



PARENT/STUDENT HANDBOOK 2025-2026

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 Catholic School reserves the right at any time to interpret and/or change the policies herein.</i></p>



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VALUES

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.

VISION STATEMENT

It is our vision as a Daughters of Charity School that our students become people of service who see the face of God in everyone, and are committed to living their Vincentian Catholic Values.

PHILOSOPHY

Recognizing that parents are the primary educators of their children, the community of St. Vincent de Paul works with families 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 and talent and destined to form God's kingdom on earth.

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

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

HISTORY

ST. VINCENT DE PAUL CATHOLIC SCHOOL

St. Vincent de Paul School (SVdP) 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 students from preschool through Eighth grade. 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. 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

Our Patron, The Universal Patron of 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 school 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!"

LEARNING EXPECTATIONS

SCHOOL-WIDE LEARNING EXPECTATIONS (SLEs)

It is expected that SVdP Catholic School students will become:

Service-oriented Youth who:

- Contribute to home, school, parish, and society.

Vincentian active 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.

Demonstrate responsibility and respect by:

- Respecting themselves and others.
- Knowing their strengths and weaknesses.
- Assuming 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.

SPIRITUAL LIFE

CATHOLIC CELEBRATIONS

Mass is the principal act of Catholic worship. It is expected that students 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. Students 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. Students 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 throughout the school year, but especially during Advent and Lent. Parents are expected to establish traditional prayers and seasonal celebrations at home.

SACRAMENT PARISH PROGRAM

St. Vincent de Paul Catholic School students and St. Vincent de Paul Christian Formation students participate in the parish-wide Sacrament Program. Preparation for First Reconciliation, Confirmation, and First Eucharist at St. Vincent de Paul School 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 them in the life of faith.

In accordance with the 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 website for schedules. ALL school families are strongly encouraged to REGISTER as parish members.

ACADEMICS, CURRICULUM, & GRADING

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, Physical Education, Music, Art, and Health (Grades 7 – 8).

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.

Students 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. All Catholic schools are providing the essential education that will allow the students to advance to the next grade as long as they follow the teachers instructions.

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	Demonstrates no understanding/mastery

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.

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 student and use it to communicate with classroom teachers. All staff email addresses are available on the school website: svdpschool.org

ACHIEVEMENT

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

Achievement award:

- Highest achievement = Student has achieved 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 7 per trimester) 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 10-30 minutes per day

Grades 3-4 30-60 minutes per day

Grades 5-8 60-90 minutes per day

Homework may vary in frequency and quantity. Parents will be advised of the class requirements through FACTS for parent newsletters. Please speak with the 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 at risk. SVdP will provide all support possible to the student, however, the responsibility to improve still remains with the student.

STANDARDIZED TESTING PROGRAM

The Iowa of Basic Skills (ITBS) is given to 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 that better meet student needs.

SCHOOL RULES

Rules are made for the efficient and effective operation of the school, and 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.**

It is expected that all students 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, all school staff, volunteers, and visitors.

St. Vincent de Paul students will:

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

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.

These general rules and expectations are kept throughout the entire school.

STATE AND/OR LOCAL REGULATIONS

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

- Bicycles, skateboards, scooters, and similar vehicles of transportation.
- Tobacco, vaping, controlled substances, 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.

BULLYING POLICY

DEFINITIONS

Bullying is any aggressive and unwanted behavior by a student or group of students that: is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor and victim; is repeated over time, or causes severe emotional trauma. Bullying includes cyberbullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

PROCEDURES

- ❖ Any person who alleges bullying by a student shall file a written complaint by providing a completed “Bullying/Harassment/Hazing Prevention and Intervention Incident Form” (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such other information as requested.
- ❖ Allegations of bullying reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.
- ❖ The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of bullying, or for cooperating with the investigation of such a complaint.
- ❖ Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.
- ❖ Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- ❖ The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment. It is not necessary to make a showing that the victim was psychologically harmed.

CONSEQUENCES

Students displaying bullying behaviors will be subject to a disciplinary conference between the student, parents, teachers, and administration. Suspension, withdrawal, or dismissal are at the discretion of the Principal.

A letter of apology will be written by the student, signed by his/her parents, and given to the teacher before the student is permitted back in class. Once approved by a teacher/administrator, a copy of the letter must be provided to the offended person.

Complete copies of the Diocesan Bullying Policy are available on the diocesan website: diocesephoenix.org

Per 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.

STUDENT CONDUCT & DISCIPLINE

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 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 classroom, teacher, rules, and expectations as communicated through FACTS and/or newsletters.

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.

GOOD FAITH CONTRACTS

Good Faith Contracts are used as a corrective measure to establish goals for continued success at SVdP. A student who violates the Code of Conduct may be placed on a Good Faith Contract to outline what actions need to be corrected as a Vincentian student. Good Faith Contracts are typically drafted at a Disciplinary Conference.

DISCIPLINARY CONFERENCE

A Disciplinary conference is called to determine whether a student may continue at SVdP, and, if so, what would be required of the student through a Good Faith Contract. Disciplinary conferences usually involve the student, parent, teacher, and administrator. Issues that may be discussed include:

- 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.

DETENTION

Detentions are assigned as a corrective disciplinary action. Students are required to attend detention before/after school or during lunch/recess.

SUSPENSION

Suspension is a serious corrective disciplinary action, assigned for repetitive and major infractions. Suspensions may be in-school or out-of-school. Students may not participate in school activities, sports, or clubs. Students are expected to complete all assignments upon their return to school.

At the discretion of the Principal, a student may be suspended for other conduct not listed that seriously jeopardizes the welfare or learning environment of the student or others.

WITHDRAWAL OR DISMISSAL

Withdrawal or dismissal is the most serious corrective disciplinary action. This consequence is considered a last-resort and is prescribed by the Administration. If a student is withdrawn or dismissed for disciplinary reasons, the student is not permitted to attend SVdP sponsored events or be on campus at any time.

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

DISCIPLINE MATRIX

Violation	Definitions	Levels	Preschool & PreK	Kindergarten to 8th
Academic dishonesty (cheating/plagiarism)	Any action or attempt to gain an unfair advantage in one's academic work.	2,3	- Social Story	- Warning - Detention - Suspension
Alcohol, drugs, or misuse of legal substance (use/sale/possession)	The use, sale, or possession of alcohol; tobacco/nicotine products; prescription or non-prescription drugs; inhalants; or pretending to have drugs or facsimiles.	3	- Parent Discussion - DCS Call	- Withdrawal
Aggression	Assault, battery, threats of force or violence directed toward another individual. <i>Examples: Punching, shoving, kicking, slapping, spitting, throwing objects, behavior intended to harm or frighten others, etc.</i>	2,3	- Calming corner w/ support if unable to deescalate student is sent home - Parent meeting - Behavior plan - Withdrawal	- Parent meeting & Good Faith Contract - Suspension - Withdrawal
Bullying/harassment	Unwanted, repetitive, aggressive behavior, or intimidation that involves a real or perceived power imbalance; or any unwelcome conduct that creates a hostile, intimidating, or offensive environment for others.	2,3	- Social Story and/or Discussion - Parent meeting - Behavior plan - Withdrawal	- Parent meeting & Good Faith Contract - Suspension - Withdrawal
Cellphone/electronic devices	The use of a cell phone, smartwatch, or other electronic device on school premises.	2	- Parent discussion	- 1-Week Confiscate - 1 Year Confiscate
Chewing gum	Chewing gum on school premises.	1,2	- Parent discussion	- Detention
Defiance	Refusal to comply with reasonable requests or directives from faculty or staff. <i>Examples: Disregarding instructions of a school official, arguing with staff, leaving class without permission, etc.</i>	1,2,3	- Social Story and/or Discussion - Parent meeting - Behavior plan - Withdrawal	- Warning - Detention - Suspension - Withdrawal
Dress code	A student shall not be out of dress code.	1	- Parent discussion	- Parent contact - Good Faith Contract
Habitual tardiness (truancy)	The persistent act of arriving late, twenty (20) days or more.	2,3	- Good Faith Contract - Withdrawal	- Good Faith Contract - Withdrawal
Horseplay	Any physical contact of a provoking nature with another person. <i>Examples: Pushing, shoving, wrestling, hitting, participating in an altercation, etc.</i>	1,2,3	- Social Story and/or Discussion - Parent meeting - Behavior plan - Withdrawal	- Warning - Detention - Suspension - Withdrawal
Inappropriate behavior	Any action considered detrimental to the moral, spiritual, or physical welfare of others. <i>Examples: Bus misconduct, disrespectful behavior, disrupting the school environment, gambling, littering, name calling, inappropriate use of technology, etc.</i>	1,2,3	- Talk w/ student - give appropriate behavior - Parent meeting - Behavior plan - Withdrawal	- Warning - Detention - Suspension - Withdrawal
Inappropriate language	The use of words, phrases or gestures that are considered offensive, disrespectful, discriminatory, or unsuitable.	1,2,3	- Talk w/ student - give appropriate language - Parent meeting	- Warning - Detention - Suspension - Withdrawal
Internet postings	Postings that could be defamatory to peers, staff, neighbors, or the school; includes activities outside of school which negatively affect the school or others.	2,3	- Parent discussion	- Detention - Suspension - Withdrawal
Leaving school without permission	Exiting school grounds without obtaining authorization from a parent/guardian and the school administration.	3	- Parent discussion	- Detention - Suspension - Withdrawal

Loitering around campus	Lingering or hanging around the school grounds without a clear or legitimate purpose.	1,2,3	- Parent discussion	- Warning - Detention - Suspension
Stealing/vandalism	A student and his/her parents or guardians shall be liable for any damages caused by the student to equipment and school property. Willful destruction or defacing of school property; student accounts may be charged for cost of damaged items.	3	- Social story and/or Discussion - Return, Replace, or Restore property (may require parent assistance)	- Detention - Suspension - Withdrawal
Unprepared/unproductive behavior	A student shall not disrupt their own educational process in the classroom or any other instructional setting. <i>Examples: Not having necessary supplies/equipment, sleeping, minor school disturbances, etc.</i>	1	- Talk w/ student - Parent discussion	- Warning - Referral to FaP - Detention
Weapons (use/sale/possession)	Use, sale, or possession of weapons or facsimiles: guns, knives, anything that can be used as a weapon.	3	- Parent discussion - DCS Call	- Withdrawal

Level 1

Minor misbehavior that impedes or disrupts orderly classroom procedures or school operations. These infractions will be addressed by the classroom teacher, as well as contacting parents/guardians. Administrative action will typically not occur with these misbehaviors.

Before referring a matter to school administration, classroom teachers are expected to employ at least three classroom-level interventions every trimester - with appropriate documentation - for a Level 1 offense.

Examples	Consequences
<ul style="list-style-type: none"> • Chewing gum • Defiance • Dress code • Horseplay • Inappropriate behavior • Inappropriate language • Loitering around campus • Unprepared/unproductive behavior 	<ul style="list-style-type: none"> • Parent/Guardian Notification and Conference Request • Student Conference • Restorative Conference and/or Restorative Circle • Verbal/written apology • Reflection sheet • Warning • Detention (before/after school/lunch) • Time out (not to exceed 30 minutes) • Confiscation of non-instructional item • Suspend privileges • Community service • Special assignment (Reflective in nature) • Other action consistent with Level 1 interactions

Level 2

Misbehavior that is frequent or serious enough that it disrupts the learning climate of the school and/or endangers the health or safety of others. These infractions, which usually result from the continuation of Level one incidents, require the intervention of administrative personnel because the prior consequences have failed to modify the behavior. Also included in this level are misbehaviors whose educational consequences require a corrective action on the part of administrative personnel.

Examples	Consequences
<ul style="list-style-type: none"> • Academic dishonesty (cheating/plagiarism) • Aggression • Bullying/harassment • Cell phones/electronic devices • Internet postings 	<ul style="list-style-type: none"> • Referral to Administration • Referral to Families at Promise • Restorative Conference and/or Restorative Circle • Suspension (In-School or Out-of-School) • Probationary Contract <p><i>Any action from the prior level may be imposed</i></p>

Level 3

Acts that are frequent or serious in nature that disrupts the learning environment of the school or acts that pose a threat or danger to the health, safety, or welfare of others in the school. These acts will require administrative actions which could result in the immediate removal of the student from the school and possible intervention of law enforcement authorities.

Examples	Consequences
<ul style="list-style-type: none"> • Alcohol, drugs, or misuse of legal substance (use/sale/possession) • Habitual tardiness (20 days) • Leaving school without permission • Stealing/vandalism • Weapons (use/sale/possession) 	<ul style="list-style-type: none"> • Referral to Administration • Disciplinary Conference • Withdrawal or Dismissal • Referral to district/state/police <p><i>Any action from the prior level may be imposed</i></p>

SCHOOL HOURS & ATTENDANCE

OFFICE HOURS

Monday, Tuesday, Thursday & Friday	7:20 a.m. to 3:30 p.m.
Wednesday	9:00 a.m. to 1:30 p.m.

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday	7:45 a.m. to 2:45 p.m.
Wednesday	7:45 a.m. to 12:45 p.m.

ATTENDANCE

If your student is ill, call the school to report the absence. **Calling the nurse's office does NOT excuse the student's absence.** Only a **doctor's note** will validate an excused absence. When the student 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 student'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 the 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. Exceptions can be made if a student completes make-up work and can successfully show they have met or mastered the standard.

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 7:45 am. Parents **must sign in** their student in at the office for a tardy pass whenever arriving at or after 7:45 am. Three tardies equals one unexcused half day absence. **Continued tardiness while on probation could result in being dismissed from SVdP.**

On Wednesdays, if your student is late, they must be dropped off at the cry room located in the southeast Church parking.

UNIFORM & 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 6, 7, and 8 are required to use mesh or clear backpacks.**

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

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

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

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

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 or stud earrings.

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

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.

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

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
- 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.

WEATHER POLICY

Outdoor activities, such as morning prayer and recess, are an important part of our school day. SVdP has a plan for outdoor activities to provide flexibility during inclement weather. Please use the following guidelines provided to determine whether activities are held indoors or outdoors each day:

Cold Weather	
Above 45°F	Outdoors
Between 40°F - 45°F	Principal Discretion
40°F or below	Indoors

Hot Weather	
100°F or below	Outdoors
Between 100°F - 105°F	Principal Discretion
Above 105°F	Indoors

WEATHER-RELATED DRESS CODE

- Jackets - Staff may require that jackets be worn during cold weather, and also may request jackets be removed during excessively hot temperatures.
- Long sleeve shirts - Students may wear long sleeve shirts underneath their SVdP Polo shirts during times of cold weather. White, Gray, Navy or Red long sleeve shirts are the only colors that may be worn.
- Baseball caps - Students and staff may wear baseball caps during hot weather. Approved baseball caps can be purchased through SVdP's Spirit Store and may only be worn during PE and recess.

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 physical copy of the permission form signed by the parent/guardian.
- 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 held the last Wednesday of the month and your student's teacher will communicate with parents with more information. Holiday celebrations must be in the spirit of the season and abide by the Wellness Policy.

ATHLETIC POLICY

1. 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 a student drops to a “1” in any core subject, he/she will enter a two-week probationary period. During this time, he/she may continue to practice and play in games. If the student has not met the minimum grade requirement at the end of this period, he/she may practice with the team, but not be able to participate in games. Ineligibility will continue on a week-to-week basis until grade requirements are met. At the discretion of the coach, the student may be required to miss both practices and games until grades are corrected.
4. 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.
5. A student may become ineligible due to conduct during practices or games. Unsatisfactory classroom conduct will also be considered and may result in disciplinary action, including probation, ineligibility, or dismissal from the team.
6. If a student has a detention, he/she will not be allowed to participate in an event for that day.
7. If a student has been suspended, he/she will not be allowed to participate in the activity for the week following the suspension.
8. 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. **This includes any 8th grade student who is absent because of a shadow day in high schools.**

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 fully of himself/herself during practice and games.
- Be accepting of his/her honest mistakes.
- Strive to win without placing undue pressure on self or teammates.
- Recognize and respect the strengths and weaknesses of teammates.
- Exhibit sportsmanship at all times -- being a good loser as well as a good winner.
- Accept the guidance of all coaches.
- Respect the decisions of officials and umpires.
- Refrain from offensive language and actions.
- Maintain a minimum standard of “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.

ROLE OF PARENTS

- Parents are encouraged to take an active part in the school's Athletic Program.
- **Practices end at 5 pm. Parents must have consistent arrangements for their athletes to be picked up no later than 5 pm to avoid a late fee. The late fee will be billed once per month through the FACTS 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 5:30-5:45 pm. Off-campus games vary depending on school location. Coaches will provide parents with approximate pick-up times for these games.
- Parents can have a 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 FACTS account.
- Parents must sign the athletic policy forms on FACTS and must be up to date with Safe Environment training.

STUDENT ACTIVITIES

Students may join the following groups. Participation is dependent on academic achievement and conduct.

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

**Activities may be added or changed at any time*

SPORTS AND CLUBS AWARDS

Each school sports group, club, and organization operates under specific rules, which will be taken into account when selecting students to receive awards during the Sports and Clubs Recognition Night.

OFFICE PROCEDURES & SCHOOL REGISTRATION

EMERGENCY AUTHORIZATION

It is very important that Emergency and Pick-up Authorization information is kept updated on FACTS, the school's Student Information System (SIS). SVdP uses an automated notification system in case of emergencies. A current, working cell phone number is required to receive important notifications.

If the person picking up a student is not listed on FACTS, the student will not be released to them.

INSURANCE INFORMATION

For safety and insurance reasons, students may not arrive at school before 7:20 a.m or beyond 3:05pm. SVdP is not responsible for students on school or parish grounds beyond these times.

Students enrolled at SVdP Catholic School are 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 during a school-sponsored activity, contact the school nurse for insurance forms. This supplemental policy applies to students, but does not extend to their personal belongings.

SCHOOL REGISTRATION

All families must re-register each year. Existing families will have time to register before open registrations are available for new families. Once registration is open for new families, returning families no longer have a preferred spot for the next school year. When new families register 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 the date of registration.

Registration for new students opens at the beginning of the calendar year. New students include any student not registered at SVdP - including all Preschool students.

Neither race nor religion prevents a student from being accepted at SVdP. The school gives priority preference to families currently enrolled at SVdP, registered parishioners, students in Christian Formation, and Catholic families.

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

A child entering kindergarten must be five years old before **September 1st** of the current school year. No exceptions will be made to this Arizona State law. A child entering first grade must be six years old before **September 1st**. Any exceptions must be made by the principal. **A baptism or birth certificate** is required when a student is registered for the first time. All new students will be screened before being accepted into SVdP. Personal interviews will be conducted at the discretion of the principal. SVdP has no special education programs for students with special needs. The needs of students must be discussed with administration prior to the beginning of the school year. **All new students are accepted provisionally**. If a student is unable to adjust to the curriculum, guidelines, or behavior norms, they may be asked to withdraw from SVdP.

EXTENDED CARE

The Extended Care Program offers three options for families: morning from 6:30 a.m. to 7:20 a.m., afternoon from 3:30 to 5:00 p.m., or both morning and afternoon sessions. Students must be signed out by their parents, or anyone listed on the pick-up list in FACTS. Registration for Extended Care and acceptance are on a first-come, first-served basis due to limited space. Registration is held at the beginning of the school year.

DISMISSAL POLICY

The school will not release a student to anyone except the parent or legal guardian unless instructed to do so under the Pick up Authorization section in FACTS. Persons unknown to the school staff will be required to show picture I.D. before being allowed to take a student from the school grounds. A student will never be given permission by the school to go home with another student, nor will they be allowed to phone for this permission. This type of arrangement must be made between parents outside school hours and before the day in question.

- All permissions must be updated in FACTS in order to be valid.
- All students who walk/bike home must send written permission (dated and signed for the current school year) to the health assistant/nurse's office.

If a student walks/bikes home, they will be dismissed after traffic decreases in the parking lot. The student must leave campus immediately and cannot linger on campus after dismissal.

Students will not be released 30 minutes before dismissal.

CUSTODY

SVdP school personnel abide by the custody agreements as decided by the court. Legally, all biological parents have access to their child'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.**

TUITION

Tuition payments enable the school to provide students with a Catholic education. It is important that tuition is received on a regular basis. It is the parent's responsibility to notify the principal immediately if a payment cannot be made on time. **All tuition payments will be managed through FACTS.** Parents must have a bank account for tuition withdrawal. It is only after a conversation with the principal that adjustments and bank withdrawals can be made. Missed payments or non-sufficient funds will be charged and will be 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.

TRANSFERS

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

FACTS

SVdP uses the FACTS Management student information system for multiple administrative functions. FACTS helps facilitate registration and tuition to grading and daily communication. It is essential to ensure your contact information is current within the system to guarantee timely message delivery.

SCHOLARSHIPS & FINANCIAL AID

Parents who need assistance with scholarships, financial aid, or FACTS, will be assisted during office hours by scheduling a meeting with the Scholarship and Tuition Coordinator, Brenda Acosta (STO@svdpschool.org).

PARKING & GATES

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. No one under the age of 18 can accompany the parking monitor while they are performing their duties.
2. **Morning Drop-Off procedures:** 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 7:30 am. At 7:45, students will line up in the courtyard with their designated class. No student may walk in the parking lot area unless accompanied by an adult. Parents must personally sign in their student for a tardy pass whenever arriving at or after 8:00 am. At dismissal time, parents or a designee must come on campus to sign children out of the classroom.
3. All designated handicapped parking spaces and areas are for vehicles displaying handicap placard/license plate per Phoenix City Code – Sec 36-149.
4. Students may not wait for parents on the playground, fields or parking lot.
5. **Students not picked up within 30 minutes after dismissal will be sent to the nurse's office. Once students arrive at the nurse's office, parents will be charged \$1 per minute as a late pickup fee.**
6. Persons under the age of 18 will not be able to pick up any child without prior arrangement with the principal.
7. In the event of a "lockdown," students 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 FACTS.

GATES

All gates will remain locked during school hours for the safety of students and staff. Please enter through the main school office door, or the Extended Day Care gate when picking up a student from extended care.

PARENT INVOLVEMENT

PARENTS AS PARTNERS

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

- **Treat teachers and staff with respect and courtesy.**
- Support the religious, spiritual, and educational goals of the school
- Attend Sunday Mass and teach the Catholic faith by word and example
- Make sure their children are present at school on time, in proper uniform, with completed homework
- Actively participate in school activities
- Respect school books/ property or pay for damage
- Notify the school in case of absence
- Notify the school of any changes to addresses, important phone numbers, or email address
- Meet all financial obligations, especially FACTS
- Inform the school of any special situation regarding their child's well-being, safety, or health issues
- Complete & promptly return any requested information by checking FACTS daily
- Attend parent meetings - Partners in Education
- Support and cooperate with the discipline policy of the school
- 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 students.

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. Parents who attend meetings will receive volunteer hours.

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

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. The remaining balances will be pulled from the FACTS account in June.

SVdP ADVISORY BOARD

St. Vincent de Paul Advisory 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 Advisory Board is to function as an advisory body to the administrative team in matters relating to St. Vincent de Paul Catholic School.

VOLUNTEER OPPORTUNITIES

Volunteer help is needed in many different ways. There may be needs with individual classrooms or 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 students 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.**

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 a written note. Teachers are eager to keep parents updated on their child's 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, the hall, or school campus 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 student'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.

FAMILIES AT PROMISE

The Families at Promise team strives to empower family members, students, volunteers, donors and community members. The program seeks to promote effective and positive change so families can achieve stability and their children can access a brighter future.

The Families at Promise team includes SVdP's Social Worker, Behavior Specialist, School Counselor, Health Aide/Nurse, & Scholarship and Tuition Coordinator.

HEALTH REGULATIONS

The school office must be notified if a student is ill. If any student 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 student is absent for more than three days, the school nurse will check the student before s/he returns to the classroom.

If it is necessary for any student 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. Students may not bring medication with them. ALL medication must be brought to the nurse's office by a parent. 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 student 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 student'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. Exceptions to the wellness policy are made twice per year when a classroom hosts a celebration. 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 any child 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 are as contagious as the common cold. Students 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 student will be checked when she/he returns to school and will be readmitted if there are no nits. **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.

MEDIA POLICY

PUBLICATION OF STUDENT IMAGES AND/OR CREATIVE WORK

Students are occasionally photographed and/or videotaped within the course of their education and participation in routine activities. Student images, creative work, and/or names may be used in SVdP publications such as yearbook, newspaper, programs, alumni and community news, brochures, social media, and the website. Additionally, student images may be used in media placements for SVdP's advertising, marketing, and PR campaigns. If a student/parent/guardian does not want their child's images, creative work, and/or name used in St. Vincent de Paul publications or marketing, please notify the Development Director in writing at kizabal@sdvpschool.org. SVdP will seek consent prior to publishing creative works.

ST. VINCENT DE PAUL SCHOOL

ACCEPTABLE INTERNET USE AGREEMENT FOR STUDENTS

The Internet is an important source of information, and every attempt possible will be made to ensure 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 of online electronic services and any other misuse of the system, the following guidelines apply.

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 online 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: TikTok, Instagram, X, Facebook, 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).
- Not attempt to log in to someone else's account.
- Understand these statements:
 - “I am using something of great value to SVdP when I use this technology. It is also of great value to me and to my education.”, and
 - “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 technology with care.
- Always follow the teacher's directions for using technology.
- Follow the Internet Practices used at SVdP.

Technology resources available/used in instruction

- iPads
- Chromebooks
- Printers/ 3D printer

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 child 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. I 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 a 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.

Student Email Accounts

Each student is provided with an email account to access online curriculum and educational resources. These accounts are created specifically to support their academic needs and enhance their learning experience. Usage is subject to the school's technology policies to ensure a safe and productive educational environment.

Additional Google Applications

As part of our commitment to providing a robust and dynamic learning environment, SVdP incorporates various Google applications to support students' academic growth. By enrolling your child at SVdP, you consent to their use of the following educational tools:

- **Google Bookmarks:** To pin and organize resources and books for efficient access during learning activities.
- **Google Maps:** To engage in interactive geography lessons and mapping projects.
- **Google Earth:** To explore global geography, history, and cultural landmarks.
- **Google Photos:** To create and manage multimedia projects and presentations.
- **Google Books:** To search for and access books for educational purposes, including full texts of public domain works and limited previews of copyrighted materials.

These applications are used solely for educational purposes and are monitored to ensure compliance with the school's technology and internet usage policies.

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

ST. VINCENT DE PAUL CATHOLIC SCHOOL
PARENT & STUDENT CONTRACT
2025-2026

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 FACTS.

*This document is a contract between parents and the school. Enrollment means that you agree to its conditions. **In private schools, contractual rights supersede constitutional rights.** This document will be held in the office as a record of your agreement for the entire school year.*