

St. Vincent de Paul Academy

Parent-Student Handbook

2026–2027

Kansas City, Missouri

St. Vincent de Paul Academy

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Campus Locations

Tracy Campus

(6- 12 Girls and K-5 Coed)
2727 Tracy Avenue
Kansas City, MO 64109
(816) 923 – 0202 x4

Flora Campus

(6-12 Boys)
3104 Flora Avenue
Kansas City, MO 64109
(816) 923 – 0202 x3

Administration

Prior

Father Trevor Burfitt

Principal

Father James Trummer

Vice Principals

Father Scott Graves (Flora Campus)
Mrs. Megan Spencer (Tracy Campus)

Registrar

Mrs. Kathleen Bennett

Secretaries

Mrs. Flocy Zapanta (Flora Campus)
Mrs. Josette Wohletz (Tracy Campus)

SECTION I

Introduction

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

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

SECTION II

Mission and Philosophy

Our mission as a private Catholic school is to develop the minds, bodies, and souls of students in accordance with the perennial educational and moral principles of the Roman Catholic Church. We operate under the Society of Saint Pius X, and provide a structured, traditional social and academic environment in which students pursue truth and develop virtue within a rigorous, balanced curriculum, and take active part in the life and liturgy of a thriving community fully committed to developing Christian values. By providing an atmosphere of serious scholarship and Catholic vitality, St. Vincent de Paul Academy strives, as inspired by the motto of the Society of Saint Pius X, to equip students "To restore all things in Christ."

Learning is a profoundly human process, one best accomplished through patient, qualitative drawing out, rather than mechanistic, quantitative filling up. The school strives continuously to provide the best possible facilities, tools, and material resources, in terms of texts and an integrated curriculum, simultaneously recognizing that our teachers' mastery of subject matter, ability to communicate, and, above all, love for our students, are what finally foster a desire for learning in those students. Our curriculum challenges minds; our teachers work with God to form souls.

SECTION III

Admissions

The admission application is available on-line at the St. Vincent's website at www.stvincentkc.org under the Academy tab. For assistance, please contact the Registrar, Mrs. Kathleen Bennett, at registrar@svdpkc.org. Deadlines are published on the website and in the parish bulletin.

Kindergarten applicants must be 5 years old by June 1 of the summer preceding enrollment.

School personnel will administer evaluations or entrance exams to prospective students. A review of academics, testing, and behavioral records from any previous school(s) is a part of the placement process for students applying for entrance into the Academy. Parents must notify the school of any learning, emotional, or behavioral disabilities prior to an applicant's admission.

Religion is integral to the education offered at St. Vincent de Paul Academy. All students must submit to the entire curriculum as offered: they must attend all religion classes, conform to all school policies, and participate in all scheduled activities.

New Students

The school considers any child not enrolled in the school during the previous semester as a new student for enrollment purposes. The following are required for new student enrollment:

- A letter of recommendation from the student's pastor or from the most current classroom teacher. (Required for all new students entering grades 7-12.)
- Proof, on letterhead, of up-to-date fee and tuition payments from the previous school. (Private schools only.)
- All academic, standardized test, and behavioral records for students applying to enter grades 2-12.
- Individualized Education Program (IEP) for students with any documented learning disability.
- Completed on-line registration forms.
- Advance payment of the application fee.
- A photocopy of the official state-issued birth certificate (A certified copy is not necessary.)
- Physical examination, including physician documentation of hearing and vision screening, for students younger than 9 years old at the time of enrollment.
- Copies of all sacramental certificates, including the sacramental marriage certificate of parents. For sacraments received at St. Vincent de Paul Church, the approximate dates of the reception of the sacrament may be provided instead of copies of sacramental certificates.
- Notarized copies of official custodial documents, when applicable.
- Vaccination records showing completion of required inoculations. Exemptions may be substituted in accordance with Missouri state law.
- Meeting with the Principal.

Returning students

The following are required for returning student enrollment:

- Demonstration of adequate academic and disciplinary performance to warrant continuation.
- All on-line registration forms completed and turned in by the published due date. Late registrations will be considered on a case-by-case basis.
- Tuition payments current and all fees paid.
- Vaccination records, or current exemption forms.
- Custodial / legal documents provided and up to date, if applicable.
- Meeting with the Principal.

> *Note: any prospective returning student who was previously encouraged to withdraw or was separated requires explicit permission for reenrollment from the Principal. A placement test is required in this circumstance, but only after the Principal's approval.*

SECTION IV

Collaboration between the Family and the Academy

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

Paternal Participation

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

Spiritual and Moral Formation

The primary role parents fulfill as educators of their children relates most specifically to the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and for the Faith. A balanced and joyful home life, in which children may receive their first experiences of the nourishing

authority and protective affection of their heavenly Father, will foster a respectful and affectionate docility in the children that is vital for their education and healthy development as human beings and children of God.

Regulation of Electronic Media

Television, electronic games, social media, and recreational internet use not only impede the intellectual and spiritual progress of the student but pose potentially severe moral risks. By their nature, electronic media work directly against the goal of education, which is, in part, to draw the child into reality. Parents are urged to eliminate or at least minimize exposure to these media in the home to the greatest extent possible. Movies and TV should be thoroughly screened for content and spirit, and should generally be forbidden on school nights. The Academy asks parents to forbid their children to access the internet without supervision. The Academy forbids the creation, hosting, or maintenance of personal websites and participation in on-line social networking of students. Further, all infractions listed in this Handbook apply to physical as well as electronic and cyber environments: students will incur the same punishment for lying or conduct or spirit prejudicial to the school on-line, for example, as they would for those same things in person. Those who choose to participate in the cyber domain should bear in mind that the World Wide Web is an open and generally unsecured environment: true privacy does not exist there, and they must assume that all postings are instantaneous, global, and permanent.

Use of cell or "smart" phones or watches requires specific mention. These now ubiquitous devices are often useful, especially as a means of emergency communication. They also, however, represent one of the most prevalent sources of distraction, exposure to moral danger, and detachment from reality in our culture. The smartphone, in particular, is not a passive, but rather an active tool that has the capacity, if not consciously and conscientiously restricted and regulated, to overcome its user. The Academy, therefore, asks parents not to allow their children to own a personal smartphone or internet capable device.

Especially because of their capacity to distract, student cell or smart phones or watches (or any personal electronic devices) are not allowed on campus at any time or at any school sponsored events. If student drivers have phones, they must be turned in to the Secretary at the start of the school day. Further details follow in the "General Rules & Guidelines" section of this handbook.

For more guidance upon use of technology, please read carefully the Digital Safety appendix at the end of this handbook and attend school presentations about the dangers of technology.

Communication

Parents must provide to the Secretary, in an open and timely manner, any information (concerning health, behavioral idiosyncrasies or difficulties, spiritual and intellectual strengths or weaknesses, physical deficiencies, etc.) that may be helpful or necessary in the proper formation of the child. Withholding necessary information not only impedes the efforts of teachers and administrators but indicates a potentially damaging mistrust. In order to maintain the vital cooperation between family and school in the work of education, all communication (written, email, or verbal) between parents and school personnel is expected to be conducted in a civil manner. Use of threatening or intimidating language constitutes a direct attack on the necessary unity among educators, and therefore may result in immediate student dismissal or, in less severe cases, may be used as a factor in determining family eligibility for re-enrollment.

Unless there is an emergency or situation with extenuating circumstances, texting is not an official way to communicate with the school. Please call, email, or write a note.

Conflict Resolution

Conflict is often the result of poor communication and misinformation. Parents are asked to exercise discretion and follow school procedure if a child expresses school related dissatisfaction or problems: both the school and the parents must avoid on the one hand, assuming ill will, or on the other, denying the possibility that a problem could exist. In the case of student conflict with a teacher, parents need to withhold assessment of the situation until they have first contacted the teacher involved. Only after this initial contact, and if the conflict remains unresolved, should parents contact the Principal. Direct recourse to the Prior is justified when an issue relates directly to overall Academy policy, or to some matter difficult to present discreetly to the teacher or Principal. In any case, parents should ask school officials about matters of concern to ensure proper understanding rather than engaging in potentially harmful judgment based upon secondhand information. A spirit of disunity and mistrust among educators is detrimental to the formation and healthy development of the child.

Discretion

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

Homework Supervision

Parents are expected to supervise homework to ensure completion, accuracy, and neatness. This daily investment of the parents' time is one of the strongest proofs they can give to children of their respect for and support of the school and of education generally.

Financial Obligation

Parents must fulfill to the best of their ability all points of the enrollment contract, including the support of official fundraisers. This is a matter of justice towards teachers and students alike—please see details in the "Tuition, Fundraising, & Readmission" section later in this handbook.

Spiritual Formation

Students will attend the Holy Sacrifice of the Mass twice per week as part of their regular Academy schedule. Students will have the opportunity to go to confession during the school Mass.

Mass schedule:

Monday:	10:55am	Flora Campus	(6th – 12th Boys)
Tuesday:	10:50am	Tracy Campus	(K – 6th)
Wednesday:	10:50am	Tracy Campus	(1st, 2nd, 6th – 12th Girls)
Thursday:	10:55am	Flora Campus	(6th – 12th Boys)
Friday:	10:50am	Tracy Campus	(3rd – 5th, 7th-12th Girls)

All students are required to bring their own missals. Girls must also bring their own chapel veils (white).

SECTION V

Academic Schedule

The school day consists of classroom instruction, recess, and lunch. School is in session Monday through Friday at the Flora Campus from 7:55am to 3:10pm, and 8:00am to 3:10pm at the Tracy campus. Kindergarten is in session Tuesday, Wednesday and Thursday.

Daily Schedule	Flora Campus	Tracy Campus
Doors open	7:40 am	7:40 am
Report to Homeroom	7:55am	8:00 am
Lineup	8:00 am	8:10 am
1st period	8:05 am	8:20 am
2nd period	9:00 am	9:10 am
3rd period	9:55 am	10:00 am
4th period	10:50 am	10:50 am
Lunch and recess	11:40 am	11:45 am
5th period	12:35 pm	12:40 pm
6th period	1:25 pm	1:30 pm
7th period	2:15 pm	2:20 pm
Dismissal	3:10 pm	3:10 pm

SECTION VI

Arrival, Departure & Dismissal Policy

Hours of Operation

School is considered "in session" from 7:55am until 3:10pm at the Flora Campus and from 8:00am until 3:10pm at the Tracy Campus. The school doors remain open from 7:40am until 3:30pm at both campuses. It is important that students arrive on time every day for maximum learning to take place.

Student Drivers

High School students with licenses may drive themselves and others to school, subject to legal license restrictions and parental permission. Parents, please be aware of who is riding with any of your student drivers and reinforce the importance of safety, especially on campus during the busy drop off and pick up times. Students must park in the designated area for each campus. At Flora, the north side of the parking lot against the fence, but not in any reserved parking spaces. At Tracy, the north side of the parking lot in the designated parking spots.

Carpools

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

Arrival

On-time arrival at school is a matter of justice toward teachers and students. Students must report to homeroom for attendance to be taken and be at line-up no later than 8:00am at the Flora Campus and 8:10 at the Tracy Campus. Students arriving after this time will be marked "tardy" for the day. Parents must call the office to advise of late-arriving students, or they may send a note with the student which must be presented to the Secretary. The school does not accept excuses for being tardy from students. Excused tardies are for legitimate reasons (e.g. doctor's appointment, car accidents that cause traffic congestion, etc.). Unexcused tardies may result in disciplinary action.

Please use only designated areas for student drop off (and pick up). Students will not be allowed in the school before 7:40am. The Academy is not responsible for students who arrive before this time. Parents must drop off their children at the sidewalk and watch them enter the building. Students who arrive after the Academy building opens, but before the lineup bell will be supervised in a designated area.

Departure

School dismissal is at 3:10pm. Students will wait in designated areas for parents to pick them up. Parents must pick up students promptly, and not later than 3:30pm. Teachers will make every effort to ensure that children are ready for pick-up at dismissal time.

Once a parent has arrived for pick-up, the student is considered under that parent's care and supervision. Students may not be left unsupervised in school buildings or on school premises. The Academy will not accept responsibility for any student who remains on campus after the pick-up time, unless he or she is involved in a school extracurricular activity.

When it is clear that all timely-arriving parents have picked up their children, teachers on dismissal duty will return to the Academy building with those students whose parents have not yet arrived. Students will be supervised by Academy personnel in a silent study hall. Late-arriving parents must ring the bell at the school door to collect their children.

Early Departure

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

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

SECTION VII

Attendance Policy

Healthy students are expected to attend school every day. Students absent from school more than 15 times in an academic year may be separated, retained in the same grade, or denied a diploma for excessive absences. The Principal will make the final decision in these cases.

Absence

In the case of an unforeseen absence, parents need to notify the school office by 9:00am and provide a reason.

In the case of an extended absence, parents must make arrangements with the secretary for schoolwork. Students returning to school after an illness or absence must bring a written note of explanation to the school office. Absence due to sickness exceeding five consecutive academic days requires an explanatory note from a physician.

Student absences for which parents provide no explanation will be unexcused. Unexcused absences may result in disciplinary action. Assignments missed on account of unexcused absences will be penalized at the Principal's discretion. Reference the memorandum on absences in the appendix for further clarifications.

Students who are at school for fewer than two class periods on a given day will be marked "absent" for that full day. Students who must leave school before completing four class periods will be marked absent for a half day. Students absent for four or more class periods in a day may not participate in any extracurricular activities (including practices) on that same day.

A student who is taken out of school before the end of the academic year and who has not completed class work and final exams prior to departure is subject to a final report card grade of INCOMPLETE.

Foreseen Absences

In the case of foreseen absence, parents must provide the school with advance written notification. Planned absences (for special occasions such as out-of-town weddings or funerals, etc.) require the further permission of the Principal. Whenever possible, parents should avoid making personal plans that will result in missed class time.

In order to avoid disrupting the schedule of a class or the school, hindering the child's academic progress, and sending conflicting messages to the children regarding the importance of academics and duty of state, families are expected to plan vacations around the school schedule. Absences for vacation taken during the academic term will be considered unexcused, and students may receive zero credit for all missed class work, assignments, and exams.

SECTION VIII

Calendar

A new academic calendar will be made available before the beginning of each school year. School officials will notify parents of any changes after its publication, should they occur. It is the parents' responsibility to be aware of important school dates and functions. Working parents should take special note of the school's days off, early dismissals, conference dates, etc., and should make every effort to arrange their work schedules accordingly.

Student participation in functions noted on the school calendar (including occasional evening activities such as music performances) is mandatory unless explicitly indicated otherwise.

SECTION IX

Meal Policy

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

Food Allergies

Parents must notify the school of any and all food allergies, their specific nature, and severity. A form is available from the Secretary and must be filled out and sent to the Registrar.

The Academy does not provide breakfast. Students should bring breakfast to school on days when they assist at Mass before classes.

Students should bring lunch to school each day in containers marked with their names. The school expects students to use proper table manners, and parents should review etiquette with them. All students (grades K-12) eat lunch on campus.

Cafeteria supplies (i.e. bowls, cups, plates, utensils) will not be provided by the school. Parents need to send these items in their student's lunch box. Students may not use the staff refrigerator or microwave.

SECTION X

Health Policy

Communicable Disease

A student suffering from a contagious illness or a bad cold should not be sent to school. Should an outbreak of a communicable disease occur, children at risk for the disease should be removed from the school for a period of time determined prudent by medical professionals.

Parents must report all instances of communicable disease to the school office. Communicable diseases include, but are not limited to, chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, and scarlet fever. Parents unsure of the communicability of an illness should consult a medical professional and call the Secretary's office before sending a child to school.

Some common symptoms that indicate your child must stay home from school:

- Fever of 100.0° or above. The child may return to school after 20 hours of being fever free. Child has to be fever free with no fever reducing medications given.
- Vomiting or diarrhea. The child must be symptom free for 20 hours.
- Pink eye (conjunctivitis). Child must remain at home until drainage resolves
- Cough that distracts from normal activity
- Wheezing or shortness of breath
- Strep throat or any other contagious disease. Child must be on antibiotics for 24 hours before returning to school.

Illness and Injury

Parents will be notified in the case of serious illness or injury that occurs at the school. In such cases, the child(ren) will be sent home only in the care of a parent or person designated by the parent. If immediate noti-

fication is not possible due to the nature of the injury or circumstances, the school will act in compliance with the registration releases and permissions and will notify the parents/legal guardians in a timely manner. In emergency situations, the school will contact emergency medical services (911) and parents (or designated personnel) as expeditiously as possible. Please keep all contact information up to date by way of the Secretary.

Vaccinations

State law requires that children enrolled in all Missouri schools be vaccinated against certain diseases, allowing for certain exceptions, including conscientious objection. Parents must therefore submit applicable pupil vaccination documentation and provide updates as required. Parents assume all legal and financial responsibility in representing to the school whether or not the child is in compliance with all required immunizations.

SSPX Statement on Vaccination

Schools of the US District of the Society of Saint Pius X comply with vaccination policies of local health and education authorities while adhering to the moral principles of the Roman Catholic Church.

The Catholic Church does not oppose vaccinations in principle, but it does consider as morally illicit the development of vaccines from aborted fetal tissues. In 2005, the Vatican clarified[1] the proper position of all Catholics on this matter, and the SSPX adheres to that declaration.

Schools of the SSPX also support parental authority and freedom of choice in matters not opposed to the moral law. If the state law does not mandate vaccination, neither do our schools. In the event of an outbreak of an infectious disease, our schools work closely with local and state officials to respond according to the guidelines prescribed by the governing authorities.

Medications and Other Medical Conditions

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

- Request for Prescription Medication to be Administered During School Attendance;
- Request for Non-Prescription Medication to be Administered During School Attendance;
- Severe Diabetic Plan;
- Asthma Action Plan;
- Allergy Action Plan.

If your child has any condition that may require immediate or emergent medical attention, such as severe allergy, asthma, diabetes, or seizures, an action plan must be completed and signed by a licensed physician. The plan should include the nature of the condition, and steps to be taken should the need arise. This information

1. Pontifical Academy for Life. Moral reflections on vaccines prepared from cells derived from human aborted fetuses. Cf. *The Angelus*, February 2006, vol. 29, n. 2.

is part of your child's file and needs to be sent to the Registrar who will ensure necessary (and only necessary) personnel have it.

Parents should administer medication at home whenever possible, and should ask their doctor or pharmacist to develop an at-home dosing schedule to avoid the need for medication administration at school.

Students may only bring prescriptions and other medications to school in original containers, appropriately labeled by a pharmacy or physician, and must give them to the Secretary. Dosing directions should be clearly marked on each container. School personnel will not administer first-time medications.

SECTION XI

Curriculum - General

Religious Instruction

Formal religion instruction holds the place of honor in the curriculum. Classes include an ordered presentation of the Catholic Faith through the study of Christian doctrine, the life of Christ, the Mass, the liturgical year, Bible history, and the lives of the saints. Children are taught to memorize the catechism, and at the same time to see behind these truths the face of Our Lord, calling them to lives of holiness in union with Him. Thus, students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

Literature and Language Arts

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

Other Subjects

The other classroom subjects likewise harness the curiosity and strengthen the nature of the students. Math teaches accuracy, order, and logic; science explores the beauty of God's plan in the natural world; history reinforces the study of human nature and the world, bringing to life real heroes and important events and connecting causes and effects; geography integrated with history broadens students' cultural awareness and helps to develop a truly Catholic perspective.

SECTION XII

Grade School Curriculum

The curriculum for kindergarten through eighth grade includes the following subjects: religion, language arts (learning to read and write, grammar, dictation, literature, composition), history and geography, mathematics, nature study and science, music, and physical education. These will be taught at the appropriate developmental level for each grade.

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

SECTION XIII

High School Curriculum

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

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

Course Distribution

9th/10th Grades:	11th/12th Grades:
Religion	Religion
Western Literature & Composition	Western Literature & Composition
History: Ancient/Medieval	History: Early Modern/Modern
Math: Algebra I /Geometry	Math: Algebra II /Precalculus
Science: Earth Science/Biology	Science: Chemistry/Physics
Latin	Latin
Art History/Music Appreciation	Philosophy
Domestic Arts (Girls)	Domestic Arts (Girls)
Art	Art
Choir & Chant	Choir & Chant
Physical Education	Physical Education

Graduation Requirements

To be eligible to graduate from St. Vincent de Paul Academy, a student must complete, at a minimum, the following number of years of study in the required high school subjects listed below:

- Religion – 4 years (4 credits)
- English – 4 years (4 credits)
- History– 4 years, including 1 year of Government/Civics (4 credits)
- Latin – 2 years (2 credits)
- Math – 3 years (3 credits)
- Science – 3 years (3 credits)
- PE – 4 years (1 credit)
- Music (Choir & Chant) – 4 years (1 credit)
- Art – 2 years (1 credit)

Graduation eligibility ultimately will be determined by the School Principal, based on academic performance, effort, and conduct.

Seniors who fail any required courses during their final year in high school may be denied graduation. In general, any student who fails Religion their senior year will be denied graduation. In such cases, parents will be notified during the final quarter, except when students have jeopardized their graduation by poor results at the end of the final quarter or on final exams.

Commencement Honors

The School Principal determines the valedictorian, salutatorian, and those to graduate with academic distinction in each school.

Exclusion from Commencement

A student whose account is not current will not be admitted to the commencement ceremonies and his or her high school diploma will be retained, as stipulated in the tuition contract.

SECTION XIV

Grading & Academic Discipline

Grading Scale

Letter Grade	Grade Points	Numerical Range
A+	4.00	100-97
A	4.00	96-94
A-	3.67	93-90
B+	3.33	89-87
B	3.00	86-83
B-	2.67	82-80
C+	2.33	79-77
C	2.00	76-73
C-	1.67	72-70
D	1.00	69-65
F	0.00	64-0

Academic Discipline/Probation

The school will issue report cards at the end of each quarter via e-mail. Additionally, students from grades 4-12 will receive a physical copy of their report card. Students earn grades based on the percentage scale above. 65% or higher constitutes a passing grade.

The school requires students who fail one or more subjects to remediate missed coursework by completing it through an approved online accredited institution. St. Vincent de Paul Academy will not give High School students remedial work over the summer for credit. In cases of needed course remediation the academy registrar is

to be contacted to work out details. Failure to remediate successfully according to school guidelines will result in student retention in grade level or separation.

Any student receiving a "D" or an "F" in two or more classes will be placed on academic probation for the following quarter. Should no progress be made during that time, the parents will meet with the principal to determine a proper course of action.

Failure of any class in the quarter immediately following probation will result in another probationary quarter or expulsion, at the discretion of the principal.

Plagiarism

Students must understand that extensive paraphrase, excessive quotation, and unattributed sources constitute plagiarism, the theft of another's work. Teachers will inform the Principal of suspected plagiarism. In confirmed cases, the Principal will determine appropriate sanctions and consequences.

Copying Artificial Intelligence (AI) generated outputs for outlines, papers, research, essays, or in any other capacity will be considered as cheating and plagiarism.

All academic discipline and ultimate consequences remain at the sole discretion of the Principal.

Progress / Deficiency Letters and Actions

Based upon student performance, deficiency letters to parents are issued periodically by the Vice Principal for students who are failing or in danger of failing courses.

Students who are academically deficient at the end of the year will be retained in grade, remediated over the summer, or separated from the Academy by the Principal. In general, high school Religion cannot be remediated over the summer. The 9-11th grade students who fail Religion may be retained in grade and, as noted above, seniors who fail Religion may be denied graduation according to the discretion of the Principal.

Parent-Teacher Conferences

At least one parent per family is required to attend all parent-teacher conferences to discuss grades, general academic performance, character, and moral development with teachers.

SECTION XV

Honor Roll

The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work, and character. Students who receive any conduct grade of C- or below are ineligible for the Honor Roll as are students who have been suspended for any reason. Students in grades 5-12 are eligible for the Honor Roll as follows:

Summa cum Laude

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

Magna cum Laude

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

Cum Laude

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

SECTION XVI

Homework & Homework Policies

Homework, General

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

Parents are not permitted to do their children's work for them. As a fundamentally dishonest circumvention of student duties, this would undermine both the teaching and the learning processes, and seriously impede the development of good study habits. Parents should, however, supervise homework, offer any needed assistance, and see that their children have sufficient time and a suitable place in which to complete assignments.

Homework Time Guidelines

K-2: No assigned homework. It is highly recommended that parents read to their children and review catechism as often as possible according to the time recommendations below, to get them into the habit of doing some schoolwork at home each day. Once the child begins to read it is beneficial to have him/her read aloud to someone every night. Below is a list of other activities to do with children after school:

- Kindergarten: read to children.
- 1st grade: review catechism questions, read aloud, review poetry, practice math flash cards (10 minutes).
- 2nd grade: review catechism questions, read aloud, review auto-dictation and poetry, review grammar definitions, practice math flash cards (10 minutes).

Homework is routinely assigned to students in grades 3–12. Reasonable expectations of daily homework requirements:

- 3rd grade: 20 minutes
- 4th grade: 30 minutes
- 5th grade: 45 minutes
- 6th grade: 1 hour
- 7th & 8th grades: 1 ½ hours
- 9th - 12th grades: 2 hours

These are general guidelines. Actual requirements will depend on the child's ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework but should set appropriate limits and require accountability for unfinished work.

Teachers will strive to respect the above time guidelines, and the school in no way obliges or encourages giving unnecessary homework, merely busy-work, for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights.

Homework and Class Work Expectations

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

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

Late Work

Students must complete assignments by the morning of the day they are due. At the discretion of the teacher, students will be penalized for turning in work late in accordance with their syllabus.

Homework Requests and Make-Up Assessments for Absences

Students are responsible for obtaining missed assignments from their classmates or teachers. Ignorance is not an excuse. Parents may call the school office for assignments, and may either pick up assignments at the end of the school day, or have them sent home with siblings.

Long-term projects and assignments given prior to a student's absence are due on the original due date and must be delivered to the school on that day. Students should expect to take tests announced prior to an absence on the day they return to school. In general, all make up tests or quizzes will be administered after school, so no further classes are missed.

SECTION XVII

Uniform Policy

A school uniform is a visible sign of the unity of a student body striving to achieve a common goal. Bearing this in mind, the standard remains uniformity, not individuality or fashion. While the school strives to develop strong individuals, the well-formed student will possess a true depth of character and a personality strong from within, not defined from without. A uniform facilitates all of this by minimizing the possibility of disordered, vain, or immodest self-expression that seeks primarily to draw attention to self. Beyond this, uniform dress reinforces a sense of solidarity and belonging, and eliminates the signifi-

cant social pressures associated with style consciousness and competition. Uniforms do not suppress individual expression; willingness to submit to the uniform policy indicates humility and maturity.

This handbook establishes the basic "letter of the law," but students, aided by their parents, should discern and submit more importantly to the spirit of the uniform policy. Rather than defining each allowable or disallowable clothing item, the school relies on parents, students, and faculty to understand the purpose of uniforms and to comply with the intention of the regulations. Parents with questions or concerns should feel free to contact the school for clarification.

Hygiene and Appearance

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

Make-up

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

Jewelry

Jewelry is forbidden, with the exceptions of Girls' School House bracelets and House pins, non-touchscreen watches, and a fine-gauge necklace with a single religious medal. Girls with pierced ears may wear a single stud earring (gold, silver, or House color) in each ear. Boys may not wear earrings. Senior boys are permitted a school issued senior lapel pin.

Hair

Fad hairstyles for boys or girls are forbidden. Boys must be clean-shaven, well-groomed, with hair cut off the collar and ears. Girls are to keep their hair pulled back and off their shoulders, with bangs short or fastened back and out of their faces. Any ribbons, hair bands, or other hair accessories are to be simple in design and color (gray, maroon, navy, white, or black). Bright colors and/or big bows and flowers are not allowed.

Required Uniforms

The following provides general guidance concerning articles that make up the uniform, including outerwear. Any elements of the uniform that do not match the components available through the Academy are non-regulation.

- Level One: The basic uniform
- Level Two: The first outer layer, the navy V-neck long sleeve sweater with crest (K-12), the navy blazer with crest (boys 9-12). Students are not authorized to wear any other items in the classroom.

Girls, K – 4

- Green plaid uniform jumper extending at least 2 inches below the bottom of the knee

- White blouse with collar (Peter Pan collar) and long or short sleeves; blouses must button at the throat; knit or "polo" shirts are not allowed
- Navy V-neck long sleeve sweater with emblem (optional)
- Navy blue, black knee socks or white bobby socks. Navy or black tights may be worn during the winter.
- Clean simple solid black, all-purpose shoes.
- White triangular shaped chapel veil

Girls, 5 – 8

- Green plaid uniform skirt extending at least 2 inches below the bottom of the knee
- White blouse with collar (preferably button-down collar) and long or short sleeves; blouses must button at the throat; knit or "polo" shirts are not allowed
- Navy blue uniform vest with school emblem
- Green plaid uniform tie
- Navy V-neck long sleeve sweater with school emblem (optional)
- Navy blue or black knee socks or white bobby socks. Navy or black tights may be worn during the winter.
- Grades 5-6: Clean, simple solid black all-purpose shoes.
- Grades 7-8 - Simple black dress shoes; no high heels or funky soles; athletic shoes are required for recess and only worn for recess or physical education
- White triangular shaped chapel veil

Girls, 9 – 12

- Charcoal gray pleated uniform skirt extending at least 3 inches below the bottom of the knee.
- White uniform blouse with pointed collar (long or short sleeves).
- Navy V-neck vest with school emblem
- Navy V-neck long sleeve sweater with school emblem (optional)
- Navy or black knee socks or white bobby socks; neutral, black or navy hose. Navy or black tights may be worn during the winter.
- Simple black dress shoes; no high heels or funky soles; athletic shoes are required for recess and only worn for recess or physical education
- White triangular shaped chapel veil

Girls 7 - 12 P.E. Uniform:

- Green PE t-shirt with school crest, A-Line athletic skirts that fall 2 inches below the knee, white socks, and athletic shoes.
- PE clothes are to be devoid of decals and logos, with the exception of the school crest (a small manufacturer's logo is tolerated)
- The Principal or Vice Principal may forbid any individual item of clothing that is found to be objectionable.

Boys, K – 6

- Navy blue uniform trousers
- Black belt
- Plain white cotton or cotton-polyester button-up shirt (long or short sleeves)
- Plain white t-shirt worn under uniform shirt; no logo or print t-shirts allowed
- Navy V-neck long sleeve sweater with school emblem (optional)
- Green plaid uniform tie
- Navy blue or black socks
- Clean, solid, black all-purpose shoes

Boys, 7 - 12

- Charcoal gray uniform trousers
- Black belt
- Plain white cotton or cotton-polyester button-up shirt (long or short sleeves)
- Plain white t-shirt worn under uniform shirt; no logo or print t-shirts allowed
- Navy V-neck vest with school emblem (optional)
- Navy V-neck long sleeve sweater with school emblem (optional)
- Grades 9 - 12: Navy blazer
- Green & navy striped uniform tie - senior boys may wear an approved senior tie
- Black socks
- Clean black, polished leather shoes; athletic shoes are required for recess and only worn for recess or physical education

Boys 5 - 12 P.E. Uniform

- 5th – 7th Grade: Green PE t-shirt with school crest, athletic pants or shorts (knee-length), white socks, and athletic shoes. 8th – 12th Grade: Green athletic polo with school crest, athletic pants or shorts (knee-length), white socks, and athletic shoes.
- PE clothes are to be devoid of decals and logos, with the exception of the school crest (a small manufacturer's logo is tolerated)
- The Principal or Vice Principal may forbid any individual item of clothing that is found to be objectionable.

The Academy reserves the right to permit or forbid non-Academy outerwear, worn when necessary for outdoor activities on cold days, when it does not conform to dignified apparel or the spirit of the Academy.

Uniform Supplier Information

Parents are expected to purchase uniform items from our uniform suppliers. For additional details and ordering information, please refer to St. Vincent de Paul Academy's school uniform memo available online at www.stvincentkc.org under the Academy tab.

SECTION XVIII

General School Rules & Guidelines

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

Forbidden Items

School personnel will confiscate these and other inappropriate items:

- Cell or smart phones or devices, including smart watches that are not approved.

  > Student drivers whose parent(s) require them to have a cell phone when driving to and from the Academy may request an exemption. The parents must notify the school of this necessity by completing and signing the Student Cell Phone Parental Consent Form. Students with this exemption must check in their phone to the secretary's office upon entering the school and will receive their cell phone back at the end of the day, at which time they will be expected to store their cell phone in their backpacks until they are in their car and off school property.

- Electronic devices including but not limited to touchscreen watches (smart or otherwise), radios, CD players, MP3 players, CDs, DVDs, and electronic games of any kind;
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content;
- Any drugs or alcoholic beverages;
- Any tobacco or smoking paraphernalia, including matches, lighters, and "e-cigarettes" or other non-medical vapor emitting devices, etc.;
- Weapons of any kind, including pocket knives.

Confiscated phones or other items will be returned to parents of violators of these rules at the discretion of the Principal.

General Classroom Behavior

- Students will raise their hands and wait to be called upon before asking or answering questions.
- Students will stand and respectfully greet all adult visitors to the classroom, addressing them by their appropriate title: Father, Sister, Dr., Mr., Mrs., Miss, etc.

Lunchtime Behavior

- Students will eat in the cafeteria or designated area with proper supervision. Normally students do not eat meals in the classrooms.

- Students need to bring a bag lunch. Soda is not allowed, and candy desserts are discouraged.
- The kitchen area is not for student use. Students do not have access to the refrigerator, microwave, and other items in the kitchen area. Coffee is for the teachers and staff only.
- Students will clean up after themselves and will help maintain the overall cleanliness of the cafeteria.

Playground Expectations

- Recess is held outside most days of the school year. Students will go outside, weather permitting, as long as the "real feel" temperature is 10° F or higher. Generally speaking, if a student is well enough to be at school, the student is well enough to go outside for recess. A physician's request to be excused from recess will be honored. Children who need to stay in at recess need a note from a parent. Students may occasionally be held inside for educational or disciplinary reasons. Students who are held inside for such purposes will still be expected to go outside for at least part of the recess.
- Students must have appropriate cold weather clothing and footwear for recess.
- For safety reasons, the school does not allow rough play or tackle football. Children who wish to throw snowballs can do so in designated areas while exercising proper virtue with each other.
- Children must remain within established boundaries.
- During inclement weather, recess will take place indoors.
- Running and horseplay are forbidden inside the school.
- Students will not bring personal toys for recess.

Parties and Gift Deliveries

- Students may not take delivery of flowers, balloons, gifts, etc. during the school day.
- Birthday Parties: while recognizing the special nature of student birthdays, the school does not allow birthday parties for individual students. Subject to teacher discretion, however, students may bring snacks on their birthdays to share with fellow classmates.
- Feast Day and Holiday Parties: teachers, parents, and students will not arrange classroom parties other than those approved by the School Principal.

Respect for School Property

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. Parents will be billed for damages; the student will be required to do any necessary clean-up.
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.
- Students will keep textbooks covered at all times. The cover should be plain and display the student's name, grade, the book title, and subject. Damaged or lost books will be replaced at the parents' expense.
- Parents will be charged for lost textbooks and for textbooks returned more than a week after the close of school.

- All property brought into the school or maintained by the school including school lockers, desks, and any other temporary or permanent storage areas on the grounds of the Academy are subject to searches which may be carried out with or without cause or suspicion and may be preventative in nature. By bringing items onto Academy grounds, each student and his/her parent(s) consent to searches of desks and lockers provided by the school for student use, at any time school authorities determine such searches necessary.

Restroom Use

- Students will use only designated restrooms.
- Except in cases of legitimate emergency, high school students may not take restroom breaks during class time.
- Except in cases of legitimate emergency, students should not take restroom breaks during Mass.

General Items

- Students may not pass personal notes or written communications of any kind. Invitations to non-school sponsored social events should be distributed outside of school hours and off-campus to ensure parents are aware of such activities and to preclude any implication of school endorsement.
- Students must generally maintain silence in the school. Moderate noise is permitted during recess and breaks.
- Students may not run, jump, or roughhouse in any part of the school building.
- Students may not chew gum on school premises.
- Students may use the school phone only in emergencies and only with permission from a school official.
- Students may not leave school premises during the school day without permission.
- Students are not permitted in teachers' lounges.

SECTION XIX

Discipline Policy

St. Vincent's Academy applies the principles of Catholic education to student discipline. True charity, at times, obliges correction and even punishment, but as a means of encouraging amendment, not inflicting suffering or fostering resentment. The Catholic educator strives to win the heart of the student: both instruction and discipline rest on a foundation of charity. As Christ Himself showed, unwavering admonition does not preclude patience and kindness, and those corrected with charity will learn to embrace virtue motivated by filial love rather than servile fear.

St. Vincent's Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, impose detention or study hall, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

Minor Infractions

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

- Disorderly desks or lockers;
- Incomplete, dirty, or excessively worn uniforms;
- Neglect of school property;
- Causing disturbances in class or during line-up;
- Neglect or improper performance of academic duties.

Teachers will correct minor infractions in the classroom, and may discipline students by way of in-school detention, study hall, or other means, at the teacher's discretion. Unless a pattern develops, the school will not inform parents of these offenses.

Major Infractions

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

- Insubordination or deliberate disobedience;
- Unexcused absence or tardies;
- Opening a social media account;
- Fighting;
- Bad language;
- Persistent failure to submit homework;
- Failure to show up for a detention;
- Use or possession of forbidden electronic devices;
- Use or possession of tobacco products;
- Excessive repetition of minor infractions such as those listed above.

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

Grave Infractions

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

- Conduct or spirit prejudicial to the school;
- Offensive behavior or lifestyle not in line with that of a traditional Catholic school student;
- Lying, cheating, or any academic fraud, including plagiarism;
- Any illegal activity;

- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol;
- Possession, purchase, or selling of weapons or fireworks;
- Grave or repeated disrespect;
- Theft;
- Vandalism or destruction of property;
- Indecent fraternization;
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet;
- Possession of immoral material;
- Excessive repetition of major infractions such as those listed above.

The Principal will handle infractions of this nature. Students will be punished by suspension or expulsion, at his discretion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Students caught cheating will face serious consequences. Older students, in particular, will generally be suspended for cheating, as a minimum, and may well be expelled, dependent upon the circumstances, even for a first offense. A lack of integrity is simply unacceptable in a serious Catholic environment. Work missed during the time of suspension may receive a zero, at the Principal's discretion. Expulsions, once imposed, are final. A student may only be readmitted in exceptional cases with the explicit permission of the Principal.

Notice of Disciplinary Action

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

Miscellaneous Rules & Consequences

Loyalty and respect, as well as immediate cheerful cooperation, are the virtues expected from all students. Immature or uncivilized behavior will not be tolerated.

All buildings and areas on campus in which the student does not have immediate academic interest are off-limits, with the exception of the chapel. The library is only to be accessed during library hours and during scheduled class hours.

Students may enter the gymnasium only during times when events, practices, or games are scheduled, or when the students have specific permission from a campus authority to make use of the facilities.

Fraternization: The Catholic Church has traditionally rejected co-education for what should be obvious reasons. St. Vincent's Girls' and Boys' Junior High and High Schools are separate institutions with minimal and controlled interaction for certain events (concerts, fundraising, major ceremonies, etc.) as necessitated by time and other resource constraints. Should Academy activities require interaction between boys and girls, students

of the two schools are expected to display proper, courteous behavior toward each other. Inappropriate, unnecessary interaction will result in suspension or expulsion. Some further guidance applies:

- The Academy encourages parents to teach their children how to behave with members of the opposite sex in a family environment.
- Since dating is a preparation for marriage it is inappropriate for high school students and is, therefore, forbidden.
- There should be no unsupervised interaction between unrelated boys and girls whether on school property or not. Unrelated students of the opposite sex should not, for example, walk to school together or attend events together.
- Because violations of these fraternization guidelines constitute behavior and a spirit prejudicial to the Academy, they will be treated as grave infractions whether they occur at school or elsewhere.

A chaperone, at least one parent or another adult designated by the parent, must accompany any daughter, grades K-12 or son grades K-8 who chooses to attend an extracurricular event.

Disciplinary Probation

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

SECTION XX

Extracurricular Activities & Eligibility

Students who participate in extracurricular activities should not jeopardize their grades by sacrificing too much study time to non-academic functions. Good grades and good conduct are always expected as prerequisites for participation in any extracurricular activity.

Requirements:

An overall grade average of 70% or above, AND

No more than one failing grade, AND

No failing conduct grade in any subject.

Eligibility for a given activity will be established, subject to final determination by the Principal, for that entire activity (e.g. sport season) based upon grades from the most recently completed academic quarter. For example, eligibility for cross-country (a fall sport) will be determined based upon the fourth quarter grades of the previous academic year.

A student's eligibility status (eligible or ineligible) will remain unchanged for the season unless the Principal changes a student's status based upon poor or commendatory performance in any area. Coaches are a critical source of input for such eligibility considerations and must provide input to the Principal about students if matters of concern arise.

Additional Considerations

- Students on disciplinary probation are ineligible to participate in any extracurricular activities.
- Students who receive a major detention are suspended from extracurricular activities for a minimum of one week.
- Students are ineligible to participate in extracurricular activities on any day they are absent from school. This includes students who are absent for morning classes and arrive at school after lunch.
- Students who are on the ineligible list are encouraged to utilize their time studying in order to regain eligibility. Ineligible students are, therefore, not permitted to remain at school to watch any extracurricular activity or practice.
- Students who violate any Academy rule, regulation, or policy may be declared ineligible at the discretion of the Principal.
- The Principal reserves the right to waive these restrictions on a case-by-case basis.
- In compliance with Missouri State High School Activities Association (MSHSAA), any 7th – 12th grade boys wishing to join a non-Academy athletic team must request permission from the Principal in writing. Permission is needed for each season.
  - (MSHSAA By-Law 3.13.2): A student may practice or compete as a member of a non-school team or as an individual participant in organized non-school competition in a different sport than the school sport in season under the following conditions:
    - No school time is missed to compete, practice for, or travel to the site of such non-school competition unless the absence is approved in advance by the school administrator.
    - The student shall not represent the school and shall not use school uniforms or equipment.

SECTION XXI

Student Employment

Student employment outside the home during the school week is strongly discouraged. If a student's academic performance is deficient and he or she works outside the home on school days, parents should insist upon a change in work schedule or job termination. The Principal may dismiss academically deficient students with jobs who continue to sacrifice academics for employment.

SECTION XXII

Student Safety

Student safety, moral and physical, is a primary concern. Our wide-ranging activities are important for student formation but carry some risks. At the district level, all SSPX USA schools are governed by a robust Abuse Prevention and Response program, put in place to ensure student safety, which includes screening of all employees in positions of trust with students and annual faculty training. Locally, we have a Safety and Security department responsible for maintaining physical security of the campus and planning and overseeing emergency response drills in the schools. Please see appendix 3 for additional information for parents on school emergencies.

Privacy and Use of School Facilities

All campus restrooms, locker rooms, or any other private areas are designated for either men or women, and use of these facilities is restricted to individuals of the designated sex based upon the information given on their original birth certificates. Any entrance by members of the opposite sex for custodial/maintenance or emergency purposes is allowed only with proper notice and safeguards. All students, administrative/school staff, parents, invitees and licensees must comply with this policy in order to preserve the safety and privacy rights of our students and to maintain an environment conducive to a proper Catholic formation.

Activities

There are a range of school-sponsored activities that contribute to our students' broader development, from field trips, sporting events, and retreats during the school year to camps over mid-year or summer breaks. Detailed policies and procedures for higher risk and more elaborate activities like camps are covered in other district documents but field trips are covered in this handbook because they affect all parents and students.

Field Trips

Field trips provide meaningful and enjoyable learning experiences for students and are mandatory academic events when scheduled. Parents agree to and sign the "Permission to Transport," "Release of Liability Agreement," and "Permission to Treat" during on-line enrollment. The school will inform parents of each field trip (or other activity) throughout the year.

Field trips are a student privilege and not a right. Students may be denied field trip privileges if they are not performing well academically or behaviorally. Students denied field trip privileges for any reason must still attend school on field trip days.

Emergency Procedures & School Closing

In case of severe weather (tornados, severe thunderstorms, ice storms, etc.) during school hours, students should remain at school. The school will maintain contact with the U.S. Weather Service and Jackson County Emergency Management Department for tornado warnings or other severe conditions. In the event of a tornado warning, students will assemble in the designated locations within the buildings, and the school will follow

procedures recommended by the Jackson County Emergency Management Department. Parents should not attempt to pick up children during emergency conditions prior to dismissal time. During emergencies, as at all other times, teachers will not release children to any person other than parents unless specifically notified by the parents. In the case of a crisis or lockdown on campus parents will be notified of an offsite location for parents to gather and await further details.

Fire, Tornado, and Lockdown drills

Emergency preparedness drills are mandated by statute in the State of Missouri. The school will conduct annually fire drills, tornado drills, and crisis or lockdown drills. During drills students must maintain silence and behave in a controlled manner while following the instructions of the school faculty. This is to ensure their safety and that of other students, faculty, and staff members.

Inclement Weather and School Closings

A decision to cancel school under adverse weather conditions is made in the interests of the students' welfare and safety. If Kansas City Public Schools District 33 closes for the day, St. Vincent's Academy will generally also be closed for the day. Parents will be notified via email when there is a school closing.

The school will contact parents in the event of an early closing, and parents should have an emergency transportation plan in place in case they cannot come and pick up their child or children.

SECTION XXIII

Appointments & Contact with School Personnel

Appointments with Teachers or Administration

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

Contact with Teachers

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

Parents should not contact teachers at their homes or at parish functions (or in other social settings) regarding school matters. Parents may contact teachers by e-mail but should only contact teachers by cell phone if the teacher has given them permission to do so.

SECTION XXIV

Visitor Policy

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

SECTION XXV

Tuition, Fundraising & Financial Aid

Tuition

As it is a matter of justice, contractual obligation, and the financial stability of the school, parents must take their tuition obligations seriously. During FACTS enrollment/re-enrollment, parents are required to select a tuition payment plan with automatic tuition payments. Options for weekly, bi-weekly, semi-monthly, monthly, semi-annual and annual payments are available.

Parents, who for valid reasons cannot meet their obligation as agreed upon during enrollment, must contact Accounting for modification to the timing of payment or contact the Principal regarding an application for financial assistance.

Late fees are applied to payments that are not made in accordance with the tuition payment plan. The school may require parents to withdraw students until they can meet financial obligations. The school reserves the right to withhold report cards, transcripts, and diplomas in these cases.

Fundraising Obligations

Fundraising provides necessary operating income and allows the school to maintain tuition costs well below average for private institutions. Fundraising also instills a sense of ownership and responsibility in students. The Academy has two major fundraising events each year. Participation in the official school fundraisers is mandatory for all families and a financial penalty will be assessed if the family does not meet the minimum level of participation.

Financial Aid

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

- Submit a completed financial aid application by April 30th for the subsequent academic year. The application is submitted online through FACTS, which is linked from the school's website, and requires submission of the previous year's tax return and other financial information.
- Maintain a monthly payment schedule as developed with the Principal.
- Support and participate actively in the official school fundraiser.

Families receiving financial aid will be asked to contribute to the overall good of the school by performing some assigned volunteer work or services.

SECTION XXVI

Volunteering

Volunteers are vital to the successful operation of the school. Those interested in volunteering should contact the Principal. For security purposes, volunteers placed in a position of trust with students will be asked to complete a background check release.

Confidentiality Agreement

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

Volunteers will:

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

Volunteers will not:

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

SECTION XXVII

Withdrawal, Transfer & Readmission

Withdrawal Guidelines

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

- Parents should arrange a meeting with the Principal to discuss and/or finalize the withdrawal.
- After making the decision to withdraw, parents must inform the Principal and return all borrowed books and materials to the school.

- Faculty will have at least three days to prepare materials for the withdrawal.
- The contract signed for enrollment is binding: parents must pay all fees and reconcile all accounts.

Readmission after Withdrawal

The school will not guarantee readmission to students withdrawn from the Academy during an academic year for reasons other than relocation or health. At the discretion of the Principal, the school may impose a one year waiting period before considering a request for readmission. In these cases, the school will consider these children to be new students for purposes of admission and enrollment. Permission to re-enroll must be requested in writing from the Principal.

Transfer

St. Vincent's Academy will not automatically release records to another school in the case of transfer. The new school must request student health, scholastic, and standardized test records from the Academy in writing with a transcript release request form.

St. Vincent's Academy reserves the right to withhold all records until all financial obligations have been met.

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Appendix 1: Digital Safety Guide

General Observations

Although we are created by God in His own image, our wounded nature makes us prone to make mistakes, a tendency only enhanced by advances in technology. Most of us now routinely use devices that are capable of instantly putting before our eyes anything and everything—information, music, pictures, and videos.

Primary Reasons to Beware of the Internet:

- It is a resource, easily accessible anywhere on a smartphone, designed and controlled by people who want to make money and who are very good at captivating our attention.
- It is the provider of social media platforms: Instagram, Snapchat, Tumblr, TikTok, Facebook, WhatsApp, Pinterest, etc., widely considered to be quick and easy means for friends to stay in touch. Most platforms provide open access to anyone, however, and have frequently been used maliciously to promote pornography and subject users to extreme social pressure.
- It is the predominant source of pornography, which comprises one-third of the billions of gigabyte data freely available worldwide. Pornography is not only morally reprehensible but also neurologically dangerous, eliciting responses in the brain that resemble the addictive reaction to hard drug use. Addiction to pornography has nothing to do with a person's moral character or upbringing—it can happen to anyone.

General Rules for Parents:

- Recognize that no one is immune to the challenges imposed by the ascendency of technology. Guard against naivete on the one hand and overreaction to problems on the other.
- Using smartphones, laptops, or any computer with access to unprotected internet is an irresponsible use of technology, not unlike leaving loaded guns on the table in a houseful of curious children.
- It is immoral to allow children to use the internet unsupervised.

General Guidance:

- Lead by example: start by examining and restricting your own internet use.
- Open and maintain lines of communication with your children. Conversations about sensitive topics are difficult but necessary. Initiate discussions with them about the internet and social media. Focus on positive education rather than mere, unexplained prohibition. The goal is responsible use of technology in the context of building virtue.
- Having explained the challenges of using technology, establish clear limits, rules, and accountability for screen time that apply to all internet users in the household. For example, no use behind closed doors, or in the bedrooms, or during family gatherings, meals, or outings.

- Encourage transparency. Reassure your children that they can and should come to you for advice about anything. If they are ever troubled by something they see or experience online, they should stop what they are doing and tell you right away.
- Learn about resources for parents, such as filtering apps and secure Wi-Fi routers, to protect everyone in the home from the dangers of the internet.
- Provide for and encourage healthy screen-free recreation and activities such as sports and hobbies.
- Spend quality screen-free time with each child often and avoid using technology as a babysitter—the youngest are most susceptible to becoming captivated and addicted to the screen.
- Postpone providing personal smartphones for older children until the final year of high school or later.

Safety How To's and Resources

Here are some recommendations to use devices with prudence for you and your family.

- Websites worth checking out:
  - ProtectYoungEyes.com (PYE).
    - PYE is currently one of the best resources available. Dedicated to raising awareness of digital safety threats and to providing practical instructions for device protection from inappropriate internet material and social media abuse, they offer:
      - a free website and weekly email that include thorough up-to-date information regarding the latest apps and games that parents should be concerned about.
      - an app with easy-to-follow instructions and information for digital protection.
    - The SSPX does not have any official affiliation with PYE, and we might not agree with everything that they present regarding parenting, in general. Nevertheless, PYE is a very valuable resource for internet safeguards.
  - FightTheNewDrug.org
  - TruthAboutPorn.org
  - CovenantEyes.com
- Phones
  - The best method for families (and friend groups) is to have shared filtering and accountability. If we make our devices an openly used tool and not a private world, many pitfalls can be avoided.
    - Covenant Eyes is the best app to date. It is worth the money.
      - It is a major company that is constantly staying up to date on the sources of impure content.
      - Its screen monitoring cannot be turned off and works even when not accessing the internet.
      - Their website has tons of free reading resources.
  - Have a family policy, for example:
    - No phones in the bedroom
    - No phones on family outings or at meals.
    - No phones after a certain time in the evening, and all phones charge together in the same spot.
    - One, shared family internet device

- Even an app like Covenant Eyes isn't foolproof. Additional apps like Bark can always add further protection.
- Children and teenagers simply should not be given smart phones. Perhaps the best method is to give seniors in high school a majorly restricted smart phone with plenty of guidelines in order to give them the chance to form good habits before graduation.
- Also see Boomerang, Qustodio, Accountable2Me, and EverAccountable.

- Home Wi-Fi
  - Bad websites can be blocked at the very source by having a router like Gryphon.
  - Passwords should be changed frequently.
  - Don't fall for 'innocent' devices like Alexa, MP3 players, or Kindles. Any internet device can be used for problems.
  - Nor for tablets, etc. that don't have data. All it needs is a walk to the coffee shop or to sidewalk in front of the neighbor's house.
  - OpenDNS
  - CleanBrowsing.org

Phones Without Internet

Past is the difficult time when it seemed like there were no options for a phone that could lead to falls. Here are our recommended devices:

- Wisephone
  - It looks like a smart phone but has no internet or social media capability.
  - It has a basic maps/navigation app.
  - It can be used with your family network provider.
  - It has a family portal for accountability.
  - Techless.com
- Lightphone
  - It is extremely simple, with no internet or social media capability.
  - It has a basic maps/navigation app.
  - It can be used with your family network provider.
  - Thelightphone.com
- Gabb
  - It looks like a smart phone but has no internet or social media capability.
  - It has no maps/navigation.
  - It has no parental control.
  - It needs its own network provider.
  - It is a less expensive option than others listed.
  - Gabbwireless.com

- Gabb watch
  - An independent cell-watch with up to 25 parent approved contacts that can be called or texted. That's pretty much it.
  - The Gabb watch is the best option all around if all you want is a way to keep track of your child.
- Pinwheel
  - It looks like a smart phone but has no internet or social media capability.
  - It has no maps/navigation.
  - It has a very thorough parental control system—so thorough that this is not really recommended for adults.
  - It can be used with your family network provider.
  - It is a less expensive option than others listed.
  - Pinwheel.com
- Bark Phone
  - A newer option that has accountability built right into the phone. Seems to be a great option, especially as a starter phone.
  - Strict app controls
  - There are no loopholes.
- Troomi
  - No social media or harmful games.
  - Varying levels of security.
  - Option for safe web browser.
  - Access to safe apps.

For Bark, Gabb, and Troomi, you can get discounts through the PYE website:
protectyoungeyes.com/best-phones-for-kids-ultimate-guide/

- Other options that are available but have not been personally researched by the authors of this publication:
  - Nokia 3310
  - Sunbeam F1
  - Blu Tank II T193
  - LG B470 3G
  - Kyocera DuraXV LTE
  - Plum Ram 7 – 3G
  - Samsung Galaxy J2 Pro
  - Samsung Rugby 4

Setting up a safe internet connection can be confusing and time consuming but considering the risks of real inevitable threats to our souls and to those entrusted to us, establishing preventative measures is well worth the effort.

We would advise something like this as a best case scenario in a family:

- One, shared computer or tablet for the family
  - Safe Router/ DNS
- One, shared smart phone for dad and mom, complete with an accountability app like Bark, and filtering like CovenantEyes
  - No social media except for work, if necessary.
  - Browser and videos disabled on the phone.
- One, shared internet-free phone with transparency (WisePhone good option) for the kids to use when necessary.
- As the kids grow up, frequently take the time to explain why the family rules are like this, what we are protecting, and what we are avoiding.
- Towards the end of high school, teens can be given an accountable, internet free phone or can share a filtered and accountable smart phone with their parents.
- Imagine the time regained and the peace of soul...

Good Reads

Cal Newport

- Digital Minimalism – Cal Newport
  - This book is fantastic, and everyone should read it.
- Deep Work – Cal Newport
- So Good They Can't Ignore You – Cal Newport
  - An expose on the insidious use of technology to exploit our attention for income.

Phone addiction / Kids vs. Tech

- The Shallows – Nicholas Carr
  - A very interesting read about how the internet is changing how we think (not for the better.)
- How to Break up with your Phone – Catherine Price
- Jean Twenge, the author of iGen: Why Today's Super-Connected Kids...
- Screen Schooled by Joe Clement & Matt Miles
- Glow Kids, Dr. Nicholas Kardaras
- Virtual Child by Cris A. Rowan

Social Media

- Alone Together – Sherry Turkle
- Ten Arguments for Deleting Your Social Media Accounts Right Now by Jaron Lanier
- Watch 'The Social Dilemma'
- Watch 'Childhood 2.0"

Pornography

- See the loads of free informational books and essays on CovenantEyes.com
- The Porn Myth – Matt Fradd
- ProtectYoungEyes.com – see the Blog section:
  - 5 Ways Pornography Harms Children and Teens
  - Why Kids Look at Pornography (It's not their fault)
  - Pornography: Not Just For Boys (Teen Girls Struggle, Too)

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Appendix 2: Absence Clarifications

MEMORANDUM

To: All St. Vincent de Paul Academy Parents and Staff

From: Fr. James Trummer, Principal

Date: 11 November 2024

Subject: Clarification Regarding Absences

- Parents who notify the school of a student absence does not mean that it is always excused.
- In order to clarify the Parent-Student Handbook attendance policy, excused absences are for proportionately important reasons (e.g. illness, doctors' visits, major family events such as funerals, etc.). Unexcused absences are when classes are missed for non-proportionate reasons, such as family vacations, athletics, extracurricular activities, etc.
- The SVDPA attendance policy states, "In order to avoid disrupting the schedule of a class or the school, hindering the child's academic progress, and sending conflicting messages to the students regarding the importance of academics and duty of state, families are expected to plan vacations around the school schedule. Absences for vacation taken during the academic term will be considered unexcused and students may receive zero credit for all missed class work, assignments, and exams" (Parent-Student Handbook p.12).
- Parents must consider the extra work that teachers do in order to help students who miss class catch up. Even if the parents or student speak to the teacher before an unexcused absence, it does not relieve the hardship put on the teacher, or the poor message it sends to other students who faithfully attend class. In addition, the classroom dynamic and the spirit of the school suffer.
- Unexcused absences can receive zeros for all assignments (e.g. a HS student plays "hookey"). Nevertheless, students who miss school for unexcused family events or for non-SVDPA sports are usually trying to be responsible and are not playing "hookey." This type of unexcused absence is one of toleration, but not acceptance. For this reason, SVDPA:
  - mandates that any students who knows they will miss school due to a non-excused family event or athletic contest notify the principal with a letter at least two days beforehand asking permission to miss school/class for [reason,] and include the following statement: "I will be responsible for getting notes and completing assignments."
  - mandates that assignments due on the day they missed be turned in beforehand or on the day they return to school.
  - mandates that assignments given the day they missed be turned in the following day upon returning to school.
  - can give zeros or other penalties for all assignments that are not completed as indicated.

- For the common good of the school, I encourage families and students to do their best not to schedule events or extracurricular activities on days when SVDPA is in session.

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Appendix 3: Emergency Details

MEMORANDUM

To: All St. Vincent de Paul Academy Parents and Staff

From: Fr. James Trummer, Principal

Date: 11 November 2024

Subject: Flora & Tracy Campus Emergency Details for Parents

- SVDPA conducts emergency drills for fire, tornado, earthquake, external school threats, and internal school threats.
- In case of real emergencies all parents will be notified through Parent Alert text notifications.
  - Please notify the academy registrar if you have not successfully received any test Parent Alert notifications.
- If there is a threat to the student's safety coming from outside the school, attendance is taken, and all students remain inside the school. We refer to this as "secure status."
- If there is a threat to the student's safety from inside the school, then 911 is called, and all students are locked inside of their classroom. This is called "lock down."
- Anytime one of the campuses has a "secure status" or "lock down" that is not a drill, parents will be notified via Parent Alert
- If there is a situation when students need to be picked up by parents from the academy, but emergency personnel are blocking access to the usual pickup location, then:
  - Flora Campus: students are picked up by parents at the empty grass lot on the corner of Flora & Linwood Avenues. To retrieve students from this location, parent's vehicles can turn into the parking lot at our former woodshop building along Linwood Avenue.
  - Tracy Campus: students are picked up at the parking lot next to the sewing store at the corner of Tracy & 27th Street.
- Academy staff has been informed of school emergency procedures.
- We have regular communication with the local Police Sergeant who spends time in both campus parking lots.
- Our school emergency plan has been reviewed by law enforcement professionals.

Thank you all for your support and please do not hesitate to contact me with any questions.


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