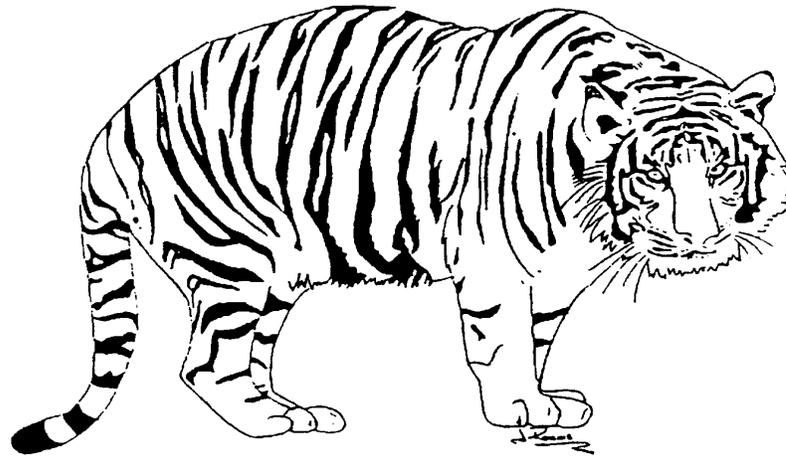


# ST. VINCENT DE PAUL CATHOLIC SCHOOL



## PARENT/STUDENT HANDBOOK

**2015-2016**

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Director

**Mr. Enrique Diaz**  
Principal

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***We expect our parents to support our efforts to provide a safe, healthy, effective learning environment for our children. Lack of support demoralizes the school community and weakens our ability to provide quality education for the children.***

**St. Vincent de Paul School**

3130 N. 51<sup>st</sup> Avenue

Phoenix, AZ

85031-3400

Phone: (623) 247-8595

Fax: (623) 245-0132

Dear Parents and Guardians,

July, 2015

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's Mother is always ready to shower the graces of her Son to 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 2015-2016 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 it, and please discuss it with your children. Take a little of it at a time—the uniforms, the curriculum, homework, discipline, and so on.

The signature page at the back of the book is due back in the office the Friday 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.**

May God, our Father, Jesus, our teacher and Savior, the Holy Spirit, Mary, our Mother, Vincent our patron, and all holy ones of God guide us in humble and privileged work of serving God's dear children.

We offer ourselves and our ministry to the glory of God!

Sincerely,

Mr. Enrique Diaz  
Principal

## INTRODUCTION

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 strives 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. We will work with any circumstances to help make this possible. 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, we are able to carry out the great ministry of Catholic education.



***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 Preschool is licensed by the State of Arizona and approved by The Department of Economic Security.***

## 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 in our environment, through the attitude of our teachers, staff and students, the gospel proclamation that “JESUS IS LORD!”

***“Have great trust in God... Ask Him to be always in your heart, in your words and in your actions, and may everyone recognize that YOU are HIS.”***

--St. Vincent de Paul, 1643

## ST. VINCENT DE PAUL SCHOOL

### MISSION STATEMENT

*Inspired by the life of St. Vincent de Paul, we provide a Catholic education that promotes academic excellence, Gospel values 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. We aim to inspire students to reach their full potential, to be contributing members of their community, and to nurture a personal relationship with God.

We encourage each other to become aware of the dignity of all people as children of God. We are each gifted with life and talents, destined to form God's kingdom on earth.

In an environment that meets our changing needs we, as a community, integrate Catholic values into all aspects of our lives through the Gospel message.

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#### **SCHOOL WIDE LEARNING EXPECTATIONS (SLE'S)**

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St. Vincent de Paul School students are:

##### **Service-oriented Youth who:**

- contribute to home, school, parish, and society.
- practice Discipline With Purpose skills;

##### **Vincentian, loving Christians who:**

- demonstrate understanding of Catholic teachings and traditions and use that knowledge/skill in everyday living;
- implement the principles of Catholic Social Teaching;
- participate at Mass.

##### **demonstrating responsibility and respect who:**

- respect themselves and others
- know their strengths and weaknesses

- assume ownership of their actions

##### **Proficient Learners who:**

- apply critical thinking skills;
- demonstrate a strong foundation in all subjects;
- use various resources, skills, and strategies to solve problems and reach goals;
- are prepared for entrance into high school.

## ACADEMICS AND CURRICULUM

The Diocesan Catholic Schools Office (CSO) designates our 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 our Accelerated Reader Program, students are **strongly encouraged** to use the Public Library on a regular basis (in addition to their access and use of the School Library).

Our whole school is committed to service of others. *Additionally, Christian service hours are required (outside of school time) of students in grades 6, 7 & 8 as part of the Religion Curriculum.* 6<sup>th</sup> grade is expected to complete 5 hours/quarter, 7<sup>th</sup> will complete 8 hrs/quarter while 8<sup>th</sup> grade will complete 10 hrs/quarter.

Children who do not complete the curricular requirements for their level may be considered for retention, with parent-teacher consultation. Retention of students is a difficult decision that is implemented only when it truly appears to be in the child's best interest. 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.

Students in grades 3-8 are graded according to the following guidelines, *established by the CSO of the Diocese of Phoenix:*

A 94 - 100	D 65 - 71
B 85 - 93	F 0 - 64
C 72 - 84	

Primary grades begin with grades of Outstanding, Satisfactory, Needs Improvement; letter grades are gradually introduced through 2<sup>nd</sup> grade.

In order to graduate with a diploma from St. Vincent de Paul Catholic School, a student must have a GPA of at least 1.8. Students who fail to meet this standard may be required to complete a summer school course, complete work to demonstrate understanding, be given a certificate of attendance rather than a diploma, or other consequences as determined by the school.

## HONORS

Students in grades 3-8, who meet the following criteria, will be recognized at the end of each marking period.

### **First Honors**

3.5-4.0 Grade Point Average (GPA)

### **Second Honors**

3.0-3.49 GPA

Please Note Well:

**Conduct must be at least a B-, with no suspensions, to be eligible for Honors. Students with excessive absences (more than 18) or tardies (more than 20) will be ineligible for Honors.** Exceptions may be made for hospitalizations.

Students with honors will be recognized quarterly, with a Monday assembly for those receiving honors in all quarters.

Students in grades K-3 are encouraged to become the best students they can be as well, and will be honored separately. First Honors requirements are all S+ and O. Second Honors: all S and no S- or N in core areas.

## 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

Additionally, students are asked to read at least 20 minutes per night.

Homework should not be a disruptive element in your home. If your child struggles to complete assignments or is consistently unable to turn them in on time, **please contact your child's teacher** to discuss possible reasons and solutions to this. Please speak with your child's teacher if you have any questions or concerns regarding homework.

The **Learning Club** is available for students in grades 1-5, after school (3:15pm to 4:15pm) Monday-Thursday. **Study Hall** is available for students in grades 6-8 on the same days. More information is available from your child's teacher and from the school office.

**Student grades are accessible to parents at any time online.** Student passwords are given at the beginning of the school year.

#### 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 an F 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
- Sports participation, Student Council participation or any other school activity will be modified (see athletic policy) or temporarily suspended.
- Attendance at Learning Club or Study Hall 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, the **student promotion to the next grade may be questionable**. Problems must be addressed with parents and teachers. SVdP will provide all support possible to the student. The responsibility still remains with the student to improve their grades.

For those students whose attendance at summer school is necessary for promotion, parents, teacher, and principal will review test results and the work completed during the summer.

#### 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. Please **review** the school agenda on a regular basis with your child and use it to communicate with classroom teachers.

Another means of communication is through email. All staff email addresses are available on the school website: [svdpschool.org](http://svdpschool.org)

#### FIELD TRIPS

As much as possible, each class will participate in at least one field trip per year. This will **always** have an educational purpose which will coincide with the curriculum. 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 Safe Environment Training**, which must be renewed every year.

#### STANDARDIZED TESTING PROGRAM

All students in grades 2-8 are tested annually using the ITBS tests. These tests compare a student's performance to national standard performance levels. They are given in order to provide an assessment of a student's strengths and areas of weakness, to assist teachers in planning programs to better meet their needs. Cognitive Abilities Testing is administered in grades 4 & 7.

#### PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences are scheduled twice during the school year, after the first quarter and prior to the end of the third quarter. If you have questions or concerns about your child at **any time**, please arrange a conference with your child's teacher. These can be scheduled by contacting the teacher via email, phone (to the office) or in writing. Please do not "drop in" for an unannounced conference unless all students have been dismissed from the classroom (after school hours).

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#### SPIRITUAL LIFE

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##### EUCCHARISTIC CELEBRATION

**Mass is the principal act of Catholic worship. It is expected that children and families faithfully attend the Saturday or Sunday celebration of the Eucharist as scheduled at their parish.** 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 invited and welcome to attend these Masses.

Once a month at the parish 9:30 a.m. Sunday Mass, the students of SVdP School participate specially by lectoring, bringing the gifts, etc.

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. **We encourage parents to pray daily with their children and to provide a place for prayer in the home.**

The Rosary and other traditional prayers of our Church are taught as part of the religion program. Appropriate liturgical prayers for the Advent/Christmas seasons and the Lent/Easter seasons are incorporated into the children's prayer life. Students who have received the Sacrament of Reconciliation are able to participate in this Sacrament during the Advent and Lenten seasons. We encourage parents to establish traditional prayers and seasonal celebrations with their children at home.

#### PARISH SACRAMENT 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:

- ❖ The preparation which takes place on a continuing basis at school;
- ❖ The preparation of the family, which involves the **parents** of our students with our entire parish community. Parents of students receiving the sacraments of initiation will be required to attend classes. More information regarding parent meetings will be distributed.

Parents have a right 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 second grade.
- ❖ Preparation and celebration of the **Sacraments of Eucharist and Confirmation** normally occur in third grade.

More information will be made available. (A statement of the full Diocesan Sacramental Policy is available by visiting [www.diocesephoenix.org](http://www.diocesephoenix.org)).

Continued reception of the Sacraments of Reconciliation and Eucharist is provided at school on a regular basis for those in 4<sup>th</sup> - 8<sup>th</sup> grade. **In addition to this, family participation in the weekly reception of the Sacraments is a fundamental privilege and duty of Catholic parents.** Please check your parish bulletin for times and dates.

#### 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 our school uniform** - a reminder of our "oneness in Jesus." It is a witness to the values of our school and our faith. A parent committee who attempted to keep the uniform simple and practical established the uniform code. With parent and staff input it is re-evaluated yearly. **We expect all students to wear the uniform, with respect and pride**, at all times while on school property. **Students in grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> are required to use only mesh or plastic backpacks.** These are available at Collette's Uniforms, as well as at other local stores.

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

*Pre-school and Pre-Kindergarten Students wear P.E. uniforms (either red shorts and yellow school t-shirt, or school sweats) all year long.*

Uniform clothing is available at **Collette's Uniforms, 5212 W. Camelback Road**. Any uniform questions may be addressed at the school office.

#### GIRLS' UNIFORM CODE:

*Please read and discuss these guidelines with your daughter(s)*

#### **Required:**

**Shirt:** Red **or** white knit polo with school logo **only**. **Shirts are worn tucked in.** Undershirts are not to be visible outside of polo. No puffy sleeves, lacy collars, or long sleeve shirts are to be worn under the uniform shirt.

**Jumper/skirt:** Grades K-5: jumper - Grades 6-8: skirt  
Uniform skirts and jumpers must be modest, worn with respect and **must touch the floor when kneeling.**

**Socks:** **Socks must be worn at all times.** Socks must be white, blue, black, or red, cover the ankle, and be at least 1” above the top of the shoe. **No logos** on socks. Tights **may** also be worn with socks.

**Shoes:** Athletic shoes, **with one pair of securely tied shoelaces** or other closed-toed shoes are to be worn. Pre-school-3<sup>rd</sup> grade may wear Velcro closing shoes, or “Mary Janes”. No backless shoes sandals, boots (including knee-high shoes), high heels or raised soles. Safety and health are our primary concern.

**P.E.:** On scheduled P.E. days, all girls must wear regulation P.E. uniform and sturdy, securely tied athletic shoes. Red or navy sweatpants may be worn during cold weather. Watches, bracelets, or rings are not allowed during P.E. **Shirts must be tucked in at all times.**

**Uniform pants:** Navy (no lighter shades of blue), non-designer, trouser fit **only**. No denim or decorative stitching or design. Pants must be worn around the waist, be ankle length and not rolled up. Neither overly baggy nor overly tight pants (e.g. “skinny jeans”) are permitted. Navy walking **shorts** may be worn, but **no jeans shorts, cargo shorts, spandex, or knit shorts**. **Belts are to be worn with any pants that were made with belt loops.** Belts are to be either brown, dark blue, or black, with a simple buckle, and no extra decorative additions. **Skorts may not be worn as part of the uniform.** No sweatpants on non-P.E. days.

**Sweatshirts:** Only Tiger Sweatshirts or solid navy, red, or white sweatshirts or sweaters without logos, decoration or other writing may be worn. Zippered sweatshirts with hoods may be worn, but **hoods may not be worn over heads at all once on school property.** (Exceptions will be made before school if weather is extremely cold.)

**Outerwear:** Coats and jackets are worn only to and from school. **Team sports jackets are not to be worn.**

**Jewelry:** A watch, one cross or religious medal on a simple chain may be worn. **No other bracelets, rings or necklaces.** (While we realize there are many worthwhile causes that currently use bracelets as a sign of support, **bracelets are not allowed.**) Girls with pierced ears may wear one pair of small post earrings

worn on the ear lobe. **No hoop or dangling earrings.**

**Hair:** Hair must be clean, natural and worn **out of the face.** Dyed or bleached hair is not allowed. **If a student arrives at school with dyed hair she will not be permitted to return to school until her hair is back to its God-given color.** Hairstyles are to be simple, not over-teased, and no part shaved. Hair spray, gel and mousse are **not allowed on campus.** Exceptions to hair regulations must be discussed with the principal.

**Makeup:** **None allowed.** This includes nail polish, sculptured nails, colored lip-gloss, face and body glitter, or any form of body art, including piercings or perfume (other than mentioned above). Wearing chapstick is permitted; playing with it is not.

### **BOYS' UNIFORM CODE**

*Please read and discuss these guidelines with your son(s)*

**Required:**

**Shirt:** Red or white knit polo shirt with school logo **only. Shirts are worn tucked in. Undershirts are not to be visible outside of polo.** No long sleeve under the uniform shirt.

**Slacks:** Navy (no lighter shades of blue), non-designer, trouser-fit only slacks may be worn. No denim or decorative stitching or design. Pants must be worn around the waist, be ankle length and not rolled up. No cargo pockets. **No baggy clothing.** Navy walking shorts may be worn, but **no jean shorts, cargo pants/shorts, or knit shorts.** Belts are to be worn with any pants that were made with belt loops. Belts are to be either brown, dark blue, or black, with a simple buckle, no lettering and no extra decorative (e.g. metal studs) additions. No sweatpants on non-P.E. day.

**Socks:** **Socks must be worn at all times.** Socks must be white, blue, black, or red, cover the ankle, and be at least 1” above the top of the shoe. **No logos** on socks.

**Shoes:** Athletic shoes, **with one pair of securely tied shoelaces** or other closed-toed shoes. Pre-school-3<sup>rd</sup> grade may wear Velcro closing shoes. No backless shoes sandals, boots, or raised soles. Safety and health are our primary concern.

**Sweatshirts:** **Only Tiger Sweatshirt or solid** navy, red, or white sweatshirt or sweater, without logos, decoration or other writing may be

worn. Zippered sweatshirts with hoods may be worn, but **hoods may not be worn over heads at all once on school property. (Exceptions will be made before school if weather is extremely cold.)**

**P.E.:** On scheduled P.E. days, all boys must wear the regulation P.E. uniforms (available at Collette's) and sturdy athletic shoes. Red or navy sweatpants may be worn during cold weather. Watches, bracelets, or rings are not allowed during P.E. **Shirts must be tucked in at all times.**

**Outerwear:** Coats and jackets are worn only to and from school. Team sports jackets are not to be worn.

**Jewelry:** A watch, one cross or religious medal on a simple chain may be worn. **No other bracelets, rings or necklaces.** (While we realize there are many worthwhile causes that currently use bracelets as a sign of support, **this regulation is to be followed at school.**)

**Hair:** Hair must be simple, clean, natural (not dyed or bleached), must be above eyebrows, no longer than collar length or past mid ear in length. No "designer" haircuts, spikes (using any product to attain spiked hair) or tails. **If an exception needs to be made for cultural or health reasons, this must be discussed with principal for exceptional permission.** No part of any haircut is to be shaved, nor shorter than a #2 clipper. **No facial hair is permitted.** If a student arrives at school with dyed hair he will not be permitted to return to school until hair is back to its God-given color. Hair spray, gel and mousse are not allowed on campus.

#### **NON-UNIFORM DAYS:**

On "**Buck-a-Jeans Day**" non-uniform pants, without holes, may be worn for \$1.00. Neither sagging pants nor "skinny" pants are permitted. Shirts with anything (pictures, print) that is not in conformity to SVdP values may not be worn. Any student not complying with these guidelines will be sent to the office to call home to have their school uniform brought in. If it happens a second time the student will lose the privilege of non uniform days throughout the rest of the year.

If a student happens to have a liturgical role on a day s/he has P.E., he is asked to wear her/his dress uniform for mass, and bring her/his P.E. uniform to change into after mass.

## **DISCIPLINE AND BEHAVIOR**

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

Teachers, administrators, parents and all who work with our youth will be 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.

### **SCHOOL RULES**

Rules are made for the efficient and effective running of the school program as well as for the safety and protection of all students. **Students are expected to KNOW and KEEP these 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. The details necessary to understanding these rules are defined as appropriate.

**In addition, state and/or local regulations prohibit the following behaviors on our campus:**

1. Bicycles, skateboards, scooters and similar vehicles of transportation are not to be ridden on campus. Students who must ride bikes to school will be required to lock them in a safe place during the day and walk the bikes from the campus to the street or access road.
2. No tobacco, controlled substance or alcoholic products of any kind may be used on the school campus. No students may be in possession of these products on campus.

Be aware that **all** teachers and staff are “mandatory reporters” and are required to contact Child Protective Services 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.

**We expect all of our students to abide by the standards of faith, morals, and 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, teachers, school personnel, 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 with respect.
- 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.

7\* Cooperate with and respect teachers, fellow students and all other school staff members and volunteers.

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 following infractions, however, are 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. Destroying or defacing property (writing on walls, desks, books, etc.);
- D. 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.**)
- E. Willful disrespect to a teacher, any school personnel or volunteers;
- F. **Habitual tardiness (more than 20);**
- G. Playing in or around washrooms;
- H. Leaving the school grounds any time after arrival in the morning or before school is dismissed, without permission;
- I. Internet postings that could be defamatory to your peers, teachers, neighbors or the school;
- J. Cyberbullying on OR off campus;
- K. Plagiarism/academic dishonesty.

**CELL PHONE POLICY**

We realize that sometimes students need to have cell phones for communicating with parents outside of school hours. All phones will be collected by the home room teacher at the beginning of each day and returned at dismissal. Students are not permitted to use cell phones at school including texting or receiving calls. There is a phone in the office for emergency use; students ask for permission to use this. If the student uses their cell phone during school hours, the teacher or staff member will confiscate it and the parent will have to pick it up at the school office. If it happens again the phone may be kept until the last day of school.

### ELECTRONIC DEVICES

Students are not permitted to have any other electronic devices at school (games, iPods, etc). If one is brought in, it will be confiscated and the parent will have to pick it up at the school office. If it happens again, the device will be kept until the end of the school year. If an exception needs to be made, individual permission must be obtained from principal. **Students are asked not to bring expensive items on campus. The school cannot be responsible for valuables that have been misplaced or stolen.**

### DETENTIONS

Detention protocols will be discussed at Back-to-School night and followed throughout the year for grades 6<sup>th</sup> through 8<sup>th</sup>. If a student receives 5 detentions s/he will be put on behavioral probation; if a 6<sup>th</sup> detention is earned the student will receive an in house suspension or a Saturday Detention.

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 reasons, academic reasons or attendance reasons. In any case, student is required to be at school, in their uniform, from 8:00a.m.- 12 noon on a chosen Saturday. After attending the parish mass, they will spend the remainder of the four hours in an activity that fits the reason for the detention, such as school work or service that will benefit the school. **In any of these cases, students will also be asked to bring five dollars.** This will go towards covering the cost of having staff supervision on a Saturday.

### SUSPENSION

The principal, at his discretion, has the right to suspend a student 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 (“Failure of student to keep terms of contract will result in...”);
- 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. 11) which teaches **self**-discipline, is preventative to mean behavior.

Repeated, targeted mean behavior (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.**

### POSSIBLE CONSEQUENCES FOR MEAN BEHAVIOR

- Parents will be asked to accompany the child to school to conference with the teacher and principal.
- A letter of apology will be written by the student, approved by the teacher, and given to the offended person. A copy of this 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 - at the discretion of the principal.

### DISCIPLINARY CONFERENCE

Persistent misbehavior will necessitate a conference including the student, his/her parents, teachers and principal. The purpose of the conference is to determine whether the student will 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 at St. Vincent's 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.

**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 required withdrawal**:

- A. Use, sale, possession of, or misuse of any illegal substance, prescription or non-prescription drugs, including inhalants; pretending to have drugs, bringing facsimiles to school, or trying to "sell" these facsimiles, (e.g. oregano or sugar) to other students may also result in immediate removal;
- 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. Any prank calling or cyber-bullying;
- I. Stealing; plagiarizing
- J. Open defiance of the authority of the teacher;
- K. Willful destruction or defacing of school property;
- L. Other—at discretion of principal;
- M. Activities outside of school that negatively affect the school.

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

**SCHOOL PROCEDURES**

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**SCHOOL REGISTRATION**

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

**All families must re-register each year.** This is done several weeks 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.

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

**Parents who register their children must accept our philosophy of Catholic education, the values taught, and cooperate with the school in its policies and discipline standards.** If they cannot, they should make an appointment to speak with the principal to either resolve the situation or decide whether their child should remain at SVdP.

**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 **baptismal 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. In justice to the student, we may not be qualified to accept some students with various special education needs. **All new students are accepted provisionally.** If either the family or the school feels that the child is not able to adjust to the curriculum, guidelines, or behavior norms, the child will be transferred to a more appropriate setting.

**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

Your tuition payments enable us to provide your student's education. It is important that tuition is received on a regular basis. We will partner with FACTS Tuition Management Company for the collection of tuition for one more year. It is the parent's responsibility to **notify the principal immediately** if a payment cannot be made on time. **It is only after this conversation that adjustments in FACTS withdrawals can be made.** Missed payments incur additional charges, as explained in the information pamphlet from FACTS. **During the 2016-2017 school year, ALL TUITION PAYMENTS WILL BE MANAGED THROUGH TADS.** This will be the last year that FACTS will be used and all families will be expected to use TADS beginning in 2016-17 school year.

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 8<sup>th</sup> grader will participate in any graduation activities, including the graduation ceremony itself, unless **all** tuition and fees are paid **in full before** the activities. A deadline date will be given to the parents each year.

### 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 parents 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.**

### PARKING, DROP OFF/PICK UP

Children may be dropped off and picked up in both parking lots. Please abide by the following rules:

1. Obey the directions given by parking monitors.
2. Children must be picked up and dropped off from sidewalk areas. Parents may drive up in the morning to drop them off but must park to pick them up 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).

3. **At dismissal, parents or designated adults must walk to classroom** to pick up their children after parking.
4. **All designated handicapped parking spaces and areas must be reserved for use by those so entitled by the appropriate permits. Not doing so shows disregard for our brothers and sisters who are in true need of this service.**
5. Children may not wait for parents on the playground or fields.
6. The speed **limit is 5 miles** per hour in both parking lots.
7. Children may not be dropped off or picked up on side streets or in the handicapped parking areas.
8. **Students not picked up within 15 minutes of dismissal will be sent to Extended Day Care at parents' expense.**
9. Children under the age of 18 will not be able to pick up students without prior arrangement – in writing – with the principal.
10. In the event of a "lockdown," your child will be released only when we are assured that it is safe to do so. We are required to keep the school locked. No person will be allowed in or out until we receive the "all clear" from the police department. **Because our first priority is safety for the children and the adults, no exceptions will be made.**

### SCHOOL VISITS

**Parents are never to interrupt a teacher during class time.** Teacher conferences can be arranged through the school office, by email to the teacher, or by note. Please make an appointment if you wish to visit with the teacher before or after school. Teachers are eager to keep you updated on your child's progress but wish to do so in a meaningful time setting that is planned to assist you. Teachers may not have a parent conference while they are responsible for other children. 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 pick up a Visitor Pass before going to a classroom, the church or hall.**

### FORGOTTEN ITEMS

If you need to bring a lunch, book, assignment, etc. for your child, please bring it to the school office, not the

classroom. Please be sure all items are marked with the child's name and grade.

### PROCESS FOR COMMUNICATION

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

1. Confer with your child's teacher by phone or in person by appointment.
2. If the difficulty is not resolved, arrange a conference with the teacher and principal.

Additionally, we are always glad to discuss things you are *pleased* with, or ideas you have to support or improve the school. Please speak with the principal.

### PARTIES AND CELEBRATIONS

If you wish to drop off a treat in honor of your child's birthday, please do so in the school office, but after checking with the student's teacher as to time, etc. We encourage simplicity in order to not disrupt learning. Any edible treats must be in accordance with The Diocesan Wellness Policy. (See note, page 20.) **Any sweet/sugary treats may not be brought to school. No balloons or gifts will be delivered to a child's classroom.**

Holiday celebrations are handled by the individual teacher but we do request that celebrations be kept **simple, and in keeping with the spirit of the season and with the Wellness Committee's guidelines.**

### ATTENDANCE

Our school calendar is approved by the Diocesan Office. On days that your child is ill or will be tardy due to appointments, etc., **please call the office.** When your child returns to school, your child **must** bring a note written by you, explaining the absence. They will not be admitted to class without this note.

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. Statutes establish that the parent/guardian is responsible for the child's daily attendance and they must inform the school of absences in a timely manner. Also, recall that a student's reception of First or Second Honors can be rescinded due to absences and tardies.

We recognize the relationship between daily school attendance, student performance, graduation, and habits in the workplace. Each tardy or absence means

a student has lost an opportunity to learn. Current research shows a significant correlation exists between school attendance, academic success **and lifelong success.**

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. **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 that 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 honor on that week.**

Three tardies equals one unexcused half day absence. **Continued tardiness while on probation will result in review of the student's status with respect to continuing at SVdP.**

### HEALTH REGULATIONS

If your child is ill and/or running a temperature above normal, they must be kept home until the temperature has remained normal—**without the help of**

**medication**—for **24 hours**. As always, **the school office must be notified if your child is ill**. If the child is absent for more than three days, **the school nurse should check the child before s/he returns to the classroom**.

If it is necessary for your 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 if prescription medicine **or over the counter medicine** (e.g. Tylenol, cough medicine, or cough drops) is to 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, including Tylenol, cough lozenges, and cold remedies, must be kept in the nurse's station, **not in the classroom**. Asthma inhalers (as well as Epipens) may be exempted from this policy. Please ask in the office if you need an exception, as it must be cleared with the office before your child may carry her/his inhaler with them.

#### IMMUNIZATION LAWS

Arizona Department of Health Services states that anyone attending school in Arizona **must** have the required immunizations. Parents must furnish documentary proof of such. This information **must** be provided at the time of registration. **Students must be in compliance within 15 days of entering school. They will not be permitted to attend school after this if the school still does not have proof of immunization.**

#### HEAD LICE

Arizona state policy requires exclusion from school if live lice or nits are present (A.R.S. 9-6-339) Head lice are not an indication of poor hygiene but are as contagious as the common cold. They can be avoided by educating children 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 their child is head lice positive.

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### STUDENT ACTIVITIES

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#### STUDENT COUNCIL

Our school has an active Student Council under the direction of faculty advisors.

The Offices held by students are: President, Vice-President, Secretary, Treasurer and Historian. In addition, each Homeroom (Grades 3 – 8) has a student representative. In order to remain on Student Council a student must have at least a "C" average and satisfactory conduct.

If a student council member receives a detention, s/he will be placed on probation for two weeks. This will be followed by a conference with the student's teacher and the faculty advisor. A second detention will result in removal from office.

#### VINCENTIAN MARIAN YOUTH

This student organization is part of the world renowned **International Vincentian Marian Youth Organization**. Following our Lady's command, in 1835 the first organized "Children of Mary Immaculate" were formed. Since then, 180 years later, groups like ours keep the message alive of the Virgin Mary throughout the world. It encourages young people to develop a deep knowledge and devotion to Our Lady of the Miraculous Medal, to work on behalf of others through age appropriate community service, to pray together and to invite others to deepen their devotion to Mary.

#### 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 F in any subject, or 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 thereafter, until grade requirements are met.
5. A student may become ineligible because of his or her conduct grade. Conduct grades lower than a C- for two weeks in a row will result in probation.

#### DRAMA CLUB

Mrs. DeFer introduces students in grades 5 - 8 to the world of theatre arts. The *Missoula Children's Theatre* also visits us once every three years to coach our students in creating an unforgettable production.

#### CHOIR

All students are encouraged to be active participants in the Liturgy. Grades 2 through 8<sup>th</sup> may join our SVdP Catholic School Children's Choir. Rehearsals are held according to a schedule which is determined annually and communicated to the families of the children involved.

#### RUNNING & FITNESS CLUB

Details regarding this club will be given at the beginning of the school year.

#### OTHER CLUBS

History, Soccer, and French Clubs are also available.

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

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#### PARENT INVOLVEMENT

##### 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 our children. PiE works to help defray the cost of education by supporting school fundraising efforts. Additionally PiE offers events such as Family Movie Night, Sweetheart Dance and Mothers Night Out.

PiE Nights are held monthly during the school year (see school calendar). Some PiE Nights are informational meetings. Some nights offer speakers of interest to parents. Other PiE Nights offer fun activities for parents and families. PiE officers meet to plan and organize activities for the PiE nights. Parents should speak with one of the PiE officers with ideas for these activities.

**Parents are required to attend at least three PiE meetings. Attendance will be taken.** Your participation not only supports the school but also

shows your children that their education is important to you, and their school is worth your time.

#### FUNDRAISING

Each family is required to participate in the success of our fundraising events. **It is through this that we are able to maintain our school, while remaining committed to make Catholic education possible for all those who desire it.** By everyone's efforts we can continue our school while offering financial assistance for all in need of it. Information about upcoming events is given at the beginning of, and throughout the year.

**Completion of fundraising not only supports the school financially but also shows *your* support to our school. Failure to keep this commitment may jeopardize the possibility of your children's continued attendance at Svdp. A variety of fundraising opportunities are offered throughout the year, please choose those you think you can contribute the most with.**

#### VOLUNTEER OPPORTUNITIES

Volunteers are needed to help with recess supervision, courtyard supervision and lunch service. The more supervision we have, the safer your children are! Additionally our P.i.E. group coordinates many volunteer opportunities available in the school community. These activities include the Walk-a-Thon, Track and Field Day, Book Fair, and the parish Fiesta. The school is in need of daily supervisory assistance, especially at meal times, recess times, and the before and after school carline. Sign up in the school office. **Each family is required to give 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.**

#### 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 may always attend School Board meetings as an *ex-officio*, non-voting member. The purpose of the School Board is to function as an advisory body to the principal in matters relating to St. Vincent de Paul Catholic School.

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

The school phone is available to students for emergency purposes.

### EMERGENCY CARDS

These cards are **the most important piece of information we have regarding your child**. It is extremely important that this card be returned immediately and **kept updated** throughout the school year. Please make every effort to keep the school office and your child's teacher(s) informed of changes of address and telephone numbers. IF the person picking up a child is not listed, we cannot release the minor, it's the law.

**It is very important that you keep all Emergency information and Pick-up Authorization information updated. The school uses an automated notification system in cases of emergencies; without a current, working phone number you will not receive the call.** Thank you!

### GENERAL 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 your own family insurance. In case of any accident or injury to your child while involved in a school-sponsored activity, work with the school nurse to file the appropriate forms.

## 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 for 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**

**Except first school Fridays of each month**

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

**Children on school grounds before 7:30 am or after 3:15 pm (2:15 pm on Fridays) must be in Extended Day Care. This is the only way to provide for their safety and care. Please keep a copy of the school calendar all year for your personal use.**

### EXTENDED DAY CARE

An extended day care program is offered for children opening at 6:30 a.m. and closing at 6:00 p.m. **NOTE:** if the student is not picked up on time, you will be charged a dollar a minute to cover supervision costs. For information about this program, see Appendix, or call (623) 873-8060 since the hours may change depending on the school calendar

### EARLY DISMISSAL

In order for any child to be released from school unaccompanied by his or her 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.** This rule is for your child's safety and we cannot make exceptions.

### 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 your 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, please send permission for this ***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.

#### **GATES**

SVdP takes the safety of our children very seriously and for this reason all gates will remain locked from 8:00am to 3:00pm during school hours. Please enter through office door or Extended Day Care gate. You will have to identify yourself and wait to be buzzed in. Thank you for your cooperation.

#### **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. The School Wellness Committee will provide guidelines for snacks.

Complete copies of the Diocesan Wellness Policy are available on the diocesan website, [diocesephoenix.org](http://diocesephoenix.org)

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

*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**

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***