

2019-2020

# St. Vincent de Paul Catholic School

## Parent and Student Handbook



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### **St. Vincent de Paul Retains the Right to Amend the Handbook**

St. Vincent de Paul Catholic School and the Principal retain the right to amend the handbook for just cause and parents/guardians will be given prompt notification if changes are made.

## **Mission Statement**

Inspired by our patron saint and working as an extension of the St. Vincent de Paul parish, our mission is to teach our students to **KNOW** and celebrate our Catholic Faith, **LOVE** God and our neighbor, and **SERVE** as disciples of Jesus Christ.

### **Our mission flows from three core beliefs:**

- We realize our highest potential by exploring and living a life of faith, acknowledging that God is at the heart of all we do.
- A quality education is best achieved by addressing the full person including intellectual and physical development, complementing spiritual and moral growth.
- A healthy and vibrant school culture is the result of partnership, relationships, respect, and friendship.

## **Philosophy**

St. Vincent de Paul Catholic School educates the whole child, with compassion and care, responding to the spiritual, emotional, intellectual, social, and physical needs of each child, while honoring diverse learning styles and needs. We are an accredited, private school, serving students in early childhood, elementary, and middle school levels.

**KNOW:** Our Catholic values and Gospel message guide our work. We follow a developmentally appropriate curriculum which includes basic skills and creative problem solving. We inspire students to become life-long learners, striving to reach their full potential as individuals.

**LOVE:** With Christ as our servant model, we seek to instill a loving heart in our children. We see God in all things and teach our students to respond with compassion and service.

**SERVE:** Our children are taught respect and concern for others and are called to enrich the lives of others through service outreach. We encourage our students to develop an understanding of the needs of the local and global communities.

## **Core Values of St. Vincent de Paul Catholic School:**

### **Faith**

Rooted in our Gospel values, worship and prayer are integral to our faith community. We seek to be a community of prayerful love in which students practice the skills of self-discipline, and critical thinking and moral decision making. We will create an environment where students will develop a love and knowledge of God through the sacraments and the teachings of the Catholic Church.

### **Achievement**

We strive to develop the whole person. We encourage determination to persevere, courage to take risks, and the willingness to learn through our efforts. We set high standards in all that we do. We believe that by providing students with opportunities to succeed, we foster self-esteem, respect, and success.

### **Community**

We are greater as a team than individuals. By fostering relationships built on our common goals and teamwork, we create a well-rounded family to support and care for our students.

### **Respect**

Our faith asks us to model Jesus Christ's acts of kindness, love, and compassion. We teach our children to honor differences, show compassion, and be of service to others in words and actions. We believe in the integration of faith, values, morals, and traditions with learning and life.

### **Lifelong Learning**

This is a place for learning, growing, and discovery. We strive to foster a love of learning that extends throughout a lifetime. We mix high standards, accountability, creativity, passion, and fun to make learning exciting.

*In an atmosphere of our Catholic faith, we encourage students to become more fully the unique individuals they are destined to be.*

### **School Accreditation**

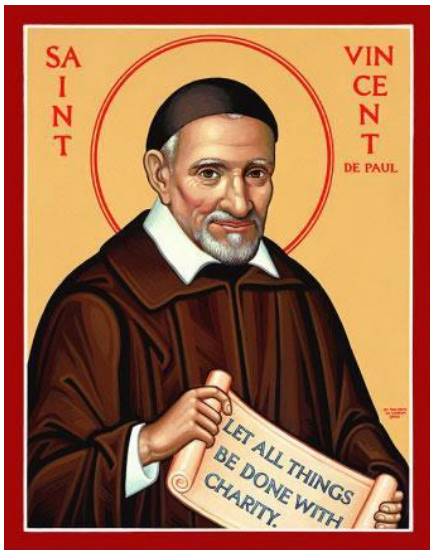
St. Vincent de Paul Catholic School is accredited by the Minnesota Nonpublic School Accrediting Association and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of staff.

### **Important Information**

School Office Phone:	(763) 425-3970	
School Office Hours:	Monday – Friday	7:00 AM – 3:00 PM
School Website:	<a href="http://school.saintvdp.org">school.saintvdp.org</a>	
School Email:	<a href="mailto:info@saintvdp.org">info@saintvdp.org</a>	

School Session Hours:	Monday – Friday	7:35 AM – 1:40 PM
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## OUR PATRON SAINT



St. Vincent de Paul was born to a poor peasant family in the French village of Pouy on April 24, 1581. His first formal education was provided by the Franciscans. He did so well, he was hired to tutor the children of a nearby wealthy family. He used the monies he earned teaching to continue his formal studies at the University of Toulouse where he studied theology.

He spent his life preaching missions to and providing relief to the poor. He even established hospitals for them. This work became his passion. He later extended his concern and ministry to convicts. The need to evangelize and assist these souls was so great and the demands beyond his own ability to meet that he founded the Ladies of Charity, a lay institute of woman, to help, as well as a religious institute of priests - the Congregation

of Priests of the Mission, commonly referred to now as the Vincentians. St. Vincent is sometimes referred to as "The Apostle of Charity" and "The Father of the Poor".

The feast day for St. Vincent, the patron of all charitable societies, is September 27.

## HISTORY OF THE CHURCH of ST. VINCENT de PAUL

The first Catholic Church in Osseo was a log cabin built in 1856 and was dedicated to St. Louis.

The second church, a frame structure, was built in 1864 and dedicated to St. Vincent de Paul. Founded in 1865 to live and teach the Gospel of Jesus Christ, St. Vincent de Paul has grown from a closely-knit rural parish to a rapidly growing suburban community guided by the spirit of Vatican II. We want to use the values of the past to enrich our future. The third church, a brick structure, was built in 1922.

Our current church (the fourth) was dedicated on June 10, 1989. As a special memorial to the first patron of the parish, the chapel in the present church is dedicated to St. Louis.

St. Vincent de Paul Parish is composed of families drawn from Osseo, Maple Grove, Brooklyn Park, and Champlin.

We hope to provide greater opportunities to nourish our spiritual hunger. We believe this nourishment will underscore the family values, which are being threatened by a materialistic culture.

Our dream is to be a community:

- where the value of every person is recognized
- where people freely share their time, talent, and treasure to meet the needs of the Parish and beyond
- which is a focal point in the lives of each of its members



## **HISTORY OF ST. VINCENT de PAUL SCHOOL**

The early beginnings of St. Vincent de Paul School reach back to 1856 when the first Catholic Church in Osseo was built by its dedicated community members. The parish continued to thrive and grow throughout the 19th and 20th centuries. In 1952 St. Vincent de Paul Church built and opened its Catholic school, with the Benedictine Sisters of Crookston serving as the first teachers. In 1987 a kindergarten program was added and in 1989 the current church was built.

The nearly 40-year-old school building was becoming increasingly crowded and its facilities were outdated. The 1999 construction of the current school building was a significant milestone for the St. Vincent de Paul parish and school communities. Not only were there 10 larger classrooms, 4 smaller breakout rooms, and an updated computer lab, but for the first time the school and its students had its own library, a brand new gymnasium with retractable bleaches, and an expanded kitchen/cafeteria space. Four additional classrooms and another set of restrooms were added in 2002 to accommodate increasing enrollment.

St. Vincent's continues to seek out ways to develop and enhance its service to parents, students, and the greater community. Recent improvements include adding 4 classrooms and another set of restrooms to the school building, the long-awaited creation of an on-site soccer field for St. Vincent's athletes, and the move to an all-day, every day kindergarten program—entailing the hiring of another kindergarten teacher and modifying classroom space to accommodate 2 kindergarten rooms.

Our school experienced another important milestone in the 2016-17 school year with the addition of both preschool and pre-kindergarten classrooms. The programs began with an impressive enrollment of 30 students and more than doubled in its second year of operation. In order to accommodate the growth of our Faithful Beginnings early childhood program, we renovated our media center into a smaller space to allow for construction of a new classroom.

Our growth in enrollment continued into the 2017-18 school year with the addition of a third section of the incoming 5th grade. This particular class has a larger-than average size, and along with a long waiting list, it was decided to split the class and hire a third teacher. Additional building renovation was completed, converting the computer lab/Spanish classroom into a regular classroom and renovating a large storage space into a new computer lab.

We enjoy strong support from our parish community. In a GROW survey done in 2014, greater than 70% of our parishioners surveyed felt that the school had a “strong to very strong” Catholic Identity. Another noteworthy survey result was in overall parent satisfaction with the school: 80-85% of our parents surveyed stated high to very high satisfaction.

## **ACADEMICS**

### **Achievement Testing**

Students are tested using the Northwest Evaluation Association's Measure of Academic Progress or MAP. The tests are computer generated and measure individual academic growth over time. The tests are administered in the fall, winter and again in the spring to all students in grades K-8. Parents are sent a summary of the testing results. The main objective in using this type of assessment is to aid teachers and administrators in developing programs and curricula that will better meet the individual needs of our students.

### **Assessment Philosophy**

Educational assessment at St. Vincent de Paul Catholic School adheres to the following principles and values:

- The purpose of assessment is to support and enhance student learning.
- Every student is an individual with a broad range of abilities, skills, and knowledge.
- Assessment will focus on all key areas of student learning and development offered at St. Vincent de Paul.
- Assessment will consider a wide range of relevant performance, information, formal and informal, standardized, and non-standardized.
- Assessment will be based on valid standards such as State and Archdiocesan standards, grade level expectations, appropriate reference groups, and individual aptitudes.

### **Assignment Notebook**

Students in grades 2-6 are required to use an assignment notebook which is provided by the school. The assignment notebook is to be used for:

- Writing daily assignments for each class
- Communication between home and school
- Notification of late assignments
- A tool to assist with student organization

### **Class Size**

The ideal maximum homeroom class size for students in grades 1-8 is 28 per homeroom, 25 for kindergarten. All students beyond these numbers may be placed on a waiting list. At times, specific course sections may be less than or exceed these parameters depending upon student placement needs.

## Curriculum Overview

### Grades K-5 Curriculum

#### **Religion**

Prayer and Worship  
Liturgical Seasons  
Sacraments and Liturgies  
Community Service  
Catholic Social Teachings

#### **Language Arts**

Reading  
Writing  
Spelling and Vocabulary  
Speaking  
Listening

#### **Core Academics**

Mathematics  
Science  
Social Studies  
**Specialist Classes**  
Music and Art  
Physical Education  
Computer and Technology  
Spanish

### Grades 6-8 Curriculum

#### **Religion**

Prayer and Worship  
Word and Tradition  
Sacraments and Liturgies  
Community Service  
Evangelization  
Service Outreach  
Character Building  
Catholic Social Teaching

#### **Language Arts**

Reading and Literature  
Writing  
Spelling  
Vocabulary  
Speaking  
Listening

#### **Core Academics**

Mathematics  
Science  
Social Studies  
**Specialist Classes**  
Music and Art  
Physical Education and Health  
Computer and Technology

**Art:** Art instruction is taught by the classroom/homeroom teachers. Kindergarten through fourth grade also participates in Art Adventure and take a field trip to the Art Museum after classes given by trained volunteers. The art curriculum includes elements of art, and art projects such as pottery, drawing, painting, and sculpturing.

**Language Arts:** Language Arts encompasses reading, English, handwriting, vocabulary and spelling taught within a structured class time. The focus is on meaningful reading, written and spoken language (receptive and expressive language), listening skills, whole group instruction, and cooperative learning.

**Media Center:** All students in K-5 attend a class in the media center once every four days. All students have access to the media center throughout the school week. Students in grades 6-8 will visit the Media Center with their homeroom and/or Language Arts classes.

**Mathematics:** The Math Expressions Program is used in grades K-4. McDougal Littell is used in grades 5-8 and focuses on problem solving and higher level thinking skills.

**Music:** A music specialist is provided for students. Each student has music class on a rotating basis. Music is exploratory with listening skills, music appreciation, learning about how to read and write music, and singing. Use of instruments also enhances music class.

**Physical Education:** A physical education specialist is provided for students. The physical education curriculum gives students the opportunity of movement and exercise. Large muscle activities and gross motor skills are emphasized. Fine motor skills are also developed with various activities. The curriculum starts with skills and basic games with the advancement of skills and the actual playing of popular games.

**Religion:** Students receive formal religion instruction daily. St. Vincent de Paul Catholic School incorporates Catholic values throughout the curriculum. One of the greatest benefits of a Catholic School is the ability to relate faith to life's joys, tragedies, and daily life. The basic teachings of the Church are emphasized with an explanation of the Mass, Liturgy planning, study of the Bible. Students have the opportunity to participate in Mass, prayer services, and Reconciliation.

**Science:** The science program used in K-6 is Pearson. In grades 7 and 8, students also use the Glencoe Science Series. The fostering of science and discovery is achieved through students asking questions, which promotes higher order thinking skills. STEM activities are incorporated in many grades to develop skills in communication, problem solving, critical thinking, creativity, and data analysis.

**Social Studies:** Social Studies use the Houghton Mifflin series. It follows a humanistic approach. Current events and world issues are also studied at each grade level.

**Spanish:** Spanish instruction is provided to students in grades K-5. The curriculum covers both language acquisition exposure as well as cultural awareness and appreciation.

**Technology:** St. Vincent de Paul Catholic School is constantly updating computer software and equipment. Students in grades 7-8 are issued 2-in-1 devices or laptops and are responsible for the care of their equipment. Students in grades 5-6 have access to laptops in their classrooms. Students in grades K-4 have access to classroom iPads and Androids as well as full access to our computer lab.

### **Disclaimer for Grades on Educate**

Grades posted on Educate may not reflect current grades. Some grades shown may be from previous grading periods. Additionally, teachers reserve the right to add/delete/modify grades at their discretion.

Educate is meant to give you a good indication of your child's progress. Due to various amounts of time required to grade student work, especially absences and other make-up work, the grades you see in Educate may not reflect the exact grade that he/she has at any point in time.

We encourage parents and students from attempting to average the tasks listed. Teachers may not show all tasks, and may weight individual assignments or tests. The purpose of the posted grades is to list a child's current grade average in a class and to show scores on individual tasks.

### **Eighth Grade Graduation Requirements**

Eighth grade graduation is a culmination of a strong academic program. Students are eligible to participate in the graduation ceremony if:

- They have received passing grades (C- or better) for two or more quarters in each core subject area.
- They have worked up to their ability and have shown a desire to learn.
- All tuition and fees have been fully paid. Report cards and diplomas will not be issued until all accounts are paid in full.
- Students whose behavior has been inappropriate will be evaluated to determine whether they will be allowed to attend the graduation ceremony.

Those failing to meet the academic requirements will receive a certificate of attendance rather than a certificate of graduation.

At the discretion of the Principal, students may be required to attend summer school to improve in a particular subject area or to complete unsatisfactory work before they are issued a diploma. Parents/guardians will be notified as soon as possible that their child may not graduate. The school will work with the student and parents/guardians in an effort to achieve graduation status.

### **Homework**

Homework refers to tasks that the student are assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant--teacher, student, and -parent/guardian--must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning. Generally, students can expect to receive 10 - 15 minutes/grade level each night of homework. For example, a student in 6<sup>th</sup> grade should expect to receive 60 – 90 minutes of homework/night.

### **Homework Responsibilities of Teachers**

- Communicate to students and parents/guardians homework goals and expectations.
- Set clear and concise expectations concerning assigning, returning, and evaluating homework.
- Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
- Assign appropriate homework according to students' needs.

### **Homework Responsibilities of Students**

- Know and understand the purpose of the homework assignment.
- Copy assignments into assignment notebook, understand directions, and know what is required for completion of the assignment.
- Complete and return assignments.
- Understand when some assignments are to be completed independently, others as a team effort.
- Complete assignments neatly and do quality work.

### **Homework Responsibilities of Parents/Guardians**

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions.
- Be patient with your child and praise him/her for any effort made.
- If the child has trouble understanding directions, help her/him with explanations.

DO NOT DO THE HOMEWORK FOR YOUR CHILD.

- Look over the assignment to affirm completion and quality. Praise your child.
- Support the teacher and the child. Get both sides of a story before making a judgment.

### **Make-Up Work**

It is the student's obligation to procure and complete work missed during an absence. If homework is to be picked up, please inform teachers or the school office in the morning who will come for the homework. Teachers will have assignments ready for pick-up after the regular school day. When a student is absent, classwork must be made up as determined by the teacher. The teachers will do all they can to help the student by assigning work covered during his/her absence. The student must complete these assignments within a week. At times, teachers may request that assignments be done in a day or two. For long-term assignments, students will not be given another week for completion. Middle School students will get a homework sheet when absent more than one day and only when requested. For anticipated absences (i.e., vacation), please enjoy your vacation and assignments will be given upon return.

## **Middle School Academic Probation Policy**

A middle school student will be placed on academic probation as a result of receiving a grade point average (GPA) of a D+ or lower in two or more core subject areas (math, science, literature, social studies, religion) in a given quarter. Students on academic probation are expected to make necessary changes to comply with the academic standards of our school. The student and his/her parents will meet with the classroom teacher and principal to create a learning plan.

## **Promotion/Retention**

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardian's sign a written acknowledgment of the school's recommendation. That acknowledgment shall serve to release the school from any responsibility for failure to follow the school's recommendation. Likewise, if it is a parent/guardian's wish that a child be retained and the school disagrees with this decision a written acknowledgment must be signed by the parent/guardian. If a student fails a particular subject area it will be up to the student and parent to make arrangements for make-up work or summer school classes to pass a particular class. **In all cases, the final decision on whether to retain or promote a student shall be made by school administration.**

## **Religious Education**

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. We regard the spiritual development of our students as a primary goal. We fully recognize that a person's faith is formed by living out our faith in community with others, by making moral decisions through prayer and worship, and in service to others. We foster an atmosphere in which students' faith can become living, conscious, and active. It is the St. Vincent de Paul Catholic School policy that all students, including non-Catholics, attend religious instruction and liturgies. Students are expected to participate in religion classes.

Homerooms at St. Vincent de Paul Catholic School take turns preparing the liturgy for the weekly school Mass. School Mass is at 8:00 AM each Wednesday. Parents/guardians are invited to attend the school Mass whenever their schedules permit. On Holy Days of Obligation, the students attend Mass on the Holy Day in lieu of the weekly Mass.

## **Special Education**

The special needs of students in the non-public school are addressed through the public school district in these ways:

- Classroom teachers see the needs of their students and consult with the Dean and Principal. Interventions may be suggested to meet the needs of the student. The needs may be in the areas of academic, behavior, health, or motor skills. Successful learning strategies are discussed at a Student Support Team meeting.
- If the interventions are not successful the student may be referred for assessment by either the school or the parent/guardian.

## Special Education cont'd

- If the assessment is initiated by the school, written parental/guardian permission will be required. Sometimes assessment or testing is not warranted and more interventions are suggested by the Principal or the Public School Special Education Team. If an assessment is completed, a meeting is set up to report on the results and possibly develop an Individual Service Plan (ISP).
- The ISP may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the non-public site. Direct service is done off-site and transportation is provided by the public school.
- If an ISP is not deemed appropriate, the school may consider a 504 Plan (Minor Adjustments).

## Report Cards

Reports cards are issued at the end of each trimester in all grades. Students in grades K-3 are assessed using a standards-based report card or a skills checklist. Students in grades 4-8 are assessed using a traditional scoring method.

## Grading System

For students in grades 4-8, the following grading system is used:

A+ 98.00 – 100.00	B+ 87.00 – 89.99	C+ 77.00 – 79.99	D- 67.00 – 69.99
A 93.00 – 97.99	B 83.00 – 86.99	C 73.00 – 76.99	D 63.00 – 66.99
A- 90.00 – 92.99	B- 80.00 – 82.99	C- 70.00 – 72.99	D- 0.00 – 62.99

## ADMISSIONS

### Entrance to Kindergarten

St. Vincent de Paul Catholic School requires children who enter kindergarten to be five years old by September 1 of the year in which they enroll. We do not accept early entrance kindergarten applications beyond an October 1<sup>st</sup> birthday.

### Length of School Day

- Our school day begins at 7:35 AM and ends at 1:40 PM
- Students may arrive after 7:15 AM
- Students who receive rides to school are expected to arrive by 7:30 AM
- Students not picked up from parent pick-up by 2:00 PM will be sent to the after school program and charged a fee.



## **Non-Discrimination Policy**

It is the policy of St. Vincent de Paul Catholic School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.

Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their pastor if a financial problem arises.

## **School Records**

Parents/guardians may ask to review the contents of records or data on their child. "Records or data" is defined by any or all of the following:

- identifying data
- academic work completed
- level of achievement (grades, standardized achievement test scores)
- attendance data
- scores on standardized testing
- health data (separate records kept in school offices)
- family background information
- teacher or counselor ratings and observation
- verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time. All requests for evaluations to be completed by faculty will be returned directly to the evaluating clinic, doctor or agency.

## **Transfer Students**

Admission to the school is contingent upon having met all financial obligations at a previous nonpublic school. Prior to admission, the school and the parent/guardian of the student(s) should agree on the tuition and other expense obligations, and other expectations concerning completion of that school year. All transferring students will be placed on a probationary period for one calendar year.

In general, students will not be accepted at the school after the beginning of the school year unless there has been a change of residence or other extenuating circumstances. All students transferring to St. Vincent de Paul during the school year will be on a probationary period for one calendar year. A determination will be made as to whether the student is able to abide by the rules of the school and whether his/her needs can be met by the school.

## EXTRACURRICULAR PROGRAMS AND ATHLETICS

### Band/Orchestra

Students in grades 4-8 may participate in band. Individual lessons and group practice sessions are scheduled twice a week at the school. These services are provided by Totino-Grace Fine Arts Academy. Students in grades 4-8 may participate in orchestra. Individual lessons and after school string ensemble are offered. Individual lessons are held during the school day. Group lessons are held after school. For further information, call the school office.

### Athletic Programs

St. Vincent de Paul Catholic School's athletic program is offered to students in grades K-8. An athletic fee is collected which helps cover the costs of the programs. See the St. Vincent de Paul Athletic Handbook for a full description of the Athletic Policy.

Students shall represent themselves, their teammates, and their school in a manner consistent with Christian concepts and fair play. Coaches shall conduct themselves and direct their teams in a manner consistent with Christian concepts and fair play, and as representatives of the school they shall adhere to established policies and philosophies. Each student on each team will be given an opportunity to participate in the sport. Only members of the school shall participate in the school's sports teams.

### Co-Curricular Programs

Co-curricular activities are those activities which are sponsored by the school but are not a part of the curriculum.

Altar Server	Gr. 4-8	Mini-Wrestling (boys)	Gr. K-3
School Choir	Gr. 3-8	Mini Track & Field (boys & girls)	Gr. 3-5
Band	Gr. 4-8	Wrestling (boys)	Gr. 4-8
Orchestra	Gr. 4-8	Track & Field (boys & girls)	Gr. 5-8
Student Council	Gr. 6-8	Cross Country	Gr. 5-8
Drama	Gr. 4-8	Volleyball (girls)	Gr. 6-8
Baseball (boys)	Gr. 6-8	Soccer (boys & girls)	Gr. 6-8
Softball (girls)	Gr. 6-8	Basketball (boys & girls)	Gr. 6-8
Robotics	Gr. K-8	Homework Club	Gr. 6-8

## DRESS CODE

As a Catholic faith community, we believe that no child should be treated differently based upon his/her dress or appearance. The goal of the uniform policy at St. Vincent de Paul Catholic School is to provide the best learning environment possible for our students. We believe our school uniform policy promotes school pride, unity and tolerance, while eliminating the distraction of designer label competition.

Our expectation is for the students to be neat, clean, and modest. Students are required to follow the school uniform policy—including on Mass and field trip days.

Students not properly attired will be sent to the office. They will be provided with proper attire, or if there is none available, a parent will be called. Approved changes and additions will be communicated in the Royal Times (school newsletter). Teachers, staff, and administration reserve the right to deem whether uniform or non-uniform attire is appropriate. Any dispute of a violation will be resolved by the Principal.

**To see the uniform policy in pictures, go to [school.saintvdp.org](http://school.saintvdp.org)**

### GIRLS DRESS CODE:

#### Tops

- Short- or long-sleeve polo shirt (cotton blend or performance) in solid white or navy blue.
- Dress shirt with tailored or button-down or peter pan collars in solid white or navy blue.
- Turtleneck shirts in solid white or navy blue.
- Sweatshirts in navy blue with SVDP logo are to be worn with a turtleneck, polo shirt, or dress shirt underneath.
- Fleece zip-up with SVDP logo in solid navy blue.
- Sweaters with V-neck, crew neck, or cardigan style in solid navy blue.
- Shirts may be embroidered with the St. Vincent de Paul logo. No other logos are allowed.
- Vests in solid navy.

#### Jumpers/Skirts/Skorts/Dresses

- Jumper, skirt, or skort in solid navy blue (K-6) or khaki (7 & 8) with dress code shirt.
- Jumper, skirt, or skort in uniform-style Lands' End Classic Navy Plaid of knee length with dress code shirt.
- Solid navy blue uniform-style dress of knee length.
- Jumpers, skirts, skorts, and dresses should be no shorter than 3" above knee.

#### Pants/Shorts

- Pants with plain or pleated front and worn at the waist. Pants must be boot cut or straight leg in solid navy blue, or khaki for 7<sup>th</sup> and 8<sup>th</sup> grade students. Pants must be loose-fitting. Pants that are tight-fitting, clingy, with stretch fabric, are never allowed.
- Shorts with plain or pleated front, cotton twill in solid navy blue, or khaki for 7<sup>th</sup> and 8<sup>th</sup> grade students. The length of the shorts should be at least mid-thigh, preferably at the knee.
- Knit, nylon or stretch fabrics are not permitted.

## **GIRLS DRESS CODE cont'd**

### **Socks/Leggings/Tights**

- Leggings, tights, or socks may be worn under jumpers, skirts, skorts, and dresses.
- Socks, leggings (blue or black), or tights (white, blue or black) must be worn at all times. Patterned and/or decorative socks will only be acceptable on out-of-uniform days.
- Modesty shorts recommended if jumper, skirt or skort does not have them built in.

## **BOYS DRESS CODE**

### **Tops**

- Short- or long-sleeve polo shirt (cotton blend or performance) in solid white or navy blue.
- Dress shirt with tailored or button-down collar in solid white or navy blue may be worn under a sweatshirt, sweater or fleece.
- Turtleneck shirts in solid white or navy blue.
- Sweatshirts in navy blue with SVDP logo must be worn with a turtleneck, polo shirt, or dress shirt underneath.
- Fleece zip-up with SVDP logo in solid navy blue.
- Sweaters with V-neck, crew neck, or cardigan style in solid navy blue.
- Tops may be embroidered with the St. Vincent de Paul logo. No other logos are allowed.
- Vests in solid navy.

### **Pants/Shorts**

- Pants with plain or pleated front, cotton twill, and worn at the waist in solid navy blue or khaki in solid navy blue, or khaki for 7<sup>th</sup> and 8<sup>th</sup> grade students. Jogger khaki pants will only be allowed on non-uniform days.
- Shorts with plain or pleated front and knee length, cotton twill in solid navy blue or khaki for 7<sup>th</sup> and 8<sup>th</sup> grade students.

### **Socks/Shoes**

- Brightly colored and/or patterned socks are not acceptable. Socks must be navy blue, white, or gray.
- Shoes must be laced and tied (middle school).

## **DRESS CODE CONSIDERATIONS FOR ALL STUDENTS:**

### **Footwear and accessories for girls and boys:**

- Closed toe and heel shoes only.
- Fashion boots, including UGGs, are not acceptable during the school day.
- Tennis shoes with non-marking soles are required for PE classes. It is suggested to keep an extra pair of tennis shoes at school to be used specifically for PE.
- Belts must be black, blue, or tan. Necklaces, bracelets, and earrings may be worn modestly.

Other:

- Any hair style or hair accessories that draws undue attention is not permitted, such as bright colored hair dye. Fashion accessories including decorative “cat” headbands and scarves are not acceptable.
- Excessive jewelry or make-up are not permitted.
- Clothes with rips, holes and/or frays are not permitted.
- Denim shorts that meet the uniform policy for length are permitted. Short denim shorts are not permitted.
- Caps or hats are not permitted.

Mass Ministers must wear long pants or a skirt, uniform dress, or a uniform jumper. Shirts must be tucked in for Mass.

Non-Uniform Days:

- Any attire containing reference to activities or items conflicting with school values is not acceptable. Examples include references to tobacco, drugs or offensive language or pictures, etc.
- Short shorts, extremely baggy pants, tight-fitting clothing, exposure of the midriff are not allowed.
- Shirts with spaghetti straps (or narrow straps) and tank tops are not allowed unless covered by a sweater.
- Shirts must cover the shoulders and chest.
- Shorts must be mid-thigh length or longer. A good rule of thumb is that the shorts should be at least “finger tip” length.
- Shoes must be closed toe and heel.
- Leggings are only permitted for students in preschool – grade 3; students in grades 4-8 are not permitted to wear leggings or yoga pants. (Leggings may be worn under a uniform skirt/jumper/dress on regular school days.)
- Consequences:
  - First Offense – note home
  - Second Offense – call home and a change into acceptable clothing (either from the school’s supply or from the parent)
  - Third Offense – call home and forfeit a non-uniform day

**We do not require uniforms to be purchased from any specific vendor.**

Lands’ End\*, GAP, Old Navy, Target, Donald’s and French Toast all carry items that fit our uniform policy. Plaid is “classic navy” from Lands’ End.

\*If ordering from Lands’ End, our school code is: 900095902.

## EVENTS

### Birthday/Other Treats

Due to the growing number of children with significant food allergies, and our commitment to strengthening our wellness policy, we have made the decision to discontinue the practice of bringing treats to school to celebrate birthdays. Families of our younger students (K-2) may bring a small party favor or purchase a book or other item for their child's classroom if they choose, in lieu of a treat, to honor their child on their special day. This is certainly not an expectation.

All students may come out-of-uniform on their birthday. If the student's birthday falls on a weekend, mass day, or a day that school is not in session, the student may choose a day in close proximity to their actual day to celebrate and come out of uniform. This includes half-birthdays.

### Birthday Party Invitations

Unless all the boys or all the girls in your child's homeroom are invited to a party, **PLEASE DO NOT SEND INVITATIONS TO SCHOOL FOR DISTRIBUTION.** Many hard feelings are created when children discuss parties at school. Please discuss this with your child to help them understand.

### Field Trips

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parent/guardian will be notified as soon as possible of the scheduled field trips. Field trip participants travel by bus unless the destination is within walking distance of the school. All school-sponsored field trips should have an educational purpose and outcome.

### Permission Slips

Insurance regulations of the Archdiocese require parent/guardian authorization each time the students participate in a field trip. Failure to provide authorization means the student may not go on the field trip and must stay at school.

### School Pictures

Individual and classroom pictures are taken once or twice each year, and St. Vincent de Paul regularly takes pictures at St. Vincent de Paul events. Notification of formal school pictures will be given well in advance of the photography session. The school reserves the right to use student pictures in publications and on the school's website. **Any parent who does not wish his/her child's picture to be used must mark that option on the Enrollment agreement.**

## **FINANCES/TUITION**

### **Fees**

In addition to tuition, some programs/activities require an additional participation fee. All fees paid and billed through Smart Tuition.

### **School Supplies**

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided each year.

### **Tuition Assistance Scholarship – Blessings Fund**

Tuition assistance scholarships may be available to families who have been registered and active at the school. Distribution of funds is based on need and availability of funds through our Blessings Fund. Some funds are available for family emergencies during the year. Contact the Principal for information.

### **Parish Investment**

Since the entire Parish benefits from Catholic educational programs, the entire Parish shares in financial responsibility for the education of children. The Parish subsidy is that amount contributed by the Parish annually to the school.

### **State and Federal Programs**

There are several state and federal programs that non-public students may participate in on an equal basis with public school children. These programs are administrated through the local public school district. St. Vincent de Paul Catholic School receives state and federal entitlements allocated on a per pupil basis. State programs include:

- **Education Aids for Non-public School Children:** provides textbook and related individualized instructional materials, health services, and secondary guidance and counseling.
- **Transportation:** Minnesota public school districts must provide “equal transportation” within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.
- **Special Education:** Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation, review of progress and establish an ISP (Individualized Service Plan), which generally involves tutoring by a special education teacher.

## **Tuition**

St. Vincent de Paul Catholic School sets a yearly tuition rate during its budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and state funds provide the remainder of the costs.

The following tuition policies have been set by St. Vincent de Paul Catholic School:

- Families K -8 pay a non-refundable registration fee.
- First payment is due in August for all families. Families who owe tuition for any past school year will not be able to start school without making special arrangements with the School Business Administrator.
- Tuition payments 60 days past due as indicated on the Statement of Intent shall be referred by the Business Office. Families who are having financial difficulties are asked to call the Principal.

## **Lunch Accounts**

School lunch is served daily. Kindergarten students will receive free morning milk. Milk is served in the morning for those who wish to have it. Lunch and morning milk prices will be announced in the first school newsletter. Payments for school lunches will be made through Smart Tuition.

A lunch menu will be published monthly. Although accurate at the time of publication, the menu may be changed by the cooks whenever necessary. Each student may have the main entree of the day OR sandwich OR baked potato with choice of toppings. Served daily are fresh vegetables and dip, tossed salad, fresh fruit, and 2%, skim or fat-free chocolate milk.

## **Fundraising**

Tuition and parish subsidies cover approximately 90% of the school's cost of educating a child at St. Vincent de Paul School. Additional funds are raised through fundraising. Therefore, parents and students are required to volunteer for the school and participate in fundraisers. Some of the other fundraisers include a spring fundraising event in Regan Hall, Give to the Max Day, Heggies Pizza, and SCRIP. SCRIP is a program where you are able to buy gift cards to participating retail establishments, who then pay a percentage back to the school in the form of a rebate. This rebate is split 75-25% between the school and purchasing family (as a personal tuition credit for the following year.) \$400.00 on average per student is necessary to meet the fundraising budget.

All financial matters and activities within the school affect the operation of St. Vincent de Paul Catholic School. Therefore, development and fundraising initiatives may only occur under the direct supervision of the Principal. No money or gifts-in-kind, nor any fundraising drives, collections, raffles, etc., may be solicited in the name of St. Vincent de Paul Catholic School without the written approval of the Principal.



## GENERAL POLICIES AND PROCEDURES

### Attendance

It is St. Vincent de Paul's policy that it will adhere to all State of Minnesota regulations concerning school attendance. Consistent attendance is essential for children to learn and make progress. When students are late, picked up early, or absent, they miss instruction.

Parents/guardians are responsible for seeing that their children receive instruction in compliance with MN Statute 120A.22. The expectation is that your children will attend school all day, every day that school is in session.

### ABSENCE REPORTING

Parent/guardian will call or email the school by 8:00 AM each morning of a student's absence.

Phone: (763) 425-3970

Email: [schoolinfo@saintvdp.org](mailto:schoolinfo@saintvdp.org) or [juliebecicka@saintvdp.org](mailto:juliebecicka@saintvdp.org)

### Excused Absences

- Appointments for dentist, doctor, mental health professional, orthodontist, legal matters, funerals, illnesses, late bus, religious reasons, or severe weather will be excused. If possible, please try to schedule appointments outside of school hours.
- Situations such as sibling adoption or birth, family, student, or personal concern, family illness, or prearranged vacation may be excused at the principal's discretion. If absence is due to work, travel, or some other reason, parent/guardian should notify the school prior to the absence. Work will not be issued ahead of time for students who anticipate being out of school. This will need to be made up upon the student's return. *(Please do not schedule vacations that take five or more consecutive school days. Two week vacations are strongly discouraged and not excused.)*

### Unexcused Absences

- Absences due to sibling child care, no stated reason, missed the bus, and non-school extracurricular activities (dance, music, gymnastic lessons, etc.) will not be excused.

#### Continuing Truant

MN Statute 260A.02 Subd. 3 states that when a child under 12 years of age has three days of unexcused absences, he or she is considered a continuing truant.

#### Habitual Truant

MN Statute 260C.007 Subd.19 states that when an elementary child is absent from attendance at school without lawful excuse for seven days, he or she is considered a habitual truant.

## Attendance cont'd

- If a student starts to show a pattern of missing all or a portion of the school day, the principal will contact his or her parents.
- If the attempts to resolve unexcused absences are not successful and the student has accrued six unexcused absences, a referral will be made to the Hennepin County Attorney's office.
- In order to learn and comply with Minnesota's compulsory instruction laws, students need to have consistent, regular attendance.
- Parents/guardians will write an excuse giving name, date, and days of absence and reason for absence, which the student will present to the office upon return.
- Student will make immediate plans to do all make-up work due to absence upon return to school.
- All homework should be requested on the day the student returns to school. (See also: Homework, Make-Up Work).

## TARDINESS

- School starts promptly at 7:35 A.M. All students who arrive after the 7:35AM bell are considered tardy and will be expected to report to the school office with parent/guardian for an admission slip to class.
- Students may not be dropped at the curb after 7:35. Parents must walk students in.
- If a student arrives before 8:00 AM, they will be marked tardy.
- If a student arrives after 8:00 AM or leaves before 1:30 PM, it will be counted as a half-day absence.
- Habitual tardiness has an adverse effect on the education of the child who misses the same class every day and on the rest of the class, who experiences the interruption of late entries into the classroom.
- Four or more tardies in a 2-week period will result in a phone call home by the principal to set up a meeting to resolve this issue.

## **Technology/Cell Phones/Wearable Devices**

St. Vincent de Paul Catholic School recognizes that many students have access to cell phones and that they are considered a student safety measure outside of the school day.

Students are permitted to have cell phones at school but **MUST** turn in their cell phones [that are turned OFF] to their teacher immediately when entering the classroom.

Cell phones are not allowed to be turned on between the hours of 7:25AM-1:40PM inside the school building.

Phones may be used before 7:25AM and after 1:40PM, when students are outside the school building.

If a student is using a wearable device, such as a Fitbit or Apple Watch, all Wi-Fi and Bluetooth Accessibility needs to be turned OFF between the hours of 7:25AM-1:40PM.

Other personal electronic devices not allowed include, but are not limited to, iPods, iPads, cameras, and wearable devices (with Bluetooth/Wi-Fi enabled.)

Cell phones will be returned to students at dismissal.

Student cell phone use is not allowed inside the building during the school day, including:

1. Making or receiving calls
2. Accessing and using the internet, including email
3. Sending or receiving text messages
4. Taking photographs
5. Making sound or video recordings
6. Taking videos
7. FaceTime and similar apps
8. Any sounds or pictures being heard and/or viewed

Forgetting to turn off sounds, or conceal a cell phone, is not an excuse.

If a student uses a cell phone or other photographic device in a manner compromising, embarrassing, or hurtful to another person, it will result in loss of privileges, removal from class, and an immediate meeting with the parents/guardians and/or suspension and/or expulsion.

There may be a time when cell phone use is permitted during the school day. Teachers will give permission to students and if necessary, send notice to parents/guardians when this is acceptable.

St. Vincent de Paul Catholic School is not responsible for lost, stolen, or damaged cell phones or other devices.

## **Technology/Cell Phones/Wearable Devices cont'd**

### **\* 1<sup>st</sup> Violation \***

First violation will result in confiscation of cell phone or other device, which must be picked up in the school office by the parent or guardian.

The cell phone will be returned that day only if the parent/guardian retrieves the cell phone from the school office/After School Care. The office is open until 3:00PM. If the office is closed, you can retrieve the cell phone from After School Care until 5:30 PM.

If a parent/guardian cannot retrieve the cell phone the same day, they can request that the homeroom teacher returns the cell phone to their child at the end of the next school day.

## **Technology/Cell Phones/Wearable Devices cont'd**

### **\* 2<sup>nd</sup> Violation: \***

Second violation will result in confiscation of cell phone or other device, which must be picked up in the school office by the parent or guardian, with an added fine of \$25.

### **\* Subsequent Violations: \***

With each violation after 2<sup>nd</sup>, the fine increases an additional \$25 per violation.  
(i.e. 3<sup>rd</sup> Violation= \$50, 4<sup>th</sup> violation= \$75, etc.)

The money will be donated to our school technology fund.

## **GENERAL POLICIES AND PROCEDURES cont'd**

### **Book Fines**

Book fines will be assessed for damaged books. With increasing costs of textbooks, it is in the best interest of families to make sure their children are taking care of their books. Textbooks should always be covered. Students/parents are liable for damage to school textbooks and library books. Replacement costs of books will be charged for broken bindings, water damage, rips and tears that are not repairable or lost books.

### **Lost and Found**

Lost items will be kept in a public location in the school. Encourage students to check for lost items in the Lost and Found area when something is missing.

### **School Closing**

Parish programs and school cancellation will be posted on the St. Vincent de Paul webpage ([school.saintvdp.org](http://school.saintvdp.org)), District 279 web page ([district279.org](http://district279.org)), broadcasted on radio, TV, and the internet. A broadcast email will also be sent. The school will follow the cancellation announcements of District 279/Osseo Public Schools.

### **Telephone Use**

Students are discouraged from calling home to make arrangements to go home with a friend, to have a parent/guardian bring forgotten band instruments, books, assignments, etc. As a rule, neither teachers nor pupils are called to the phone during the hours of class. If it is necessary to contact either a student or teacher please call the School Office. Children may use the phone as dictated by the classroom teacher.

### **Valuables/Money/Toys**

School insurance does not cover loss of personal possessions; therefore, students are to refrain from bringing radios, cameras, virtual pets, video games, skateboards, and any toys etc. Leave those items at home. This includes Pokemon, dolls, and professional sports cards. If such objects are brought to school and become distracting, they will be confiscated and returned only to the parent/guardian. Classrooms teachers will let students know when it is an appropriate day to bring something from home. Dangerous items, including pocketknives and lighters will be confiscated immediately (see Weapons Policy). Cell phones are turned into the homeroom teacher at the beginning of the school day and returned at the end of the school day. The school is not responsible for money left in lockers.

## HEALTH

### Emergency Contact Information

An emergency sheet on each student is to be completed by each new family. For existing families, emergency contact information should maintain accurate information in Educate. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

### Medication Taken During the School Day (Minnesota Statute 126.202)

When a student needs to take medication at school, you must submit a form asking the school to administer that medication. The form needs to be signed by both the parent and the physician for all prescription medications that are given at school. The form needs to be signed only by the parent for over-the-counter medications given at school. All medications must be in an original container-either a prescription bottle with the prescription label or an original container of over the counter medicine. You can get this form at any time from the school secretary or school nurse.

### Exclusion from School Due to Illness

A student with any of the following conditions should be excluded from school:

- Fever of 100 or more degrees: The student needs to stay home for 24 hours after the temperature returns to normal without medication. (A very low temperature may be a sign of virus and may be sent home).
- Vomiting or diarrhea: The student needs to stay home until 24 hours after the last episode.
- Head Lice: St. Vincent de Paul Catholic has a no-nit policy. Students cannot be in school if nits are present.
- Exclusion Procedure: If a student is suspected of having head lice, health services staff will confirm the presence of live lice or nits. If there is a positive confirmation, the parent will be contacted and the student will be sent home for treatment. The parent will be shown the visible evidence of lice or nits and given instructions on how to remove nits. The exclusion procedure will be explained to the parent and handouts concerning treatment and nit removal will be given. The student will be excluded from school until treatment. If more than one student in a class is identified with head lice at the same time, then checking the entire class may be warranted and a notification letter will be sent. Re-admittance Procedure: Once treated, the student can return to school. The morning of returning to school the student with his/her parent will report to the health office so the health assistant can determine if treatment has occurred and nits removed. If six or less nits are found, the health assistant will remove the nits and send the student to class. If more than 6 nits or any live lice are found, the parent will be required to repeat the exclusion steps. Health services staff will recheck the student after one week. At the one-week recheck, if more nits are found than when the student was readmitted, the student will be excluded as above.



## HEALTH GUIDELINES

DISEASE	SYMPTOMS	INCUBATION PERIOD	SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	MODE OF TRANSMISSION
Bed Bugs	Painless bites on head, neck, arms, hands, legs become irritated/ inflamed; scratching may cause infection		No exclusion; people should inspect clothing and baggage after traveling; consult licensed pest control operator before starting control activities if bed bugs confirmed.	Do not jump or fly; crawl to host and feeds for less than 5 minutes, then hides; may be in luggage, beds, furniture, and can survive many months without food.
Chicken Pox	Slight fever, general feeling of illness, rash resembling water blister usually appearing 2-3 days after illness begins; scabs appear later.	13-21 days	Exclude until day 6 after the rash begins or sooner if all the blisters have dried into scabs; contagious approximately 1-2 days before rash begins and not more than 5 days after the appearance of the first blisters.	Virus spread directly from person through discharge from nose and mouth; also by discharges from the skin and mucous membranes of infected person.
Common Cold	Upper respiratory signs including watery eyes, sneezing, runny nose, general feeling of illness.	12 hours to 3 days	No exclusion; communicable 24 hours before onset and 5 days after nasal involvement.	Virus spread through coughing, sneezing, and airborne droplets; also, indirectly through articles containing discharge of infected person.
Head Lice	Infestation of the head hair; watch for persistent itching, scratches, or scalp rash; look for small, silvery egg cases (nits) stuck to hair follicle, usually close to scalp at neckline and/or behind ears.	Variable: eggs hatch in 1 week.	No exclusion; if lice found on student while in school, the nurse will call parent to discuss treatment; required treatment before returning to school.	Louse/lice transmitted primarily by direct contact with infested person; lice also transmitted through combs, brushes, bedding, and wearing apparel.
Impetigo	Blisters or pustules on face (and other parts of the body) rupture to form honey-colored crusts; may be confused with cold sores.	1-6 days	Exclude from school until 24 hours after antibiotic treatment has been implemented.	Bacteria spread by skin-to-skin and contact with articles freshly soiled with discharges from nose/throat of patient.
Influenza - seasonal	Chills, body aches, headache, fatigue, fever, sore throat, cough, runny nose, and possible nausea, vomiting and diarrhea in children.	24-72 hours	Exclude from school until clinically well, usually 2-7 days after onset of symptoms, or until 24 hours after resolution of symptoms, whichever is longer.	Virus spread directly through coughing, sneezing, and contact with nose or throat discharges of patient; possibly airborne.



## HEALTH GUIDELINES cont'd

DISEASE	SYMPTOMS	INCUBATION PERIOD	SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	MODE OF TRANSMISSION
Pink Eye (Conjunctivitis) Causes: Bacteria, viruses, allergies, eye injuries, chemical exposure.	Redness of conjunctiva; (membrane that covers the eye and lines the inner surface of the eyelid) itching, burning, pain, may/may not have purulent discharge.	For communicable disease—1-12 days after exposure for symptoms, usually 1-3 days.	For Purulent pink eye with thick white/yellow eye discharge/pain: Exclude from school until confirmed diagnosis of bacterial infection & Communicable for 24 hours after treatment begins.  For Non purulent pink eye with redness, clear watery eye(s) with no fever or pain, no exclusion as long as child is able to keep hands away from eyes.	If communicable—spread through touching secretions from eyes, nose or mouth of infected person: may be either viral or bacterial.
Scabies	Itching, scratch marks, or wavy, threadlike burrows; sites include finger webs, wrists, elbows, knees, armpits and waist area.	Days to weeks (Until child has been treated for 24 hours)	Must provide medical treatment to eliminate the infection; exclude from school 24 hours after treatment begins; family should be examined.	Mite transferred by contact with infected person and perhaps undergarments, or soiled sheets contaminated by an infected person.
Scarlet Fever (Scarlatina)	Vomiting, fever, sore throat, chills, and a fine red rash usually on upper chest and back; symptoms appear 2-7 days after exposure.	2-5 days	Exclude from school until child has been on medication for 24 hours and until the child is without fever for 24 hours.	Bacteria spread directly from nose and throat discharges of infected persons.
Strep Throat	Fever, sore throat, headache, nausea, vomiting, and sometimes the streptococcal rash called Scarlet Fever.	2-5 days	Exclude from school until results of throat culture are known; if positive for strep, exclude from school until 12 hours after antibiotic treatment has been started and until the child is without fever for 24 hours.	Bacteria spread by coughing or sneezing; or by touching surfaces contaminated with secretions from nose or mouth.

### Health Records

Health records are required for each student. It is recommended that the student have a physical exam before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires immunizations to be up-to-date.

### Immunizations

St. Vincent follows the requirements of the State School Immunization Law, (Minnesota Statutes Section 121A.15). All immunization dates must be submitted to the school prior to the start date of the school's present school year. Parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician. State law requires that every child attending school be immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps and German measles, chicken pox and Hepatitis B. Any medical or conscientious exemptions to immunizations must be on file with the school before the first day of school. All immunization records must be submitted to the health office and determined to be up to date before the start of the school year.

### **Immunizations cont'd**

**\*\* MINNESOTA STATE LAW: MMR IMMUNIZATIONS:** Students entering the 7<sup>th</sup> grade (or 12<sup>th</sup> grade) must provide documentation of having had a second Measles, Mumps, Rubella (MMR) immunization, given either separately or in combination. Two Chickenpox vaccines are now required for students entering Kindergarten and 7<sup>th</sup> grade. Proof of immunization must be provided before the first day of school or the child will not be allowed to attend school until this is taken care of. Please call the School Office if you have questions.

### **Vision and Hearing Screening**

Annual vision and hearing screenings are conducted by public school personnel and parent volunteers for some grades. If you have particular concerns about your child, please contact the health assistant or your child's teacher.

### **Illness/Injury During School**

The nurse administers medications, provides first aid for injuries, and cares for students who become ill at school. You will be contacted if your child has a serious injury or illness. You will be asked to pick up your child if he/she is vomiting; has diarrhea; has a temperature over 100 degrees; or is suspected of having a contagious condition such as chicken pox or head lice. If you are unable to come for the student, you must make arrangements for a relative or other authorized person to pick up the student in the school office. Parents are expected to pick up their ill or injured child within a one hour timeframe upon notification.

### **Accident/Injury Occurrence**

When an accident occurs, students are to report the accident to the teacher present. In extreme emergency situations, the school will call 911. In less serious accidents, the teacher or another student will take the student to the office for first aid, which will be administered by the school secretary or the School Nurse. Various school staff have been trained in First Aid and CPR. Homeroom teachers or the school nurse will call parents/guardians of those students injured.

### **Insurance**

The Archdiocese sponsors a special student accident insurance plan that provides excess medical coverage for accidents that happen at school and during school athletic programs. Students are automatically covered. There is no need to enroll. The plan pays for covered expenses that are not paid by your family insurance plan, such as co-pays, etc. If your child is injured as a result of an accident at school or during a school-sponsored athletic event, YOU MUST REQUEST A CLAIM FORM FROM THE SCHOOL OFFICE. Call the School Office for more information.

### **Allergens**

Fur-bearing and warm-blooded animals, especially cats and dogs, are triggers for many students with asthma and allergies. Therefore, cats or dogs are not permitted in the school building with the exception of assistive animals such as seeing-eye dogs. SEE ALSO "ANIMALS" on page 44.

## **Counseling Services**

Students and families have access to counseling services at school. This counseling is typically coordinated with teachers, administrators and parents/guardians and happens at school during the school day. The counselor provides this service for St Vincent de Paul at no cost to the families. Since the counseling occurs during the school day, students are seen on an every other week basis, as possible.

Parents/guardians may initiate counseling by talking to the child's teacher or by contacting Dr. Kahn directly 651-426-4297. Teachers may initiate counseling by talking to their student's parent/guardian and sharing their observations and concerns. There are many reasons why a student might benefit from counseling:

- Academic problems as a result of effort, attitude, or study habits
- Emotional distress as a result of friendship or family challenges
- Life events that cause sadness, such as illness or death of a family member
- Problems with focusing, distractibility, concentration, and attention

Counseling at school usually involves the student being seen individually by one of the counselors. There may be a group offered from time to time and parents would have the opportunity to have their child participate in the group if they thought it would be helpful for their child. If problems emerged that seem to involve other family matters, and if the individual meetings were not seeming to be having the desired effect, the parent/guardians might be asked to participate in meetings at school or a referral might be made to counseling outside of school. The counselors would then make every attempt to help the family connect with an appropriate resource outside of school and, with the parent's permission, share information on the counseling that has already occurred in a way that makes the transfer a successful one.

It is at the discretion of the Principal if they feel a student needs to see a counselor without previous parent/guardian permission. This would be in a situation where the students need immediate assistance and it is in the opinion of the administrators that the counselor could help. There are times when the counselor may recommend further assistance with family or individual counseling that goes beyond the time constraints that they may have at St. Vincent de Paul. The counselor will make every effort to inform families in a timeframe that assists them with finding outside services.

## **Reporting of Child Abuse/Neglect** (Archdiocesan Guideline #5640, Appendix B)

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows: Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A verbal report must be made within 24 hours. A written report must be filed within 72 hours of the verbal report. Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance; Abuse can be physical or sexual abuse, or emotional maltreatment.

## **Wellness Policy**

St. Vincent de Paul Catholic School recognizes the important connection between healthy living and a student's ability to learn effectively. We also acknowledge that schools play a vital role in student nutrition and fitness and have a responsibility to promote family health and provide a strong foundation for our children's future health and well-being.

### **Section One: Nutrition Education**

- SVDP is committed to nutrition education.
- Nutrition topics are integrated into the science and health curriculum throughout grades one through eight. Teachers are encouraged to integrate health topics into broader curriculum.
- The entire school environment strives to be aligned with the healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

### **Section Two: Standards for USDA Child Nutrition Programs and School Meals**

- SVDP will provide school lunches that meet the nutritional standards required by the National School Lunch Programs.
- SVDP encourages the consumption and choice of nutrient-dense food, such as whole grains, fruits and vegetables.
- Cooking methods to reduce fat in schools meals will be used whenever possible.
- Lunch menus are chosen with consideration to students' taste preferences.
- SVDP provides recess after lunch so that the children will come to class ready to learn.
- Students will be provided adequate time (minimum of 15 minutes) for lunch.
- School personnel will encourage all students in developing the healthy practice of washing hands before eating.
- All food service personnel will have adequate training in food service operations.
- Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.

### **Section Three: Nutrition Standards for competitive and other foods and beverages.**

- Lunch a la carte items are chosen by food service manager with main consideration being nutritional value.
- Classroom teachers will encourage students to bring healthy individual snacks.
- Concessions at athletic events or other events not during school hours will offer healthy snack options.
- SVDP encourages non-food and healthy foods to be used for the purpose of student rewards.
- No soda sold in student vending machines. Free water is always available.

#### **Section Four: Physical Education:**

- Students attend Physical Education Class regularly.
- Physical Education programs promote an active lifestyle.
- A quality physical education program will be provided to all students.
- The physical education program will meet the needs of all students, including those who are not athletically gifted, and teach cooperation, fair play and responsible participation.
- The physical education program will be provided with adequate space and equipment to maintain safety during physical education classes.
- PE classes will be taught by a licensed instructor.

#### **Section Five: Physical Activity**

- SVDP will provide regular physical activity which includes daily recess, physical education class, and opportunities for extra-curricular activities.
- Teachers are encouraged to incorporate, where possible and appropriate, short breaks that include physical movement.
- Extra-curricular activities should be maintained at present levels to accommodate elementary and middle school students.
- SVDP uses the school facilities outside of school hours for physical activity programs.
- All students will have daily supervised recess, during which school shall provide space, equipment, and an environment conducive to safe and enjoyable activity.

#### **Section Six: Communication and Promotion**

- The Wellness Policy was developed with parents, school administrators, and teachers.
- SVDP will promote periodic programs to increase nutritional knowledge and activity for faculty and staff.
- SVDP strives to align school environment including classrooms with nutrition and wellness goals.
- SVDP encourages staff to model healthy eating and physical activity as a valuable part of daily life.
- SVDP considers student needs in planning for a healthy school nutrition environment.
- Feedback from students will be taken into consideration.

## **INTERNET POLICY**

The purpose of our Internet account is strictly educational. Students and staff will use it to research subject areas and to correspond with other students and professionals. Our goal in providing this service is to promote educational excellence by:

- Allowing the opportunity to correspond with scientists, mathematicians, artists, poets, business persons, governmental agencies, and specialized researchers.
- Accessing public domain software and shareware of all types. Becoming part of discussion groups on a wide range of topics such as different cultures, foreign nations, environment, music, art, politics, etc.
- Accessing worldwide library catalogs and database resources such as university libraries, Library of Congress, public libraries and museums.
- Exchanging of ideas and classroom projects with people from all over the world through the use of electronic mail.
- In addition to the provisions of this policy, students will be taught the proper way to log onto and off of the Internet and use available search engines found on the Internet. The students will also learn how to save, download, and print information found on the Internet.

St. Vincent de Paul has taken precautions concerning access to inappropriate materials. On a global network, however, it is impossible to control all materials, and an industrious user may discover inappropriate information. The computer classroom is teacher-controlled and students will be monitored at all times. We firmly believe that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material, which is inconsistent with the educational goals of the school.

The smooth operation of the Internet network relies upon the proper conduct of the users who must adhere to strict guidelines. In general, this requires Christian, efficient, ethical, and legal utilization of the network resources. For more information, please see the Digital Learning Agreement.

### **Internet Safety**

St. Vincent de Paul filters Internet access to provide a safe learning environment for students. No filtering product is 100% effective; contact a teacher or the system administrator to report any inappropriate material. **PRIVACY IS NOT GUARANTEED.** At any time, school and network administrators are authorized to monitor computer files and track internet use to ensure users are acting responsibly.

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communication shall immediately bring them to the attention of a teacher or administrator. Network users shall not reveal personal addresses or telephone numbers to other users on the network.

**NOTE:** The school DOES NOT give permission for students to use its name in “blogs” or other internet “chat rooms” which may compromise the safety of the student or other students attending St. Vincent de Paul.

## **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, the following guidelines shall be followed:

Employees and students shall not reveal their passwords to another individual.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **Consequences for Inappropriate Use**

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

## **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any uploaded to or downloaded from the network shall be subject to “fair use” guidelines.

## **PARENTAL INVOLVEMENT/VOLUNTEERING**

### **Communication**

The school communicates with the parents/ guardians of its students in order to increase the understanding of the school's mission, programs, and goals. The following communications are used to share information with parents/guardians:

- Parent/Guardian/Student Handbook: The Parent & Student Handbook is available on [school.saintvdp.org](http://school.saintvdp.org).
- Educate and [school.saintvdp.org](http://school.saintvdp.org) will be the primary source of updates, classroom news, and access to forms, calendars and schedules for SVDP. All parents will be provided with a username and password for Educate and will be expected to use this important service for regular updates.
- Report Cards: Report Cards/Progress Reports are issued at the end of each trimester. Reports are given at mid-quarter to grades 6-8 students.
- Parent/Teacher Conferences: Parent/Teacher Conferences are held in October & February. A parent/guardian and/or teacher may request a special conference at any time as needed.
- If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher. If you have met with the teacher and are not satisfied, then make an appointment with the principal/assistant principal. At that time, a meeting with the teacher, student, principal or assistant principal and parents/guardians may be scheduled.
- If the problem cannot be resolved, refer to the Grievance Policy.

### **Parental Roles and Responsibilities**

Parents/guardians are informed of the programs, regulations, and policies of the school. In assisting your child, we require the following:

- Familiarity with information contained in handbooks and other newsletters from the school.
- Meet financial obligation of tuition, fees, lunch accounts, or other accounts that apply.
- Meet admissions regulations.
- Comply with policies, regulations, goals and objectives of the Catholic schools as identified in this handbook.
- Inform the school in writing of:
  - Student illness or absence
  - Parental status and custodial constraints
  - Change in transportation routine
  - Change in address, phone, emergency contact, childcare, etc.
  - Arrangement that might affect communication with the school

### **Grievance Procedure**



The following shall be the procedure for processing grievances.

Step 1. Meet with the person whom you have a grievance

Step 2. Meet with the person's supervisor/Principal

Step 3. Meet with the Pastor

Professional confidentiality is to be maintained by all, and popular gossip is to be avoided by all parties in discussing grievances pertaining to a charge of violation of administrative and disciplinary policy. Every formal grievance is a serious matter, for a charge against person(s) in this area can affect the reputation and professional status of the person(s) charged for the rest of their lives. It is noteworthy that legally, any persons who make negative, public statements about such violations of administrative and disciplinary policy open themselves to being sued by that person for defamation of character.

### **School Advisory Council**

The School Advisory Council is an advisory group that provide insights, feedback, and advice on policy matters and the school's strategic plan to the Principal and Pastor. The School Advisory's primary purpose is the fostering of faith development and the advancement of the school community in accordance with the school's mission: "Know and celebrate our Catholic faith; Love God and our neighbor; Serve as disciples of Jesus Christ." The council is made up of parent volunteers who commit to terms of three years.

### **Home and School Association**

As a SVDP Parent you are automatically part of the Home and School Association (HSA). It is HSA's responsibility to support the administrator, teachers, and overall school program. The group meets to plan activities for families and decide on allocation of HSA's funds. Home and School also coordinate fundraising efforts. Parents are encouraged to participate in this active and fun group. You can make a BIG difference to your children's school. HSA meets on the second Friday of the month at 7:45 AM in the Parish Community Room. The meetings are in a casual setting and are a time for parents/ guardians to socialize and work on future projects of the school.

### **Visitors**

All parents/guardians or visitors must sign in at the office. Parents/guardians and visitors are welcome for open houses, special programs, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the Principal and check in at the School Office before going to the classroom. Persons not reporting to the School Office will be considered trespassers and will be reported to the local authorities. SVDP retains the right to deny access to SVDP property to any visitor on any grounds, especially in the case of a visitor causing a disturbance.

## Volunteers

We welcome parent/guardian volunteers in the school. There is also need for volunteers on committees, home and school committee and the school advisory committee, as well as office and maintenance activities. Time, talent, and love combine to make the volunteers vital to the continuation of SVDP. The Archdiocese has mandated that all Catholic Schools, Religious Education and Parish volunteers that have contact with children or vulnerable adults have VIRTUS training. All volunteers in our programs must be trained or they will not be allowed to be around children or vulnerable adults in the church or school settings. When volunteering in the school or on field trips, we ask that younger siblings do not attend.

## VIRTUS Training

Everyone who wants to volunteer at SVDP must have a cleared background check and have attended the VIRTUS – Protecting God’s Children Session. You must meet these requirements to volunteer. If you cannot make our training dates these trainings will also be held at different parishes in the archdiocese. All volunteers need to be recertified every three years through the onsite training. Please log on to [www.virtus.org](http://www.virtus.org) to find where other classes are being offered. After logging in, go to Registration for St. Paul/Minneapolis Archdiocese and you will then get a list of all classes being offered in the Archdiocese. ***It is important to note that this is an Archdiocesan mandate. We appreciate your help and cooperation in going through these trainings.***

Note: Those who work in the school are sometimes privy to private information about students through the normal day to day activities. When you volunteer in the classroom, it is vital that information about students or families stays private. Student progress, evaluation, and other information need to be left in the hands of the professional teachers. It is important to remember we are dealing with children who are very precious and sensitive and who are loved no matter what their achievements! If a situation arises where this confidentiality is broken, you will be asked by the principal not to return to your volunteer position.

## Playground Volunteer Rules

- Report to the playground supervisor of the day for the area in which you will be supervising.
- Please walk around and observe your assigned area. We ask that you do not sit and chat with other supervisors.
- Please do not use your cell phone unless it is to call the school office to report a student injury or a student being sent in for disciplinary reasons.
- Please find a substitute if you are not available on the day you sign up for. Failure to report for your assigned playground or cafeteria duty or not finding your own substitute will result in a charge of \$50.00 per missed shift.

## **SECURITY AND SAFETY**

### **Entry and Security Information**

St. Vincent de Paul School has a security program in place to safeguard students, faculty and staff in the Education Center. This program consists of locked doors, fob reader access points, visitor/guest registration and video surveillance systems. This program secures the perimeter of the Education Center known as the “envelope” and is designed to secure all entry points into the Education Center from the outside and from other parts of the building. Entrance to the secured area is managed by use of the key fob system allowing valid users to enter and tracking this activity. It is very important that all staff members carry their key fob with them at all times.

It is crucial that we maintain the integrity of the security envelope by not propping open doors, using door wedges/toe kicks/etc. to keep doors open regardless of the situation. It is also critical that non-key fob carrying visitors be instructed to check in at the school office and treated as a visitor so that we have an accurate account of who is in the building at all times. This includes family members of school and Parish staff. All visitors to the school building need to enter through the office and check in at the desk.

The integrity of the security envelope must always be in place anytime the Education Center has children in the building for school, after school programs, faith formation and Sunday pre-school events.

### **Animals**

All animals, including pets, are prohibited in the school building during all hours of the day, even after school, unless proven to be a service animal. Service animals must wear proper identification and always be on a leash or other form of restraint mechanism. All pets are prohibited from school campus during school hours. If a dog is on school property outside of the building after school hours, it must be on a leash.

## **Emergency Plan**

St. Vincent de Paul Catholic School has developed an emergency plan for crises and emergencies.

### **Emergency Response Team**

An emergency is defined as an intolerable situation or event that disrupts the life cycle, and/or routine of individuals in such a manner that the usual methods of coping are no longer effective. In a time of emergency, it is important for everyone to know what to do and to do it to the best of their abilities. St. Vincent de Paul has assembled an Emergency Response Team that, in the event of a crisis, is responsible for providing the leadership and communication needed. This team meets as needed to provide the foundation and framework to deal effectively with any crisis that may occur. Emergency Management Team members are members of administration and. In the event of an emergency, families are encouraged to contact the Main Office at 763-425-3970.

## **Fire, Tornado, and Safety Drills**

St. Vincent de Paul Catholic School participates in fire, tornado, and safety drills. When an alarm sounds, students are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of St. Vincent de Paul Catholic School personnel.

### **Fire Alarm**

When the fire alarm is heard, leave building immediately. Exit according to your location in the building. All rooms must have their exit posted. The last person to leave the room is to close classroom door. If you exit the doors facing 169, walk on the sidewalk next to the soccer field. If you exit through main doors of the school walk to lower parking lot facing 93rd. If you exit in the back of the building, walk behind church to parking lot facing Jefferson Highway.

### **Tornado Alarm**

The tornado alarm is loud and staggered. We will also notify you over the intercom if possible. The fire drill floor plan indicates the safest area to go in the event of a tornado. Children are to crouch down and cover their heads. Tornado drills are held in the spring.

### **Lockdown Procedures**

St. Vincent de Paul Catholic School participates in lockdown drills. If a situation requires St. Vincent de Paul Catholic School to go into lockdown, students and personnel are required to act in accordance with the school's lockdown procedures. The lockdown will continue until the "all-clear" signal is given by the Emergency Response Team.

Shelter-in-Place is when an intruder/perpetrator is outside.

- The school front doors and the doors between Regan and the church link will be locked.
- Classes will continue as usual.
- If there is a class outdoors, they will be asked to return to the building immediately.

Lock-Down is when the intruder is in the building.

- Students in the hallways and bathrooms will be ushered into the nearest classroom.
- The classroom doors will be locked by the teachers.
- Students will be kept away from the doors and windows.

*Hazardous Spills:* In the event of a hazardous spill, students will be evacuated from the building, following the emergency plan SVDP has in place.

*Strangers on the Playground:* Students will be trained to report any strangers in the building or on the playground. Playground supervisors will have Walkie Talkies to communicate to the building, at which time we will investigate.

*Bomb Threat/Fire Drills:* Students will be evacuated from the building and police called in the event of a bomb threat. Teachers will take roll call to make sure all students are evacuated. A similar procedure will be used for Fire Drills or Fire emergencies.

## **Transportation Safety**

Bus arrangements are handled by the Independent Public School District and a chartered bus company. Bus transportation is a privilege. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/guardians whose children do not follow the bus rules will be notified as to the inappropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

The State of Minnesota has mandated a school bus safety curriculum in all Minnesota schools. SVDP will implement this curriculum during the first weeks of school. Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts.

## **Bus Rules**

Students must respect each other and follow basic bus safety rules. Please go over the following list of bus rules with your children:

- Observe classroom conduct.
- Keep head, hands and feet inside the bus.
- Be courteous, use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the bus driver.
- Do not smoke.
- Do not damage bus or equipment.
- Stay in your seat/always sit down.
- Do not fight, push, or shove.
- Do not tamper with bus equipment.
- Do not bring pets on the bus.
- The bus driver is authorized to assign seats.
- Follow driver's instructions.
- Windows may not be open over halfway.
- Stay out of the "DANGER ZONES" outside the bus.

### **Bus Rules cont'd**

- “Guest” passengers are not allowed on District 279 buses. Only students with designated bus stops will be allowed to ride district 279 buses
- Northstar Buslines does allow guest passengers. Guest riders will need a bus pass from the school office to present to the bus driver.

### **Misconduct on the Bus**

If there is a discipline problem on the bus, the Principal receives a bus behavior notice issued by the bus driver. A copy of the infraction is then mailed/or sent with child to the parents/guardians by the school.

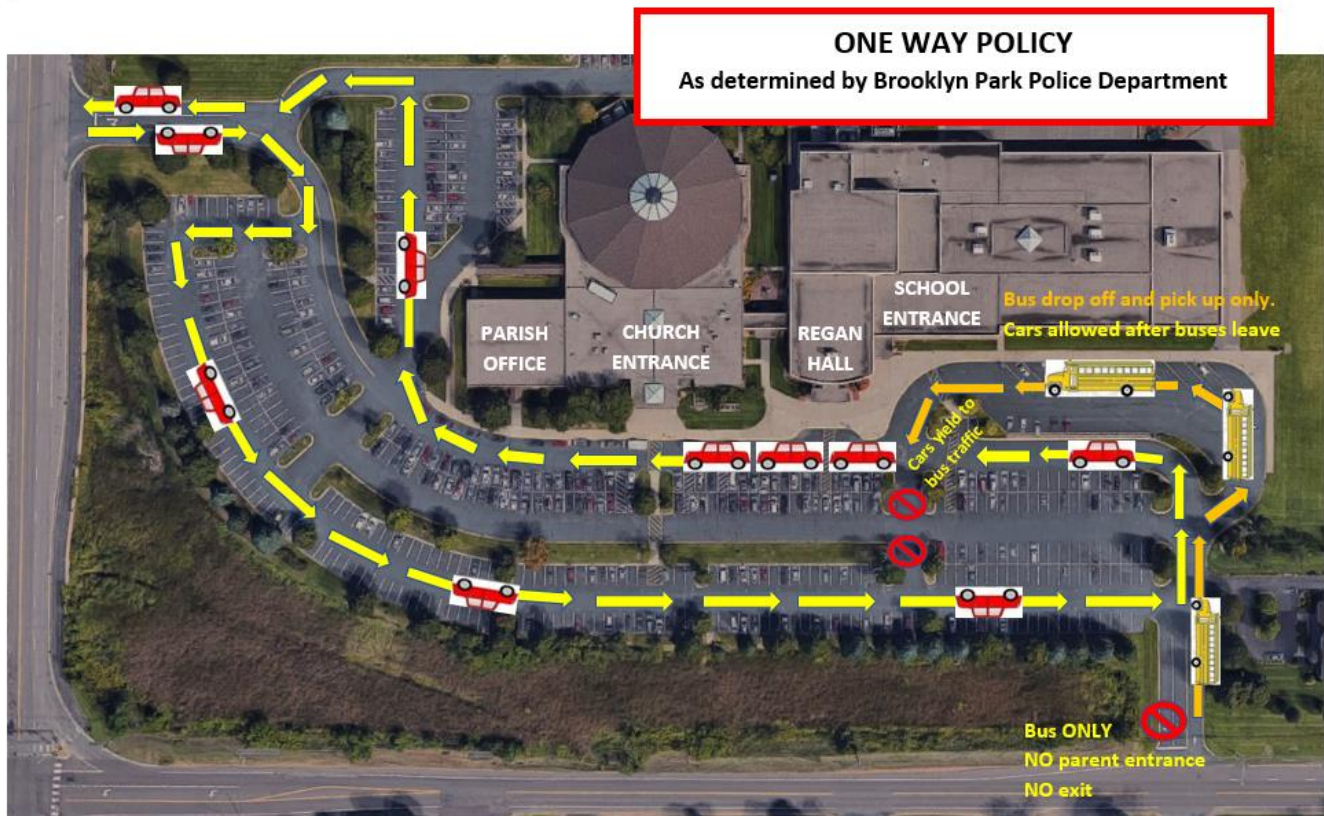
- One notice = warning
- Two notices = three days off the bus
- Three notices = two weeks off the bus
- Four notices = denied use of the bus for the rest of the year

Denial to ride the bus may be given for misconduct on the bus. Parents/guardians are notified when such action is necessary.

### **Bicycles**

Students are discouraged from riding bicycles to school. Bicycles cannot be brought into the school building and we do not have a bike rack. We cannot accept responsibility for bicycles parked on the school property.

# SVDP Car Line Procedure



## Drop Off and Pick Up Procedures for K-8 Car Riders

ALL students will use the curb for drop off and pick up.

No student may exit their vehicle from the driver's side.

Enter from Jefferson Hwy and proceed to the bottom tier of the parking lot prior to stopping in front of Regan Hall for drop off/pick up.

Cars must remain in line and drop off/pick up 8 cars at a time.

When exiting, please proceed forward and exit back onto Jefferson Highway.

If you need to stop by the office, please drop off your child first, then park your car in the school parking lot and walk to the school using the crosswalk in front of the school.

**Please understand that these procedures are for the safety of your child.**



## **STUDENT CONDUCT EXPECTATIONS**

### **Student Discipline Conduct**

St. Vincent de Paul Catholic School believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school or at any event which may be considered an extension of SVDP (i.e. After School Care, enrichment activities, field trips, and athletics). Parents have the primary responsibility for the training and discipline of their children with the support of the school in collaborating with the efforts at home. The goal of our behavior code is to promote self-discipline. Respect for oneself, others, authority and property, and the maintenance of a safe and healthy environment in which to learn is at the heart of the philosophy of discipline.

Students are to behave in a manner which is morally responsible and brings credit to themselves, their families, and St. Vincent de Paul Catholic School. Parental/Guardian support is a vital part of the school's discipline policy. At any time in the discipline process, the services of the school psychologist(s) may be mandated by administration.

St. Vincent de Paul Catholic School and the principal may discipline students for behavior outside of school hours that is deemed inappropriate.

### **Basic School-Wide Rules:**

#### **Elementary Kindergarten-fourth**

- Respect your classmates and staff in your words and actions
- Listen when someone else is talking
- Follow the teacher's directions

#### **Middle School 5<sup>th</sup>-8<sup>th</sup>**

- Respect your classmates and staff in your words and actions.
- Class time is for class activities
- Come to class prepared with all required materials

### **Classroom Behavior**

Guidelines for classroom behavior will be established by classroom teachers. Discipline will be managed by the classroom teachers and administration, as necessary.

### **Playground Rules**

- Rough play is not permitted. (i.e. fighting, tackling, tripping, piling-on, wrestling, etc.)
- No throwing snowballs, rocks, dirt, wood chips, etc.



## **Playground Rules cont'd**

- Students must stay in bounds.

The outdoor playground boundaries are the area that covers the first parking area north of the school and the play area and the athletic field on the east end of the building. This parking area must remain free of vehicles during school hours. Students may not go in the farm fields or play on the grass on the north side of the school between the parking area and the school windows.

1st offense: warning

2nd offense: sent to the school office and call to parent

- No inappropriate language.

1st offense: warning

2nd offense: sent to the school office and call to parent

- Proper winter clothing is required. (i.e. hats, mittens, snow pants, boots)
- Climbing on the outside of the play structure is not permitted. ( i.e. top of tubes, outside railings, etc.)
- Playing on snow hills/mounds in the winter is not permitted.
- Students must stay outside the entire time of recess. No in and out of school building. A student must have permission from the supervisor to go back inside the building. Restroom needs should be fulfilled following lunch and before going out to the playground.
- The playground supervisors will be the primary enforcers of the rules and also have the authority to remove any student who does not comply.

## **Indoor Recess**

Indoor recess will occur when temperatures and/or wind chill fall below 0 degrees or if it is raining.

\*\*\* All of the outdoor rules apply that might occur indoors. \*\*\*

- Parent playground volunteers will patrol the hallway outside the 'recess active' classroom(s).
- They will alternate checking each room for behavior.
- Parent volunteers will supervise the students in the classrooms. Students will have quiet, normal talking voice with allowed activities as pre-set by the classroom teachers.
- No running, climbing on furniture, or yelling will be allowed.
- Classroom doors are to remain open!
- Students will not be allowed to leave the classroom without permission.
- Individual students may be sent to the office as needed for inappropriate behavior.

## Bullying Prevention Policy

Our school cares about the safety and well-being of our students. We want to make sure our school is a good place for students to learn.

### Preamble

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

### Definitions

For purposes of this Policy, the following definitions shall apply:

"Aggressor" means a student who engages in Bullying or Retaliation.

"Bullying" is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Target, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Target or places the Target in reasonable fear of such harm;
- causes damage to the Target's property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Target;
- infringes on the rights of the Target at school, including defamation and invasion of privacy; or materially and substantially disrupts the education process or the orderly operation of a school.

**For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying**

"Cyber-Bullying" means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

"Hostile Environment" means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

"Retaliation" means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Target” is a student against whom Bullying or Retaliation has been perpetrated.

### **Prohibition against Bullying and Retaliation**

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying, is prohibited:

- On School Grounds owned, leased or used by a school;
- At any school-sponsored or school-related activity, function or program whether on or off school grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

### **Reporting**

Any staff member or volunteer who has witnessed or becomes aware of any instance of Bullying or Retaliation must report that act to the Principal or another school official designated by the Principal. In the selection of this person, care should be taken that both a male and female school official are designated to receive reports of bullying.

Any student or parent/guardian of a student are strongly encouraged to report all acts of bullying. Reports can be made to the student’s teacher, who must then report it to the Principal, or directly to the Principal. Reports may be made confidentially when requested. Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school’s discipline policy.

Anyone with general questions or concerns about bullying or the school’s policy should address those questions or concerns to the Principal.

## **Retaliation**

Retaliation against a Target, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited.

## **Response and Investigation**

The school takes seriously all reports of bullying. Upon receipt of a report of bullying the Principal or his or her designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. The School reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct those questions to the Principal.

## **Violations**

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy.

The School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

Depending on the circumstances, the School's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the Aggressor of the determination;
- notifying the parents or guardians of the Target, the Aggressor, and any other affected persons about available community resources.

## **Training**

Training on this Policy shall be provided for Staff at least once every three years and, at the discretion of the Principal, for volunteers who have significant contact with students.

## **Publication and Notice**

The Principal or his or her designee shall provide written or electronic notice of this Policy to the Staff.

Written or electronic notice of the Plan shall be provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

This Policy shall be conspicuously posted in the administrative offices of the school.

## **Suspension and Expulsion**

Removal from class: Removal from class is an action taken by a teacher/administrator, or school to prohibit a student from attending his/her classroom or activity class for a period of not more than one day. Work will be assigned and must be completed by the student.

In-School Suspension: Removal from classes for half-day or whole day or days. The student will sit in the office or suspension room during this time. They will be responsible for any classroom work they have missed.

## **Suspension and Expulsion cont'd**

**Out-of-school Suspension:** Out-of-school suspension is an action taken by the school's Principal that prohibits a student from attending school for a period of not more than 10 days.

While at home, work will be assigned and must be completed by the student. The student will not be allowed to return to school until the student and the parents or guardians have had a conference with the Principal.

### **St. Vincent de Paul Catholic School Suspension Process**

- Investigation, including informal conference with student to inform student about the violation. The conference will not be held if it appears to the school that pupil will create an immediate and substantial danger to himself, other persons, or property
- Prepare written notice of suspension which outlines grounds for suspension, period of suspension and terms required for readmitting student to school.
- Provide student with written notice of suspension at or before the time that suspension is to take effect. Parents/guardians will be notified in writing of the student's violation and resulting suspension.
- A conference may be scheduled with the student and/or parent/guardian to discuss.

**Expulsion:** Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at the school.

### **Expulsion Process**

- Conduct prompt investigation.
- Notify the student and student's parents/guardians in writing of the punishable violation, proposed expulsion, and date, time, and place of hearing on expulsion (must be scheduled within 10 school days of notice).
- Arrange for a consultation of appropriate school personnel (teachers, administration, etc.).
- Principal and Pastor will make final decision if behavior was in serious violation of the signed handbook agreement to result in expulsion.

### **Length of Expulsion**

When a student is expelled from school, it shall be the intent of St. Vincent de Paul Catholic School that the expulsion shall last for a minimum of the remainder of the school year. If a student commits an expellable offense near the end of the school year, St. Vincent de Paul Catholic School may elect to extend the expulsion for a minimum of one semester into the following year. In all circumstances, St. Vincent de Paul Catholic School administration will determine whether or not a student will be allowed to reenroll following the period of suspension or expulsion.

### **Locker Inspections**

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent. Students in grades 5 – 8 may rent a lock from the school. You must use only the school lock.

### **Academic Integrity**

Cheating, including plagiarism, is prohibited. Violations will be handled in the classroom teacher and will be elevated to administration as necessary.

## **Police Interrogations and Investigations**

Only representatives of the police or sheriff's department or Hennepin County Human Services may be granted permission to see and interview students in school. Private detectives, attorneys, or representative of private concerns conducting investigations shall not be allowed access to students in school and shall be informed that they may only question students outside of school. When it is necessary for a representative of the police or Hennepin County Human Services (Child Protection) to interview a student in school, the following procedure shall be observed:

- The representative of the above named agencies will contact the principal, or in the principal's absence, the Lead Teacher.
- Proper identification with a picture I.D. is essential.
- The agent may or may not ask for a person from the school to be present. It is their choice.
- Interviews are to be conducted in private and with confidentiality.
- Arrests: If the officer indicates that she/he shall have complete jurisdiction in the matter, the principal shall not interfere with the student's removal from the building. Contact with the student shall be arranged in a manner to make the removal as unobtrusive as possible. It is up to the police to notify the student's parents/guardians.

## **Weapons Policy**

It is the policy of St. Vincent de Paul Catholic School to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, all weapons or instruments which have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized by the principal. "Weapons" means any firearm whether loaded or unloaded; any chemical, substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property, or events. This prohibition applies to all school/church owned buildings and grounds.

## **Possession of Weapons**

The school takes a position of "No Tolerance" on the following objects:

- All firearms, whether loaded or unloaded, etc.
- Other guns of all types including pellet, B-B, stun, look alike, and non-functioning guns that could be used to threaten others, etc.
- Knives, switch blades or automatically opening blades, daggers, swords, razors, etc.
- Artificial knuckles or objects designed to be worn over the fist or knuckles, etc.
- Blackjacks, clubs, nun chucks, throwing stars, etc.
- Explosives
- Poisons, chemical, or substances capable of causing bodily harm
- Bow and arrows, sling shots, etc.

**Possession of Weapons cont'd**

- Bombs or pyrotechnic devices
- Any other device or instrument used to intimidate, threaten or inflict harm.

**Violation by Students**

The procedure for all offenses is:

- Confiscation of the weapon (if it can be done safely), or call 911 and request assistance if needed.
- Notification of Principal and Pastor.
- Hold an administrative hearing with student(s) that will include:
  - Notification of parent/guardian.
  - Determine appropriate disciplinary action.
  - Involvement of police with recommendation to charge as determined by the Principal or Pastor.
  - Discussion with Pastor/Principal with regard to expulsion.

**Violation by other Youths and Adults including Employees**

- Immediate police involvement with recommendation to charge.
- Employees will also be subject to investigation and disciplinary procedures.

**Theft, Vandalism, or Destruction of Property**

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Students are expected to exercise reasonable care in the use of school property and school-provided resources and equipment. Students may be required to pay for damage to desks, lockers, other equipment, or property. Unauthorized use of school equipment is forbidden.

**Smoking/Vaping/Tobacco Use**

The use of tobacco, including vaping, in any form by St. Vincent's School students during school hours on school grounds, or while attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action deemed appropriate by the principal.

**Drugs and Alcohol**

If any student is found buying, selling, or giving away mood altering drugs, under the influence of mood altering chemicals, or in possession of mood altering chemicals while on St. Vincent's School grounds, or attending any school sponsored event, this student will face immediate suspension by the principal. The drug product will be confiscated. The authorities may be called.

# St. Vincent de Paul Catholic School

## 2019-2020 HANDBOOK AGREEMENT

### AGREEMENT FOR STUDENTS

As a student of St. Vincent de Paul Catholic School, you are honor bound to observe the rules of conduct and behavior of a SVDP student. By signing this document, you agree to uphold the standards expected of a SVDP student and agree to be bound by the rules and procedures in the 2019-2020 Handbook.

I have read this 2019-2020 Handbook, or had it read to me, and agree to uphold the policies and rules, which are herein stated.

PRINT K-8 Student Name: \_\_\_\_\_

*Signature:* \_\_\_\_\_

PRINT K-8 Student Name: \_\_\_\_\_

*Signature:* \_\_\_\_\_

PRINT K-8 Student Name: \_\_\_\_\_

*Signature:* \_\_\_\_\_

### AGREEMENT FOR PARENTS

I have read this 2019-2020 Handbook and agree to uphold the policies, rules and financial obligations.

PRINT Parent/Guardian Name: \_\_\_\_\_

*Signature:* \_\_\_\_\_

Date: \_\_\_\_\_

→ Signed document must be returned by 9/06/19. ←