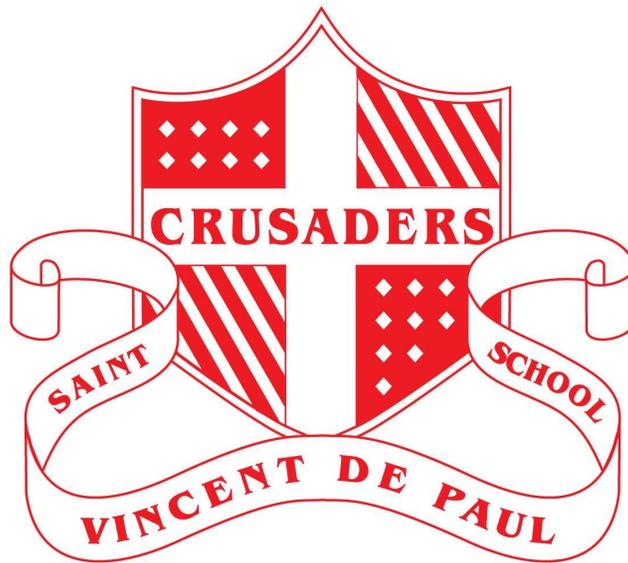


*St. Vincent de Paul Catholic School*  
*New Family Handbook*  
*2021-2022*



Saint Vincent de Paul Catholic School  
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Denver, CO 80210

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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 attends a weekly All School Mass for students in Kindergarten through 8th Grade. 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 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. Please consider joining your child and his/her classmates in lifting their hearts to the Lord.

## *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 can 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 21, 2021*

The uniform sale 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 21 from 10:00am -12:00pm in the school lobby.

## *First Day of School - August 23, 2021*

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

### Grades 1-8

August 23 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 24 or Wednesday August 25 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 27th. (8:00 to 12:00).

RETURNING students will begin on Thursday, August 26th. Both Thursday and Friday of the first week of school will be half days (8:00 to 12:00)

The week of August 30th, 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 24 Open House for parents and students from 10:00am-11:30am

Normal T/Th half day schedule begins Thursday, August 26

### Traditional Preschool (4 year old)

Wednesday, August 25 Open House for parents and students from 10:00am-11:30am

Normal M/W/F half day schedule begins Friday, August 27

### Kindergarten

Monday, August 23: Meet and Greet parents and students outside from 8:30-10:00 am

Monday, August 23: 1:00-3:00 individual testing as scheduled; look for signup this summer

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

Wednesday, August 25: Half of class attends 8:00am-10:00am and half attend 12:30-2:30pm

Thursday, August 26 & Friday, August 27: all students attend half day

Monday, August 30: begin normal kindergarten full day schedule

### *Back-to-School Night - September 2nd*

Back-to-School Night is scheduled for the evening of September 2nd beginning at 6:30. Prior to September 2nd you will receive a video from Sister Dominic explaining some relevant information for the coming school year. The night of September 2nd you are invited to your children's classrooms to meet their teachers and hear about the classroom plans and expectations. You will be able to ask questions and meet other families in your children's classes. Children do *not* attend the Back to School Night sessions.

### *Oktoberfest - September 25, 2021*

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. This year the parish Oktoberfest will be held on Saturday, September 25th from 6:00pm-10:00pm. 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 14-15*

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 after 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 2021*

SVDP has hosted a book fair, usually during one week in October. The vendor is to be determined for 2021-2022. Setting up and taking down the book fair is a *great parent volunteer opportunity* if the book fair happens live rather than only online. 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 as a percentage of the sales goes back to the school to help build the library book selection.

### *Christmas Shoppe - December*

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 great 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 30 - February 4*

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 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 - April 30, 2022*

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. This year's Gala will be on April 30, 2022 with the venue to be announced at Back to School Night. You will hear about it throughout the school year and also have many opportunities to volunteer.

### *May Crowning - May 5, 2022*

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 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. All other students return to school.

### *Grandparents and Special Friends Day - Spring*

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 will be 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. If you like the event, you might wish to shadow the team in a coming year in order to help co-plan it in a future year.

### *Faith Rally - Spring 2022*

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. Many volunteers are needed to make this event possible! If you are interested in helping, a sign up link will be available in the Friday Forecast when the date is established.

## *Art Show - Spring 2022*

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 2022*

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.

## *Parent Portal*

The Parent Portal is the section of the website [svdpk8.com](http://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
2. Review Archdiocese Code of Conduct (please sign last page)
3. Volunteer Application and Information Form

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.

## *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. Prior to each scheduled withdrawal date, the 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 Fees

During the school year there may be fees due for various activities. Examples of these include the athletic program fees, extended care (before and/or after school program fees) and the program to order milk for your child. If 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 email set up to allow emails from [factsmgmt.com](https://factsmgmt.com). You will be able to view your tuition and incidental fees account information by logging in to your FACTS Student Information System (SIS) account. Look for "financial" on the home page.

## *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 Ameer 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, and we would love to see even greater participation!

## *Early Dismissals*

Early dismissals are already scheduled on the parent calendar found on the parent portal. 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 2021-2022. These are also posted in the Friday Forecast as the dates draw near. If staffed, Extended Care is available on noon dismissal days until 6:00pm EXCEPT on August 23, December 17th leading into Christmas break, and on June 2nd and 3rd the last days of school.

## *Extended Care*

When staffed, after school care is provided on site for parents. Extended care is available from dismissal until 6:00PM. It is also available on early dismissal days (excluding the first/last day of school and early dismissal for holidays). For additional information, please contact the Extended Care Director.

## *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 5<sup>th</sup> through 8<sup>th</sup> 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 strictly 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 2021-2022 chair Sharon Alton.

### *Fun Food*

Fun food is an opportunity for our 7<sup>th</sup> and 8<sup>th</sup> grade students to have a little variety in their lunches every Thursday. Different 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 7<sup>th</sup> and 8<sup>th</sup> 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 24 and April 13*

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 two all school service dates will be November 24, 2021 from 9:30am-10:30am and April 13, 2022 from 9:30am-10:30am.

### *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 5<sup>th</sup> 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 3<sup>rd</sup> – 4<sup>th</sup> 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 5<sup>th</sup>-7<sup>th</sup> 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