

St. Vincent de Paul Catholic School

Parent and Student Handbook



2025-26

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2025-26 Parent and Student Handbook

Welcome

Welcome to St. Vincent de Paul Catholic School! We are a preschool through eighth grade Catholic school, committed to partnering with families to educate children academically, socially, and spiritually.

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.

Statement of Catholicity

At St. Vincent de Paul School, our Catholic identity is not just an aspect of who we are, but the very essence of our mission and purpose. Rooted in the teachings of Jesus Christ and the rich traditions of the Catholic Church, our educational approach is holistic, nurturing the spiritual, intellectual, and moral development of each student. Every aspect of our curriculum, activities, and community life is infused with Catholic values, guiding our students to grow in faith, knowledge, and love. We are dedicated to fostering an environment where the Gospel message is lived and witnessed daily, creating a foundation for lifelong discipleship.

As Pope Benedict XVI said, “First and foremost, every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth.” (Benedict XVI, Address to Catholic Educators, 2008). This profound understanding underscores our commitment to excellence in education, while also ensuring that our students experience the love and truth of Christ in every aspect of their school life. At St. Vincent de Paul School, our Catholic faith is the heart of all we do, inspiring us to cultivate a community where each person is valued, and every student is prepared to contribute meaningfully to the world.

Accreditation

St. Vincent de Paul School has been accredited by Minnesota Nonpublic School Accrediting Association (MNSAA). Annual reports are submitted to this agency to meet Association standards. St. Vincent de Paul School renews its accreditation by meeting or exceeding accreditation requirements.

Nondiscrimination

At St. Vincent de Paul School, we are committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all students have equal access to the benefits and opportunities provided by our school, without discrimination.

In alignment with Catholic social teaching and applicable federal and state laws, St. Vincent de Paul School prohibits discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status with regard to public assistance, or any other characteristic protected under applicable law in the administration of our educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school-administered programs.

As a Roman Catholic religious institution, the school also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school's ability to act in conformance with its Catholic beliefs and identity, including taking appropriate actions with respect to students, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

Purpose of Handbook

This handbook is intended to support a strong partnership among parents, teachers, staff, and students, and to outline a general framework for the policies and procedures of our school. It is not all-inclusive; unique situations may arise, and the administration will address them on a case-by-case basis.

St. Vincent de Paul School reserves the right to change, modify, suspend, or interpret any policies—written or unwritten—at its discretion and without prior notice. The provisions of this handbook are not, and should not be construed as, a contract between any applicant, student, or parent and St. Vincent de Paul School.

Application of Policies

School policies are enforced year-round, for the duration of a student's enrollment. St. Vincent de Paul School may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct or policy violation at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a

student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

General School Information

School Office Hours Monday - Friday: 7:00AM – 3:00PM
Phone: (763) 425-3970
Fax: (763) 425-2674

School Website school.saintvdp.org

School Email schoolinfo@saintvdp.org
attendance@saintvdp.org
health@saintvdp.org

Daily schedule

7:00AM	Office opens
7:15AM	Student drop-off begins <i>Students may not be dropped off prior to 7:15AM unless arranged with administration.</i>
7:25AM	First bell. School doors open.
7:35AM	Second bell. Students go to homeroom.
7:40AM	School day begins. Students not in their classrooms at 7:40AM are considered tardy/absent.
1:40PM	School day ends. Students are dismissed. <i>Students are expected to be picked up from school no later than 2:00PM.</i>
3:00PM	Office closes

Attendance, Absence, Tardiness & Early Dismissal Policy

Students are expected to attend school every day it is in session. Punctuality and regular attendance support both individual learning and classroom continuity.

Reporting an Absence

If your child will be absent, please notify the school **each day** of the absence by one of the following methods:

- Fill out the Attendance Form linked on the school website
- Email **attendance@saintvdp.org** and your child's homeroom teacher

- Call the school before **8:00 AM**

Note: If no notification is received by 8:00 AM, the school will contact parents/emergency contacts to verify the student's whereabouts.

Tardiness & Late Arrival

Morning Schedule:

- 7:25 AM – First bell; school doors open
- 7:35 AM – Second bell; students go to homeroom
- 7:40 AM – School day begins

Students arriving **after 7:40 AM** are tardy. Parents/guardians must escort tardy students to the office to sign them in. The tardy will be recorded in the attendance record.

Early Dismissal During the School Day

Students may leave early **only with a valid written reason from a parent/guardian**. Whenever possible, please schedule appointments outside school hours. If early dismissal is necessary (e.g., doctor/dentist appointment), notify the school **before dismissal time** by:

- Emailing **attendance@saintvdp.org** and your child's homeroom teacher
- Completing the Attendance Form on the school website

Students will be called to the office **only after the parent/guardian arrives** to minimize missed class time. Upon returning, students should follow make-up work procedures.

Excused vs. Unexcused Absences and Tardies

Final decisions are made by school administration. Excessive absences/tardies must be reported to the county truancy office.

Examples of excused absences:

- Illness
- Funeral
- Doctor, dentist, orthodontist appointments
- Vacation (with 48 hours' advance notice)
- Family emergency

Examples of unexcused absences:

- Oversleeping
 - Missed the bus
 - Refusal to attend school
 - Participation in non-school-sponsored events or activities
 - Childcare responsibilities for siblings
 - No stated reason
-

Special Absence Situations

Illness:

- For one-day illness, make-up work is provided the next day (no call needed).
- For longer absences, contact the teacher to arrange make-up work.
- Students absent all day due to illness may not participate in after-school activities.

Vacation:

- Strongly discouraged during school year.
- Notify school at least 48 hours before.
- Teachers are not expected to prepare work in advance; assignments will be given upon return with deadlines.
- Make-up work must be submitted within 6 school days after returning (or one extra day per day absent if less than a week).

Prolonged Absence:

- Notify school administration promptly for serious illness or extended medical situations.
-

Attendance for Extracurricular Eligibility

To participate in after-school activities, students must attend at least half of the school day on the day of the activity. If absent due to illness, attendance during the last half of the day is required. Funerals are an exception.

Truancy / Chronic Absenteeism (Minnesota Law)

- Truant: absent without lawful excuse for **3 days**
- Chronic absenteeism: **6 unexcused absences**

If chronic absenteeism occurs, the school will:

1. Work with parents to improve attendance.
2. If no improvement, contact the Hennepin County Attorney's Office to ensure compliance with state law.

Arrival & Dismissal

Morning Arrival

- Students may arrive up to **25 minutes before school starts** (7:15AM).
 - The school provides supervision of students at the school beginning at **7:15 AM**.
 - Students arriving before **7:25 AM** must wait in the designated area until classroom time.
-

Afternoon Dismissal

- Students must be picked up **no later than 2:00 PM**.

- Students not picked up by 2:00 PM will be taken to the After School Care program; parents will be billed.

Transportation Changes

- Notify the office and homeroom teacher of any transportation changes by **8:00 AM via email**.
- For changes after 8:00 AM, call the office directly.

Early Dismissal Reminder

- The end of the school day is busy; plan ahead to avoid disruptions.
- Students needing early dismissal must be picked up from the office **by 1:15 PM**.
- A parent/guardian must sign the student out in the school office before leaving.



Transportation to and From School

Drop-Off / Pick-Up by Car

Parents are responsible for the safety of their children when transporting them to and from school by personal vehicle. All students arriving or departing by car **must use the designated carline** and follow these procedures for everyone's safety:

- Parents **must remain in their vehicles** while in the carline.
- Students **may not walk to or from parked cars** in the lot.
- If someone other than a parent is providing transportation, parents must ensure that person is familiar with and follows all carline procedures.

Carline Procedures for K–8 Students

To keep the carline safe and efficient, please adhere to the following:

- All students arriving by car **must use the carline for drop-off and pick-up**.
- Vehicles must enter and exit the parking lot via **Jefferson Highway** only.
- Proceed to the **bottom tier** of the parking lot and stop in front of **Regan Hall** to drop off or pick up your child.
- For safety, students must enter and exit the vehicle **from the passenger side only**.
- The sidewalk in front of Regan Hall can accommodate up to **eight cars dropping off simultaneously**.
- Do **not pull out or pass other cars** in the carline; please remain in line.
- Follow directions from staff and obey all posted stop signs.
- If directed into the **bus lane** (closest to the school windows) after all buses have exited, your child should exit the vehicle when you stop. A staff member will signal you when it is safe to proceed—do **not** stop again in front of Regan Hall.
- Only parents of Faithful Beginnings students are permitted to **park and walk children into or out of school**.

Please Note:

- Buses enter and exit via **93rd Avenue**. Please give buses plenty of space.
- Parishioners attending Adoration or Mass also enter/exit via **93rd Avenue**. Please respect their access and provide space as they arrive and depart.

Bus Transportation

District 279 Bus

Phone: (763) 391-7244

- Free bus service is available only to students residing within the **Osseo Senior High (OSH)** and **Maple Grove Senior High (MGSH)** boundaries.
- Eligibility requires living more than one mile from the designated high school.
- Information and sign-up forms are sent out annually. Families must complete necessary forms to use the bus service.
- Parents will be notified of bus stop locations and schedules.
- District 279 retains full control over scheduling, routes, stops, and discipline.

Northstar Bus Lines

Phone: (763) 425-2542

- Available to students who do **not** live within OSH or MGSH boundaries but are inside the Northstar service area.

- Door-to-door bus service is offered on a **paid basis**:
 - One-way Service: \$1,000 per rider annually for 2025-26
 - Two-way Service: \$2,000 per rider annually for 2025-26
 - 3rd student rider is free

Transportation Costs & Subsidies

Transportation costs have increased significantly. St. Vincent de Paul School subsidizes transportation fees to support families who choose Northstar's private bus service.

Bus Conduct & Rules

- Riding the bus is a **privilege**, not a right.
 - Students must keep the bus quiet, orderly, and clean.
 - Students should remain seated at all times except when boarding or leaving the bus.
 - The bus driver has full authority to enforce safety and conduct rules.
-

Transportation Notes

- Any change in a student's usual transportation method requires **written permission from a parent/guardian**.
 - The note must specify the bus and/or person responsible for transporting the child.
 - This note should be emailed to the student's homeroom teacher and attendance@saintvdp.org.
-

Transportation Reimbursement

Families who reside in certain school districts and send their children to St. Vincent de Paul School may be eligible for transportation reimbursement from their district of residence. These reimbursements are automatically credited to the following school year's tuition account. Any past-due tuition or school-related fees will be deducted before the reimbursement is applied.

Families living within the Northstar transportation service area who choose to use the Northstar service will have their transportation reimbursements retained by St. Vincent de Paul School. These funds are used to offset transportation costs not fully covered by Northstar service fees.

Families who do not use the Northstar service will have their transportation reimbursements automatically applied to their tuition account for the following school year.

Bicycles

For safety reasons, students are discouraged from riding bicycles to school due to the lack of a sidewalk leading onto the property. We do not have a bike rack, and bicycles may not be brought into the school building. The school cannot assume responsibility for bicycles left on the premises. If a student wishes to bike to school, the request must be communicated in advance to the school office.

After School Care

St. Vincent de Paul offers After School Care for students in grades Kindergarten through 8th Grade. Our After School Care program is open from 1:35 PM until 5:30 PM on most school days.

St. Vincent de Paul's After School Care (ASC) is designed to provide a safe, fun, stimulating environment while also promoting the values of our Catholic faith and the mission of our parish. We strive to provide our participants with a wide variety of activities to enhance the excellent education they are already receiving during their school day.

Royal Kids *Grades K-5*

Royal kids will be housed in the cafeteria. When coming to pick up your child, please check in with a staff member who is in the cafeteria. Students in this program are not allowed to use personal electronics. They can use school tablets for homework only.

Homework Club *Grades 6-8*

Homework club will also be in the cafeteria. However, when staffing and space are available, these students will have the opportunity to be in the library. This space will be quieter, allowing them to better complete their homework. We still ask parents to check in with a staff member in the cafeteria when picking up their child.

2025-26 Care on School Release Days

We will not be offering care for students on school release days/school holidays for the 2025-26 school year. Due to the number of participants and the shortage of staff, we will not be offering care on school release days. This will be reconsidered on a yearly basis. Please note some specific dates below.

After School Care will be **closed** on the following school days during the 2025-2026 school year
Friday, December 5, 2025 (Christmas Bazaar set up)

- Tuesday, December 9, 2025 (All Parish and School Staff Christmas Party)
- Friday, December 19, 2025 (Advent Program Day)
- Thursday, June 4, 2026 (Last day of school)

2025-2026 After School Care Program Fees

- \$22.00 per day, per child, for full or part-time Royal Kids participants (Grades K-5). Pick up by 5:30PM.
- \$27.00 per day, per child, for drop-in Royal Kids participants (grades K-5). Pick up by 5:30PM.
- \$14.00 per day, per child, for full or part-time Homework Club participants (grades 6-8). Pick up by 5:30PM
- \$19.00 per day, per child, for drop-in Homework Club participants, (grades 6-8). Pick up by 5:30PM
- \$40.00 registration fee per year, per student, (Non-refundable).

- 5% discount for 3 or more children.

No credit for absences. Charges are based on number of days' registered for and not days attended, unless you have been confirmed for drop-in participation.

Authorized Pick-Up

Students will only be released to parents or an authorized pick-up person. If someone other than the usual pick-up person will collect your child, please notify the school no later than 8:00 AM that morning.

A student may be released only to a custodial parent, guardian, or an authorized representative listed on the student's file in the school office. A noncustodial parent may not pick up a student during school hours without written consent from the custodial parent. Under no circumstances will a student be released to an unidentified person.

These procedures are in place for the safety of your child.

Lunch Program

At St. Vincent de Paul School, we're proud to offer a daily hot lunch program to keep our students fueled and ready to learn. Families can preorder lunches through our easy-to-use app, or students are welcome to bring lunch from home.

Lunch payments are handled through Blackbaud. We share a monthly menu so families can plan ahead, but please know that sometimes the kitchen staff may make changes based on availability.

Each day, students can choose from:

- The main entrée of the day
- A sandwich
- A baked potato with their choice of toppings

To round out the meal, we serve fresh vegetables with dip, tossed salad, fresh fruit, and a choice of 2%, skim, or fat-free chocolate milk—every day.

After School Events & Activities

Students may not remain on campus unsupervised between school dismissal and the start of an after-school event; parents must arrange care during this time.

Use of Athletic Facilities

Athletic facilities, which include, but are not limited to, the gym and soccer field are used exclusively by St. Vincent de Paul school and parish groups. Teams and groups not associated with St. Vincent de Paul are not permitted to use these facilities.

Lost and Found

The school maintains a Lost & Found for misplaced items. It is located outside the school office, across from the cafeteria. Please write your child's first and last name on personal items brought to school. For example: coats, sweatshirts, sweaters, hats, gloves, boots, shoes, backpacks, and lunch boxes (anything you want back!)

Please check the lost and found if you are missing an item. St. Vincent de Paul School is not responsible for lost items, and the lost and found is periodically cleaned out. Items that remain in the lost and found for more than one month may be discarded.

Directory

An online family directory is available on Blackbaud. The online directory includes family information (family names and contact information) unless a parent specifically requests not to have that information included.

Photo Release

Throughout the year, there are many occasions to share photos and details about what is happening at our school, through newspaper articles, social media posts, and school communications. We ask families each year to opt in or out of the photo and academic work release. Families who opt out of the release will be noted and their children's photos/academic work will not be published.

Admission and Enrollment Policies

Enrollment for New Students

St. Vincent de Paul School accepts applications for new students year-round. Should more applications for admission be received than spaces are available, applications will be considered in the following priority:

- Siblings of students already enrolled at St. Vincent de Paul School
- Children of Catholic families who are members of our parish.
- Children of non-parish families.

St. Vincent de Paul School may admit students who are not Catholic, provided they understand that participation in Catholic religious instruction and school religious activities is required, and that our faith is a part of everything we do at the school.

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.

Enrollment for Current Students

St. Vincent de Paul School utilizes continuous enrollment, meaning that after a student is initially enrolled, enrollment for each successive academic year will occur automatically unless notice of withdrawal is provided in accordance with the continuous enrollment agreement.

Transfer Students

Admission to St. Vincent de Paul School is contingent upon the fulfillment of all financial obligations at the student's previous nonpublic school. Prior to enrollment, the school and the student's parent or guardian must agree on tuition, fees, and any other financial responsibilities, as well as expectations for completing the current academic year.

All transfer students are admitted on a **probationary basis for one calendar year**. During this period, the school will assess whether the student is able to follow school rules and whether the school can appropriately meet the student's educational and behavioral needs.

In general, students are not accepted after the start of the school year unless there is a **change of residence** or **other extenuating circumstances**. Students transferring mid-year will also be subject to the same one-year probationary period.

Re-Admission

Re-admission of a student is contingent upon a review of academic performance, behavior, parental support of the school, and adherence to school policies—including attendance and financial obligations. Families with past due balances will not be permitted to register for the following school year until those obligations are fully met. All tuition, fees, fundraising commitments, service hours, and other financial responsibilities must be fulfilled in order for a student to be accepted for the next academic year. Students who previously withdrew from St. Vincent de Paul School for reasons other than a change of address will not be eligible for re-admission.

Withdrawal

If you plan to withdraw your student, please inform the school office as early as possible. To have academic records transferred to another school, a Records Release Form is available through the School Office.

Student Classroom Assignment

The assignment of a student to the classroom of a specific teacher is a decision made exclusively by the school administration in coordination with the teaching staff. Careful consideration is made regarding class size, gender ratio, and social development.

As a general procedure, St. Vincent teachers and administrators do not accept requests from parents for their child to be placed in a specific teacher's class or with a specific student.

In cases where a child has special needs, requests that address that need are considered. All such requests must be made in writing to the school principal. Only the principal may grant an exception to this procedure.

Teachers and staff use the following protocol when placing students in classrooms for the upcoming year:

- Is there a particular teacher whose style is best for a student?
- Is (are) there any student(s) a student should not be with to create a more positive learning environment?
- Is (are) there any particular student(s) a student should be with to create a more positive learning environment?
- Are there any other extenuating circumstances that need to be considered?

Financial Policies

Tuition

St. Vincent de Paul Catholic School relies on tuition from families to meet approximately 90% of its budget obligations, with the remaining amount covered through parish subsidies and fundraising. Tuition rates and fees are set annually and communicated to families at the start of the enrollment process.

All tuition payments are processed through **Blackbaud Tuition Management**, with account setup and payment instructions provided at the time of enrollment.

Tuition Policies:

- A **non-refundable registration fee** is required for all families.
- The **first tuition payment** is due in August for all families.
- All tuition and fees must be paid on time. Families with delinquent accounts will be contacted, and the school will work to resolve the situation. If no resolution is reached within **30 days of delinquency**, the student may not be allowed to attend school, and the family may not be permitted to re-enroll for the following year.
- Families who owe tuition from any previous school year must make arrangements with the School Business Administrator before starting school.
- Families experiencing financial difficulties should contact the Parish Business Administrator.

Fees

In addition to tuition, certain programs and activities require additional fees. All fees are billed and paid through Blackbaud.

- **Technology Fee** – \$75 per K–8 student, billed in August.
- **Home & School Association Fee** – \$25 per family annually.
- **Blackbaud Administrative Fee** – \$50 per family annually.
 - *Note:* The school pays this fee for families who choose to pay their full tuition up front.

Fundraising

Since tuition and parish subsidies do not cover the full cost of education, families are required to participate in fundraising activities and volunteer for school events. Families are expected to participate in at least one of the school-wide fundraisers listed below.

School-Wide Fundraisers:

- Heggies Pizza Sales – Fall
- Catholic United Financial Raffle – Winter
- Auction for Education – Spring

Additional Fundraising Programs:

- Give to the Max Day
- RaiseRight Gift Card Sales
- BoxTops for Education
- Lands' End School Uniform Rebates

Fundraising Guidelines:

- All fundraising activities must be under the direct supervision of the principal.
- No money, gifts-in-kind, or fundraising efforts (including drives, collections, and raffles) may be conducted in the name of St. Vincent de Paul Catholic School without **written approval from the principal**.

Parish Investment

The entire parish benefits from Catholic education and shares in the financial responsibility of educating children. The **parish subsidy** is the amount contributed annually by the parish to support the

school. This subsidy helps offset costs and makes Catholic education more accessible to all who desire it.

State and Federal Programs

St. Vincent de Paul Catholic School students may participate in state and federal programs administered by the local public school district, with funding allocated on a per-pupil basis.

Programs include:

- **Education Aids for Non-Public School Children** – Provides textbooks, related instructional materials, health services, and guidance and counseling.
 - **Transportation** – Minnesota public school districts provide equal transportation within district boundaries, with the district determining scheduling, routes, bus stop locations, and discipline.
 - **Special Education** – Public school districts identify students with disabilities and provide special education services, including assessment, observation, progress review, and Individualized Service Plans (ISPs).
-

Financial Assistance

St. Vincent de Paul School offers tuition assistance through the **Blessings Fund** to help make Catholic education affordable for families in need.

- **Eligibility** – Based on demonstrated financial need and availability of funds.
- **Application Process** – Families must complete the tuition assistance application and provide documentation of income, assets, expenses, and special circumstances.
- **Mid-Year Financial Changes** – Families experiencing a significant change in financial circumstances during the school year should contact the School Business Administrator.

Academic Policies

Integrated Curriculum

St. Vincent de Paul School is committed to providing an integrated curriculum that is both academically excellent and deeply rooted in Catholic moral values. The curriculum is presented through the lens of the Catholic intellectual tradition, offering a coherent vision of reality.

This comprehensive approach fosters intellectual, physical, social, and spiritual development, honoring the fullness of what it means to flourish as a human person. The fruit of this holistic formation is the development of mature young men and women who can engage the civic, spiritual, moral, and

professional challenges of their time and, assisted by God’s grace, use their gifts and successes to transform the world for the good.

Curriculum Overview

Art

Art instruction is provided by a specialist for students in kindergarten through sixth grade. The curriculum covers the elements of art and includes projects such as pottery, drawing, and painting.

Language Arts

Language Arts includes reading, English, handwriting, vocabulary, and spelling, taught within a structured class period. Instruction focuses on meaningful reading, receptive and expressive language, listening skills, whole-group learning, and cooperative activities.

- **Believe and Read** – In partnership with CSCOE and Groves Academy, this research-based phonics program is taught in grades K–3. A first-grade teacher serves as the in-house instructional coach for the program.

Media Center

All K–5 students attend Media Center class once every four days, with additional access throughout the school week. Students in grades 6–8 visit the Media Center with their homeroom and/or Language Arts classes.

Mathematics

Grades K–5 use the **Math Expressions** program. Grades 6–8 follow a curriculum developed by our Math Curriculum Coordinator, emphasizing problem-solving and higher-level thinking. The coordinator also supports instruction through curriculum review, MAP math data analysis, and best practices in teaching.

Music

A music specialist provides instruction on a rotating basis. Students develop listening skills, music appreciation, and the ability to read and write music, as well as singing and playing instruments.

Physical Education

A physical education specialist leads instruction focusing on movement, exercise, gross motor skills, fine motor skills, and skill progression through games and activities.

Religion

Students receive formal religion instruction daily, with Catholic values integrated throughout the curriculum. Instruction includes the basic teachings of the Church, the Mass, liturgy planning, and Bible study. Students participate in Mass, prayer services, and the Sacrament of Reconciliation.

Science

Grades K–4 use the **Pearson** science program; grades 5–8 use **ELEVATE** from SAVVAS. Science instruction promotes discovery through inquiry-based learning and incorporates STEM activities to develop communication, problem-solving, critical thinking, creativity, and data analysis.

Social Studies

Grades K–5, 7-8 use the **TCI** social studies curriculum. Grade 6 uses the Northern Lights curriculum. The

Northern Lights curriculum is a Minnesota-focused, sixth-grade social studies program published by the [Minnesota Historical Society](#).

Technology

St. Vincent de Paul continually updates technology resources. Students in grades 4–8 are issued personal devices and are responsible for their care. Students in grades K–3 have access to classroom devices. All students in grades K–8 participate in technology, STEM, and computer classes, with access to the Computer Lab.

Homework Policy

Homework is an essential component of the educational process that reinforces and expands upon classroom learning. Assignments may include reading, memorization, review, studying, research, and long-term projects. Regardless of the type of homework assigned, students are responsible for completing their work to the best of their ability and submitting it on time.

Student Responsibilities

- Complete all homework assignments by the due date.
- Come prepared for class having completed assigned work.
- Make up all missed assignments due to absences.
- Follow specific guidelines and expectations communicated by individual teachers.

Grade-Level Guidelines

Primary Grades (Kindergarten–2nd Grade): Homework is limited.

Intermediate Grades (3rd–5th Grade): Homework is generally assigned three to five days per week.

Middle School (6th–8th Grade): Students will receive both short-term and long-term assignments daily.

Time Guidelines

Grades 1–3: 20–30 minutes per day

Grades 4–5: 40–50 minutes per day

Grades 6–8: Approximately 60 minutes or more per day

Feedback

Students have the right to receive timely review and return of their homework assignments.

Responsibilities of Teachers

- Communicate homework goals and expectations to students and parents/guardians.
- Set clear and consistent expectations for assigning, collecting, and evaluating homework.
- Assign homework that is appropriate to students' needs and grade levels.

- Provide time for students to record assignments in their Assignment Notebooks.
-

Responsibilities of Students

- Understand the purpose of each homework assignment.
 - Record assignments accurately in the Assignment Notebook, including directions and requirements.
 - Complete and submit assignments on time.
 - Recognize when assignments should be completed independently and when collaboration is allowed.
 - Complete assignments neatly and with quality effort.
-

Responsibilities of Parents/Guardians

- Maintain a positive attitude toward learning and the value of homework.
 - Be familiar with the school's homework policy and individual teacher expectations.
 - Provide a quiet, distraction-free study area for the student.
 - Offer guidance if a child has difficulty understanding directions—without doing the work for the child.
 - Review the Assignment Notebook daily to stay informed about homework requirements.
-

Missing and Late Assignments

- Students in grades kindergarten through eighth grade are responsible for submitting homework and assignments on time. Teachers will communicate consequences to families regarding missing or late work. Please refer to individual teachers' syllabi for specific policies and protocols related to late or missing assignments.
 - Middle School Students:
Students in grades 6–8 are responsible for obtaining and completing assignments they missed due to absence. Typically, students are allowed the same number of days they were absent to complete the missed work. For example, if a student is absent for two days, they have two days after returning to school to complete the assignments given during their absence.
-

Make-Up Work

It is the student's responsibility to obtain and complete all work missed during an absence.

For anticipated absences (such as vacations), students and families are encouraged to enjoy their time away. Assignments will be provided upon the student's return to school. Please do not request homework in advance for planned absences.

Assignment Notebook

Students in grades 2–8 are required to use an assignment notebook, which is provided by the school. The assignment notebook serves multiple purposes:

- Recording daily assignments for each class
 - Facilitating communication between home and school
 - Notifying students and parents of late assignments
 - Assisting students with organization and time management
-

Grading Procedures (Grades 6–8)

Teachers will update assignment grades by 4:00 PM every Monday.

Students are responsible for submitting work on time or requesting extensions when needed.

Grades on Blackbaud – Disclaimer

Grades posted on Blackbaud may not always reflect a student’s current grade. Some grades may be from a previous grading period, and teachers may add, delete, or modify grades at their discretion.

Blackbaud serves as a general progress indicator. Due to varied grading timelines—especially for absences and make-up work—the grades shown may not exactly match the student’s official grade at any point in time. Grades are updated weekly on Mondays.

Parents and students are discouraged from calculating averages based solely on posted assignments, as teachers may weigh assignments differently or omit certain tasks from the online system. The primary purpose of posted grades is to communicate a child’s general standing in a class and provide scores on individual tasks.

Assessment

Assessment at St. Vincent de Paul School is the process of evaluating, appraising, and estimating students’ abilities, skills, and knowledge to support learning and growth. Our approach is guided by the following principles:

- The primary purpose of assessment is to support and enhance student learning.
- Every student is unique, with a diverse range of abilities, skills, and knowledge.
- Assessment addresses all key areas of student learning and development offered at St. Vincent de Paul School.
- A variety of performance information will be considered, including formal and informal, standardized and non-standardized assessments.

- Assessments are based on valid standards, such as state and Archdiocesan guidelines, grade-level expectations, appropriate reference groups, and individual aptitudes.
 - Assessment results will inform teacher and curriculum performance as well as instructional improvements.
 - Assessment data will be communicated to students and parents in a timely manner.
-

NWEA Achievement Testing

Students in grades 1–8 participate in the Northwest Evaluation Association’s (NWEA) Measure of Academic Progress (MAP) testing. These computer-adaptive tests measure individual academic growth over time and are administered three times per year: fall, winter, and spring.

Parents receive a summary of test results during fall and winter conferences and a final report with the year-end report card. The primary goal of MAP testing is to help teachers and administrators tailor programs and curricula to better meet each student’s individual needs.

Report Cards and Student Progress

At the end of each trimester, students receive report cards. These report cards are designed to inform both parents and students about the student’s academic progress. They provide an opportunity to evaluate how the student is doing and to set goals for continued growth throughout the year. Please note that report card grades are final. If a student or parent has any questions or concerns regarding the report card, they are encouraged to contact the student’s teacher directly.

Academic Honesty Policy

Academic honesty and personal integrity are essential to a student’s education, faith, and character development. Plagiarism and cheating are not tolerated at St. Vincent de Paul School.

Plagiarism includes, but is not limited to:

- Using someone else’s words or ideas without proper citation
- Copying someone else’s work and presenting it as your own
- Copying and citing a work longer than one paragraph from a print or online source

Cheating includes, but is not limited to:

- Looking at others’ answers on tests or homework
- Submitting someone else’s work as your own
- Copying answers from another student’s assignment
- Allowing another student to copy from your work
- Providing answers to another student on an assignment or test

- Having someone else complete your work (including friends, family, or tutors)

Consequences for Academic Dishonesty:

- Participants will receive a zero on the assignment.
- Students in grades 5–8 will complete an Academic Dishonesty Worksheet.
- Teachers will decide whether the student may redo the work; in such cases, the maximum possible grade is a C.

Teachers and administrators will support each other in addressing academic dishonesty.

Middle School Academic Probation Policy

A middle school student will be placed on academic probation if they earn a D+ or lower in two or more core subject areas (math, science, literature, social studies, religion) in a single trimester.

Expectations for Students on Probation:

- Meet with parents, the classroom teacher, and the principal to develop a learning plan.
 - Make necessary academic improvements to meet school standards.
 - Refrain from participating in athletics or other school-sponsored activities until academic standing improves.
-

Promotion and Retention

Promotion and graduation occur when a student satisfactorily completes the grade-level requirements. Retention will be considered only after a thorough evaluation indicates that the student would benefit from repeating the current grade.

Decisions regarding promotion or retention will take into account the student's academic performance as well as their physical, emotional, psychological, and developmental readiness.

- Parents/guardians will be notified as early as possible if retention is being considered.
 - If the school recommends retention but the parents/guardians decline, they must sign a written acknowledgment releasing the school from responsibility for not following the recommendation.
 - If parents/guardians request retention but the school disagrees, a written acknowledgment must be signed by the parents/guardians.
 - Students who fail a subject are required to make arrangements for make-up work or attend summer school to pass the class.
 - Final decisions on promotion or retention rest with the school administration.
-

Eighth Grade Graduation Requirements

Graduation from St. Vincent de Paul School is a recognition of successful completion of a rigorous academic program.

To participate in the graduation ceremony, students must:

- Earn passing grades (C- or better) for at least two trimesters in each core subject.
- Demonstrate consistent effort and a desire to learn.
- Have all tuition and fees paid in full (report cards and diplomas will not be issued until accounts are settled).
- Exhibit appropriate behavior; students with significant behavior concerns may be excluded from the ceremony.

Note: Students who do not meet the academic requirements will receive a Certificate of Attendance rather than a Certificate of Graduation.

Report Cards and Student Progress

Report cards are issued three times per year for students in grades K–8, approximately every twelve weeks.

- **Grades K–3** – Students are assessed using a standards-based report card or skills checklist.
- **Grades 4–8** – Students are assessed using a traditional letter-grade system.

Grading Scale (Grades 4–8)

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

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are formally scheduled **twice each year**—once in the fall and once in the spring. These conferences provide an opportunity for parents and teachers to share insights, offer mutual support, and work together to plan for the continued growth and success of each child.

If a concern arises that requires more immediate attention, an additional conference may be arranged at any time. In such cases, the parent, teacher, or principal should initiate contact to schedule an appointment as soon as possible.

Student Support Services

Academic Services for Students with Special Needs

St. Vincent de Paul School is committed to fostering an inclusive environment that supports the diverse needs of all learners. When a student is identified as potentially having special educational needs, the school follows a collaborative process involving parents and, when appropriate, other professionals to develop a tailored support plan. This plan is distinct from those offered by local public schools and is designed to address the student's unique needs within the scope of the school's available resources.

The plan may include accommodations for diverse learning styles, mental and physical health needs, and social and emotional development. When necessary and beneficial, St. Vincent de Paul School may collaborate with the local public school district to access additional supports that enhance the student's academic progress.

Student Support Team (SST)

- The Student Support Team (SST) works to identify gaps in a student's learning or behavior and develop plans to provide targeted support for the student's overall well-being.
- SST is a systematic process using effective, research-based, professional, and measurable strategies to mobilize school resources on behalf of students. While SST members do not diagnose, treat, or directly refer for treatment, they may recommend assessments to gather additional information. Data-driven decisions guide the process, including determining the need for evaluation under IEP or 504 eligibility requirements.
- In lieu of 504 Plans, St. Vincent de Paul School utilizes Learning Plans.
- SST meetings are held on Wednesday afternoons.

SST Members include:

- SST Coordinator (Dean of Students)
- Principal
- School Counselor
- Academic Interventionist
- Teachers of the student being discussed (including specialists)

Special Education

Under Minnesota law, all private school students who meet state qualifications are entitled to receive special education services equivalent to those provided in public schools. At St. Vincent de Paul School, these services are provided through the Osseo School District.

- Some services are offered on the SVDP campus.
- Other services are delivered at Elm Creek School, a short bus ride away from SVDP.

Special Education Process for Non-Public School Students

1. Identification of Needs

- Classroom teachers who observe concerns in academic performance, behavior, health, or motor skills will consult with the Dean of Students, School Counselor, and Principal.
 - Interventions may be suggested and implemented. These strategies are reviewed during SST meetings.
2. Referral for Assessment
- If interventions are not successful, the student may be referred for a formal assessment by either the school or the parent/guardian.
 - If the assessment is initiated by the school, written parental/guardian permission is required.
 - In some cases, assessment is not warranted, and additional interventions are recommended.
3. Development of an Individual Service Plan (ISP)
- If assessment results indicate eligibility, the public school district may develop an ISP outlining goals and services to address the student's needs.
 - Direct services are provided off-site, with transportation arranged by the public school.
 - Indirect services are provided on the SVDP campus.
4. Learning Plans (SVDP)
- If an ISP is not deemed appropriate, SVDP may develop a Learning Plan.
 - A Learning Plan can be written by the Dean of Students if a student has a qualifying diagnosis, including conditions such as physical health needs, severe allergies, anxiety, ADHD, autism, and others.
 - Parents/guardians may also present documentation from outside testing to the Dean of Students to initiate a Learning Plan.
 - Learning Plans outline accommodations for the student, teacher, and parents to follow in supporting the student's educational success.

Afterschool Accountability Program

The Afterschool Accountability Program is designed to help students take greater responsibility for completing classroom assignments on time in every subject. This program is available to students in grades 6–8 and runs from the beginning of October through the third Monday in May. The Dean of Students manages the program, which includes a scheduled Study Hall one Monday afternoon each month.

Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 grants students and their families the right to access school records while protecting those records from unauthorized disclosure. Federal regulations safeguard parents' and students' rights regarding confidentiality, inspection, amendment,

and destruction of student records. Records may only be released with written authorization from a parent or guardian.

Parents/guardians may request to review their child's records or data, which may include but are not limited to:

- Identifying information
 - Academic work completed
 - Level of achievement (grades, standardized test scores)
 - Attendance records
 - Scores on standardized testing
 - Health information (maintained separately in school offices)
 - Family background information
-

Student Records Management

St. Vincent de Paul School maintains student records following federal and state laws as well as school policies. Records typically include identifying data, academic achievements, attendance data, standardized test scores, health information (kept separately), and documented behavioral reports. Parents or legal guardians may request to review their child's records by contacting the school office. Requests will be fulfilled within a reasonable timeframe.

Access to student records is strictly limited to:

- Authorized school personnel
- Parents or legal guardians of minor students
- Students who have reached legal age

No other individuals may access student records without a subpoena or written authorization from a parent or guardian.

Procedure for Obtaining Records and Data

1. The school administrator will respond to record requests within 45 days.
2. Student records will not be released without written parental consent, except when transferring to another school upon legitimate request from the receiving institution.
3. A noncustodial parent may access the child's school records unless a court order restricts such access.
4. Original school records remain the property of St. Vincent de Paul School and are not given to parents for personal transfer to a new school.

School Culture Policies

Extracurricular Activities

St. Vincent de Paul School offers a variety of extracurricular and co-curricular activities designed to form students in virtue and Catholic character. These activities have separate registration and fees unless otherwise noted. The school sponsors co-curricular activities, but they are not part of the regular curriculum.

Activity	Grades	Activity	Grades
Altar Server [no fee]	4–8	Pickleball, Tennis, Golf Lessons	K–3
Band	4–8	School Choir	4–8
Baseball (boys)	6–8	Soccer (boys & girls)	6–8
Basketball (boys & girls)	6–8	Softball (girls)	6–8
Cross Country	5–8	Student Council [no fee]	6–8
Cross Country Ski Club	1–8	Track & Field (boys & girls)	5–8
Drama	4–8	Volleyball (girls)	6–8
Orchestra	3–8	Wrestling (boys)	4–8

Band and Orchestra

- **Band:** Grades 4–8. Includes individual lessons and group practices twice weekly during school hours.
 - **Orchestra:** Grades 3–8. Offers individual lessons during school and after-school string ensemble.
 - Programs provided through Totino-Grace Fine Arts Academy.
 - Visit school.saintvdp.org/fine-arts for more details.
-

Athletic Programs

- Offered to students in grades 6–8; grade 5 participation considered when feasible but not guaranteed.
 - An athletic fee supports program costs.
 - Students must model Christian values, fair play, and sportsmanship.
 - Each enrolled student has an opportunity to participate.
 - Only St. Vincent de Paul students may join school teams.
 - See the St. Vincent de Paul Athletic Handbook for full policies.
-

Parent Responsibilities

- Arrange transportation to/from all practices and games. Coaches should not provide rides.
- Pick up athletes promptly; habitual lateness may result in removal from the team.
- Coaches and athletes are not responsible for supervising siblings.
- Ensure children clean up any trash at events.
- Volunteer to help during school-hosted tournaments.
- Attend games and model Christian sportsmanship.

Student Athlete Responsibilities

- Demonstrate Christian values and sportsmanship; attend all practices/games and follow rules.
- Remain in designated areas unless given coach's permission to leave.

- Only team members may attend practices.
- Clean up trash and belongings after practices/games.
- Leave campus after school unless supervised by a parent or coach.
- For practices/games starting after 2:00 PM, go home and return at the scheduled time unless otherwise arranged.

Absence and Eligibility

- Students absent from school are ineligible to participate in extracurricular activities that day.
 - Students failing classes may have participation restricted to focus on academics.
 - All school policies apply at extracurricular events, on and off campus.
-

Questions and Concerns Procedure

1. Address concerns first with the coach or activity leader.
2. If unresolved, contact the Athletic Director.
3. If still unresolved, escalate to the school administration (Dean or Principal), whose decisions are final.

Field Trips

Field trips are an essential part of the curriculum, designed to enhance learning through experiences beyond the classroom. Attendance is generally required as these trips count as instructional days.

- **Permission and Insurance:** A signed authorization form from a parent or guardian is required for each trip to comply with Archdiocesan insurance regulations. This form also allows the school to charge any associated fees to the student's account via Blackbaud. Handwritten notes or phone calls are not accepted. If a known absence is indicated on the authorization form, no charges will apply. Without authorization, students cannot attend the trip and must remain at school.
- **Fees & Transportation:** Most trips have an additional fee communicated in advance. Transportation is typically provided by Northstar Buslines, though exact bus costs are only known after invoicing.
- **Chaperones:** Parents interested in chaperoning must complete all volunteer requirements, including background checks and training.
- **Trip Details:** Field trips are curriculum-based, introducing students to community resources. Students usually travel by bus unless the destination is within walking distance. Grades K-3 usually have 2-3 trips yearly; grades 4-8 have 1-2 trips.
- **Absences Due to Illness:** We understand that illness can prevent students from attending field trips. Because tickets or fees are often paid in advance and include the student, charges will still apply in these cases. However, some field trip locations may offer waivers, allowing the student to complete the activity at a later time.

Uniform and Dress Code Policy

All students K-8 must wear the school uniform on regular school days, including Mass and field trips, unless otherwise announced. The uniform policy promotes unity, school pride, modesty, and eliminates distractions related to clothing or brand competition. It reflects the dignity and modesty taught by the Catholic tradition.

Uniform Guidelines

- Students must be neat, clean, and modest.
 - Uniforms do not have to be purchased from a specific vendor. Approved vendors include Lands' End, GAP, Old Navy, Target, Donald's, and French Toast.
 - Plaid skirts/jumpers are "classic navy" from Lands' End.
 - Teachers and staff have discretion on what is appropriate; disputes resolved by the principal.
-

Dress Code Expectations

- Hair must be modest, natural-colored; simple earrings allowed for girls only. No other visible piercings or tattoos.
 - No clothing or accessories promoting politics, drugs, violence, hate, or contrary to Church teachings.
 - No hoods or hats during school hours.
 - Tops must cover shoulders, back, and midriff; low-cut tops are not allowed.
 - Shorts, skirts, and dresses must be mid-thigh length or longer.
 - Leggings/jeggings/yoga pants only allowed with mid-thigh or longer tops/dresses.
 - No excessively ripped or torn clothing.
 - Bare feet or just stockings/socks are not allowed.
-

Uniform Violations

- 1st offense: Reminder
 - 2nd offense: Call home and change into appropriate clothing
 - 3rd offense: Call home and lose a non-uniform day privilege
- Students not in proper attire may be sent to the office and provided uniform clothing or parents may be called.
-

Spirit Wear

- Spirit Wear includes any non-uniform item with the school logo.
 - Available year-round through Champlin Athletic.
 - The last school day of the week is Spirit Wear Day-students may wear Spirit Wear tops with uniform bottoms.
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Out-of-Uniform Days

- Clothing must be respectful and modest.
 - Denim shorts are allowed if they meet uniform length requirements.
 - No clothing with offensive or inappropriate messages or imagery.
 - No short shorts, baggy pants, tight clothing, exposed midriffs, or spaghetti straps unless covered.
 - Leggings are allowed only under dresses/skirts or with long shirts/sweatshirts.
 - The school may revise leggings policy if modesty issues arise.
-

Out-of-Uniform Passes

- Out-of-uniform Punch Cards are a fundraising initiative that allows students to come out of uniform on days they choose (within guidelines) with proceeds supporting the Auction for Education. Beginning in the 2025-2026 school year, cards will include 5 punches.
 - Students may dress out of uniform on their birthday—or half-birthday for summer birthdays—or within a week of their birthday if it falls on a Wednesday, Mass day, or weekend. No pass is required, but students must check in at the school office.
 - Existing out-of-uniform passes can be used once per week; the student's name must be written on the back.
 - Excessive use of passes will result in a call home and strict enforcement of the uniform policy.
-

If a dress code violation is significant, parents will be contacted, and students may be sent home or given alternative clothing. Repeated or serious violations may lead to disciplinary action.

Prayer and Worship

Students deepen their relationship with Jesus and the Church through a strong spiritual formation program. This includes daily personal and communal prayer, regular sacraments, and participation in the Church's liturgical life. Catholic school students engage in daily prayer, seasonal prayer services, retreats, vocational guidance, and weekly Mass attendance.

Weekly school Masses are held every Wednesday at 8:00 AM (with some exceptions at 9:30 AM on Holy Days of Obligation). Students in grades K-8 take turns preparing the Mass in their homerooms and must sit with their class during Mass. Parents are welcome to attend but should respect the reverence of the Eucharist by refraining from bringing coffee or using phones during the service. On Holy Days of Obligation, students attend Mass on the designated day instead of the weekly Mass.

All families and faiths are welcome. In order to demonstrate reverence for the Eucharist and Mass, we kindly ask you to refrain from bringing in coffee or using your phone while in Mass with us.

Sacramental Preparation

St. Vincent de Paul School, in close partnership with our parish community, provides a comprehensive preparation program for students in the second grade who are preparing to receive the sacraments of

Reconciliation and First Communion. This program is designed to help children understand the meaning and importance of these sacraments in their faith journey.

Parental involvement plays a crucial role in this preparation process. We ask that parents actively participate by working with their children at home to reinforce the lessons and values taught during the program. Additionally, parents are expected to attend scheduled parent meetings, which provide guidance, support, and information about the sacramental preparation and celebration.

To ensure a smooth and well-organized preparation experience, parents are required to inform the school of the parish where their child will celebrate their sacrament. This information allows the school to coordinate effectively with the appropriate parish and make the necessary arrangements for the sacramental ceremonies.

Together, the school, parish, and families work collaboratively to support students as they take these important steps in their spiritual growth and relationship with Jesus Christ.

Smart Device Policy

Definition: A Smart Device refers to any internet-enabled digital tool with a screen, including smartphones, tablets, Chromebooks, and similar devices.

Policy by Grade:

- **Grades PK-4:** Smart Devices are **prohibited** at school.
- **Grades 5-8:** Bringing Smart Devices is **discouraged** but allowed with parental permission.

Usage Rules for Grades 5-8:

- Devices must be **turned off** upon entering school and placed in a designated collection area for the day.
- Students **may not access devices during class, lunch, or between classes**.
- Devices are **not allowed** on off-campus school-sponsored field trips during school hours.
- The school will make reasonable efforts to safeguard devices but **is not responsible** for loss or damage.

Technology and Acceptable Use Policy

Technology resources at St. Vincent de Paul School are provided to support learning aligned with Catholic values. Users must refrain from any activity that disrupts or abuses the school's technology resources. Access to technology can be revoked for inappropriate behavior.

Unacceptable Uses Include:

- Accessing or distributing inappropriate content, bullying, harassment, illegal activities, vandalism, unauthorized access, privacy violations, or impersonation.
- Attempts to bypass security or tampering with devices or software are strictly prohibited.

Filtering and Safety:

- The school employs filtering software to block harmful content and educates students on safe, respectful, and responsible online behavior.

Privacy:

- Students have **no expectation of privacy** on school devices or networks. The school reserves the right to monitor all technology use.
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Cell Phone and Wearable Technology Policy

- Students may bring cell phones but must **turn them off and submit them to their teacher immediately upon entering class.**
- Phones **cannot be used between 7:25 AM and 1:40 PM** inside the school.
- Phones must remain off and put away until after dismissal, outside the building.
- Cell phones are **not allowed on field trips** or for photography, recording, or video calls on campus.
- Wearable devices (e.g., smart watches, Fitbits) must have **Wi-Fi and Bluetooth turned off** during school hours and cannot be used for texting or messaging.

Violations and Consequences of Cell Phone / Wearable Technology Use

✱ **1st Violation:**

- The device will be confiscated and held in the school office. A parent or guardian must pick it up the same day.
- The office is open until 3:00 PM; if closed, the device can be retrieved from After School Care until 5:30 PM.
- If the device is not picked up the same day, parents can request the homeroom teacher return it to the student the next school day.

✱ **2nd Violation:**

- The device will again be confiscated and must be retrieved by a parent or guardian.
- A **\$25 fine** will be imposed.

✱ **Subsequent Violations:**

- Each violation after the second incurs an additional **\$25 fine** (3rd violation = \$50, 4th = \$75, etc.).
 - All fines will be donated to the school's technology fund.
-

Additional Policy Notes

St. Vincent de Paul School is committed to providing students with access to technology as an essential learning tool in the 21st century. Using digital tools responsibly and in alignment with the school's mission and values is crucial.

Parents are encouraged to discuss these policies with their children and monitor their technology use at home. Technology use is a shared responsibility between school and families.

Violations of any part of this policy may result in disciplinary actions such as loss of technology privileges, detention, suspension, or expulsion.

General Guidelines

- **Educational Use:** Technology should support learning and reflect Catholic values.
 - **Respectful Behavior:** Users must act responsibly, ethically, morally, and legally.
 - **Internet Safety:** Students must report access to inappropriate content immediately.
 - **Equipment Care:** Devices must be treated respectfully; no food or drinks near them.
 - **Supervision:** Staff will supervise technology use whenever possible.
 - **Privacy:** No sharing of personal addresses, passwords, or phone numbers.
 - **No Expectation of Privacy:** The school may monitor all activity on its devices and network.
-

Unacceptable Uses (Detailed)

- Illegal or unethical behavior.
- Accessing or sharing offensive or inappropriate content.
- Using technology for non-educational purposes during class.
- Harassing, threatening, or obscene communication.
- Plagiarism or cheating.
- Unauthorized access or tampering with security or software.
- Sharing private information or accessing others' accounts without permission.
- Damaging or misusing technology resources.
- Altering school devices without permission.
- Using technology to bully or harass.
- Commercial or political use of school technology.
- Introducing viruses or malicious software.
- Copyright infringement.
- Encouraging others to violate these policies.

Behavior Policies

Student Conduct and Behavior Policy

St. Vincent de Paul Catholic School believes each student is personally responsible for their behavior and for fostering a Christ-centered, respectful atmosphere within the school community. This responsibility extends to all school-related activities and events, including shared-time classes, field trips, athletic competitions, and transportation to and from school. Parents and guardians have the primary role in

guiding their children’s moral development and discipline, and the school collaborates closely with families to promote consistent expectations and positive behavior.

The goal of this policy is to promote self-discipline based on respect—for oneself, others, authority, and property—within a safe and healthy learning environment. Students are expected to conduct themselves in a manner that reflects moral responsibility and brings honor to themselves, their families, and the school community.

Our discipline philosophy encourages the development of true freedom through virtue, helping students grow in confidence, resilience, and success academically, socially, athletically, and spiritually. Faculty and administration promote the theological virtues of faith, hope, and charity, along with the cardinal virtues of prudence, temperance, justice, and fortitude. This nurtures sound judgment, responsibility, self-control, punctuality, diligence, and organizational skills.

Basic School-Wide Rules

- Respect yourself and others at all times.
- Demonstrate honesty and accept responsibility for your actions.
- Listen attentively and follow directions promptly and respectfully.
- Keep hands, feet, and objects to yourself.
- Use an appropriate tone, volume, and manner when speaking.
- Be prepared and ready to learn.

Guiding Principles of Student Conduct

Respect

- Show respect to everyone and all school property.
- Follow directions promptly and without argument.
- Speak respectfully, even when disagreeing.
- Respond appropriately when greeted or addressed.

Responsibility

- Arrive on time and be prepared for class.
- Complete assignments carefully and submit them punctually.
- Exercise control over your words and actions.

Safety

- Follow all school rules designed to maintain safety.
- Use materials and equipment responsibly.
- Avoid conduct that could harm yourself or others.
- Report unsafe situations to an adult immediately.

Christian Character

- Act with kindness and compassion toward all community members.
- Include others and ensure everyone feels welcome.
- Promote peace and reconciliation, demonstrating a willingness to forgive.
- Treat others as you wish to be treated.

Church/Liturgy Behavior

- Enter and exit the church quietly and reverently.
- Participate in liturgy respectfully and reverently.

Lunchroom Behavior

- Maintain manners and order in the lunchroom.
- Remain in the lunchroom until dismissed by the supervisor.
- Leave tables and surrounding areas clean and orderly.
- Additional eating time is allowed if reasonable.
- Show respectful behavior when leaving the lunchroom.
- Maintain a clean, quiet, and relaxing atmosphere.
- Walk in line orderly when getting lunch and putting away trays.
- Use calm voices and good manners.
- Do not throw, play with, or waste food.

Playground Behavior

Playground Rules

- No rough play: fighting, tackling, tripping, piling-on, wrestling, etc.
- No throwing snowballs, rocks, dirt, wood chips, or other objects.
- No inappropriate language.
- Stay within designated outdoor boundaries.
- Do not enter farm fields or grass areas near the school windows.
- Wear proper winter clothing during cold weather.
- No climbing on outside play structure parts.
- No playing on snow hills or mounds.
- Remain outside during recess unless supervisor grants permission to enter.
- Address restroom needs before recess begins.
- Playground supervisors enforce rules and may remove students who do not comply.

Playground Discipline Procedures

- 1st offense: Warning
- 2nd offense: Modified recess for one day
- 3rd offense: Extended modified recess and communication home
- 4th offense: Behavior contact and parent/student/administration conference

Rough Play Discipline

- 1st offense: Loss of recess one day, Dean conference, parent communication
- 2nd offense: Modified recess and parent-student-Dean conference
- 3rd offense: Behavior contact and administration conference

Indoor Recess

- Held when temperature or wind chill falls below 0°F or during rain.

- Outdoor playground rules apply indoors.
 - Parent volunteers supervise classrooms and patrol hallways.
 - Quiet, normal voices expected; no running, climbing on furniture, or yelling.
 - Classroom doors remain open.
 - Students cannot leave without permission.
 - Inappropriate behavior may result in referral to the office.
-

Classroom Behavior

- Teachers establish classroom behavior guidelines.
 - Discipline managed by teachers, Dean, and administration as needed.
 - Staff partners with parents to promote virtuous behavior and faith development.
 - Corrections support charity and uphold school-wide expectations.
-

Positive Reinforcement and Rewards

- Good behavior and academic success are celebrated.
 - Incentives include Royal Way tickets, classroom rewards, certificates, stickers, prizes, extended recess, free dress days, and student-choice activities.
 - Weekly assemblies feature prayer, pledges, announcements, and recognition of Royal Way ticket winners.
 - Royal Way tickets are awarded to students exemplifying school values and the motto: “Be Kind, Be Brave, Believe.”
-

Discipline Procedures

- Rule violations and disrespect are met with correction and consequences.
 - Consequences include verbal reprimands, privilege loss, Performance Improvement Plans (PIPs), detention, behavior contracts, or suspension.
 - Questions about another child’s behavior should be directed to that child’s teacher.
 - Serious offenses involve immediate administration action.
-

Performance Improvement Plan (PIP) – Grades 6-8

- Students receive a PIP after a second disciplinary warning, requiring parental acknowledgment.
 - Two PIPs in a trimester lead to after-school sessions.
 - Dean, principal, teachers, and Student Support Team determine further steps.
 - Personal and emotional growth activities may be included.
-

Behavior Contract

- Placed for ongoing disruptive behavior impacting school climate.
 - Holds students accountable for attitude and interactions.
 - Privileges (extracurricular, bus seating, cafeteria, recess) may be restricted.
 - Parents are notified and a meeting held prior to placement.
 - Contract reviewed periodically and discontinued upon demonstrated improvement.
-

Bus Behavior / Transportation Safety

Overview

- Bus transportation is arranged by Independent Public School District 279 and Northstar Buslines.
- Riding the bus is a privilege requiring proper conduct and respect for others.
- The bus driver maintains authority and order for passenger safety.
- Parents and students must support bus safety rules.
- Teachers are not responsible for bus behavior.
- Annual bus safety instruction is provided early in the school year.

Bus Rules

- No throwing items inside or outside bus windows.
- Remain seated; no standing or changing seats while bus is moving.
- No intimidating or harassing students or bus driver.
- Follow bus driver's directions, including assigned seating.
- Ride only assigned buses; unauthorized "guest" passengers are not allowed on District 279 buses.
- Northstar Buslines permits guest riders with a bus pass from the school office.
- No inappropriate behavior or language.
- No possession of objects/substances that could cause injury.
- Sit properly; do not block aisles.
- Avoid distracting behavior.
- Eating allowed only with driver's consent and clean-up required.
- Personal electronic devices allowed but must not distract others or driver; school not responsible for loss or damage.
- Viewing or sharing inappropriate content is prohibited.

Bus Misconduct Consequences

- 1st notice: Warning and possible assigned seating.
- 2nd notice: Three-day bus suspension.
- 3rd notice: Two-week bus suspension.
- 4th notice: Suspension from bus for remainder of year.
- Parents notified of all disciplinary bus actions.

No District Busing Day

- On "Parent Drive Days" when Osseo public schools are closed but SVDP is open, no district bus transportation is available.
- Parents must provide transportation.
- Northstar Buslines runs routes as usual.

Discipline Policy

Minor Misconduct

- Usually handled by the classroom teacher with lighter consequences.
- Possible consequences include:
 - Verbal warning

- Time-out
- Written warning
- Call to parents
- Repairing damage
- Loss of privileges
- Detention
- Behavior plan
- The school considers factors like the student's age, type and frequency of behavior, and severity when deciding consequences.
- Examples of minor misconduct:
 - Inappropriate language
 - Not following directions promptly
 - Being late to class
 - Dress code violations
 - Teasing or being unkind
 - Late homework
 - Other minor rule breaks

Major Misconduct

- More serious behaviors that require stronger and immediate action.
- Consequences may include all minor misconduct actions plus:
 - Immediate removal from class
 - Parent meetings
 - In-school or out-of-school suspension
 - Expulsion
- The principal decides on these consequences.
- Temporary out-of-school suspension may be used to protect safety or prevent disruptions.
- Examples of major misconduct:
 - Repeated misconduct
 - Violence
 - Bullying or harassment
 - Disrespect or refusal to follow directions
 - Lying, cheating, plagiarism
 - Use or possession of alcohol, drugs, or weapons
 - Verbal or physical abuse
 - Sexual misconduct
 - Theft or property damage
 - Other serious rule violations

Reporting

- Students, staff, or volunteers should report major misconduct to the principal as soon as possible.

Additional Guidelines

- The school may skip or adjust disciplinary steps as needed.
- The school can discipline or ask a student to leave for any reason.
- Not following expected behavior may lead to suspension or expulsion.

Behavior On and Off Campus

- Discipline applies to behavior on school property, at school events, and on school transportation.
- Misconduct off campus that disrupts the school's mission or safety, or interferes with education, can also result in discipline.

Weapons and Dangerous Items Policy

St. Vincent de Paul Catholic School is committed to maintaining a positive, safe, and secure learning and working environment for all students, staff, and visitors. To that end, the unauthorized possession, carrying, or use of weapons or dangerous items on school property or at school-related events is strictly prohibited.

Definition of Weapon

For the purposes of this policy, a **weapon** includes, but is not limited to:

- Firearms (loaded or unloaded)
- Ammunition
- Knives, switchblades, automatically opening blades, daggers, swords, razors
- Explosives or pyrotechnic devices
- Any device, material, or substance capable of causing death or serious bodily injury
- Objects designed to look like weapons, including replicas or "look-alike" weapons
- Artificial knuckles or objects designed to be worn over the fist
- Blackjacks, clubs, nunchucks, throwing stars
- Poisons, chemicals, or substances capable of causing harm
- Bow and arrows, slingshots
- Any item used to intimidate, threaten, or inflict harm

This policy applies to:

- Students, staff, visitors, and volunteers
- All school-owned or church-owned buildings and grounds
- School-related activities, events, and transportation
- Bus stops, school buses, and vehicles
- Entering or departing school premises or events

Prohibited Conduct

- Knowingly possessing, storing, handling, transmitting, or using any weapon or replica weapon on school property or at any school-related activity.
 - Possessing any object that reasonably could be considered a weapon, even if not functional.
-

Consequences of Violation

For Students:

- Confiscation of the weapon, if it can be done safely.
- Immediate notification of the Principal and Pastor.
- Administrative hearing with the involved student(s), including:
 - Notification of parents/guardians
 - Determination of appropriate disciplinary action (up to and including detention, suspension, or expulsion)
 - Police involvement as deemed necessary by school administration
 - Consultation with Pastor and Principal regarding expulsion recommendations

For Other Youths and Adults (Including Employees):

- Immediate police involvement with recommendations for charges as appropriate.
- Employees may face investigation and disciplinary procedures, up to termination.

Enforcement

St. Vincent de Paul Catholic School maintains a strict **No Tolerance** stance on weapons and dangerous items to protect the safety and wellbeing of all community members. All incidents will be treated seriously, with law enforcement notified when required.

Drugs and Alcohol Policy

St. Vincent de Paul School is committed to keeping our students safe and healthy. Because of this, the use, possession, buying, selling, or giving away of tobacco, alcohol, mood-altering drugs, or any other illegal or controlled substances is not allowed on school property or at any school events.

If a student is found with these substances, or under their influence, the school will take immediate action to protect the student and others. This may include:

- Notifying parents or guardians
- Informing law enforcement
- Confiscating the substances
- Requiring a drug screening at a qualified facility, with results shared with the school
- Conducting a chemical use evaluation
- Referring the student and family to outside counseling or treatment programs
- Assigning detention, suspension, or expulsion, depending on the situation
- Holding a meeting with the principal and parents before the student can return to school

Our goal is to support students in making safe and healthy choices while maintaining a positive learning environment for everyone.

Theft, Vandalism, and Destruction of Property

Students are expected to treat school property and the property of others with respect. Theft, vandalism, or any damage to school property will lead to disciplinary action. Students may be required to pay for repairs or replacement of damaged items. Unauthorized use of school equipment is not allowed. If damage or vandalism occurs, it must be reported immediately to a staff member or the school office. Restitution will be arranged when necessary.

Smoking, Vaping, and Tobacco Use

- Students are prohibited from using tobacco or vaping products during school hours, on school grounds, or at any school-sponsored event.
 - If a student is found using tobacco or vaping, the product will be confiscated.
 - The student will face disciplinary action as determined by the principal.
 - Adults are also prohibited from using tobacco or vaping devices on school property.
 - Adults found using these products will be asked to leave the school grounds immediately.
-

Care of School Property

Students should use school resources and equipment responsibly. Any damage must be reported immediately. Parents may be asked to cover repair costs depending on the situation.

Care of Textbooks

- Students are provided textbooks to use at St. Vincent de Paul.
 - Many textbooks (hardbound and some paperbacks) are used for multiple years.
 - Students are responsible for using textbooks carefully and respectfully.
 - Books should be:
 - Covered
 - Free of marks
 - Dry
 - Un-torn
 - Un-creased
 - If a book is lost or judged unusable by the teacher, the student must pay the full replacement cost.
 - If a book is damaged but still usable, a fee up to half the replacement cost may be charged for repairs or cleaning.
 - Final report cards will be withheld until all textbook fines are paid.
-

Harassment and Bullying Policy

At **St. Vincent de Paul School**, we want every student to feel safe, respected, and valued. We work with families to create a caring community where everyone can learn, grow in their faith, and become their best selves.

What is Harassment?

Harassment is when someone does or says things that hurt, scare, embarrass, or make another person feel bad — whether it's by talking, touching, writing, or using technology. This can include:

- **Bullying:** Repeated teasing, threats, or mean behavior that takes advantage of power differences.
- **Cyber-Bullying:** Bullying through texts, social media, or other electronic means.
- **Hazing:** Forcing someone to do things to “join” a group that are harmful or embarrassing.
- **Physical Harassment:** Unwanted touching, hitting, or damaging someone’s belongings.
- **Verbal Harassment:** Name-calling, threats, or mean words.
- **Sexual Harassment:** Unwanted sexual jokes, gestures, or touching.
- **Written Harassment:** Notes, messages, or posts that are hurtful or threatening.

What Should I Do if I Experience or See Harassment?

- First, if you feel safe, tell the person firmly that their behavior is not okay and ask them to stop.
 - If it doesn’t stop, or you don’t feel comfortable addressing it, tell a teacher, staff member, or the principal right away.
 - Staff will take it seriously and start an investigation to keep everyone safe.
 - We do our best to keep things private, but sometimes we have to share information to protect people.
 - No one will get in trouble for reporting harassment — and we don’t allow anyone to get back at someone for speaking up.
-

Bullying Prevention — Keeping Our School Safe and Respectful

We believe every student deserves to be treated with kindness and respect because everyone is made in God’s image.

What is Bullying?

Bullying is when someone repeatedly says or does mean things that hurt or scare another student, damage their things, or make the school a scary or unfriendly place. This can happen:

- At school, on the bus, or at school events.
- Online or through electronic devices.
- Even outside of school, if it affects the school environment.

How Do I Report Bullying?

- Tell a teacher, school staff, or the principal if you see or experience bullying.
- Reports can be private or anonymous (but anonymous reports might be harder to look into).
- False reports aren’t allowed and can lead to consequences.

What Happens After a Report?

- The school will look into it quickly (usually within a few days).

- If bullying is found, the school will take action to stop it and support everyone involved.
 - Parents will be notified as appropriate.
-

What About Threats?

Any threat to hurt someone or damage property is taken very seriously. If a student makes a threat, the school will investigate and may involve the police. Consequences can include suspension or even expulsion.

Discipline: Suspensions and Expulsions Explained

Sometimes, when a student breaks rules seriously, we need to take action to keep the school safe and respectful.

Suspension

- The student may be asked to leave class for a short time or stay home for a few days.
- During suspension, the student must do their schoolwork at home.
- Before coming back to school, there will be a meeting with the student and parents.

Expulsion

- This means the student cannot come back to St. Vincent de Paul School for at least the rest of the school year (sometimes longer).
 - Expulsion happens only after a careful investigation and hearing.
 - The principal and pastor make the final decision.
-

Other Important Things to Know

Lockers

Lockers belong to the school. We can check lockers anytime without warning to keep everyone safe.

Police Interviews

Only police or child protection workers can interview students during school hours — and only with the principal's knowledge. Parents might not always be notified immediately if the police remove a student from school.

We want everyone to feel safe, respected, and supported here. If you ever have questions or concerns, please reach out to your child's teacher or the school principal. Together, we can keep St. Vincent de Paul School a wonderful place for learning and growing!

Safety and Well-Being Policies

Entry Information, Visitors, and School Responsibility Policy

At St. Vincent de Paul School, the safety and well-being of our students, faculty, staff, and visitors are our highest priorities. We have established the following procedures and responsibilities to maintain a secure and supportive environment.

School Entrances and Access

- All entrances to the school are locked during the school day, except during designated arrival and dismissal times.
- Visitors, including parents and guardians, must enter only through the Education Center main entrance on 93rd Ave N.
- Visitors are required to ring the doorbell and be buzzed in by office staff before entering.
- For safety reasons, students should never open exterior doors to visitors, even if they recognize them. Visitors must be admitted through the office only.
- Visitor Check-In Procedures
- All visitors must report immediately to the main office, sign in, and receive a Visitor badge to wear visibly while in the building.
- Visitors should not go to classrooms or other areas without office permission.
- Visitors without prior appointments must coordinate their visit through the administrative assistant.
- Anyone on school property without following these procedures may be considered a trespasser and subject to removal or reporting to local authorities.

School Responsibility for Student Safety

- St. Vincent de Paul School is committed to the safety and health of students during regular school hours and takes every precaution to avoid accidental injuries.
- To ensure proper supervision, students are required to remain on school property during the school day.
- Students who stay after school as participants or spectators of extracurricular activities are expected to stay at the site of the event.
- The school cannot accept responsibility for students who leave the school grounds after school or who are not at the designated activity site.
- Parents are responsible for arranging transportation and are expected to pick up their children promptly at the conclusion of after-school activities so students do not remain unsupervised for long periods.
- **Children are not allowed to be unsupervised in the school building outside of school hours. This rule applies to siblings or any other children who are not involved in the extracurricular activity.**
- Only students actively participating in scheduled events or activities — or those accompanied by an adult — should be on school property before or after school hours.

Security Measures and Staff Responsibilities

- The school maintains a secure environment through:
- Locked doors and controlled access points.
- A key fob system for staff access to secured areas.
- Visitor registration and identification procedures.
- Video surveillance monitoring.
- Staff members must carry their key fobs at all times and never prop doors open or bypass security measures.
- The integrity of this “security envelope” is essential whenever children are in the building — during school hours, after-school programs, faith formation classes, or Sunday preschool events.
- Staff must ensure visitors comply with sign-in procedures and wear Visitor badges.
- If any student or staff member observes someone on campus who has not followed visitor procedures, they should report it immediately.
- Checking In and Out
- All visitors, including parents, family members, and guardians, must check in and out at the front office.
- Visitors must wear their Visitor badge visibly while on school grounds for the safety of all students.
- These measures help maintain an accurate record of who is in the building at all times and support quick response in emergencies.

Emergency Preparedness and Safety Drills

St. Vincent de Paul Catholic School is committed to maintaining a safe environment for all students, staff, and visitors. To ensure everyone is prepared in the event of an emergency, the school has established detailed procedures and conducts regular drills to practice responses to fire, tornado, lockdown, and other crisis situations. Additionally, the school has an Emergency Response Team to lead coordinated action during critical incidents.

Emergency Response Team

- An **emergency** is any intolerable situation or event that disrupts normal routines and compromises safety, requiring special response beyond usual coping methods.
 - The school has assembled an **Emergency Response Team** composed primarily of administrators and designated staff trained to provide leadership and communication during crises.
 - The team meets regularly to review, update, and practice emergency plans.
 - Families are encouraged to contact the **Main Office at 763-425-3970** for information during or after an emergency.
-

Fire Alarm Procedures

- When the fire alarm sounds, all students and staff must **leave the building immediately** in a calm, quiet, and orderly manner.
 - Exit routes are clearly posted in every room. Follow the nearest exit route without delay.
 - The last person to leave a room closes the door to help contain fire or smoke.
 - Designated assembly areas:
 - Doors facing 169th Street: Walk along the sidewalk next to the soccer field.
 - Main front doors: Proceed to the lower parking lot facing 93rd Street.
 - Back doors: Assemble behind the church in the parking lot facing Jefferson Highway.
 - Walking quickly but without running is required to maintain safety.
-

Tornado Alarm and Procedures

- The tornado alarm is a loud, staggered siren accompanied by intercom announcements when possible.
 - Follow the tornado drill floor plan posted in each classroom to reach the safest areas (interior hallways, bathrooms, or windowless rooms).
 - Students crouch down and cover their heads to protect from debris.
 - Tornado drills are conducted each spring to prepare for seasonal risks.
 - Remain calm and follow instructions until the “all-clear” is given.
-

Safety Drills and Lockdown Procedures

- Lockdown drills are practiced regularly to prepare for potential security threats.
- Students and staff must follow lockdown procedures immediately when an actual threat is identified.
- Lockdown continues until the Emergency Response Team issues an official “all-clear.”

Shelter-in-Place (Threat outside the building)

- Front doors and doors between Regan Hall and church link are locked.
- Classes continue normally indoors.
- Outdoor classes return to the building immediately.

Lockdown (Threat inside the building)

- Students in halls or bathrooms are ushered to the nearest classroom.
 - Teachers lock classroom doors and keep students away from doors and windows.
 - No one opens doors or leaves until the lockdown is lifted.
-

Bomb Threat

- Students and staff evacuate immediately when a bomb threat is received.
 - Police are notified to investigate and secure the premises.
 - Teachers take roll call to confirm all students are accounted for.
 - Procedures mirror those of fire emergencies to ensure safety.
-

Hazardous Spills

- In case of hazardous chemical or substance spills, students and staff evacuate per the school's emergency plan.
 - Safe routes and assembly points are used to avoid exposure.
 - The Emergency Response Team works with local authorities to handle cleanup and safety.
-

Strangers on Playground or in Building

- Students are taught to report any strangers to a teacher or playground supervisor immediately.
 - Playground supervisors use walkie-talkies to alert building staff.
 - Staff promptly investigate and take necessary safety actions.
-

Parent Notification Procedures

- Parents are **not typically notified during drills**, as these are practice exercises.
 - In actual emergencies, the school will notify parents as soon as it is safe to do so.
 - Communication methods include:
 - Automated phone calls or text alerts via the school's emergency system.
 - Emails with updates and instructions.
 - Posts on the school website and social media.
 - Detailed procedures are in place to safely reunite students with parents if evacuation or lockdown extends beyond normal hours.
 - Parents should keep contact information current with the school to receive timely notifications.
-

General Expectations During All Drills and Emergencies

- Students must act quickly, quietly, and orderly.
- Follow all instructions from teachers, staff, and emergency personnel without hesitation.
- No talking or running during drills or emergencies.
- Treat every drill seriously as preparation for real-life situations.

School Closing

In the event of an emergency or severe weather conditions, St. Vincent de Paul Catholic School will notify families promptly using multiple communication methods, including **email, phone calls, and text alerts** through our emergency notification system.

Because we share busing services with the local public school district, St. Vincent de Paul generally follows the district's decisions regarding school closures or early dismissals due to weather. If the public school district closes or delays, our school will usually do the same to ensure student safety and coordinate transportation effectively.

Family Responsibility for Contact Information:

To ensure that the school can contact families should the need arise—especially in an emergency—families are responsible for keeping their contact information current.

- Each school year, emergency information must be fully completed for every child, including parent phone numbers and emergency contact phone numbers.
- Parents must notify the school office immediately of any changes to their address, phone number, or emergency contacts throughout the school year.
- Maintaining accurate and up-to-date contact information is essential for timely communication and student safety.

Families are encouraged to review their emergency contact information regularly to ensure they receive all school notifications without delay.

Health Services

St. Vincent de Paul Catholic School is committed to promoting the health and well-being of all students during the school day. The school nurse, secretary, or principal may approve the dismissal of a student who becomes ill or injured at school. Parents will be contacted immediately if a child becomes seriously ill or injured.

Student Illness and Dismissal

- Students **must be picked up** if they are:
 - Vomiting
 - Experiencing diarrhea
 - Have a temperature of 100.4°F (38°C) or higher
 - Suspected of having a contagious condition (e.g., COVID-19, chickenpox, influenza)
 - If parents cannot come promptly, they must arrange for a relative or authorized adult to pick up their child from the school office.
 - Parents are expected to ensure their child is picked up **within one hour** of notification.
-

Counseling Services

- Counseling services are available to students and families **at no cost** through St. Vincent de Paul Catholic School.
 - Counseling typically occurs during the school day and is coordinated with teachers, administrators, and parents/guardians.
 - The school counselor is available **Mondays, Wednesdays, and Thursdays**.
 - Students are generally seen every other week, as scheduling allows.
 - Counseling may address issues such as:
 - Academic challenges (effort, attitude, study habits)
 - Emotional distress from friendships or family issues
 - Life events causing sadness (illness, death in family)
 - Attention, concentration, or focus difficulties
 - Counseling usually involves individual sessions; group sessions may be offered occasionally with parent approval.
 - If issues extend beyond the school counselor's capacity, families may be referred to outside resources with parental permission.
 - The principal may authorize counseling for students needing immediate support without prior parent permission in urgent situations.
 - Parents will be informed promptly when further or outside counseling is recommended.
-

Accidents and Injuries

- The first priority when a student is injured at school is the student's comfort and safety.
 - Parents will be contacted as soon as possible.
 - If an injury requires emergency care, 911 will be called, and the student will be transported to a hospital or urgent care facility designated by the parents.
-

Health Records

- Health records are required for every student and include:
 - Results of health exams and screenings
 - Immunization records
 - Notes on any specific health concerns or conditions
 - These records are confidential and securely maintained by the school.
-

Immunizations

- Minnesota state law mandates that all students be up to date on immunizations.
 - Additional immunizations are required for students entering Kindergarten and 7th grade.
 - Required immunization forms, including medical and conscientious objection forms, are available on the school website.
 - **Medical objections** must be signed by a physician.
 - **Conscientious objections** must be signed by a parent/guardian and notarized.
 - All documentation must be submitted **before the start of the school year**.
-

Medication During the School Day

- Whenever possible, medications (prescription or over-the-counter) should be given at home.
 - If medication must be administered at school:
 - A current form signed by a licensed physician and parent must be on file.
 - Medication must be sent in a labeled prescription bottle or original container.
 - Expired medications cannot be accepted or administered and will be returned to the parent.
 - Qualified school personnel will administer medications according to label instructions.
 - Students **may not self-medicate**, except for inhalers or EpiPens as outlined below.
 - Students may carry and self-administer inhalers or EpiPens only if there is written consent from the parent, physician, and school nurse on file.
-

Illness and Staying Home

- Regular attendance is important for learning, but preventing the spread of contagious illness is everyone's responsibility.

The 4 symptoms that mean your child must stay home from school:

1. **Fever**

Any temperature of 100.4° Fahrenheit or higher is a fever. Not only are fevers a sign of some sort of infection, it also usually means that they are shedding germs. While giving them medicine might bring the fever down, it won't stop them from being contagious.

Students must be fever-free for 24 hours before going back to school.

2. **Vomiting or diarrhea**

Keep your student home if they have vomited two or more times in a 24-hour period or if they have had diarrhea.

3. **Bad pain**

If your child has a sore knee or a mild headache but is otherwise acting okay, it's likely fine to give some medicine and send them off. But if the pain is anything more than mild, keep them home and call your doctor instead.

4. **Coughing that won't stop — or anything different about your child's breathing**

A really [bad cough](#) not only makes it hard for a child to learn or play, it also disrupts the learning of classmates, as well as putting others at risk of infection.

The **24-hour rule** is the guideline St. Vincent de Paul School follows regarding illness. It requires being fever-free for at least 24 hours without the use of fever-reducing medication, and having other symptoms like vomiting or diarrhea also resolve.

- If symptoms such as fever or vomiting develop during the school day, parents will be notified to pick up their child promptly. The student must then stay home the following school day,

Reporting of Child Abuse and Neglect

In accordance with **Archdiocesan Guideline #5640, Appendix B**, all staff members at St. Vincent de Paul Catholic School are **legally mandated reporters** under Minnesota law. They are required to report any suspected cases of child abuse or neglect promptly and appropriately.

- **Obligation to Report:** Staff must report if they know of, or have reason to believe, that a child has been abused or neglected either currently or within the past three years.
- **Who to Notify:** Reports must be made to the local law enforcement agency or social services agency.
- Timelines for Reporting:
 - A **verbal report** must be made within **24 hours** of suspicion or knowledge of abuse/neglect.
 - A **written report** must be filed within **72 hours** of the verbal report.
- Definitions:
 - **Neglect** includes failure to provide adequate food, clothing, shelter, or medical care, as well as prenatal exposure to controlled substances.
 - **Abuse** includes physical abuse, sexual abuse, and emotional maltreatment.

St. Vincent de Paul Catholic School is committed to protecting the safety and well-being of all students by ensuring that suspected abuse or neglect is reported and addressed in compliance with legal requirements.

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.

1. Nutrition Education

- Integrated into grades 1–8 science and health curriculum.
- Emphasizes lifelong healthy habits.
- Promotes consistent health messaging across school environment.

2. USDA Nutrition & School Meals

- Meals comply with National School Lunch Program standards.
- Menus include whole grains, fruits, and vegetables.
- Recess follows lunch; students have at least 15 minutes to eat.
- Staff promotes handwashing and models healthy habits.

3. Foods and Beverages

- A la carte and snack options focus on nutritional value.
- Soda is not sold; water is always available.
- Healthy snacks and non-food rewards are encouraged.

4. Physical Education

- Regular PE classes taught by a licensed instructor.
- Focus on inclusivity, cooperation, and active living.
- Safe, well-equipped spaces for all students.

5. Physical Activity

- Includes daily recess, PE, and extracurricular options.
- Teachers may incorporate movement breaks during class.
- Recess is supervised and designed for safe play.

6. Communication & Promotion

- Policy developed with input from parents, staff, and administrators.
- Periodic wellness programs for staff.
- School environment reinforces wellness values.
- Staff encouraged to model healthy habits.
- Student feedback is welcomed in shaping wellness efforts.

Leadership and Governance

Head of School (Principal)

- Responsible for day-to-day operations and management of the school.
- Has decision-making authority over students, staff, facilities, curriculum, textbooks, athletics, discipline, health and safety, and extracurricular activities.

School Structure

- St. Vincent de Paul School is a parish school, integrated with the Church of St. Vincent de Paul.
- The school does not have a separate corporate identity.

Pastor

- Governs the school and provides high-level oversight of all school operations.
- Ensures the Catholic identity of the school is maintained now and into the future.
- Delegates daily management and decision-making to the principal but remains the final authority on all matters.

School Advisory Council (SAC)

What is the School Advisory Council (SAC)?

- The SAC is a group primarily made up of parent volunteers who are deeply invested in the well-being and success of St. Vincent de Paul School.
- Parents apply for the role and are carefully chosen to serve the school community.
- Members serve a three-year term with the option to renew for a second term, for a maximum of six years. This balance allows continuity and fresh perspectives.
- The council strives to be diverse by including parents with a wide range of professional backgrounds, skills, and experiences.
- Representation is sought from parents of students across many different grade levels to reflect the entire student body's needs.
- School and parish administration representatives are also included to create a strong bridge between families, school staff, and parish leadership.
- The primary role of the SAC is to advise the principal and pastor, not to govern or make independent decisions.
- The council supports the school by:
 - Providing thoughtful input
 - Sharing community concerns
 - Helping to shape a positive future for the school
- The SAC acts as a sounding board and collaborative partner with school leadership, helping build consensus and guide important decisions.
- Through this collaboration, the SAC ensures that family voices are heard and that the school continues to thrive as a welcoming, faith-centered community focused on academic excellence and spiritual growth.

What does SAC do?

- Collaborates with the principal and community to develop the school's vision.
- Advocates for students and promotes Catholic education.
- Supports and advises the principal on administrative decisions.
- Periodically reviews school policies and handbooks.
- Understands and respects its advisory role without independent decision-making power.

When are SAC meetings held?

- Meetings occur on the 2nd Tuesday of each month at 7 PM.
- Minutes are published on the school website after each meeting.

SAC Responsibilities

- Create, update, and maintain the School Handbook.
- Listen to and advise on grievances from students and parents.
- Provide feedback and guidance on education and policy changes.
- Participate in discussions around the school budget and finances by asking questions and helping move decisions forward.
- Support and promote school fundraisers and volunteer at school events.

Parental Roles and Responsibilities

Parents and guardians play a vital role in supporting their child's education and the overall school community. To assist your child and partner with the school, please:

- Ensure your child attends school regularly and punctually; consistent attendance is essential for academic success.
- Stay informed by reading the school handbook, newsletters, and other communications sent home.
- Fulfill all financial obligations promptly, including tuition, fees, lunch accounts, and any other school-related costs.
- Adhere to all admissions policies and procedures established by the school.
- Follow the school's policies, regulations, goals, and objectives, especially those that uphold the Catholic identity and mission.
- Notify the school in writing regarding:
 - Student illness or planned absences
 - Changes in parental or custodial status, including legal arrangements
 - Any changes to your child's transportation routine or pickup arrangements
 - Updates to your contact information, including phone numbers, addresses, emergency contacts, or childcare providers
 - Any special arrangements or information that could affect communication or your child's school experience

Parent Conduct

- The school community thrives on mutual respect, support, and shared values rooted in faith and learning.

- Parents are expected to:
- Support and promote the Catholic faith and the school's mission
- Maintain respectful and positive communication with staff, students, and other parents
- Follow all school policies and guidelines
- Parents sign a partnership agreement outlining these expectations as a commitment to community well-being.
- If the principal determines that a parent's behavior or partnership with the school is no longer constructive, the school reserves the right to:
- Restrict the parent's access to school grounds or events
- Require that the student be unenrolled
- Deny re-enrollment for the following academic year

Non-Custodial Parents

- The school complies fully with federal and state laws regarding parental rights and access to student information.
- Custodial parents must provide the school with official court orders that restrict a non-custodial parent's access to the student or records.
- In the absence of such legal restrictions, the non-custodial parent is entitled to access school records and information upon request.
- If legal limitations exist but parents agree on visitation or pickup arrangements, the custodial parent must communicate those agreements to the school for safety and clarity.

Volunteers, VIRTUS and HSA

Volunteers

- We warmly welcome parent and guardian volunteers to support many areas of the school.
- Volunteer opportunities include:
 - Classroom assistance
 - Event support
 - Library help
 - Office and maintenance activities
 - Participation on committees such as the Home and School Association and the School Advisory Committee
- The dedication of volunteers—giving their time, talent, and love—is essential to the continued success and vibrancy of St. Vincent de Paul School (SVDP).
- **Archdiocesan Mandate:** All volunteers who have contact with children or vulnerable adults through Catholic Schools, Religious Education, or Parish programs **must complete VIRTUS training.**

- Volunteers who are not VIRTUS trained are **not allowed** to be around children or vulnerable adults in church or school settings.
 - When volunteering in the school or on field trips, **younger siblings may not attend** to ensure focus and safety.
-

VIRTUS Training

- Anyone volunteering at SVDP (except playground/recess volunteers) must be VIRTUS trained.
 - VIRTUS training includes:
 - Background check
 - Completion of a 123B form
 - Online training modules focused on child protection and safety
 - Volunteers must recertify every three years through online refresher training.
 - This training is an Archdiocesan requirement; cooperation in completing it is appreciated.
 - Volunteers may come into contact with sensitive student information during their service. It is **critical to maintain confidentiality** regarding student progress, evaluations, or personal family matters.
 - If a breach of confidentiality occurs, the volunteer may be asked by the principal to discontinue their volunteer role.
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Home and School Association (HSA)

What is HSA?

- The HSA is an organization that helps build a strong, connected school community.
- It is **led by a school staff member**, but its meetings and committees are primarily made up of **parent volunteers**.
- All current school families are encouraged to have a parent or guardian participate in the HSA.
- The main purposes of the HSA include:
 - Organizing celebratory events that bring families together
 - Coordinating volunteer opportunities throughout the school year
 - Promoting school spirit and encouraging involvement among families
- The HSA plays a vital role in supporting the school's mission and enhancing the student and family experience.

What does HSA do?

Community of parents who:

- Plan, setup, operate, and clean-up events hosted at our school
- Support teachers through different efforts such as providing snacks/meals during Conferences, filling the teacher's lounge with snacks and drinks, and celebrating their birthdays
- Promote fundraising and school events to non-HSA members

When are HSA meetings held?

Meetings are held the 2nd Friday of each month at 7:45am in the Church Community Room and online via Zoom. Agendas and meeting dates are posted on the school website.

What events does HSA host?

- Lions Roar Parade
- Spirit Wear
- Fall Family Fun Day
- Used Uniforms
- Sunshine Committee
- Family Dance Committee
- Conference Teacher Meals

Family Grievance Policy

Handling Concerns and Conflicts

- In any community working together, differences of opinion and challenges are natural. We all must approach these situations in good faith and with a willingness to find solutions.
 - **Initial Step:** Whenever possible, raise concerns directly with the person involved (such as a teacher or staff member) to try to reach an understanding or mutually agreeable resolution.
 - **Escalation:** If direct communication is unsuccessful, concerns may then be brought to the principal for further attention.
 - **Urgent Matters:** Any concerns regarding **student safety or mistreatment** must be reported immediately to the principal without delay.
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Role of the Principal

- Upon receiving a concern, the principal will assess the situation and decide the appropriate course of action. This may include:
 - Facilitating a conversation between the involved parties
 - Proposing possible resolutions
 - Conducting an investigation if necessary
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Expectations for All Parties

- All involved—parents, staff, and administration—are expected to:
 - Remain respectful and professional throughout the process

- Act in good faith with the best interests of the child and school community in mind
- Parents are encouraged to discuss concerns at home but should be mindful that:
 - Their child must continue to function within the school environment
 - Negative conversations about staff or administrators at home can undermine respect and authority needed for a positive learning atmosphere
- Just as teachers and administrators are responsible for respecting students and parents even when difficulties arise, parents are responsible for ensuring that these issues do not negatively affect their child's respect for school staff.

Communication Between Home and School

We recognize that parents are the primary educators of their children, so open and frequent communication between home and school is essential. Below are the key ways we keep in touch and encourage effective communication:

Methods of Communication

School Website: school.saintvdp.org

- Teacher and administrative email addresses are available on the school website.
- The website also provides:
 - School calendar
 - Lunch menus and schedules
 - Student handbook
 - Important announcements and newsletters
 - Home and School Association (HSA) meeting minutes
 - This handbook and other key documents
- Parents can notify the school of:
 - Student absences
 - Late arrivals
 - Early dismissals via the "attendance" form linked on the homepage.

Parent/Student Handbook

Available online at the school website for easy reference.

Blackbaud

Our primary platform for classroom news, updates, forms, calendars, and schedules. All parents receive login credentials and are expected to use this tool regularly.

The Royal Times

A bi-weekly electronic newsletter that shares news, events, and important information. Contact the office if you aren't receiving it.

Email, Phone Calls, and Handouts

Communications are sent primarily to the primary email address on file. When electronic distribution is not possible, information will be sent home with the primary child.

- Primary Child Definition: The youngest student in grades K–8 in the family, or if no K–8 student, the oldest or only Faithful Beginnings student.

Social Media

Follow us on Facebook and Instagram for additional updates and school community connection.

Important Notes

- *The school assumes goodwill from all community members and discourages gossip.*
- *Conversations about concerns should focus on collaboration and finding solutions that benefit the child and the school community.*

Other Information

Birthday/Other Treats

Due to the growing number of children with significant food allergies, and our commitment to strengthening our wellness policy, we discontinued the practice of bringing treats to school to celebrate birthdays. Families of our younger students (K-3) 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. Students must stop in the office to notify staff they are out-of-uniform for their birthday.

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.

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 Annual Permissions form.**

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

School insurance does not cover loss of personal possessions; therefore, students are to refrain from bringing radios, cameras, virtual pets, video games, skateboards, etc. Leave those items at home. If such objects are brought to school and become distracting, they will be confiscated and returned only to the parent/guardian. 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.

Thresholds For Outdoor Recess Cancellation

Outdoor recess will be canceled when:

- a steady rain is falling,
 - the air temperatures reach 0 degrees and/or windchills reach 10 degrees below zero.
-

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.