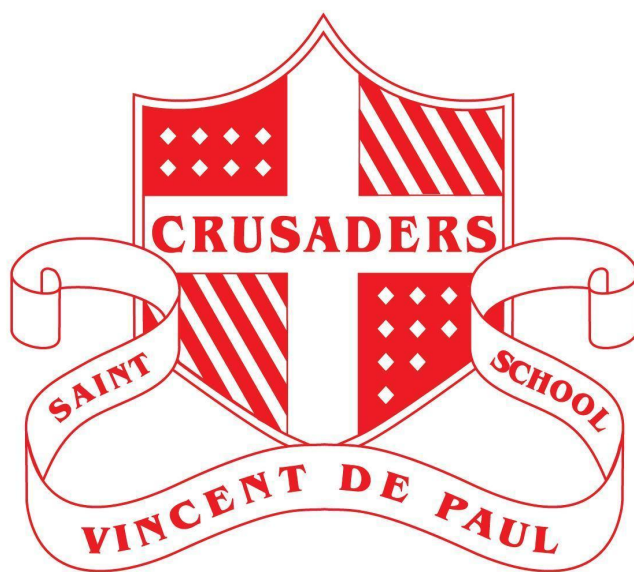


St. Vincent de Paul Catholic School
Parent & Student Handbook
2023-2024



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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.

Any changes or edits to this handbook will be published through the electronic distribution of the Friday Forecast.

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Institutional Information

Christ is the foundation of the whole educational enterprise in a Catholic school. His revelation gives new meaning to life and helps man to direct his thought, action and will according to the Gospel, making the beatitudes his norm of life. The fact that in their own individual ways all members of the school community share this Christian vision, makes the school "Catholic." ~
From The Catholic School #34

The purpose of this handbook is to establish and support the partnership between the parents, the primary educators of their children, and St. Vincent de Paul School. The handbook provides explanation and purpose for the role that parents have in the raising and education of their children, as well as the expectations and processes necessary to operate the school. When parents opt into this Catholic educational program, it is expected that they likewise give enthusiastic support of its goals of formation and education of its students, and the means selected to achieve those goals.

Mission

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.

Catholic Worldview, Religious Identity & Principles

St. Vincent de Paul Catholic School derives its identity and mission from St. Vincent de Paul Church and the Archdiocese of Denver in response to the mandate of Jesus Christ to “go and teach all nations.” It is in accord with, and obedient to, the authority of the universal Church, whose doctrines are defined and promulgated by the teaching Magisterium of the Catholic Church.

Educational Philosophy and Beliefs

At St. Vincent de Paul School, the aim of education is directly related to the understanding of the human person who is being educated. Who and “what” a person is directly determines what needs to be learned and how. Children, in fact all human beings, are a body-soul composite living both in a natural, temporal and earthly world and also a supernatural, spiritual world. This masterpiece of the human person has a high calling - to live with God in friendship for whatever time s/he is given on earth and forever in heaven. This friendship with God begins with baptism, the entry into the sacramental life. The mission of a Catholic school is to foster this friendship

with God, who in Christ Jesus and through the Church, has shared with us His own life, and offered an invitation to this friendship, which could otherwise never be discovered.

A true education includes the formation and the fullest development, at appropriate ages, and through appropriate strategies, of the human personality through development of the mind, body, and soul. The human mind is uniquely capable of abstract thought and is directed toward the possession of all that is true. The soul, and specifically the will, is the place of freedom in the human person. Functionally, it follows what the mind presents to it as true and good, and chooses what it sees to be good. Training children in human freedom to choose what is ultimately good is a vital aspect of teaching in a Catholic school. Understanding with wisdom what is true and choosing (conforming one's life to) what is truly and objectively good summarizes the purpose of a Catholic school.

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

- Supports the Christian anthropology of each person, especially each student, by acknowledging and developing what pertains to their natural and their supernatural lives.
- Strives to form the whole person spiritually, intellectually, emotionally, and physically.
- Recognizes the uniqueness and dignity of each person.
- Works in partnership 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 instructional practices, activities and assessments that recognize different learning styles and needs.
- Infuses the Catholic worldview into all areas of curriculum and discipline.
- 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 culture is fostered.

Archdiocesan Guided Policies

St. Vincent de Paul Catholic School is an Archdiocesan School, operating under the authority of the Archbishop of Denver. St. Vincent de Paul School follows the policies for the Archdiocese of Denver Catholic Schools. The Archdiocese of Denver has a complete set of guidelines and policies for Archdiocesan Schools. Revised in 2018 and promulgated by the office of Catholic Schools, a copy of the new policy book is available in the School Office. Included in some specific summaries of the policies of this handbook is a reference number to this Archdiocesan Manual. The full policy may be made available upon request.

Accreditation

(See Archdiocesan Policy #1010)

Saint Vincent de Paul Catholic School is accredited by the Advanc-ED and certified as "Catholic" by the Archbishop and with the endorsement of the Office of Catholic Schools. The purpose of accreditation is to acknowledge the professional educational standards of the school. The accreditation process is intended to act as a means of ongoing planning and school improvement.

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

- AdvancEd
- National Catholic Education Association (NCEA)
- Catholic Archdiocese of Denver
- National Association of Elementary School Principals (NAESP)

School History

St. Vincent de Paul Parish was founded in March of 1926. The Most Reverend John Henry Tihen, 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 Preschool 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 John Hilton (Pastor), Sister Marie Isaac (Principal) and 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.

Non Discrimination Policy

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel 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 # 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. Preference is always given to Catholic students.

Title IX Assurance Statement (Archdiocesan Policy#6020)

Handbook: A Partnership with Parents

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 child/ren understand 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.

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their child/ren. 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.

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 handbook. 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. 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 electronically sign a form during the enrollment process stating they have read the rules and regulations outlined in this handbook and they agree to abide by these rules. Failure to have an electronically signed form on file will not prevent the school from enforcing its policies.

Personnel Roles and Responsibilities

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, NCA accreditation, coordinating the administration of the STAR Math and Reading Assessments and ARK (Assessment of Religious Knowledge), supervision of traffic duties and schedules, supervision of designated teachers, implementation of curriculum, oversight of the application for and use of federal funds, updating the Crisis Handbook, providing tours of the school, overseeing 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 Licensure Program. All faculty members shall have participated in Safe Environment Training

in the program required by the Archdiocese of Colorado. Fingerprinting and background checks are required before employment in the school. All engaged in the teaching of Christian Doctrine shall be certified according to Archdiocesan requirements.

Enrollment, Admissions, Attendance

Admissions

Order of Priority of Admission

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 in St. Vincent de Paul Catholic School, in order of preference outlined below:
 - a. Children of registered and contributing members of St. Vincent de Paul Parish
 - b. Children of registered and contributing members of other Roman Catholic Parishes
 - c. Children of Catholic families not registered at any parish
 - d. 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 Admissions

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 the 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 complete the appropriate online application and enrollment forms and remit the stipulated Registration and Instructional Fees via electronic withdrawal 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. Wait lists do not carry-over from year to year but are created again each year at the time of registration. Registration for the next school year for current families takes place in January each year. Registration for new families takes place during the month of February each school year.

Preschool Registration Process

Age Requirement: Three (3) or Four (4) 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 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.

Requirements:

- Colorado School Entry Medical Examination

A form is available at your family doctor's office or Public Health Office.

- Immunizations:
 - 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

Kindergarten Registration Process

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:

- Colorado School Entry Medical Examination

A form is available at your family doctor's office or Public Health Office.

Immunizations:

- 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 and Enrollment
- Birth Certificate
- Baptismal Certificate
- Kindergarten Information Form
- School Emergency Information

Grades 1-8 Registration Process

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 Online Application
- 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
- Custodial Records (in case of divorce); court order

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.

Financial Requirements

Tuition

(See AoD Policy #5010)

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.

Families who are affiliated with a Roman Catholic Archdiocesan Church are offered a tuition discount if they meet the criteria listed below. Families attending Mass on a regular basis and tithing help to support the ministries of the parish, including its school.

- 1) The family has been registered in the parish for at least six months.
- 2) The family verifiably contributes, according to their means, on a regular basis to the financial support of the parish.
- 3) The family attends Mass regularly and participates in ministries of the parish

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. These fees are non-refundable and do not apply towards tuition. The fees are billed via FACTS with automatic withdrawal on the specific due date.

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.

Tuition Contract and Payment Policy

(AOD Policy #5020)

The SVdP Tuition Contract, including the Terms and Conditions, and current rates are presented during online Enrollment. Banking information is provided, a payment plan is selected, and parent(s) electronic signatures are obtained.

Contracts are finalized for fall enrollment during June and early July. At that time, parents receive a confirmation email or text from FACTS outlining the tuition rates, payment plan and any tuition assistance that may have been awarded as of the finalization date.

Any questions or changes that might be requested should be directed to the school office.

During the school year, incidental fees may be charged for athletic team participation, the school milk program for lunches, or Extended Care. Fees for these charges are invoiced using FACTS. The invoice will contain a due date for automatic withdrawal. If there are requests for a date adjustment, contact the school office.

A document outlining FACTS Payment Processing Policies is available on the SVdP website (svdpk8.com), as well as the Tuition Contract, Terms and Conditions.

Families who find themselves in unexpected financial hardship may contact the Principal or the tuition manager to discuss financial arrangements.

Late Payment Policy

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.

Early Withdrawal Policy

(See AoD Policy #2630)

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.

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.

The School uses the tuition contracts as its primary factor in setting an annual operating budget. Should a family withdraw from the school prior to the end of a tuition contract year, the financial arrangement is still binding.

Financial Aid

Financial Aid

Several sources of financial aid are available to school families. The application and enrollment process takes place in mid to late January for current school families, and February for new families. It is beneficial to inquire about financial aid opportunities in February. If you are in need of financial assistance, please initiate the process by contacting the administrative assistant in the school office to learn what assistance options are most suitable for your needs and how to apply for them.

Attendance

(See AoD Policy #1260 and #2120)

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

Student Release

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 early 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.

School Hours

- 7:30 a.m. Teachers are in the building
- 7:35 a.m. Students arrive and supervision begins by assigned teachers
The school is not responsible for students dropped off before 7:35a.m.
- 7:45 a.m. Homeroom teachers pick up their students from the lower playground to begin homeroom

*Parents are asked to conduct all business through the front office and not come into the school through the back doors with their child.

- 7:55 a.m. The school day begins with prayers, announcements, and salute to the flag
Students who are not in their classroom by 7:55 AM are considered tardy.

- 8:00 a.m. Classes begin

Lunch and Recess Schedules

11:05 lunch grades 3/4	12:20 lunch grades 5/6
11:25 recess grades 3/4	12:40 recess grades 5/6
11:50 recess grades 1/2	12:20 recess grade 7/8
11:30 lunch grades 1/2	12:40 lunch grade 7/8
11:55 lunch grades K	
12:15 recess grades K	

- 11:50 p.m. Preschool half day and Kindergarten half day dismissal
- 2:52 p.m. Grades 1-4 Pray in classroom and dismiss
- 2:55 p.m. Grades 5-6 Pray in classroom and dismiss
- 2:58 p.m. PA Announcements pray and dismiss Grades 7-8

Teachers are responsible for each of their students until released to another adult:

- Students attending extended care are called to report to extended care before dismissal
- Students who have visible walker tags are released out the gate from the lower playground
- Students who are picked up in carpool remain with their teacher until their names are called

The teachers and/or staff supervise traffic during dismissals. Parents are asked to cooperate to make dismissal as efficient and safe as possible. It is important that all traffic directions be observed at all times. Parents who choose to remain on the school property may supervise their children on the upper playground. Students do not use the lower playground equipment after school.

Parents are asked to call the office if they are unable to be on time for pick-up. The school is not responsible for students who are left at school after 3:15 p.m. Students remaining on the premises after 3:15 p.m. will automatically be sent to Extended Care and parents will be charged.

Students are not allowed to re-enter the building after dismissal.

Tardies

Excused tardies include personal illness, medical or dental treatment, family emergencies and inclement weather. All other tardies are considered unexcused, including not being present in the homeroom class at 7:55 for prayers.

Office Hours

The School office is open from 7:30am-3:30pm.

Student Attendance

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) non consecutive 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
- 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.

Parents have a responsibility to their child/ren 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 the child may be subject to retention.

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 through the school office. If the student returns to school the same day, then the Parent/Guardian must sign the student in through the school office.

Morning Drop Off

Preschool: parents sign in daily at the preschool door.

Kindergarten - 8th Grade:

There are two options for morning drop off, and each has its own processes for safety

- 1) Enter into the moving carline
- 2) Park on an appropriate street and walk your child/ren to the gate

Moving Carline

Families with last names beginning A-M will enter the westward moving carline on Arizona.

- Drive to Elizabeth Street and turn onto Arizona
- Do NOT turn onto Arizona from Columbine Street
- Pull up as far as possible, all the way to the stop sign, and right up to the curb
- Children exit only onto the curb and never on the streetside
- Children need to be able to exit independently and swiftly
- Nothing should be retrieved from the trunk of the car
- Wait for the cars in front of you to pull away from the curb, and follow the line out
- Children never cross in the middle of the street

Families with last names beginning N-Z will enter the southward moving carline on Columbine Street.

- Pull up as far as possible, all the way to the stop sign, and right up to the curb
- Children exit only onto the curb and never on the street side
- Children enter into the lower playground area by the corner gate on Columbine and Josephine
- Children need to be able to exit independently and swiftly
- Nothing should be retrieved from the trunk of the car
- Wait for the cars in front of you to pull away from the curb and follow the line out
- Do NOT turn onto Arizona Avenue. Cross over and make your turn at the next intersection.
- Children never cross in the middle of the street

Parking and Walking Your Child

- Do not park anywhere on Columbine or on Arizona within two blocks of the school property. Do not park in the moving carline, or along the street in the opposite direction.
- Do not park on Josephine unless you are signing in a preschool student
- You may park on any street two blocks away from the school, or in the Church parking lot

Additional Safety Items for Morning Drop Off

- All students enter the school through the lower playground either at the main entrance gate or the corner gate on Columbine/Josephine
- Parents do not gain entrance into the school through the back door, but must go around to the front office.
- Students who are tardy enter the school through the front office. If the back doors to the school are closed and no adult supervision is present, students should go to the front office to gain entry.
- Please never put a child in a position to cross a street mid-block
- Dogs and other pets are not permitted at drop off and pick up

Afternoon Pickup

It is important that all traffic directions be observed at all times. Once students are released to parents/responsible parties, those persons are held responsible for the supervision of the students.

Students do not use the lower playground equipment after school. **The upper playground will remain open after school hours until 3:30 PM for play and family visiting.**

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 3:15 p.m. 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.

Very similar to morning drop off, there are two options for picking up children at dismissal: Preschool children are always signed out at the preschool door.

For children Kindergarten - 8th Grade:

- 1) Enter into the moving carline
- 2) Walk to the gate to pick up your child

Kindergarten children are dismissed directly to an authorized adult. They dismiss a few minutes earlier than the older children to ensure a safe and orderly handoff from teacher to parent/authorized adult. This is normally done through option #2 above, but it is possible to accommodate getting a kindergarten child to the moving carline if needed.

Moving Carline

Families with last names beginning A-M will enter the westbound moving carline on Arizona Avenue.

- Enter the carline from Elizabeth Street or further east. Do NOT turn onto Arizona from Columbine Street.
- Pull up as far as possible, all the way to the stop sign if possible, and right up to the curb
- Put your family name in large writing on a 8.5"x11" page in your dash for the carpool staff to read and call your child/ren to the car
- Parents/drivers remain in the car to keep the line moving.
- Children enter the car only from the curb and never on the street side

- The trunk of the car should not be utilized
- Wait for the cards in front of you to pull away from the curb and follow the line out

Families with last names beginning N-Z will enter the southward moving carline on Columbine Street.

- Pull up as far as possible, all the way to the stop sign, and right up to the curb
- Put your family name in large writing on a 8.5"x11" page in your dash for the carpool staff to read and call your child/ren to the car
- Parents/drivers remain in the car to keep the line moving.
- Children enter the car only from the curb and never on the street side
- The trunk of the car should not be utilized
- Wait for the cards in front of you to pull away from the curb and follow the line out
- Do NOT turn onto Arizona Avenue. Cross over and make your turn at the next intersection.

Walking to Pick up Your Child

Children whose parents walk to pick them up can be picked up at the main gate. Please keep these items in mind as they ensure the safety of over 400 children who are transitioning during this very short and vulnerable time:

- Ask the carpool director (with a walkie talkie) to call your child, giving the child's first and last name.
- If your child sees you from his/her class line they must let the teacher know before leaving the line, and the teacher will seek to make eye contact/acknowledgement with you for the release
- While waiting for your child, please move to the sidewalk and away from the moving foot traffic through the gate
- After receiving your child/ren, please move away from the gate, keeping the sidewalks clear for parents waiting for their children
- The teacher's first duty at this vulnerable time is to supervise children. It is not possible to supervise children effectively and conference with parents. Please make appointments to talk with teachers outside of dismissal time. If an emergency must be addressed, please wait until the teacher has completed his/her supervision duties.

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

Student Walkers

Students in Grades 2-8 may be released to walk off the school property without being directly released to a parent/authorized adult. As part of the electronic enrollment process, parents read the student walker form and give permission if applicable. Students who have this permission will receive a tag for their backpacks, which must be visible to the director of carpool for the student to walk through the gate without an adult.

Students in 1st Grade may not walk off the property as a walker unless they are accompanied by an older sibling who can be responsible for getting the first grader to the right car.

Extended Day Care

Extended Care, when it can be staffed with a director and supervising staff, operates from the end of the school day until 6:00 pm. Students can be signed up for extended care daily or on an as-needed basis. Students must be registered in Extended Care before the first scheduled use of the service. Students check in with the Extended Care director and staff before their classmates dismiss outside. Once check in, students are given a snack, time for homework, some variety of activities both indoor and outdoor.

Closure of School Due to Inclement Weather

(See AoD Policy #1270)

On snow days, it will be announced when St. Vincent de Paul Catholic School will be closed or have delayed opening. This is announced by 6:00 a.m., or the evening before if it is evident that the conditions are dangerous. The message will be delivered via text and email as well as posted on local television stations: KUSA (channel 9), KCNC (channel 4), KMGH (channel 7).

St. Vincent de Paul Catholic School usually follows the Denver Public Schools for weather-related closures and delays; however, there are times when we may be in session when Denver Public Schools are not. If there is any doubt, check your email and text messaging.

Student Life

Health

Accidents/Illness at School

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 the school is 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 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 stomach ache, 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

(See AoD Policy #1400)

When a suspected case of chickenpox, 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.

Concussion Guidelines

(See AoD Policy #2190)

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. It is a disruption of how the brain works; it is not a bruise to the brain. While most with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more

serious concussion can last for months or longer. Not giving the brain enough recovery time can be dangerous. Concussion signs or symptoms include change in the person's behavior, thinking, or physical functioning.

Medical researchers have discovered that young athletes, especially children and teens, don't often recognize their own limitations, especially when they have a concussion. It is important that adults in charge of a physically active event be trained in detecting concussions and treat them according to current best practices. All coaches of school-sponsored teams must complete the Archdiocesan approved course on concussions. Teachers and regular volunteers, especially those who supervise recess duties, should complete the course as well.

Liability 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.

Medications given at School

(Archdiocesan Policy #2240)

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.

Certificates of Immunization

(See AoD Policy #2080)

Immunization records are the official certificate of immunization, the official medical exemption form, or a documented, non-medical exemption.

A) The records are to be presented to the school before the first day of school.

B) If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received the required immunizations.

Head Lice

(See AoD Policy #1420)

Head lice move by crawling; they cannot hop or fly. They are spread by direct contact with the hair of an infested person. Anyone who comes in head-to-head contact with someone who already has head lice is at greatest risk. It is also possible that contact with clothing (hats, scarves, coats) or other personal items (combs, brushes, or towels) used by an infested person is a means of spreading head lice.

Process of Examination for Head Lice

A) If the local school is not sure if a student has head lice, the diagnosis should be made by the family's health care provider or other person trained to identify live head lice.

B) Notify school families when a case of head lice occurs in a classroom reminding parents/guardians to check their child's hair.

C) If head lice are found in several students in one classroom or in more than one classroom in a school, all students should be respectfully examined by trained personnel.

Counseling / Student Advocate

Depending on the staffing, the school may offer a certified school counselor for counseling services or a student advocate. Depending on the level of certification of the staff member, the role and function vary.

The student advocate is a trusted adult with experience working with school age children. S/he is part of a team available to support students experiencing conflict, academic or social emotional struggle. S/he works directly with the administration of the school and with the classroom teachers to establish a network of support. Students may self-refer to the Student Advocate or be referred by a teacher referral, or a parent referral.

Parents are notified by the Student Advocate of all one-on-one meetings, and secures written parental permission to meet with a child individually a second time. The Student Advocate is not a counselor and does not give counseling advice.

The Student Advocate, nor any other staff, keeps confidentiality when there is possibility of harm to self or others; of abuse or neglect, or in the case of court or legal proceedings.

Safety

Emergency Information

Emergency information is kept in the school office for each family. Please notify the office via email of any change of address, telephone numbers, place of employment, doctors, and persons to contact in case of accident. It is crucial that information is current in the event we need to reach you concerning an emergency situation. If you or the designated person cannot be reached, emergency personnel will be notified.

Mandatory Reporting

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.

Crisis Management

(See AoD Policy #1300)

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 addresses 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, active shooter, death, any other school or district emergency.

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), and issue a parent alert via email, textmail and voicemail.

Threat Assessment Policy

(Policy #1320)

The Threat Assessment Team at St. Vincent de Paul School includes the Principal and Assistant Principal, the Pastor when required, and any teachers or staff privy to information about a concern.

All School employees should be aware of the behavioral or verbal signs that may constitute a threat to the wellbeing of oneself or others. The age and ability of a child is a factor in discerning a level of threat. Some signs include:

- Abrupt change in behavior
- Extreme reaction to a loss or trauma
- Preoccupation with violence or weaponry
- Evidence of depressed affect

A threat:

- 1) Is identified
- 2) Is reported if indicated
- 3) Is assessed by local team, or emergency personnel if indicated
- 4) Has consequences, with due process

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 the media (as necessary), and issue a parent alert via email, textmail and voicemail.

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

After "all clear" is given, children may be signed-out at the front office.

Searches of Students and Lockers

A student assigned a locker or desk has use of, but not proprietary rights 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.

Visitor Access

All school visitors, including volunteers, must check in at the Front Office and receive a Visitor's Badge. Visitors who are not expected in a classroom or for a conference will not be permitted beyond the front office area.

Supervision of Students

(See AoD Policy #2180)

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities and at any other times during which the school accepts responsibility for supervision. Supervision requires both physical presence and attention to students. Since emergencies will occur, it is not always possible for a teacher to be physically present to all students. It is important, therefore, that teachers inform students what they are to do if a teacher is not present.

Off-Campus Behavior: Since Catholic schools are partners with parents in their children's formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done.

Conceal Carry

(See AoD Policy #3450)

Pursuant to Colorado law CRS 18-12-105.5(1), all school administrators, teachers, and staff are prohibited from possessing firearms on school premises at all times, even if the individual possesses a permit to carry firearms. Exceptions are granted only for staff for whom it is within the scope of their job to carry a firearm (e.g. licensed and trained security guards).

Discipline & Conduct

(See AoD Policy # 2500)

Philosophy of Behavior and Discipline

Education prepares the individual for mature human living. There can be no difference between the end or purpose of education and the 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.

Disciplinary Terms

Detention – serving an hour after school to consider the behaviors that led to disciplinary responses and/or to practice restorative justice in the case of damage to the property. Students will be given an opportunity to reflect on their behavior and write a plan for improvement or complete other restorative disciplinary tasks. Detentions are usually earned after three infractions. However, detentions may be assigned immediately for blatant disrespect or irreverence.

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 at the front of the school at 4:00pm. 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.

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 of suspension. 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 and 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 on the school premises, 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.

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. 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.

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, nunchakus, 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 to 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 improving behavior. Administration is notified when such measures have not successfully remediated the behavior. Along with continued parental communication and plans for improvement, students in grades 3 and 4 may be asked to serve an after school detention with an administrator.

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 progress in a virtuous life. 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.

Harassment Reporting and Intervention Procedures

1. Student(s) should tell a teacher or staff member and their parents of any concerns.
2. Parents are asked to make the student's concerns known to the teacher and/or the administration if necessary.
3. Teachers must address the concern and inform the administration of their action. If further action is needed it will be referred to an administrator.
4. Athletes should tell their coach and parents. Coaches and parents should inform the Athletic Director who will deal with the situation if appropriate, and who will inform the Principal.
5. The administration will keep the Pastor and Office of Catholic Schools informed of serious or repetitive incidents.
6. 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.
7. 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.
8. 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

Non-bullying interpersonal difficulties:

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 offenses against the victim and with a view to the formative correction of the bully and healing and education 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 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 insofar 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 / 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.

Student Withdrawal on Grounds of Parent 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:

1. Refusal to cooperate with school personnel or
2. Refusal to adhere to Archdiocesan or local policies and regulations or
3. 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 #2660.

Uniform

Dress Code

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 the 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. This 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:

1. Shirt tails are tucked into uniform pants, skirts, slacks, shorts at all times.
2. Pants and shorts are worn at the waist, not at the hips.
3. All clothing is sized properly; oversized, baggy, or sagging clothing is not acceptable.
4. All uniform items are neat and clean; no frayed, torn, badly faded, or stained or wrinkled items are worn
5. Bandanas and hats are not to be worn unless there is a medical condition that requires such items. Written notice from the doctor and approval by the administration is required.
6. All articles of clothing have the student's name on the label.
7. T-shirts other undergarments are not visible.
8. 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.
9. Jumpers, culottes, and skirts will not fall shorter than within 1" above the knee cap.
10. Short shorts will not be worn.
11. Leggings, yoga pants, and other tight outerwear will not be worn unless being used as a tight underneath the skirt in cold weather.
12. 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.

Uniform Code

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 (6th -8th grades only)
- Light blue polo style shirt with school logo (6th-8th 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 self or 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)
- 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 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 (6th -8th Grades only)
- Light blue polo style shirt with school logo (6th-8th 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

Privileges

Spirit Wear Day - about once a month the school sponsors a spirit wear day where students may wear SVdP Spirit wear to include items purchased from the vendor, former field day shirts, faith rally shirts, school-sponsored sports team shirts.

8th Grade Privilege: 8th grade girls and boys may wear the designated blue hoodie with logo and student initials

Out of Uniform Days

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 minimally a cap sleeves and may not be tight-fitting or low-cut
3. Shorts, culottes, skirts, and dresses must not be shorter than within 1” above the knee cap
4. Pants/jeans may not be form-fitting
5. Leggings can only be worn under a dress or skirt
6. All words or visible advertisement on clothing should be in keeping with the mission and atmosphere of the school
7. No writing should be on clothing covering the bottom
8. No undergarments should be visible
9. 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.

Classroom

Celebrations

Birthdays

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.

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.

Classroom 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-4 Classes may celebrate up to four parent-coordinated parties during the school year

5-8 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.

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

Cafeteria and Lunch

A pre-ordered hot lunch is offered every day during the academic year. Orders are placed online and payment is processed through Boonli, a third-party vendor. Information regarding ordering for both lunches and milk will be provided at the opening of the school year.

The following are not permitted in the lunchroom:

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

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.

Fun Food Grades 7/8

Fun Food - Students in grades 7 and 8 may choose to purchase “Fun Food” once a week. This is organized by parents. A series of fast food vendors deliver lunches to the school for the 7th and 8th grade lunch shifts. Parents volunteer to distribute Fun Food to the students.

Academic Program

Curriculum

(See AoD Policy #4000)

As a Catholic school, the Catholic worldview permeates the entire school curriculum. Not only is Catholic catechetics and theology taught as a daily core class, but all students are required to participate in religious instruction, prayer, worship at Mass and other Catholic rituals and practices such as Eucharistic Adoration, Stations of the Cross, retreats, and praying the rosary. 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.

Additionally, each area of study is situated within the context of a Catholic worldview. For example, science is studied using its particular method of the scientific method, but is situated within the context of revelation that God created the world as the place for Him to be in relationship with us, His children. History is studied using its particular method of story and primary resources, but is situated within the context that God created the human race, and entered into His creation in order to save the human race. Thus, God is always interacting with His creation and is provident over history. History is not simply the study of past people and events, but an entry into seeing and living within the providence, wisdom, and love of God.

The Preschool 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 specials 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.

Field Trips

(See AoD Policy #4340)

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, behavior expectations, 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 pass the requirements of a clean 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 on the day of the field trip:

- 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. The school reserves the right to cancel future field trips and/or deny chaperone opportunities when this policy is not followed.

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.

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.

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.

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	30-40 minutes	Grade 7	75-90 minutes
Grade 4	40-55 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 Google Classroom bulletin board, but it is not required. It is still the responsibility of the student to write down his/her assignment.

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 by the deadline. 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 from the day s/he returns to school, until the deadline. For extended absences, a reasonable arrangement may be made directly with the teacher.

Daily work is not made available to go home 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 expected to provide assignments in advance of planned and excused absences.

Graduation

(See AoD Policy #2460)

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 practiced. After the Liturgy, each student will receive a Certificate of Completion. A simple reception may be held after the Mass, and is usually held in the gym, adjacent to the Church. The seventh grade class typically sponsors the reception. Other appropriate activities such as Cotillion may be included.

Communication of Progress and Grades

Report Cards

Teachers in grades 3-8 use the grade book provided by FACTS (SIS) Student Information System to record and post grades. Grades are available for viewing at any time and are updated weekly by the teacher. Teachers in grades 1 and 2 post grades on FACTS only at report card time, and keep parents updated through the Tuesday weekly folder and by good communication practices. Kindergarten teachers communicate regularly with parents of students, and complete kindergarten report cards after the first trimester.

Teachers give enough assessments to accumulate a sufficient number of grades to justify an end of trimester 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 by each teacher.

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 K - 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 and 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 has mastered the material prior to the lesson or upon a one-time exposure.

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 practice through homework. This may be an indication of gaps in learning and need for 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.

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.

Student Permanent Records/Parental Access

(See AoD Policy #2320)

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 are not transported to the new school through the 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.

Effort and Conduct

Effort is based on students' academic preparation and performance. Conduct is based on student behavior in class: respect, responsibility, and cooperation. In grades 6-8, conduct grades reflect the number of major/minor infractions earned per trimester.

1=Excellent	0-1 infractions in a trimester
2=Good	2 infractions/up to one detention in a trimester
3=Satisfactory	3 infractions in a trimester
4=Poor	4-5 or more infractions in a trimester
5=Unsatisfactory	6 or more infractions in a trimester

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.

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 grades 3-8 have their grades posted on the electronic gradebook through the student information system platform. Because of the posted grades, a written progress report half-way through the trimester is not distributed.

Teachers will notify parents when 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 the student information system platform at the end of the trimester.

Parent Teacher Conferences

(See AoD Policy #4410)

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.

Promotion and Retention

(See AoD Policy #4420)

Kindergarten

Non-promotion from Kindergarten shall be based on the social and academic progress of the child, especially in terms of maturity and ability to handle the academic program of the first grade. Because of the robust intervention support provided in Grades 1-3, SVDP advocates to keep students with their age-level peers if students can be successful with this support. After collaborative conversation with the parents, teachers, and administration, the decision ultimately falls to the administration of the school.

Primary (Grades 1-4)

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 especially in grades 1-3. Hence, in the primary grades, promotion is to be determined mainly by the child's progress in reading. Some children may read below the average level of achievement of the grade in which they are placed; nevertheless, they can be promoted if they meet the minimum standards. Retention in a primary grade is advised if there would be a suspected lack of achievement in the next grade level. Because of the robust intervention support provided in Grades 1-3, SVDP advocates to keep students with their age-level peers if students can be successful with this support. After

collaborative conversation with the parents, teachers, and administration, the decision ultimately falls to the administration of the school.

Intermediate and Middle School (Grades 5-8)

Promotion in grades five (5) through eight (8) 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. Year-end cumulative average of 59% or below in any two of these subjects is cause for non-promotion.

Those students who are recommended for retention in these grades ordinarily will not be permitted to repeat his/her course of studies at Saint Vincent de Paul School, but will need to find an alternate educational setting

Testing

(See AoD Policy #4430)

Classroom Tests

Major classroom tests include those given in the following areas: English, reading, math, history, 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.

Periodic classroom tests are used to assess subject mastery. The purpose of these tests is to provide a measure of progress toward mastery of objectives and to allow the teacher to gauge the success of instructional goals.

Accommodations for test taking for any student will be based on written recommendations from a recognized agency for early childhood, or from a written report from a private, professional testing service.

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

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 is the STAR Assessment for reading and for math.

The computer-based STAR Assessment is given three times annually to students in Grades 2-8: September, January, May. These computer-based reading and math assessments provide information as to how a child and/or a class is performing when compared with his/her peers nationwide. Because of the immediate feedback, teachers are able to provide interventions and enrichments to students throughout the year.

Benchmark test results from August/September are shared with parents at parent-teacher conferences. The final test result from May is sent home at the end of the school year.

The ARK (Assessment of Religious Knowledge) test is administered once annually to students in Grades 2-8. 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.

Progress Tests

Students in K-2 are administered the DIBELS and easy CBM for benchmark and progress monitoring in reading. These results are primarily for teacher use, but can be shared with parents upon request or will be shared when tier 2 or tier 3 interventions are indicated.

Accommodations

Accommodations for students who have specific learning disabilities and/or diagnoses with impact to learning may be provided.

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.

Outside Services

In circumstances where a parent may hire a SVDP teacher to provide private afterschool care, nannying, babysitting and/or driving services ("Outside Services") for a SVDP student outside of the official school day hours, Parents acknowledge that the teacher does so solely in his/her private, individual capacity. Parents further acknowledge that teachers providing Outside Services are not, in any way, acting in his/her official capacity as a teacher, employee, agent or

representative of SVDP. SVDP is not responsible for any acts and/or omissions of the teacher while he/she is performing Outside Services.

Tutoring

(See AoD Policy #3600)

No teacher may accept pay for tutoring a student in his/her class during a given academic year. In rare instances, an exception may be sanctioned by the Principal by way of written approval.

As part of the SVDP School Program, students struggling in an academic discipline first have the right to expect their classroom teacher to provide additional support between 3:00-3:30 at least once each week.

In circumstances where a teacher may provide private tutoring services outside of the SVDP School Program to a student not in his/her class and/or outside of official school day hours, Parents acknowledge that the teacher does so solely in his/her private, individual capacity. Parents further acknowledge that teachers providing tutoring services are not, in any way, acting in his/her official capacity as a teacher, employee, agent or representative of SVDP. SVDP is not responsible for any acts and/or omissions of the teacher while he/she is performing private tutoring services. The teacher will execute a *Parental Acknowledgement Form* with the Parents and provide executed form to the Principal in advance of commencing the Outside Services.

Fees for tutoring are arranged directly between the teacher and parent.

Co-Curricular

(See AoD Policy #4180)

Athletics

Participation in extracurricular 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 the Principal in consultation with the Pastor, when necessary.

A variety of sports is 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 currently offered at Saint Vincent de Paul Catholic School:

Fall: Cross-Country grades 6-8, Flag Football grades 3-8
Winter: Girls/Boys Basketball grades 3-8; Futsal
Spring: Girls Volleyball grades 3-8

CSAL (Catholic Schools Activities League)

The following programs are offered through the Archdiocese of Denver Catholic Schools: Spelling Bee (grades 5-8), Academic Decathlon (grades 6-8).

The following programs are offered through the school and parish: Student Leadership Team (grades 5-8), SVdP Serves (grades pk-8) and Junior Great Books (grades 5-8).

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.

Faculty, staff, coaches, and parents are to be models of good sportsmanship for the students. Christian example and deportment is expected of all spectators 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 for School Sponsored Activities

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 extracurricular 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 extracurricular 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: Students 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.

Conduct Requirements: Students must demonstrate exemplary behavior to represent the school in all school-sponsored sports or extracurricular activities. A student will be considered ineligible if he/she earns multiple infractions in one week. The ineligibility week runs from Monday through Sunday.

A student who has been suspended from school will be ineligible, effective immediately, for participation in any extracurricular school activity, including sports, for the duration of the suspension. 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.

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, s/he will be ineligible for games or practices on that school day.

These eligibility rules will be administered by the principal in cooperation with the 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.

Library Service

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.

Clubs or Social Activities

(See AoD Policy #2700 and #2710)

At the approval of the Pastor and/or Principal/Preschool Director, the Parish/School may sponsor, or charter groups or clubs to enrich the Parish/School program and enhance the Catholic educational experience of the students of its school. These clubs may be led by approved volunteers (reference Background Investigations, Policy #3140). They may also be affiliated with non-Parish/School organizations.

Student Leadership Team

St. Vincent de Paul Catholic School is pleased to offer students leadership opportunities. Our Student Leadership Team is composed of six eighth grade officers and six class representatives from the 5th-7th grades. As leaders in the school, Student Leadership Team 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 Leadership Team and the time it requires, members must maintain a 3.0 GPA and maintain a 1 or 2 in conduct. Removal from the Student Leadership Team 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.

General Policies

Communication

FACTS SIS (Student Information System) is a web-based communication and database system used by our school for maintaining school records, for reporting 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 grades. Communication through FACTS will come directly to your email or cell phone if you have accurately completed the family profile. Please contact the school office if you have difficulty with your username or password. It is important to update your profile when you have new address or contact information.

Student Directory Information

(See AoD Policy # 2340)

SVDP Publishes online a family / student directory. Parents may opt out of having their family information published by indicating their preference during the online enrollment process, or contacting the school office if a decision has changed.

Calendar

A school calendar of the various meetings and school activities at St. Vincent's is kept updated on the school website at 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 holidays for all Archdiocesan Catholic Schools.

Communication Channels

Friday Forecast is a weekly electronic newsletter that comes directly to your email inbox. It is also archived on the Parent Portal on the website at svdpk8.com. It contains timely information about out of uniform days, ordering yearbooks, upcoming events and the like.

Home and School Newsletter - monthly on the first Tuesday of the month shares stories of people and events at the school, includes celebrations of special occasions, and provides reminders and explanations for upcoming events.

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

Communication with Principal

The Principal can be reached during school hours via phone, voicemail, or a written note. Parents with questions or concerns for the Principal should leave a message for the Principal in order that a meeting can be scheduled. The Principal will respond to all messages within two work days of receiving the message.

Communication with Teachers

Parents may contact teachers by email to set up a time to talk during a break or after school. 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 messages within two working days.

Resolution of Disputes: 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 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 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 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, 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. Principal

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

1. Teacher
2. Assistant Principal
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.

Deliveries to Students

Deliveries must be made through the school office. Parents may NOT deliver items directly to classrooms or the cafeteria without checking in at the school office. Items such as birthday balloons and gifts will not be delivered.

Organization / Volunteering

School Advisory Council (SAC)

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.

Home and School Association

Home and School Association coordinates volunteers and sponsors activities that both help raise money for the school and build school community. They coordinate the volunteer efforts of parents at the school and community events. All parents are strongly encouraged to volunteer in some capacity in service to the school and its mission.

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 session offered through an agency approved by the Archdiocese of Denver. Certification of successful completion must be obtained before volunteering for a school activity.

Background Investigation

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. The school absorbs the cost of background checks.

Technology and Media

Technology Policy and Acceptable Use

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. The Technology Acceptable Use Policy and Pledge is completed as part of the electronic enrollment process.

Goals

- to promote educational excellence by facilitating communications
- to lead our community toward effective communications and research in the world today
- to promote Christian principles 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) or personal information about anyone else.
3. Users personal identifiers 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 emails sent from or to the school and/or any Internet sites accessed on school computers.

Media

"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. A media release form is included as part of the online enrollment process.

Electronics

The use of cell phones, iPods, iPads, handheld computers, 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 back-pack, kept in the locker, 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. For students in grades 5-8 in violation of this policy, an infraction will be given. A second violation of this policy will require a student and parent meeting with the Principal and a more serious consequence will be assigned.

Facility

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 Manual #5070.

Asbestos Management Plan

(See AoD Policy #1600)

An Asbestos Management Plan complying with the provisions of the Asbestos Hazard Emergency Response Act of 1986 (AHERA) is maintained on file and available for review when requested.

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.

Radon Management Plan

(See AoD Policy #1610)

Colorado statute requires all schools to test for radon and to maintain records of the test results for disclosure upon request; compliance with this request has been delegated to the county level. The statute doesn't require schools to mitigate, so it's up to the school district and its constituents to address mitigation issues. Appendix X3, EPA Managing Radon in Schools contains additional information and resources regarding radon mitigation planning.

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.

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/ Political 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 and #4310.

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.

Extended Care

When it can be staffed, Extended Care provides a supervision service to parents from dismissal until 5:00 PM. Certified and qualified staff direct students to extended care at dismissal and sign them in. Parents communicate directly with the Extended Care director about their use of the program, whether it is a regularly scheduled use or a drop-in use. For drop-in use, the director must be made aware in advance so that s/he may schedule sufficient staffing. On noon dismissal days, the service will give priority to families who use extended care on a daily and regular basis and will need to cap within the appropriate staff:student ratio.

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 Archdiocesan Policy #2140)

Financial

Fundraising Projects & 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 #5040 and #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 fundraising through the school. To avoid over-taxing the school community with fundraisers, all organizations are asked to submit their fund-raising plans at the beginning of the school year for approval. These fundraisers can then be more evenly spaced over the school calendar.

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 under the supervision of members of the Finance Council. For information regarding contributions, please contact the principal or pastor.

Purchasing Procedures

All items purchased for use in the school must be approved by the Principal. Please note that SVDP is 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.

Teacher and 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 administration.

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. (See Archdiocesan Policy #1050)

Promotional Materials

All promotional 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.

Skateboards, Scooters, and Bicycles

The possession or use of skateboards 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 onto school property during arrival and dismissal times.

Required Signatures

Collected through the admissions and re-registration process, SVDP requires:

- 1) The acknowledgement of this handbook
- 2) The Technology Acceptable Use Form
- 3) The Walker Form (Grades 2-8)