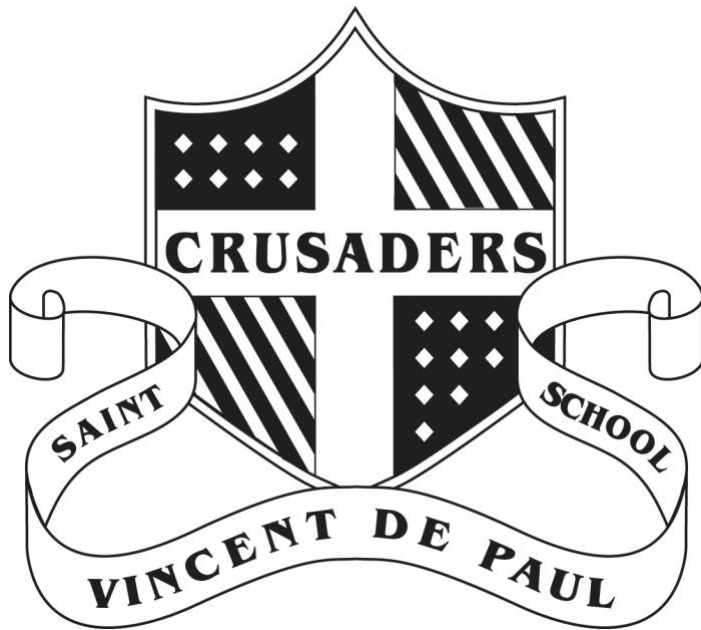


# Parent-Student Handbook 2018-2019

*Celebrating 90 years*



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**Note**

The specific Archdiocesan policies identified in this handbook are summaries only. For complete copies of the policies referenced, refer to the Secretariat for Catholic Schools Administrators' Manual. In the event of any conflict between the summary and the complete policy, it is the Administrators' Manual that governs.

An official bulletin or letter will inform parents of any additional changes made to this document.

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# INTRODUCTION

## Forward

The school is a projection of the home. It is the home that the school looks to for support and cooperation. Therefore, for the interest and information of the parents and children of Saint Vincent de Paul Catholic School, this Handbook is considered desirable and necessary. It is accompanied by the sincere hope that these directives will promote and foster good will and cooperation by helping to assure consistent action and objective treatment. To supplement this Handbook, school newsletters and the school calendar will inform parents of current necessary information.

## Mission Statement

*St. Vincent de Paul Catholic School is rooted in the truth and love of Christ and His Church, and is committed to educating the whole child for the future.*

## School Beliefs

Formed by Catholic tradition, we believe a Christ-centered educational community:

- Strives to form the whole person spiritually, intellectually, emotionally, and physically.
- Recognizes the uniqueness and dignity of all persons.
- Works in unity with parents, the primary educators of their children.
- Continuously improves academic instruction for learners and professional development for teachers.
- Provides quality academic programs that prepare students for life-long learning.
- Offers a variety of co-curricular opportunities instructional practices, activities and assessments that recognize different learning styles and needs.
- Models and incorporates Catholic teachings throughout the curriculum.
- Provides opportunities to serve others in response to the Gospel message.
- Provides a safe and disciplined environment where a love for the Catholic faith, life, family, and country is fostered.

## **Saint Vincent de Paul, Apostle of Charity**

Like his fellow saint, Francis de Sales, who was his friend and contemporary, Vincent de Paul performed an invaluable service to the Catholic Church in a period of confusion and laxness. But unlike the aristocratic bishop of Geneva, Vincent was born in poverty, of peasant stock. His birthplace was Pouy, near Dax in Gascony, in southwest France; the year was 1576. Jean de Paul and Betrande de Moras, his parents, were sturdy farming people who reared a family of four sons and two daughters. Observing young Vincent's quick intelligence, his father sent him to be educated by the Cordelier Brothers [Cordeliers was a name popularly given to the stricter branch of the Franciscan Order] at Dax. When the boy had been at school for four years, a lawyer of the town engaged him as a tutor for his children, thus enabling Vincent to go on with his studies without further expense to his parents. Vincent continued his education at the Spanish University of Saragossa, and then returned to France to attend the University of Toulouse. At the age of twenty-four he was ordained priest by the bishop of Perigueux, but remained at Toulouse for another four years to take the degree of Doctor of Theology.

Beyond an aptitude for study and a certain persistence in achieving his ends, there is nothing in Vincent's life up to this time to suggest his future fame and sanctity. He now went on a short journey which was to change his whole life. The scholarly young priest was to be captured at sea by pirates and sold as a slave in Africa! This extraordinary happening came about in the following way. Vincent, having returned home after receiving his degree, went back to Toulouse to recover by process of law a small legacy which had been left him by an old woman of that city. Homeward bound, he made the trip from Marseilles to Narbone by water, on board a small coastwise vessel. The ship was set upon by three brigantines manned by Barbary pirates, who were at this time a menace to all Mediterranean shipping. When the Christians refused to strike their flag, the infidels attacked them with arrows. Three were killed and several, including Vincent, were wounded. Those who remained alive were put in chains, and the pirates straightway sailed to Africa with their human cargo. Landing at Tunis, the pirates led their prisoners through the streets of the city, after which they were brought back to the vessel and sold to the highest bidder, like cattle. Vincent, bought by a fisherman, was sold again to an aged Moslem, a humane man, who had spent fifty years in search of the "philosopher's stone." He grew fond of his slave, to whom he gave a long lecture on alchemy and Mohammedanism; he even promised to make Vincent his heir and also to communicate to him all the secrets of his science if he adopted the religion of Islam. The young priest, terrified that his faith would be corrupted in this alien environment, prayed for divine protection, particularly for the intercession of the Blessed Virgin.

Vincent continued firm in his faith and lived on with the old man until his death, when he became the property of his master's nephew, who soon sold him to a renegade Christian, a native of Nice. This man, a convert to Mohammedanism, had three wives, one of whom was a Turkish woman. She often wandered into the field where the new Christian slave was at work, and out of idle curiosity would ask him to sing songs of praise of his God. With tears running down his cheeks Vincent would obediently sing certain Psalms, among which was Psalm cxxxvii, "By the waters of Babylon," in which the Jews bewailed their captivity. The Turkish woman now began to reproach her husband for abandoning his religion, and kept on until, without herself accepting the faith, she made him return to it. He repented of his apostasy, and he and Vincent made their escape from Africa together. They crossed the Mediterranean safely in a small boat, landed near Marseilles, in June, 1607, then traveled up to Avignon. There the apostate confessed, and abjured Mohammedanism before the papal vice-legate. The following year, accompanied by Vincent, he went to Rome where he entered the order of the Brothers of St. John of God, who served in hospitals. (John of God was a Portuguese shepherd who turned soldier, and after devoted his life to the care of the sick. He became the head of the Brothers of Charity, a lay society which was later raised to an order under Augustinian Rule.)

Vincent now returned to France and chanced to be brought to the attention of Queen Marguerite of Valois, who appointed him her almoner [a person whose function or duty is the distribution of alms on

behalf of an institution, a royal personage, a monastery, etc.]. This office gave him the income from a small abbey. For a time he lodged in the same house as a lawyer, who was one day robbed of a considerable sum. He openly charged Vincent with the theft and spoke against him to all his friends. Vincent did nothing save quietly deny the charge, adding, "God knows the truth." For six years he bore the slander, making no further denial and at last the real thief confessed. Speaking as though the victim had been someone else, Vincent once told this story at a conference with his priests, in order to show that patience, silence, and resignation are generally the best defense of innocence.

Vincent soon came to know a famous priest of Paris, Monsieur de Bérulle, afterwards a cardinal. Father Bérulle, who at that time was founding a branch of the Congregation of the Oratory in France, recognized Vincent's worth. He found for him a curacy at Clinchy, in the outskirts of Paris, and later through his influence Vincent became tutor of the children of Philip de Gondi, Count of Joigny and general of the galleys of France. The countess, a serious-minded woman, was so impressed by Vincent that she eventually chose him as her spiritual director.

In 1617, while the family was at its country seat at Folleville, in the diocese of Amiens, Vincent was sent for to hear the confession of a peasant who lay dangerously ill. In the course of his questioning, Vincent learned that every one of the peasant's previous confessions had been sacrilegious. On his recovery the man declared, in the presence of the countess, that he would have been eternally lost if he had not spoken with Vincent. Unlike the majority of noble women of this period, who felt no responsibility for their dependents, this good lady was concerned about the spiritual welfare of her tenantry. She persuaded Vincent to preach in the parish church of Folleville and instruct the people. Such crowds came to confess that he called the Jesuits of Amiens to his aid. The Congregation of the Mission had its inception at this time.

Vincent left the household of the count that same year to become Pastor of the parish of Chatillon-les-Dombes, which had long been neglected, its church virtually abandoned to the elements. By restoring the church, by instituting the habit of regular worship, he created a new spirit which helped to regenerate the whole district. He converted the notorious Count of Rougemont and many other aristocrats from their dissolute lives. Seeing how effective Vincent's labors were, the countess now offered him a large sum of money to found a perpetual mission in whatever place and manner he thought fit. Nothing at first came of the idea, for Vincent seemed reluctant to undertake so important an enterprise. Meanwhile the countess secured her husband's help in organizing a company of zealous missionaries to work among their own vassals and peasants of the countryside. They also discussed the plan for a perpetual mission with the count's brother, Jean François de Gondi, archbishop of Paris, who gave them the College des Bons Enfants as a reception house for the proposed new community.

The countess had obtained from Vincent a promise to continue as her spiritual director while she lived and to assist her at the end. She was in failing health and died in the summer of 1625, whereupon Vincent went to Paris to establish himself at the College des Bons Enfants. Now, at the age of forty-nine, he was free to assume the position of director. He drew up rules and constitutions for the house, and these were approved by Pope Urban VIII in 1632. In that year they were given the priory of St. Lazare, henceforth the chief house of the congregation. The Fathers of the Mission thus came to be called Lazarists, although they are more generally known as Vincentians. The Congregation consisted then, as it still does, of priests and laymen who, after a period of probation, take four simple vows, poverty, chastity, obedience, and stability. They live from a common fund and devote themselves to sanctifying their own spirits and to converting sinners. They are employed in missions, especially to country people, teaching the Catechism, preaching, reconciling differences, and performing charitable deeds. Some of them conduct seminaries. Their institutions now flourish in all parts of the world. Vincent lived to see twenty-five more communities founded in France, northern Italy, Poland, and elsewhere.

Extensive and rewarding as this work was, it did not satisfy Vincent's passion for helping suffering people. He started confraternities to seek out and care for the sick in every parish. From these groups, under the leadership of Louise de Marillac, sprang the Sisters of Charity, "whose chapel is the parish church, whose cloister the streets of the city and wards of the hospitals." Vincent persuaded a number of noble and wealthy Parisian women, who had hitherto never given a thought to the misery of others, to band

together as Ladies of Charity, to collect funds and assist in many practical ways. He made plans for the founding of several hospitals to serve the needy sick, foundlings, and the aged. At Marseilles a home was opened for exhausted galley-slaves. It was the custom at this time in France to punish criminals by condemning them to service in the war galleys of the state. Under the lash and chained to their benches, they performed the cruelly hard labor of rowing these cumbersome vessels with many-tiered banks of oars. After a few years the prisoners were broken and useless; now for the first time they had a hospital and various other forms of aid.

For men about to take Holy Orders, Vincent devised a set of spiritual exercise, and special exercises also for those desiring to make general Confession, or to settle on a vocation. He conferred frequently with the clergy on the correction of the shocking slackness, ignorance, and abuses that were all around them. To the Biblical injunction, "Thou art thy brother's keeper," he gave new practical meaning, by laying down patterns of philanthropy that have been followed ever since. To the worldly society of seventeenth-century Paris he presented a much-needed example of selfless charity.

The great political and religious conflict known as the Thirty Years War was now raging. Vincent, on hearing of the wretchedness of the people of Lorraine, collected alms for them in Paris. He sent missionaries to other countries affected by the war. Recalling his own sorrows as a slave in Tunisia, he raised enough money to influence the powerful Cardinals Richelieu and De Retz, director of French foreign policy; and was sent for by King Louis XIII, to minister to him as he lay dying. The widow, Anne of Austria, now Queen Regent, had him made a member of the Council of Conscience of the five-year-old prince, and during the civil war of the Fronde, tried to persuade the Queen Regent to give up her unpopular minister, Cardinal Mazarin, to help pacify and unify the people.

Thus, although he had no advantages of birth, fortune, or handsome appearance, or any showy gifts at all, Vincent de Paul's later years became one long record of accomplishment. In the midst of great affairs, his soul never strayed from God; always when he heard the clock strike, he made the sign of the cross as an act of divine love. Under setbacks, calumnies, and frustrations, and there were many, he preserved his serenity of mind. He looked on all events as manifestations of the Divine will, to which he was perfectly resigned. Yet by nature, he once wrote of himself, he was "of a bilious temperament and very subject to anger." Without divine grace, he declared he would have been "in temper hard and repellent, rough and crabbed." With grace, he became tenderhearted to the point of looking on the troubles of all mankind as his own. His tranquility seemed to lift him above petty disturbances. Self-denial, humility, and an earnest spirit of prayer were the means by which he attained to this degree of perfection. Once when two men of exceptional learning and ability asked to be admitted to his congregation, Vincent courteously refused them, saying: "Your abilities raise you above our low state. Your talents may be of good service in some other place. As for us, our highest ambition is to instruct the ignorant, to bring sinners to a spirit of penitence, and to plant the Gospel spirit of charity, humility, and simplicity in the hearts of all Christians." One of his rules was that, so far as possible, a man ought not to speak of himself or his own concerns, since such discourse usually proceeds from and strengthens pride and self-love.

Vincent was deeply concerned at the rise and spread of the Jansenist heresy. (Jansenism was a heresy propounded by Cornelius Jansen, bishop of Ypres. It denied the freedom of the will and the ability of man to contribute to his own salvation. God, it held, had predestined some to eternal life and others to be forever lost. Jansenism had won many believers in France at this time.) He protested hotly against a view of God that seemed to limit His mercy, and no priest teaching that error could remain in his congregation. "I have made the doctrine of grace the subject of my prayer for three months," he said, "and every day God has confirmed my faith that our Lord died for us all and that He desires to save the whole world."

As the end of his long life drew near, Vincent endured much suffering. On September 27, 1660, he received the Last Sacraments, and died calmly in his chair, being then eighty-five years old. He was buried in the church of St. Lazare, Paris. In 1729 he was beatified by Benedict XIII and canonized by Clement XII in 1737. Pope Leo XIII proclaimed him patron of all charitable societies. His emblem is, most appropriately, children. [His feast day is celebrated on September 27<sup>th</sup>. ]

from *Lives of Saints* ed. by Joseph Vann published by John J. Crawley & CO., Inc., New York. 1954, p.418-424.



Prayer: O God, who for preaching the Gospel to the poor and for promoting the honor of the priesthood, strengthened Blessed Vincent with apostolic virtue, grant, we beseech You, that we who honor his holiness may also be taught by the example of his virtues. Amen.

## History

St. Vincent de Paul Parish was founded in March of 1926. The Most Reverend John Henry Tiken, Bishop of Denver, named Reverend Francis W. Walsh as the founding Pastor.

In September 1927, the school opened with two teachers and forty-five students in four grade levels. Both of the teachers were members of the Sisters of Loretto: Sister Mary Norbert Parsmeault, who also served as Principal, and Sister Mary de Pazzi, who was a full-time teacher. School attendance doubled the following year (1928) as Sister Rose Celeste took charge of the first and second grade. Sister Mary de Pazzi taught third and fourth grade. Sister Mary Norbert taught fifth and sixth grade. In 1929, Sister Mary Therese joined the staff and enrollment was up to 152 students. Young George Evans, who later became Bishop George Evans, was a member of the first graduating class from Saint Vincent de Paul Catholic School.

In 1933, the parish census showed 260 Catholic families. There was an increase of 670 families in less than ten years.

By June 1940, the need for more classroom space materialized. School enrollment continued to increase. In 1949, the census found the parish population to number 850 households.

By 1953, enrollment in the school was up to 430 students. There were eleven teachers; eight grades and nine classrooms. In 1971, the physical plant included the church, the gymnasium, cafeteria complex, rectory, convent and school. There were 575 students enrolled in the school and Sister Mary Judith was the acting Principal. There were 1400 Catholic families, 1000 of them actively involved in parish/school life.

In 1976, Colorado celebrated its centennial and St. Vincent de Paul celebrated the golden anniversary of its establishment. There were 488 students in Pre-School through grade 8. There were eight Sisters of Loretto and seventeen lay teachers.

In 1979 there were 422 students enrolled in the school.

In 1996, with the resignation of Sister Pat Dumphy, the opportunity arose for a new order of sisters to staff the school: The Dominican Sisters of the St. Cecilia Congregation of Nashville, Tennessee. Thus, Saint Vincent's became one of the few schools in Denver that could claim an unbroken history of women religious present in the school. Sister Mary Angela Highfield, O.P. became the new Principal with 525 students and 25 teachers.

Today there are three Dominican Sisters at St. Vincent de Paul Catholic School. Father Andrew Kemberling (Pastor), Sister Dominic (Principal) and the Mary Cohen (Assistant Principal) are aided by full time lay teachers, full and part-time aides, support staff and volunteers. Many parents are actively involved as volunteers for Library programs, field trips and other events sponsored by the school.

St. Vincent de Paul Catholic School continues to strive to follow the faith that "makes all things possible." It continues to hand on the Truth of Jesus Christ. He is the heart and center of the school. Saint Thomas

Aquinas, a renowned teacher and preacher of the Dominican Order, declared that to “give truth is the greatest charity.” The students of Saint Vincent de Paul Catholic School are encouraged and directed in their studies to seek out and to find this “Truth” that ultimately is God, Himself.

## **Accreditation and Affiliation**

St. Vincent de Paul Catholic School is an approved parochial elementary school in the Archdiocese of Denver, Colorado. St. Vincent de Paul Catholic School is accredited by the North Central Association. The accreditation process is intended to act as a means of on-going planning and school improvement.

St. Vincent de Paul Catholic School maintains membership in the following organizations:

- North Central Association (NCA)
- National Catholic Education Association (NCEA)
- Catholic Archdiocese of Denver
- Association for Supervision and Curriculum Development (ASCD)
- National Association of Elementary School Principals (NAESP)

## **Non-Discriminatory Policy**

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, and at the direction of the Superintendent of Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accordance with Archdiocesan Policy No. 2000 concerning student admission. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the Administration of their educational policies, employment practices, scholarship and loan programs or athletic or other school administered programs.

The Catholic Schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, and at the direction of the Superintendent of Catholic Schools, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, treatment of students, or its employment practices.

The Pastor, on behalf of the Ordinary, assumes responsibility for both the administrative and spiritual leadership of the parish Catholic school. The Principal is responsible for the ordinary operation of the school and for following Archdiocesan policies and directives.

# **PHILOSOPHY OF EDUCATION**

## **Educational Philosophy**

Saint Vincent de Paul Catholic School is a Catholic parochial elementary school of the Archdiocese of Denver. Its philosophy is derived from application of fundamental Catholic teaching.

The aim and content of our educational program considers not only the child's mind and body but also, and most importantly, his/her immortal soul. To form true and honest Catholic Christians who will live in this world in such a way as to enter the happiness of heaven is surely the aim of Catholic parents who have the first and greatest responsibility for the education of their children. Saint Vincent de Paul Catholic School is committed to supporting this fundamental task of parents through a school program aimed at providing spiritual, educational, social and physical opportunities for students to grow and explore their gifts, talents and responsibilities of service to the wider community.

Aware that the educational process is not simply a human activity but a Christian journey toward the Triune God, students are encouraged to recognize God in the sacraments, in doing His will, in one another, and in the everyday simple tasks which they perform. They are encouraged to develop a prayer life that unites them with Christ.

In its efforts for quality education, Saint Vincent de Paul Catholic School strives for excellence in both its students and its faculty. Relying on the grace-filled cooperation of all, Saint Vincent de Paul Catholic School aims to be the kind of school that provides for the Catholic education of the child in every aspect of his/her growth and development.

## **Parental Role**

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children. In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter understands this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed and involved in the religious instruction of their children.

## **School/Parent Partnership**

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at Saint Vincent de Paul Catholic School constitutes an agreement of the parent/guardian to accept and abide by the rules and

regulations of the institution and to support its philosophy of education. A cooperative relationship between the Saint Vincent de Paul Catholic School faculty/staff and parents/guardians is essential for the overall education of a student. If a parent/guardian refuses to abide by the rules and regulations of Saint Vincent de Paul Catholic School, or by word or action is unsupportive of its goals, or otherwise fails to meet his/her obligations under school or diocesan policies, the school administrators may require the parent/guardian to withdraw his/her child or children from Saint Vincent de Paul Catholic School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

## **Handbook Policies**

In light of unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and Administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of Saint Vincent de Paul Catholic School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Archdiocese of Denver, the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission, or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes if it is deemed necessary to do so in the best interest of a student or of the entire school community. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by these rules. Failure to have a signed form on file will not prevent the school from enforcing its policies.

# PERSONNEL

## Pastor

The Pastor has primary responsibility for the maintenance of Saint Vincent de Paul Catholic School. The school is considered a ministry of Saint Vincent de Paul Parish and is therefore dependent upon the parish for its continued existence. The Pastor has the final say in all matters pertaining to the school.

## Principal

The Principal in cooperation with the Pastor and the Archdiocesan Schools Office is responsible for the educational program of the school. As Principal, she serves a threefold role of *servant-leader*, *administrator*, and *educational leader*. As *servant-leader*, she supports and empowers others to fulfill their responsibilities in a mutually supportive atmosphere where truth can be realized and lived out in a spirit of love and joy. In her *administrative* function, the Principal establishes the machinery and creates the climate for the execution of the policies developed. As *educational leader*, she administers, directs, supervises, assists and encourages all those involved in the educational program.

## Assistant Principal

The Assistant Principal supports the Principal in the Administration of the school and is responsible for the following duties: student discipline for grades K-8, NCA accreditation, coordinating the Administration of the STAR Assessments and ACRE, maintenance requests, supervision of traffic duties, supervision of teachers, implementation of curriculum, oversees federal funds, updates Crisis Handbook, gives tours of the school, oversees fire inspections and other safety inspections, and other duties as assigned by the Principal.

## School Faculty

All faculty members shall hold the proper credentials for certification for teaching in the state of Colorado, be eligible to do so with credentials from another state, or qualify for the Alternative License Program offered through Regis University. All faculty members shall have participated in Safe Environment Training through the Archdiocese of Colorado. Fingerprinting and background check are required before employment in the school. All engaged in the teaching of Christian Doctrine shall be certified according to Archdiocesan requirements.

# GENERAL POLICIES

## Admissions and Registration

St. Vincent's reserves the right to maintain an **Order of Priority for Admission of Students**. The Order of Priority will be as follows:

1. Currently enrolled students who are pre-registered
2. Siblings of children currently enrolled (including new families who have one child who is enrolled and other children on a waitlist) in St. Vincent de Paul Catholic School, in order of preference outlined below:
  - Children of registered and contributing members of St. Vincent de Paul Parish
  - Children of registered and contributing members of other Roman Catholic Parishes
  - Children of Catholic families not registered at any parish
  - Non-Catholic students
3. New students whose family is a registered and contributing member of SVdP Parish
4. New students whose family is a registered and contributing member of another Roman Catholic Parish
5. Children of Catholic families not registered at any parish
6. Non-Catholic students

### **Preschool Admission:**

Generally speaking, preschool admission follows the Order of Priority outlined above, however the preschool director reserves the right to admit or not admit students at her discretion and for the good of program as a whole and the good of individual students who may or may not be ready for preschool. All students must meet the age requirement for admission to preschool.

St. Vincent de Paul Catholic School is not equipped to handle students with serious special needs. If, with reasonable accommodation on the part of the school, the student with special needs can be served, he/she will be accepted according to Order of Priority for Admission.

The Admissions Policy of St. Vincent de Paul Catholic School adheres to the laws of the State of Colorado and the Policies and Procedures of the Archdiocese of Denver. These agencies determine the age of admittance, health, academic and other pertinent records required for admittance. New students (Kindergarten through Grade 8) entering St. Vincent de Paul Catholic School are expected to participate in a screening procedure as part of the application process. Those applying to St. Vincent de Paul Catholic School must return the appropriate application forms and the stipulated Registration and Instructional Fees to the school. **Application to St. Vincent de Paul Catholic School does not guarantee acceptance into the school.** In the event that a class is full, those applying for admission may choose to be placed on a waiting list. Waiting lists do not carry-over from year to year but are created again each year at the time of registration. Registration takes place during the month of February each school year.

## **Transfer Students**

The following information is needed for transfer students to be eligible for acceptance to St. Vincent de Paul Catholic School: the family must provide evidence that the student is in good standing at the school in which he or she is enrolled, showing satisfactory achievement in conduct, effort, and academic subjects. It is the responsibility of the Principal and/or the Assistant Principal to make decisions concerning the acceptance of transfer applicants.

Students transferring from another school in grades K-8 are accepted on probation for the first 60 days for evaluation of grades, conduct and effort.

### **To Enter Preschool: Three or Four-Year-Old Programs**

Age Requirement: Three (3) or Four (4) years of age on or before September 15th of the school year in which they apply. No exceptions are made to this rule unless one is moving from another state and has successfully fulfilled one full year of school for the specified age requirement.

Purposes of the Preschool Program:

- To provide early childhood Catholic education in a Christ-centered environment.
- To provide a foundation for entrance into St. Vincent's Kindergarten and school curriculum program.

Other Requirements:

- Colorado School Entry Medical Examination  
Form available at your family doctor's office or Public Health Office.
- Immunization:  
4th DPT  
4th Polio  
MMR  
HIB (If your child began receiving this series of shots as an infant, he/she needs to complete the series.)
- Colorado Certificate of Immunization

Other Official Documents Required:

- Completed Application
- Birth Certificate
- Baptismal Certificate
- Child's Health History Checklist
- School Emergency Information
- Appointment with the Principal or Assistant Principal
  - Parents
  - Child(ren): Individual appointments
- Custodial Records (in case of divorce); court order

### **To Enter Kindergarten**

Age Requirement: Five (5) years of age on or before October 1st of the school year in which they apply. No exceptions are made to this rule unless one is moving from another state and has successfully fulfilled one full year of school for the specified age requirement.

Purposes of the Kindergarten Program:

- To provide early childhood Catholic education in a Christ-centered environment.
- To provide a foundation for entrance into St. Vincent's School curriculum program.
- To meet the state and diocesan requirements for early childhood educational needs.

Other Requirements:

- Appropriate screening at SVdP
- Colorado School Entry Medical Examination  
A form is available at your family doctor's office or Public Health Office.
- Immunization:
  - 5th DPT
  - 5th Polio
  - MMR
  - HIB (If your child began receiving this series of shots as an infant, he/she needs to complete the series.)
- Colorado Certificate of Immunization

Other Official Documents Required:

- Completed Application
- Birth Certificate
- Baptismal Certificate
- Kindergarten Information Form
- School Emergency Information
- Appointment with the Principal or Assistant Principal
  - Parents
  - Child(ren): Individual appointments
- Custodial Records (in case of divorce); court order

### **To Enter Grades One (1) through Eight (8)**

Age Requirement to Enter Grade One (1): Six (6) years of age on or before October 1st of the school year in which they apply. No exceptions are made to this rule unless one is moving from another state and has successfully fulfilled one full year of school for the specified age requirement.

Before a child may be officially accepted, the following is required:

- Appropriate screening at SVDP
- Completed Application (St. Vincent de Paul Catholic School)
- Academic Records from the previous school  
(Grades, test scores, special services information, conduct and attendance records; any other information deemed necessary for initial acceptance.)
- Birth Certificate
- Baptismal Certificate
- Immunization Record
- School Emergency Information
- Letter of good standing from the Pastor/Principal (may be required)
- Appointment with the Principal or Assistant Principal
  - Parents
  - Child(ren): Individual appointments
- Custodial Records (in case of divorce); court order



### **Registration and Instructional Fees**

A non-refundable registration fee of \$200 per student and \$300 for two or more students is required. No space can be reserved for a student without payment of the registration fee.

A non-refundable instructional fee of \$100 per K-5 student and \$200 per 6-8 student is also required at the time of registration in order to maintain priority over incoming students. These fees are non-refundable and do not apply towards tuition.

Registration and Instructional Fees will NOT be refunded for any reason other than non-acceptance of the student into the school. A student who withdraws after registration for any other reason, will NOT receive reimbursement of the Registration and Instructional Fees.

### **Asbestos Plan**

St. Vincent de Paul Parish/School conducted an extensive asbestos survey of all its building spaces. Based on the findings of that inspection, a comprehensive Asbestos Management Plan was compiled in 1988. This plan details the response actions that the school has made regarding asbestos containing materials found in the facility. In 1988, a required re-inspection and resurvey was completed to comply with AHERA law.

As of July 30, 1989, asbestos-containing material has been removed from our facility. Areas assumed to have asbestos are safely contained and inspected biannually. The Asbestos Management Plan is available for inspection at the school office during normal school hours.

### **Athletics**

Participation in extra-curricular athletics is encouraged in order to develop physical, mental, and emotional well-being, and to foster a lifetime interest in physical activity. Supervision of the Athletic Program is the responsibility of the Athletic Director and Assistant Principal in consultation with the Principal and Pastor, when necessary.

A variety of sports are offered on a year-round basis. Student interest, demand, and Archdiocesan opportunities determine the kinds of sports activities made available. Both school and community activities are publicized for the benefit of all. Students are encouraged to participate in suitable grade level athletics.

The following sports are offered at Saint Vincent de Paul Catholic School:

Fall: Cross-Country

Winter: Girls/Boys Basketball grades 5-8  
Widget Basketball grades 3-4

Spring: Girls Volleyball grades 5-8  
Widget Girls Volleyball grades 3-4  
Boys Baseball grades 5-8  
Boys Widget Baseball grades 3-4

All coaches and students must adhere to the policies issued by the **Catholic Schools Athletic League (CSAL)** of the Archdiocese of Denver, the school, the Athletic Director, and the Principal/Assistant Principal. All coaches are required to attend the Catholic School Athletic

League's "Play Like a Champion" workshop, complete their Safe Environment Training Course, and have a background check conducted by the school (at the cost of the school).

Faculty, staff, coaches, and parents should be models of good sportsmanship for the students. Christian example and deportment is expected of all students while in attendance at extracurricular events or activities. Students at Saint Vincent de Paul Catholic School should be models of mature, responsible, Christian behavior. Conduct unbecoming a Christian student, whether inside or outside of school, may be reason for suspension and/or dismissal from school.

### **Eligibility:**

**Philosophy:** Implementing and enforcing an eligibility policy is not meant to prevent student involvement in school-sponsored clubs or sports, rather, it is intended to teach the appropriate balance between curricular and extra-curricular activities. Like eligibility policies in high school, this policy will encourage student dedication to responsible behavior and academic achievement while promoting the numerous benefits of participating in extra-curricular activities. All students wishing to participate in school-sponsored sports or other extra-curricular activities must meet the following criteria to be considered eligible to play/participate.

**Academic Requirements:** Student must maintain a class average of 70% or above in **all** classes (C- or better). A student will be considered ineligible if he/she has a class average of 69% or less (D+ or below) in two subjects for one week or any subject for two consecutive weeks. **The ineligibility week runs from Monday through Sunday. Ineligibility notices will be sent the preceding Friday (earlier if there is no school). Grades will be collected at 3:00PM each Thursday.**

**Conduct Requirements:** Student must demonstrate exemplary behavior throughout the week to represent the school in all school-sponsored sports or extra-curricular activities. A student will be considered ineligible if he/she earns three minor infractions in one week. **The ineligibility week runs from Monday through Sunday. Ineligibility notices will be sent the preceding Friday (earlier if there is no school). Infractions/detentions for the week will be tallied at 3:00PM each Thursday.** A student who has been suspended from school will be ineligible, effective immediately, for participation in any extra-curricular school activity, including sports, for the duration of the suspension plus an additional five calendar days. A student who engages in activities which are deemed to be in flagrant violation of school rules and/or policies will be suspended by the Principal from further participation in athletics or extra-curricular activities for an indefinite period of time.

If a student is marked ineligible, he/she may not participate in any games/activities/club meetings for one week from Monday – Sunday. The student may practice with his/her athletic team. In the case of post-season tournaments, a student will be deemed ineligible for only the first two tournament games.

**Attendance Requirements:** Students must attend school on all practice and game days. If a student is absent due to illness for more than half of the school day, he/she will be ineligible for games or practices on that school day.

These eligibility rules will be administered by the Assistant Principal in cooperation with the Principal, athletic director, teachers, and coaches.

Anyone participating in extracurricular activities must be covered by insurance. Students participating in sports must have proof of coverage prior to trying out for a sport.

## Attendance

Regular attendance is a key factor in student achievement, growth, and development. Students are expected to be in school every day that the school is in session, unless illness or other emergency situations prevent them.

School begins at 7:55 AM. Students who are not **in their classrooms** by 7:55 AM are considered “tardy” and will be marked as tardy on the attendance record. At the discretion of the Principal, the taking of attendance may be postponed until 8:30AM due to inclement weather and large number of students being tardy.

**Unexcused Tardies:** when a student is late to school for reasons other than a doctor’s appointment, medical reasons, or an emergency.

### **Excused Tardies:**

An excused tardy may be for one of the following reasons:

- Personal illness of the student
- Medical/Dental Treatment
- Family Emergency or Disaster
- Serious Inclement Weather

All other tardies are considered unexcused.

**Unexcused Absences:** When a student is not in school for reasons other than a doctor’s appointment, medical reasons, or an emergency.

An excess of unexcused tardies (5 or more in a trimester) or unexcused absences (2 or more in a trimester) will result in a conference with the administration to enact goals for consistent and timely attendance which contributes to learning success.

### **Excused Absences:**

An excused absence may be one of the following reasons:

- Personal illness of the student: Students may be absent from school twelve (12) days with a note from a parent. After the twelfth absence and for each absence thereafter, a statement from a certified medical care provider will be required stating that the student was too ill or had an injury preventing him/her from attending school.
- Death: In the immediate family, two days will be excused
- Family Emergency or Disaster: These are excused at the discretion of the Principal.
- Medical/Dental Treatment: Medical and dental treatments are excused when they cannot be scheduled other than during school hours. Please note that there are more than five noon dismissals not connected with holiday seasons, during which these important appointments can be made.
- Principal Discretion:
  - Reasons of extenuating circumstances, with approved documentation, which are judged by the Principal to be sufficient cause for absence, will be excused.

**Requests for an excused absence due to extenuating circumstances should be made in writing to the Principal at least one week prior to the scheduled absence. These requests should typically not exceed three absences. Five or more absences will require meeting with the Principal.**

Vacations are to be scheduled outside of instructional days, including days just before a holiday or long weekend. Vacation days will be considered unexcused absences for which the students may make up the learning for his/her own benefit, but not receive credit for missed work. Visits to other schools should be planned for days the school is not in session, such as the noon dismissal days. Eighth Grade students will be allowed two excused visits to high schools during the year. Additional visits will result in an unexcused absence.

Parents have a responsibility to their child and to the school to bring the children to school. Excessive absences hinder student progress and have a negative impact on the entire class. If a student misses more than 21 days of school, the family will be placed on a contract and may subject to retention.

(see "Make-up Work")

**Early Dismissal:** The Parent/Guardian is asked to send a written explanation if early dismissal is necessary. The Parent/Guardian must sign the student "OUT" of school at the school office. If the student returns to school the same day, then the Parent/Guardian must sign the student "IN" at the school office.

## **Background Investigations**

All regularly scheduled school volunteers are subject to a background investigation prior to the date they begin to volunteer their time. Each volunteer shall complete an authorization to obtain a criminal background check that will include their date of birth and Social Security number for the purpose of conducting this background check. If you do not receive a form, then a background check is not required of you. The school will absorb the cost of all background checks.

All volunteer paperwork is available on the school's web site and must be submitted to the office prior to volunteering.

## **Birthday Celebrations**

A student's birthday may be celebrated with a snack for all students in the child's homeroom. Permission of the homeroom teacher is required **before** a student/parent brings a snack to school. The snack should be something that can be easily handed-out anytime during the day. Please note that some students have nut and/or other food allergies. Please check with the homeroom teacher regarding food allergies of students in the homeroom. Students in grades 6-8 may decorate lockers for birthdays (for the day only). Locker decorations must follow the guidelines set by the teachers in grades 6-8. "Silly string" and/or other types of sprays are forbidden at school. Students decorating a locker for a birthday can arrive no earlier than 7:30AM.

## **Birthday and/or Other Party Invitations**

Anyone having a private party for his/her child to which the entire class is not invited must **mail** the invitations and not distribute them at school.

### **Delivery of Gifts/Flowers/Balloons, etc.**

Delivery of gifts, flowers, balloons, etc., to individual students is not permitted.

## **Cafeteria/Lunch**

A pre-ordered hot lunch is offered every day during the academic year. Orders are placed online through Papou's Pizzeria. Milk is available through the school lunch program. The Home & School Association coordinates pre-ordered lunches ("Fun Food") during the school year for 7<sup>th</sup> and 8<sup>th</sup> grade only.

The following are not permitted in the lunchroom:

- carbonated beverages
- fast food (excluding "Fun Food")
- gum

The third Thursday of the month, students will eat in the classroom. Students are to bring a sack lunch on these days. Please note these dates on the parent calendar to avoid bringing lunches in to the school throughout the day.

### **Courtesy in the Cafeteria**

While in the Cafeteria, each student is expected to exhibit the following behaviors:

1. Enter and exit the cafeteria in a quiet manner; no running or pushing.
2. Do not exclude others from sitting at your table.
3. Speak in a moderate voice.
4. Use good table manners.
5. Never throw food or anything else.
6. Always leave your place at the table clean.
7. Be respectful toward those serving and monitoring lunch.
8. Use "Please" and "Thank You" in asking for and receiving a service.

## **Calendar**

A school calendar of the various meetings and school activities at St. Vincent's is kept updated on the school website: [www.svdpk8.com](http://www.svdpk8.com). This calendar is compiled within the framework of the basic calendar issued by the Superintendent's Office for the schools of the Archdiocese of Denver. The Archdiocese sets the **basic dates** for all Archdiocesan Catholic Schools.

## **Co-Curricular Programs**

The following programs are offered through the Archdiocese of Denver Catholic Schools: Speech (grades 7-8), Spelling Bee (grades 5-8), Academic Decathlon, Volleyball, Basketball,

Baseball.

The following programs are offered through the school and parish: Student Council, Cross Country, Giving Thanks, Rosary Club, SVdP Serves, and Jr. Great Books.

## Communication

### Resolution of Disputes: An Emphasis on Subsidiarity

The Principle of Subsidiarity is based on the dignity of the human person. An integral part of the individual person's dignity is the ability for self-direction and the ability to be entrusted with responsibilities both great and small. Thus, the Principle of Subsidiarity states that all the matters entrusted to a particular person at a lower level should not be interfered with or taken over by those at higher levels. Similarly, when problems arise at the lower levels, they should *first* be addressed at those lower levels *before* recourse is made to the higher levels.

Applied to the school community, the Principle of Subsidiarity would direct individuals as follows:

- a) A *student* having difficulty with his/her teacher's procedures/decisions, etc., would first make the problem known to that *teacher*. (It would be a violation of the principle, as well as a failure to respect the teacher's dignity, for the *student* to make the problem known only to the school *Principal*.)
- b) A *parent* having difficulty with a teacher's procedures/decisions, etc., would first make the problem known to that *teacher*. (It would be a violation of the principle, as well as a failure to respect the teacher's dignity, for the *parent* to make the problem known only to the school *Principal*.)
- c) A *teacher* having difficulty with a school policy/procedure/decision, etc., would first make the problem known to the *Principal*. (It would be a violation of the principle, as well as a failure to respect the *Principal's* dignity, for the *teacher* to make the problem known only to the *Pastor*.)
- d) A *Principal* having difficulty with a school-parish policy/decision, etc., would first make the problem known to the *Pastor*. (It would be a violation of the principle, as well as a failure to respect the *Pastor's* dignity, for the *Principal* to make the problem known only to the *bishop*.)

The attention of persons at higher levels of authority is sought *only* when sincere efforts with the lower level have been made and have failed.

The Principle of Subsidiarity invites those who work together to maintain open lines of communication, attributing to others the virtues of good judgment, the willingness to listen, and, most of all, charity. It also fosters growth among members of a community, encouraging and accepting the valuable contributions that can come from others who have a different perspective.

Difficulties and problems should be solved at the local level of authority if at all possible.

The following guide is given:

1. Approach the person with whom there is a problem and attempt to resolve the dispute.
2. If efforts to solve the issue on this level fail, take the concerns to the Assistant Principal or Principal.
3. If a good faith resolution cannot be reached with the Assistant Principal or Principal, contact the Pastor.

4. If a resolution cannot be reached with the Pastor, the superintendent of schools may be contacted.

Discussions related to sports programs should occur in the following order:

1. Coach(es)
2. Athletic Director
3. Assistant Principal
4. Principal

Discussions related to discipline issues should occur in the following order:

1. Teacher
2. Assistant Principal (K-4)/Principal (5-8)
3. Principal
4. Pastor

If a matter is not settled to the parent or guardians' satisfaction, the parent or guardian may institute a formal meeting with the Superintendent/or his designee, the Principal/ Assistant Principal, and other school personnel involved. If the matter is still not resolved, the parent or guardian may institute a formal appeal. The Archdiocese of Denver has an Appeal Process that must be followed for such actions (**Archdiocesan Policy # 1500**). Please contact the Office of Catholic Schools for a copy of the Archdiocesan Appeal Process.

**Communication with Teachers:** Teachers can be reached during school hours via phone, voicemail, Option C messaging, or a written note. Parents are asked **not** to come to the classroom before, during, or after school hours to speak to a teacher without an appointment. Parents should also not call a teacher at home unless directed by the teacher to do so. Teachers will respond to all phone calls, messages, written notes, etc. 24-48 hours after receiving the communication from the parent (except over a weekend or holiday).

**Communication with the Principal:** The Principal can be reached during school hours via phone, voicemail, or a written note. A parent with a question or concern should follow the Principle of Subsidiarity (See Above) prior to contacting the Principal. Parents with questions or concerns for the Principal should leave a message for the Principal in order that a meeting, phone conference or in person, can be scheduled. The Principal will respond to all phone calls, messages, written notes, etc. 24-48 hours after receiving the communication from the parent (except over a weekend or holiday).

### **Communication of School Events/News**

**Website:** The following information can be found on the school website.

- **The Crusader Connection:** this has important information about events, news from the Principal, and news from school organizations.
- **School Calendar**

**Option C Communication:** Option C is a web-based communication system by which parents can access grades, report cards, messages, and teacher bulletin boards. Parents can use Option C to message teachers and other parents for school-related purposes only.

**Class Weekly Folders:** Each week teachers in grades K-5 send home folders with student work.

## **Conferences**

One formal Parent-Teacher Conference is scheduled on the school calendar (usually in the Fall). Parents or teachers may request other conferences when deemed necessary. Parents wishing to set up a conference with a teacher, or discuss a matter via the phone, should send a message to the teacher requesting a time to discuss the concern.

## **Contact with Students During School Hours**

Archdiocesan Policy #2280 states: Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day **MUST FIRST** receive permission from the Principal. The Principal will follow Archdiocesan Policy regarding specific details in such cases.

## **Controversial Issues**

The presentation of any controversial issues to the school as a whole or to a particular class will be addressed in the context of Catholic Church teaching as presented in the Catechism of the Catholic Church, the teaching Magisterium of the Church, and other Church documents. The discussion of such issues in the classroom and/or the invitation of speakers on controversial topics need the approval of the Principal or her designee. The definition of a “controversial issue” will follow Archdiocesan policy #4300.

## **Courtesy**

True courtesy is born of Christian charity and is prompted by consideration for others. School authorities have an obligation to expect a wholesome respect from their students and a spirit of loyalty and cooperation. This is shown by

- standing when a priest, sister, lay teacher, or other adult visitor enters the room
- speaking in a polite manner
- showing marks of respect such as offering to help
- stepping aside or holding a door so that an adult may pass through
- being thoughtful in words and actions towards all

Students are expected to show obedience and respect to each teacher and staff person in the school, not just to their own teacher(s). In turn, each student is to be treated with dignity and respect by teachers, staff, and peers.

## **Crisis Management**

St. Vincent de Paul Catholic School has a Crisis Management Plan that corresponds to the Plan for all Denver Public Schools. This safety/emergency management plan maintains a plan for dealing with emergencies that may arise. Safety drills are held periodically to ensure knowledge of



procedures and to help students and faculty to be prepared for the following: fire, tornado, blizzard, earthquake, shelter-in-place, danger in the neighborhood or city, protection from chemical/biological dangers, hostage situation, death, any other school or district emergency.

### **LOCKDOWN**

"Lockdown" is for danger in the neighborhood or city, or chemical/biological danger outside of a 10-mile radius of the school.

#### **Procedure:**

1. School personnel will secure the building.
2. Administrators will contact media (as necessary), use Post Calling (an automated phone messaging system), website posting, and Option C messaging.

### **EVACUATION**

The Denver Police Department has named the **John Paul II Center** (Bonfils Building) as the place to move to if evacuation of the building becomes necessary.

#### **Procedure:**

Administrators will contact media (as necessary), use website posting, and Option C3 messaging.

#### **Parents/Guardian or designee are asked to do the following:**

- a. Report to the John Paul II Center (Bonfils Bldg.), 1300 South Steele Street, as soon as possible
- b. Sign logs near the main information area
- c. Go to the designated area to wait for children
- d. Students will be released **directly to parent or designee**

### **SHELTER-IN-PLACE**

"Shelter-in-Place" will be used in the event of a chemical or biological danger within a 10-mile radius of the school.

#### **Procedures:**

1. Students/Staff members who are outside will come inside the building
2. All students and staff members will remain inside the building
3. Administrators will contact media (as necessary), use Post Calling (an automated phone messaging system), website posting, and Option C messaging.

#### **Parents/Guardian or designee are asked to do the following:**

- a. No one will be permitted to enter or leave the building until a **public announcement "all clear"** has been delivered.
- b. After "**all clear**" is given, children may be signed-out at the front office

## **Extended Care Before and After School**

After School Care is divided into two services Extended Care, which is regular after-school care and the Enrichment Program, which are extra programs offered to **all** students. Extended Care is offered Monday through Friday before school from 7:00AM-7:45AM and after school from 3:00-6:00PM.

On early dismissal days for faculty in-service, Extended Care is available from the end of the day (usually 12:00 PM) until 6:00PM. The Enrichment Program offers students the opportunity to learn a new skill or participate in an activity for eight weeks. The cost of Enrichment Program offering varies according to the activity. After School Care is not offered on half-days nor on days when school is not in session.

## Curriculum

### Christian Formation and Religious Instruction:

Since religion is the distinctive mark of every Catholic school, systematic religious instruction is provided daily at St. Vincent de Paul Catholic School. **ALL students are required** to participate in religious instruction. Religion must permeate the school and be an integral part of everyday living. The student should show a deep respect in religion by diligent study and by taking an active part in religious exercises. Students are expected to attend retreats organized by the school as part of the spiritual formation of each child. Instruction in the meaning of the Liturgy and liturgical participation is a vital part of the overall religion program. Students will also be exposed to the Liturgical Calendar and will learn about Holy Days of Obligation, solemnities, and feast days as a means to more deeply live the Catholic Faith.

### Academic Disciplines:

The **Pre-Kindergarten Program** is developed around the various areas of the curriculum for the school, however, much of the activity for this level is done within the context of "workshops" or group directed experiences.

The following are the basic subjects in **Grades Kindergarten through Grade 8**: religion, language arts (reading, literature, grammar, spelling, penmanship, writing), mathematics, social studies (includes geography and history), science and health.

The additional subjects for K-8 typically include: music, art, computer, library, foreign language, and physical education.

As a part of the curriculum, all students are required to participate in regularly scheduled physical education classes. For reasons of health a parent may write a note asking for a student to be excused from participation from physical education classes. If a student will not be able to participate for an extended period of time, a **written note from a physician** is required.

In curriculum areas, time-on-task and methodologies may be **modified** for students with special needs. In such cases, modifications are noted on the report card.

## Custody

Upon request of a Custodial Parent/Legal Guardian, the school will make available any information deemed necessary for the Non-Custodial Parent. Legal documentation regarding custody, visitation, and/or release of information shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration or upon any changes to custodial provisions. (see

## Daily Schedule

- 7:00AM Extended Care is available (The school is not responsible for students dropped off before 7:00AM. Any student arriving between 7:00AM and 7:35AM will be sent to Extended Care and parents will be charged for supervisory services.)
- 7:30AM Teachers are in the building.
- 7:35AM Adult supervision begins on lower playground. Students wait in class lines to enter the building with their homeroom teacher.
- 7:45AM Students are admitted into the building to begin preparing for the day
- \*Parents are asked to conduct all business through the front office. Please do not come in with students through the back doors of the building. Please do not have “drop-in” conferences with teachers at the beginning of the day as this is their time to prepare for their classes and help students get organized for the day. If you need to get something to your child’s classroom, please drop it by the office.
- 7:55AM School Begins: prayers, announcements, the salute to the flag begin the day.
- Students who are not in their classroom by 7:55 AM are considered tardy.
- 8:00AM Classes begin

### Lunch and Recess Schedules

Class	Lunch/Recess
3 <sup>rd</sup> and 4 <sup>th</sup>	11:15AM-11:55AM
1 <sup>st</sup> and 2 <sup>nd</sup>	11:40AM-12:20PM
Kindergarten	11:50-12:30
5 <sup>th</sup> and 6 <sup>th</sup>	12:10-12:50
7 <sup>th</sup> and 8 <sup>th</sup>	12:45PM-1:25PM

- 2:55PM Announcements and Prayers
- 3:00PM Dismissal of students

### Afternoon Dismissal

The teachers and/or staff supervise traffic during dismissals. Parents are asked to cooperate with them to make dismissal as efficient and safe as possible. It is important that all traffic directions be observed at all times. Teachers are generally finished supervising traffic during dismissal by 3:15PM. Once students are released to parents/responsible party, those persons are held responsible for the supervision of the students. The use of the Lower Playground is reserved for Extended Care beginning at 3:30PM.

**Parents are asked to call the office by 2:30 p.m. if they are unable to be on time for pick-up, or if students are to ride home with another authorized adult (carpool participant, grandparents, etc.).** Students remaining on the school premises after 3:15PM without a ride home

will automatically be escorted to Extended Care and parents will be charged.

Students will not be allowed to re-enter the building once they are dismissed.

### **Preschool**

Traditional Preschool Sections

3-year-old preschool class is held Tuesday and Thursday from 8:00AM-12:00PM

4-year-old preschool classes are held Monday, Wednesday, Friday, 8:00AM-12:00AM or

Montessori Emphasis Sections

3- and 4-year old preschool class is held Monday through Friday from 8:00AM-3:00PM with option for 12:00 Dismissal daily

Parents who pick-up their preschool students at 12:00PM are asked **not** to use the playground when other classes use these areas for recess.

6<sup>th</sup>-8<sup>th</sup> grade students follow a nine block schedule. Students are given specific schedules at the beginning of the school year.

### **Deliveries**

Deliveries must be made through the school office. Parents may **NOT** deliver items directly to classrooms or cafeteria without checking in at the school office.

## **Discipline and Conduct**

### **Discipline Philosophy**

Education prepares the individual for mature human living. There can be no difference between the end or purpose of education and end or purpose of human life itself. Whatever enables a person to live most properly as a human being will enable him to achieve his true destiny as a human being. This destiny is a supernatural one: the intellectual contemplation of God as He is in Himself (heaven). Subordinate to the ultimate supernatural goal is the intermediate one of right human living (Ralph P. Joly, *The Human Person in a Philosophy of Education*, p.73-74) Saint Thomas Aquinas teaches us that right human living (living in accordance with right reason) brings us that happiness we all seek. The virtuous person is a happy and fulfilled individual. He or she not only finds fulfillment in life but also leads others to this fulfillment and makes positive contributions to the family, society, and world.

Living in accordance with right reason requires the proper formation of the intellect and the will. The intellect must be educated concerning what is truly good—right and wrong. The will, through grace and the cooperation of the human person, must consistently choose the good to form good habits—virtues. Children are educated in the practice of virtue first and foremost in the home by the words and example of their parents. The school complements parental formation of the intellect and will through study and discipline.

### **Parent-Teacher Discipline Agreement**

Registration of a student at St. Vincent de Paul Catholic School constitutes an expressed agreement on the part of the student and the parents to comply with all the rules and policies of Saint Vincent de Paul Catholic School and of the Archdiocese of Denver, and to accept and support discipline

administered by the school authorities. Corporal discipline is not used at Saint Vincent de Paul Catholic School. The school reserves the right to dismiss any student whose conduct or effort is deemed unsatisfactory.

The Principal (and/or Pastor) is the final recourse in all disciplinary situations and may waive any and all regulations for a just cause at his/her discretion.

### **Terms Defined**

**Detention** – Detention will be held every Tuesday and Thursday from 3:05PM-4:05PM and is conducted by a member of the faculty. Failure to report to After School Detention will incur an additional After School Detention. **No extra curricular activity supersedes detention.** An athletic or extra-curricular event is no reason not to be in After School Detention. If a student receives a detention and must miss a practice or contest/game, it is up to the student to inform the coach about the absence. Athletes who attend an athletic event rather than serve a detention will be suspended from the next two contests/games and will fulfill the disciplinary obligation. Parents are to pick up students in the designated area where detention is being held. Students who are not picked up by 4:10 will be sent to Extended Care and families will be charged for time in Extended Care (see fees that apply to Extended Care in Parent-Student Handbook for more information). Students will be given an opportunity to reflect on their behavior and write a plan for improvement or complete other restorative disciplinary tasks.

**Expulsion** - Dismissal from the school. The school will follow steps as outlined in Archdiocesan policy #2600 in regard to the removal of a student from the school.

Any student expelled from Saint Vincent de Paul Catholic School may not be admitted back to the school the following academic year.

**Home-School Contract** – Document agreed upon by the school, the student, and the parents defining required behaviors, specified timeline, and both home and school consequences for non-compliance.

**Probation** – A period of specified trial behavior in which the student has to meet certain behavior expectations within the school. Probation will be handled in accordance with Archdiocesan Policy #2520.

**Restorative Disciplinary Tasks** – tasks designed to set right the harm done, restore the injured party, and help the offending party learn acceptable alternative behaviors with a view to successfully reintegrating the offending student back into the school community as a loved and contributing member. Examples could include cleaning a desk, if the student defaced it, or helping to clean the playground if the student got into trouble at recess for improper play. **All tasks will be properly supervised and chosen to ensure the dignity of the individual.**

**Suspension** – Suspension is a temporary dismissal of a student from the school for serious misconduct. Suspension may either be in-school or out-of-school. A student is separated from his/her class for the day/s. The student will be provided class activities and is expected to complete all class work while suspended. Those serving an in-school suspension will receive credit for his/her work from the teachers. Those serving an out-of-school suspension will receive zeros on all work, tests during the time of suspension. Only out-of-school suspensions are recorded on a student's permanent record.

- **In-School Suspension** – A consequence reserved for repeated misbehavior or a serious first-time offense that goes beyond the normal detention consequence. In-school suspension is for the student’s own good and/or the safety and welfare of others. The student will be separated from his/her class to provide time for greater reflection and encourage a change of behavior. In-school suspensions require parent provision for supervision for the day. The parent may elect to supervise his/her child directly, or may elect to pay the total cost of a substitute teacher for the day/s.
- **Out-of-School Suspension** - Out-of-school suspensions are used in response to an action of a serious nature or after other remedial measures have been employed without success. Duration for the suspension is subject to Archdiocesan Policy #2560 and the decision of the Administration of Saint Vincent de Paul Catholic School.

**The following violations of the Standards of Conduct may result in the immediate expulsion of a student:**

**Student Harassment (see Archdiocesan policy #2610)** – defined as any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

**Tobacco, Alcohol, and Drugs (see Archdiocesan policy #2620)** – Includes the purchase, possession, use, intent to use, distribution, or intent to distribute any of these substances while on campus, or any school related activity. This applies to the misuse of prescription medication, or any controlled substance, the possession of drug paraphernalia, and all tobacco products, including electronic cigarettes (“e-cigarettes”), or paraphernalia to include lighters or matches.

**Obscene Conduct** - or the possession of obscene literature or materials (includes Internet use).

**Stealing** – Theft of any kind, regardless of value.

**Immoral or Life Threatening Acts** – Any act that causes, is intended to cause, or may potentially cause violence or physical or mental harm to one’s self or others.

**Non-compliance** – Chronic failure to follow the school’s rules or the directions of the staff and faculty.

**Weapons in School (Archdiocesan Policy #2621)**

*Possession and Definition*

A) Possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel with the school community. Possession is defined as having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on the school grounds and/or participating in a school-sponsored activity.

B) Carrying, bringing, using or possessing a deadly weapon/weapon/facsimile on school grounds, when being transported in vehicles to/from a Catholic school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event without the authorization of the school is prohibited.

C) A deadly weapon/weapon/facsimile is defined as:

- 1) A firearm, whether loaded or unloaded.
- 2) Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- 3) A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
- 4) Any object, device, instrument, material, or substance—whether animate or inanimate—used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, numchakas, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

#### *Mandatory Expulsion*

A) Expulsion is mandatory for deadly weapon possession and/or use in accordance with state and federal law.

B) The principal, upon consultation with the Pastor and the Superintendent, shall initiate expulsion proceedings as outlined in Expulsion, Policy # 2600 for any students who carry, bring, use or possess a deadly weapon/weapon/facsimile.

C) Expulsion shall be for no less than one full calendar year for a student who is determined to have brought a deadly weapon/weapon/facsimile to school or a school-sponsored activity.

### **Behavior Expectations**

Every member of the school community, including students, staff, and parents, has the right to orderly conduct in and out of school, freedom from fear of insults, harassment, or injury, and maximum opportunities for learning for each student. While on the school grounds, facilities, or at school-sponsored events, the behavior expectations of students of St. Vincent de Paul Catholic School correspond to the heart of the mission in the areas of *safety*, *respect for others*, and *contributing to a positive learning environment*. Following are guidelines as to how these should be practiced at SVdP.

1. *Practice diligence in **safety** toward others and self*
  - a. Follow basic rules of order and safety
  - b. Refrain from physical aggression/violence in speech or action
  - c. Refrain from physical or verbal harassment
  - d. Refrain from using, possessing or transmitting any kind of weapon
2. ***Respect to all persons** including adults and figures of authority, peers, school rules, and particularly reverence toward the sacred*
  - a. Observe basic rules of respect and Christian charity to all adults and particularly toward those in authority
  - b. Observe the school uniform code at all times
  - c. Behave with attention and reverence in Church, during religious services

- d. Observe attentive silence during prayers and announcements
3. *Contribute positively at all times to a **rigorous learning environment***
    - a. Arrive on time to school and to each class
    - b. Be prepared with all necessary materials and assignments
    - c. Work in ways that are not disruptive to the instructor, classmates or the environment
    - d. Turn in assigned work on time
    - e. Deliver communications between school and home promptly

### **School Rules**

**Be Honest in All Actions, (including, but not limited to):**

- Theft of school or private property
- Cheating-including but not limited tests, homework, projects, and plagiarism
- Lying or being willfully dishonest to any person in authority

**Practice Responsible Behavior, (including, but not limited to):**

- Chewing gum, eating or drinking without permission
- Being out of assigned, supervised areas
- Using or displaying non-school items—including but not limited to: toys, ipods, pagers, radios, etc.
- Using or displaying a cell phone during the school day
- Cutting class or truancy
- Leaving school ground without permission

**Respect Others, Myself and All Property, (including, but not limited to):**

- Littering
- Church, classroom, playground, lunchroom or hallway disruptions
- Name calling or harassment
- Throwing or kicking snow/snowballs/other objects
- Habitual church, classroom, playground, lunchroom disruptions
- Careless/impulsive physical misbehavior

**Deliberate physical behavior that endangers, threatens, or harms (not limited to):**

- Damage to school or private property
- Obscene act(s) or engagement in profanity or vulgarity
- Inappropriate public displays of affection
- Actions detrimental to the moral and spiritual teaching of the Catholic Faith

### **Discipline Procedures**

**Grades K-4**

While teachers in grade K-4 may have consequences that vary, the following has been put into place for the purpose of clear communication between the school and home, and between the teacher and Administration of the school: After being warned or corrected for inappropriate behavior, a student will receive a consequence for misbehavior according to the system set up in the classroom. Teachers communicate directly with the parents in working toward any needed behavioral improvements. Administration is notified when such measures have not successfully remediated the behavior.

**Grades 5-8**



Because it is impossible to foresee all problems which may arise, the handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, culture and environment, philosophy and code of conduct of the school, even though not specified. In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

Teachers in grades 5-8 establish classroom behavior management plans including positive reinforcement and issuing natural consequences. During these formative years, parents and teachers work together to listen to students and to help them understand appropriate behavior for a given circumstance. These are years of formation for independence and for true freedom which requires growth in virtue. Students needing disciplinary measures should be brought to see in what way their misbehavior offends against the mission of the school and good human and Christian behavior, and be led to take responsibility for making efforts toward improvement. A combination of consequences, formative conversations with adults, and restorative service to the community all contribute to this important effort of growth in virtue.

Violations against safety, respect, and/or a rigorous learning environment are grounds for an infraction. This is particularly necessary when a behavior pattern or habit is recognized. Specific grounds for infractions include but are not limited to:

- Irreverence or disrespect during Mass or religious services/prayers
- Disrespect shown toward a teacher such as in tone of voice or reactive comment
- Disruption to the flow of the class by disregard for authority or class/school rules such as being late, off task, unprepared, passing notes
- Uniform violations, particularly after receiving a reminder
- Excessive noise in halls/horseplay
- Gum chewing/candy
- Littering
- Impulsively arguing after receiving an infraction
- Vandalizing school or personal property
- Harassment/bullying/cyberbullying
- Disruptive behavior at assemblies
- Unauthorized accessing of computer programs, data or message capabilities, Internet
- Use of/visible presence of cell phone, pager, or other personal electronic/media devices

An accumulation of three infractions warrants a one-hour after school detention. An accumulation of three after school detentions warrants an in-school suspension. Further accumulation of detentions without sufficient improvement in behavior warrants a parent-administrator-student conference at which time a contract may be drawn up with clear expectations for continued enrollment at Saint Vincent's. Additionally, a student may forfeit field trips, class trips, parties, or other special activities if improvement does not meet the expectation of the teachers and administration.

Detentions are served from 3:05pm – 4:00 pm on the Tuesday or Thursday following the issued detention, or as determined by the assistant principal. After school activities and sports do not supersede fulfilling a detention. Should a student fail to attend a detention in favor of a school activity or sport, s/he will still serve the detention on the next scheduled day, and will forfeit the next two games/practices or meetings of the given activity.

### **Harassment Reporting and Intervention Procedures**

- Student(s) should tell a teacher or staff member and their parents of any concerns.
- Parents are asked to make the student’s concerns known to the teacher and/or the Administration if necessary.
- Teachers must address the concern and inform Administration of their action. If further action is needed it will be referred to an administrator.
- Athletes should tell their coach and parents. Coach and parents should inform the Athletic Director who will deal with the situation if appropriate, and who will inform the Assistant Principal.
- The Administration will keep the Pastor and Office of Catholic Schools informed of serious or repetitive incidents.
- All reports are confidential. They are not shared with those who are not in a position of authority. They may be shared with others in a position of authority on a need-to-know basis.
- Intervention procedures will be handled consistent with the Archdiocesan Policy, the school code of conduct, and in accordance with the law. Human decency and respect will remain a central part of our approach.
- Each student has the right to feel secure. As such, the curriculum will include procedures for properly handling conflict resolution and social interaction.

### **Bullying**

**Bullying**(*see Archdiocesan Policy #2610*): defined as a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying also includes cyber bullying, and bullying that may take place through texting. Bullying includes these three elements—imbalance of power; intent to harm; threat of further aggression.

#### Markers of Bullying

- Imbalance of power- one child is older, bigger, stronger, more verbally adept, higher up on the social ladder, different race, or the opposite sex of the other child.-It is not sibling rivalry or two equally matched students who have a conflict.
- Intent to harm- means to inflict emotional or physical pain, and takes pleasure in watching it.
- Threat of further aggression

**Conflict:** defined as a disagreement or argument between two or more individuals where one or both sides may feel their needs are not being met. Conflict occurs in all human relationships and in all school communities. Conflict may be positive and constructive when both sides are concerned about each other's well being and want a solution that suits both. With the opportunity for fair discussion and debate, conflict can result in a better outcome and a win-win situation.

**Teasing:** Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is thus understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, pushing that is upsetting to students. Teasing behaviors—while needing to be addressed by school officials—do not constitute bullying or harassment and the interventions and consequences are of another level. (*see Archdiocesan policy #2610*)

### **Reporting, Procedures, Consequences**

Bullying will be dealt with by the counselor, teacher, and Administration of the school. The consequences of bullying will be commensurate with the offences against the victim and with a view to the formative correction of the bully and healing for the victim.

Students will be educated by the counselor about the nature of bullying and the differences between bullying and conflict. Students will also know the procedure for reporting bullying (using an anonymous reporting system set-up by the teacher and/or directly speaking with the teacher, school counselor, or other administrative personnel) and be encouraged to get help from the counselor.

Conflict will be dealt with by the teacher or supervisor available. Students will be taught by the school counselor how to effectively handle conflict and will receive consequences for conflict only in so far as they violate the School Rules laid out above.

Teachers daily seek to form students in the moral and theological virtues through word and example. A formal virtue education program is used in grades K-8 for the purpose of teaching students how to be Christ-like in their behavior.

### **Dishonor to School: Public Scandal**

Christian example and deportment is expected of all students while in attendance at school, extracurricular, and non-school-related events or activities.

Students in St. Vincent de Paul Catholic School should be models of mature, responsible, Christian behavior. Conduct unbecoming of a Christian student, whether inside or outside of school, may be reason for dismissal from school.

**Note:** Students in serious violation of policies shall be subject to disciplinary consequences, suspension, and/or expulsion. The final judgment in such matters is left to the discretion of the Principal and/or Assistant Principal in consultation with the Pastor.

### **Dress Code: Kindergarten-8th Grade**

The purpose of the dress code is to prevent distractions so that an atmosphere conducive to learning is fostered. The dress code must be observed at all times throughout the school year, unless permitted otherwise. If it is necessary for a student to come to school out of dress code, whether completely or partially, s/he must bring a written note from his/her parent stating the reason. A student without a written excuse will be required to call home for the proper clothing items.

Persistent disregard for uniform regulations will constitute a parent conference and/or more serious disciplinary measures.

Each student at St. Vincent de Paul Catholic School is appreciated as being distinctive in his/her giftedness, talents, and needs. The development of personal self-expression is a valued component of the total person as defined by the philosophy of St. Vincent de Paul Catholic School. Self-expression is encouraged in all students and can be evidenced through various forms of communication, participation in the Liturgy, fine arts, athletics, extra-curricular activities, and service or stewardship projects, just to name a few.

While the school community recognizes that dress is a mode of self-expression, it also knows that it can provide a field for unhealthy competition in fashion, expense, and distraction within the educational environment. The school community believes that it is important and healthy for students to maintain a

clean and neat appearance at all times. It is with these factors in mind, that a dress code has been designed. The dress code provides for a variety of options but also makes restrictions where they are deemed necessary for the good of all.

Clothing items may be ordered from Dennis Uniform Manufacturing Company.

Students in good standing with regard to wearing the uniform will adhere to the following:

- Shirt tails are tucked into uniform pants, skirts, slacks, shorts at all times.
- Pants and shorts are worn at the waist, not at the hips.
- All clothing is sized properly; oversized, baggy, or sagging clothing is not acceptable.
- All uniform items are neat and clean; no frayed, torn, badly faded, or stained items are worn
- T-shirt worn under clothing are solid white
- Bandanas and hats are not be worn unless there is a medical condition that requires such items. Written notice from the doctor and approval by the administration is required.
- All articles of clothing have the student's name on label.
- T-shirts other undergarments are not visible.
- Simple athletic shoes are worn. Shoes are in good condition The primary colors of the school tennis shoe, including laces, complement our school uniform (white, black, navy blue, gray, red, or brown). All colors on the shoe will reflect school colors. Shoes will be tightly fastened (laces or velcro) and will provide ample ankle support for PE class (no Ked- like shoes). Shoes will be free from glitter and other decorations. No wheelies or lights are allowed, and no high tops will be worn.
- Jumpers, culottes, and skirts will not fall shorter than within 1" above the knee cap.
- Short shorts will not be worn.
- Leggings, yoga pants, and other tight outerwear will not be worn unless being used as a tight underneath the skirt in cold weather.
- Items worn into the building for warmth, such as non-uniform sweatshirts, coats, gloves, or other purposes (such as sunglasses, sweatbands, etc) will not be worn into the classroom or in the building once school has started.

#### Girls' Uniform

- Plaid jumper or culottes (K-4)
- Plaid skirt or culottes (5-8)
- Red or navy polo style shirt with school logo
- The maximum number of buttons on a shirt that may be unbuttoned is the top one
- White Peter Pan Collar (K-2) can only be worn under jumper, as indicated in the Dennis Uniform Brochure
- Navy slacks or cords
- Khaki slacks (6<sup>th</sup> -8<sup>th</sup> grades only)
- Light blue polo style shirt with school logo (6<sup>th</sup>-8<sup>th</sup> Grades only)
- Navy or khaki shorts
- Leather belt (solid brown or black) must be worn if wearing shorts or slacks
- No makeup is allowed
- No nail polish is allowed
- No more than two sets of stud earrings (stud earrings are the only earrings allowed)
- One religious medal, cross, or crucifix may be worn on a simple chain.
- No body piercing or tattoos allowed

- One finger ring
- One watch—should not be a distraction to other students
- Red, white, black, or navy socks—must be visible. Socks may be a combination of these colors, such as in the case of a stripe on the sock.
- Solid red, white, black, or navy tights
- Red SVdP pull over fleece with zipper at the neck (no red hoodies)
- Navy V-Neck Cardigan Sweater w/ SVdP logo(K-4)
- Navy V-Neck Pull-over Sweater/Sweater vest w/ SVdP logo (K-8)
- No leggings
- Hair should be clean, well-groomed, with no extreme styles
- Hair should not fall down in the eyes; bangs may not be below the eyebrows
- Fake hair pieces, including feathers worn in the hair, are not allowed
- Hair accessories should not be a distraction to other students

### Boys' Uniform

- Navy slacks or cords
- Red or navy polo style shirt with school logo (no turtlenecks or long-sleeved shirts worn under short-sleeved shirts)
- The maximum number of buttons on a shirt that may be unbuttoned is the top one
- Khaki slacks (6<sup>th</sup> -8<sup>th</sup> Grades only)
- Light blue polo style shirt with school logo (6<sup>th</sup>-8<sup>th</sup> Grades only)
- Navy or khaki shorts
- Leather belt (solid brown or black) must be worn if wearing shorts or slacks
- No earrings
- One religious medal, cross, or crucifix may be worn on a simple chain.
- No body piercing or tattoos allowed
- One watch—should not be a distraction to other students
- Red, white, black, or navy socks—must be visible. Socks may be a combination of these colors, such as in the case of a stripe on the sock.
- Red SVdP pull over fleece with zipper at the neck (no red hoodies)
- Navy V-Neck Cardigan Sweater w/ SVdP logo (K-4)
- Navy V-Neck Pull-over Sweater/Sweater vest w/ SVdP logo (K-8)
- Hair should be clean, well-groomed, with no extreme styles
- Hair should not fall down in the eyes; bangs may not be below the eyebrows
- Hair may not extend below ear lobe or shirt collar
- Facial hair is not allowed

### 8th Grade Privilege

- 8th grade girls and boys may wear a blue hoodie with logo and initials

### Gym Clothing

- School Uniform Clothing

### General Guidelines for Out-of-Uniform Dress

1. All items must be clean, without holes, and in good condition. No torn, frayed, oversized/undersized clothing is permitted
2. Shirts, blouses and/or dresses must have sleeves and may not be tight-fitting

3. The cut on any clothing must measure four fingers from the collarbone, or higher
4. Shorts, culottes, skirts, and dresses must not be shorter than within 1” above the knee cap
6. Pants/jeans may not be form-fitting
7. Leggings can only be worn under a dress or skirt
8. All words or visible advertisement on clothing should be in keeping with the mission and atmosphere of the school
9. No writing should be on clothing covering the bottom
10. No undergarments should be visible
11. A closed shoe with socks must be worn

If Out-of-Uniform Dress clothing is inappropriate, students may select from the used uniform closet or may opt to call parents to ask them to bring other clothing to school. When a parent is unreachable, the school reserves the right to select from the uniform closet for the child. In either case, the child forfeits the privilege of the next dress down day.

Other Uniforms: Girl Scout and Boy Scout uniforms may be worn on meeting days.

## **Electronics**

The use of cell phones, iPods, personal iPads, handheld computers, cameras, text/internet capable watches or other electronic equipment, (including eReaders, such as Nooks or Kindles), is not permitted on school grounds during the school day. We recommend that students do not bring these items to school. The school is not responsible for the loss, theft, or damage of these items.

If these items are brought to school, they must be stored in a backpack, and turned off. If a cell phone or electronic device is seen or heard during the school day, it will be confiscated and turned into the Assistant Principal, and an infraction issued.

## **Field Trips**

Field trips are privileges planned by teachers and approved by the School Administration. Educational purposes are the primary objective. The trip/outing usually has direct application to a unit of work studied by the students or provides an opportunity for service. Adequate preparation for the trip is made with the class to indicate the nature of the trip, its purpose, things to be observed and/or recorded, and any special plans or requirements for the trip.

Field trips are considered an extension of the school day and the code of conduct will apply. A student must give to the sponsoring teacher a permission form signed by a student’s parent(s) or guardian prior to a student participating in an activity.

Students should be made aware of the fact that field trips are privileges; no student has an absolute right to a field trip. Students can be denied participation in field trips if they fail to meet academic or behavioral requirements. Revoking a field trip privilege can be a disciplinary consequence.

Any parent who accompanies students on a school activity has the responsibility and duty to enforce all rules of good conduct and safety. A parent who has simultaneous care of a younger sibling not yet school age, is not eligible to chaperone a field trip.

Parent volunteers must authorize a Background Check and complete the Safe Environment Program Training prior to chaperoning a trip.

The school uniform is usually worn unless the nature of the trip would necessitate other types of clothing.

Students may use several means of transportation for field trips: public bus, walking, light rail, and by car/van of parents. In the event that private automobiles/vehicles of parents/guardians or other authorized adults are to be utilized to transport students on field trips, the drivers and/or vehicle owners must provide the following:

- A copy of a valid driver's license
- Proof of sufficient liability, medical, and uninsured motorist insurance coverage (\$100,000/\$300,000)
- A background check
- Evidence of having completed Safe Environment Training
- The field trip form is a legal document indicating the exact time and place of the field trip, and form of transportation used when children are out of the school building. For this reason, it is not lawful to transport a child to another place other than what is indicated on the form, such as a drive-through restaurant or other kind of errand.

## Financial Aid

Two sources of financial aid for tuition assistance are currently available to Saint Vincent de Paul Catholic School Families.

**Schmitz Family Foundation:** This family run foundation provides tuition assistance to middle income families who wish to provide a Catholic education for their children. Up to \$1,800 may be awarded per academic year. Applications are available through our School Office. You may also contact the foundation directly at: Schmitz Family Foundation, 6500 E. Hampden Avenue, Denver, CO 80224, 303-365-3714.

**Tuition Assistance Program (TAP):** Saint Vincent de Paul participates in the Private School Aid Service ([www.psas.org](http://www.psas.org)) to provide financial assistance to families in need. The requirements and application for this aid are posted on the website. We have also been blessed to receive donations earmarked for short-term emergency assistance. Contact our Principal, Sister Maria Ivana, if you would like to explore these options. 303-777-3812.

## Fundraising Projects and Revenue

No organization may promote a fundraising project in the school's name without prior approval of the school Principal and Pastor. The money raised by various groups for the school will be handled according to Archdiocesan policy #5050.

Groups or individuals not directly associated with Saint Vincent de Paul Catholic School may not conduct fund-raising at the school. Those teams listed under "Athletics" and those groups listed under "Co-Curricular Programs" are allowed with the permission of the Administration to do fund-raising through the school. To avoid over-taxing the school community with fund-raisers, all

organizations are asked to submit their fund-raising plans at the beginning of the school year for approval. These fund-raisers can then be more evenly spaced over the school calendar.

## Grades, Progress, and Testing

Teachers in grades 3-8 use the grade book provided by Option C to record and post grades. Grades are available for viewing at any time and are typically updated weekly by the teacher. Teachers in grades 1 and 2 post grades on Option C only at report card time. Kindergarten completes written evaluations.

Teachers will have enough grades recorded to justify giving a student a grade. Teachers who use weighted grades (for example: 40% tests, 10% homework, 20% quizzes, 30% classwork/projects) will have an ample number of grades in each category.

Parents will be notified in writing of grade expectations. Grading information will be distributed at or before “Back-to-School Night”.

Grading scale is based on Archdiocesan Policy #4400.

Grading Scale for grades 3 through 8:

A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59 and below

Grading Scale for grades 1 and 2

**S+ (Satisfactory Plus)** – indicates that the student has mastered the grade level objectives that have been taught in this marking period and is excelling above the grade level benchmark expected of students at St. Vincent de Paul School. This student rarely requires additional exposures to a new concept before mastering its application. The content knowledge/skills are learned prior to or upon the first exposure, indicating s/he would benefit from planned enrichment in the classroom and at home.

**S (Satisfactory)** – indicates that the student is on target to learn grade level objectives. S/he is benefitting from the introduction of a new concept, class activities and additional exposures, along with practice completed for homework. This student may achieve at very high levels on assessments as a result of strong teaching and strong learning skills in the classroom. It does not indicate that the child had mastered the material prior to the lesson.

**S- (Less than Satisfactory)** – indicates that the student has not sufficiently grasped grade level objectives after introduction of new concepts, class activities and additional exposures,



and homework. This may be an indication of gaps in learning and need for additional intervention in the classroom and at home.

U (Unsatisfactory) – indicates that the student has not shown improvement toward grasping objectives at grade level even after completing class activities, homework, and using supporting interventions in the classroom and at home.

Classroom participation, quality and completion of homework assignments, formal assessments, projects, and effort affect all grades.

### **Effort and Conduct**

Effort is based on students' academic preparation and performance. Conduct is based on student behavior in class: respect, responsibility, and cooperation. Students in grades 1-8 receive the following marks on their report card as a measure of effort and conduct. In grades 6-8, conduct grades reflect the number of infractions earned per trimester.\*

1=Excellent 0-1 infractions in a trimester

2=Good 2 infractions

3=Satisfactory 3 infractions in a trimester / one detention

4=Poor 4-5 infractions in a trimester

5=Unsatisfactory 6 or more infractions in a trimester; or any single or series of incidents which warrants a parent-administrator conference, as determined by the administration.

Note: the reporting of conduct communicates the number of infractions and kind of behavior within a given marking period; however, the consequences of infractions accumulate through the year as is noted in the Discipline & Conduct section

### **Reporting of Student Progress**

Students in grades K-5 bring home a folder each week which includes completed and graded work. This folder is used as a way of communicating student progress.

Students in First Grade will not receive a report card until second trimester.

Students in grades 3-8 have their grades posted on Option C. Teachers are expected to update grades every week. Because of the posted grades, a written progress report half-way through the trimester is not distributed; rather, parents may be asked by teachers to print-out and sign a copy of the students' grades.

Teachers will notify parents when any of the following occurs:

- A student is in danger of earning a "D" or an "F" for the trimester
- A student is not working to his/her potential or grades have dropped

Report Cards are posted on Option C at the end of the trimester. Parents are expected to print-out, sign and return a copy of the report card to their child's homeroom teacher.

Parents can request a conference with a teacher at any time during the school year to discuss student progress.

### **Failure to Make Progress**

**Kindergarten:** A student in Kindergarten who does not make sufficient progress in personal maturity and academic learning will not be promoted to the first grade.

**Grades 1-3:** Inability to read causes more children to experience failure or lack of progress in school than any other single factor. The foundation in reading is laid in the primary grades, especially the first two grades. Hence, in the primary grades, promotion is to be determined mainly by the child's progress in reading. Some children will always read below the average level of achievement of the grade in which they are placed. Nevertheless, they can be promoted if they are required to meet only the minimum standards. It is important to determine the overall ability of the child in making such decisions. Retention in a Primary Grade is advised if there would be a suspected lack of achievement in the next grade level.

**Grades 4-8:** Promotion in grades 4-8, inclusive, is to be determined by the average of the marks the student receives in all the following core subjects: English, math, science, social studies, religion, and reading. A failing grade for the year in any two of these subjects could lead to the retention of the student. Other options as listed below may be considered in the interest of what is best for the student:

- Required participation in a documented remediation program
- Required summer school; requested summer school
- Required tutoring
- Retention of the student for the following school year
- Ineligibility to register for the following school year

Those students who are recommended for retention in these grades will most likely not be able to repeat his/her classes at Saint Vincent de Paul Catholic School.

### **Testing**

In grades 4-8, a common calendar is kept among teachers for the scheduling of testing. Major tests include those given in the following areas: English, reading, math, social studies, science, and religion. Teachers are not to schedule more than two major tests in one day. Major tests do not include weekly assessments such as spelling and vocabulary tests.

Accommodations for test taking for any student (including ITBS) will be based on written recommendations from a Child Find Report or from a written report from a private, professional testing service.

Report Cards and Permanent Records will reflect if modifications have been made for a student.

### **Irregularities During Tests, Cheating and Plagiarism**

Honesty and truthfulness are virtues that are held in high regard at Saint Vincent de Paul Catholic School. There are standard regulations affecting all testing – students have no extraneous material on their desk; they should keep their eyes on their own paper; they stop writing when told to do so, etc. These regulations assure the validity of the testing. All irregularities during testing are failures against these standard regulations and indications of possible dishonesty. The Assistant Principal is informed by the teacher of all such infractions. All irregularities during testing have both an academic and a disciplinary penalty determined by the Assistant Principal. Where, in the judgment of the Assistant Principal, cheating/testing irregularity has taken place, commensurate punishment is assigned. Please see “Discipline and Conduct” policy in this manual for detailed consequences.

Plagiarism is the taking of someone’s ideas, writing, etc. and passing it off as if it were one’s own. Particularly in those grades where a proper understanding of plagiarism has been developed, it will be treated as a form of cheating and will receive the same or similar consequences as those stated above.

## **Graduation**

The eighth grade will participate in a special Mass celebrated for them. Elaborate graduation exercises, which include such items as invitations, class rings, etc., are not permitted. After the Liturgy, each student will receive a “Certificate of Completion”. A simple reception may be held after the Mass. The Home and School Association and the 7th grade parents sponsor the reception.

Other appropriate activities such as Cotillion may be permitted. The eighth grade may wear “Friday Dress” during the half days of their last week of school.

## **Health**

The school may sponsor the following services each year: dental check-up, eye examinations, any other health checks that may be for the benefit of the students.

Notification of check-up dates and information pertaining to the check-up is sent to parents prior to the designated date(s). Parental permission is required for a student to participate in a Health Check.

## **Homework**

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies. Parents should provide proper conditions at home, and if possible, a specific time span wherein homework can be completed. Parents are urged to help the child realize that study and review of assignments are necessary. Assignment notebooks are required for students in Grades 1-8. The teacher or Administration may check these at any time. Parents are encouraged to review these with their children.

Although homework has different purposes in different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

### **Suggested Time Allotments**

Homework time does not include long range-assignments/projects.

Grade K (Parental help suggested and encouraged)	10-15 minutes		
Grade 1	10-20 minutes	Grade 5	60-75 minutes
Grade 2	20-30 minutes	Grade 6	60-75 minutes
Grade 3	30-45 minutes	Grade 7	75-90 minutes
Grade 4	45-60 minutes	Grade 8	90-120 minutes

Assignment notebooks are required of all students in Grades 1-8. These are purchased through the school. Students are given time each day to write down assignments in class. Teachers are allowed to post homework assignments, tests, and projects on their Option C bulletin board, but it is not required. It is still the responsibility of the student to write down his/her assignment.

## Honor Rolls

Fifth through eighth grade students will be eligible for three honor rolls each year. Trimester lists will be published. The three honor rolls and selection criteria are listed below.

- Pastor's Honor Roll – 4.0 GPA
- Principal's Honor Roll – 3.5 –3.99 GPA
- Assistant Principal's Honor Roll – 3.0 – 3.49 GPA

GPA is figured by averaging the grades of all the core subjects; specials are averaged together to form one grade that is also included in the GPA.

## Illness

St. Vincent de Paul Catholic School shall exclude from attendance any student who is in need of special medical attention. The student may be re-admitted upon receipt of a doctor's written verification of recovery or wellness to attend school.

If a child becomes ill during school time and needs special attention, parents will be contacted. If we are unable to locate the parent, the name and number noted for "emergency" use will be called. In the event that there is still no response, we will attempt to call a relative or friend. No child will be sent home without permission of the parent, or one designated to take the place of the parent. No child will be sent home alone during school hours; therefore, it is important that an emergency number be filed and kept current for each student.

If a student has been ill with a fever, cold, sore throat, skin rash, skin eruption or other possible contagious condition, he/she should NOT be in school. A child should be free of ailments and/or fever for twenty-four (24) hours before returning to school. This is very important for the health of all.

A child should not be sent to school with a stomachache, headache, or other ailment. If a child is not well enough to stay in class, a parent will be called to come take him/her home.

A child suffering from any ailment that does not require the medical attention of a doctor shall be readmitted upon receipt of a parent's written verification of recovery or wellness to attend school.

The Principal may request verification from a physician if there is continued absence and violation of this regulation.

## **Communicable Diseases**

When a suspected case of chicken pox, measles, impetigo, hepatitis, mumps, contagious conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable disease is reported, the parent will be called immediately to come take the child home.

A child suffering from any communicable disease and in need of special medical attention, shall be excluded from attendance and readmitted upon receipt of a doctor's written verification of recovery or wellness to attend school.

## **Insurance**

Each parish, mission, educational, charitable and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to include clergy, employees and volunteers, while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parents/guardians are providing accident and health insurance.

## **Library**

All classes are assigned a library period. Books may be checked out for at least two weeks and renewed if needed longer. Books that are lost or damaged beyond repair will be charged to the student responsible for the damage of the book. The price will be the cost for replacement of the book.

Careless handling of equipment is also subject to a fine.

The school library/media program supports the school's objectives by being totally involved in the teaching/learning process. The library exists to assist the teacher with the child's development by means of both informational and recreational reading, and to have the students learn how to use reference materials to their best advantage. It is our special objective to instill in the students a love and appreciation for books and the enjoyment of being able to use the library.

The Accelerated Reading (AR) Program is an effective way to get students to read and check for comprehension. Parents who have questions about books their child is reading may consult the teacher and/or library staff.

## **Lost and Found**

Articles lost by students are kept in the Lost and Found where they may be claimed by the student or parent. Lost and Found is located near the Extended Care area on the first floor of the school. Articles not claimed after a reasonable length of time will be given to charitable organizations. Parents are encouraged to mark all articles with the student's name.

Students are asked not to bring valuable items or large sums of money to school. The school will not be responsible for the security of valuables or money.

## **Make-up Work**

When a student is absent, and if the absence has been excused according to the above policy, s/he may make up the missed work for credit. While teachers have procedures for making up class work, it is the sole responsibility of the student to use the procedures and follow through in making up and turning in the work. Students have up to two days for every day missed to make up the work and turn it in. For example, if a student is absent for two days s/he has up to four days to make up the work beginning the day s/he returns to school, until it is determined to be late. For more extended absences, a reasonable arrangement may be made directly with the teacher.

Daily work is not made available for make-up on the same day missed. On the second consecutive day of an absence, usually a sickness, parents may request to pick up assignments from the front office so that the student may begin working on missed assignments. Tests / in-class assignments will be made up before or after school, at the discretion of the teacher.

Teachers are not required to provide assignments in advance of planned and excused absences.

## **Media Policy**

"Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photography and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission shall be kept on file for the length of time the student is at the school" (Policy #2350).

When producing film or other media on behalf of the school, SVdP remains proprietor of the media and reserves the right to post original films which can be tagged and/or linked to personal social media sites from the SVdP Website.

## **Medication**

(Archdiocesan Policy #2240) Beginning with 2007/2008 school year, the Archdiocese has established new procedures when dispensing medicine to students.

Before any medicine can be administered to students, two forms must be completed and on file in the school office. One form is to be completed by the parents of each student authorizing the administering of medication including aspirin, cough and cold medication, decongestants or other over-the-counter or prescription medications. The second form is to be completed by the student's Licensed Health Care Provider (LHCP).

Any medication must be brought in a container properly labeled by a pharmacy or the child's LHCP and must be picked up by an adult after the designated time period or it will be discarded. Please ask the pharmacist for a separate labeled medicine bottle to keep at school.

Students requiring inhalers will be allowed to carry the inhaler either in his/her backpack or pocket if permitted by his/her parents and with the proper completed forms on file in the school office.

The parent/guardian form and LHCP form will be available online before the first days of school.

Forms should be turned into the school office within the first week of school.

## **Office Hours**

The School office is open from 7:45AM until 3:15PM. A parent wishing to leave a time-sensitive message for a teacher to pass on to a student is encouraged to call the school office.

## **Option C Student Information System**

Option C is a web-based communication and database system used by our school for the maintaining of school records, for the reporting of student progress, and for communication between the **school and the home**. Parents must log-on with a username and password to access his/her child's information. Please contact the school office if you have difficulty with your username or password.

## **Organizations: Parents**

**Home and School Association** coordinates volunteers and sponsors activities that both help raise money for the school and build school community. A volunteer sign-up is given out at the beginning of each year. We encourage all parents to participate in at least one volunteer effort.

The **School Advisory Council (SAC)** is an appointed parental advisory group to the Pastor and the Principal. The Council looks at areas such as finance, marketing and development, building and grounds, technology, etc. and helps to formulate and execute both short and long-term plans for the school.

## **Parties**

There are many ways to celebrate special days, seasons and events with a class or with the entire school. Classroom parties with treats and activities relevant to the celebration should be planned by the homeroom parent coordinator and according to the homeroom teacher's guidelines for parties. Preference should be given to celebrations which deepen the Catholic culture and Christian community.

Pk-3 Classes may celebrate up to four parent-coordinated parties during the school year

4-6 Classes may celebrate up to two parent-coordinated parties during the school year

Consideration should be given for celebrations of a patron saint or saint relevant to the grade level curriculum, Christmas and Easter, Holidays with religious emphasis such as St. Valentine's and St. Patrick's Day, or special holy days such as All Saints and the Immaculate Conception of Mary.

### **Home Parties:**

Anyone having a private party for his/her child in which the entire class is not invited will not distribute them at school.

## **Political Issues**

Advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents and students in the building, in the name of the school or during school sponsored activities. The posting of political materials in Archdiocesan schools is strictly prohibited.

## **Promotional Materials**

All literature MUST be sanctioned by the Administration before it may be considered for distribution. Only literature approved by the Administration can be distributed by students or teachers on school property or at group meetings during school hours or after school functions.

## **Purchasing Procedures**

All items purchased for use in the school must be approved by the Principal. As of the 2012-2013 school year it is also required that the Pastor or his designee sign all checks. Father will be signing checks on Thursdays. Please make all check requests one week in advance to ensure that your check will be processed in time. A purchase order is to be used for a check request, charging an order, or for approved reimbursements. Please note that we are a tax-exempt organization. Please contact the school office for information regarding purchasing of materials without tax. Normally, tax will not be reimbursed by the school.

## **Reporting of Child Abuse/Neglect**

Colorado law requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. The school will follow the procedure outlined in the Archdiocesan policy #2200 when suspecting child abuse and/or neglect.

## **Safe Environment Training**

All volunteers, parents, parishioners or other persons wishing to assist with field trips, sports, curricular or co-curricular activities that involve contact with children must attend a "Safe Environment Training" (Virtus and Called to Protect) session offered through the Archdiocese of Denver. A signed "Attendance Confirmed" printout of the training must be filed in the school office prior to assisting in any activity involving children.

## **Searches of Students and Schools**

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are school property. The Principal, Pastor, or Assistant Principal may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches will be conducted upon suspicion of a threat to the health, welfare, or safety of students. Normally, the inspection of personal property, e.g. pockets, handbags, book bags, etc. will not be conducted



without the student's permission. The school will follow Archdiocesan policy #2300 with regard to all searches.

## **Skateboards/Scooters/Bicycles**

The possession or use of skateboards, scooters, and rollerblades on school/church ground is forbidden at all times.

Bicycles are to be parked and locked in a designated area. Bicycles must be walked when on the school/church property.

## **Speakers**

Only speakers enhancing the school curriculum will be allowed to speak to groups of students. Any speaker (group) meeting this criteria must present a format to be approved by the Principal. All other organizations may leave literature in the school office.

## **Special Needs/Services/Tutoring**

Students can be referred by a teacher for testing after an appropriate amount of documented intervention has been completed, and if parents agree to testing. Students who need special help and/or testing may be referred to outside agencies or professionals for assistance, such as Child Find which is provided by the Denver Public School System, or private testing.

Outside tutoring services during the school day will be allowed to students who qualify for services from the Denver Public School System. All requests for private tutoring of a student during the school day must be discussed with the Principal. The decision to allow such tutoring will be primarily based on a diagnosed learning disability, or testing which is currently in progress when the delay of such services would be detrimental to a child. All such tutoring is scheduled in conjunction with the teacher in order to ensure the optimal time for learning which also corresponds with the daily teaching schedule. All tutors will be required to complete a background check, as well as Safe Environment Training.

According to Archdiocesan Policy, "no teacher may accept pay" for tutoring a student from his/her class during the academic year. "In rare instances an exception may be sanctioned" by the Principal/Assistant Principal.

Payments for tutoring services are between the parties involved.

Our school Student Advocate is available to meet with students and student groups to discuss issues, supporting students as they navigate the social-emotional landscape with increasing maturity. She is available to meet with parents and teachers to help resolve conflicts and to support student growth.

## **Standardized Tests**

Each year all Catholic schools in the Archdiocese of Denver administer a series of standardized tests. Standardized tests are a means of identifying each child's academic potential and thereby improving the instructional program as it relates to the child as an individual and to the class as a

whole. The test used in the Archdiocese of Denver, beginning in 2018-2019 is the **STAR Assessment**.

Students in Grades one (1) through eight (8) take the STAR Assessments during the first weeks of school for a baseline, at midyear to analyze proficiency, and at the end of year as a summative assessment.

Results of the tests are used by the teachers to analyze student progress and pedagogy. The first assessment is shared with parents at Parent-Teacher Conference, and the final assessment in May is sent home through student mail.

The ACRE test is administered to those in the 5<sup>th</sup> and 8<sup>th</sup> grades. This test measures a student's knowledge of the Catholic Faith. The results of these tests are used to monitor the effectiveness of religious instruction.

## **Student Council**

St. Vincent de Paul Catholic School is pleased to offer students leadership opportunities. Our Student Council is a member of the National Association of Student Councils, and is composed of six eighth grade officers and six class representatives from the 5<sup>th</sup>-7<sup>th</sup> grades. As leaders in the school, Student Council members plan and run activities such as fund-raisers, Catholic Schools Week, spirit days, and special dress days. Due to the exemplary nature of the Student Council and the time it requires, members must maintain a 3.0 GPA and maintain a 1 or 2 in conduct. Removal from the Student Council may occur before the grading period ends if a student's misbehavior is of a serious nature.

Elections are held every year in accordance with the NASC guidelines and SVdP by-laws.

## **Student Permanent Records**

Permanent records are kept for individual students in accordance with the Office of Catholic Schools. A student's permanent cumulative record includes academic transcripts, including attendance, and health records.

Parents may request to review the official record of their child by making this request in writing to the Principal. A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of the child. In order to establish visitation rights, parents must provide a certified copy of the most recent court order.

A parent or legal guardian must sign a Record Release Form before the school can transfer official transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. All official transcripts of student progress will be sent to the office of the next school a child will be attending. Records may NOT be hand carried by parents.

Academic records, report cards, and graduation certificates will not be released until all tuition and fees are paid in full. All textbooks, Library books, sports uniforms, etc. must also be returned prior to the release of records.

## Student Release Policy

A teacher must receive written notice concerning an early dismissal prior to the time of the dismissal.

A child will be released from school only to his or her parents or to persons authorized by parents and made known to the Principal. Authorization for release must be in writing and must bear the signature of the parent.

Parents coming to school for dismissal of their child are to come to the office to sign the child out. They should not go to the classroom (unless specifically directed to do so by the office). It is essential that the school office have the current phone number of home, work, and several relatives or close friends.

Change of Address:

It is important to notify the office immediately if there is a change of address and/or phone number (home, work, cell phone).

## Teacher Endowment Fund

In August 1992, an endowment fund was started in order to provide supplemental income to teachers at St. Vincent de Paul Catholic School. Donations received from benefactors are invested and managed professionally. Annual distributions are made from income generated from the trust's assets. For information regarding contributions, please contact the front office or the school principal.

## Teacher/Staff Gifts

Through the fund-raising efforts of the Home & School Association and the Teacher Endowment Fund, gifts to the staff and faculty are made throughout the school year. If money is solicited for a teacher/faculty gift it shall be presented as from the entire class, regardless of contribution. Parents/guardians may not organize parties for teachers during the school day **without the approval of the Principal.**

## Technology Policy

### BACKGROUND AND ACCESS

The Internet is an electronic highway connecting thousands of computers all over the world, and millions of individual subscribers. As our school is linked to the Internet, a world of educational opportunity awaits our students. Saint Vincent de Paul Catholic School has direct access to all materials available on the Internet.

Adult supervision is required for student use of the Internet. Teachers give specific instructions to students regarding Internet use. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. Therefore, permission to use the Internet is required before a student may have access privileges.

### GOALS

- to promote educational excellence by facilitating communications
- to lead our community toward effective communications and research in the world today

- to promote Christian Principals in communication and ethical use of all electronic media

#### STUDENT RESPONSIBILITIES

- to follow teacher instructions regarding Internet use
- to recognize that Internet use is a privilege, not a right
- to abide by all computer policies

The Principal will deem what is inappropriate use, and that decision is final. There is no appeal process. The Principal may withdraw the Internet privilege at any time for violation of this policy.

#### **STANDARDS OF BEHAVIOR FOR COMPUTER, E-MAIL, AND INTERNET USE**

1. Staff and students will use the Internet for activities in support of education and research, consistent with the educational objectives of St. Vincent de Paul Catholic School
2. Users shall not reveal their personal home addresses, phone numbers (cell phone numbers included)
3. or personal information about anyone else. Users personal identifier on any e-mail must use the school address only.
4. An act of vandalism will result in immediate cancellation of privileges and disciplinary action. An act of vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet data, make equipment or software alterations, and upload or create computer viruses. No software or disk (without permission from the technology coordinator) of any kind may be brought from home for use in any school computer. All school software must be properly purchased or donated, including licenses.
5. Passwords assigned to a student must remain confidential to that student only and may not be shared with anyone other than the technology coordinator. If a student reveals his or her password, the coordinator will recommend disciplinary action and the Principal will deem what action will be taken.
6. Transmission of any discriminatory material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, discriminatory, threatening or obscene material, or material protected by trade secret.
7. All computers at the school are school property. The school and/or the Office of Catholic Schools reserve the right to view e-mails sent from or to the school and/or any Internet sites accessed on school computers.

### **Textbooks**

Textbooks are distributed to students at the beginning of the academic year. Students are required to keep textbooks covered. The condition of the book is noted when it is assigned to the student; students will be fined for damages beyond normal, expected wear; this includes writing in the textbook, broken binding or a damaged cover. Lost textbooks must be replaced, and the full cost of the replacement will be charged to the student.

### **Transportation (see Appendix A)**

### **Tuition**

Tuition is a yearly fee determined by the Parish Finance Council. Tuition does not cover the entire cost of education or all of the costs to maintain and operate St. Vincent de Paul Catholic School; therefore, parents are asked to support, as their means allow, all school fundraisers including Grocery Certificates, the Gala, and volunteer services.

**Tuition Payment:** Please refer to the Tuition Plan distributed by the school each year. Statements for Extended Care Services are sent from the Director of the Program.

**Accounts in Arrears:** Students will not be admitted to classes in August for the new school year until the previous year's tuition account is paid in full, or arrangements have been made with the Pastor.

**Tuition Assistance: (Please see “Financial Aid”)**

## Use of Name

Attaching the school's name, logo, or other insignia to an event, activity or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or even as “school” sponsored. Rather the activity, program or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents and parish members may use or authorize the use of the school name, logo, or insignia only with the written approval of the Principal. (#1050)

## Use of School Facility by Outside Agencies

Groups not directly associated with the school who want to use the school's facilities will need to present a certificate of insurance according to the regulations presented in the Archdiocesan policy in Appendix CC.

## Visitors

All parents/guardians are invited to visit their child's class on "Open House" during Catholic Schools Week unless restricted by Order of Court.

All school visitors must check in at the Front Office and receive a Visitor's Badge.

## Weather Emergency

On snow days, it will be announced if St. Vincent de Paul Catholic School will be closed, have delayed opening, or have an early dismissal. This announcement will be made by 6:30 AM, or the evening before if it is evident that the roads are dangerous. The school will post school closing through Option C as soon as the decision is made. Local television stations will also carry closure information: KUSA (channel 9), KCNC (channel 4), KMGH (channel 7).

St. Vincent de Paul Catholic School usually follows the Denver Public Schools; however, there are times when we may be in session when Denver Public Schools are not. If there is any doubt, please call the school office for the recorded message.

**If school is closed, Extended Child Care Services are closed.**

**Inclement Weather While in Session:**

If the weather threatens or a snowstorm develops while school is in session, check Option C for announcements/information regarding potential early dismissals.

If your child needs to be dismissed earlier than the scheduled dismissal, please call the school office or report to the school office upon your arrival to the building.

If the roads in your neighborhood are impassable, keep your children home; they will be permitted to make up the work missed.

## **Withdrawal from School**

A parent/guardian who wishes to withdraw his/her child(ren) from school for reasons of transfer, choice of another school, or any other reason, is responsible for notifying the school office so that proper procedure for release of records is followed.

St. Vincent de Paul builds its staffing and budget each year based on anticipated enrollment. If a family chooses to leave after entering into a financial contract with the school, a written request, with reason for necessary withdrawal is to be submitted to the finance committee through the principal.

Registration and Instructional Fees are always non-refundable. St. Vincent de Paul asks for 30 days written notice prior to the withdrawal of a student. Families must complete a School Withdrawal Form which can be obtained from the front office. Student records will not be released to the new school until the Administrative Fee has been paid.

**Student Withdrawal on Grounds of Parental Behavior:** Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their students from the school for any of the following reasons:

- Refusal to cooperate with school personnel or
- Refusal to adhere to Archdiocesan or local policies and regulations or
- Interference in matter of School Administration or discipline

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented and further actions will be taken in accordance with Archdiocesan policy #2260.

# APPENDIX A: TRANSPORTATION GUIDELINES

## CARPOOL DROP-OFF PROCEDURES

### Morning Drop-Off

This guide illustrates designated areas where student drop-off is allowed, where it is prohibited, where parking is not allowed, and the recommended and prohibited travel routes. For purposes of this plan, “Drop-off” is defined as students that are dropped-off without parent accompanying them to the playground, office, church, etc. Parents that wish to accompany their children to the playground, the office, church, etc. will need to park their cars outside of the designated Drop-off and No Drop-off zones.

**NO DROP-OFF:** Student drop-off is **PROHIBITED** on the south side of Arizona Street between Josephine and Columbine, on the west side of Josephine between Arizona and the driveway to the church parking lot, and on the north side of Arizona adjacent to the upper playground. Parents are allowed to park adjacent to the upper playground and walk their students to the lower playground. Parents are not allowed to park on the south side of Arizona or the west side of Josephine during AM Drop-off.

**NO PARKING DROP-OFF ZONE:** These zones (north side of Arizona between Josephine and Columbine and west side of Columbine) are strictly for student drop-off with **ABSOLUTELY NO PARKING**. Students being dropped off in this zone have their backpacks and gear with them in the car and do not need to open the car trunk, etc. Parents are **PROHIBITED** to get out of their vehicles in this zone. These zones are continuously moving carlines

**PROHIBITED TRAVEL ROUTE:** These two areas (southbound Josephine and eastbound Arizona) are two of our most congested areas during AM drop-off. If eastbound travel on Arizona between Josephine and Columbine and southbound travel on Josephine between Arizona and the church parking lot driveway can be reduced to non-school traffic, a more efficient and much safer AM Drop-off can be accomplished.

A few reminders and requests regarding drop-off:

- For the safety of our children and streamlining traffic into the school building, all students should enter the school building from the Lower Playground, and parents are asked not to enter the building through these doors.
- Only those students who are tardy and parents who need to conduct business with the Front Office may enter the school building through the front doors located on S. Josephine
- **MID-BLOCK** crossings and **DOUBLE PARKING** are not allowed.
- Dogs and other pets are not allowed at drop-off and pick-up. Several people cited allergies and fears. Please respect their wishes and leave your pets in your vehicles.
- **All children should enter vehicles from the curbside**
- Neither vehicles nor students should use any alleys (including those adjacent to the school, as well as neighboring alleys), this also includes entering the building through the faculty/staff parking lot

### **Afternoon Pickup 3:00-3:15PM**

In this plan, you, as parents, will be able to choose whether you walk to the lower playground to pick up your child(ren), who will be under the supervision of our faculty and staff, or whether you pull up into a moving car line to pick them up.

**1. If you desire to walk to the lower playground and pick up your child(ren), they will be with a faculty/staff member in the following areas. Faculty and staff members will only release the child(ren) once the parent/responsible party comes to the area and is seen by him/her:**

- Families with last names beginning with A-K, the western most part of the lower playground
- Families with last names beginning with L-Z, the eastern most part of the lower playground
- *In order to help us facilitate “crowd control”, we would ask that parents enter the lower playground area only when all of the students have arrived and walkers have been dismissed (the gates will then be fully opened), and immediately exit the lower playground upon gathering your child(ren).*
- Parents of students who will walk to the Lower Playground to pick up students may park their vehicles in one of the following areas:
  - Church parking lot
  - East Arizona (between S.Josephine and S.University or South side of E. Arizona between Columbine and Elizabeth)
  - South Columbine (between E. Arizona and Louisiana)

With our younger students, Pre4(pm) to first grade, the procedures will remain the same as they have been, where parents are asked to walk up to the class and pick up their children:

- Pre4(pm) students will still be picked up at their classroom door.
- Full-day Kindergarten students will be picked up along the East side of the school building on the lower playground.
- First grade students will be picked up by the bike rack

\*\*\*Children who are car-pooling should be told in advance by parents whom they are going home with so that they can be in the correct area\*\*\*

**2. If you desire to drive and pick-up your child in the moving car-line, you may do so. This car line will only be for moving vehicles. Parents/responsible adults should not get out of the vehicle. Rather, simply pull into the line and make sure the placard you received with your family name is on the passenger-side of your dashboard.**

- Families with last names beginning with A-K, will pick up their child(ren) in a car-line on East Arizona going West (the first car beginning at the corner of Arizona and Josephine and the line going back to Elizabeth, if needed)



- Families with last names beginning with L-Z, will pick up their child(ren) in a car-line on South Columbine going South (car beginning at the corner of Columbine and Arizona and the line going back to Mississippi)

Once a child(ren) sees their vehicle, they will be released by the faculty/staff member to the vehicle. For safety reasons, children will enter the vehicle from the curbside and trunks should not be utilized. Once loaded, vehicles may pull out of the car-line

\*\*\*In order to help with traffic congestion, we would ask that all vehicles, once loaded with students (from walk-up pick up, as well as car-line pick-up), exit the school grounds without turning onto streets that are adjacent to the school.\*\*\*

\*\*\*Children who are car-pooling should be told in advance by parents whom they are going home with so that they can be in the correct area\*\*\*

**3. Parents of students who will walk home, without supervision, must complete the Permission Form on the following page. Please turn in this form to the School Office on the first day of school. Walkers should not be sent to the church parking lot or in other places on church/school property to await their parents as supervision cannot be provided. Any student who is not being supervised will be sent to the Lower Playground to await a parent, or responsible party for pick-up.**

# Walker Permission Form 2018-2019

Parent/Guardian Name \_\_\_\_\_

Child(ren) Name(s) & Grades \_\_\_\_\_

_____	_____
_____	_____
_____	_____

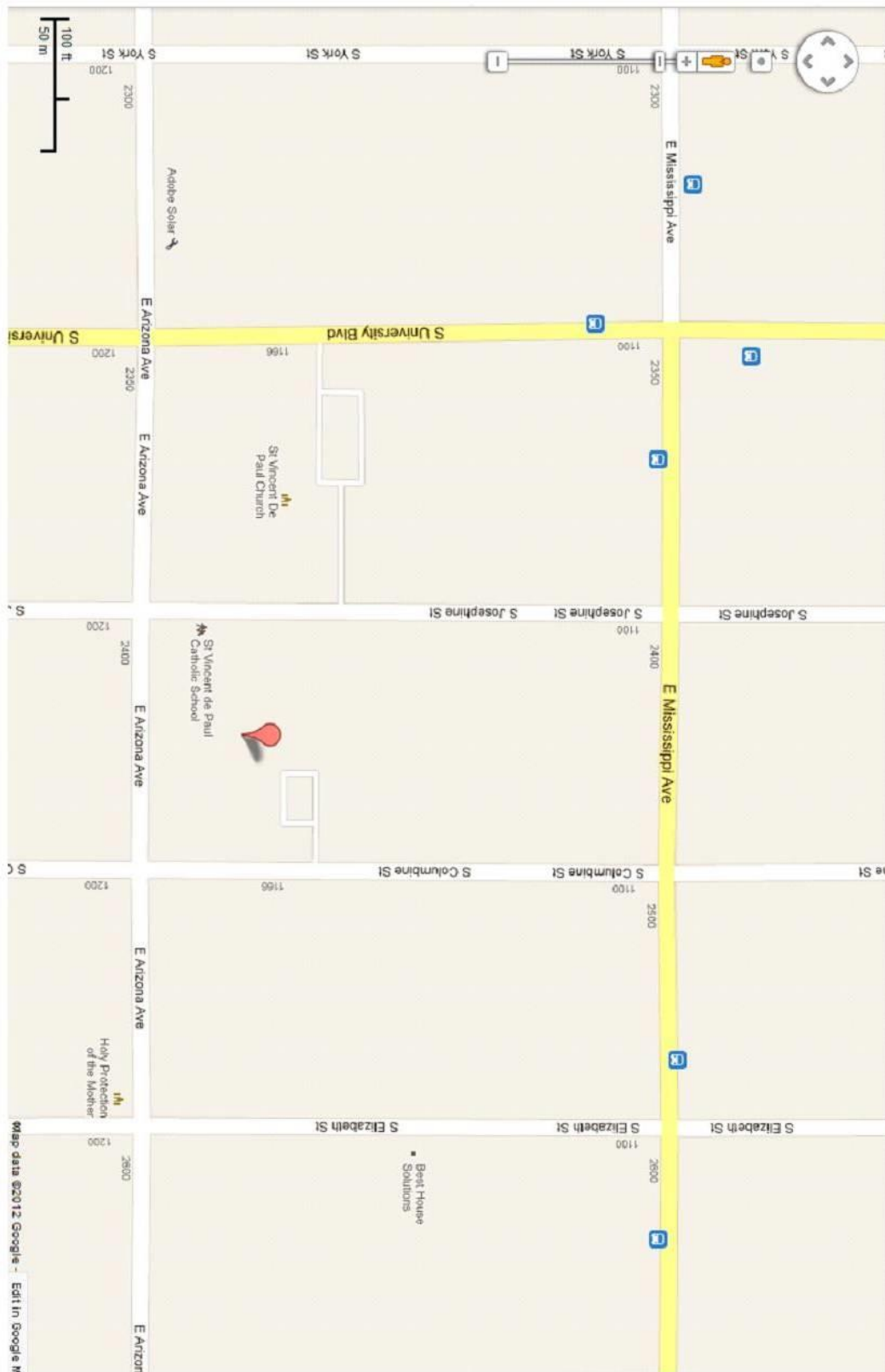
I \_\_\_\_\_ (Parent's name) hereby give St. Vincent de Paul Catholic School my permission to release my child(ren) listed above as walkers during the Dismissal Procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A few general reminders and requests regarding pick-up:

- Please be sure to be on time for pick-up (3:00 PM)
- **MID-BLOCK** crossings and **DOUBLE PARKING** are not allowed. Please follow the directions of faculty/staff in traffic and crossing directions. Dogs and other pets are not allowed at drop-off and pick-up. Several people cited allergies and fears. Please respect their wishes and leave your pets in your vehicles.
- The areas reserved for the **moving car-lines** are: E. Arizona (north side) from S. Josephine to S. Elizabeth and S. Columbine (west side) from E. Arizona to E. Mississippi
- All children should enter vehicles from the curbside.
- If you are crossing a street with your child(ren) please only do so in crosswalks and follow the directives of the faculty/staff member on duty.
- Students who are not picked up by 3:15PM will be sent to Extended Care and will be charged per hour (time in Extended Care is rounded up to the hour).



SAINT VINCENT DE PAUL CATHOLIC SCHOOL

PARENT-STUDENT HANDBOOK ACKNOWLEDGMENT FORM 2018-2019

The school and/or Principal retains the right to amend this handbook for just causes. Parents will be given prompt notification if changes are made.

Dear Parent/Guardian:

Please sign, date, and return this acknowledgment form to your child's teacher on **Back to School Night**. Your signature and that of your child/ren indicates that you have read and understand the Parent-Student Handbook. It also means that you have discussed with your child/ren the appropriate items from the handbook and that you and your child/ren agree to abide by the school's procedures, regulations, and policies as explained in the handbook.

Thank you .

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The \_\_\_\_\_ Family

We have read and discussed the St. Vincent de Paul Parent-Student Handbook and agree to follow the policies, regulations, and procedures contained therein.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature