placed on academic probation for the following two quarters. Should no progress be made during that time, the parents will meet with the principal to determine a proper course of action, which may include expulsion.
- Failure of any class in the quarter immediately following probation will result in another probationary

semester or expulsion, at the discretion of the principal.

- Students must understand that extensive paraphrasing, excessive quotation, and unattributed sources constitute plagiarism, the theft of another's work. Teachers will provide thorough critiques of papers and drafts, taking special care to elucidate the nature of legitimate research. Teachers will alert the principal of suspected plagiarism. In confirmed cases, the principal, in cooperation with the teacher, will determine appropriate sanctions and consequences.
- All academic discipline and ultimate consequences remain at the sole discretion of the principal.

### ***Progress Reports***

Progress reports for all students are sent home at the midpoint of the each quarter. Parents are encouraged to communicate with teachers regarding their child's performance should there be a concern.

### ***Parent-Teacher Conferences***

Parents are encouraged to attend all parent-teacher conferences to discuss grades, general academic performance, character and moral development with teachers.

## Honor Roll

The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work and character. Conduct is a factor in determining eligibility for the Honor Roll. Students who have been suspended for any reason or

receive a conduct grade of a C- or below, will be ineligible for the Honor Roll.

From the **5<sup>th</sup> grade** on, students are eligible for the Honor Roll as follows:

**Summa cum Laude**

Final overall weighted average of 97% (A+) or above, with no final grade in any subject below a 90% (A-)

**Magna cum Laude**

Final overall weighted average of 94% (A) or above, with no final grade in any subject below an 87% (B+)

**Cum Laude**

Final overall weighted average of 90% (A-) or above, with no final grade in any subject below an 83% (B)

## Homework Policy

***Homework, General***

Teachers assign homework to reinforce knowledge, instill a sense of responsibility, encourage time management, and develop independent study habits. This daily effort on the part of the student is essential to the formation of profound, lasting qualities of heart and mind. Students must turn in assignments on time and make up homework assignments missed due to absence.

Parents are asked to refrain from doing their children's school work for them. As a fundamentally dishonest circumvention of student duties, this undermines both the teaching and the learning processes, and it seriously impedes the development of good study

habits. Parents should, however, supervise homework, offer any needed assistance, and see that their children have sufficient time and a suitable place in which to complete assignments.

### ***Homework Time Guidelines***

Reasonable expectations of daily homework requirements:

- Kindergarten: 15 minutes; also reading at night
- 1<sup>st</sup> and 2<sup>nd</sup> grades: 30 minutes; also reading at night
- 3<sup>rd</sup> and 4<sup>th</sup> grades: 1 hour
- 5<sup>th</sup> through 8<sup>th</sup> grades: 1½ hours
- 9<sup>th</sup> through 12<sup>th</sup> grades: 2 hours

These are general guidelines. Actual requirements will depend on the child's ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework, but should set appropriate limits and require accountability for unfinished work. Teachers will strive to respect the above schedule, and the school in no way obliges or encourages giving unnecessary homework, merely busy-work, for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights.

### ***Homework and Class Work Expectations***

St. Vincent de Paul Academy and its teachers expect students to work to the best of their abilities, and parents should encourage students to take the time and care necessary to complete assignments well. Incomplete or poorly completed assignments may need to be redone. Students should take time to avoid misspellings and numerous cross-outs, and should keep homework papers in a protective folder or permanent notebook as applicable. Teachers will not accept soiled or damaged papers. Teachers will

publish specifications for homework, to include acceptable formats, paper, notebooks, pens and pencils.

Homework must be done on notebook paper or handwriting paper as required by the teacher. Students in grade 5 and above are required to use a blue or black ink pen for assignments that will be turned in for a grade. A pencil should be used for math assignments.

### ***Late Work***

Students must complete assignments by the morning of the day they are due. Teachers will penalize late assignments.

### ***Homework Requests When Students Are Absent***

It is the responsibility of the student to obtain missed assignments from his teacher. If your child is absent and you wish to obtain assignments for him, please contact a fellow student or teacher for the assignments needed. Teachers will outline their policy at the beginning of the year for accepting make-up work.

**Note:** Long-term projects and other assignments that were given prior to a student absence are due on the original date announced and are to be delivered to the school on that date by the class period. Students do not have extra time to complete such assignments without a reduction in grade. Likewise, if a test was announced prior to an absence, the student will be expected to take the test the day he returns to school as this material was already covered in class and student mastery of the material is already expected.

### ***Homework***

In the lower grades, students will be given a worksheet on which their assignments will be written daily. This is meant to help students organize and prioritize their homework and special

assignments. Students in grades 7 through 12 should use a student planner to record their assignments.

Parents are expected to check their children's homework each evening. Parents should review their children's work to ensure that work assigned has been completed and completed well.

High school students will need to provide their own daily planner in which assignments will be written daily.

### ***Summer Homework***

Teachers may assign summer reading, craft or nature projects or directed projects during the summer vacation time.

### ***Standardized Tests/Academic Competitions***

Students may be required to participate in various tests/competitions which include, but **are not limited** to the following:

- **National Spelling Bee:** Lower school students are tested so the Academy can nominate a school champion to participate in the County and National competitions.
- **National SSPX Religion Exam:** All students in grades 8 & 12 will be required to take this test in the spring of the current school year.
- **ACL/JCL National Latin Exam:** At the principal's discretion, some students enrolled in Latin courses at the Academy will be selected to sit for the annual National Latin Exam.
- **PSAT/NMSQT, ACT, SAT Exams:** Students are encouraged to both prepare and sit for these exams. The College Board School Code assigned to St. Vincent de Paul Academy is **261681**.

## Uniform Policy

A school uniform acts as a visible sign of the unity of a student body striving to achieve a common goal. Bearing this in mind, the specifics of regulations follow simply. Regardless of particulars, the standard remains *uniformity*, not individuality or fashion. While the school strives to develop strong individuals, the well-formed student will possess a true depth of character and a personality strong from within that is not defined from without. A uniform facilitates all of this by minimizing the possibility of disordered, vain or immodest self-expression that seeks primarily to draw attention to self. Beyond this, uniform dress reinforces a sense of solidarity and belonging, and eliminates the significant social pressures associated with style consciousness and competition. Far from a means of suppressing individual expression, willingness to submit to the uniform policy indicates humility and maturity.

This handbook establishes the basic “letter of the law,” but students, aided by their parents, should discern and submit more importantly to the spirit of the uniform policy. Rather than defining each allowable or disallowable clothing item, the school relies on parents, students and faculty to understand the purpose of uniforms and to recognize clothing items that match not only uniform materials, but synchronize with the intention of the regulations. Parents with questions or concerns should feel free to contact the school for clarification.

### ***Hygiene and Appearance***

For their own health and the consideration of others, students must bathe properly and regularly. Students must appear at school in clean, pressed, and complete uniforms. Damaged or excessively worn uniform items are unacceptable. Students must remain in full uniform while on the school property, even after school.

### ***Make-up***

Make-up and cosmetics are forbidden. Fingernail polish - colored or clear - is forbidden.

### ***Jewelry***

Jewelry is forbidden, with the exception of a fine-gauge necklace with a single religious medal. Girls with pierced ears may wear a single stud earring in each lobe of the ear (no hoops are allowed). A simple religious ring may be allowed on a case-by-case basis. Boys may not wear earrings.

### ***Hair***

Fad hairstyles in boys and girls are forbidden. Boys must be clean-shaven, well-groomed, with hair cut traditionally, off the collar and ears. Girls must wear their hair pulled back out of their faces, bangs must not hang past the eyebrows. They may wear a ponytail, braid, a neatly-pinned bun at the center back of their head or at the nape of the neck. Hair that is too short to be pulled back into a ponytail must be constrained by a headband, clip or barrette. Ribbons, hair bands, or other hair accessories are to be simple in design and color. Hair dye, highlighting and bleaching of hair is prohibited. The principal has the discretion of determining if hair styles are not acceptable.

## Uniform Supplier Information

Parents are expected to purchase uniform items from our uniform supplier, Schoolbelles. For additional details and ordering information, please refer to St. Vincent de Paul Academy's school uniform 2019-2020 memo available online at [www.stvincentkc.org](http://www.stvincentkc.org) under the Academy tab.

### ***Required Uniforms***

The following provides details concerning the school uniform, including outerwear. Any elements of the uniform that do not match the components available through the Academy are non-regulation.

- **Level One:** The basic uniform
- **Level Two:** The first outer layer, the navy v-neck long sleeve sweater with emblem (K-12), or the navy blazers with school emblem (9-12). Students are not authorized to wear any other items in the classroom.

### ***Girls, K - 4***

- Green plaid uniform jumper extending at least 2 inches below the bottom of the knee
- White blouse with Peter Pan collar, long or short sleeves; blouses must button at the throat; *knit or "polo" shirts are not allowed*
- Navy v-neck long sleeve sweater with school emblem (optional).
- Navy blue, black knee socks or white bobby socks. Navy or black tights may be worn during the winter.
- Clean simple solid black, all-purpose shoes
- **White** triangular shaped chapel veil

### ***Girls, 5 - 8***

- Green plaid uniform skirt extending at least 2 inches below the bottom of the knee
- White button-down collar blouse, long or short sleeves; blouses must button at the throat; *knit or "polo" shirts are not allowed*

- Navy blue uniform vest with school emblem
- Green plaid uniform tie
- Navy v-neck long sleeve sweater with school emblem (optional).
- Navy blue or black knee socks or white bobby socks. Navy or black tights may be worn during the winter.
- Grades 5-6: Clean, simple solid black all-purpose shoes. Grades 7-8 - Simple black dress shoes; no high heels or funky soles
- **White** triangular shaped chapel veil

### ***Girls, 9 - 12***

- Charcoal gray pleated uniform skirt extending at least 2 inches below the bottom of the knee.
- White blouse with pointed collar, long or short sleeves
- Navy v-neck vest with school emblem
- Navy v-neck long sleeve sweater with school emblem (optional)
- Navy blazer with school emblem (optional)
- Navy or black knee socks or white bobby socks; neutral, black or navy hose. Navy or black tights may be worn during the winter.
- Simple black dress shoes; no high heels or funky soles;
- **White** triangular shaped chapel veil
- 

***NOTE: Girls must wear modest skirts, dresses, or jumpers whenever on school or church grounds. Parents, visitors and volunteers are asked to follow these guidelines and expectations as well whenever on campus.***

***Boys, K - 6***

- Full cut, straight leg, navy blue trousers with belt loops, high waist
- Black belt
- Plain white cotton or cotton-polyester button-up shirt, long or short sleeves
- Plain white t-shirt worn under uniform shirt; no logo or print t-shirts allowed
- Navy v-neck long sleeve sweater with school emblem (optional)
- Green plaid uniform tie
- Navy blue or black socks
- Clean, solid, black all-purpose shoe

***Boys, 7 - 8***

- Charcoal gray uniform trousers
- Black belt
- Plain white cotton or cotton-polyester button-up shirt, long or short sleeves
- Plain white t-shirt worn under uniform shirt; no logo or print t-shirts allowed
- Navy v-neck long sleeve sweater with school emblem (optional)
- Green plaid uniform tie
- Black socks
- Clean black, polished leather shoes.

***Boys, 9 - 12***

- Charcoal gray uniform trousers
- Black belt

- Plain white cotton or cotton-polyester button-up shirt, long or short sleeves
- Plain white t-shirt worn under uniform shirt; no logo or print t-shirts allowed
- Navy v-neck vest with school emblem
- Navy v-neck long sleeve sweater with school emblem (optional)
- Navy blazer with school emblem (optional)
- Green & navy striped uniform tie
- Black socks
- Clean black, polished leather shoes

## General School Rules & Guidelines

Character training is an important element of the education at St. Vincent de Paul Academy. The school expects loyalty, respect and good manners, as well as immediate, cheerful cooperation from all students. Good discipline results, in large part, from the natural response students have to a gentle but firm command of respect rather than a rigid enforcement of a long list of rules. However, the school imposes certain rules to maintain order, and to help students develop the habits of discipline, courtesy, etiquette and culture necessary for intellectual and spiritual advancement.

### ***Forbidden Items***

The following are **not to be brought** to school. Teachers will confiscate these and other inappropriate items:

- **Cell phones:** St. Vincent de Paul Academy students may not have cell phones on the Academy property during school hours, with the exception of a student driver whose parent(s) requires him/her to have a cell phone when driving to and from the Academy. The parents must notify the school of this necessity by completing and signing the Student Cell Phone Parental Consent Form. Students with this exemption must check in their phone to the secretary's office upon entering the school and will receive their cell phone back at the end of the day, at which time they will be expected to store their cell phone in their backpacks until they are in their car and off school property. Students without this exemption, or those who abuse the exemption, and are discovered with a cell phone on school property during school hours will have the phone confiscated.
- **Electronic devices**, including but not limited to: radios, CD players MP3 Players, iPods, iPads, CDs, DVDs, cameras and games
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content (reading books brought from home must be approved by administration)
- Any drugs or alcoholic beverage
- Any tobacco or smoking paraphernalia including matches, lighters, etc.
- Weapons of any kind

### ***General Classroom Behavior***

- Students will raise their hands and wait to be called upon before asking or answering questions.
- As a gesture of respect, grade school students will stand to ask or to answer questions or to read aloud. The

teacher may excuse the student from this obligation in certain circumstances for the sake of convenience (e.g. when it is a question of short answers).

- Students will stand and respectfully greet all adult visitors to the classroom, addressing them by their appropriate title: Father, Sister, Mr., Mrs., Miss, etc.

### ***Lunchroom Behavior***

- Students need to bring their lunches in a lunch box marked with their name. Soda is not allowed, and candy desserts are discouraged.
- The kitchen area is not for student use. Students do not have access to the refrigerator, microwave, and other items in the kitchen area. Coffee is for the teachers and staff only.
- Students will clean up after themselves and will help maintain the overall cleanliness of the cafeteria.
- Cafeteria supplies (i.e. bowls, cups, plates, plastic spoons, knives and forks) will not be provided by the school. Parents need to send these items to school with their children.

### ***Recess***

Recess is held outside most days of the school year. Students will go outside as long as the temperature is 20° F or higher, weather permitting. Generally speaking, if a student is well enough to be at school, the student is well enough to go outside for recess. A physician's request to be excused from recess will be honored. Children who need to stay in at recess to recover from an illness will need a note from a parent to this regard. If your child needs to stay in more than three consecutive days, a doctor's note will need to be provided. No child will stay in for recess without a note. Students may occasionally be held inside for make-up work or extra help. Students who are held inside for these things will be expected to go outside for at least part of the recess.

### ***Playground Expectations***

- Weather permitting, all K-8 grade students are expected to go out for play during recess. The school requires detailed written notification if a student cannot participate in recess activities for health or other reasons.
- Students must have appropriate cold weather clothing and footwear for recess.
- For safety reasons, the school does not allow rough play or tackle football. Snowball fights will be permitted only when conditions are safe, as determined by the playground supervisor.
- Children must remain within established boundaries.
- During inclement weather, recess will be held indoors. Running and other horseplay are not permitted inside the school.
- Students will not bring personal toys for recess.

### ***Parties and Gift Deliveries***

- Deliveries of flowers, balloons, gifts, etc. are not to be made to students during the school day.
- Birthday Parties: While birthdays are a special day in a child's life, a uniform treatment of birthdays is important for purposes of harmony within the school and between school families. For this reason, classes may not have birthday parties for individual students. Subject to teacher discretion, students may bring a snack to share with fellow classmates. Students may distribute birthday treats during lunch.
- Feast Day and Holiday Parties: Teachers, parents and students will not arrange classroom parties other than those scheduled by the school principal.

- All treats and snacks brought into the school must be **NUT FREE**.

### ***Respect for School Property***

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. *Parents will be billed for damages, and the student will be required to do any necessary clean-up work.*
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.
- Damaged or lost books will be replaced at the parent's expense.
- Students must realize that though the school assigns desks and lockers for their individual use, these are school property and therefore, not private. The school may access desks and lockers at any time.

### ***Restroom Use***

- Students will use only designated restrooms
- Barring legitimate emergency, high school students may not take restroom breaks during class time.
- Barring legitimate emergency, students in grades 5 and up may not take restroom breaks during Mass.

### ***General Items***

- Students may not pass personal notes or written communications of any kind. Invitations to non-school sponsored social events should be distributed outside of school and off campus to preclude any implication of school endorsement, and to ensure parents are aware of such activities.
- Students must generally maintain an attitude of quietness in the school. Moderate noise is permitted during recess and breaks.
- Students may not run, jump or roughhouse in any part of the school building.
- No food, candy or drinks are permitted in the classrooms. Water bottles may be kept in high school lockers or cubbies in the lower school classrooms.
- Students may not chew gum on school premises.
- Students may use the school phone only in emergencies, and only with permission from the assistant principal or school secretary.
- Students may not leave school premises during the school day without written permission.

## Disciplinary Policy

St. Vincent de Paul Academy applies the principles of Catholic education to student discipline. True charity at times obliges correction and even punishment, but as a means of encouraging amendment, not inflicting suffering or fostering resentment. The Catholic educator strives to win the heart of the student; both instruction and discipline rest on a foundation of charity. As Christ Himself showed, unwavering admonition does not preclude

patience and kindness, and those corrected with charity will learn to embrace virtue motivated by filial love rather than servile fear. St. Vincent de Paul Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, impose detention or study hall, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

### ***Minor Infractions***

These are incidents attributed more to thoughtlessness than to a defective disposition or ill will. Examples of minor infractions:

- Disorderly desks or lockers
- Incomplete uniform
- Excessive tardiness
- Neglect of school property
- Causing disturbance in class or during line-up
- Neglect or improper performance of academic duty

Teachers and staff will correct minor infractions during the school day and may issue an infraction slip, a short after school detention (10-15 minutes), or a recess detention. After an accumulation of three infraction slips a 30 minute detention will be given.

### ***Major Infractions***

These are incidents of a more serious nature indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience
- Unexcused absence
- Fighting

- Signs of bullying, that is a habitual lack of charity towards others
- Bad language
- Persistent failure to submit homework
- Failure to show up for a detention or minor (in-school) detention
- Use or possession of tobacco products
- Excessive repetition of minor infractions such as those listed in the section above

The Dean of Discipline will handle infractions of this nature. Students will be punished with detention or other means, at his discretion. A detention may entail extensive janitorial work or after-school study hall. Students guilty of major infractions may be excluded from extra-curricular activities.

### ***Grave Infractions***

These are incidents indicating knowledge of wrongdoing with social and moral ramifications. Examples of grave infractions:

- Conduct or spirit prejudicial to the school
- Lying, cheating, or any academic fraud, including plagiarism
- Any illegal activity
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol
- Possession, purchase, or selling of weapons or fireworks
- Grave or repeated disrespect
- Theft
- Vandalism or destruction of property
- Indecent fraternization

- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet
- Possession of immoral material
- Excessive repetition of major infractions such as those listed above

The principal will handle infractions of this nature. Students will be punished by suspension or expulsion at his discretion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. In the event of a noticeable repetition of fighting or ill will between students, the Principal will mediate a reconciliation between the individuals, with the punishment of a suspension if fighting resumes. Work missed during the time of suspension may receive a zero, at the principal's discretion. Expulsion, once imposed, will last for the duration of the academic year. The principal may grant readmission at his discretion.

### ***Notice of Disciplinary Action***

Parents will be notified officially, by way of a disciplinary notice, of major and grave infractions and of the disciplinary measure taken. A copy of the notice will remain in the student's file. The principal may request a meeting.

### ***Exclusion from Academy Activities***

Dependent upon the level of an infraction, the principal may choose to restrict an offending student's access to Academy functions for a period of time. "Academy functions" include, but are not limited to the following school activities: field trips, concerts, fundraising activities, science fairs, geography fairs, awards ceremonies, and running the Jog-A-Thon. If parents have any question about whether or not restricted students may attend a school event, they must discuss this with the principal before the event.

There are different levels of restriction from Academy functions. Generally, the principal will specify the duration of event restrictions. Expelled students may not attend any Academy functions until they are readmitted to the school, or their class graduates. Parents may appeal in writing to the principal for changes in restricted status. If parents have doubts about restrictions, they should discuss them with the principal.

### ***Disciplinary Probation***

Any student demonstrating consistently poor conduct will be placed on disciplinary probation by the principal for a designated period of time. While on disciplinary probation, a student is ineligible to participate in any extra-curricular activities. If a student in a probationary status shows no substantial improvement in behavior, his or her parents will meet with the principal to determine a proper course of action, which may include expulsion.

## Extra-Curricular Activities and Eligibility

Students must be academically current to participate in extra-curricular activities. Students must not be on suspension or detention the day of the activity; if so, the student will be excluded from these activities. Students must be present at school on the day of the extra-curricular activity when these days fall on regularly scheduled school days. If the student is absent during the day, he or she will be excluded from participation.

## Field Trips

Field trips can provide meaningful and enjoyable learning experiences for students. Parents need to fill out a general field trip permission form, a release of liability form, and a medical treatment consent form at the beginning of each school year. This permission form will remain on file for the entire academic year.

The school will inform parents of field trips throughout the year by means of an email or a written memo for the specific activity. Field trips are a student privilege and not a right. Students may be denied field trip privileges if they are not performing well academically and/or behaviorally. Students who choose not to participate in a field trip will be marked absent for that day.

## Appointments and Contact with School Personnel

### ***Appointments with Teachers or Administration***

Parents may request meetings with any member of the school faculty or administration. Such meetings should be scheduled in advance, by phone, through the school office.

### ***Contacting Teachers***

Parents should contact teachers regarding school matters at the school number during regular school hours or email them at their Academy email address. The school will not call teachers out of the classroom, or away from other supervisory duties to take calls during school hours. Teachers who receive messages relating to school matters will return phone calls and emails during available free periods. Teachers will respond to messages left after hours at their earliest convenience. Parents should not contact teachers at

their homes, via cell phone or other electronic means, or at parish functions regarding school matters.

## Visitor Policy

### ***Visitors***

Visitors, including parents, must enter the building through the main school doors and check in at the school office.

### ***Classroom Visitation***

Occasional classroom visits by parents can benefit the educational process. Parents should make requests for classroom visits in writing, and at least 24 hours prior to the desired visit. Teachers and parents will decide on a mutually agreeable visitation time, and the teacher will confirm the visit with the school office and the assistant principal. A follow-up meeting can be scheduled after the visit if it is desired by either the parent or the teacher.

## Emergency Procedures and School Closings

In case of severe weather (tornadoes, severe thunderstorms, ice storms, etc.) during school hours, students should remain at school. The school will maintain contact with the U.S. Weather Service and Office of Civil Defense for tornado warnings or other severe conditions. In the event of a tornado warning, students will assemble in the safest locations within the buildings and the school will follow procedures recommended by the Office of Civil Defense. Parents should not attempt to pick up children during emergency conditions prior to dismissal time. During emergencies, as at all other times, teachers will not release children to any person other than parents unless specifically notified by the parents.

### ***Fire and Tornado Drills***

Fire drills are mandatory, and the school conducts them throughout the year. The school will conduct tornado drills as required. During drills, students must maintain silence and behave in a controlled manner to ensure safety of other students, faculty, and staff personnel.

### ***Inclement Weather and School Closings***

School will close at times due to inclement weather. These closings will coincide with those of the local public school district (Kansas City, Missouri Public School District). In the event of a public school closing, the Academy will also close, though the Academy may choose to close even if the local school district remains open. Parents will be notified of school closings via email.

If severe storms begin after the school day has begun, parents may pick up students and form carpools at their discretion. The school will contact parents in the event of an early closing, and parents should have an emergency transportation plan in place in case they cannot come and pick up their child or children.

## Tuition, Fundraising and Financial Aid

### ***Tuition***

As a matter of justice and the financial stability of the school, parents must take their tuition obligations seriously. Parents, who for valid reasons cannot meet their monthly obligation as agreed upon in the tuition contract, must contact the principal to inform him of their difficulty and make alternative arrangements, such as a payment plan.

In the absence of special arrangements made with the principal, the school may apply late fees to missed payments. The school may require parents to withdraw students until they can meet financial obligations. The school reserves the right to withhold report cards, transcripts, and diplomas in these cases.

### ***Fundraising Obligations***

Fundraising provides necessary operating income and allows the school to maintain tuition costs well below average for private institutions. Fundraising also instills in students a sense of ownership and responsibility. Participation in official school fundraisers is mandatory for all families.

### ***Financial Aid***

Each year, the school is able to provide a limited amount of financial assistance to families in legitimate need, though the amount available depends entirely on benefactor donations earmarked for this purpose. To be considered for financial aid, applicants must:

- Submit completed financial aid application for current year
- Submit a copy of tax return and other applicable documentation for the previous year
- Maintain a monthly payment schedule as developed with the principal
- Support and participate in all official school fundraisers
- Families receiving financial aid will be asked to contribute to the overall good of the school by performing some assigned volunteer work or services.

### ***Volunteering***

Volunteers are vital to the successful operation of the school. Those interested in volunteering should contact the school office. For security purposes, volunteers may be asked to complete a routine background check release.

### ***Confidentiality Agreement***

Volunteers must understand the importance of confidentiality and students' privacy rights. Any information obtained or overheard while volunteering at the school, or in any capacity in or out of the classroom, must remain confidential.

### ***Volunteers will:***

- Respect the confidentiality of all faculty, staff and students
- Remain in designated work areas
- Dress appropriately for activities according to standards of modesty
- Know and adhere to Academy rules and expectations
- Notify the school office and the appropriate teacher if they cannot come when expected

### ***Volunteers will not:***

- Hold unscheduled conferences with teachers
- Visit classrooms of their own children without permission
- Bring their own children, other than those directly involved, to scheduled activities without prior approval
- Use cell phones while supervising children in class, on the playground, or on field trips, except to fulfill assigned duties

## Withdrawal, Transfer and Readmission

Continued enrollment requires strict observance of school rules as prescribed in the School Handbook including, but not limited to, general behavior, academic performance, and attendance. Continued enrollment in any given school year and re-enrollment in any subsequent school year are subject to continued support of the mission of the school as discussed in this handbook, and the maintenance of a demonstrably effective and supportive relationship between the family and the school. Re-enrollment in any given year requires the mutual agreement of the parents and the school; either the parents or the school administration - or both - may withhold that agreement with or without cause.

### ***Withdrawal Guidelines***

In the event of withdrawal from the academy during an academic year:

- Parents should arrange a meeting with the principal to discuss and/or finalize the withdrawal.
- After finalizing the decision to withdraw, parents need to return all borrowed books and materials to the school.
- Faculty will have at least three days to prepare materials for the withdrawal.
- The contract signed for enrollment is binding; parents must pay all fees and reconcile all accounts.

### ***Transfer***

St. Vincent de Paul Academy will not automatically release records to another school in the case of transfer. The new school must request student health, scholastic and standardized test records

from the Academy in writing with a transcript release form. St. Vincent de Paul Academy reserves the right to withhold all records until all financial obligations have been met.

***Readmission after Withdrawal***

The school will not guarantee readmission to students withdrawn from the Academy during an academic year for reasons other than relocation or health. The school will only consider readmission after an appropriate probationary period and at the discretion of the principal.