



PARENT/STUDENT HANDBOOK

2022-2023

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.

<p><i>St. Vincent de Paul School reserves the right to amend this handbook at any time. Parents will be notified of any amendments.</i></p>
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Dear Parents and Guardians,

August 2022

God is good! All the time! Even in the most difficult times, God is there and He IS good. 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 2021-2023 school year. It contains updated 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 preschool 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 are a Roman Catholic school that promotes Gospel values, 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 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 active 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.

Demonstrate responsibility and respect by:

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

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

Until further notice and for the safety of children and adults, we are required to limit the number of visits to the office. If your visit will take more than 5 minutes please make an appointment. If there is more than one person waiting, you may be asked to wait outside. Please keep your visit brief.

OFFICE HOURS

Monday, Tuesday, Thursday & Friday	7:30 a.m. to 3:30 p.m.
Wednesday	7:30 a.m. to 12:30 p.m.

EMERGENCY AUTHORIZATION

It is very important that ALL Emergency information and Pick-up Authorization information is kept updated on SchoolSpeak. 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 SchoolSpeak, the child will not be released to them.

INSURANCE INFORMATION

For safety and insurance reasons, we ask that no students arrive at school before 7:30 a.m. The school cannot be responsible for students on the school or parish grounds before that time. This same policy holds true after 3:30 in the afternoon.

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 for the insurance forms.

SCHOOL REGISTRATION

All families must re-register each year. Existing families have time to register before we open registrations for new families. **Once registration is open for new families, 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. New families will be placed on the waiting list in order of date of registration.

Registration for NEW students is usually held in January. 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. An interventionist and/or a resource teacher in our faculty provides help to students. Needs of students have to be discussed with administration prior to the beginning of the school year. **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.

EXTENDED DAY CARE

The extended day care program is normally offered as three options, morning from 7:00 AM to school start. Afternoon, from 3:15 to 5:00 PM. Or both Morning and Afternoon. **First come first served, space is limited.**

DISMISSAL POLICY

The school will not release a child to anyone except the parent or legal guardian, unless instructed to do so on SchoolSpeak pick up authorization. **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 and before the day in question.

- All permissions must be updated in SchoolSpeak in order to be valid.
- All “walkers” must be granted permission in SchoolSpeak and send a written permission (dated and signed for the current school year) to the health assistant/nurse’s office

If students walk home, they will be dismissed after the dismissal rush. The student **MUST** leave campus and be on their way. **The “walkers” cannot linger on campus after dismissal.**

GATES

SVdP takes the safety of children very seriously and for this reason all gates will remain locked during school hours. Please enter through the main school office door or Extended Day Care gate when picking up a child from extended care..

PARKING, DROP OFF/PICK UP

For the safety of **all** pedestrians, **all drivers are requested to adhere to the 5 MPH 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. Morning Drop Off procedures – 7:00 am to 7:30 am – Students are to be dropped off in the NORTH Parking Lot IF signed up for Extended Care. Parents MUST stay with any student who arrives earlier than 7:30am. From 7:30 to 7:55am, breakfast is available in the hall. At 7:55 students will line up at their assigned class areas that will be pointed out on the first day of school. No child / student may walk in the parking lot area unless accompanied by an adult. Parents MUST personally sign in their child for a tardy pass whenever arriving at or after 8:00 am. At dismissal time, parents can come on campus to sign out their children at the students' classroom. **This plan will be modified to ensure safety of the students and adults if the current health situation changes.**
3. **All designated handicapped parking spaces and areas are for vehicles displaying handicap placard/license plate per Phoenix City Code – Sec 36-149.**
4. **Children may not wait for parents on the playground, fields or parking lot.**
5. **Students not picked up within 20 minutes of dismissal will be sent to the nurse's office to call parents. Once students arrive at the nurse's office, parents will be charged \$1 per minute**
6. Children **under the age of 18** will not be able to pick up students **without prior arrangement with the principal.**
7. 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.***
8. ***Any changes to the arrival and dismissal procedures will be communicated to parents and guardians through Schoolspeak.***

IMPORTANT: EARLY FRIDAY HAS CHANGED!

Monday, Tuesday, Thursday, Friday

Grades K-8 - 7:30 AM-3:10 PM

Wednesday:

Grades Pre K-8- 7:30 AM- 12:30 PM dismissal

ATTENDANCE

The Diocesan Office approved ALL school calendars. If any student is ill, call the **attendance line** to report the absence. **Calling the nurse's office does not excuse your child's absence.** Only a **doctor's note** will validate an excused absence. When the child returns to school, they **must** bring a note written by the parent explaining the absence.

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. **If a student is absent the day of an evening or sports event, he/she may not attend the sports event.** The school must be informed of all absences. A student's Recognition Awards can be rescinded due to excessive absences and tardies. All High Schools ask for attendance records from our school for any candidates for admission. Poor attendance can jeopardize admission to high school.

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 they have met or mastered the standard, 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 8 am. Parents **MUST sign in** their child in the office for a tardy pass whenever arriving at or after 8:00 am. 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 emailed faxed 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. All Catholic schools are providing the essential education that will allow the children to advance to the next grade as long as they follow the teachers instructions.

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 and are the parents' responsibility.

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 will 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) before it 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, etc. with them.

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

The 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 file.**

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 lice or nits are discovered in your child's hair. If unsure, call the school nurse and **keep your child at home**. The child will be checked when she/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.

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) for 6th, 7th & 8th grades 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 reserved for the primary grades. Nevertheless, it is sometimes necessary to consider this option in later grades. Sometimes retention may be required due to excessive absences. Retention will be considered on a case-by-case basis.

Grades K-8 are graded according to standards proficiency:

4	Has mastered standard and can teach it
3	Has mastered standard
2	Shows progress but needs help
1	Not ready

After school tutoring depends on the teacher's schedule. Please ask the teacher if they are available.

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. In special circumstances, this decision may fall under teacher and administrative discretion. In order to graduate a student must have a minimum of a 2 in all standards. 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 any other appropriate consequence, as determined by the school.

ACHIEVEMENT

Students in grades K-8, who meet the following criteria, are recognized by their teachers at the end of the year during Achievement Night.

Achievement criteria:

Highest Achievement: Student has achieved only 3 or 4 in all standards

Conduct must be at least a 2, with no suspensions, to be eligible for Achievement Night recognition. Students with excessive absences (more than 18 for the year or more than 6 per trimester) or tardies (more than 20 per year or more than 5 per quarter) will **NOT** be eligible. Exceptions may be made for hospitalizations.

HOMEWORK

In order to develop strong study habits and to reinforce learning, homework is usually assigned Monday through Thursday. Students are asked to read at least 15 -20 minutes per night. Homework may occasionally be assigned on a Friday:

Grades K-2	15-30 minutes per day
Grades 3-4	30-60 minutes per day
Grades 5-8	60-90 minutes per day

Homework will vary in days assigned and amount required. Parents will be advised through SchoolSpeak or parent newsletters regarding their class requirements. Please speak with your child's teacher for any questions or concerns regarding homework.

Student grades are accessible to parents at any time online.

ACADEMIC PROBATION

If a student's grade in the core subjects of Religion, Language Arts, Mathematics, Science, and Social Studies drops below 2, in other words, they are receiving consistently 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.
- If the grades remain at 1 through the second trimester, **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.

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. 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 1-8 and the Cognitive Abilities Test is given to grades 3 and 6 once a year. The Measure of Academic Progress (MAP) test is administered three times a year.. These tests compare student performance to the national standards performance levels. Teachers use this data to plan lessons to better meet student needs.

FIELD TRIPS

Usually, each class participates in at least one field trip per year that coincides with curriculum standards. Students off campus must behave in a way that represents our Catholic identity at all times. Information regarding field trips will be sent home by the individual teacher. **Telephone calls do not meet the legal requirement for permission!**

Listed below are the guidelines to follow:

- **All students must turn in a permission form signed by the guardian/parent with ink.**
- **Students must be on time and in full uniform unless otherwise requested by their teachers.**
- **All parent volunteer chaperones must have completed the yearly Safe Environment Training.**

PARTIES AND CELEBRATIONS

- **Birthday celebrations will be one day of the month and your child's teacher will communicate with parents with more information.**
- **Holiday celebrations must be kept within the spirit of the season and with the Wellness Committee's guidelines.**

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 are expected to attend Wednesday school Mass. Parents and friends are always invited to mass.

Sunday Family Mass will take place once a month. The Family Masses in English will take place in the church at 9:00 a.m. and Spanish masses will be at 11:00am. All students are asked to wear their dress uniforms for this Mass.

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. Plans are being

made for the children to receive the Sacrament of Reconciliation throughout the school year.

SACRAMENT PARISH PROGRAM

The school will abide by the parish procedures regarding the sacrament programs when they can safely be resumed.

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 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 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 as parish members.

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 backpacks.**

<i>Pre-school and Pre-Kindergarten Students wear P.E. uniforms all year long.</i>

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: **Anton Uniform** 905 N. Scottsdale Rd Tempe, AZ 85281; phone: 480-968-6636

Pre-School and Pre-Kinder:

- Gray P.E. Tee Shirt with Logo
- Red P.E. Mesh Shorts with Logo
- Navy Blue P.E. Sweatshirt with Logo
- Navy Blue P.E. Sweatpants with Logo
- **Shoes-** Any kind of Sneakers

Girls- Kindergarten thru 8th Grade:

- Red Long Sleeve Polo with Logo
- Red Short Sleeve Polo with Logo
- Kinder to 4th grade girls- Plaid Jumper
- 5th thru 8th grade girls -Plaid Skirts
- Navy Blue Dress Shorts
- Navy Blue Dress Pants
- Navy Blue Cardigan Sweater with Logo

P.E Girls:

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

Boys- Kindergarten thru 8th Grade:

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

P.E Boys:

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

Kinder thru 8th Grade Shoes:

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

Socks:

- MUST be Solid Blue, Black, Red, or White
- Must be worn at all times and be at least 1" above the top of the shoe.

Other Uniform Requirements:

- Non SVdP coats and jackets may be 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 and no styles/designs. Exceptions to hair regulations must be made with the approval of the administration. Hair gel, mousse, or hair spray is not to be brought on campus. Facial hair is not allowed.

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

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, whether on campus or virtual..
3. Contribute to the learning environment.

These general rules are kept throughout the entire school.

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

- Bicycles, skateboards, scooters and similar vehicles of transportation.
- Tobacco, vaping, 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) during class time whether on campus or virtual;
- 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 school 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

We strongly **discourage** students from bringing phones to school. Phones are available in all classrooms as well as in the front office. If your child must have a phone, you will need to write a letter explaining why a phone is necessary **and** will meet with school administrators. **If a student gets caught with a cell phone, the cell phone will be confiscated and only be returned to the parent at the end of the school year.**

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

We ask and expect students to be extra conscientious of their behavior, attendance and responsibilities with their homework and classwork. School participation is a privilege. Repeated failure to comply with the teachers' instructions will result in disciplinary action. Teachers will address discipline issues directly with the parents. If the problem is not corrected, the Administration will conference with the parents. It is the parent's responsibility to become familiar with the teacher and classroom rules and expectations as communicated through schoolspeak and/or newsletters.

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.

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. Students placed on contract. Consider it as the last chance to remain at SVdP.
- C. Immediate required withdrawal.

REGARDING MEAN BEHAVIOR and BULLYING

Mean behavior includes put-downs, teasing, intimidation, rude remarks or gestures. Bullying is unwanted, repetitive, aggressive behavior that involves real or perceived power imbalance. Either behavior will be immediately addressed by

teachers and, as necessary, administration. Verbal and physical threats will not be tolerated on campus or online.

The Discipline With Purpose (DWP) program, (pg. 6.) which teaches **self-discipline**, is preventative to mean behavior. Repeated, targeted mean behavior and bullying is handled in the following way: once reported to a teacher or the administration, all allegations 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 or circumstances (even jokingly), must be reported to the police.

CONSEQUENCES FOR MEAN BEHAVIOR AND BULLYING

- Parents, children, teachers, and the principal will attend the 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 and what the student will be required to do to show good faith.
2. Positive action the parents can take.
3. Positive actions the faculty and staff can take.
4. If the student desires to be at St. Vincent's.
5. If the St. Vincent experience is beneficial to this student.
6. 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 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. Once sports programs are back on schedule, the coaches will discuss tryout plans and schedules with teachers and parents. **Every student needs to complete a sports physical BEFORE tryouts.**
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 25% or more “1” in his/her grades, 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. A grade report will be sent home beginning with the probationary period, and each week thereafter, until grade requirements are met.
5. A student may become ineligible because of his/ her conduct grade. Conduct grades lower than a 2 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.
7. If a student is absent or not in school before 11am, the day of an evening or sports event, he/she may **not** participate in the sports event.

ROLE OF PARENTS

- Parents are encouraged to take an active part in the school’s Athletic Program.
- **Practices end at 5pm. Parents must have consistent arrangements for their child to be picked up no later than 5pm to avoid a late fee. The late fee will be billed once per month through the TADS account. There will be a charge of \$1 per minute once a practice/game has ended. Exceeding 30 minutes late could result in immediate suspension 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 important 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 must 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 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 the TADS account.
- Parents must sign the athletic policy forms on SchoolSpeak and also have to be up to date with the safe

environment.

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 teammates must remain until the season ends.

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

- Give full 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 all coaches.
- Respect the decisions of officials and umpires.
- Refrain from offensive language and actions.
- Maintain as a minimum standard a 2 with no failing grades. If the grades are not maintained and/or a student has failing grades the student will become ineligible to play until the requirements for participation are met.
- Each year before trying out for any sport, student athletes 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.

- Drama club - Grades 5-8
- National Junior Honor Society – Grades 7 and 8
- Student Council – officers grades 6-8 & representatives grades 3-8
- Vincentian Marian Youth – Grades 4-8
- Primary Vincentian Marian Youth – Grades 1-3 (possibility)
- 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 with online or in person 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

- 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 parent meetings
- to support and cooperate with the discipline policy of the school
- to treat teachers with respect and courtesy when discussing student problems.
- to complete school registration on time every school year

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 Meetings are held five or six times during the school year (see school calendar) and meetings last about 1 to 1 ½ hours. Some PiE meetings 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 who attend meetings, will receive volunteer hours.

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 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

We need your help in many different ways. There may be needs with individual classrooms and there is always need for help with traffic monitoring in the parking lots. Each family is required to give 40 hours of volunteer service each year. Please inquire with our Fundraiser/Volunteer coordinator for opportunities.

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, 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 are not allowed to 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 during school hours. Formal parent-teacher conferences are scheduled twice during the school year, please be attentive to schedules sent from the office. 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.

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, zoom conference or appointment. Please discuss with the teacher what medium of communication will be most convenient for you.
2. If the difficulty is not resolved, arrange a conference with the teacher and principal.

CUSTODY

SVdP school personnel abide 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.**

Uses of technology resources in instruction

- iPads
- Chromebooks
- Printers/ 3D printer

Student technology user agreement is the existing schools document.

ST. VINCENT de PAUL CATHOLIC SCHOOL

ACCEPTABLE INTERNET USE AGREEMENT

The Internet is an important source of information and every attempt possible will be made to insure its proper use at St.Vincent de Paul School. SVdP School has taken many precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to guarantee that users may not inadvertently come across material that may be inappropriate, offensive, or controversial.

To discourage the inappropriate use or on-line electronic services and any other misuse of the system, the following guidelines shall be put into effect.

The student must:

- Use the electronic system for educational or school business purposes only.
- Be supervised by a school staff member **at all times** while using on-line services.
- Not submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or deliberately inaccurate material; nor shall students provide direct links to such material or encourage the use of controlled substances.
- Not attempt to harm nor modify system files or any data belonging to other users.
- Not attempt to gain unauthorized access to Diocesan or School systems, data, destroy software, or interfere with system operations or security.
- Not download, archive, distribute or share any software or digital file (such as movies, music, or text) that would constitute a violation of copyright laws, including any trademark and/or license restrictions.
- Not use the network in any way that disrupts the use of the network by others.
- Not access personal e-mail or social media sites. (example: MySpace, Facebook, Twitter, Instagram, etc.)
- Know that e-mail is **not** absolutely secure and private.
- Know that e-mail in the Diocese/School system is the property of the Diocese/School.
- Know that computer activities, including e-mail, will be monitored and tracked.
- Not use the system to make any purchases nor to conduct any personal business.
- Follow all Diocesan Policies and Student Handbooks as written.
- Not share any password(s).
- Understand that I am using something of great value to SVdP when I use the technology. It is also of great value to me and to my education.
- I also understand that I am responsible for the iPad, Chromebook, or computer when I am using it. If the iPad, Chromebook or computer is broken or harmed while in my care I will have to pay for its repair or replacement.

I agree to do the following:

- Have clean hands when I use the technology.
- Always handle the technology with care.
- Always follow the teacher's directions for using the technology.
- Follow the Internet Practices used at SVdP which have been explained to me.

ST. VINCENT de PAUL SCHOOL **ACCEPTABLE INTERNET USE AGREEMENT**

STUDENTS

Student use of information systems is a privilege, not a right. Students must adhere to strict Diocesan /School guidelines. Diocesan/School faculty, staff and administrator(s) will deem what is appropriate and inappropriate use of information systems. Any action by a student determined to constitute inappropriate use subjects the student to disciplinary action. Depending on the seriousness of the user's offense, consequences will be administered as stipulated by this Policy and the Diocesan Policy Manual. Students will also be subjected to all applicable state and federal laws. Students and parents/guardians of students must understand that their student may have access to the Internet. St. Vincent de Paul School uses supervision and a software filtering system to limit access to inappropriate materials on the Internet.

Students and parents/guardians should be aware that no filtering system is completely effective in preventing access to all inappropriate materials, and it is the student's responsibility to follow the above regulations and the directions of staff.

I understand, and will abide by, the above terms and conditions of this SVdP School Acceptable Internet Policy, and will use computer and electronic resources for educational or school business purposes **only**. I also understand that any violation of this agreement is unethical and may constitute criminal offense and may result in civil liability to me and my parents or guardians. Should I commit any violation, I will lose all computer privileges at school and will be treated in accordance with Diocesan disciplinary codes, and of state and federal law.

***Notice --- Acknowledge Internet use Agreement Form in SchoolSpeak. Failure to acknowledge this form means that the student will not be allowed to use any computers (tablets , desktop, laptop, Chromebook) on school campus.**

This document is a contract between parents and school. Enrollment means that you agree to its conditions. In private school contractual rights supersede constitutional rights. 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
2022-2023

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.

**Please read and acknowledge the Parent/Student handbook on
SchoolSpeak.**