

St. Vincent de Paul



Catholic School

PARENT/STUDENT HANDBOOK

2018-2019

St. Vincent de Paul Catholic School is fully accredited by the Western Catholic Education Association and is a member of The National Catholic Education Association.

St. Vincent de Paul Catholic Preschool is licensed by the State of Arizona and approved by The Department of Economic Security.

St. Vincent de Paul School reserves the right to amend this handbook at any time. Parents will be notified of any amendments.

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Dear Parents and Guardians,

August, 2018

May the grace of God continue to be with us, and may we follow our Blessed Mother's example of being open to God's grace!

God is the reason for our school. His dear Mother is our model and protector. Two of Mary's titles under which we ask for particular protection and grace are Our Lady of the Miraculous Medal and Our Lady of Guadalupe. No matter the title, Jesus' Mother is always ready to shower the graces of her Son on us. We ask her blessings for our school—its students, staff, and families. May we become more and more of who God wants us to be every day: loving, forgiving, giving, and serving. Under the patronage of St. Vincent de Paul, with his co-workers St. Louise de Marillac and St. Elizabeth Ann Seton, we have the support we need to continue making SVdP a great and ever-improving school.

You are holding the updated SVdP Parent and Student Handbook for the 2018-2019 school year. It contains very important information, from uniforms to field trips, Student Learning Expectations to parking procedures...and a lot more.

Everything in this book is for the safety and well-being of your children. Familiarize yourself with this handbook and discuss it with your children. The signature page at the back of the book is due in the office by the end of the first week of school. We count on your cooperation and support in forming our children in Gospel values, academic excellence, and lives of Christian service, and we pledge our support to you as well. We look forward to working in partnership with you for the growth of your child.

We ask God, Mother Mary, and St. Vincent to be with each of us throughout this new school year. May we all offer ourselves and our ministry for the glory of God through Jesus, His Son, and with the guidance of the Holy Spirit!

Sincerely,

Mr. Enrique Diaz
Principal

BRIEF HISTORY OF ST. VINCENT DE PAUL CATHOLIC SCHOOL

St. Vincent de Paul School opened its doors in September, 1959 for students in grades 1 - 5 at a temporary building on the west side of Phoenix. Four Daughters of Charity were among the first teaching staff. Over the years, more than 60 Daughters have continued this service to the families of SVdP and the surrounding communities.

Today, a qualified and caring staff of Sisters and laity provide an educational setting for children from pre-school through grade eight. In partnership with parents, the staff of St. Vincent de Paul School strive to help each student grow in self-worth, love of God and love of neighbor.

The Daughters of Charity of St. Vincent de Paul sponsor the school and are committed to the continuance of its fine educational programs. At SVdP, we are committed to making Catholic education available and affordable to every family who desires it for their children. With the support of the Daughters of Charity, the people of St. Vincent de Paul parish and the dedication and sacrifice of the teachers and staff, the great ministry of Catholic education continues.

ST. VINCENT DE PAUL CATHOLIC SCHOOL **MISSION STATEMENT**

Inspired by the life of St. Vincent de Paul, we provide a Catholic education that promotes Gospel values according to the Roman Catholic Church, academic excellence, and a life of Christian charity.

PHILOSOPHY

Recognizing that parents are the primary educators of their children, the community of St. Vincent de Paul works together to educate the whole child: spiritually, morally, physically and intellectually. Students are inspired to reach their full potential, to be contributing members of the community, and to nurture a personal relationship with God.

Students are encouraged to become aware of the dignity of all people as children of God, who are gifted with life, talent, and destined to form God's kingdom on earth.

In an ever changing environment the school community, integrates Catholic values into all aspects of life through the Gospel message.

ST. VINCENT DE PAUL— OUR PATRON, THE PATRON OF UNIVERSAL CHARITY

St. Vincent de Paul spent his life in service to others. We find in him a powerful model for today's world. He challenges us to find holiness in service, to find hope in caring for others, and to find peace in doing God's will.

Vincent trusted in the Lord to give his life direction. The Daughters of Charity, who sponsor St. Vincent de Paul Catholic School, were founded by, and follow the spirit of St. Vincent de Paul. They strive to live his conviction that the presence of GOD is found in each other and in all peoples... therefore, the love of God cannot be separated from the love of others.

Moved by the spirit of St. Vincent, groups have sprung up bearing his name and charism. We, the families of St. Vincent de Paul parish and school, are part of that legacy confirmed in the belief that the love of GOD urges us

to love others.

Our logo of a heart penetrated by a cross, reflects the centrality of our faith: the love of God poured out on the Cross, the love of Christ urging us to live and act in charity, the love with which we are called to treat each other.

St. Vincent de Paul Catholic School exists to continue the Vincentian spirit, through the attitude of teachers, staff and students, and the gospel proclamation that “JESUS IS LORD!”

Parents are expected to support the schools’ efforts to provide a safe, healthy, effective learning environment for the children. Lack of support demoralizes the school community and weakens the staffs’ ability to provide quality education for all of SVdP children.

SCHOOL WIDE LEARNING EXPECTATIONS (SLE'S)

St. Vincent de Paul School students are:

Service-oriented Youth who:

1. Practice Discipline With Purpose skills. (DWP)
2. Contribute to home, school, parish, and society.

Vincentian, loving Christians who:

1. Demonstrate understanding of Catholic teachings and traditions and use that knowledge/skill in everyday living.
2. Implement the principles of Catholic Social Teaching.
3. Participate at Mass.

demonstrating responsibility and respect who:

1. Respecting themselves and others.
2. Knowing their strengths and weaknesses.
3. Assuming ownership of their actions.

Proficient Learners who:

1. Apply critical thinking skills.
2. Demonstrate a strong foundation in all subjects.
3. Use various resources, skills, and strategies to solve problems and reach goals.

DISCIPLINE WITH PURPOSE

St. Vincent de Paul is a Discipline with Purpose (DWP) School. This program is a developmental approach empowering children to become self-disciplined. It features 15 self-discipline skills that are used as a framework to accomplish its goal. The following skills will be taught to students and integrated with other instruction throughout the school day:

- | | |
|---------------------------|--------------------------|
| 1. Following instructions | 9. Leadership |
| 2. Listening | 10. Communication |
| 3. Asking questions | 11. Setting time limits |
| 4. Sharing | 12. Resolving problems |
| 5. Social skills | 13. Initiating solutions |
| 6. Cooperation | 14. Fact vs. Feeling |
| 7. Reasons for rules | 15. Making sacrifices |
| 8. Completing tasks | |

Teachers, staff, and parents are encouraged to assist in the program by their efforts to master and model these self-discipline skills. Primary, middle, and upper grades adjust their discipline cycle to be age appropriate, while still reflecting the students' use of the skills emphasized in DWP.

OFFICE PROCEDURES

OFFICE HOURS

St. Vincent de Paul Catholic School office is open from 7:30 a.m. to 3:30 p.m. each day, Monday through Thursday; 7:30 a.m. to 2:30 p.m. on most Fridays. If school is not in session or an abbreviated schedule is in use, parents will be notified.

TELEPHONE INFORMATION

School Office	623-247-8595	Church Office	623-247-6871
Finance Director	(ext. 109)	Sisters' Home	623-247-8916
Development Director	(ext. 108)	Christian Formation Office	623-247-6871
Fax	623-245-0132	Pre School/Extended Day	623-873-8060 (ext. 655)

The school phone is available to students for emergency purposes.

EMERGENCY CARDS

It is very important that ALL Emergency information and Pick-up Authorization information is kept updated. The school uses an automated notification system in case of emergencies; without a current, working phone number parents will not receive the information.

IF the person picking up a child is not listed on the emergency card, teachers are required to inform the office and/or walk the student to the office.

INSURANCE INFORMATION

Each student enrolled in St. Vincent de Paul Catholic School is covered by accident insurance while on school grounds or engaged in a school-sponsored activity. This is a supplemental policy to family insurance. In case of any accident or injury while involved in a school-sponsored activity, ask the school nurse the insurance forms.

SCHOOL REGISTRATION

All families must re-register each year before registration is opened to new families. **Once registration is open, returning families no longer have a preferred spot for the next school year.** Among new families registering for classes that are full, preference will be given to those families registering multiple children. Other new families will be placed on the waiting list in order of date of registration.

Registration for NEW students is usually held in January or February. New students include any student not registered at St. Vincent de Paul School - including all Pre-school children.

Neither race nor religion prevents a child from being accepted at SVdP. The school, however, gives priority to families currently enrolled at school, to those registered at St. Vincent de Paul Parish, to those enrolled in Christian Formation, and preference to Catholic families. Non-Catholic families are welcome as space becomes available.

Parents who register their children must accept the Catholic philosophy of education, the values taught, and cooperate with the school in its policies and discipline standards.

A pupil entering kindergarten must be five years old before September 1st. No exceptions will be made to this Arizona State law. A pupil entering first grade must be six years old **before September 1st** of that year. Any exceptions must be made by the principal. **A baptism or birth certificate** is required when a child is registered for the first time. All new students will be screened before being accepted into St. Vincent de Paul School. **Personal interviews will be conducted**

at the discretion of the principal. St. Vincent de Paul School has no special education programs for students with special needs. **All new students are accepted provisionally.** If the child is not able to adjust to the curriculum, guidelines, or behavior norms, the child will be asked to transfer to another school.

For safety reasons, children on school grounds before 7:30 am or after 3:15 pm (2:15 pm on Fridays) must be in Extended Day Care.

EXTENDED DAY CARE

An extended day care program is offered for children opening at 6:30 a.m. and closing at 5:00 p.m. **NOTE:** If the student is not picked up on time, a dollar a minute fee to cover supervision costs will be charged. For information about this program, call (623) 873-8060

EARLY DISMISSAL

In order for any child to be released from school unaccompanied by a parent before the end of the day, the parent must make this request in writing. **No child will be allowed to leave the school grounds without this written permission. Telephone permission is not adequate.** No exceptions will be made.

DISMISSAL POLICY

The school will not release a child to anyone except the parent or legal guardian, unless instructed to do so on the authorization form sent with the registration materials. Persons unknown to the school staff will be required to show picture I.D. before being allowed to take a child from the school grounds. Students will never be given permission by the school to go home with another student, nor will they be allowed to phone for this permission, except in an emergency situation. This type of arrangement must be made between parents outside school hours.

- All notes must be dated and signed **in ink** in order to be valid.
- All notes must be sent to the school office for filing.

If students are to walk home, written permission is needed in **ink**, dated and including the dates he/she is authorized to walk home, to the school office. This note will be kept on file in the school office.

GATES

SVdP takes the safety of children very seriously and for this reason all gates will remain locked from 8:00am to 3:00pm Mon-Thurs. Please enter through the office door or Extended Day Care gate.

PARKING, DROP OFF/PICK UP

For the safety of **all** pedestrians, all drivers are requested to adhere to the 5MPH speed limit and obey directions given by the parking monitor.

1. Parking monitors must be 18 years or older that meet the Safe Environment Training. No one under the age of 18 can accompany the parking monitor while they are performing their duties.
2. Children must be picked up and dropped off from the sidewalk areas. Parents may drive up in the morning for drop off but must park at dismissal in the afternoon. Students who arrive earlier than 7:30am must go to extended day care in the hall. From 7:30 to 7:50am, breakfast is available in the hall. At 7:50 students will line up at their assigned class areas (these will be pointed out on the first day of school). Morning Drop Off procedures – 6:30 am to 7:30 am – Students are to be dropped off in North Parking Lot and enter Extended Care. 7:30 am to 7:55 am – Students may be dropped off on the north or south sidewalk area. No child / student may walk in the parking lot area unless accompanied by an adult. Students line up at their assigned class area at 7:55am. Parents **MUST** accompany their child to the nurse's office for a tardy pass whenever arriving at 8:00am, or after
3. **At dismissal, parents or designated adults must walk to the classroom to pick up children.**
4. **All designated handicapped parking spaces and areas are for vehicles displaying handicap placard/license plate per Phoenix City Code – Sec 36-149.**

5. Children may not wait for parents on the playground or fields.
6. Children may not be dropped off or picked up on side streets or in the handicapped parking areas.
7. **Students not picked up within 15 minutes of dismissal will be sent to the nurse's office to call parents.**
8. **Children under the age of 18 will not be able to pick up students without prior arrangement with the principal. This agreement must be in writing and on file in the school office.**
9. In the event of a "lockdown," children will be released only when it is safe to do so. The school will remain locked and no person will be allowed in or out until the "all clear" from the police department is given. *No exceptions will be made.*

SCHOOL PROCEDURES

SCHEDULE OF THE DAY

If a student arrives at 8:00a.m., they are already late.

8:00 a.m. Bell rings; School begins.

All are welcome to join us in opening prayer.

Recess and lunch times will be published at the beginning of each school year.

DISMISSAL:

Monday through Thursday:

Grades K-5----- **3:00 PM**

Grades 6-8----- **3:10 PM**

Friday:

Grades K-5-----**2:00 PM**

Grades 6-8----- **2:10 PM**

First school Fridays of each month

All grades-----**12:30 PM**

ATTENDANCE

If any student is ill or will be tardy due to appointments, etc., please call the school office. When the child returns to school, they **must** bring a note written by the parent explaining the absence. They will not be admitted to class without this note.

The Diocesan Office approved ALL school calendars. On all scheduled school days, **SVdP students are required to be in attendance during all school hours, and on time**, so that they may receive the full benefits of their education. Current research shows a significant correlation exists between school attendance, academic success **and lifelong success**. The parent/guardian is responsible for the child's daily attendance. The school must be informed of all absences. **A student's reception of First or Second Honors can be rescinded due to excessive absences and tardies.**

As stated in A.R.S.-15-802, "absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days..." In order to meet the requirements and expectations for promotion to the next grade level or to earn credit towards graduation, SVdP students must be in attendance at least 90 percent of the days that school is in session. **More than nine absences in a semester or 18 in a year (ten percent of the school year) may result in the loss of credit for that semester. Exceptions may be made; circumstances are explained below.**

Students are allowed to make up work missed during excused absences. However, due to the nature of some class activities, such as presentations or discussions, make-up work may not always be available, and the work missed may reflect negatively on the grade. It is impossible to gain the full benefit of any class experience through make-up work. If a student completes make up work **and** can successfully show they have learned the material missed, exceptions can be made.

TARDY POLICY

STUDENTS ARE EXPECTED TO ARRIVE ON TIME FOR SCHOOL. SUCH BEHAVIOR DEMONSTRATES RESPECT FOR THE

SCHOOL, THE TEACHER, FELLOW STUDENTS, AND THE STUDENT'S EDUCATION ITSELF.

A student is tardy if they arrive after the 8:00 a.m. bell. Even if Morning Prayer is in process, **parents are asked to park their car and accompany their children into the nurse's office**, where they will tell the attendance personnel why their child is late. **Students who are tardy will not be eligible for Student of the Week in that week.** Three tardies equals one unexcused half day absence. **Continued tardiness while on probation could result in transferring out of SVdP.**

TRANSFERS

If a child transfers to another school, parents must come to the office to sign the withdrawal form. Upon registering the child at the new school, parents will receive a "Release of Records" form to be filled out. This will be mailed to St. Vincent de Paul School and records will be sent to the new school.

TUITION

Tuition payments enable the school to provide students with a Catholic education. It is important that tuition is received on a regular basis. It is the parent's responsibility to **notify the principal immediately** if a payment cannot be made on time.

ALL TUITION PAYMENTS WILL BE MANAGED THROUGH TADS. Parents must have a bank account for tuition withdrawal. **It is only after a conversation with administration that adjustments with TADS and bank withdrawals can be made.** Missed payments or non-sufficient funds will be charged to the TADS account.

All tuition and fees must be paid in full by the end of the school year. If special circumstances exist that will prevent this from happening, an appointment with the principal must be made for an alternate arrangement.

No 8th grader will participate in any graduation activities, including the graduation ceremony, unless **all** tuition and fees are paid **in full** before the activities. A deadline date will be given to the parents each year.

HEALTH REGULATIONS

The school office must be notified if a child is ill. If any child is running a temperature, they must be kept home until the temperature has remained normal—**without the help of medication**—for **24 hours**. If the child is absent for more than three days, **the school nurse must check the child before s/he returns to the classroom.**

If it is necessary for any child to receive **medication at school**, by law the following must be done:

- A medical permission form must be obtained from the nurse's office and completed by the parent or guardian for prescription medicine **or over the counter medicine** (e.g. Tylenol, cough medicine, or cough drops) can be dispensed at school. **Information regarding the date, dosage and frequency must be included in the permission form and the form must be signed in ink.**
- Prescription medication must be left in **its original container, with the label containing doctor's name and dosage required.**
- **All** medication must be kept in the nurse's station, **not in the classroom.** Asthma inhalers (as well as Epipens) may be exempted from this policy. If an exception is needed, it must be cleared with the office before the child may carry her/his inhaler with them.
- All medication must be provided by the parent or legal guardian in a prescription bottle or original container. A prescription medication must be brought to the school in the original prescription container with the dispensing pharmacy's label. The original prescription container will serve as the prescriber's order since the prescription is on file at the pharmacy.

WELLNESS POLICY

St. Vincent de Paul Catholic School is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by supporting healthy eating and physical activities. The link between nutrition

and learning is well documented. Healthy eating patterns and physical exercise are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being. See SchoolSpeak for acceptable snacks. Complete copies of the Diocesan Wellness Policy are available on the diocesan website, diocesephoenix.org

IMMUNIZATION LAWS

Arizona Department of Health Services requires that anyone attending school in Arizona must have the required immunizations. This information must be provided at the time of registration. **Students must be in compliance within 15 days of entering school or they will be excluded until immunization is on fill.**

HEAD LICE

Arizona state policy requires exclusion from school if live lice or nits are present (A.R.S. 9-6-339) Head lice is as contagious as the common cold. Children must be taught not to borrow combs, hats or hair ornaments. Inform the school immediately if you discover lice or nits in your child's hair. If you are unsure, call the school nurse. **Keep your child at home.** The child will be checked when s/he returns to school and will be readmitted if there are no nits. **PLEASE NOTE:** In the event that one case of head lice is discovered, all students in that class will be checked and parents will be informed if head lice is present.

SAFETY PROCEDURES

FIRE DRILLS

Fire drills are conducted on a monthly basis. Students and staff have designated areas in which they assemble. Administration and support staff monitor behavior, alertness, and responsibility of students. An all clear bell sounds when it is safe to return to the school buildings. Students not in their classes at the time of a drill, are instructed to go to the closest classroom or office.

Students in the modulars and north building exit to the north and assemble in the north field.

Students in the hall, offices, and south building exit to the south and assemble in the south field.

Teachers carry a SAFETY BACKPACK with them containing class lists, simple emergency supplies, and emergency procedures.

Maintenance checks and locks all bathrooms.

LOCKDOWN PRACTICES

In the event of a lockdown, the teacher turns off the lights, instructs students to go to the back of the classroom, sit on the floor, and remain in silence. All school doors are locked.

Each classroom will be contacted through the internal public address system to determine if ALL CHILDREN, STAFF, AND/OR PARENT VOLUNTEERS are accounted for. Emergency food supplies are stored in each classroom.

Teachers continue their regular teaching day once the ALL CLEAR has been given.

In the event of an ACTUAL lockdown, students will remain locked in their classrooms and will be released to the parent or designated adult whose name is on the PICK-UP emergency card.

ACADEMICS & CURRICULUM

The Diocesan Catholic Schools Office designates the curriculum and has constructed standards for each subject in compliance with state requirements. It includes a sequential program of learning in Religion, Language Arts (Reading, Writing, Spelling, English) Math, Social Studies, Science, Integrated Technology, Physical Education, Music, Art, Family Life (K-8), and Health (Grades 6 – 8). In support of the Accelerated Reader Program, students are **strongly encouraged** to use the public library on a regular basis.

Christian service hours are required (outside of school time) 6, 7 & 8 as part of the Religion Curriculum.

6th grade: 5 hours/quarter, 7th grade: 8 hrs. /quarter, 8th grade: 10 hrs. /quarter.

Children who do not complete the curricular requirements for their level may be considered for retention, with parent-teacher consultation. As much as possible, retention is done in the primary grades, although it is sometimes necessary to consider this option in a later grade. Sometimes retention may be required due to excessive absences.

Grades K-8 are graded according to standards proficiency:

4	94 - 100
3	80 - 93
2	64 - 79
1	64 and below

ALL report card grades are based on Diocesan guidelines:

O	Outstanding
S+	Satisfactory Plus
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

After school tutoring for grades 3-5 and study hall for grades 6-8 is available from mon-Thurs. from 3:15-4:15 pm. In order to be promoted to the next grade, students must satisfy the minimum of two requirements: obtain equivalent grades according to the national average of the spring MAP test AND obtain an acceptable behavior/conduct grade (no N or U or D or F.) In special circumstances, this decision may fall under teacher and administrative discretion. In order to graduate a student must have a GPA of at least 1.8.

HONORS

Students in grades K-8, who meet the following criteria, are recognized by their teachers at the end of the 1st, 2nd, and 3rd quarters. Students with honors each of the three quarter, will be recognized at Honors Night at the end of the school year.

First Honors

3.5-4.0 Grade Point Average (GPA)

Second Honors

3.0-3.49 GPA

Conduct must be at least a 2, with no suspensions, to be eligible for Honors. Students with excessive absences (more than 18 for the year or more than 4 per quarter) or tardies (more than 20 per year or more than 5 per quarter) will NOT be eligible for Honors. Exceptions may be made for hospitalizations with a medical excuse.

HOMEWORK

In order to develop strong study habits and to reinforce learning, homework is usually assigned Monday through Thursday. Homework may occasionally be assigned on a Friday. Homework allotments as suggested by the Diocesan Handbook are as follows:

Grades K-3 15-30 minutes per day
Grades 4-5 30-60 minutes per day
Grades 6-8 60-90 minutes per day

Students are asked to read at least 15 -20 minutes per night and complete at least 15 minutes each day to increase math skills through IXL, a path program that promotes math drill and competency of skills.

Please speak with your child's teacher for any questions or concerns regarding homework.

Student grades are accessible to parents at any time online.

SCHOOL AGENDA

Each student receives a school agenda which includes this Handbook, a study guide, reference section, weekly planning calendars for student assignments, behavior comments (both positive and negative), and parent/teacher communication.

All students must have their agendas with them while at school, and take them home each day. If lost, the replacement cost is \$5.00. Review the school agenda on a regular basis with your child and use it to communicate with classroom teachers. All staff email addresses are available on the school website: svdpschool.org

STANDARDIZED TESTING PROGRAM

The Iowa of Basic Skills (ITBS) is given in grades 2-8 and the Cognitive Abilities Test is given to grades 4 and 7. These annual tests compare student performance to the national standards performance levels. Teachers use this data to plan lessons to better meet student needs.

All students in grades K-8 are tested in Measures of Academic Progress (MAP) three times a year to assess progress toward mastery of the curricular standards.

FIELD TRIPS

Usually, each class participates in at least one field trip per year that coincides with curriculum standards. Information regarding field trips will be sent home by the individual teacher. **No student may attend a field trip without a written form signed in ink** by the parent or guardian. **Telephone calls do not meet the legal requirement** for permission! All parent volunteer chaperones **must have completed the yearly Safe Environment Training**.

ACADEMIC PROBATION

If a student's Grade Point Average (GPA) in the core subjects of Religion, Language Arts, Mathematics, Science, and Social Studies drops below 1.8, or the student receives a 1 in any of these subjects, he/she will be placed on **Academic Probation**. This will result in one or more of the following:

- Parents will be asked to attend a conference with the homeroom teacher and principal
- Participation in any other school activity will be modified or temporarily suspended.
- Attendance at after school tutoring will become mandatory.
- Student may be required to attend Saturday Academic Detention to complete schoolwork.
- If the GPA remains below 1.8 through the second quarter, **promotion to the next grade may be questionable**. SVdP will provide all support possible to the student, however the responsibility to improve still remains with the student.

SPIRITUAL LIFE

CATHOLIC CELEBRATIONS

Mass is the principal act of Catholic worship. It is expected that children and families faithfully attend the Saturday Vigil or Sunday celebration of the Eucharist and Holy Days of Obligation. Mass is an essential part of the religious education program at St. Vincent de Paul Catholic School. Children in all grades attend weekly school Masses. Parents and friends are always invited to attend. Note that weekday masses are NOT a substitute for Sunday mass.

One Sunday each the month, at the parish 9:30 a.m. Sunday Mass, the students / families of SVdP School participate by attendance and by a specific ministry during the liturgy. All students wear dress uniforms for this Mass and all families are expected to attend as a sign of solidarity with the parish community.

Every school day begins and ends with prayer. Children are taught to integrate prayer into their ordinary experiences and to begin and end their day at home with prayer. Parents are encouraged to pray daily as a family and to provide a place for prayer in the home.

The rosary and other traditional Catholic prayers and rituals are taught as part of the faith life that supports our identity as Catholics. Students who have received the sacrament of reconciliation are able to participate in this sacrament during Advent and Lent. Parents are expected to establish traditional prayers and seasonal celebrations at home.

SACRAMENT PARISH PROGRAM

St. Vincent de Paul Catholic School students and St. Vincent de Paul Christian Formation students participate in the parish-wide Sacrament Program. Preparation for First Reconciliation, Confirmation and First Eucharist at St. Vincent de Paul Parish is twofold:

- ❖ Preparation takes place on a continuing basis at school;
- ❖ Preparation of the family, involves parents within our entire parish community. Parents of students receiving the Sacraments of Initiation will be required to attend classes. Specific information regarding parent meetings is sent to parents in the fall.

Parents have a duty and a responsibility to be intimately involved in preparing their children for sacraments and are to be models for their children in the life of faith.

In accord with Diocesan policy:

- ❖ Preparation and celebration of the **Sacrament of Reconciliation** normally occurs in 3rd grade.
- ❖ Preparation and celebration of the **Sacraments of Eucharist and Confirmation** normally occur in 4th grade.

A statement of the full Diocesan Sacramental Policy is available by visiting www.diocesephoenix.org.

Continued reception of the Sacraments of Reconciliation and Eucharist is provided at school on a regular basis. **Family participation in the weekly reception of the sacraments is a fundamental privilege and duty of Catholic parents.** Please check the parish bulletin for schedules. ALL school families are strongly encouraged to REGISTER at SVdP parish OR whichever parish they are closer to.

PARTIES AND CELEBRATIONS

Birthday treats are to be dropped off in the school office. Parents must check with teachers before bringing treats. Edible treats must be in accordance with The Diocesan Wellness Policy. A list of acceptable school snacks is posted on SchoolSpeak. Only those snacks may be brought to school for parties or classroom celebrations. Parents must check in at the school before being allowed to bring any food to the classrooms (See note, page 11.) **Any sweet/sugary treats may not be brought to school. No balloons or gifts will be delivered to a child's classroom.**

Holiday celebrations must be kept within **the spirit of the season and with the Wellness Committee's guidelines.**

OUTSIDE FOOD

On **Family Lunch Days**, adults must purchase a meal from the school's Cartwright District meal service. No outside food may be brought in. Children are encouraged to invite an adult to share a meal with them.

UNIFORM AND DRESS CODE

Part of the tradition of Catholic education has been the "equality of person" proclaimed in the message of Jesus. This value is **an underlying purpose of the school uniform** - a reminder of our "oneness in Jesus. **Students are expected to wear the uniform, with respect and pride. Students in grades 6th, 7th and 8th are required to use only mesh or clear plastic backpacks.**

Pre-school and Pre-Kindergarten Students wear P.E. uniforms all year long.

The principal makes the final judgment on what is appropriate based on the school regulations.

UNIFORM AND DRESS CODE

The following uniform list is the uniform at SVdP School. **Nothing else may be worn.**
The school dress code emphasizes simplicity, practicality, and modesty.
St. Vincent de Paul Catholic School uniforms **MUST** be purchased from:

Collette's Uniform Company
5212 W. Camelback Road
(West of 51st Ave., North side of the street)
Phone 623-931-179

Pre-School and Pre-Kinder:

- Gold P.E. Tee Shirt with Logo
- Red P.E. Mesh Shorts with Logo
- Red or navy blue P.E. Sweatshirt
- Red or navy blue P.E. Sweatpants
- **Shoes-** Any kind of Sneakers

Girls- Kindergarten thru 8th Grade:

- Red or White Long Sleeve Polo with Logo
- Red or White Short Sleeve Polo with Logo

Kinder to 5th grade only - Girls Plaid Jumper

6th thru 8th grade only - Girls Plaid Skirts

- Navy Blue Dress Shorts
- Navy Blue Dress Pants
- Navy Blue Cardigan Sweater with Logo

P.E Girls:

- Gold P.E. Tee Shirt with Logo
- Red P.E. Mesh Shorts with Logo
- Red or navy blue P.E. Sweatshirt
- Red or navy blue P.E. Sweatpants

Boys- Kindergarten thru 8th Grade:

- Red or White Long Sleeve Polo with Logo
- Red or White Short Sleeve Polo with Logo
- Navy Blue Dress Pants
- Navy Blue Dress Shorts
- Navy Blue Cardigan Sweater with Logo

P.E Boys:

- Gold P.E. Tee Shirt with Logo
- Red P.E. Mesh Shorts with Logo
- Red or Navy Blue P.E. Sweatshirt
- Red or Navy Blue P.E. Sweatpants

Shoes, Socks and Belts - Kinder thru 8th Grade

Shoes:

- **ALL Black** Tennis Shoes for boys and girls or Mary Janes for girls- must be worn with dress uniform
- Any color sneakers may be worn on P.E. Days **ONLY.**

Socks and Belts:

MUST be Solid Blue, Black, Red, or White

Socks: Socks must be worn at all times. They must be at least 1" above the top of the shoe.

Other Uniform Requirements:

Coats and jackets are worn to and from school. They are not to be worn in the classrooms. Team sports' jackets are not acceptable.

- Only **CLEAR**, plastic water bottles may be brought to school.

Jewelry: A watch, one cross or religious medal on a simple chain or cord may be worn. Girls may wear one pair of small/post earrings.

Hair: Boy's and girl's hair must be neat, clean and the natural color. It must be worn out of the face. Hairstyles must be simple. Boy's hair cannot be shaved less than a #2. Exception to hair regulations must be made with the approval of the administration. Hair gel, mousse, or hair spray is not allowed on campus.

Make-up: No make-up, false nails, or nail polish is to be worn. Clear chap stick is permitted.

Non-Uniform Days:

On "Buck-A-Shirt" day, students must wear their uniform pants, shorts, or skirt. They may wear any appropriate shirt that is respectful and without any rude or demeaning words, pictures, or symbols.

SCHOOL RULES

Rules are made for the efficient and effective operation of the school program as well as for the safety and protection of all students. Students are expected to KNOW and FOLLOW the rules. Parents are expected to know and support these rules.

"NOT KNOWING" a rule does not exempt a student from consequences.

St. Vincent de Paul Students will:

1. Respect themselves and others.
2. Follow all classroom procedures.
3. Contribute to the learning environment.

These general rules are kept throughout the entire school.

State and/or local regulations prohibit the following behaviors on campus:

- Bicycles, skateboards, scooters and similar vehicles of transportation.
- Tobacco, controlled substance or alcoholic products of any kind.

All teachers and staff are **"mandatory reporters"** and are required to contact the Arizona Department of Child Safety when necessary.

The Following Directives are from the Diocesan Handbook for Catholic Schools:

All Catholic School discipline is a form of moral guidance, not punishment. The purpose of discipline is:

- A. To provide a classroom environment conducive to learning;
- B. To promote character training;
- C. To maintain an atmosphere which upholds religious and moral values.
- D. To keep all persons safe.

It is expected that all students abide by the standards of faith, morals, and the teachings of the Catholic Church.

A student enrolled at St. Vincent de Paul Catholic School is responsible for his/her own behavior. Each student is required to accept the opportunity and the obligation to respect all students, school personnel, and all those he/she comes in contact with as brothers and sisters in Christ.

This basic attitude characterizes the actions of each student toward his/herself, other students, all school staff, volunteers, and visitors.

St. Vincent De Paul Students are expected to:

1. Know and abide by the rules and regulations listed in this handbook.
2. Be honest in their dealings with others.
3. Treat themselves and others with respect and cooperation.
4. Respect school property and the property of others.
5. Know and abide by the dress code of SVdP School.
6. Be courteous and attentive to others.

Since there are times when an individual student may fail to meet his/her personal responsibility for good conduct, it is necessary for both parents and students to know the consequences of inappropriate behavior. **It is impossible to list every possible inappropriate behavior. The list is not exhaustive, but it is considered serious and may merit disciplinary action:**

- A. Fighting or throwing items at any time on school grounds, or on the way to or from school;
- B. Indecent or obscene conduct or language (written, verbal, or acted out);
- C. Vandalism of any kind; **(A student and his/her parents or guardians shall be liable for any damages caused by the student to equipment and school property.)**
- D. Willful disrespect to a teacher, any school personnel or volunteers;
- E. Habitual tardiness (more than 20);**
- F. Playing in or around restrooms;

- G. Leaving the school grounds any time after arrival in the morning or before school is dismissed, without permission;
- H. Internet postings that could be defamatory to peers, staff, neighbors or the school;
- I. Cyberbullying on OR off campus;
- J. Plagiarism/academic dishonesty.
- K. Gum is prohibited on campus at all times. A \$5 fine will be assessed.

CELL PHONE POLICY

Parents **MUST** sign the cell phone permission slip on SchoolSpeak in order for their child to bring a cell phone to school. This permission slip will be kept on file in the school office.

ELECTRONIC DEVICES

Students are not permitted to have any other electronic devices at school (games, iPods, smart watches, tablets, etc.). If one is brought in, it will be confiscated and returned to the parent on the last day of school.

DETENTIONS

Detention protocols for 4th – 8th grades, will be discussed at Back-to-School night and followed throughout the year. At the 5th detention, s/he will be put on behavioral probation; if a 6th detention is earned the student will receive an in house suspension. Detention notification is automatically sent on SchoolSpeak. The child will also phone home. Parents must sign the detention notification through SchoolSpeak.

Behavior reporting for grades K-3 is automatically sent on SchoolSpeak. Parents must sign the detention notification through SchoolSpeak.

*Detentions for grades K to 5 are at teacher and administrative discretion. One possible alternative consequence may be walking laps at recess.

SATURDAY ACADEMIC DETENTION

Saturday Academic Detention can be for behavior, academics or attendance. The student is required to be at school, in complete uniform, from **6:00am – 10:00am** on a chosen Saturday. The time spent will be in an activity that fits the reason for the detention, such as school work or service that will benefit the school. **Students will also be asked to bring ten dollars** towards covering the cost of having staff supervision on a Saturday.

SUSPENSION

At the discretion of the principal, a student may be suspended for serious violation of any of the above listed inappropriate behaviors, or any other conduct not listed that seriously jeopardizes the welfare or learning environment of the student or others.

Suspensions are normally served at school (“in-house”) and parents will be notified regarding the number of days to be served.

If a student has been suspended from school and if further disciplinary actions become necessary, the following may result:

- A. Counseling requirement established for student;
- B. Student placed on contract
- C. Immediate required withdrawal.

REGARDING MEAN BEHAVIOR

Mean behavior includes put-downs, teasing, intimidation, rude remarks or gestures. Mean behavior will be immediately addressed by teachers and, as necessary, administration. Verbal and physical threats will not be tolerated.

The Discipline With Purpose (DWP) program, (pg. 6.) which teaches **self-discipline**, is preventative to mean behavior. Repeated, targeted mean behavior or bullying is handled in the following way: once reported to a teacher or the administration, all allegations of bullying will be promptly investigated and age-appropriately penalized if cause is found.

By Arizona State Law, any spoken or written threat of serious harm by one student to another person, regardless of age, must be reported to the police.

CONSEQUENCES FOR MEAN BEHAVIOR

- Parents, child, teacher, and principal will conference.
- A letter of apology will be written by the student, approved by the teacher, and given to the offended person. A copy of the letter will be kept for the student to have signed by his/her parents and returned to the teacher before the child is permitted back in class.
- Suspension or required withdrawal is at the discretion of the principal.

DISCIPLINARY CONFERENCE

Persistent misbehavior will necessitate a conference with the student, parents, teachers and principal. The purpose of the conference is to determine whether the student may continue at St. Vincent de Paul Catholic School and, if so, what good faith commitments will be required. Issues that may be discussed or decided:

1. Offending behavior.
2. Positive action the student can take to change the situation.
3. Positive action the parents can take.
4. Positive actions the faculty and staff can take.
5. If the student desires to be at St. Vincent's.
6. If the St. Vincent experience is beneficial to this student.
7. What the student will be required to do to show good faith.
8. When behavior will be reviewed and what will be expected at that time.
9. Possibility of a student support plan.

REQUIRED WITHDRAWAL

Removal from school is a last-resort action after consistent misbehavior, or immediate action for serious offenses. The following behaviors may result in immediate withdrawal:

- A. Use, sale, possession of, or misuse of any illegal substance, prescription or non-prescription drugs, inhalants, hand sanitizer, markers, glue or paint as inhalants; pretending to have drugs, bringing facsimiles to school, or trying to "sell" these facsimiles, (e.g. oregano or sugar) to other students;
- B. Use, sale, or possession of alcohol or tobacco products;
- C. Use, sale or possession of weapons: guns, knives, anything that can be used as weapon
- D. Habitual truancy;
- E. Habitual profanity or vulgarity;
- F. Any action considered gravely detrimental to the moral, spiritual and physical welfare of other students;
- G. Assault, battery, threats of force or violence directed toward school personnel or students;
- H. Cyber-bullying;
- I. Stealing; plagiarizing
- J. Open defiance of the authority of the teacher;
- K. Willful destruction or defacing of school property;
- L. Activities outside of school that negatively affect the school.
- M. Other—at discretion of principal;

Students enrolled at St. Vincent de Paul School accept the consequences for their inappropriate behavior.

SVdP ATHLETIC POLICY

1. During the first week of tryouts, the coach will confer with the teachers regarding eligibility.
2. Students falling below the grade requirements will be informed each week throughout the sports season until grade requirements are met.
3. If any student has an overall GPA of less than 1.8 on any grade report, he/she will enter a two-week probationary period. During this time, he/she may continue to practice and play in games. If at the end of this period the student has not met the minimum grade requirement, he/she will practice with the team, but not be able to play in games. Ineligibility will continue on a week-to-week basis until all grades are passing. At the discretion of the coach, the student may be required to miss both practices and games until grades are corrected.
4. Beginning with the probationary period, a grade report will be sent home and each week thereafter, until grade requirements are met.
5. A student may become ineligible because of his or her conduct grade. Conduct grades lower than a 2.0 for two weeks in a row will result in probation.
6. If a student is placed on probation or becomes ineligible, a letter will be sent home through SchoolSpeak to be signed electronically by the parent or guardian.

ROLE OF PARENTS

- Parents are encouraged to take an active part in the school's Athletic Program.
- **Practices end no later than 5pm. Parents will need to have consistent arrangements for student to be picked up no later than 5pm to avoid a late fee. The late fee will be billed once per month through your TADS account. There will be a charge of \$1 per minute that a coach is waiting once a practice/game has ended. Exceeding 30 minutes late could result in immediate suspension of your child from the team, try-outs, games, or practice. Three (3) late pick-ups during a sports season may result in permanent suspension from the team or activity.**
- On-campus volleyball, football, and basketball games usually end by 5pm. On-campus softball and baseball games usually end about 5:30-5:45pm. Off-campus games vary depending on school location. Coaches will provide parents with approximate pick-up times for these games.
- Parents can have great influence as spectators at the game. It is of importance that this influence be positive. Coaches and players are encouraged and motivated by the presence and positive support of parents, especially after a loss.
- Parents should be an example of cooperation and respect, refraining from offensive language and/or actions.
- A parent who observes a SVdP coach whose behavior is not consistent with C.Y.A.A. guidelines or philosophy must make it known to the school principal and the C.Y.A.A. Advisory Board in writing.
- Student athletes pay a \$30 nonrefundable fee per sport to cover the cost of league fees, uniforms, and rental referee costs. This fee will be billed through TADS account.
- Parents must sign the athletic policy forms on SchoolSpeak.

ROLE OF STUDENT ATHLETE

Students who participate in activities must make a commitment to their team to practice, play, and maintain average grades (see # 1-6 above) or the privilege of playing a sport will be taken away. When a player is suspended from a team, the teammates as well as the player are affected. The player's commitment to the team (coaches and players) must remain until the season ends.

Any student athlete participating in a C.Y.A.A. activity is expected to:

- Give fully of himself/herself during practice and games.
- Be accepting of his/her honest mistakes.
- Strive to win without placing undue pressure on self or teammates.
- Recognize and respect the strengths and weaknesses of teammates.
- Exhibit sportsmanship at all times -- being a good winner as well as a good loser.

- Accept the guidance of coaches.
- Respect the decisions of officials and umpires.
- Refrain from offensive language and actions.
- Maintain as a minimum standard a 1.8 overall G.P.A. with no failing grades. If the G.P.A. is not maintained and/or a student has a failing grade the student will become ineligible to play until the requirements for participation are met.
- Each year before trying out for any sport, student athlete must provide documentation of a current athletic physical/medical authorization exam.

AFTER SCHOOL EXTRA CURRICULAR GROUPS

Students may join the following groups depending on academic grades and good behavior.

- Choir - Grades 3-8
- Drama club - Grades 5-8
- National Junior Honor Society – Grades 7 and 8
- Spanish Club – Grade 3
- Student Council – officers grades 6-8 & representatives grades 3-8
- Vincentian Marian youth – Grades 4-8
- Primary Vincentian Marian Youth – Grades 1-3
- Yearbook – Grades 5-8

Different clubs may start throughout the year for appropriate grades and acceptable behavior.

PARENT INVOLVEMENT

PARENTS AS PARTNERS

As partners in the educational process at SVdP Catholic School, every parent is expected to:

- support the religious, spiritual, and educational goals of the school
- attend Sunday Mass and teach the Catholic faith by word and example
- make sure their children are present at school on time, in proper uniform, with completed homework,
- to actively participate in school activities
- to respect school books/ property or pay for damage
- to notify the school in case of absence
- to notify the school of any changes to address or important phone numbers or email address
- to meet all financial obligations especially TADS & CEA
- to inform the school of any special situation regarding students well-being, safety, or health issues
- to complete & promptly return any requested information by checking SchoolSpeak daily
- to attend **ALL** parent meetings
- to support and cooperate with the discipline policy of the school
- to treat teachers with respect and courtesy when discussing student problems.

PARTNERS IN EDUCATION

The purpose of the Partners in Education (PiE) group is for school families and personnel to work together in mutual support for the benefit and education of children. PiE works to help defray the cost of education by supporting school fundraising efforts.

PiE Nights are held five or six times during the school year (see school calendar). Some PiE Nights are informational meetings, some will offer speakers, while other meetings will offer fun activities for parents and families. PiE officers meet to plan and organize the activities. Parents are encouraged to speak with one of the PiE officers with ideas or suggestions.

Parents are required to attend ALL PiE meetings. Parent participation not only supports the school but shows all children that their education is an important priority.

FUNDRAISING

Each family is required to participate in yearly fundraising events. **These events help maintain the school, while ensuring that Catholic education is possible for all who desire it.** Information about the variety of fundraising events is given throughout the year, but especially at PiE Night Meetings. Parent fundraising commitment must be completed by the last day of the school year. Remaining balances will be pulled from the TADS account in June.

VOLUNTEER OPPORTUNITIES

The P.i.E. officers coordinate many volunteer opportunities throughout the school year. Volunteers are needed to help with the Walk-a-Thon, Track & Field Day, Book Fair, and the parish Fiesta. The school is in need of daily supervision assistance, especially at meal times, recess times, and the before and after school carline. Each family is required to give a minimum of 40 hours of volunteer service each year.

In order to volunteer with the children for any activity, including chaperoning on field trips, **each adult must participate in the Safe Environment Training** offered by the school or parish under the direction of the Diocese of Phoenix. **This training must be renewed annually. Failure to keep this commitment may jeopardize the possibility of your children's continued attendance at SvDP.**

SVDP SCHOOL ADVISORY BOARD

St. Vincent de Paul Advisory School Board consists of 5-9 elected members. Some administrative staff members are ex-officio, non-voting members. The Pastor, or his delegate, is welcome to attend meetings as an ex-officio, non-voting member. The purpose of the School Board is to function as an advisory body to the administrative team in matters relating to St. Vincent de Paul Catholic School.

PARENT-TEACHER CONFERENCES AND SCHOOL VISITS

Parents are never to interrupt a teacher during class time. Teacher conferences or appointments can be arranged through the school office, by email to the teacher, or by note. Teachers are eager to keep parents updated on student progress but wish to do so in a meaningful time setting that is free from distractions. Teachers will not meet with a parent while they are responsible for students. Parents are welcome to visit classrooms by making prior arrangements with the teacher. In the interest of security, all parents and visitors must sign in at the office and wear a Visitor Pass before going to a classroom or hall. Formal parent-teacher conferences are scheduled twice during the school year: after the first quarter and prior to the end of the third quarter. Parents may please arrange a conference with the child's teacher at any time. Informal conferences can be scheduled by contacting the teacher via email, phone (school office) or in writing. Please do not "drop in" for an unannounced conference.

FORGOTTEN ITEMS

If an adult needs to bring a lunch, book, assignment, etc. for any child, it must be brought to the school office, not the classroom. All items must be marked with the child's name and grade.

PROCESS FOR COMMUNICATION

SVdP School and parents are Partners in Education. Any situation that causes concern needs to be brought to the attention of the school. The following process is to be used:

1. Confer with the child's teacher by email, or make an appointment.

2. If the difficulty is not resolved, arrange a conference with the teacher and principal.

CUSTODY

SVdP school personnel abides by the custody agreements as decided by the court. **Legally all biological parents** have access to their children's records unless otherwise mandated by the court. It is the parent's responsibility to inform the school of court restrictions. **Copies of any and all custody decisions must be given to the principal to be kept on file in the office.**

This document will be held in the office as a record of your agreement for the entire school year.

**St. Vincent de Paul Catholic School
Parent-Student Contract
2018-2019**

WE, the undersigned Parent(s) and student(s), have read the Parent- Student handbook for this school year and **AGREE** to work with the School in upholding its **CATHOLIC PHILOSOPHY**.

Specifically, working together with teachers and staff, we will:

- A. Support the school in its Directives, Codes and Guidelines.
- B. Be faithful in our Religious Commitments.
- C. Strive to develop strong prayer lives.
- D. Be punctual and responsible with tuition and fees.
- E. Support Home and School functions.
- F. Present legitimate concerns to the Teachers and Principal.

Parent/Guardian Signature	Date	Parent/Guardian Signature	Date
Student Signature(s)	Grade		

Due in school office by the end of the first week of school