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1.1 Welcome

Welcome to St. Vincent's School! We are happy to have you as a member of our family!

The mission of St. Vincent's School is "Educating Mind, Body, and Spirit in the Anglican tradition".

Preface

St. Vincent's School provides a learning experience for children that encourages academic, spiritual, emotional, and physical growth. The School provides a well rounded and strong foundation in core academic areas while expanding learning through enrichment and elective courses. The clergy works with the School through chapel and classroom experiences that promote and up-hold traditional Christian virtues and values. The School committee, administration, faculty, clergy, staff, and parents work together as a team dedicated to educational excellence.

1.2 Accreditation

St. Vincent's School shall meet the requirements for and maintain accreditation status with the Southwestern Association of Episcopal Schools or equivalent accreditation agency(ies). The school is also recognized by the Texas Education Association.

1.3 History

St. Vincent's School was founded in 1963 under the guidance of Father Hadley, whose vision was that of a comprehensive Kindergarten through twelfth grade Episcopal School to serve the Mid-Cities and Northeast Tarrant County. Begun as a Kindergarten on the original Pipeline Drive property, the School grew in both directions, adding an Early Childhood program, as well as Elementary grades. In order to accommodate this growth, the Church began a hands-on building program, adding several freestanding classrooms built by the church members themselves.

In 1989, the Church and the School moved into a new building located on the eight-acre property on Forest Ridge Drive: the original site being a pecan orchard. Between 1989 and 1999, the Church and School collaborated on several building projects, including additional classrooms, a nursery, music room, library, and the East wing. These additions completed the original master plan and accommodated the school through the sixth grade. In 2006 the school expanded through 8th grade, completing the Middle School academic offering.

A portion of the second floor of the Middle School was completed, adding two additional classrooms and several office spaces to the Middle School. The remainder of the second floor will be completed as needed.

2 INTRODUCTION

This document has been developed by the administration in order to familiarize classroom teachers and support staff with St. Vincent's School and provide information about key policies and procedures related to performance in the classroom.

2.1 Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, St. Vincent's School reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

POLICIES RELATING TO PARENTS

3 GENERAL

St. Vincent's School is a Christian school. The expectation is that our faculty, staff, parents, and students will model Christian behavior in their interactions with each other. St. Vincent's School reserves the right to refuse services to or withdraw services from individuals or families that do not behave appropriately.

4 TUITION & FEES

4.1 Tuition Rates

Tuition rates are set annually and all fees and tuition are due in full June 1, according to the Enrollment Contract.

Tuition and fees shall be set annually by the School Committee and shall be administered according to the following policies:

Financial obligation for all fees shall be unconditional. No portion of fees, paid or outstanding, shall be refunded or cancelled in the event of absence, withdrawal, or dismissal from the School.

Tuition Refund Plans are available through The School. Participation in the Plans is voluntary; however, all tuition and fees are non-refundable.

This financial obligation shall be represented by the Enrollment Contract which must be signed by parent(s) or guardian(s) financially responsible for the student.

Tuition for students enrolled after the beginning of school shall be prorated on a semester basis.

4.2 Payment Methods

Methods of payment, late charges, service charges and other assessments shall be determined by the School Committee. These methods shall be represented in the Enrollment Contract.

A family shall be current in tuition payments or have made satisfactory arrangements for payment in order to register for the coming year.

4.3 Past Due Account Balances

The student account must be cleared one month prior to the end of the academic year. If the account is not settled by the end of the academic year, the student transcript will not be released to the parents. No information regarding the student's performance will be released to the family or any other institution. A formal response will be provided to any inquiring party that the student records may not be released until the account is brought up to date.

Accounts collected via the FACTS Tuition Management Program must remain current. Three attempts are made to collect each payment due. If each attempt to collect the payment fails, the student account must be paid in full within 20 days of notice of the third failed attempt via cashier's check. If the account is not paid in full, the student may be withdrawn from school. All records will be frozen and marked as incomplete. No information regarding the student's performance will be released to the family or any other institution. A formal response will be provided to any inquiring party that the student records may not be released until the account is brought up to date.

All account balances outstanding for more than 45 days will be charged a monthly interest rate of 1.5%. Monthly statements will be mailed within 10 days of the month end. Interest will accrue starting with the 15th day and continue until the next month's statements are mailed. The interest charged is in addition to any fees levied by FACTS, the School's Tuition Management provider.

4.4 Fees for Extra-Curricular Activities

Tuition and enrollment fees are designed to cover the cost of attending the School with few exceptions. All team sports require payment of a "Pay-for-Play" assessment. The pay

for play assessment will be included on your monthly statement. Out of town class trips may carry an assessment to be paid by the parent.

4.5 Financial Aid

Financial aid is need based. The School has very limited resources available for financial aid grants. Grants are made to families with the greatest need. Consideration is given first to returning families where the student(s)' relationship with the School is positive and the parents are supportive of the School. A student whose family receives financial aid is expected to maintain a strong academic record and to be a positive influence in the School. Parents of students receiving financial aid are expected to be vibrant and supportive members of the School community.

The School utilizes the FACTS Financial Aid program. Families who wish to be considered for financial aid must complete a financial aid packet available from the Business office. Completed forms should be filed by the designated date in order to be considered. All applications are carefully reviewed by a sub-committee of the School Committee and appropriate confidentiality is strictly kept.

4.6 Returned Checks

Should the bank return a check, the School will notify the party immediately. Full payment plus a ten dollar (\$10.00) returned check charge must be made with cash, a cashier's check, a certified check, or money order.

Enrollment Contracts paid through the FACTS Tuition Management Program are subject to Insufficient Funds (NSF) fees charged by FACTS. In addition, any contract reported as NSF for two consecutive months will subject the student to possible dismissal from School. Any contract reported as NSF more than 3 times during the academic year will subject the student to possible dismissal from school. Either of these violations will also subject the family to possible exclusion from the FACTS Tuition Management Program for future academic years.

4.7 Supplies

All supplies for teachers will be ordered through the Purchasing Process with the approval of the Head(s) of School. Supplies provided by the parents should be kept to a minimum.

5 Health and Safety

5.1 Immunization

The School will adhere to the Texas Department of Health Immunization Requirements.

	1 st Dose	2 nd Dose	3 rd Dose	4 th Dose	Required
DTP/DtaP/DT/T (through age 6) (4 doses)	1 st dose	2 mos. later	2 mos. after 2 nd dose	6 mos. after 3 rd dose	One dose must be on or after 4 th birthday. Td booster 10 years after last dose
DTO/DtaP/Dt/T d (7 yrs & older) (3 doses)	1 st dose	2 mos. later	6 mos. after 2 nd dose		One dose must be on or after 4 th birthday. Required of all students. Td booster 10 years after last dose
Polio (3 doses)	1 st dose	2 mos. later	6 mos. after 2 nd dose		One dose must be on or after 4 th birthday. Required through age 17.
Measles	1 dose on or after 1 st birthday or serologic confirmation of measles immunity or serologic evidence of infection 2 nd dose on or after birth date of 9-2-91. School policy requires proof of 2 nd dose upon entrance to 6 th grade or by 12 th birthday			1 dose MMR vaccine received on or after first birthday. (Dose may be received as part of a 2 nd MMR) Children born on or after 9-2-91 & who are 5 yrs old entering kindergarten or any higher grade must have 2 doses of measles vaccine. This also applies to pre-kindergarten students as they reach 5 yrs of age during the school year. Children born between 9-1-78 and 9-1-91 (inclusive) must show proof of 2 doses of measles vaccine within 30 days after their 12 th birthday. (This dose may be received as part of a 2 nd MMR) School policy required proof upon entrance to 6 th grade.	
Rubella	1 dose on or after 1 st birthday or proof of serologic confirmation of rubella immunity or serologic evidence of infection.				Required of all students
Mumps	1 dose on or after 1 st birthday or proof of serologic confirmation of mumps immunity or serologic evidence of infection.				Required of all students
Hib CV Haemophilus influenzae type b Conjugate vaccine	Children between the ages of 15 mos. & 5 yrs should have 1 dose on or after 15 mos UNLESS a primary series (2 doses 2 mos apart) & booster were received prior to or at 15 mos of age. Children 5 yrs of age or older are not required to be vaccinated with Hib CV.				A physician validated history of invasive Haemophilus influenzae type b disease, on or after the 2 nd birthday will substitute for the vaccine requirement for children 2 yrs of age through 4 yrs of age. Less than 3 doses of Hib - one dose must be at 15 mos or after 3 doses – last dose must be at 12 mos or after 4 doses – last dose must be at 12 mos or after
Hepatitis B	3 doses required or serologic confirmation or serologic evidence of infection				Children 5 yrs & older born on or after 9-2-92 (Kindergarten & pre-kindergarten students as they reach 5 yrs of age) 1 st dose – one month 2 nd dose – 1-2 months after 1 st dose 3 rd dose – 2 mos after the 2 nd dose (4-6 mos after 1 st dose)

5.2 Religious Exemptions

Religious exemption is granted by an affidavit signed by the parent or guardian, stating that the vaccination conflicts with the tenets or practices of the religion of which they are adherent to be signed by a minister or church official. During disease outbreaks, religious exemptions may be revoked.

5.3 Medical Exemptions

Medical contraindications must be signed by a physician licensed to practice in the United States. The statement should indicate that, in the physician's opinion, the required immunization would be injurious to the health and well being of the student or a family or household member. It should specify the specific vaccination contraindicated. Unless a lifelong condition is specified; the exemption is valid for one (1) year from date signed, need not be notarized, and must be reviewed annually.

5.4 Exemptions: U.S. Armed Forces

Texas Law provides for exclusions from minimum requirements for persons on active duty with U.S. Armed Forces.

5.5 Records

The day, month, and year of vaccine administered must be recorded in all School records initiated and in existing records updated, after September 1, 1991. All immunization records created on or after September 1, 1995, must be a complete and accurate record of all validated immunization histories available for each child. These records must include all doses administered to a student, including all doses that exceed the minimum mandated requirements.

When a validated immunization record updated prior to September 1, 1991 contains only one (1) vaccine date for OPV, IPV, or DTP/DtaP/DT/Td and a "B" or the word "booster" or the words "series completed" (or similar wording) appears by the immunization date, assume that three (3) doses of OPV, three (3) doses of IPV or four (4) doses of DTP/DtaP/DT/Td have been administered. Immunization records created or updated on or after September 1, 1991 must show the actual month, day and year of each vaccine administered on or after September 1, 1991. If the date next to the "B", "booster" or "series complete" (or the date of any OPV, IPV, or DTP/DtaP/DT/Td) is written within the month prior to, or of the fourth (4th) birthday, then the requirement for a dose on or after the fourth (4th) birthday is met under these circumstances.

Each five (5) year old entering School must have one of the following:

- One (1) dose of varicella (chicken pox) vaccine on or after the first birthday, or
- A parent or physician validated history or varicella illness, or

- Serologic confirmation of varicella immunity

Note: MMR (or one (1) dose of each of its components) must have been received on or after the first (1st) birthday if the vaccine was administered on or after September 1, 1990. Measles vaccine received prior to September 1, 1990, may have been administered in the calendar month of the first (1st) birthday.

All schools are required to maintain records of the immunization status of each individual student admitted during the period of attendance. The School must make records available for inspection by representatives of the Texas Education Agency, the Texas Department of Health, the Texas Department of Protective and Regulatory Services, or local health departments/districts at all reasonable times.

5.6 Provisional Enrollment

All immunizations should be completed by the first day of attendance. However, if this is not possible, a student may be provisionally enrolled and allowed to attend a child-care facility or school, provided at least one immunization in the series has been received. The remaining required immunizations must be completed as soon as medically possible in order for the student to remain in attendance.

5.7 Acceptable Documents of Immunizations

Any validated document of immunization presented by a student that shows the day, month and year when each immunization was received is acceptable. Students coming from outside the United States boundary must have a U.S. doctors validated record and must receive a TB test.

5.8 Transfer of Records

When a student transfers from one school to another, all health records including a copy of the immunization record, any affidavits or statements of medical contraindications, any statements for religious exemption and laboratory reports of immunity should be sent within thirty (30) days to the receiving school.

5.9 Vision and Hearing Screening Requirements

The Texas Department of Health requires vision and hearing screening of students. This examination will be done for your student by trained professionals according to specific grade criteria. The Special Senses and Communication Disorders Act, Texas Health and Safety Code, requires that all students enrolled for the first time in any public, parochial or private school or in a Texas Department of Regulatory Services licensed child-care facility in Texas, or who are enrolled in certain grades (specified below) must receive a screening or professional examination for possible vision and hearing problems.

The Vision and Hearing Screening requirements are applicable in the School program at the ages listed below:

Who Must be Screened	When Screening Must Be Done
4 years old	Within 120 days of admission or before end of first semester
Kindergarten	Within 120 days of admission or before end of first semester
Any other first-time entrants (4 years through 12 th grade)	Within 120 days of admission or before end of first semester
1 st , 3 rd , and 5 th graders	Anytime within the school year (preferably within first semester)

5.10 Screening Procedures

For vision screening, a distance acuity for the right and left eyes will be recorded, e.g. 20/20, 20/30, etc. Approved charts for distance acuity testing include: (1) Snellen Letter Chart, (2) Snellen "Tumbling E" Chart, and (3) HOTV Matching Symbol Test.

For hearing screening, the results for both the right and left ears of the pure-tone audiometric Sweep-Check Screen must be recorded. The recorded results must indicate a Sweep-Check Screen conducted at an intensity of 25 dB (or less) at the following frequencies: 500, 1000, 2000 and 4000 Hertz.

For Spinal Screening, the Texas Department of Health required spinal screening for all students in grades 5-8 to check for Scoliosis and Kyphosis or any other spinal abnormality. These screenings are conducted by a professional and the results are sent by the School office to the Texas Department of Health, Bureau of Children's Health.

5.11 Fever Policy

Children should return to School only after they are free of fever for twenty- four (24) hours (without the aid of fever reducers such as Tylenol, Temptra, Advil, etc.)

5.12 Medication

Parents must leave all prescription and non-prescription medications that are to be taken by a student at School in the School office. School personnel or the child's parent will dispense the medicine in the School office. Teachers are not permitted to dispense acetaminophen, aspirin, or medication to a student. There can be no exception to the rule. All medicine dispensation shall be recorded by the student's name, name of medication, dosage, date, time and initials of person administering medication. Non-prescription medication can be dispensed only according to the label directions unless amended in writing by the student's physician. Prescription medication shall be dispensed according to the label and doctor's instructions. [The Release for Liability of Dispensing Medicine form can be obtained from the School office]

The parent must complete the medicine authorization form before any type of medicine (prescription or non-prescription) may be administered. These forms are kept in a binder in the School's office. The medication must be in its properly labeled original container. The label must have the student's name, name of drug, dosage, and frequency of use clearly written on it. Medication is dispensed at 12:00 noon and 3:00 p.m. unless an alternate schedule is requested in writing by the student's physician. The School recommends that parents keep a portion of any medication at home as a precaution should you forget to pick it up at the end of the day.

5.13 Communicable Diseases

In the event a student contracts a contagious disease, a physician's statement that the student is no longer contagious may be required before the student will be admitted to class. Parents are to notify the School and keep the student home in accordance with the following guidelines.

Chicken Pox	Isolate and exclude from school until free from fever, crusts have formed and no evidence of a secondary infection exists.
Measles	(Measles, 5 th Disease, & similar illnesses) may return to school when free from rash, or with a note from doctor 5 days after rash appears.
Poison Ivy	Excluded from school until crusts
Mumps	Exclude from school until all swelling is gone
Pink Eye	Exclude from school until redness is gone and student is on antibiotics for twenty four(24) hours. A note from doctor is required.
HIV Associated Diseases	Parents are encouraged to discuss these situations with the School
Head Lice	Excluded from school until treatment and all nits removed. Written notification of treatment is required upon return to school. Seven (7) to ten (10) days following, a second treatment is required, written notification is required. (Forms available in School office.)

5.14 Illness and Injuries at School

The School reserves the right to send a student home if that action is necessary for the health of that student and/or other students. If a student is absent because of a contagious disease, the School requests that parents notify the School office or the student's teacher as soon as a diagnosis is available.

5.14.1 Accidents

The School attempts to provide a safe accident free environment. If an accident occurs, School personnel will administer first aid, notify parents, and take further emergency action if necessary.

5.14.2 Procedures for Accidents

Students who are injured (excluding minor bumps and abrasions) should be escorted to the School office.

If minor bumps or abrasions require treatment, the treatment will occur in the School office.

For injuries that require treatment or could possibly be serious in nature, an accident report must be completed and submitted to the Head(s) of School the day the accident occurs. School personnel will notify parents of injured students. Accident reports must be completed for anyone having an accident including School employees, students and visitors. When in doubt about the seriousness of the injury, complete the form and report the accident to the Head(s) of School.

5.15 Minor Illness/Injuries at School

School Personnel will treat the following at School:

- Low grade fever: Call parents and send home as appropriate
- Minor cuts or bruises as may occur on School grounds
- Other injuries deemed of a minor nature

If a parent can not be reached for any reason, persons listed on the application form as designated emergency contact will be called. These should be updated as necessary. The office will communicate with the homeroom teacher if the child is sent home.

5.16 Severe Injuries

For severe injuries, every effort will be made to contact parents immediately. In the unlikely event that contact can not be made, the School would exercise the use of the medical authorization form and seek medical attention at the nearest appropriate medical facility. The staff member present advises the Head(s) of School of a severe injury immediately after handling the emergency. The staff member completes an accident report form as soon as possible to document the circumstances of the accident and the action taken. **Never move a child with a suspected head or neck injury.**

5.17 Cardio Pulmonary Resuscitation (CPR)

CPR training is offered to any interested employee of the School. All trained personnel will be given mouth protective devices to be used when administering CPR. Each trained person will have the mouth protective device in his/her area. A list of all of the employees trained in CPR will be put in the health kit in each classroom. This list will be updated yearly.

5.18 Health Excuses

In order for a student to be excused from physical education or other regular activity, the parent must send a written excuse stating specifically why the student is to be excused and the duration of the condition. For extended absences from physical education, a doctor's excuse is required.

5.19 Doctor and Dental Appointments

Scheduled appointments, which cause a student to be late for school or to be absent part of the school day, require a written note be sent to the teacher on the preceding day. Upon arrival at school, the student must report to the office for an admittance slip.

For the protection of students, a student will be allowed to leave School during school hours with an authorized person only. At no time may an adult family member pick up a student directly from the classroom. Parents must come to the School office if a student needs to leave School at any time other than the regular dismissal time.

5.20 Child Abuse and Neglect

Any person who has cause to believe that a child's mental or physical health or welfare has been or may be adversely affected by abuse or neglect shall make such reports as are required by law (Family Code 34.01). This includes any child under the age of 18. All cases of suspected child abuse or neglect will be reported by any School employee to the Head(s) of School who will assist the staff member in determining if a report should be made according to the law. Anyone suspecting abuse must report the case to the Department of Human Services, the 24-hour Child Abuse Hotline number is 1-800-252-5400. A written report must be filed with the Department of Human Services that contains the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information. When a report must be made, the staff member receiving the initial outcry will make the report. Failure to report suspected physical or mental abuse or neglect of a child is a Class B misdemeanor in Texas punishable by a fine of not more than \$1,000.00 or by imprisonment of not more than six months, or both.

5.21 Definitions:

Physical Abuse – Any physical, non-accidental injury or injuries sustained by a child as a result of malicious acts by a parent or guardian who has permanent or temporary custody or responsibility for supervision of the child.

Child Neglect – Any act by any parent or other person who has permanent or temporary custody, care, or responsibility for the supervision of the child who fails to take action to provide adequate nutrition, clothing, shelter or medical care.

Sexual Abuse – Any act or acts by any parent or other person who has permanent or temporary custody, care, or responsibility for the supervision of the child involving sexual molestation or exploitation or sexual involvement or contact by one person with a minor or one who is legally incompetent to consent. These acts include, but

are not limited to, incest, rape, sodomy, carnal knowledge, and any other unnatural or perverted sexual practices.

Emotional Abuse - Any act or acts by any parent or other person who has permanent or temporary custody, care, or responsibility for the supervision of the child that is excessive, aggressive, or places unreasonable demands on the child. These include, but are not limited to, constant teasing, belittling, verbal attacks, or insufficient support or guidance.

6 VISITORS

Volunteers and visitors must sign in at the School office each time they are on School premises and are required to wear identification badges.

7 PARENT – TEACHER CLUB

The School Parent Teacher Club, of which all School parents and legal guardians are automatically members, sponsors many worthwhile activities. The PTC hosts scheduled monthly meetings throughout the year. The PTC is a vital part of the School. All parents are encouraged to take an active part in the special events of the School hosted by the PTC. The efforts and generosity of the PTC members provide many useful teaching aides and excellent support services that enhance both the program and facilities of the School.

Parent interest in the School is vital to the emotional well-being and academic progress of each student. Parents are encouraged to take an active part in extra-curricular activities of the School and to work closely with the teachers and staff. By working together, a greater understanding of the student's emotional, physical and academic needs can be achieved.

Parents can be involved through the volunteer program as room parents, special committees, parent club projects, driving for field trips, and support of classroom activities. Many classes have an abundance of parents who like to be involved with class projects, therefore, it is often necessary to rotate drivers, parents, etc. in order that all may be integrally involved.

8 Communication

The primary communication tool used by the School is email. It is strongly recommended that parents check their email daily for various notifications and communications from the School.

Most printed information from the School will come home in the student's backpack. The School recommends that the student's backpack be checked on a regular basis. The school attempts to send all correspondence on Thursdays.

No materials involving private enterprises will be sent home in the student's backpack.

9 Parent Teacher Conferences

The Parent Teacher Conference is the best method of reporting to parents on each student's achievement, growth, and recommendations for improvement.

Lower School conferences are scheduled as a part of the regular school calendar. School is closed for students to allow teachers to devote uninterrupted time for families that have two or more students in School. Parents should meet the teacher at the appointed time. If unable to keep the appointment, the parents should call the School office so that the conference may be rescheduled. The EduCare Program is available for child care in the event that other arrangements cannot be made. Children cannot be left unattended on School grounds. Students accompanying parents on day of conference must be registered with EduCare.

All conferences, whether in person or by phone will be documented, signed, dated and filed in student folders. Any recommended follow-up shall be included.

9.1 Scheduled Conference Days

Lower School Conferences are scheduled during the sixth week of school, at mid-year (as needed) and end of the school year.

Classroom teachers are to send home a note assigning conference times (approximately 20 minutes) parent/guardian of each student.

A copy of this schedule is given to the Receptionist/Administrative Assistant so they may adjust the schedule if parents call to change assigned time.

The conference time after the third six weeks is optional for parents. Parents may call the School office or may schedule directly with the teacher.

Teachers are to request a conference for students who are having academic or behavioral problems during the first six weeks.

Phone conferences should be conducted in lieu of end of first six weeks personal conferences only if it is impossible for a parent to come to School.

9.2 Conference Other Than Scheduled Days

Teachers' work-day hours are from 7:45 a.m. until 4:00 p.m. Each teacher has a conference time scheduled during these hours.

The teacher may arrange a conference before or after school or during daily planning periods.

Parents may schedule conferences through the School office.

Phone conferences may be conducted at teacher or parent request.

Drop-in conferences before and after school hours are the least effective times to communicate with the student's teacher. Parents should not "pop in" during instruction time and keep the teacher from their assigned classroom duties. The School discourages interruptions during the academic day.

10 Classroom Visits

Parents are welcome to visit the School at any time. Arrangements may be made through the School office or with the teacher. Volunteers and visitors must sign in at the School office each time they are on School premises and are required to wear identification badges. If in doubt as to whether a person should be in the School, teachers should introduce themselves, ask the name of the person, and direct them to the School office to register.

Every effort will be made to avoid disruption to the class. To protect the integrity of the classroom instruction, parents should not "drop-in" for conferences during the school day. If a student forgets a lunch bag, etc., parents should bring the item to the School office rather than directly to the classroom.

10.1 Birthday Celebrations

10.1.1 At School

Student birthday parties are not to be conducted during school hours. Campus facilities are available for rent after school if you would like to hold your event on campus, certain restriction apply, please see the Facility Use Policy for further information.

If you would like to send a special snack for your child's birthday, arrangements must be made in advance with your child's teacher. (Please select treats that are easy to distribute.)

10.1.2 Party Invitations

No birthday party invitations may be distributed at school. Directories are available from the PTC for use in preparing party invitations.

11 Grievance Procedures

The following guidelines shall be adhered to when complaints are made:

- Complaints should be addressed in writing at the lowest possible level beginning with the person against whom the complaint is being made. Every effort should be made at this level to reach a mutually satisfactory resolution.
 - If no satisfactory resolution can be reached, the complainant may seek another remedy from the next higher authority. The complaint should be in writing. The ascending order of authorities is as follows: teacher and staff, Head(s) of School and Rector. The grievance shall be addressed within five (5) working days of receiving the written grievance.
 - If a higher authority is consulted, the person against whom a complaint is made will be notified. Both parties to the dispute will be given an opportunity to be present, explain, or comment on the facts in an effort to resolve the issue. Other statements may be heard at the discretion of the person(s) to whom the appeal is being made – Head(s) of School or Rector.
 - In any complaint concerning the implementation of policy, the School Committee shall only consider whether or not the policies or procedures in place were properly and fairly followed.
 - Except where another time limit is specified, grievances must be filed within thirty (30) days of the incident in order to be considered.
-

Policies Relating to Students

1 Attendance

Students who are physically present will be counted “present”. Students who are physically absent will be counted “absent”. Regular attendance is essential to the satisfactory completion of the academic program.

1.1 Absences

Every child is expected, except in case of illness or for other urgent reasons, to start school on the opening day of each term and to remain in regular attendance until the closing day. The student is required to make up all missed work resulting from absenteeism.* Parents must call the School when a student is absent.

Students must be present for the entire day in order to participate in any game or event that occurs that school day unless the student has an approved and authorized absence. Approved absences in this context include: Doctors’ appointments, medical or dental appointments, scheduled tutoring, participation in another scheduled scholastic or athletic event, or another similar situation or event specifically approved by the Head(s) of School. A written verification from a doctor, tutor, coach, organization or other appropriate adult may be required. The student should leave no sooner than necessary for their scheduled appointments and return to school as soon as possible.

1.2 Excessive Absences

Excessive absences may have a negative effect on a student’s academic success.

The Head of School will review special cases of absence caused by extenuating circumstances, and then coordinate the development of a plan for the student to make up schoolwork if deemed appropriate.

A student who misses excessive days of school because of a chronic illness or other health impairment must have a letter from a licensed physician on file in the school office.

1.3 Tardy

Any student who is not physically present in their classroom at 8:05 a.m. will be counted tardy.

Lower School students go to their classrooms at 7:55 a.m. Late arrivals are disruptive to the orderly beginning of the school day for both students and teachers. Students who arrive at school after chapel must check in with the School office.

The Middle School opens at 7:30. Middle School students move to chapel at 8:00.

1.4 Early Dismissal

Student classes are over at 3:15 p.m. – Lower School 3:40 p.m. – Middle School. It is important for the students to be in all of their classes for the whole period. Parents are discouraged from taking students out of class or picking them up early.

Parents are also discouraged from taking students out of class for family vacations. The School calendar has several school breaks during the year for this purpose.

2 Release of Children

No student may leave school at any time with any person other than the parents, legal guardians, or approved driver as recorded on student records unless prior approval for such leave has been given to the School office by the parents. Such permission covers one day only.

If a student is leaving the School prior to dismissal, the parent or approved adult must check the student out through the School office. If a student is to go home with another student, parents must send a note to the teacher or call the office to notify the School.

3 Chapel

St. Vincent's exists to provide each student with a superior education in a Christian environment. To set the tone for each day, teachers and all students attend chapel. The service begins promptly at 8:05 a.m. and lasts approximately twenty (20) minutes. The Rector/Dean or one of his assistants is responsible for the service consisting of Bible readings, singing of hymns, a homily and prayers. Older students assist in the service.

4 Discipline

The disciplinary rules of St. Vincent's School have been established in order to provide a spiritual and intellectual atmosphere in which all students can work efficiently and can grow in knowledge and self discipline. Each student is expected to respect his parents, his school, and his community.

Students attending SVCS are expected to behave courteously at all times. The school has high standards of behavior, and each student is expected to do his best to maintain these standards. The student is expected to respect all clergy, teachers, and others in authority, as well as his friends. Full cooperation is expected from the parents in any disciplinary action. The school and the home must work together in the development of character and good citizenship.

4.1 Behaviors that will result in disciplinary action

A hostile encounter between students to settle differences, including but not limited to shoving between students, and/or aggressive behavior that results in physical contact or bodily injury is considered physical abuse. Verbal abuse includes, but is not limited to,

slurs of another person's character, family, race, religion, sex, ethnic origin, physical appearance, intellectual ability, or disability.

4.1.1 Failure to follow rules of behavior

Students are expected to follow all rules of behavior, including those defined throughout the Student Handbook and those established by individual classroom teachers. School-wide offenses include, but are not limited to the following:

- Disturbing other students
- Disregard for safety of self and others
- Inappropriate chapel behavior
- Falsifying parent's signature
- Use of profanity, written or Verbal threats
- Running in the hallways
- Infraction of uniform requirements
- Hazing
- Being tardy for class
- Violating other communicated classroom/campus rules

4.1.2 Failure to follow academic standards

Students are expected to follow all academic standards set by SVCS. School-wide infractions include, but are not limited to the following:

- Failure to turn in work in a timely manner
- Copying another student's work
- Failure to complete assigned work
- Cheating, defined as dishonest use of information from an inappropriate source
- Plagiarism, defined as using another person's original ideas or writing as one's own without giving credit to the true author.

4.1.3 Disregard for school property or personal property of others

School buildings are property of St. Vincent's Cathedral Church. Destroying or defacing church property is a violation of the rules of the school.

Disregard for the personal property of others includes, but is not limited to damaging or taking any item belonging to another student, faculty or staff member, or any guest on campus.

4.1.4 Disrespectful behavior

Disrespect is defined as behavior deemed rude, impolite, discourteous, or inconsiderate toward any individual, whether student, staff, or guest on campus.



5 Disciplinary Actions

5.1 Minor infractions

Since the primary function of our environment is learning, any student who exhibits unacceptable behavior will be subject to disciplinary action. Repeated violations will be referred to the Head(s) of school.

Offenses of classroom rules of behavior, as established by the classroom teacher, including any disruption of the learning process will be subject to appropriate disciplinary actions that may include, but are not limited to:

Verbal correction	Phone call home
Note sent home	Withdrawal of privileges, Detention during lunch or before or after school hours

Offenses of certain school-wide rules of behavior, running in the hallways, disturbing other students, disregarding safety of self and others, inappropriate chapel behavior, infractions of uniform requirements, and violating other communicated classroom/campus rules will be subject to appropriate disciplinary actions that may include, but are not limited to:

Verbal correction	Phone call home
Note sent home	Withdrawal of privileges
	Detention during lunch or before or after school hours
	In school suspension

5.2 Major Infractions

In order to provide an atmosphere of the highest moral standards and with a concern for the safety of all students, staff, and guests, the following offenses will carry automatic penalties.

- Bring contraband items or weapons on campus
- Physical or verbal abuse
- Possession of alcohol or drugs on campus
- Use of profanity
- Falsifying parent's signature
- Plagiarism
- Destruction of church/school property
- Cheating
- Taking any item belonging to another student, staff member, or guest on campus
- Continued misbehavior or disobeying of school rules

Penalties imposed will include, but are not limited to:

- Detention during lunch or before or after school hours
- In school suspension
- Suspension
- Expulsion (The decision for dismissal by the Head(s) of School is final.)

All school rules and the authority of St. Vincent's Cathedral School to administer discipline apply whenever the interest of the school is involved on or off school

property in conjunction with or independent of classes and school-sponsored activities. All decisions involving disciplinary measures lie with the staff in collaboration with the administration of the school.

6 Dress Code

In order to eliminate needless competition in dress and instill a sense of pride in our School, uniforms are a required part of attending St. Vincent's Cathedral School for grades Kindergarten and above. Uniforms must be from Parker School Uniforms. They should be worn appropriately and according to the current SVCS Code of Dress as described below.

Uniforms will be from Parker School Uniforms. They should be worn appropriately and according to the current SVCS Code of Dress as described below.

Shorts:	Shorts may not be more than 2" above the knee.
Shoes:	Approved footwear is available from Parker Uniform.
Hair:	<p>Hair must be neat, clean, and of a natural color at all times. Accessories should be simple, few in number, and in good taste. Hair ornaments must match uniform colors.</p> <p>Boys hair will not be longer than the top of their shirt collar. Sideburns may not be longer than the bottom of the earlobe. Facial hair is not acceptable.</p> <p>While students may highlight their hair, any two-toned, extremely streaked, oddly bleached or colored, decorated, grooved, lined, spiked, or bi-leveled hairstyles are never acceptable. Determination of extreme will be left to the discretion of the Head(s) of School.</p>
Make-up and earrings:	Makeup should not be worn at any time for K – 5th grade students. Middle School girls may wear make-up that is moderate and natural looking. For safety reasons, dangle earrings are not permitted. (Hoop earrings must be small enough that your little finger cannot fit through it.) Earrings may not be worn by boys.
Out of Uniform Dress Code:	<p>Students should be neatly dressed in clothing that complies with the uniform code for length of apparel. Suggestive or revealing clothing is never acceptable. Flip-flops are not acceptable.</p> <p>Students who have accumulated uniform violations will not be accorded this privilege.</p>
Consequences:	Each time a violation occurs, a uniform violation form will be sent home.

These are general guidelines, information related to available uniform items may be obtained from Parker Uniform.

Dress uniform will be worn on all Holy Eucharist days, field trips, for chapel choir participation, and any other special occasions as requested by the individual teachers. Parents will be notified by newsletter or teacher notices when dress uniforms are required.

The Physical Education Department recommends that students wear athletic shoes for their P. E. class. Athletic uniforms are to be worn by Middle School students. These uniforms may be purchased through the school.

6.1 Electronic Devices on Campus

Electronic devices, including but not limited to, cell phones, pagers, DVD players, iPods, Gameboys, etc., are not permitted on campus without permission of the appropriate Head of School.

6.2 Dress Code for Early Childhood Programs

Early childhood students should dress in comfortable clothes that are appropriate for extensive manipulation and art activities. One complete change of clothing in backpacks is recommended for all Early Childhood students in case of accidents. All students in Preschool and Pre-Kindergarten must be toilet trained prior to entrance in St. Vincent's Preschool childhood program.

7 GRADING

7.1 Grade Book

St. Vincent's utilizes RenWeb as the method for recording student grades. In addition to RenWeb, teachers may also keep a manual gradebook, if desired.

7.2 Progress Reports

Report cards are issued on the Wednesday following the end of the nine-week periods.

Progress reports for ECE are based on developmental skills. These progress reports are included in the beginning and end of year parent teacher conferences.

The report cards are signed by parent or guardian and returned by the student. For students receiving a grade that reflects limited progress, notification through a teacher-instigated conference prior to report card date is recommended.

Student progress may be monitored via RenWeb.

7.3 Scale – Criteria

100-90	=	A
89-80	=	B
79-70	=	C
Below 70	=	Below minimum standards (Record numerical grade)

Pluses and Minuses may be given

7.4 Honor Roll

Grades 4 and above only

Students who make all A's and meet behavior requirements in all classes are eligible for the "A Honor Roll."

Middle School Students with A's, B's and meet behavior requirements in all classes are eligible for the "A/B Honor Roll."

8 Learning Assistance Support

Students with special needs must meet the following requirements to be eligible for learning assistance support and modifications. An assessment, current within three years, from a licensed professional, documenting a diagnosable learning difference or disability must be in the student file. Specific recommendations for appropriate accommodations must be a part of the written report from the evaluator before the recommendations can be considered. The written report of the evaluation must:

- State the specific learning difference or disability. The condition must directly affect the student's ability to learn in school and must be listed in the current edition of the Diagnostic and Statistical Manual (DSM) or be recognized by the Rules and Regulations of the Texas Education Agency as a learning Disability.
 - Provide complete educational, developmental, and relevant medical history.
 - Describe the test or techniques used to arrive at the diagnosis and include the date of evaluation, test results, and the functional limitations resulting from the disability.
 - Describe the specific accommodations requested.
 - State the evaluator's credentials which must be appropriate to administer the assessment and to diagnose the condition.
 - A medical statement alone is not sufficient for a diagnosis of ADD/ADHD. The statement must accompany a full evaluation.
-

9 Homework

Homework is due as assigned

Basic guidelines for homework assignments:

- Kindergarten – reading at home
- 1st grade – 10-15 minutes daily
- 2nd grade – 15-30 minutes daily

- 3rd grade – Approx. 30 minutes daily
- 4th grade – Approx. 30 minutes daily
- 5th grade – Approx. 30-45 minutes daily
- 6th -8th grade – Approx. 45-90 minutes daily

9.1 Lower School assignments:

1 day late – 10 points deducted from grade

2 days late – a zero is recorded for the assignment

Parent or guardian will be notified when the homework is late and a grade is reduced.

9.2 Middle School Assignments:

Homework is due as assigned.

Work turned in late may be assessed a penalty. Please see each teacher's grading policy for further information.

10 Incomplete Grades

Students receiving an incomplete for a course because of absences must complete all missing course work by the end of the next grading period or date assigned by the Head of School. An incomplete grade that is not reconciled by the next grading period or assigned date will become an "F".

The Head of School may extend a deadline for incomplete work if deemed necessary or reasonable. Students will be ineligible for extra curricular activities until the incomplete becomes a passing grade.

11 Eligibility for Extra-curricular Activities

To maintain eligibility, all incomplete grades must be cleared by the 7th day following the end of a 9-weeks grading period.

A student must be passing all courses at the 9 weeks reporting period and meet all the requirements of the contest. Students may regain their eligibility at the end of the 3rd week, 6th week or 9th week.

Extra credit work or work (including re-test) turned in after the grading period has ended may not be considered when determining a student's eligibility for extracurricular activities except in the case of an "Incomplete" grade discussed above. A student who is absent all or part of a school day is not permitted to represent the school in an extra-curricular activity on that day or practice without the written approval of the Head of School.

12 Academic Probation

At the end of each semester the faculty shall review students with regard to academic performance, effort, conduct, and attitude, then make recommendations to the Head of School regarding the enrollment status of each student. Academic Probation is notice to students who have shown academic deficiency that their future enrollment is conditional. Constructive measures to remedy deficiencies are recommended and the academic progress of each student is closely monitored by the Counselor and Head of School.

13 Student Records

The Registrar is responsible for maintaining the cumulative record folders.

The following items shall be placed in the cumulative folder:

- Cumulative record
- All standardized testing
- Copies of report cards.
- Health forms
- Custody, divorce and/or legal documents
- Conference forms
- Reports from psychologists, diagnostic centers doctors, etc. with parent permission.

13.1 Cumulative Record

A cumulative record shall be maintained for each student from entrance until withdrawal.

Records for non-enrolled students shall be retained in the admissions office. No permanent records may be destroyed.

13.2 Custodian of Records

The Head of School is custodian of all records for currently enrolled students and for students who have withdrawn or matriculated out.

13.3 Types of Education Records

These records may include:

1. Admissions testing data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. Health services record, including:
 - a. The findings of screening or health appraisal programs the School conducts or provides.
 - b. Immunization records.
5. Attendance records.
6. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.

7. Verified reports of serious or recurrent behavior patterns.
8. Copies of correspondence with parents and others concerned with the student.
9. Records transferred from other districts in which the student was enrolled.
10. Other records that may contribute to an understanding of the student.

13.4 Request Procedures

The cumulative record shall be made available to the parent. Records may be reviewed during regular school hours upon written request to the Head of School. The Head of School or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

13.5 Access by School Officials

School officials have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. A sheet will be placed in the front of the cumulative folder to record the name and date of person accessing file.

13.6 Transcripts and Transfer of Records

St. Vincent's will request transcripts and other records from previously attended schools for students transferring into the school.

St. Vincent's shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll. Records will not be released for a student whose account is not current, with out approval from the Rector or Heads of School.

13.7 Directory Information

St. Vincent's Cathedral School has designated the following categories of information as directory information: student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

A parent shall be permitted to object to the release of one or more categories of directory information regarding his or her child.

13.8 Referrals

The School office should be advised prior to making recommendations.

Referrals are made for speech/hearing, psychological, learning disability and academic tutoring.

Records or recommendations for therapy, further diagnosis, tutoring and/or appropriate follow-up should be filed in student folders.

13.9 Requests For Information Concerning Students

Employees of the School shall refer all requests for information relating to current or former students and/or current or former parents to the Heads of School. This policy refers to all requests including from other schools, for diagnostic purposes, or pending legal action.

Most written requests will come to teachers and staff through the School office. If personnel receive written requests for information directly (that did not go through the office) please follow these procedures:

Upon receipt of a form, make a copy for the Heads of School. The Heads of School must be informed of all requests.

Information on the form can either be typed or handwritten if the information is legible.

When completing forms on students, be concise and thorough in the evaluation. Write observable facts, not conjecture. Try to be positive.

Deliver the completed forms to the Heads of School and place copy in the student's file.

Do not hand deliver any completed information forms to a parent or any other person. Forms must be mailed from the School office.

13.10 Student Transcripts and Release of Records

In accordance with releases provided by state or federal law, school records may be released to other school entities without parental consent. However, release of records to non-school agencies or individual persons (physician, family, or individual therapist, etc.) requires a signed and dated release form from the parent or legal guardian. In the case of parents with joint custody of the student, both parent signatures must be on file. Moreover, school records may be released to any parent or legal guardian, custodial or non-custodial, unless a judicial determination to the contrary has been rendered.

14 Tutoring

Teachers may not tutor their own students for pay.

Teachers must notify the office if tutoring any School students.

Parent tutoring is permitted at teacher's discretion.

Teachers are "on-duty" from 7:45a.m. through 4:00p.m. (or 12:00 noon for part-time teachers). As students have particular needs, faculty should make reasonable efforts to tutor/support learning during "off" periods. No teacher may tutor for pay during regular working hours. Teachers may not accept fees for tutoring students in their regularly scheduled classes.

15 Standardized Testing

Students take the Stanford Achievement Test and the Otis Lennon School Ability Test every year. The parents will receive the test results and an explanation of the scores.

16 Withdrawal of Students

Written notification from a parent or guardian is needed before withdrawing a student.

Upon withdrawal, students must check in all textbooks, School belongings, and library books.

If a student owes any money, notify the office and records will be held.

Immediately after a student withdraws, complete the student's permanent record folder that is in the office so that it can be forwarded to the student's new school.

17 Operational Procedures

17.1 Arrival and Dismissal

17.1.1 Arrivals

6:30-7:55	Early Arrivals supervised in Parish Hall. Middle School doors open at 7:30 Enter through North Door by Parish Hall.
7:55	Classrooms Open / Middle and Upper School students move to chapel
8:00	Tardy Bell
8:00	Leave for Chapel Grades 1 and above: Enter through rear doors, North end. Grades Pre-School-Kindergarten: Enter through rear doors, South end.

*ECE parents may walk children to classrooms. Please park in South lot adjacent to ECE classrooms. Parents should use discretion with ECE age children- some younger children may be comfortable with early drop-off in Parish Hall; others may not. Please do not use the church/staff/visitor parking lot for dropping off or parking. Do not block fire lanes.

17.1.2 Dismissal

3:15 Dismissal - Lower School

3:40 Dismissal - Middle School

Extended Day students, Kindergarten, and grade 1 - 5, are dismissed at 3:15 to Educare or the carpool drive-through. Parents should drive with caution as children are picked up.

1. Enter from Forest Ridge, north entrance.
2. Circle back of school.
3. Exit onto Schumac.

Car pool numbers are designated for each student. This number should be displayed prominently in the passenger window as you drive through to pick up your child. The number is announced via the intercom.

Two lanes are encouraged in the north drive in order to clear Forest Ridge of traffic as quickly and efficiently as possible. All cars will "take a turn" as the two lines merge prior to entering the final pick-up location at the library.

An assigned carpool number serves as a safety guard for dismissal; only persons approved for pick-up should have this card. If on occasion you should arrive without your number, a "make-shift" number in your window will facilitate release of students.

We encourage carpooling arrangements. If you establish a car pool prior to the beginning of school, please call the school office, and students in a car pool will be issued the same number. Duplicate cards will be made upon request.

Should you lose your car pool number, please call the school office and another card will be printed for you.

St. Vincent's takes responsibility for your child's safe arrival to your car. We will do everything in our power to make dismissal as pleasant as possible. Parents are encouraged to be patient and cordial to each other during these busy few minutes of the day.

Students who have not been picked up once the car pool line is completed will be sent to EduCare and charged accordingly. Parents are encouraged to pick up children on time at 3:15 for the Lower School and 3:40 for the Middle School. The entire dismissal runs approximately 20 minutes.

Parents with special scheduling needs may park in the south school lot and go to the office before 3:05 and the library after 3:05.

The small church lot is reserved for church staff and church visitors only!

17.2 Calendar Procedure

The School calendar is published each year. All School events and field trips should be scheduled on the workroom's calendar in advance of the event to ensure adequate spacing of events and to avoid scheduling conflicts (No less than one (1) week is recommended). The School office is to be notified whenever a class is to be off campus.

Information regarding school closing due to inclement weather is available on Channel 5 – KXAS.

17.3 Chapel

Students are expected to behave in a reverent manner before, during, and after chapel. There is no talking in chapel.

Again as we teach we are role models and shall set a good example for students.

Parents are always welcome to attend chapel with their child. Parents wishing to attend chapel may either join their child's class as they file into the chapel and sit with the class, or if preferred, parents may elect to sit in the back of the chapel. Parents should take their child to class as usual and meet them after attendance, opening exercises, etc. have been completed and classes are moving to the chapel service.

If students are receiving their birthday blessing, parents are encouraged to join their student at the altar for the blessing or they may remain seated.

No flash cameras are permitted during chapel. Cameras or videos may be used in the choir loft (balcony). The priests can usually meet parents when requested after chapel to take a picture at the altar.

17.3.1 Special Chapel Services

17.3.1.1 Birthday Blessing

Each student receives a birthday blessing in chapel during the week of his/her birthday. The student will be called to the altar to kneel for a special birthday prayer and song. A "half" birthday blessing for students with summer birthdays will be given in December, January or February as close to the "half birthday" as possible. Parents will be notified of the date of the blessing and invited to accompany the student to chapel (or to the altar). It has been a long-standing tradition for the students to share in the joy of a birthday by giving a book of educational merit for the library. The librarian has books available for purchase in the library or will be happy to make suggestions for the appropriate choices. The donation is strictly optional. If a student chooses to donate a book, he/she presents the gift at the altar on the day of the blessing.

17.3.1.2 Communion/Holy Eucharist

Students may participate by either taking communion (baptized K and above students currently participating in communion in their individual churches) or only receiving a blessing. All students will go to the altar.

Parent preference (Communion or blessing only) Form is sent home at the beginning of the school year.

Parents of K and above students should be sure students understand their wishes. (Obviously it would be impossible to monitor each student's participation during this service). The School will, however, do everything possible to concur with parental wishes.

Parents should be notified of scheduled choir performances.

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the St. Vincent's School Parent and Student Handbook, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding St. Vincent's School policies I should direct them to the Head of School.

I know that St. Vincent's School policies and other related documents do not form a contract and are not a guarantee by St. Vincent's School of the conditions and benefits that are described within them. Nevertheless, the provisions of such St. Vincent's School policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that St. Vincent's School, at any time, may on reasonable notice, change, add to, or delete from the provisions of the policies.

Printed Name

Position

Signature

Date



18 APPENDICES

18.1 Sections Omitted

- [Omitted section]
 - [Omitted section]
 - [Omitted section]
-