



St. Vincent Ferrer School Family Handbook

2019-2020

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DELRAY BEACH, FL 33483
(561) 278-3868 FAX (561) 278-508

St. Vincent Ferrer School

2019-2020 Family Handbook

Welcome to a new school year at St. Vincent Ferrer School! Our formula for success, year after year, has been the cooperation between parents and the school. We believe we must work together to motivate each child to reach his/her maximum level of spiritual, physical and academic potential.

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent/Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

It is our sincere wish that parents, faculty and students will carry a common decision of keeping St. Vincent Ferrer School a model institution, while adhering to its primary purpose of providing a Catholic education for its students.

Together in the spirit of peace and service,

Mrs. M. Vikki Delgado, MSED.L
Principal

History

The parish of St. Vincent Ferrer was growing fast and, in the fall of 1954, the pastor Fr. Kellaghan became keenly aware of the urgent need for a school which would be a vital center in all parish

activities as well as providing for the education of the children.

On May 10, 1955, the construction of St. Vincent Ferrer School began. On August 10, 1955, the Sisters of Mercy set sail from Ireland and arrived in West Palm Beach, Florida on August 25th. Classes began in the school on October 5, 1955.

The school flourished through the next decades as the Catholic population of St. Vincent Ferrer grew. Many additions have been made over the years to continually improve this special educational environment. The development of our Family Life Center provides a place for recreation, socialization and education.

With many years of solid leadership within its administration and the devotion of the school's faculty and staff, who unselfishly nurture the whole child, our families continue to be richly blessed

Mission

St. Vincent Ferrer School, in participation with our families and parish, proclaims the Catholic Faith and inspires academic excellence in a Christ-centered environment of service, opportunity, mercy and love.

.HEARTS TO GOD.MINDS TO LEARNING..

TALENTS TO SERVICE.STEWARDS OF THE EARTH

St. Vincent Ferrer Belief Statements

We believe...

- Parents are called to be the primary educators of their children. They work in collaboration with the pastor, principal, teachers, and faith community of the parish, and all share responsibility for the mission of the school.
- Our Catholic School reflects the integration of Catholic faith and values with learning, life and service to all.
- Each student is recognized and valued as a unique child of God in his/her social, emotional, and academic needs.
- Our students are challenged to demonstrate an understanding of essential knowledge and skills with evidence of active problem solving and quality work ethic.
- The school program reflects Christian values of social justice and peace.
- A variety of instructional approaches challenges students to demonstrate their full potential and individuality.
- On-going evaluation and improvement of the curriculum is crucial to the development of a sound educational program.

Accreditation: Florida Catholic Conference

Memberships National Catholic Educational Association
Delray Beach Chamber of Commerce

Providers of: Florida Voluntary Pre-Kindergarten Program
McKay Scholarship
Step Up For Students Florida Corporate Tax Scholarship
Gardiner Scholarship

Pastor: Very Reverend Canon Thomas Skindeleski (561) ~~276~~27892 (ext. 300)

Parish Manager: Deacon Robert Laquerre (561) ~~276~~27892 (ext. 306)

Bookkeeper: Angelo Sadolfo (561) ~~276~~276892 (ext. 303)
Rosaly DiMaria (561) ~~276~~276892 (ext. 370)

Stewardship Coordinator: Daniel Siller (561) 276-6892 (ext. 308)

School Hours: 7:50 – 2:55 PM (Gr. 4-8)
7:50 – 2:45 PM (Kindergarten)
8:00 – 2:30 PM (PreKindergarten)

School Office Hours of Operation: 7:15– 3:30 pm

School Phone:(561) 2783868

Extended Care Phone from 2:45 – 5:30 pm: (561) 2717318

Patron Saint: St. Vincent Ferrer– Feast Day, April 5

School Colors:Blue & Gold

Mascot: Viking

School Website: www.stvfschool.org

School Facebook:www.facebook.com/SVfVikings

School Instagram:@SVF_Vikings

School Twitter: www.twitter.com/SVF_Vikings

FACULTY & STAFF MEMBERS
2019-2020

Mrs. M. Vikki Delgado, Principal
Mrs. Denise O'Loughlin, Assistant Principal
Mrs. Ruth Fuller, School Nurse, Administrative Assistant
Mrs. Lourdes Loreti, Admissions Coordinator
Mrs. Stephanie Lang, School Secretary, Social Media Specialist
Sister Elizabeth Halaj, LSIC
Sister Elizabeth Kulesa, LSIC
Ms. Nora Claggett, Guidance Counselor
Mrs. Lisa Polajenko, IT Administrator
Mrs. Carolyn Selwocki, Resource Team Teacher
Mrs. Julie D'Addio, Media Coordinator
Mrs. Margaret Statler, Math 7, 8, Algebra I, Honors Algebra I, Reflex Math Coordinator
Miss Lauren Preston, 6 th 8 th Grade ELA Teacher
Mr. Terry Tannenbaum- Writing 6, 7, 8
Mr. Jacob Beck, Social Studies 6, 7, 8, National History Day
Ms. Mercedes Chibas, Middle School Science 6, 7, 8, NHS Moderator
Ms. Matilde Chibas, Math 6, 7, 8
Mrs. Ann Rodriguez, Religion 6,, 8
Miss. Dawn Fagan, Grade 5
Mrs. Kristin Ausiello, Grade 5
Mrs. Katherine Savage, Grade Four
Ms. Colleen Collins, Grade Four
Ms. Nancy O'Malley, Grade Three
Mrs. Patricia Marino, Grade Three
Miss Katherine Bowie, Grade Two
Mrs. Karen Gillis, Grade Two
Mrs. Katie Black, Grade One
Mrs. Kathy Wilkinson, Grade One
Mrs. Julie O'Brien, Kindergarten
Miss Samantha Lamson, Kindergarten
Mrs. Michelle Bender, Kindergarten

Mrs. Erica Vititoe, Kindergarten
Miss Lindsey Finkel, PreKindergarten
Mrs. Cristi Moore, PreKindergarten
Mrs. Cindy Foley, Art 1-8
Mr. Eric Keiper, Dean of Students, Music PK, Cherubim & Seraphim Children's Choirs
Mrs. Jennifer Gresh, Drama
Mrs. Susan Hernandez, Spanish PK-8
Mrs. Ana McNamara, Girls Athletic Director; PE (Girls PK), Health 7 & 8, After School Athletic Teams
Mr. Rod Huggins, Boys Athletic Director; PE (Boys PK), After School Athletic Teams
Mrs. Desiree Alaniz, Fourth Grade Teacher Assistant
Mrs. Sandra Charity Martinez, First Grade Teacher Assistant
Mrs. Teresa Beck, Kindergarten Teacher Assistant
Mrs. Belkis Chacin, After Care Coordinator
Mrs. Kathy Pollett, After Care
Mrs. Joan Lorne, In House Substitute Teacher
Mr. Michael Gentile, Adjunct Music Teacher
Mr. Nicholas Mangini, Drumline
Mr. Jay Flood, Maintenance Supervisor
Mr. Jerry Bishop, Custodian
Mrs. Ana Rojas, Custodian
Mrs. Rosaly DiMaria, Bookkeeper
Mr. Angelo Sadolfo, Finance Director
Deacon Robert Laquerre, Parish Manager
Mr. Daniel Siller, Stewardship Director

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ADMINISTRATIVE POLICIES & INFORMATION

1.1 Admissions & Application

1.1.1 Non-Discrimination Open Admission Policy

SVF has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

1.1.2 Application Requirements

Catholic parents who apply for admission to St. Vincent Ferrer School are expected to attend Sunday Mass with their children on a weekly basis at the Church in which they are registered parishioners.

- To apply to PreKindergarten, a child must be four years old on or before September 1, in the State of Florida.
- To apply to Kindergarten, a child must be five years old on or before September 1, in the State of Florida.
- To apply to Grade 1, a child must have completed Kindergarten and be six years old on or before September 1 in the State of Florida.

NO EXCEPTIONS.

Requirements for all students:

- Birth certificate
- Baptismal certificate (if Catholic)
- DCP immunization health forms (Florida State Law requires all children entering a school for the first time must present the school with these forms or they cannot attend St. Vincent Ferrer Catholic School.)
- There are no religious exemptions for DCP immunizations.
- Most recent report card and national test scores (2 years)
- Social Security Number

1.1.3 Admissions Policy

All new students will be accepted on a (90) day probationary basis . This is to ascertain a pupil's ability to adjust to the school philosophy, disciplinary, and academic programs. A personal interview and entrance test is given to all new students to determine placement. A record of conduct and general ability is required before acceptance from other schools.

1.1.4 Undocumented Students

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

1.1.5 Required Medical Forms

Florida law requires students entering grades PreK and 8th to provide appropriate medical forms prior to being admitted to school. Your physician has detailed information regarding these forms

1.1.6 Termination of Enrollment

Any family wishing to terminate their enrollment must submit written notification to the school office prior to leaving. Tuition refunds will be paid within 30 days of a written request. Academic records will not be forwarded to a receiving school if an outstanding tuition balance or other incidental fees are due.

1.2

SCHOOL OFFICE & RECORDS

1.2.1 Office Hours and Procedures

The school office is open for business from 7:15 a.m. to 3:30 p.m., Monday through Friday on regular school days. Summer office hours are Tuesdays – Thursdays 9:00 a.m. to 2:00 p.m. The school telephone number is (561) 278-868.

1.2.2 Messages

In order to maintain an appropriate classroom environment, classroom interruptions must be kept to a minimum. Please do not ask the office to relay messages to your child. This should be done prior to school. If a true emergency occurs, then the office will notify the child.

1.2.3 Communication & Correspondence

The students are our primary means of conveying all messages and correspondence. It is important that the student assumes the responsibility of delivering this communication to parents or guardians. A correspondence folder should be kept with the student at all times. The folder will hold all correspondence going home from the office. Parents should check this folder each evening. Any correspondence from parents to the school should be placed in this folder and the student should check the folder and give its content to the teacher each morning.

Our secondary means is RenWeb, an online communication system that provides parents with information regarding their student's progress within their classroom or subject area.

A weekly memorandum from the principal called the Principal's Bulletin is delivered via email to all parents who have provided their email address to the school office.

Any notices/flyers concerning school or non-school related items or activities must be cleared through the Principal before they are sent home with students in backpacks.

St. Vincent Ferrer school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

1.2.4 School Website / RenWeb

The school website, www.stvfsschool.org is an information center that provides information to school families and visitors. Information that can be found on this website includes:

- Monthly Calendar
- Academic Calendar
- Home and School Association News
- Athletic Program Schedule
- School Directory
- School Events
- Hot Lunch Menu

Any parent who does not have computer access must contact the school office and a copy of the weekly newsletter and other pertinent information will be sent with their student. This request must be done on an annual basis.

1.2.5 Use of Photos

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year.

By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

1.2.6 School Directory

The Home and School Association provides a school directory containing the names and addresses of our school families. Participation in the school directory is purely optional, those that prefer to be excluded are. Information in the directory SHOULD NOT be provided to anyone outside of the St. Vincent Ferrer School community. **Information in the directory SHOULD NOT be used for any purpose beyond school business.** This directory is available for download by login through the Renweb Parent Portal.

1.2.7 Records– Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

1.2.8 Records– Non-Custodial Parent

St. Vincent Ferrer Catholic School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of non-custodial parents. In the absence of a Court Order to the contrary, a school will provide the non-custodial parents with the access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the Court Order. Non -custodial parents should contact the school secretary with regard to receiving a copy of the report card and school newsletters.

1.2.9 Testimony in Divorce, Deposition and Custody Proceedings

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, ~~other~~ legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

1.3 Transcript Requests

The first set of transcripts are included in the curriculum fee. A \$10.00 processing fee will be charged for each request for transcripts to be sent to schools.

2 ACADEMIC POLICIES

2.1.1 Accreditation

St. Vincent Ferrer Catholic School is accredited by the Florida Catholic Conference. It holds membership in the National Catholic Educational Association.

2.1.2 Curriculum

St. Vincent Ferrer School follows the curriculum guidelines of the Diocese of Palm Beach and National Standards & Benchmarks of Catholic Schools and the State of Florida Sunshine State Standards. At St. Vincent Ferrer School, there is an emphasis on academic excellence and the Gospel values.

The following subjects are included in the school curriculum:

- | | | |
|--------------------------|----------------------|-----------------------------------|
| Reading/Phonics | Science | Physical Education |
| English/Spelling/Writing | Social Studies | Computer Education (K8) |
| Literature (6 – 8) | Religion | Music (Grades- BK K-8) |
| Mathematics | Drama (Grades 36) | Art (K-8) |
| Vocabulary (Grades 58) | Spanish (Grades P46) | Health (7 & 8) |

2.1.3 Textbooks

All hardcover textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean, covered, and handled carefully. You will be required to pay for lost or damaged books. Damaged textbooks will incur a full or partial replacement fee. A student's final report card will be withheld until all books are returned and paid for.

2.1.4 Liturgies & Catholic School Traditions

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass, the sacraments and community service. Parents are always welcome to attend liturgical celebrations. The program includes, but is not limited to, the following:

1. At 7:55 am each school day, there is a school wide prayer and pledge of allegiance.
2. Each class begins with a prayer.
3. School Masses are held weekly. All students are required to attend and participate in school Masses.
4. The Sacrament of Reconciliation will be held school wide at least twice per year.
5. During the school year, various programs including class Masses, Stations of the Cross, Respect Life Presentations and special guest speakers from the community may supplement the Religion Program.

2.1.5 High School Credit

All eighth grade students are required to take Algebra I. All students achieving a "C" or better will earn high school credit. Students enrolling in public school following graduation will take the End of Course Exam for Algebra during the summer at a Public School. Two sections are offered: Algebra I and Honors Algebra I. Selection for Honors Algebra I is based on the student's 7th grade Tennessee score results, 7th grade math grade, and teacher recommendation. Students are informed in August regarding placement.

2.1.6 Middle School Service Hours

All middle school students (grades 6-8) are required to complete **25 hours of SERVICE** each year. Service hours may be completed within the St. Vincent Ferrer parish community or at non-profit agencies in the wider community while representing St. Vincent Ferrer School. Directives will be distributed to students at the beginning of each year by their Religion Teacher.

2.1.7 Homework Assignment Purpose

We expect our students to be positive and conscientious in their academic work, as well as honorable and compassionate stewards of our school. The students ordinarily have homework. This may be written work or study. Homework is planned to meet the needs of students and has an essential place in the educational program. Every grade should complete at least 30 minutes of reading each night. Homework is assigned to train the student to work independently and accept responsibility for completing a task. We are attempting to teach our students to develop a sense of responsibility about their work and assignments. To accept assignments late without consequence would be to send the message that this is acceptable when it is not

2.1.8 Parent's Role in Education

St. Vincent Ferrer School considers it a privilege to work with parents because we believe parents are the primary educators of their children. Therefore, it is parents' right and duty to become the primary role models for the development of their child's life – physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of St. Vincent Ferrer School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Parents' personal relationship with God, with each other, and with the Church community and regular reception of the sacraments will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

During these formative years at St. Vincent Ferrer School, your child needs constant support from both parents and faculty in order to develop to his/her fullest potential. As educational partners, we cannot doubt the sincerity of the efforts we are each making. It is vital that everyone work together to nurture respect for authority and achieve the positive results needed. Evidence of mutual respect between parents and teachers will model good mature behavior and relationship. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new writerests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping children fulfill God's plan for them.

2.1.9 Parental Involvement on School Projects

All students are expected to complete their own projects including book reports and other assigned projects. Parents can provide supplies for the projects and support their child as necessary, however, **parents should not complete the projects for their child(ren).**

Projects should look as if they have been created by a child at that grade level. Children feel proud when they have completed a project by themselves. They also are aware that a grade given on a project that was primarily done by the parent is not a reflection of their own abilities.

2.1.10 Middle School Exams

Students in Grades 6-8 will be expected to complete Midterm and Final Exams. Teacher preparation for any exam is extensive therefore the exam schedule will be strictly adhered to. Situations such as but not limited to: vacations, sport tournaments, recitals etc. are no exception.

2.2 MY Access Online Writing Program

MY Access provides students with immediate assignment scores so that they can begin the process of revision at once. MY Access prompts are trained to be evaluated through [IntelliMetric®](#) scoring

system, which provides students with even more feedback than a comprehensive holistic score, breaking down their submission into each of the standard domains of writing:

- Focus and Meaning
- Content and Development
- Organization
- Language Use, Voice, and Style
- Mechanics and Conventions

More importantly, students also receive immediate, detailed, and developmentally appropriate prescriptive feedback:

- MY Tutor® provides goals and examples to help students focus their revision activities.
- MY Editor® assists students in identifying potential errors and recommends corrections in grammar, style, mechanics, and usage.

2.2.1 Terra-Nova Testing

The Diocesan testing program consists of the Cognitive Abilities Test (CogAT). It appraises the level and pattern of cognitive development of students in Grades 2-8. The test measures both general and specific cognitive abilities. The development of these abilities, which starts at birth and continues through early adulthood, is influenced by experiences both in and out of school. These developed abilities are closely related to an individual's success in school in virtually all subjects. Test results used in planning effective instructional programs, and in combination with other relevant information about the student can be used to enhance a student's chances of success in learning.

2.2.2 Accelerated Reading Program

The Media Specialist is responsible for the Accelerated Reader Program throughout the school; specifically in grades 1 through 8.

The Star Diagnostic Test is administered to determine the reading level of students in the Accelerated Reader Program. It is given twice a year during the fall and spring semesters. It is also used to rule out reading deficiencies, or if necessary, identify students who require tutoring or further investigation and reassessment. Each grade is assigned a monthly quota that each student must achieve. The achievement of this quota will be reflected in the student's reading average.

2.3

PUPIL'S PROGRESS

All parents will be notified regularly of their child's progress. The grading system is divided into four nine-week grading periods, each of which results in a Report Card.

2.3.1 Parent Teacher Conferences

The staff of St. Vincent Ferrer School welcomes the opportunity to meet and work in a cooperative manner with the parents of our student body. The faculty is available for conferences upon request. Please phone the school secretary for an appointment at (561) 273-8668. The teacher will be given the message, and an appointment will be arranged.

Under no circumstance is the Principal or teacher to be called at home. Before and after school

conferences are by appointment only. Unscheduled meetings are not to take place; meeting with a teacher while he/she is supervising children will place all children at a disadvantage and take the teacher away from his/her responsibilities. **If there is a concern always contact the teacher first before calling the Administration.**

2.4

PROMOTION RETENTION

Promotion and retention are based on an evaluation of academic, social and emotional growth. Promotion to the next grade level depends on successful completion of all subject areas with an average of C or above. **Advancement** is based on the student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully.

Careful assessment of a student's performance and ability are undertaken before retention is recommended. The ultimate decision regarding non-promotion is a joint one between the principal and teacher/s. Parents will be informed in writing of possible retention at the beginning of the second semester.

Retention is usually considered as an alternative during the primary grades. Retention in the primary grades (PreK – 2) will be based on academic and developmental readiness. A child must be ready physically, socially, and emotionally, as well as academically, to be considered for promotion to the next grade.

Students in grades 3– 8 who have a failing average in two major subjects will not be considered for promotion to the next grade. A failing average in one subject will require summer classes or tutoring in order to be promoted. In the event a student attends summer school or receives tutoring, documentation must be presented to the administration before the beginning of the next school year. After consideration with parents and teachers regarding retention of a student, the final decision rests with the administration. No child may be retained in a grade for more than two years.

Students who have a failing average after the first semester will be referred to the Teacher Assistance Team. After meeting with teachers, parents, and administration an academic plan of action will be developed to help ensure academic success.

Students who have significant academic problems will be referred for testing. In the event testing is recommended or previous testing has been completed, results must be made available and kept with students records secured in the guidance office. When testing is recommended, it will be required that this be completed in a timely manner so that the student can best be served at St. Vincent Ferrer School. There will be no special accommodations made for students unless testing results and /or a plan of action is on file in the school office.

The final report card will be mailed to parents of Grades PK– 8 after **all financial obligations have been met including 20 service hours** which have been documented via RenWeb on or before **April 15th**.

3

GRADING POLICY

3.1 Grades PK & K

Students will be given a report card which tells the parent(s) more than a single mark can convey. Twice a year, portfolios with examples of a student's work will be reviewed when parents meet with teachers for a conference. The other quarters a written progress report will be used.

3.1.1 Grading Scale for Grades 1-8:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 or below

3.1.2 Physical Education Grading System

The information offered in P.E. can help students assume control and responsibility for their lifestyles in order to better ensure that they will have long and healthy lives. All students are allowed to forget their P.E. clothes one time without penalty. Subsequently, they will drop one letter grade.

Grades PK– 2: Proper P.E. uniform and sneakers (no light up sneakers); Girls must have their hair tied back.

- Participation
- Effort
- Attitude

Grades 3– 5: Proper P.E. uniform and sneakers (no “fashion” sneakers); girls must have hair tied back.

- Participation
- Effort, Attitude, Initiative
- Following directions
- Sportsmanship
- Respect for classmates

Grades 6– 8: Proper P.E. clothes and sneakers (no “fashion” sneakers); girls must have hair tied back.

- Participation
- Effort, Attitude, Initiative
- Following directions
- Sportsmanship
- Respect for classmates

3.1.3 Policy for Extra-Curricular Activities

To participate in extracurricular activities such as sports teams, a student must maintain a “C” average in major subjects. The administration has the right to waive this rule if the student is working up to his/her potential. A student must be in school in order to participate in after school sports or activities.

3.1.4 Principal's List - Grades 5-8

All A's in all core and minor subject areas:

<u>CORE</u>	<u>MINOR</u>
English	Art
Language Arts	Music
Mathematics	Physical Education
Social Studies	Technology
Science	Spanish
Religion	Health
	Drama

3.1.5 Honor Roll – Grades 5- 8

First Honors- A's and B's with no C's in all subject area with a GPA of 3.5 or higher*. No Conduct or Disciplinary Referrals allowed.

Second Honors A's and B's with no C's in all subject area with a GPA of 3.0 or higher*. No Conduct or Disciplinary Referrals allowed.

3.1.6 Conduct & Effort

Conduct & effort grades are displayed on the report card along with a letter grade in grades 5-8. 4= Excellent 3=Good 2=Satisfactory 1= Needs Improvement

***No student who has been suspended, either in school, or out of school, may make honor roll for the marking period in which he or she has been suspended. Students with a disciplinary or conduct referral during the quarter will not make the honor roll even if other criteria is met.**

A "1" in conduct and/or effort excludes a child from this select list. Grades, including conduct/effort in Art, Music, Technology, Spanish, and Physical Education count towards honor roll status.

3.1.7 National Junior Honor Society

St. Vincent Ferrer School has an active chapter of the National Junior Honor Society. Established in the spring of 2009, the objective of this chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students at St. Vincent Ferrer. To this end, the NJHS hosts several service projects each year for the benefit of the school and community. Students are selected for membership based on their scholarship, service, leadership, and character.

Seventh and eighth graders who have attended St. Vincent Ferrer School for at least one semester and have a 3.9 or higher cumulative GPA with no conduct referrals and behavior notice of concerns in that semester, are eligible to be considered for admission to NJHS. Students wishing to join the Society are required to present information made available to them by the Advisor in the appropriate time frame. At eighth grade graduation, members of NJHS are honored with a white sash and medal worn with their graduation gown.

Eligibility

- Candidates eligible for election to this chapter must be first semester seventh graders, or in their seventh or eighth-grade year.
- To be eligible for selection to membership in this chapter, the candidate must have been attendance

for a period of one semester at St. Vincent Ferrer Catholic School.

c. Candidates eligible for selection must meet the standards of the pillars of the society; scholarship, character, leadership, service, and citizenship. Candidates shall have a cumulative GPA of 3.9 (out of 4.0) with no grades lower than a B in any subject within the semester of application. Applicants must also have no disciplinary/ conduct referrals. This scholastic level of achievement, as well as Catholic core values, shall remain fixed, and shall be the required minimum level for admission to candidacy. All students who can rise to or above such standard may be admitted to candidacy for selection to membership.

d. Upon meeting the grade level, attendance, and GPA standards requirements, candidates shall then be considered based on their service, leadership, citizenship, and character.

4

ACADEMIC DEFICIENCIES

An Academic Deficiency Notice is a means for teachers to communicate with parents when a student's progress or grade for that class is in jeopardy. For this reason, deficiencies should be signed by the parent and returned to school.

Deficiencies are given in academic subjects for such offenses as coming to class without the proper books or supplies and/or incomplete or missing assignments. Four deficiencies in a single quarter may result in a detention. A parent/teacher/student conference may also be required.

4.1 Academic Probation

All new students are accepted on a (90) day probationary basis. This is to ascertain a pupil's ability to adjust to the school philosophy, disciplinary, and academic programs. Students who receive a GPA below a 1.67 (G average) or fail two or more subjects for a quarter or semester will be placed on academic probation for the succeeding nine week period. The Academic and Disciplinary Probation Committee comprised of the Principal, Resource Team, and Guidance Counselor may also place students who receive report cards that are generally below average in the core subject areas on probation. Students may be asked to leave St. Vincent Ferrer School if they do not make significant improvement as observed by the Academic and Disciplinary Probation Committee. A period of probation is granted in order for the students to improve their academic standings.

The accountability guidelines for a student placed on Academic Probation for the **first** time during the school year will include one or more of the following:

1. Have homework written in his/her planner and initialed by teachers of core subjects.
2. Show Homeroom Teacher his/her planner to be held accountable for assigned work.
3. Be directed to Guided Study Hall during lunch or Friday afternoons during electives.
4. Meet with someone for a study skills session (at the expense of the student).
5. Hire an individual tutor (at the expense of the student) for those subjects in which the student is performing poorly.

The accountability guidelines for a student placed on Academic Probation for the **second** time during the school year will include one or more of the following:

1. Meet all of the above guidelines, plus:
2. Receive a phone call from the student's homeroom teacher to the parent on a weekly basis

in order to be updated on student's progress.

The accountability guidelines for a student placed on Academic Probation for the **third** time during the school year is as follows:

Student and parent will go before the Academic Probation Committee to consider if St. Vincent Ferrer School is suitable towards the needs of the student.

Other guidelines may be required as well, as decided by the Academic and Disciplinary Probation Committee made up of the Principal, and Guidance counselor.

4.1.1 Guided Study Hall Rules for Middle School Students (RTI)

1. Students must report to RTI on time, just as in any other class.
2. Students must come to RTI prepared with all the necessary books and work. Coming to RTI, unprepared will be considered a conduct issue.
3. Students must stay in RTI until the next class period, just as in other classes.
4. A student needing to leave the room to go to the restroom, locker, office, etc. must sign out and back in with RTI teacher.
5. Students may help other students or work in groups if they work quietly and with prior approval from the RTI teacher.
6. No games of any kind, including cards and games on computers, calculators, or cell phones, are allowed.
7. There is to be no talking unless related to schoolwork and approved by the RTI teacher.
8. The RTI teacher reserves the right to assign seats to students who disobey the above rules. Continued disregard for the rules will result in a referral to the office.

Student athletes may not be able to participate on sports teams if they are placed on Academic Probation.

5

ATTENDANCE

5.1 School Hours: 7:50 AM– 3:00 PM (Gr. 1– 8)

7:50 AM – 2:45 PM (K)

8:00 am – 2:30 pm (PK)

5.1.1 Tardiness

Promptness to class is very important. Students should be **unpacked, seated** and ready to work at **8:00 am**. Any student arriving at school after 8:01 a.m. will be considered tardy. The student must stop at the office to obtain a tardy slip in order to be admitted to class. Excessive tardiness places your child at a disadvantage. Tardiness remains a part of your child's permanent record. **Five tardies will result in loss of recess.** Excessive tardiness will result in a parent conference with the Administration.

5.1.2 Procedure for Absences

Parents **must** call the school office at (561) 278-8668, **EACH DAY THEIR CHILD IS ABSENT**

5.1.3 Excused Absences

The State of Florida provides laws for compulsory attendance by all children between the ages of 4 and 16 years.

NOTE: Even a written note does not excuse an absence if the absence itself is not one of the reasons listed in the handbook as acceptable:

- Illness
- Death
- Court
- Family Emergency

Students are required to turn in medical excuses to the office. Absences of more than eighteen days per year are considered excessive. As per state requirements, this could be grounds for retention

5.1.4 Unexcused Absences

Pleasure trips and vacations, while school is in session, are discouraged and parents should take full responsibility for such absences. Parents should not request an earlier leave than that scheduled by the Diocese for the regular vacation periods.

5.1.5 Make-Up Work

Teachers are required to provide an opportunity for makeup work for an **excused student absence**. The student is responsible for initiating the arrangement for such schoolwork upon return to school. Parents may not request any classwork/homework for students prior to their absences and all work must be made up within three school days.

5.1.6 School Events/Activities

Any student absent from school on a given day may not participate in any school function for the entirety of that day, (i.e. sports, dances, etc.).

5.1.7 School Closings

On days when hurricanes or inclement weather conditions are pending, St. Vincent Ferrer School will generally follow the decision of the Palm Beach County Schools as to the closing of the school unless notified otherwise. In the event of a hurricane, St. Vincent Ferrer School may have the opportunity to open sooner than the public school system. We will notify local media in this event.

Radio: WSBR 740 AM; WJNO 1230 AM; WRMF 97.9 FM; KISS 99.9 FM; SUNNY 104.3 FM
Television: Channels 5 WPTV, 12 CBS, 25-ABC.

6.1 Early Morning Arrival

Students may be dropped off as early as 7:15 a.m. If for some reason you must drop your child off before 7:15 a.m. they will remain outside the front doors of the school until the doors open at 7:15 a.m. The school is not responsible for any student left on school property unsupervised.

6.1.1 Arrival & Dismissal Procedures

Kindergarten – Grade 8:

1. Enter by entrance on Palm Trail (east of the church offices).
2. Stop to drop off/pick up your child – as directed by the Safety Patrol.
3. Do not leave your car. It is important to keep the flow of traffic moving.
4. If you have official business with school faculty or school office, park in the east parking lot.
5. Students must be picked up no later than 3:15 p.m., unless they are involved in an after School activity.

Please remember for the safety of our students and families

- No cell phone use in the drop off and pick up lane
- No walking through the parking lot for pick up – only vehicle traffic is permitted during pickup.

6.1.2 Rainy Day Pick Up

If the weather is extreme and there are weather bulletins, please come to the school and pick up your children any time after 2:30 p.m. Parents participating in a car pool should have the names and grades of the students they are transporting on a card prominently displayed in the front car window.

6.1.3 Dismissal

All students must have a dismissal form displayed on RenWeb with the names of authorized persons he/she is permitted to go home with. A student will not be released to anyone who is not listed on the transportation form in RenWeb.

If your child is to go home with another student, we must have a signed note or a phone call from the parents. Please make these arrangements in advance and PLEASE keep your transportation forms current.

a. Transportation Arrangements

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

6.1.4 Early Dismissal

Unless the office grants permission, no child may leave school before regular dismissal. Written permission from the parent is necessary and the parent or guardian is to sign the student out at the school office. The student will meet the parent or guardian in the school office.

If someone other than the parent or guardian is picking up the student, the office must have written notification. A child who is dismissed because of sickness or emergency needs to be signed out and picked up at the school office.

6.1.5 In-Service Days & Faculty Meetings

In-service days for faculty members will be conducted as indicated by the Diocesan Office of Catholic Schools. Inservice days and faculty meeting dates are stated on the school calendar at the beginning of the school year.

7

VISITOR & CLASSROOM POLICIES

7.1 Visitors/Classroom Visits

The safety and security of our children is of utmost importance. All visitors, including parents and guardians, must sign in and get a Visitor's badge at the office before going to the classroom or lunch area. When leaving the building, please sign out.

7.1.2 Classroom Celebrations

Classroom celebrations may be arranged with the approval of the homeroom teacher. Celebrations take place during snack/lunch time. Refrigeration and/or freezing may be available for pull apart cakes/cupcakes, ice cream, popsicles, etc. The school and/or hot lunch program does not supply paper products. No gifts and/or balloons will be allowed in classrooms. No treats may be sent without receiving the teacher's permission in advance.

We request that no party invitations be distributed on school grounds unless the entire class is being invited.

7.2

SEARCH & SEIZURE POLICY

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

7.2.1 Backpacks

Backpacks are encouraged to assist students in carrying books, folders, papers, etc. Students in grades K-3 are not allowed to use rolling backpacks. Students in grades 4-8 are allowed to use rolling backpacks, however, they must carry the backpacks while going up the stairs. Should your child have a medical condition which prohibits them to use a shoulder backpack, a written physician's note must be submitted to the office.

7.2.2 Use of Cell Phones or Electronic Devices

Personal objects, toys, or distractions such as portable MP3s, iPods, video games, or other electronic items are not permitted in school. Any object brought to school will be removed from the student and held in the office to be picked up by a parent or guardian.

Cell phones are to be turned off and kept in a student's backpack at all times. Students are not to use them during the school day including Extended Care Failure to comply will result in:

- Cell phone being confiscated.
- Parents required to pick-up cell phone at the school office.
- 30 minute detention and a notice of concern.

7.2.3 Sexting

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

7.2.4 Lockers

Lockers are assigned at the beginning of the school year by the homeroom teacher. Student lockers are the property of the school. The school Administration reserves the right to inspect student lockers at any time.

Money or valuables should not be left in the locker. Lockers should always be neat. Nothing may be attached to or hung on the inside or outside of the locker. This includes such things as posters, photos, stickers, and other similar items. Interference with another student's locker is a serious offense against that student's rights, rendering one liable to disciplinary action.

Any damage caused by misuse or abuse will be charged to the students responsible. Students are not permitted to use their lockers while class is in session without obtaining a pass and permission from the homeroom teacher or an administrator. Any items remaining in lockers following dismissal on the last day of the school year are considered abandoned and will be removed.

7.3

PARKING POLICIES

Please respect all signs posted for parking: Principal and Auction parking spots designated for a particular family etc. Should you have school business, please park on the east side of the parking lot and walk into the main entrance of the school.

7.4

CLOSED CAMPUS

School safety is a vital concern at St. Vincent Ferrer School. All entrances to our school are accessed through locked doors. The main front entrance can be accessed through a buzzer and video surveillance. All visitors to the school must wear a visitor's badge if not attended by a staff member. Our children are instructed on a regular basis to not allow anyone (including parents) into the building other than at the monitored front entrance. St. Vincent Ferrer is a closed campus.

Students are not permitted to leave the school premises at any time during the school day unless picked up and signed out by a parent or guardian. Students in all buildings are to be signed out from the office. Students must also remain on school premises for lunchtime and after school. **There are video cameras throughout the campus and buildings.**

7.4.1 Lockdown Procedure

In the case of an emergency threat on campus, the administration may call for a lockdown until help arrives. Should this occur, the following rules and procedures must be followed:

1. The call for a lockdown will be made over the intercom system.
2. Any students in the hallways at the time of the announcement must immediately report to the nearest classroom where a teacher is present. Classroom doors will then be locked and will not be opened for any reason.

3. If a student has not entered a classroom before the doors are locked, they are to go directly to the school office.
4. In the unusual need for an evacuation, students would evacuate to a designated area as specified by the Principal or other administrator.
5. No cell phones are to be used during a lockdown as this could compromise security and safety on campus during the lockdown.

7.5 IDENTIFICATION CARDS

All Faculty & Staff of St. Vincent Ferrer School wear Photo Identification cards and STAFF lanyards to be readily recognized as a school/church employee.

7.6 CHILD PROTECTIVE SERVICES

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

7.7 IMMUNIZATIONS

The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

7.7.1 Medication Guidelines

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any

school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at SVF should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

7.7.2 School Clinic– Illness

If a student has a medical problem, he or she is referred to the school clinic. The care of illness or accident at school is emergency first aid only. When major medical care is needed, the parent or guardian is notified, and their instructions are followed. If a life or death situation occurs, the parent is immediately notified, along with a call to 911.

It is important that we have a phone number where you can be reached during the day and an emergency number in case you cannot be reached. Please notify the school if these numbers change during the school year. Your child can ONLY be picked up by someone authorized and on file in the school office.

Student medication which is in the original prescription bottle, dated within ten (10) days and labeled with necessary information may be administered with written authorization from the parent. Other medications such as Inhalers, Tylenol, lozenges, topical creams, etc. also need to be authorized in writing by the parent and is given only in cases where failure to take said medication during school hours could jeopardize a student's health. The student must leave medication in the office; obtain a pass excusing him/ her from class at the time medication is to be given. At no time is a student to bring medication to the classroom. All medicines are to be left in the school office. Refrigeration is available for medicines.

7.7.3 Pediculosis (Head Lice)

Because schools bring large numbers of children in close contact daily, pediculosis, or head lice, is one kind of communicable disease that can be easily transmitted from one person to another.

- > Parents will be notified and the student will be temporarily excluded from school if a child is found to have head lice or nits.
- > Students will be readmitted to school only after they are determined to be free of lice or nits by

a physician or lice removal clinic with a written note.

- Students cannot bring in/share hats, blankets or stuffed animals.

7.7.4 Student Insurance

Student insurance is mandatory and the cost is covered in the enrollment fee. When a student is injured on school grounds during the school day, or while participating in a school activity other than those associated with participation in athletics, a claim should be filed with the school office for those costs not paid by the family's regular carrier. A master copy of the policy is available to parents in the Finance Office (Rectory) for review.

7.7.5 Playground Safety Rules

St. Vincent Ferrer School is fortunate to have a beautiful, playground facility. In order to provide a safe environment, the following rules must be followed:

- No running or playing tag on the equipment.
- Only go down the slides.
- No throwing of mulch, sticks, or any other items on the playground.
- Students are to listen to the direction of adults and staff supervising the playground at all times.
- Rough or dangerous play will result in suspended recess privileges.

7.8

PARENTAL COOPERATION

SVF views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

7.8.1 Attitude of Parents

Parents are the primary educators of their children. They work in collaboration with the pastor, principal, teachers and faith community of the parish and all share responsibility for the mission of the school.

The attitude of parents or guardians toward the school and teachers is of vital importance in order to preserve the union of authority that makes the teacher in the classroom an extension of parental authority. The investment that you as parents have made in choosing a Catholic School education for your child will, in fact, yield results only if you, as their primary role model, live a truly Christian life and then expect the same of your child.

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

7.8.2 School Grievances

From time to time parents may have complaints or problems with school operations.

Parents are asked to follow school procedures in order to obtain information and resolution:

1. Please contact the school office to set up an appointment with the teacher or staff member.
2. Discuss the concern or complaint.
3. **If satisfaction is not obtained at step two, the parent(s), teacher(s), and administrator will meet.**

The school stresses this procedure because, in most cases, the problem can be resolved with little difficulty. This policy of respect and levelheadedness will be appreciated by everyone.

The school administration does not ignore or retreat from parental concerns. Its interest in remedying problems and maintain a pleasant school environment, but it recognizes that not all its decisions will be popular.

7.8.3 Section 504- Policy Statement

St. Vincent Ferrer School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, St. Vincent Ferrer School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: John Clarke, (561) 7759532. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gary Gelo
Diocese of Palm Beach
Superintendent of Schools
9995 North Military Trail
Palm Beach Gardens, FL 33410

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

8.1 Dress Code and Uniforms- Dennis Uniforms

All uniform articles including oxfords, ties, skirts and shorts must be purchased from the school's uniform supply company, Dennis Uniform Company. It is located at 7602 NW 6th Avenue, Boca Raton, Florida. Their phone number is 562-226-9802.

The purpose of the uniform code is to encourage neatness and a sense of appropriate attire in each student and to be a symbol to the local community. Students should come to school in proper uniform. If a student is not in the proper uniform, the administration reserves the right to ask the parent to bring the proper uniform to school or send the student home. Dress Code Violations will be distributed

to students that do not adhere to the uniform code (including socks).

NAME TAGS OR THE STUDENT'S NAME MUST BE IN PERMANENT INK INSIDE OF CLOTHING.

<p style="text-align: center;">Pre-Kindergarten Students</p> <ul style="list-style-type: none">• St. Vincent PE uniform (Monday - Thursday) - Viking T-shirt, navy blue shorts, solid white above the ankle socks with Velcro sneakers. (No lights on sneakers)
<p style="text-align: center;">Formal Uniform used at Friday Mass and other Special Occasions</p>
<p>Boys: Bermuda Shorts; White Polo with SVF Crest; White Socks with Velcro sneakers (No lights on sneakers)</p> <p>Girls: Blue Scooter Skirt; White Peter Pan Collar Blouse with SVF Crest; White Socks with Velcro Sneakers (No lights on sneakers)</p>

Girls Kindergarten – Grade 4 NonFormal Uniform:

- Plaid Jumper/Navy blue skort with SVF white Peter Pan collar blouse, yellow or white polo

Kindergarten – Grade 4 Formal Uniform:

- Plaid Jumper worn with Peter Pan collar blouse and navy blue cross tie

Grade 5 Formal Uniform:

- Navy blue skirt with SVF oxford with school crest and navy blue cross tie

Grades 5 NonFormal Uniform

- Navy blue skirt and/or skort worn with SVF oxford

Grades 6- 7 Formal Uniform

- Khaki skirt worn with SVF oxford with school crest and blue long tie

Grades 6- 7 NonFormal Uniform

- Khaki skirt worn with SVF oxford with school crest, white or navy polo

Grade 8 NonFormal Uniform

- Khaki skirt with blue oxford with school crest, white or navy polo

Grade 8 Formal Uniform

- Khaki skirt with blue oxford with school crest and long tie

*** Skirts must be no shorter than 2 inches above the knee neatly hemmed, and may not be rolled at the waist. Shirts must be tucked inside skirts at all times.**

- Shirts may not be bloused out at the bottom.
- **Solid white** above the ankle socks (bobby socks) are required for grades ~~PK~~
- **Solid white, black or blue** above or below ankle socks are allowed for grades 6-8.
- Only hair bows, headbands and hair ties Navy blue, and white matching uniform colors are permitted. No scarves or bandanas.

Boys Kindergarten – Grade 5 NonFormal Uniform

- Navy blue slacks or shorts with belt worn with SVF oxford shirt

Boys Kindergarten - Grade 5 Formal Uniform

- Navy blue slacks with belt worn with SVF oxford shirt with school crest and navy blue school tie

Grade 6 & 7 Non-Formal Uniform

- Khaki slacks or shorts with belt worn with SVF oxford shirt, white or navy polo

Grade 8 Non-Formal Uniform

- Boys- Khaki slacks or shorts, blue oxford with school crest or white or navy polo

Grade 8 Formal Uniform Boys

- Khaki slacks, blue oxford with school crest, long tie

Shirts are to be tucked inside trousers at all times.

- Khaki slacks with blue oxford with school crest and long ties
- Slacks should be worn above the hip (no low riders), properly zipped, secured neatly with a belt (through the loops).

Navy blue cardigans, SVF school sweatshirts (SVF fleece jackets or hooded sweatshirt for middle school students) are the only sweaters/jackets allowed in the school building. No turtlenecks, colored T-shirts or hooded shirts are allowed.

8.1.2 Shoes

Shoes must be leather type in solid black, brown, or navy blue. No VANS, sneakers, boots, skater shoes, slippers or bowling type shoes are permitted in grades K-8. No exceptions without a physician's note.

All shoes must have closed toes and back

8.1.3 Physical Education Uniforms

Students in grades K-8 are required to wear their physical education uniforms on their given PE days which is two days per week. Points will be deducted from a student's grade for non-preparedness.

Viking logo T-shirt, navy blue regulation shorts, white socks, sneakers
--

No sneakers with lights, wheels, or high platform soles are allowed.

- During cold weather, students may wear a navy blue uniform sweatshirt and navy blue jogging pants. **No leggings/spandex or yoga pants.**
- All girls are required to wear their hair in a ponytail during P.E. class.
- P.E. uniforms are sold in the school office as well as during the Used/New Uniform sale in May. If more uniforms are needed throughout the year, please contact the school office. If a student is exempt from P.E., a valid doctor's excuse must be provided.

*** An annual physical is required for participation in extracurricular sports and cheerleading.**

8.1.4 Lost and Found

Parents are encouraged to mark all personal belongings including clothing, lunchboxes, etc. with your child's name. Items that are found on campus are sent to the Lost and Found which is located in the Extended Care Area of the School Cafeteria. It is the responsibility of the student and/or their parent(s) to locate and remove items from the Lost and Found promptly. Items not labeled or picked up within one week will be donated to local charities.

8.1.5 "Dress Down" Days Dress Code

Classes will occasionally receive a dress down day for a reward system or may choose to participate

in the school's fundraising event. The following garments are prohibited:

- “Cut-offs” – ragged fringe cuffs; holes, tears in slacks/ shorts/ tops
- Tee shirts with artwork/ logos/ wording from music industry or controlled substance slogans
- Outfits that present personal points of view or advertising
- Mini-skirts – No shorter than 4 inches above the mid-knee
- Shorts– No shorter than 4 inches above the mid-knee
- Tank Tops/Spaghetti Straps
- “Mid” tops exposing midsection
- Over shirts covering up inappropriate outfits
- Sandals
- Open shoes
- Heels higher than 1 ½ inches
- Leggings/Spandex/Yoga Pants

8.2

GROOMING

Personal cleanliness and neatness of dress are of utmost importance. Uniforms should be laundered regularly. A child’s personal appearance is a reflection of the good taste and judgment of the family; it includes not only the proper clothing but also personal grooming. Due to allergies of students and teachers, hairspray and perfume are not allowed in the classroom.

Girls are not permitted to wear makeup. Clear lip gloss or “Chapstick” type lip care is permitted. **Nail polish is not permitted in grades PK-8.** No acrylic, gel or nexgen nails are permitted.

8.2.1 Haircuts

In keeping with Diocesan regulations, extreme hairstyles for both boys and girls will be prohibited. Boy hairstyle lengths are to be above the shirt collar and eyebrows. **The Administration reserves the right to determine any fad or style of hair or appearance inappropriate for school and to keep students out of school until a correction is made.** No coloring or highlighting of hair is permitted – girls or boys.

8.2.2 Jewelry

The wearing of expensive jewelry is discouraged. The school will not be responsible for any of it. Only appropriate jewelry is permitted including:

- Watch (No Apple or Smart Watches)
- One Religious necklace
- One Religious bracelet
- One ring (GIRLS ONLY)
- Single Pierced Lobe only earrings are allowed (GIRLS ONLY)

Tattoos and body piercing are not permitted. Writing on hands, arms, and legs is not permitted.

8.2.3 Gum

Gum is not to be brought to school. There will be no gum chewing at anytime on school grounds. **A one hour detention will be given to those students who choose not to follow this rule.**

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

Traditionally Catholic Schools have been known for their high standard of discipline, which has helped students grow personally and succeed academically. Children first must learn appropriate behavior through someone or something outside themselves. It is up to the parents to be the first teachers of acceptable behavior. In most instances, all that the school can do is to build on what is done in the home.

9.1 Teacher's Role

In all areas of disagreement or conflict with a teacher, let it be thoroughly understood that the teacher is the sole judge of what is right or wrong in the classroom. It is your child's responsibility to obey and respect the teacher. If necessary, parents may lodge a complaint with an administrator. Their right to be heard will be respected if they act in a respectful manner.

9.1.1 Care of School Property

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense and will be subject to disciplinary action. Any student who misuses property is expected to make full restitution for all damages.

9.1.2 Honor Code

The Honor Code Pledge states: **"I want to live as a Child of the Light." On my honor, I pledge to tell the truth at all times and respect others and their possessions. I pledge to do my own work and to develop my Godgiven talents."**

Students in grades 4–8 together with their parents will sign the Honor Pledge. There will be a special ceremony during the First Friday Mass of the school year in which students will pledge their commitment to the Honor Code. Students in these grades will present their signed pledges to the Principal and Pastor during the Commissioning Mass for the Eighth Grade students.

All students are expected to conduct themselves as self-disciplined students. **The safety and well-being of all students is of paramount importance.** Any act that endangers the safety and wellbeing of any student is strictly forbidden.

1. Disrespectful and/or defiant behavior shown to ANY faculty/staff member, volunteer or fellow student
2. Use of obscene and/or inappropriate language: arguing, talking back, abusive

- language
3. Fighting
 4. Cheating/Plagiarism
 5. Stealing
 6. Leaving school grounds during or after school hours without permission
 7. Behavior not in keeping with Christianethics
 8. Vandalism: Destruction and/or defacing school property
 9. Possession of any illicit drugs, alcoholic beverages or other contraband material at school or any school related activity.
 10. Any harassing, threatening or intimidating behavior, including sexual harassment.
 11. Any other infraction, behavior, or conduct deemed inappropriate by the teacher.

NOTE: Consequences of the above infractions are determined at the discretion of the administration.

9.2.1 THREATS OF VIOLENCE

1. The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:
 1. Immediate suspension from the school;
 2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
 3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
 4. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

9.2.2 PUBLIC DISPLAY OF AFFECTION

St. Vincent Ferrer school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

9.2.3 CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

The following outlines the consequences for inappropriate behavior for all students. It is a system that will be in effect to communicate between home and school regarding unacceptable behavior and conduct violations. Unlike academic deficiencies, conduct referrals accumulate over the entire school year, not just a quarter. **A Notice of Concern** will be used as a warning and sent home for parents to sign and return.

- **SECOND Infraction:** A conduct referral* is issued; a copy is sent home for parents to sign and

return; phone call from teacher/administration, and a lunch/recess detention issued over 4 days. The student will meet with the Dean of Discipline.

- **THIRD Infraction:** A conduct referral is issued; a copy is sent home for parents to sign and return a conference with the principal, and the student will be placed on Disciplinary Probation.

*If a **Conduct Referrals** not returned signed by the parents on the morning following its issuance, the student will be sent to the school office to call his/her parent or guardian.

9.2.4 Disciplinary Probation

The administration or the Academic and Disciplinary Probation Committee consisting of the administration, deans of discipline and guidance counselor invokes probation when it becomes apparent that a student has a serious behavior problem. Probation gives a student an opportunity to correct his/her behavior and to assume the responsibilities involved in a more mature and appropriate manner. During the probationary period, students may not participate in athletics or extracurricular activities as defined by the administration. Students are not eligible for Student Council if they are on probation at the beginning of the year. A student who is repeatedly on probation must come before the Academic and Disciplinary Committee to determine the future of the student's enrollment. The problems for which a student can be placed on disciplinary probation are:

1. **Attitude:** A rebellious spirit that is unchanged after much effort by teachers, or a continued negative/uncooperative attitude that is a bad influence on other students.
2. **Misconduct:** Continued deliberate disobedience to a teacher or to school rules and the honor code.

9.2.5 Detention

Detentions are another means of dealing with behavior infractions which do not warrant a **conduct referral**. All detentions will be served within one week of issuance. Dates of detentions will not be changed to accommodate any extra-curricular activity. Three detentions issued for the same infraction will result in a conduct referral and a parent conference.

9.2.6 Suspension

A student may be suspended from classes for inappropriate actions or attitudes or repeated infractions of school regulations. Parents will be notified of the reason(s) for the suspension. A suspended student will be reinstated to class after consultation with both the student and parent or guardian with assurance from them that such behavior and/or attitudes will be discontinued and that the student will assume his place in the school community with a cooperative spirit.

All assignments, quizzes, tests or exams missed during suspension must be made up. Teachers may give assigned work for students to complete during the time they are suspended from school. **It is the student's responsibility to obtain needed or missed work from the teacher.**

9.3

ANTI-BULLYING POLICY

St. Vincent Ferrer is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyberbullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or afterschool hours;
 - ii. on any bus or vehicle as part of any school activity; or
 - iii. during any school function, extracurricular activity or other schoolsponsored event or activity.

3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

IV. Conduct

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

9.4

HARASSMENT & DISCRIMINATION

St. Vincent Ferrer is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

9.5

DRUG & ALCOHOL POLICY

The use or possession of illegal drugs or illegal modifying substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

St. Vincent Ferrer is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, SVF may choose to conduct random drug testing of the student body at the parents' expense. St. Vincent Ferrer may conduct random searches as set forth in this handbook.

9.5.1

Smoking/Vaping

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

9.6 WEAPONS POLICY

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

9.7 THREATS OF VIOLENCE

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
4. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

9.8 YEARLY STUDENT REVIEW POLICY

Students who show observable unchristian behavior, misconduct, repeated disregard for school rules and the policies, or repeated academic deficiencies, will be evaluated at the end of the school year based on the criteria for termination of enrollment outlined below.

9.8.1 Criteria for Termination of Enrollment

If it is found that students have not shown any improvement in their conduct or achievement, the parents/guardians of those children, in grades PK-8 will be sent a letter terminating their enrollment at St. Vincent Ferrer School. This action must have the following criteria:

1. A student folder with each infraction must be kept.
2. There must be evidence of parental meetings with the teacher and administration concerning the problems.
3. When the final decision is made, a letter will be sent to the parents informing them

of the action taken.

4. The following personnel will be involved in the final decision to terminate a student's enrollment from the school:
 - a. The student's teacher(s)
 - b. The Principal
 - c. The Pastor

10	SCHOOL FACILITIES
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10.1 Extended Care Program

After School EMERGENCY PHONE (561) 271-7318.

The St. Vincent Ferrer Extended Day program provides professional care, supervision, recreation and homework guidance. It serves working families who desire supplementary day care for students of St. Vincent Ferrer School. The extended day program begins at 2:30 pm on regular school days and at 11:45 am on early dismissal days. There is no extended day program when school is not in session.

All students will be signed in by Extended Care Coordinator or their assistant. When parents, legal guardians or authorized persons pick up the student(s), they will check out the student(s) with the Total Cashless system which documents the time of pickup. There are no exceptions to this rule.

Payment is based on usage. The amount is automatically deducted from the Total Cashless system on a daily basis. **Insufficient funds will result in the student NOT being permitted to use Extended Care services.**

Homework time for Pre-Kindergarten through 3rd grade is held in Mercy Hall from 3:05 PM- 4:05 PM. Study Hall/Reading time is held in the Media Center for 4th- 8th grades at the same time, but longer if required. Every day, with the exception of extremely hot or rainy days, outside play is provided between 4:05 PM and 4:35 PM. The school playground, basketball courts and equipment are used. During playground time, a snack is provided. After lunch **on early dismissal days**, a G-rated movie may be shown to all classes before outside play activities.

If your child is not picked up by 5:30 PM, a Late Pick Up Fee will be charged at a rate of \$1.00 per minute. Children not picked up by 3:15 PM from car line are escorted to the Extended Day Program and fees are charged. This is carried out for the safety of our students. The established school rules are in effect during extended day program hours.

Extended Care Rates:

The Extended Day Program Hours are from 2:30 PM-5:30 PM and 11:45 AM to 5:30 PM when there is Early Dismissal.

EXTENDED CARE FEES

Daily Rate = \$10.00/day 3:00- 5:30 PM Early Dismissal Rate = \$15.00/day 12:00-3:00 PM
Late Fee: \$1 per minute charged beginning at 5:31 PM

We no longer provide a sibling discount for Extended Care.

Rates for Early PickUp on Regular School Days 3:16:30 PM = \$5
4:31-5:30 PM = \$10

Early Dismissal Day: 12:02 PM = \$ 5
2:01-4 PM = \$ 10
4:01-5:30 PM = \$15

Late Fee: \$1 per minute charged beginning at 5:31 PM

10.2 Hot Lunch Program provided by Great Eats

10.2.1 Lunch Time Procedures

All students will eat in the cafeteria or designated area and are responsible for leaving the lunch area (table, chairs, and floor) neat and clean.

We will be offering our St. Vincent Ferrer Hot Lunch Program under the direction of Great Eats for the upcoming school year. Lunch will be served beginning Wednesday, August 15th. Menus detailing choices will be provided each month online. All meals come complete with main entrée, side items(s) and a beverage.

The price includes a beverage of milk, gatorade, lemonade, iced tea or water. Students order their lunch a week ahead, or month ahead via the Vendor's POS system. Payments can be made on an annual and biannual basis as well. Those students with no available balance on their account will be served one lunch after this, the student will need to bring in a bagged lunch until their account is current.

LUNCHROOM SCHEDULE

Class	Lunch	Playground
Grades K	10:50- 11:15	11:20-11:40
Grade 1	11:00- 11:20	11:25-11:45
Grade 2	11:05- 11:25	11:30-11:45
Grade 3- 5	11:30- 11:50	11:50-12:15
Grade 6-8	12:00- 12:30	
Pre-K	12:35- 1:00	1:05- 1:15 at preschool

10.2.3 Forgotten Lunches

A child should be taught to be responsible for their lunches, books, homework etc. Please do not bring student lunches to the school office. If a child forgets his/her lunch, they will be permitted to receive lunch and a charge of \$3.50 (PK - Kindergarten) \$5.00 (1st-8th Grade) will be deducted from the student's cashless campus account.

St. Vincent Ferrer may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomforting materials to the school principal
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
 - i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

St. Vincent Ferrer expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parent/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

10.4

GUIDANCE OFFICE

St. Vincent Ferrer School has a guidance counselor. The Guidance Department provides support for and communication among students, teachers, and parents. A Developmental Classroom Guidance Program is provided for all grade levels with topics ranging from social skills, self-awareness, conflict resolution, respect for others, goal setting, anger management, drug awareness, and career development.

A safe environment for all students is provided in the Guidance Office. Here they are welcome to talk about or try to solve their personal problems, or they can resolve conflicts with others.

The Guidance Department works with students' personal problems on an as-needed basis. Students are encouraged to meet with the school guidance counselor to discuss problems individually or in small groups. The counselor acts as mediator in peace table discussions.

Schoolwide testing is coordinated through the Guidance Office, including vision and hearing screening as well as standardized testing for grades 2 through 8.

10.5

MEDIA CENTER

Books, audiovisual materials, computers, magazines, audiovisual equipment, and research materials are available to students at designated times of the day. The Media Specialist is available to assist both students and teachers. Books may be checked out for a one/two week period.. Any student with outstanding library books for one month will no longer be able to check out books until the book is returned. If a book is damaged beyond repair, it is the child's responsibility for replacing the book. This also applies to books that are lost or sent to another library and not returned.

11

PARTICIPATION IN SCHOOL ATHLETICS & ORGANIZATION

St. Vincent Ferrer School recognizes the following sports, activities and clubs:

School Clubs: Safety Patrol, Green Team, Choir, Drama, Art

After School Activities: Soccer Shots, Irish Dancing, Baton, Rhythm Rascals, Tennis

Major School Activities: Welcome Back Party, Fall & Spring Sports Banquets, Parish Festival, Beach Clean-up, Retreats, weekly Edge Youth Ministry meetings, Lenten Fish Frys

Dances: School and those sponsored by Rock Youth Ministry

Athletics: Boys/Girls Soccer, Boys/Girls Lacrosse, Boys/Girls Basketball, Tennis. Girls: Volleyball, Cheerleading
Boys: Flag Football, Baseball. GED: Tennis & Track

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, hereby release the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

11.1**ART PROGRAM**

The Art Program at St. Vincent Ferrer is unique in that it incorporates many facets of the arts. The study of cultures and customs of people throughout the world, art history, past and present, famous artists both contemporary and classical serve as motivation for the majority of projects that students complete in class. They are also instructed in the use of a variety of interesting materials and techniques in order to encourage their skills and creativity.

11.2**MUSICAL ENSEMBLES /CHOIR**

The Musical Ensembles and Choir Program is open to students in Grades 3-8. Rehearsals are conducted during the school day as part of middle school club time and/or after school. The musical ensembles/choir performs at our school's Christmas concert and Spring Concert and the first Sunday 11:30 Mass every month. Individual instrumentalists/choir members are featured at Friday Mass.

11.3**ALTAR SERVICE**

Students in grades 3 through 8 are invited to serve the St. Vincent Ferrer church community by being an altar server. This program is coordinated through the church office. **Please note that a family with a 3rd- 5th grade altar server may use these service hours towards their required 20 annual family hours.**

11.4**STUDENT COUNCIL & CLASS REPRESENTATIVES**

The Student Council is made up of elected representatives from the 8th grade class. Students meeting the proper criteria in grade 7 have the option to run for Student Council. The criteria includes such items as demonstrating leadership qualities and being in good academic and conduct standing. All rising students in 5th – 8th grade are permitted to vote for the Student Council members from a group of nominated individuals within the 7th grade class.. Student Council positions include: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian and Historian.

The Student Council's role includes fundraising for the graduating class, coordinating SVF Morning Announcements, providing support for school activities and Catholic Schools Week. In addition to the Student Council, there is a group of class representatives that are selected by their classmates in each 4 – 8th grade classroom.

11.5**ROCK– MIDDLE SCHOOL YOUTH GROUP PROGRAM (Grades 6-8)**

ROCK is a Catholic Middle School Ministry that meets every Wednesday night, 3:30-5:30 PM in the St. Mary House.

11.6**INDEPENDENT VENDORS**

St. Vincent offers the opportunity to attend various outside clubs/groups that conduct their activities on our campus (i.e. music lessons, art, dance, tennis etc.). We are not involved in the business operations of these groups, and issues related to outside groups should be addressed directly to said group.

11.7 FUNDRAISING

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

The purposes of school fundraisers are to improve the facilities and educational resources for our students. It is expected that each family participate in the efforts of our fundraisers. If a family cannot financially participate then it is expected that volunteer hours will be in the form of involvement in an effort to participate.

11.8 FIELD TRIPS

Field trips are privileges afforded to the students; no student has an absolute right to a field trip. Students will be denied participation if they fail to meet academic or behavioral requirements. No student will be allowed to go on a field trip without a permission form on file in the school office signed by the parent/guardian. Students will not be released to parents after a field trip until the regular dismissal time unless there is an emergency. Such requests are to be made to the assistant principal. Students are offered the privilege of field trips away from the school for educational purposes.

11.9 PARTICIPATION PERMISSION

Teachers may exercise the right to prohibit a student's participation based on conduct and/or effort concerns. Students need written permission to go on field trips. **We cannot take permission for field trips via telephone.** Parents are required to complete a release/consent form for their child. **This form must be notarized for long -distance trips** (i.e. Epcot, Universal Studios, etc.). Any eighth grade student who receives excessive behavior forms and/or disciplinary forms will not be allowed to participate in the end of the year class trip and other activities. Please note that the administration reserves the right to make necessary decisions regarding a student's dismissal from any or all of the above.

11.10 CHAPERONES

- Only Parents who have been authorized by the teacher are to attend a field trip. Completing a driver information form does not necessarily guarantee that you will be a chosen driver.
- For the safety of the children please restrict cellular phone use to emergencies only.
- **No siblings or any outside children are permitted on class field trips.** These are educational activities and are age appropriate to the grade level.

- All drivers must be 21 years of age or older and have a valid non-probationary driver's license and no physical disability that may impair the ability to drive safely. Class E or Safe Driver must be stated on the driver's license.
- A photocopy of auto insurance policy (minimum of \$100,000/\$300,000 coverage) and driver's license indicating "SAFE DRIVER" must be kept on file in the school office and must be submitted each year, or upon receipt of a renewal for expired insurance policies.
- All vehicles must have a valid registration.
- **All documents are due to the school office eight weeks prior to a field trip.** Information forms must be renewed annually. Any changes of vehicle, insurance company or coverage information will require a new form.
- Students may not sit in the front seat if the vehicle has a front airbag. All students must wear seat belts.
- No stopping during a field trip for any reasons, unless directed by the teacher

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NON-SCHOOL SPONSORED EVENTS

SVF does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, hereby release the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school -sponsored function.

13

ATHLETIC PROGRAM

The Physical Education Department at St. Vincent Ferrer School is an integral part of the total school program. The objectives of the Physical Education Department are to develop individuals to their highest potential, physically, mentally, socially, emotionally, and spiritually.

The after school sports programs have become an integral part of 5th through 8th grades. All transportation for interscholastic competition is the responsibility of the parents. Parents of participating students should communicate with the Athletic Director/Coach to coordinate transportation responsibilities. Any parents driving students other than their own children must have the appropriate insurance and paperwork submitted to the school office.

Students grades 5-8 are eligible to try out for the athletic program. Dates are announced in advance of the tryout, tryouts are held after school. The athletic program consists of the following sports:

BOYS:

- Early Fall - Flag Football. It is open to students in grades 5-8.
- Late Fall— The soccer program is competitive within the Boynton/Delray League.

- Winter – Basketball
- Early Spring–Baseball, Lacrosse
- Late Spring– Tennis, Track

GIRLS:

- Early Fall – Volleyball is open to girls in grades 6 – 8. It runs from August to October.
- Late Fall– Basketball - October through December.
- Winter – Soccer is followed by softball which ends in April.
- Early Spring- Lacrosse
- Late Spring– Tennis, Track

Practices are generally held on Mondays Thursdays immediately after school. Athletes are expected to attend all practices. If a student is absent from school on game day, he/she may not participate in the game for that day. All sports uniforms are property of St. Vincent Ferrer School. They are loaned to athletes during a sport season. The athlete is responsible for promptly returning the uniform at the end of the season both clean and in good repair. If the uniform is not returned in good repair, the player will be responsible for payment of the uniform.

Each student athlete will pay \$30 per sport team with a maximum of \$200 per family to offset the cost of game referees.

13.1 Athletic Code of Conduct and Sportsmanship

The foundation of the Athletic Program is good sportsmanship. All athletes are expected to demonstrate good sportsmanship while participating in practice or games. Players will promote the efforts of their fellow teammates. Insubordination to any coach, supervisor, or teacher will result in immediate dismissal from the team. Unsportsmanlike conduct and foul language will not be tolerated at any time for any reason.

If a student has an in-school behavior detention, he/she will not be permitted to participate in extracurricular activities that day. Following the third in-school detention, the student will no longer be eligible for the sport that the student is presently enrolled in for the season. Conduct of St. Vincent Ferrer athletes must conform to all the rules and regulations stated in the St. Vincent Ferrer School Handbook.

Good Sportsmanship shall be practiced at all times:

- No foul language.
- No unsportsmanlike actions or conduct.
- No disrespect.
- Player will be in sports uniform.
- No jewelry at any time.
- Attendance at school is required to participate in any sports or extracurricular activity.

14.1 Home & School Association

The St. Vincent Ferrer Home and School Association gives moral, spiritual and financial support to the school.

On-going guest speakers and programs are presented to the parents. **One Family Service hour** is earned when in attendance.

14.2 P.O.P.S. = Parents of Prayer and Service

P.O.P.S is a prayer group made up of parents and grandparents who pray for our students, families, school and teachers. They meet every Friday morning from 7:58:25 am in the Youth Center. ONE PARENT SERVICE HOUR is earned for participating.

14.3 School Advisory Board

The School Advisory Board advises and supports the Principal and Pastor concerning the policies and the programs at St. Vincent Ferrer School. The board also actively works as a core group of volunteers to assist the Principal in numerous aspects of the school's operation.

14.4 Service Hours

St. Vincent Ferrer School has always been blessed with an enthusiastic, caring support system for our teachers and administrative staff. Year after year, our dedicated family volunteers show an amazing spirit of cooperation and partnership that helps make our school the best! With a wide variety of volunteer opportunities, it should be very easy and fun to fulfill the annual requirements of twenty (20) volunteer hours.

St. Vincent Ferrer has implemented a formal Family Service Program beginning with the 2017-18 academic year. This letter and the guiding documents provide the details and service expectations for all school families. A similar process is in place in most diocesan schools and private schools in the area.

We understand that it may be challenging for everyone to find the extra time to complete the required service hours, however, we can assure you that there are many opportunities during and after school hours and on weekends both on and off campus to complete your service hours throughout the year. Although a payment option is also available as an alternative to completing service hours, it will still be **mandatory** for each family to provide our school with **one shift during the parish festival** as well as **sell or buy (1) \$100 Raffle Ticket**.

Program Philosophy

St. Vincent Ferrer Catholic School prepares students for a lifetime of love and learning, service to God, and responsible membership in the school, community, and everchanging world. St. Vincent Ferrer Catholic School believes that the education of students requires a partnership with families and encourages family involvement through our Family Service Program (FSP) to help meet these goals.

FSP Guidelines

Each family is required to volunteer a minimum of twenty (20) hours (FSP Hours) each year. FSP Hours may be completed any time between June 1st and May 31st for a particular school year and will include hours worked on school -related matters, regardless of where or how the service is provided, i.e., at home, school, on a field trip, or fundraising support.

FSP Hours are only applicable to the family performing the service and are not transferable.

Participants

Parents or guardians and extended family members (grandparents, aunts, uncles, cousins, and siblings who are 18 years of age and older), may complete FSP Hours for the family. FSP Hours must be completed no later than the last week of May each year and recorded with the school on or before the last day of school. Every family member that works with children during the school day or as part of extra-curricular activities must comply with the Diocese of Palm Beach policies and requirements for background checks, fingerprinting, and training, such as attending a Protecting God's Children class.

St. Vincent Ferrer Parish Festival Support

As part of the FSP Hours requirement, each family is required to work at least one shift during the school's Festival event. Volunteer opportunities exist during the setup and breakdown. The Festival this upcoming school year will be on **February 22-24 2019**. This obligation is **mandatory for all families** including those that choose the payment option.

Service Hour Options

It is your responsibility to volunteer for the activities of your choice. Families are encouraged to become involved in the SVF School community according to their interests and talents. Only service hours that directly benefit the school will count towards FSP Hours. Community service hours to non-profit organizations outside of SVF, while charitable, do not count toward FSP Hours.

There are a variety of opportunities to fulfill your FSP Hours. For your convenience, a list of proposed activities is enclosed. Opportunities will be communicated throughout the year.

Documenting Hours

All FSP hours **must be logged and recorded on RENWEB** when providing service to the school during school hours, FSP Hours must be logged into RENWEB under Parent Service Hours. Parents or guardians must submit their completed FSP Hours **by April 15** annually.

The final report card will be withheld until all service hours or financial obligations have been met. If there is a problem within the family and are unable to contribute your service or your financial contribution, please put your concerns in writing and submit it to the principal.

Cash Payment Option

If you cannot fulfill your FSP Hours, you may choose instead to make a cash payment of \$500.00 per family. Families that choose this option **are still required to complete their Festival shifts as indicated in the Festival section above**. This payment is not a donation and not tax deductible, but it does fulfill your contractual obligation. **This payment is due no later than October 1.**

Failure to Fulfill FSP Hours

Families that do not fulfill their FSP Hours will be billed \$25.00 an **hour** for each unfulfilled hour. This amount must be paid within thirty days after the end of the school year. Children cannot begin school the following year unless this amount is paid in full.

Donation Opportunities to Earn Service Hours

- Sponsorship/Cash Donations Valued at \$1,000 or more

(Golf & Tennis Tournament, Home & School Events, and the Festival)

earn (4) four service hours.

- Prior to the closing of the Festival purchase or sell (1) \$100 Raffle Tickets and earn (2) two service hours.
- In-Kind Donations such as baked goods, water, canned goods of up to \$25 will receive (1) one service hour.

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*Service Opportunity Options**

Year-Round Opportunities

- Parent Ambassadors (mentors)
- Parents of Prayer & Service Prayer Group (P.O.P.S)
- School Dances
- Lunch and Recess Supervision (double hours)
- Used Uniform Sale
- Events
- Field Trip Volunteers
- Home and School Association (appointed)
- Advisory Board (appointed)

- Altar Servers
- Coordinator
- Grade 35 Altar Servers
- Sports Coach or Assistant Coach
- Room Parent
- Facilities/Maintenance Support
- After-School Clubs (art club, science club, chess club)
- Volunteer for Drama Club
- Thank-you note writing
- Liaison for the Church & for Stewardship
- Mailings
- Liturgical Technology

- Catholic Schools Week
- St. Vincent Ferrer Parish Festival (Various Committees & Inperson event)

Spring

- Fall
- Welcome Back Dinner
- Annual Golf and Tennis Tournament
- Trunk or Treat
- Fish Frys

- Field Day
- Grandparents Day
- First Communion Reception
- 8th Grade Graduation Reception
- Teacher Appreciation Week

Winter

- Christmas Pageant

**Please note that when you are asked to come to school to help we need your undivided attention younger siblings are not permitted to come with you when you do your service unless participating in P.O.P.S (Parents of Prayer & Service Prayer Group) where there are babysitting arrangements. Thank you for your cooperation.*

Any parent who wishes to volunteer at the school must be fingerprinted and attend a “Protecting God’s Children” class given throughout the Diocese. Please follow these steps in order to volunteer:

1. Request an “Authorization to be Fingerprinted” form from the school office.
2. Download “Pastoral Code of Conduct” from our school website, read it and sign page 14. Return the signed copy to the school office
3. Go online to <https://sep.diocesepb.org/> and follow instructions.
4. Print out your barcode and call a fingerprinting site to make an appointment. Remember to bring your barcode to the office where you will be fingerprinted along with proper I.D. and signed “Authorization to be Fingerprinted” form.

Once all Diocesan requirements are fulfilled you are a St. Vincent Ferrer Volunteer! We appreciate your cooperation with these procedures to help us ensure the safety of our students.

St. Vincent uses the FACTS Tuition Management Program to handle payment plans. If you would like more information about the company visit their Web site, www.factsmgt.com.

To qualify for the active Catholic parishioner rate of tuition, at least one of the student’s parents must be a registered member of St. Vincent Ferrer Parish for a minimum of one full year who **is supporting the parish by weekly family Sunday Mass attendance, involvement in parish ministries, and financial support demonstrated by use of parish envelopes.**

Active parishioner rate of tuition can also be obtained if at least one of the student’s parents is registered in a feeder parish such as Ascension, Holy Spirit, St. Lucy, St. Mark, St. Matthew or St. Thomas More, who actively support their parish **as determined by a SVF parish verification form signed by your Pastor.** If a parish verification form is not signed, a \$1,000 tuition premium will be charged.

The St. Vincent Ferrer School Accounting Office is responsible for the processing of all tuition and fees for the school. The School Accounting Office can be reached at (561) 637-6262, School Finances Rosaly DiMaria ext. 370 and Finance Director Angelo Safo ext. 303. The following policies relate to Tuition

and Fees:

- Registration fees are payable in advance and are nonrefundable.
- Tuition in full payment received by August 1st will be accepted by the school accounting office. (Rectory)
- All payments on an installment basis, whether semi -annual or monthly must be through F.A.C.T.S. Tuition Management Systems. The school does not accept installment payments directly.
- In the event of withdrawal of a student, any pre -paid tuition will be reimbursed a fter the quarter. Curriculum fees, Technology Fees and Home and School Association fees are nonrefundable.

15.2

FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if th e parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenrdl the student if any financial obligations are not met.

- The parish bookkeeper will monitor student/family billing accounts. If a billing account (tuition/fees) is in arrears more than thirty (30) days the family will receive written notification of delinquency mailed to their residence and access to RENWEB will be suspended. If a billing account remains in arrears more than sixty (60) days the student will not be able to attend class.
- An eighth grade student will not participate in graduation ceremonies nor receive final grades or a St. Vincent Ferrer diploma until all tuition/fees are paid in full. Transcripts and final report card may not be released until all tuition/fees are paid in full.

15.3

TUITION ASSISTANCE

Limited financial assistance may be granted to qualifying, active parishioners at the discretion of the School Advisory Board where a demonstrable and deserving hardship exists. Please call the Finance office at (561) 276-892, extension 370 for instructions in this regard.

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ELECTRONIC ACKNOWLEDGEMENTS

Periodically, SVF may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents

and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

St. Vincent Ferrer School Name
Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the releases outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade)

PARENTS AS PARTNERS

As partners in the educational process at St. Vincent Ferrer School, we ask parents:

1. To set rules, times, and limits so that your child:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
 - Has sufficient monies in Cashless Campus for hot lunch or nutritional packed lunch every day.
2. To actively participate in school activities such as Parent -Teacher Conferences and participate in school activities;
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
4. To notify the school with a written note when the student has been absent or tardy;

5. To notify the school office of any changes of address or important phone numbers;
6. To meet all financial obligations to the school;
7. To inform the school of any special situation regarding the student's wellbeing, safety, and health;
8. To complete and return to school any requested information promptly;
9. To read school notes and newsletters and to show interest in the student's total education;
10. To support the religious and educational goals of the school;
11. To support and cooperate with the discipline policy of the school;
12. To treat teachers and staff with respect and courtesy in discussing student problems;
13. To monitor student's academic progress by talking with your child, reviewing school work sent home, checking RenWeb as it is updated, and initiating contact with the teacher(s) in a timely manner if you see issues of concern.