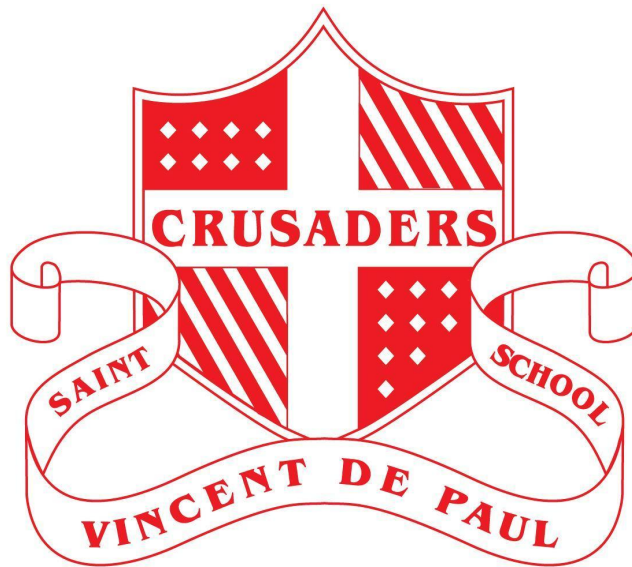


St. Vincent de Paul Catholic School
New Family Handbook
2022-2023



Saint Vincent de Paul Catholic School
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Welcome to Saint Vincent de Paul Catholic School! Although you will be receiving a more complete handbook when school begins, please find below a list of events, activities, and programs that may be helpful as you prepare for school. Keep this book as a resource to assist you in this first year at SVdP.

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All School Mass

SVdP students, faculty and staff attend a weekly All School Mass. All School Masses are usually on Thursdays at 8:10am. There are some weeks that the school Mass is moved to a different day of the week in order to celebrate Holy Days of Obligations; check the Friday Forecast for changes in Mass day schedules. Parents and friends are welcome to join us! For specific dates, refer to the school Google calendar.

First Friday Adoration

In honor of His great act of love in dying on the cross, we respond in love by setting aside time every First Friday of the month to pray and worship Jesus Christ. Each grade is assigned to come together for 30 minutes to pray before the Blessed Sacrament in the Church in praise, thanksgiving, and supplication to Jesus, truly present in the Eucharist. Parents are welcome to come and pray.

Prayers at SVDP

On the website under the Parent Portal you can find the prayers that we pray at SVDP. If you are new to our community or new to Catholic education, you may wish to print these and post them in your home so your children can memorize them and be ready for school. We look forward to walking with your children and your family through some of these practices which may be new to you.
<http://svdpk8.com/index.php/parent-portal/>

Uniform Sale and Exchange - August 13, 2022

The uniform exchange is a service for the parents of SVdP School to provide pre-worn uniforms at a reduced cost. There is a set price system so at each sale the parents know approximately what they will spend. The selection of clothing is always very good. Anticipated late summer date is August 13 from 10:00am -12:00pm in the school lobby.

Back to School Grounds Cleanup - August 20th from 8:00am-11:00am

Home and School gathers a group of volunteer parents and students to clean up and beautify the grounds just before school starts. This involves tree and bush trimming, mulching, power washing, trash pickup and any special projects. More communication should be forthcoming in early August.

First Day of School - August 22, 2022

Here is what you can expect for the first scheduled week of school:

Grades 1-8

August 22 7:55am -12:00pm noon dismissal

Students may be dropped off beginning at 7:35 and no later than 7:50 to be in their classrooms for the 7:55 start of the day

August 24 begin full day schedule with 2:55 dismissal

Montessori Classroom

If your child is NEW to Montessori, he or she will be assigned a time slot on Tuesday August 23 or Wednesday August 24 in the morning to visit and be introduced to the teachers and the classroom environment. The length of the time slot will increase as the week progresses, having a full morning on Friday, August 26th. (8:00 to 12:00).

RETURNING students will begin on Thursday, August 25th. Both Thursday and Friday of the first week of school will be half days (8:00 to 12:00)

The week of August 29th, students will be on a regular full-day schedule.

Stay tuned for an email from Mrs. Salazar that will be sent in July with more details.

Traditional Preschool (3 year old)

Tuesday, August 23 Open House for parents and students from 10:00am-11:30am

Normal T/Th half day schedule begins Thursday, August 25

Traditional Preschool (4 year old)

Wednesday, August 24 Open House for parents and students from 10:00am-11:30am

Normal M/W/F half day schedule begins Friday, August 26

Kindergarten

Monday, August 22: Meet and Greet parents and students outside from 8:30-10:00 am

Monday, August 22: 1:00-3:00 individual testing as scheduled; look for signup this summer

Tuesday, August 23: 8am-3pm: individual testing as scheduled; look for signup later this summer

Wednesday, August 24: Half of class attends 8:00am-10:00am and half attend 12:30-2:30pm

Thursday, August 25 & Friday, August 26: all students attend half day

Monday, August 29: begin normal kindergarten full day schedule

Back-to-School Night - August 30th and September 1st

Back to School Night provides the opportunity for parents to gather in the gym to meet the principal and listen to her remarks to open the school year. A week prior to Back to School Nights look in the Friday Forecast for video links to Home and School, Gala Co-Chairs, and Faith Formation Staff. Following a short presentation in the gym, parents are invited to visit their children's classrooms, meet the teacher, sign up for volunteer opportunities, and learn about the educational formation expected in the year ahead.

August 30th Grades Preschool - 5th Grade

6:00-6:40 Presentations in Gym // 6:50-7:50 pm Rotations in Homeroom Classes

September 1st Grades 6-8

6:00-6:40 Presentations in the Gym (similar presentation to Tuesday night)

6:45 - 7:45 Follow posted schedule to visit middle school teachers

Oktoberfest - October 1, 2022

Oktoberfest is a carnival-type event that is held in the Fall as a community-builder and in celebration of the feast day of our patron saint, St. Vincent de Paul, whose feast day is celebrated annually on September 27th. There is food and fun for everyone! You won't want to miss it! Many volunteers are needed to make this event possible. Sign up links will be available in the Friday Forecast at the beginning of the school year. This is a great way to get to know other SVdP families early in the school year.

Parent - Teacher Conferences - October 10-11

Formal conferences for all families are held once a year. Teachers do their best to accommodate parent schedules, but parents should be aware that a short break from work is usually required. Conferences occur at about the midpoint of the first trimester which provides teachers just enough time to assess student ability and progress and come to understand their academic and behavioral habits. Conferences are offered in person this year, and also with a Zoom option. This year, the conference dates occur immediately before a fall break and families may be enjoying time away on a vacation. Please note that this is the definitive opportunity for a teacher conference and every effort should be made to schedule a Zoom conference if your family is on vacation and not able to attend in person. Alternate conference times may not be available in October.

Book Fair - October 2022

SVDP has hosted a book fair, usually during one week in October. Setting up and taking down the book fair is a great parent volunteer opportunity giving parents the opportunity to be in the building and to interact with the children. Additionally, parents can volunteer to run several hours of the bookfair during the week as children come in to shop with their classes. Families are encouraged to purchase books during this week because a percentage of the sales goes back to the school to help build the library book selection.

Christmas Shoppe - December 13 - 14

Everyone enjoys giving gifts at Christmas time, even children! This is an opportunity for students to buy inexpensive, but lovely, Christmas gifts for family members, friends, and even pets! This is a good opportunity for parent volunteers to sign up and help. Very little background knowledge is needed; it's an opportunity to meet other parents and to see the kids in the building. Volunteers are needed for set up, helping children shop, and cleanup. Look for information in the Friday Forecast and/or the Home and School Monthly Newsletter to learn how to volunteer and also how to prepare your children to shop if you wish to participate.

Catholic Schools Week - January 29 - February 3

The NCEA (National Catholic Education Association) designates the last Sunday in January as the beginning of Catholic Schools Week. This began as an educational initiative to the wider community explaining the benefits of Catholic education both to families seeking this education as well as to the wider public. SVDP celebrates this week as a kind of spirit week for the students, appreciating all the stakeholders who make Catholic education in our community possible: parents, teachers, students, the parish, and our volunteers. Special events during this week include students reading and greeting at Mass, Open House for new families (parent volunteer tour guides are needed); a teacher versus student volleyball game, special dress down days and contests hosted by our Student Council.

Gala - (spring 2022 - date forthcoming!)

The annual Gala and auction is our major fundraiser of the year. Parent volunteers co-chair the event and need an army of volunteers. While the gala happens on one night, it is planned over the majority of the school year. The evening includes dinner, auction and dancing at a local venue; it is attended by hundreds of school and parish families. It is through the gala that community and class parties are hosted and purchased. All families are asked to contribute in some way to our largest fundraiser. You will hear about the gala throughout the school year and also have many opportunities to volunteer.

May Crowning - May 4, 2023

May Crowning is a ceremony in which we honor Mary during the month of May. Eighth grade students and newly confirmed third grade students play a special role in the Mass and ceremony. The Mass time is moved to 9:30 am to provide extra time for student practices in the morning. Typically, the 8th graders dismiss from school after May Crowning and celebrate together at a luncheon. This 8th grade event is planned and hosted by 8th grade parents through the gala. All other students return to school.

Grandparents and Special Friends Day - Spring 2023

A wonderful morning in the spring in which Grandparents and/or Special Friends are invited to come to school, visit classrooms, and attend Mass with their friends and/or grandchildren. The date for Grandparents and Special Friends Day has been at the end of April/beginning of May and will be posted on the calendar in the upcoming months. Several volunteer opportunities will be available as the date draws near. There is a team of volunteer parents who chair this event each year.

Faith Rally - April 21, 2023

An annual day of celebration and catechesis at the school that is centered around the mystery of the Eucharist. It includes mixed age groups, activities, catechetical learning, and usually a live praise and worship band. All students in grades K-8 participate. On the parent side, volunteers are coordinated through the Home and School Chairs for Faith and Family.

Art Show - Spring 2023

The Archdiocese hosts an annual Art Show during the second half of the school year. We encourage families to attend this wonderful night in appreciation of the work of our teachers and students throughout the Archdiocese. More information will be forthcoming as the time approaches.

Spring BBQ - May 2023

A wonderful event where the street is closed off and there is dancing in the streets! A chance for us to show our teachers our appreciation for their hard work and enjoy our community. Food and fun for all. Sometimes this is an event with fresh grilled offerings usually from the Knights of Columbus, or other times we've hosted with food trucks. We'll see what 2023 brings!

Parent Portal

The Parent Portal is the section of the website svdpk8.com that is geared toward our current families. This contains access to weekly newsletters, ordering hot lunch, the parent calendar, athletics, the student information system, and more.

Friday Forecast

Archived on the Parent Portal and sent each week directly to your email inbox, the Friday Forecast contains important dates, student opportunities, volunteer opportunities and announcements to help keep you up to date on school events and important information.

Volunteer Requirements

Safe Environment Training

VIRTUS is the required Archdiocesan training program which teaches personal safety for adults volunteering in classrooms, on field trips, and any event where you would be supervising students.

Criminal Background Check

A criminal background check is also required for volunteering in the school whenever children are present. Please contact the school front office with questions about completing the Safe Environment Training classes.

Required Forms

1. Volunteer Worker Hold Harmless Form - electronic acknowledgement
2. Review Archdiocese Code of Conduct - electronic acknowledgement

Volunteer Driver Form (only if driving for a field trip)

FACTS SIS (Student Information System)

This online system allows parents to check a student's individual grades, progress reports, and report cards. It is also the platform for school-to-home communication with capabilities for email, text, and voicemail. To access the system, log in to factsmgt.com, click on **Family Log in**. You may access the *Facts Family Portal* containing the student information, or *Payment Plans/Financial Aid* to view your family's tuition and fees information, or financial aid information.

FACTS Tuition Management and Incidental Billing / Fees

Tuition Withdrawals

As part of the enrollment process, families pick a tuition payment plan from several options and provide banking information.

- Families will receive an Agreement Confirmation Notice email from FACTS once all tuition amounts are entered into the system, normally late June.
- The start date for the withdrawals was chosen by the family during the enrollment process.
- Prior to each scheduled payment withdrawal date, the parent who is the designated FACTS customer will receive an email or text reminder, depending on the notification option chosen.
- Requests for an adjustment to your withdrawal date may be made by contacting the school office at least 5 days prior to the scheduled withdrawal date.

Incidental Fee Withdrawals

During the school year there may be fees due for various activities.

Examples of these include

- Athletic program fees
- Extended care (after school program fees)
- The program to order milk for your child.

If, during the school year, your child is involved in an activity requiring a fee, you will receive an email invoice from FACTS indicating the amount due and date upon which the payment will be withdrawn.

Please be sure that you have your inbox set up to allow emails from factsmgt.com. Direct any financial questions to jhaberkorn@svdpk8.com or call the school office at 303-777-381

King Soopers Community Rewards Program

This program raises substantial revenue for the school. If you shop at King Soopers, making your purchases with your loyalty card allows a percentage of your purchase to return to the school without any extra out-of-pocket expenses for you. Once you link your loyalty card or phone number to SVDP, all you need to do is shop at King Soopers and swipe your card or enter your phone number on the keypad. Contact the Amee Cave (ext 103) in the school office for instructions on how to set up SVdP on your loyalty card. In the past, SVdP received over \$20,000 from this program in a single year, and we would love to see even greater participation!

Early Dismissals

Early dismissals are currently scheduled on the Google Parent Calendar. Please note that with the change of leadership for the 2022-2023 school year, the new principal may opt for additional early dismissals. We are allotted 10 half days, and additional one-hour early releases. This will be communicated by early August if any changes are required. Early dismissals sometimes lead into an extended holiday break, but normally they are taken on afternoons set aside for teacher professional development. Search “noon dismissal” on the parent calendar to capture all of the early dismissal dates for 2022-2023. These are also posted in the Friday Forecast as the dates draw near. Extended Care is available on noon dismissal days until 5:00 pm EXCEPT on August 2, December 20th leading into Christmas break, and on June 2nd and 3rd the last days of school.

Extended Care

Extended school care is provided on site for parents. Extended care is available from dismissal until 6:00PM. It is also usually available on early dismissal days. For additional information, please contact the Extended Care Director, Jessica Dowling at jdowling@svdpc8.com. Blackout dates/No Extended care on August 22, December 20, June 1, June 2. Students MUST be registered to attend.

Accelerated Reader (Grades 1st – 8th)

An on-line reading comprehension program that includes the following components:

1. Students take a STAR test to determine reading level.
2. Students are given a point goal for their reading level.
3. Students read books and take comprehension tests on the computer to earn points.
4. Students in grades 1-4 participate in a Point Exchange where they can “buy” various items with the points they have earned. This activity is run by parents on Home and School and any volunteers wishing to participate.

Junior Great Books

Junior Great Books is an extracurricular program where students in the 5th through 8th grades read and discuss classic works of literature with their peers from neighboring Catholic schools. Junior Great Books is neither a literary club nor a book report clinic. The adult leaders in the group are catalysts for

the discussions. Students cannot elect to join this program without first being selected by their teachers. Parents may volunteer to facilitate student discussions.

School Advisory Committee (SAC)

A council of parents and school administration that meet once a month to discuss and plan for the present and future needs of Saint Vincent de Paul School. The Committee is advisory and membership to the Committee is appointed by the Pastor and Principal.

Home and School Parent Association

The Home and School Association is a parent organization that seeks to promote a spirit of unity and service for both the Parish and School through organizing volunteer activities and events. They publish an electronic newsletter the first Tuesday of each month. There are many events and activities which the Home and School Association organizes. For ways to get involved, contact the 2022-2032 chair Liz Whittaker.

Fun Food

Fun food is an opportunity for our 7th and 8th grade students to have a little variety in their lunches every Thursday. Various fast foods are brought to the school on designated days for the students who have pre-ordered. Order information will be provided after school begins. Parents from the 7th and 8th grade classes volunteer to receive and distribute the Fun Food during regular school lunch shifts in the cafeteria.

Lost and Found

Anything that is lost on the school grounds will be placed in the Lost and Found which is located near our extended care room. Unclaimed lost and found items are donated to a shelter at the end of each month. Please label ALL clothing and lunch bags/water bottles.

Pilgrim Virgin Statue

SVdP has three smaller versions of the original statue of Our Lady of the Rosary that travels around the world. The statues are distributed each week to various families who sign up for the statue to visit their home. The statues are picked up by the scheduled family from the front office on Monday afternoon and returned the following Monday morning. Booklets about Our Lady, guides on how to pray the rosary, and

rosaries are included with the statue. It is a blessing to have the statue in the family home and provides a wonderful opportunity to establish family prayer time. Sign up information will be available after the beginning of the school year.

School Directory - Published Electronically in September

Parents' addresses, phone numbers, and e-mails are provided through our online FACTS-SIS program. It is an invaluable resource for families! If you do not wish to have your family directory information published, you may manipulate your profile in the FACTS Parent Portal or contact the school front office to ensure your information is not visible in the published directory.

SVDP Serves - All School Service Dates Nov 22 and April 5

SVDP Serves is the service program which began through parent efforts in 2015-2016. This program gives every child at every age the opportunity to learn about the many vulnerable populations we encounter each day, and our privilege as Christians to serve the needs of those around us just as Jesus "came to serve and not to be served." Each grade level focuses on a particular population, for example, fifth grade students learn about and serve students in need of early literacy support; students in eighth grade learn about homelessness and have specific touchpoints that serve to support those experiencing homelessness. In addition to these grade level educational opportunities and touchpoints, all students participate in two all-school service days. Lead liaison volunteers are needed for each grade level, and many volunteers are needed to make the two service days possible. Volunteers do not need to pay any expenses personally. Materials are provided and/or are reimbursed. This is an important component to our overall formation program; please volunteer if possible. The times of both service days is from 9:30am-11:00am.

Athletics

The SVdP athletic director is responsible for organizing sports for three seasons. Teams generally consist of SVdP school students. Students from other Catholic schools and students of parishioners are allowed to play. Beginning in 5th grade, the students can play on a school sponsored team. Families who have children interested in sports should sign up directly on the CSAL website <http://www.csalden.org/> to be sure to receive timely information about signing up your children to participate. Registration deadlines are firm.

Sports for 3rd – 4th grade students are offered through the Widgets program. This program is run by the Catholic Schools Athletic League (CSAL) and under the Archdiocese of Denver.

Student Council

Our Student Council is composed of six Eighth Grade officers and six class representatives from the 5th-7th grades. Student council members plan and run activities such as Catholic Schools Week and school spirit contests. Students are required to maintain a 3.0 GPA and have good conduct.

Visitor Sign In

ALL visitors, including parents, are required to sign in/out at the front office every time they enter or exit the building. For the safety of our children, visitors will be given a Visitors Badge/Lanyard to wear during the duration of their visit. Visitors must enter and exit through the main doors located on the west side of the school building.

Contact Numbers

School: 303-777-3812

School Fax: 303-733-9528

Parish: 303-744-6119