

St. Vincent de Paul Regional School



5809 Main Street
Mays Landing, NJ 08330
Phone: 609-625-1565
Fax: 609-625-4703
www.svdprs.com
office@svdprs.com

Parent – Student Handbook 2024 - 2025

Important Notice

The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing this handbook says limits the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, if the principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

Notice of Nondiscriminatory Policy as to Students

The St. Vincent de Paul Regional School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

INTRODUCTION

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. St. Vincent dePaul School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community. Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, must reflect the faith which the Church has received from her divine founder.

CATHOLIC SCHOOL ENVIRONMENT

As a community whose primary mission is the teaching of the Faith, St. Vincent dePaul School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school. If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the teaching mission of the Church, they will be engaged pastorally in an attempt to resolve the differences by explaining the teaching and the reasons for the teaching, and kindly encouraging the parent/guardian or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

HUMAN SEXUALITY

The Catholic Church teaches, "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity." (Catechism of the Catholic Church, 2393). St. Vincent dePaul School strives to be welcoming, respectful, and sensitive to each student's unique needs, while always being clear about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – when those teachings do not suit society's currently-popular views. Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church, or introduce confusion about its teachings.

Forward

This handbook is prepared for you so that parents and students may familiarize themselves with the policies and procedures of St. Vincent de Paul Regional School.

St. Vincent de Paul Regional School
5809 Main Street
Mays Landing, NJ 08330

School Phone625-1565

Church Office..... 625-2124

Rev. John March
Rev. Joselito C. Ramos
Miss Linda Pirolli
Mrs. Theresa (Kelly) Riordan
Mrs. Barbara Veach
Mrs. Stephanie Wright
Mrs. Kathy Mattson

Pastor: St. Vincent de Paul Parish
Pastor: St. Katharine Drexel Parish
Principal
Director of Institutional Advancement
Administrative Assistant
Parish & School Financial Secretary
Parish Administrative Assistant

Faculty and Special Services

Miss Amanda Devone
Miss Samantha Ravelli
Mrs. Patricia Centrone
Mrs. Noura Barga
Ms. Toni Falcone
Mrs. Jarry Maldonado
Mrs. Jennifer Tadros
Mrs. Jennifer Beth Zippel
Mrs. Alice Dudo
Mrs. Ashley Magalong
Mrs. Kathryn Sutton
Mr. Ralph Pileggi
Mrs. Marguerite Schulze
Mrs. Evamarie Quattrochi
Ms. Linda McDevitt
Miss Alissa Setteducato
Mrs. Donna Papaycik
Mrs. Pat Carson
Mrs. Loren Train
Mr. Ivan Pokrovnichki

PreK 3
PreK 3 Aide
PreK 4
Pre-K 4 Aide
Kindergarten
Kindergarten Aide
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Sixth Grade
Seventh Grade
Eighth Grade
Advanced Math
Physical Education
Computers (K-4) & STEM
Computers (5-8)
Art
Music

Employees of Monmouth Ocean County Commission

Mrs. Mandy Liberty Nurse
Mrs. Donna Dougherty
Ms. Andrea Weltman
Mrs. Marianne Tranchitella
Mrs. Rita Compton

General Healthcare Resources
Basic Skills & ESL
Speech
Para professional
Para professional

Advisory Board

Lori LeRose
Sarah Deak
Jennifer Burke
Nancy Saleeb
Joseph Ricci
Christian Smith
Lauren Rowan
Cady Morrone

Colleen Park
Meghan Janney
Shannon Merlock
Caitlyn Macrie
Jessie Weber
Svetlana Smith
Angela Jones

St. Vincent de Paul School, a regional school, founded in 1961, includes grades Pre-K through eight. It is administrated and staffed by lay personnel and presently services students from Hamilton, Egg Harbor City, Egg Harbor Township, Estell Manor, Weymouth, and Galloway.

Philosophy

St. Vincent de Paul, a regional elementary school located in Mays Landing, New Jersey, strives to follow the philosophical guidelines set forth in the American Pastoral, “To Teach as Jesus Did” by joining the educational apostolic mission *of* the church. We proclaim the Good News by integrating the message of hope throughout the total school community. This is accomplished by offering our students, families and all other school associates; which extends throughout the total parish and local community, a clear vision of how our faith, worship and daily living is derived from the Gospel Message.

St. Vincent de Paul Regional School is committed to promoting the development of the whole person spirituality, intellectually, physically and socially.

With a clear understanding that parents are the first teachers of their children, our school community supports the students’ faith development. The values of respect for self and others are nurtured by the student’s involvement in activities developed to help foster a commitment to social justice and responsibility to God and to the church, thus exposing students to the needs of others in a local and global community.

In order to promote personal growth and social responsibility, the students are taught to be accountable for their actions and have a clear understanding of the consequences for inappropriate behavior. Through effective discipline students are encouraged to take a positive role in their own development as they prepare themselves for the challenges of high school and beyond.

The faculty and administration endeavor to provide a curriculum and learning opportunities that will effectively develop and assess a student’s potential. Regular meetings allow open review and discussion of curriculum, including guidelines set by the Diocese of Camden as well as the State of New Jersey, for goal setting and long-range planning.

The faculty works together with the administration to provide an educational climate that utilizes a variety of resources, age-appropriate materials and teaching strategies to encourage critical thinking and problem solving.

St. Vincent de Paul Regional School has the responsibility to provide an atmosphere conducive to the development of creativity and individual initiative. Our school community, including teachers, administrators, parents, priests and local volunteers, provides opportunities for formal and informal activities to encourage life long habits of healthy living.

Mission Statement

St Vincent de Paul Regional School is a faith filled, family centered, diverse community. True to our Catholic tradition, children learn to serve others. Our rigorous academics prepare our students to become effective leaders in an ever-changing global society.

Objectives

1. To promote the development of the whole person spiritually, intellectually, physically and socially.
2. To assist parents in the preparation of their children for sacramental reception.
3. To help students experience the reality of the Christian message.
4. To initiate mutually beneficial social, civic and dialogue activities between our school and the local community.
5. To emphasize the reciprocal responsibilities and benefits proper to parish living.
6. To develop student awareness and capability for the service others.
7. To provide a curriculum and learning opportunities which effectively assess and tap individual potential.
8. To use a variety of assessment tools.
9. To offer students opportunities for forming and participating in various modes of self-government.

The following policies, based on our Philosophy and Objectives, are therefore implemented.

Requirements for students entering Pre-Kindergarten 3

Pupils will be admitted to Pre-K3 if they are three years old by September 30th and bathroom independent.

Requirements for students entering Pre-Kindergarten 4

Pupils will be admitted to Pre-K 4 if they are four years old by September 30th

Requirements for students entering Kindergarten

Pupils will be admitted to Kindergarten if they are five years old by September 30th.

Requirements for students entering Grade I

Pupils will be admitted to first grade if they are six years old by September 30th. If a first-grade student comes from a school system which allowed early admittance in Kindergarten, St. Vincent de Paul Regional School reserves the right to place the child in Kindergarten or first grade and to adjust that choice to meet the needs of the child.

Certificates Required

Certificate of birth, Baptismal Certificate and immunization records.

Requirements for all other students

A transfer card and report card must accompany the admission of a child to second grade through eighth grade. Medical and scholastic records are forwarded from the sending school upon request from St. Vincent de Paul Regional School.

Academic Policies

Students are expected to be prepared for class each day by having all books for the class, all homework completed and paper, pen, pencil or whatever else is needed for that class.

Homework

Home assignments are an extension of the student's learning experiences and are planned to enhance the student's progress. Homework is ordinarily used to reinforce concepts introduced in school. **IT IS THE RESPONSIBILITY OF THE STUDENT AND PARENT TO SEE THAT HOMEWORK IS COMPLETED.** Homework assignments are listed on Cornerstone. It is expected that the students hand in their completed work on the day that it is due.

Students are responsible for writing down their own homework in each class. Parents are asked to look at what the student is expected to do for homework each night.

Homework is not confined to written work, but it includes study and reading. Students are encouraged to study, read, practice skills at home every day. Parents should help their child(ren) by providing an atmosphere in which they can study and by providing supervision appropriate to the grade/age and individual needs of the child.

Kindergarten	15-30 minutes
Grades 1-2	35-45 minutes
Grades 3-4	45-60 minutes
Grades 5-6	60-90 minutes
Grades 7-8	90-120 minutes

Deficiency Reports/Conferences/Report Cards

Report Cards are issued four times a year; **Progress Reports** are issued at each mid-quarter; Parent Conferences are held after the first Report Card. Kindergarten will receive a report card three times a year. PK3 & PK 4 will receive progress reports 3 x's a year.

ALL PARENT/GUARDIANS must take part in these conferences. Additional conferences may be set up at the request of the parent or teacher about concerns which either have. Parents who seek a special conference with a teacher or principal should make an appointment in advance by writing a note or by leaving a phone message in the office. This procedure will assure the parent sufficient time with the teacher or principal.

Promotion Policy

A student's physical, emotional and social growth is considered along with academic achievement when promotion is determined. Promotion to the next grade level occurs when the grade work has been successfully accomplished. When a student has unsuccessfully completed the requirements of the grade, summer school or tutoring will be required for promotion. Students who have great difficulty in reaching established standards might be retained in a grade if the parent, teacher or administrator feels it will be to the child's advantage. If this becomes necessary parents will be made aware of this March 31st through parent/teacher conference.

Attendance and Absence

Attendance Requirements

Regular school attendance plays an extremely important role in a child's success in school and the development of consistent and regular study habits.

1. Camden Diocesan Policy requires that after TEN cumulative days of unexcused absence, a written warning notice will be sent to the parent. It is expected that the parent will respond to the principal as a result of this warning.
2. Camden Diocesan Policy also requires that after EIGHTEEN cumulative days of absence, a parent conference should be convened to discuss the situation
3. Continued absenteeism may necessitate retention or dismissal.

Absence

It is the responsibility of parents to see that their children are present and **on time** for school this includes all remote students. Parents should notify the school prior to 7:50 am or after 8:00am (609-625-1565) when a child will be absent and please let us know symptoms. **A written excuse, signed by a parent, is required when a child returns to school after any absence. The note must state:**

- a) the reason for the absence and
- b) the dates involved.

A physician's note is required after an absence of three consecutive days OR an absence due to any communicable disease (measles, mumps, chicken pox, etc.). Any student who is absent is responsible to report to his/her teacher upon return to school to request make-up work. This is in addition to homework assignments. If students wish to be credited for their work, it must be presented to teachers upon completion. We, as a faculty, believe that students in grades 5-8 must develop a sense of "ownership and responsibility" for their own academic progress if they are to be prepared for higher levels of education. It is in this light that the following is implemented in terms of test make-up.

1. Students will have one day for each day absent to make up work.
2. Upon return to school, a **student is to ask** his/her teacher for a convenient time for taking a missed test. A parent note for this purpose will not suffice, as this would seem to preclude individual student initiative and responsibility.
3. A teacher will arrange the time when the test can be made up. This will be done before marked tests are returned to the entire class.

Absence Due to Vacation:

A vacation while school is in session is discouraged. The faculty cannot be responsible for teaching your child if he/she is not with us. If your family finds it impossible to reschedule this time, principal and teacher must be notified in writing. **(Homework, however, cannot be given before departure, as teachers make assignments in response to daily pacing and student need.)** Homework assignments can be checked on Ren Web. It will be a parent's responsibility to see that students report to teachers on return for make-up work and missed tests. Students will have one day for each day absent to make up work.

Tardiness

School Hours – the normal day for students begins @7:50am and dismisses @ 2:15pm

When a child is late for school, he/she must report to the office before reporting to their classroom. The school day begins at 7:50 AM and ends at 2:15 PM. Students should not arrive at school before 7:30 AM. Supervision is not provided before school until 7:30 AM. **(Students tardy more than four times per marking period will receive a school detention)**

Early Dismissal of an Individual Student

Doctor or dentist appointments, whenever possible, should be scheduled for out of school hours. Parents should not ask that their child be released from school except for an emergency. Such request should be in writing, accompanied by a doctor or dentist note and submitted to the teacher, who will in turn send it to the principal. When leaving the school, a student reports to the Office to be “signed out” by the parent or authorized person.

Care of School Property and Books

Respect for property is considered an important characteristic of a student’s development. All textbooks are to be covered. Students are required to carry books to and from school in a book bag or backpack. School property that is lost, damaged or destroyed will be repaired or replaced at cost to the parents.

Change of Emergency Information

Parents are requested to notify the Office whenever there is a change in emergency information provided to the school in September. It is extremely important for your child’s well being that this information, especially phone numbers, is kept updated. Please keep us informed of any medical problem. Also, we should be notified about any legal agreements regarding your child. Copies of these agreements should be given to the school.

Communication and Cooperation

Communication between school and home is essential. Newsletters are sent home monthly with the oldest child in each family. Wednesday folders are sent home with papers and tests. Parents are requested to sign, date and return this envelope with your child the next day. The Board communicates Home and School Association announcements and activities periodically. Anytime you wish to speak to your child’s teacher please request an appointment.

It is imperative that parents always cooperate with the teachers and staff for the welfare of the student and vice versa. It is important to remember that there are two sides to every story. Formal parent conferences are held once each year; either teacher or parent/guardian as needed may request added conferences. If problems or questions arise, it is critical that teachers and parents confer.

If you need to meet with a teacher, call the office or email the teacher and they will contact you regarding a time. If for any reason the problem cannot be resolved at this time, please confer with the principal.

Parent conferences are encouraged and can be requested at any time by parents or teachers. To schedule a conference, you are invited to call during school hours or send a note to make appointments to discuss any concerns regarding your child.

Teachers are not available for conferencing before or after school unless scheduled ahead of time. Please do respect teachers' time with their own families at home.

Christian charity calls on all of us to remember that problems can best be brought to solution by bringing them to the parties concerned not by sharing them with people who cannot help with the solution.

Curriculum

Curriculum is the sum total of all learning. Our specific courses include Religion, Mathematics, Language Arts, Social Studies, Science, Art, Music, Physical Education, Computers and Spanish. The curriculum meets all requirements of the Diocese of Camden and the State of New Jersey. All students enrolled in St. Vincent de Paul Regional School participate fully in the religion program.

Grade Equivalents Grades 3-8

A+ 97-100	C+ 81-84	F 69 and under
A 93-96	C 77-80	
B+ 89-92	D+ 74-76	
B 85-88	D 73-70	

Honor Roll: Grades 4-8

Principal: A & A+

1st honors: B+, A, A+

2nd Honors: B, B+, A, A+

Conduct must be S, G or E.

Custody Issues

If parents are separated or divorced, the school presumes that both parents have access to the child unless one parent can provide evidence that he/she has the sole right.

Discipline

In order to assist students in the full realization of their personal and academic talents, the development of the quality of self-discipline is encouraged and fostered in all aspects of school life. Students are expected to conduct themselves as responsible individuals exhibiting the maturity and self-control of their chronological age. The faculty works to lead students to cultivate a sense of responsibility for their own conduct and academic achievement, as well as a deep Christian concern for all.

A. Respect and Responsibility

The "R and R" program reinforces appropriate behavior through praise, rewards and privileges. "Appropriate behavior" is defined as following the three basic rules of the school:

1. He/she will respect self and others.
2. He/she will respect and care for school and personal property.
3. He/she will observe playground boundaries, lunchroom and school safety rules.

B. Student's Rights and Responsibilities

1. I have the right to be happy, to express myself and to be treated with understanding in this school.
2. I have the responsibility not to laugh at others or to hurt their feelings.
3. I have the right to be safe in this school.
4. I have the responsibility to keep my hands and feet to myself and to follow school rules.
5. I have the right to hear and to be heard in this school.
6. I have the responsibility to listen to others and wait my turn to be heard.
7. I have the right to quiet times to learn and study in this school.
8. I have the responsibility to be respectful of other peoples' quiet time and to complete my assignments.
9. I have the right to use learning materials.
10. I have the responsibility to respect property and materials.
11. I have the right to enjoy playing safely on the playground.
12. I have the responsibility to follow school and safety rules on the playground.

C. Parent Responsibilities

Since by far the greatest influence on a child's thinking and behavior is his/her parents, the school can not attain its discipline goal without active support from the parents. It is the parents' responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, caring human being. This would include the following:

1. Supporting the spiritual development of your child by attending Sunday Mass together weekly, or if non-Catholic, attending weekly worship services of your faith.
2. Fostering in your child a Christ-like concern for all classmates and their reputations.
3. Sending your child to school on time.
4. Upholding the rules and policies of the school (see student responsibilities).
5. Sending your child to school in proper attire at all times.
6. Supporting the authority of school personnel by refusing to criticize them negatively in the presence of children.
7. Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly.
8. Being available for conferences.
9. Assisting your child to establish a specific time and place to complete homework.
10. Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel.

D. Student Responsibilities

It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school and to deprive in no way other students of their right to an education. In order to accomplish this, the student must observe the following standards of behavior.

1. Modeling Christ's teachings about love for one's neighbor in all interactions.
2. Arriving at school on time.
3. Obeying school rules, including:
 - abiding by the Uniform Policy
 - walking in the halls and on the stairs
 - playing in assigned playground areas
 - never leaving the school grounds without written permission from a parent/guardian and the principal.
4. Behaving in a respectful and friendly manner toward all school personnel, volunteers and any visitors.
5. Respecting all property, including books, desks, bathrooms, school buildings and playgrounds.
6. Opposing behavior in students whose behavior does not conform to these standards.
7. Coming to class prepared with necessary supplies.
8. Using acceptable and appropriate language.
9. Acting honestly.

E. Teacher Responsibilities

It is the teacher's responsibility to educate students in a manner that ensures not only their intellectual growth, but their spiritual and emotional growth as well. These responsibilities include:

1. Maintaining an atmosphere, which ensures each student's right to educational and personal growth without fear of intimidation by others
2. Providing academic instruction appropriate and challenging to the students.
3. Helping students develop pride in their school based on respect for themselves and others.
4. Encouraging positive choices with regards to school rules.
5. Fostering respect for all school staff and parent volunteers
6. Dealing promptly and consistently with any unchristian behavior among students.
7. Keeping parents and principal informed about the behavior and academic performance of students.

F. Cheating Policy

St. Vincent de Paul Regional School strongly stresses that doing your best is more important than the grade. However, if a student does choose to cheat on a test or an assignment, this is our policy:

The person cheating and the person allowing the cheating will both receive a detention.

G. Physical Fighting

St. Vincent de Paul Regional School does not permit fighting. Any student who is involved in a physical fight will be **SUSPENDED IMMEDIATELY** and will not be readmitted before the parent and student have a conference with the principal, or person delegated by the principal.

H. Suspension

The principal has the right to suspend a student for vandalism and classroom misbehavior and will notify the parents or guardians if such suspension is to be imposed. Suspension means that the student will remain at home until a parent conference is scheduled. The following offenses committed by a child while under the jurisdiction of the school could be reason for suspensions, and/or expulsion.

1. Willful disobedience to authorized personnel.
2. Vandalism, which includes damage, destruction or defacing school property.
3. Arson.
4. Unauthorized entry to or use of school facilities or materials.
5. Stealing.
6. Possession, distribution, or use of alcoholic beverages, illegal substances or drugs.
7. Possession, distribution, or use of tobacco or any form of e-cigarettes.
8. Possession of weapons or use of objects as weapons.
9. Harassment/Bullying.
10. Fighting.
11. Harassment towards others for the purpose of intimidation or coercion.
12. Forgery of documents and/or signature of parents or school.
13. Repeated disruption of the learning environment.
14. Disrespect shown toward school volunteers or personnel, verbally or by actions.
15. Repeated violations of any school rules.
16. Conduct, whether inside or outside school, that is detrimental to the reputation of the school.
17. Threats.
18. Violation of the Acceptable Use Policy.

I. In House Suspension

In-house suspension may be the consequence for a serious breach of behavior. In order for a student to be separated from peers and still be supervised by a teacher, the in-house suspension time will be spent in a classroom whose students are not his/her peers. Lunch will be eaten with that homeroom and not with peers. Recesses will be spent inside and away from peers.

J. Dismissal/Expulsion

In case of dismissal/expulsion the school will comply with all Diocesan policies. Examples for dismissal/expulsion are:

1. Continued and willful defiance of authority
2. Continued disregard for the feelings or property or safety of classmates
3. Breaking and entering
4. Truancy
5. Physical fighting.

K. Drugs, Alcohol and Weapons

It is of the utmost importance that the physical, social and mental health of the students be protected at all times. If such is to be done, then there must be a well defined, fully explained and meticulously carried out school policy in this area. The policy defines these areas of concern:

1. Those students' using; or in possession of; or selling; or supplying drugs or alcohol on church/school grounds; or who will be attending church/school-sponsoring events will be subject to suspensions and/or expulsion.
2. When a student's behavior or physical appearance gives indication of being under the influence of drugs (alcohol included), his/her parents will be notified and the school will insist on medical or professional consultation for the students.
3. No guns, knives (of any kind) or other instruments, which cause bodily harm, are allowed at St. Vincent de Paul Regional School. Those students using, in possession of weapons at or on church/school grounds or while attending church/school-sponsored events, will be subject to immediate suspension and/or expulsion.
4. Police aide will be sought when the gravity of the situation warrants it.

L. Detention

Detention will be issued for conduct that is not permitted and includes but is not limited to consistent tardiness, disrespect, incomplete homework, improper dress, improper language written or verbal and all other violations of school regulations. Notice will be sent at least one day ahead so that transportation can be arranged.

Emergency Closing

St. Vincent de Paul Regional School will be closed for inclement weather conditions if the Hamilton Township Public Schools are also closed. In the event of snow, etc DO NOT CALL the rectory. Announcements of school closings will be made over the radio stations and television stations and you will be notified by phone.

PARENT REACH St. Vincent will appear on your phone. Please say hello and listen. Please do not call school to see if we called before you listen to the message.

School Facebook Page

Robo Call

Extracurricular Activities

Students are encouraged to join and participate in any school extracurricular activities. Such activities help in the total development of the child.

If your child is participating in after school activities please make sure homework requirements are completed. Participation in activities is not an excuse for not doing nightly homework assignments. Academics are a priority at St. Vincent's. Students are representatives of St. Vincent de Paul Regional School and must conduct themselves in a Christian manner. Failure to do this could result in a suspension from the activity.

St. Vincent de Paul Regional School offers the following extracurricular activities:

- | | | | |
|---------------|------------|--------------------|------------|
| 1. Choir | Grades 3-8 | 5. Yearbook | Grade 8 |
| 2. Chess Club | Grades 4-8 | 6. Drama | Grades 2-8 |
| 3. Basketball | Grades 3-8 | 7. Student Council | Grades 5-8 |
| 4. PB&J Club | Grades 7-8 | | |

IF THE STUDENT IS ABSENT FROM SCHOOL, HE/SHE IS NOT PERMITTED TO ATTEND AN AFTER-SCHOOL ACTIVITY, PRACTICE OR SCHOOL EVENT.

Report Cards:

If a student fails a subject for the marking period, he/she will be suspended from the activity. The student will be monitored weekly. When the student shows improvement in the subject, he/she will be able to continue in the chosen activity

Unsatisfactory behavior – If a student receives an unsatisfactory on his/her report card, the student will be suspended from the activity. The student will be monitored weekly. When the student shows improvement in the subject, he/she will be able to continue in the chosen activity

Field Trip

Educational trips are an outgrowth of the curriculum, contributing to the total education of your child. No phone permission will be granted. Parents will be notified of such trips in advance and will be required to sign a permission slip for the trip. Students are required to travel to and from their class trip on the bus. If for some reason, a student is not permitted on the school field trip he/she must report for a full session of school on that day. **Field trips are a privilege, not the right of a student.**

Chaperones - the number of chaperones will be determined by the teacher. Some trips do not need as many chaperones as other trips. Please keep in mind the students are to enjoy this as a class trip with classmates.

Advisory Board

The purpose of the Home & School Association is to aid the advancement of Catholic education and the welfare of St. Vincent's school children, to promote parent-school activities and to increase, on the part of its members, interest in educational affairs and to initiate fund raising activities. During the school year, there are four parent meetings to meet these goals. Dates are published at the beginning of the year and parents are asked to make these dates a priority in their schedule.

All parents by virtue of the enrollment of their children at St. Vincent's are members of the Association Your participation and support of this organization in all of its activities is extremely important to our school community, especially our children.

Insurance

Every child enrolled at St. Vincent de Paul Regional School is automatically covered by a Diocesan Insurance Policy for the duration of each school day and during school sponsored activities.

Lunch

Hot lunch days (hoagies, pizza, etc.) will be announced one month prior to the date. All orders and money for any of the above items must be in by the designated day. Placemats are to be sent in your child's lunchbox for them to use. Nutritious snacks are recommended. **No sodas or glass bottles are permitted. NO GUM IS ALLOWED. CANDY IS DISCOURAGED.** Please send the lunch **WITH** your child. **ONLY IN AN EMERGENCY SHOULD LUNCHES BE BROUGHT TO SCHOOL DURING THE DAY (No Fast-Food Lunches are allowed, McDonalds, etc.).** If there is a reason for a child to leave school for lunch, he/she must be accompanied by a parent or guardian.

Birthday Celebrations at School

We certainly understand that birthdays are very special to all children and we would like to celebrate them in school as follows:

- Each day the principal will announce birthday names after prayers.
- Student may come to school on their birthday in dress down attire.
- Monthly birthdays will be displayed on the hall bulletin board.
- Each month, birthdays will be celebrated in the classroom together. The classroom teacher will contact the homeroom mother to make arrangements with parents for a birthday treat, cupcakes, cookies, ice cream cups, treat bags, movie, popcorn, etc... (All items are to be store packaged, not homemade) The celebration will remain within the classroom – no extras needed to be distributed to other rooms.
- PreK 3, PreK4, & Kindergarten will celebrate the day of the birthday or as close as possible.

If your child is having a birthday party and you would like invitations distributed in the classroom, the invitations must include every child in the classroom. Invitations for “All Boy” or “All Girl” parties may also be distributed at school. We realize that it may not be possible for you to have a party for a large group of children and you may be planning on just a few children. If that is the case, we just request you find an alternate way of handling the invitations so that no feelings are hurt.

Medical Policies Health Regulations

Allergies

The school office must be notified of a child’s allergies. (Peanut Allergies, etc.)

Communicable Disease

Any pupil who is suspected of having a communicable disease shall be excluded from school. Any pupil retained at home or excluded from school due to a communicable disease will not be readmitted to the classroom until he/she, presents a written note of good health from a physician.

Health Appraisals

The primary responsibility for the health of the child rests with the parent or guardian and primary care provider. A comprehensive health appraisal should be completed prior to entrance to the school. In addition to the pre-entry health appraisal, the pupil should be scheduled for a medical examination at approximately the fourth or fifth grade and again at the seventh or eighth grade

Home Injuries

The school personnel should not be expected to treat home injures. If your child requires medical care for an injury or accident that occurred at home, please make the necessary medical arrangements to have this taken care of before the child comes to school.

Hospitalization

The principal should be notified if a student is hospitalized; and if the student will require a homebound tutor. A student will not be re-admitted to school without a physician’s certificate stating that he/she is able to return to school.

Illness

If your child is ill, has a fever, has vomited, your child belongs at home, not infecting others. Please do not send your child to school with this (or similar) message: "If you still don't feel well, call me."

Illness or Injury While at School

Should a student suddenly take ill or become injured at school, immediate attempts will be made to notify parent or guardian. In cases of extreme emergency should school personnel be unable to reach parent or guardian or other person(s) designated on the emergency paper, the school, acting in the place of the parents, will arrange for supervised transport to a source of medical attention.

Immunizations

St. Vincent de Paul Regional School follows the immunization requirements applicable to children in all New Jersey schools. The Atlantic County Department of Health and Institutions audit the immunization records. A yearly report of the immunization status of our pupils is sent to the state Department of Health. Notices are sent to parent or guardian regarding immunization deficiencies.

Pre-K Required Immunizations by 9/30/2024	Kindergarten Immunizations by 9/30/24	6 th Grade Required Immunizations by 9/30/24
Four doses of Diphtheria-Tetanus-Pertussis (Tdap)	All Pre-K Immunizations plus . . .	All Pre-K and Kindergarten Immunizations plus . . .
Three doses of polio virus vaccine	Fifth dose of Diphtheria-Tetanus-Pertussis (Tdap)	One dose of meningococcal conjugate vaccine
One dose of Varicella	Fourth dose of polio virus vaccine	One dose of Tdap
One dose of MMR	Second dose of MMR	
Annual Influenza	Hepatitis B series	
Pneumococcal conjugate vaccine series, and Hib	<i>Flu shot not required</i>	

Medication

Non-prescribed and prescribed medications may be administered only if we have: a written order from a physician, a written request from a parent or guardian, and the medication in its original container. Only medications that must be given during school hours are permitted in the school building. The medication should be brought to school by an adult and given to the school principal.

Money

Any money sent to school should be in an **envelope** marked with the **student's name, grade and purpose of money**.

Personal Property/Labeling

Parents are asked to label or identify in some way, children's clothing, lunch boxes, lunch bags, book bags, backpacks, books, gym clothing, and in fact all school articles. It is for your benefit that articles must be labeled as we have large number of items lost and never claimed.

Cell Phones

Cell phones are to be turned off and left in back packs when students arrive at school. Classroom teachers will collect phones once they reach their homeroom at the start of the day. Communication from parent to child should be done through the school office. Students who stay for extended day or any after school activity may not use their cell phones unless instructed by the teacher.

Religious Education

The purpose of Catholic Education, as stated by the American Bishops in “To Teach As Jesus Did”, embraces four inter-locking dimensions of Message, Community, Service and Worship. Religious Education at St. Vincent’s strives to awaken students to a growing awareness of the values they hold and enable them to internalize a Christian value system.

Parents play key roles in the religious development of their children primarily by the strong influence of their Christian witness. In the primary grades, special parent notes are provided to correlate with classroom presentations. As the first religious educators, parents are also involved in the sacramental preparation of their children through special meetings and evenings of prayer preceding the reception of Penance and Eucharist (Grade 2) and Confirmation (grade 9).

We, as a faculty, believe that Gospel truth and values should be integrated throughout the entire curriculum. Students, both in class and as a total school, are also provided with frequent liturgical experiences adapted to their age level and designed to foster spiritual growth. Dialogue with God, with each other, with their teacher and with their families is used to help students come to a genuine lived faith response. Thus, the message they have received the fellowship they have experienced and the skills they have developed in school should enable students to grow in their commitment to service of God, one another, their local and world community.

Stationery

Parents are requested to see that their children have the required supplies. A fee will be charged for school issued supplies and will be distributed to students as needed.

Tuition

At St. Vincent de Paul Regional School, we believe that our tuition payments are an investment in your child’s education and the formation of their religious foundation. Therefore, the School Board accepts responsibility for recommending to the Pastor and the School Administration policies concerning payment and collection of tuition and in general the tuition policy. Furthermore, it is the responsibility of the Board and the Administration to ensure that adequate financial resources are available for the school to ensure that it continues its mission.

Our school is a non-profit faith based educational institution that depends on timely tuition payments to maintain the high standard of academics and moral development provided to your child. It is, therefore, imperative that we receive payment of all fees and tuition in accordance with this policy and that it is understood

that the payment of all fees is the responsibility of parents/guardians. At the administrations discretion, any family that is delinquent in payments of any type may not receive report cards, or transcripts, nor may they be promoted or permitted to graduate from St. Vincent de Paul Regional School.

Registration Fees and Tuition Rates for School Year 2024-2025

Registration Fee is \$150.00 per student non-refundable. PreK 3 – 8

Technology Fee: \$75.00

Parishioner Rate (Registered in a Catholic Church and participating (using Church envelopes)

Students K -8

1st Child - \$5767.00

2nd Child - \$4697.00

3rd Child - \$3597.00

Non-Parishioner or Non-Catholic

1st Child - \$6928.00 (this is a non-subsidized rate)

PreK 4

Full Time \$5846.00

Part Time \$4986.00

PreK 3

Full Time \$5952.00

Part Time \$5305.00

Payment of Fees

- Registration Fees are paid directly to the school at the time of registration.
(non-refundable)
- The purpose of the Registration Fee is to secure your student(s) a place in our school. No student is allowed to begin the school year until the Registration form is filled out and the fee is paid.

Payment of Tuition

- Tuition payments begin in August.
- The school has contracted with the FACTS Tuition Management Program to collect tuition. A set-up fee of \$46.00 is paid at the time you will fill out the paperwork either on-line or by manual method. **All families will need to do this no matter what payment method you choose.** Those choosing one payment have no set-up fee but still need to fill out the form from FACTS.

Payment Choices

- Full Payment is when the entire amount of tuition is paid **by August 15st** of each school year. This payment is made to FACTS.
- Two equal payments due August 15th and January 15th (\$10 FACTS enrollment fee)
- 10 Monthly payments through FACTS are billed equally beginning in August. If you register after August, the payments will be pro-rated since the billing ends in May. All tuition payments need to be fulfilled by May 31st of each year. Automatic withdraw from either a checking or savings accounts will take place on the 5th and 20th of each month. There is no grace period with FACTS.
- Quarterly Payments are made to FACTS by the 1st of the month in August, November, February, and May.

Late Registrations

- Registrants after the first day of school have their tuition pro-rated over the number of school days the student will attend according to the administration's formula.

Late Payments

- It is the responsibility of each school family to keep the Administration informed **immediately** of their need to make changes in their preferred tuition payment plan or adjustments in the amount of tuition paid. Without such information, the following policy will apply when tuition payments are received late. A late fee of \$25.00 will be added.

Tuition Assistance

- Prospective parents should make any requests for such tuition assistance at the time of registration. Should funds become available; each request will be judged based on the information provided and other data available to the administration.
- For the sake of your family's security and peace of mind and for the general financial stability of our school, **we encourage parents or guardians to contact the Principal as soon as possible when they are anticipating economic difficulties.**

Delinquent Tuition

- **There will be no admittance to the school until all fees are paid. There is no carry-over from previous year's tuition.**

REFUNDS

- Any family that desires to withdraw their student(s) must notify the school in writing of their intentions as soon as possible. Families that have paid the entire year in advance that withdraws prior to the first day of school will be refunded that amount they paid for the current school year. After the first day of school, tuition is not refunded for the month that they withdraw no matter how many days they attended class. Those who have enrolled in FACT are advised that cancelling FACT requires contacting the parish office. All refunds are conducted in accordance with this policy.

Transportation

Bus

Township regulations regarding proper conduct and behavior on the school bus are strictly followed. After three referrals the student will be suspended from the bus. Due to insurance regulation each township permits only children of their township to ride township buses.

Car

Morning drop-off of students takes place in the school parking **NO drop-off on Farragut Ave.** At dismissal, all cars are to enter the parking lot on Linwood Ave. In order to provide for the safety of all students, parents are asked to pick up students only in the parking lot. If you must pick up your child unexpectedly, please call the school office before **1:00 PM.** **Please refrain from cell phone use when dropping off or picking up children. No smoking on school property.**

Change in Transportation

If a student changes his/her normal means of transportation in going home from school, a **note giving parental permission must be sent to the office.** Do not call the school office after 1:30 PM to change transportation.

Uniforms

November 1 – April 15

A. Boys Kindergarten – Eighth Grade

1. White oxford shirt with striped tie or bow tie (K-8).
2. Khaki dress slacks **WITH BELT for Grades 3-8 and NO BELTS for Kindergarten – Grade 2.**

3. Navy blue V neck sweater, cardigan sweater, or vest with the St. Vincent de Paul logo on the sweater or vest. This can be purchased from Flynn & O'Hara.
4. **Hair trimmed neatly to the shirt collar and above the ear, no hair hanging in student's face. No fad haircuts or dyed hair.**
5. Jewelry is not permitted, except watches (Gr. 2-8). Religious cross or medal is allowed NO earrings. Inappropriate jewelry will be kept until parent picks up jewelry that has been turned into the office. **NO jewelry at all on gym days.**
6. Hats, scarves and bandanas may not be worn in the building.
7. All clothes are to be pressed and or steamed.

B. Girls

1. Kindergarten – Grade 3
 - Navy or white knee-high socks or navy tights
 - Uniform jumper and white Peter Pan Collar blouse. Cardigan sweater, vest, or V neck sweater with logo. (Kdg. – Grade 3)
2. Grade 4 thru 8th Grades:
 - Khaki skort, 2 inches above the knee or khaki uniform slacks with white shirt and criss cross tie.
 - Cardigan sweater, vest or V neck sweater with logo is required for winter.
 - Navy knee socks (navy tights or navy opaque stockings may be worn in cold weather).
 - Make up, color nail polish, nail tips or jewelry are not permitted. One pair of small stud earrings is acceptable, no hanging earrings. A watch is permitted (Grade 2-8). One ring may be worn. Religious cross or medal is permitted.
 - **While Smartwatches are not forbidden in school, we are aware that they have the capability to be used as a means of communication between students. If a student uses the device for any other purpose than to tell the time, the watch will be confiscated and sent to the office for a parent to pick it up. If the privilege is abused, the student will lose the right to wear that device.**
 - **No fad hairstyles, no hair dangling in student's face. No dying of hair.**
 - Hats, scarves and bandanas may not be worn in the building.
 - **Thin inch wide headbands: white, navy, gray or plaid that matches uniform.** No other color is acceptable. No decorative hair accessories are allowed (**No bows, fancy hairbands, beads etc.**).

C. Shoes Kindergarten – 8th Grade (Boys & Girls)

Tie shoes if your child can tie his/her own shoes, and if not, they should be Velcro. Leather Dock siders are permitted. Non-scuff rubber bottoms. **No slip-on shoes. No loafers. No heels, No canvas shoes allowed.** Girls K-3 are permitted to wear MaryJanes, leather/rubber bottoms. Shoes that look like running shoes or sneakers are not permitted. **No shoes with any decorations are permitted.** Shoe colors are black, brown or navy blue. If the guidelines are not followed, you will be asked to purchase the correct shoes.

SUMMER UNIFORMS:

Beginning of school until October 31 and then beginning April 15.

1. Khaki walking shorts with a navy or black belt. Girls and boys.
2. Khaki skort (shorts in back/panel in front).
3. Navy blue knit shirt, or banded 3 button knit shirt with St. Vincent de Paul logo.
4. White or navy **ankle** socks or **ankle** athletic socks.
5. School shoes, as mentioned above. **No sneakers.**

Uniforms & Gym Uniforms are to be purchased from Flynn & O'Hara or Cheryl's in Vineland.

D. Gym Day

School T-Shirt/Sweatshirt, navy blue sweat pants and shorts with St. Vincent logo.

White ankle socks and sneakers. **No jewelry** may be worn on Gym Day.

Girls: newly pierced ears must be covered with your own Band-Aid before the start of gym class.

E. Dress Down Days

Dress down day is a privilege. St. Vincent DePaul believes that clothing helps to set an atmosphere and influences behavior. While participating in school activities, students are representatives of St. Vincent de Paul School.

Guidelines for Dress Down Days

1. Any images or slogans on clothing should be respectful. They should be appropriate for all ages and in keeping with the Catholic atmosphere of St. Vincent DePaul.
2. Students may not wear tank tops, muscle shirts, skimpy and/or see-through tops, t-shirts with inappropriate words or pictures, or belly shirts. Outfits should not reveal the mid-drift or navel. Short shorts are not permitted.
3. No shredded or torn jeans or leggings are allowed.

Homeroom Teachers will enforce the Dress Code. If a child is not compliant with the dress code, the parent will be notified in writing of any violations. The school appreciates each student's cooperation.

F. Electronics

All electronics must be kept in students' book bags and turned off at all times. Phones will be collected by the teacher in the classroom and returned at the end of the day. Students may not use any electronics (phones, iPad, games, etc.) during the school day or at extended day.

RE-ENROLLMENT FOR CURRENTLY MATRICULATED STUDENTS

Continued enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parents/guardians continued support of the mission of the school as documented in the school handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians. Re-enrollment in any subsequent year is subject to mutual agreement. That agreement may be withheld by the parents or the school administration with cause.

Withdrawal

Whenever a student is transferring from St. Vincent de Paul Regional School to another school, proceed as follows:

1. Make an appointment with the principal.
2. Return all textbooks and school materials belonging to the school.
3. Pay all debts.
4. Obtain a transfer card at the school office.
5. Give your new address and the name and address of the school to which you are transferring your child.
6. Sign a permission slip for the release of school records. After routine matters are satisfactorily cleared, the Administrative Assistant will forward the records to the school where the student is going, upon request of the receiving school.

Diocese of Camden

Catholic Schools Office

BULLYING PREVENTION POLICY

Introduction

The Diocese of Camden and the Catholic Schools Office believe that each Catholic school in the Diocese of Camden must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing a Catholic educational environment that permeates all aspects of its daily life and operations.

Each student should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that we do our best to provide a safe, positive and productive educational environment where each student may be afforded the opportunity to achieve his or her maximum potential, without being subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying, Retaliation and other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Pastors, principals, faculty, and other

employees are expected to demand that all students treat each other with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the Bullying Prevention Policy (“Policy”) has been duly promulgated by the Roman Catholic Bishop of Camden (“the Bishop”) to apply to all Catholic Schools of the Diocese of Camden and all Parish Schools located within the Diocese of Camden, as well as to all other schools to which the Bishop or a pastor or group of pastors has authority to appoint or approve governing officers or administrators.

Definitions

For the purpose of this Policy, the following definitions shall apply:

Aggressor means a student who engages in Bullying or Retaliation.

Bullying is the repeated use, by one or more students, of written, oral, or electronic expressions or physical acts or gestures of any combination thereof, with the intent to ridicule, harass, humiliate or intimidate the victim, directed at a Target, which a reasonable person should know would have the effect of:

- causing physical or emotional harm to the Target or damage to the Target’s property;
- placing the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- causing the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target’s education; or
- materially and substantially disrupting the educational process or the orderly operation of a school.

An isolated incident, however egregious, is not Bullying. Numerous acts of misconduct against different students do not constitute Bullying. Such conduct may warrant disciplinary action, but is not Bullying.

Bullying includes Cyber-Bullying.

Cyber-Bullying means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire
- Radio
- Electromagnetics
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or message, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Plan means the Bullying prevention and intervention plan established by the school.

Retaliation means any form of intimidation, reprisal or harassment directed against a student who reports Bullying or provides information during an investigation of Bullying.

School Grounds means property on which the school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

Staff means all employees of the school or parish and other individuals who receive stipends from the school or parish.

Target means a student against whom Bullying or Retaliation has been perpetrated.

Prohibition against Bullying and Retaliation

Bullying is prohibited:

- on School Grounds;
- on property adjacent to School Grounds;
- at any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- at a school bus stop;
- on as school bus or any other vehicle owned, leased or used by the school; or
- through the use of technology or an electronic device owned, leased or used by a school

Bullying by students is also prohibited at other locations and through other means if it:

- causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupts the educational process or the orderly operation of a school.

Nothing contained in this Policy or in any Plan shall require a school to monitor any non-school related activity, function or program.

Prevention and Intervention Plan

The principal (or the individual who holds a comparable position) (herein, the “Principal”) of each school shall be responsible for overseeing the development of a prevention and intervention plan in consultation with others, which may include Staff, school volunteers, community representatives, local law enforcement agencies, students, parents and guardians. The Plan must comply with the requirements of this Policy. The Plan must be promulgated by September 1, 2014.

The Plan shall include, but need not be limited to:

- definitions of Bullying and Retaliation as contained in this Policy;
- prohibitions against Bullying and Retaliation;
- clear procedures for students, Staff, parents or guardians and others to report Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior;
- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation may be subject to disciplinary action;
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of such students;
- provisions establishing a Bullying prevention program or curriculum;
- provisions for informing parents and guardians about the Bullying prevention program or curriculum of the school.

A provision for ongoing professional development to build the skills of all Staff members, including, but not limited to, the Principal, educators, faculty, other staff, athletic coaches, advisors to extracurricular activities, and volunteers, to prevent, identify and respond to Bullying. The Plan shall be reviewed and updated at least every three years.

The Principal is responsible for the implementation and oversight of the Plan within his or her school.

Reporting

Any Staff member who witnesses or becomes aware of Bullying or Retaliation shall report the incident(s) immediately to the Principal or to the Staff member designated in the Plan as responsible for receiving such reports, or to both the Principal and such designee.

Investigation

Upon receipt of such a report, the Principal or his or her designee shall promptly conduct an investigation.

Investigation of Complaint

Once a complaint has been reported, the Principal or his or her designee shall promptly investigate to determine if Bullying has occurred. The Principal will review the disciplinary history of the student(s) accused for indication of a pattern or past history of similar behavior. A written report of the investigation shall be prepared when the investigation is complete. The report shall include findings of fact, a determination of whether acts of Bullying were verified, and, when acts of Bullying were verified, the disciplinary action taken and any non-disciplinary action provided or recommended to the parents or guardians.

Retaliation

Retaliation against a person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying shall be prohibited.

Disciplinary Action

Once the investigation is complete, the Principal or his or her designee shall determine the consequences for the Aggressor(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. While conduct that rises to the level of Bullying will generally warrant disciplinary action against the students responsible for Bullying, whether to impose disciplinary sanctions and what sanctions to impose in a particular case are matters within the professional discretion of the Principal or his or her designee. It is the goal of the school to have students achieve redemption, learn, and stop Bullying.

Disciplinary action for children in preschool and kindergarten will generally be handled by the child's teacher working with the student, the student's family and the Principal (as needed). These children are very young and are learning social skills.

Non-disciplinary Intervention

When Bullying is identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of Bullying, its prohibition, and their duty to avoid any conduct that could be considered Bullying.

Training

Annual training on the Plan shall be provided for Staff and, at the discretion of the Principal, for volunteers who have significant contact with students.

Publication and Notice

At the beginning of each school year, the Principal or his or her designee shall provide notice to the Staff of the Policy and the Plan. Relevant student-related sections of the Plan shall be included in the school handbook provided to the students and their parents or guardians each year.

The Plan shall be posted on the school's website.

Notifications

If the Principal or his or her designee determines that Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if called for by the Memorandum of Agreement with Law Enforcement;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target.

The specific disciplinary consequences imposed on the Aggressor will not be disclosed to the parents or guardians of the Target, unless required by law.

If Bullying or Retaliation involves students from other schools, and the Principal identifies those students and their schools in the course of the investigation, then the Principal or his or her designee shall notify the appropriate administrator of the other schools of the incident so that the other schools may take appropriate action.

Student Assistance

Each school shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students (both Targets and Aggressors) affected by Bullying or Retaliation, as necessary.

Available Consultation

If any Staff member has questions concerning this Policy, he or she is encouraged to contact the Catholic Schools Office.

The principal reserves the right to amend this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes. If this book needs to be amended, the amendments will be sent home in the newsletter.