

St. Vincent de Paul School  
30527 8th Avenue South  
Federal Way, WA 98003  
(253) 839-3532  
StV-Stew@msn.com

It is important that each student and each parent/guardian read the Parent and Student Handbook because it contains much of the essential information about St. Vincent de Paul School. It is expected that each student and parent/guardian will make a sincere effort to comply with the regulations and will support the Catholic nature of the school.

All policies and procedures expressed here are in effect as of August, 2011 and supersede all previous ones.

When you have read and understood this handbook, please sign and return the enclosed signature card which duplicates the following agreement:

We, \_\_\_\_\_ Family, have read and agree to be governed by the 2011-2012 Parent and Student Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student signature

Dated: \_\_\_\_\_

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## VINCENT DE PAUL SCHOOL

August 2011

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Dear Parents and Students,

As a Catholic school we are here not only to provide a quality education, but also to provide an environment where Gospel values are modeled and expected. At a Principals Meeting a few years ago, I was presented with a special poster which I had framed and hung in the school office. Many parents and visitors comment on it each year. It states simply why we are here; it reads –

Be it known to all who enter here that  
Jesus  
is the reason for this school.  
He is the unseen yet ever present  
teacher in its classes.  
He is the model of its  
faculty  
and the inspiration of its  
students.

With this at the heart of our school, you can see why we assume that if you are sending your children to St. Vincent's you want more for them than just a solid academic education. We assume you want your children to experience and learn about our Catholic faith and traditions. As the primary educators of your children, you must model and reinforce what we teach at school if our beliefs are to have real meaning in your children's life. This implies you have a responsibility to take your children to Mass and practice living your faith. There's much more to living our faith than just attending school.

I encourage you, as parents, to take advantage of the faith educational opportunities provided by our parish this year. Enrich your own faith as much as possible. Let your children see that you are growing in your faith, and let them see you pray often.

We hope you will find this Parent and Student Handbook helpful during the year. It contains essential information about St. Vincent de Paul School, and it is important for you to know that it is part of your school contract. It is expected that each student and parent/guardian make a sincere effort to comply with the regulations and support the Catholic nature of our school. We have included the goals and core values along with mission, philosophy and vision statements. Please read and review the handbook carefully with your child/children, and then sign and return the signature card.

Teachers have been working throughout the month of August in order to be ready for the first day of school. Their enthusiasm is contagious! All we need to make the school come alive is children!

By working together, we can provide the best possible learning environment for our children. Let's make this another great year at St. Vincent's!

With my love and prayers,

Wanda Stewart  
Principal

## THE MISSION

The schools of the Archdiocese of Seattle, in communion with the Archbishop, in collaboration with parents, parish leadership, and the community, and in the service of teaching Gospel values and the faith of the Catholic Church, educate students in grades K to 12 for leadership and service to the church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all.

## A CATHOLIC EDUCATION

Through each of their programs, especially religious education, Catholic schools collaborate with parents as the primary educators of their children in faith, hope, and love.

- ❖ Supported by their parishes and communities, Catholic Schools educate the whole person – mind, heart, and spirit – by teaching, modeling, and instilling the teachings of the Gospel and of the Catholic faith.
- ❖ These teachings, expressed through sacraments, religious traditions, and lived example, foster in students an ethical and Christ-like way of life.
- ❖ By learning to value this way of life, students grow to respect the intrinsic dignity of each person and to serve as leaders in search of a just and peaceful society and church.

## THROUGH EXCELLENT RELIGIOUS, ACADEMIC AND CO-CURRICULAR PROGRAMS

The Catholic schools of the Archdiocese of Seattle develop the growth of each student toward his or her full potential by providing high quality instruction in all areas.

- Catholic schools offer programs designed to develop the spiritual, academic, artistic, athletic, and leadership potentials of their students.
- Catholic schools encourage and prepare students to attain high standards of achievement.
- All schools seek accreditation through an established process of review.
- Teachers receive certification from the State of Washington, and teachers of religion from the Archdiocese of Seattle.

## THAT STRIVE TO BE ACCESSIBLE TO ALL

Catholic schools of the Archdiocese of Seattle respect all students and strive to be accessible by:

- Providing tuition assistance for families with financial need.
- Serving a population that comprises the rich ethnic diversity of the Archdiocese.
- Providing reasonable accommodations for students with disabilities.
- Ensuring the viability of present schools.
- Opening new schools in under-served areas of the Archdiocese.
- Welcoming children who value a Catholic education, regardless of religious background, depending on space available.

*Approved by Archbishop Alex J. Brunett, June 18, 2002*

### St. Vincent de Paul School Mission Statement

We are a faith-centered Catholic school that promotes academic achievement and spiritual development for our students and families. This is reflected through worship, learning, support of each other, and service to the community.

### St. Vincent de Paul School Philosophy Statement

We are a faith-centered Catholic school serving our parish and community through prayer and actions.

The focus of instruction is to help students achieve their highest individual potential. As facilitators of learning, teachers motivate, guide, and support students by utilizing a variety of teaching techniques.

In partnership with parents, we establish a foundation that encourages students to make responsible choices and to become life-long learners in our global community.

### St. Vincent de Paul School Vision Statement

The vision of St. Vincent de Paul School is to be the best Catholic school that we can be by continually seeking to improve our curriculum, teaching skills, and learning environment.

### St. Vincent de Paul School Goals

- ❖ To provide an environment where students develop and acknowledge responsibility for their own actions and success.
- ❖ To provide quality academic and faith-centered education for all students.
- ❖ To inspire our students to use their talents to enrich our school and the community beyond those boundaries.
- ❖ To be partners with parents in the development of their children.

### St. Vincent de Paul School Core Values

- ❖ We are a team of professional educators.
- ❖ We are a faith-filled community that values every person.
- ❖ We are creating an environment where respect, responsibility, and integrity are valued.
- ❖ We are encouraging students to realize their potential.
- ❖ We are committed to providing service opportunities within our school community and beyond.

### St. Vincent de Paul Parish Mission Statement

It is the mission of St. Vincent de Paul Parish to be a community of faith centered on Christ and celebrated in the Eucharist; to be a community that serves the poor and needy of our Church and community-at-large in the spirit of St. Vincent de Paul our patron; and to be a community continually open to the spirit of conversion and growth as a living sign of the Kingdom of God in our World.

## School-wide Learning Expectations

I am a St. Vincent de Paul student, and

I am Faith-filled Catholic:

- ❖ I live out Catholic faith, traditions, and teachings.
- ❖ I participate in school masses and sacramental celebrations.
- ❖ I live out the teachings of Jesus through my actions.

I am a Life-Long Learner who:

- ❖ I have good study and organizational skills.
- ❖ I show understanding in all academic subjects.
- ❖ I listen closely in class.
- ❖ I express my ideas clearly when speaking and writing.
- ❖ I read for the sake of learning and for my pleasure.
- ❖ I use technology for learning and communication.
- ❖ I participate in the arts and physical activities.

I am an Active Community Member in a Global Society:

- ❖ I show respect for myself, others, and all of God's creation.
- ❖ I show responsibility for actions and choices.
- ❖ I participate in service projects.
- ❖ I am aware of major events that are happening throughout the world.

## St. Vincent de Paul School Staff

Principal	Mrs. Wanda Stewart
Vice-principal	Mrs. Christina Burnaby
Secretary	Mrs. Pam Blood
Development Asst./Hot Lunch Coordinator	Mrs. Lisa Reynolds
Sandy Point (K)	Mrs. Chris Williams
Spokane (1)	Mrs. Fran McKinley
Nehalem (2)	Mrs. Denisse Christensen
Olympics (3/4)	Mrs. Rosemary Rhodes
Blanchet (3/4)	Mrs. Mary Isaacson
Mt. Rainier (5/6)/PE	Mrs. Sharon Hendricks (a.m.)
Mt. St. Helens (5/6)	Mrs. Pam Brooks
Chief Seattle (5/6)	Mrs. Connie Dolezal
Hurricane Ridge (7/8)	Mrs. Marie Lilley
Crystal Mtn. (7/8)	Mrs. Kathleen Vance
Reading Specialist	Mrs. Deana Schuler
Librarian	Mrs. Urdene Rickard
Computer/Technology Specialist	Mrs. Lisa Davison
Music	Mrs. Kirsten McCarl
PE / Science (7/8)	Mrs. Deanne Taylor
Band	Mr. Gerald Larkins
Para-Educator	Mrs. Cindy Wolf
Para-Educator	Mrs. Kristy Jutilla
Para-Educator/Playground	Mr. Matthew Dizon

## Parish Staff

Pastor	Father William McKee
Receptionists	Kim Bowman / Karen Fantozzi
Adult Faith Formation	Joe McQuiston
Children's Ministry	Olaf Valderrabano-Aguilar
Family Ministry	Lisa Tinsley
Outreach Ministry	Maryelyn Scholz
Music Ministry Director	Lois Hansen
Choir Director	Don Barrows
Youth Ministry	Brita Gilbertson
Parish Business Manager	Peggy Horner
Facilities Manager	Jim Day
Admin. Assistants	Shelley Marvin / Mary Walton

## School Commission

The overall purpose of the Catholic school commission is to advise and support the pastor/parochial minister and the principal in the formation of policy and the ongoing development of the parish school. 2011-2012 members include:

Commission Members	Scott Baukol
	Joe Bernal
	Michael Hemmer
	Jennifer Johnson
	Judy Little
	Tony Novak
	Tom Rossetto
	George Siracuse
Principal	Wanda Stewart
Pastor	Father William McKee

## Parents Club Executive Board

According to the Catholic Schools Department and the NCEA, the overall purpose of the local parent organization/club is to maintain good communications between home and school, provide a vehicle through which parents can provide service to the school, offer a mechanism for parent education, and serve as a structure for political action when needed. 2011-2012 members include:

President	Ted Rutt
Vice President	David Jacobsen
Secretary	Amanda Mazzuca
Treasurer	Paul Tran
School Commission Rep.	Jennifer Johnson
Principal	Wanda Stewart

## Daily School Schedule

Students should arrive no earlier than 8:15 a.m. Supervision of the grounds begins at this time with a teacher on duty.

### Intermediate Schedule

8:30-10:15	Homeroom
10:15-10:30	Recess
10:30-11:15	Homeroom
11:15-12:15	Math
12:15-12:35	Lunch
12:35-12:50	Recess
12:50-1:50	Class
1:50-2:50	Class
2:50-3:00	Homeroom

### Primary Schedule

8:30-9:55	Homeroom
9:55-10:10	Recess
10:10-11:40	Homeroom
11:40-12:05	Lunch
12:05-12:25	Recess
12:30-130	Class
1:30-1:45	Recess
1:45-2:45	Math
2:45-3:00	Homeroom

## Admission Policy

- A. St. Vincent de Paul School exists primarily to educate those Parish children whose families are committed to the Catholic faith and Catholic education.
- B. St. Vincent de Paul School admits qualified students of any race, color, national and ethnic origin in administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
- C. Normally, no more than 30 students will be accepted for homerooms in grades 1-8 and no more than 16 students in each kindergarten session. A waiting list will be established as soon as classes are filled.
- D. As openings occur for each grade level, admissions are considered on the following priority basis (any exceptions must be approved by the pastor):

NOTE: Families registered in more than one parish will be considered non-parishioners.

1. Children of St. Vincent de Paul parishioners who have children presently enrolled in the school.
  2. Children of parishioners who are registered in and supportive of St. Vincent de Paul Parish. Supportive families are those who regularly support the financial needs of the Parish (only the regularity of the financial support is considered – not the amount). The length of time a family has been registered in and supportive of the Parish and their level of involvement in parish life are taken into consideration.
  3. Children of non-parishioners who have children presently enrolled in the school.
  4. Children of families who are registered in other Catholic parishes with first preference given to Parish subsidized families.
  5. Children of parishioners who are registered in the St. Vincent de Paul Parish.
  6. Children of non-parishioner families.
- E. Admission of students is dependent upon the results of testing and an interview by a faculty member and/or the principal. Admission is also contingent upon receipt and review of prior school records.
  - F. A child must be 5 years of age by August 31 for entrance into the kindergarten and/or meet our school's kindergarten criteria. (Exceptions: See "special policies.")
  - G. An immunization form must be submitted by all new students before a child can attend school.
  - H. Final acceptance will be in writing to all new families for students admitted for the following school year.

## Tuition

1. The School Commission is responsible for setting the non-refundable application and book fees, as well as tuition rates.
2. All tuition contractual obligations for the prior year must be paid by May 1st to insure a student's registration for the following school year. Tuition contractual obligations for eighth graders must be paid before graduation. Final report cards and school records, including 8th grade diplomas, will be withheld

until all fees are paid. If special arrangements are necessary for tuition payments or exemptions, please contact the principal.

**2011-2012 Fees and Tuition Rates -- Parishioner**

	Tuition	Fundraising	Service Time
1 Child	\$4,500	\$500	35 hrs.
2 Children	\$8,780	\$625	35 hrs.
3 Children	\$12,830	\$625	35 hrs.

**2011-2012 Fees and Tuition Rates -- Non-Parishioner**

	Tuition	Fundraising	Service Time
1 Child	\$6,400	\$500	35 hrs.
2 Children	\$12,800	\$625	35 hrs.
3 Children	\$19,200	\$625	35 hrs.

**Actual Cost:** The actual cost to educate a child at St. Vincent de Paul School is \$6380 per year.

**Parish Subsidy:** Parishioner rates are reduced due to parish subsidy and family commitment.

**Qualification for Parish Tuition**

For active members of the parish, the rate of tuition is less than the actual cost of educating a student. The roughly \$2,000.00 difference for each parish child is made up each year by the parish subsidy. The whole parish shares in the awesome responsibility of educating and forming all our children in the faith. In order to receive and maintain the parish tuition rate, families must meet the following criteria:

1. Catholic family members regularly participate in Sunday Mass at St. Vincent de Paul Parish.
2. Catholic family members should be working towards celebrating all the appropriate sacraments.
3. Catholic families have an up to date parish registrations on file in the parish office.
4. Catholic families must be participating in Parish Stewardship and contributing financially to the parish through the regular Sunday Envelope.
  - a. Stewardship is a commitment. Families must have a current pledge on file. Every November parishioners complete a commitment card indicated their planned financial support for the parish
  - b. Stewardship is proportional to one's income. Parishioners are asked to strive for the goal of donating 5% of their income to the parish. School families seeking the parish tuition rate should, at a minimum, be donating 2% of their income to the parish. This is the first column of giving on the Stewardship Pledge card.

Yearly Income	Weekly Gift to your Parish			
	2%	3%	4%	5%
\$ 10,000.00	\$ 4	\$ 6	\$ 8	\$ 10
\$ 20,000.00	\$ 8	\$ 12	\$ 15	\$ 19
\$ 30,000.00	\$ 12	\$ 17	\$ 23	\$ 29
\$ 40,000.00	\$ 15	\$ 23	\$ 31	\$ 38
\$ 50,000.00	\$ 19	\$ 29	\$ 38	\$ 48
\$ 60,000.00	\$ 23	\$ 35	\$ 46	\$ 58
\$ 70,000.00	\$ 27	\$ 40	\$ 54	\$ 67
\$ 80,000.00	\$ 31	\$ 46	\$ 62	\$ 77
\$ 90,000.00	\$ 35	\$ 52	\$ 69	\$ 87
\$ 100,000.00	\$ 38	\$ 58	\$ 77	\$ 96
\$ 110,000.00	\$ 42	\$ 63	\$ 85	\$ 106
\$ 120,000.00	\$ 46	\$ 69	\$ 92	\$ 115
\$ 130,000.00	\$ 50	\$ 75	\$ 100	\$ 125

The old policy was to have every parish school family contribute at least \$10 each week. While the amount was equal for everyone, the sacrifice was not. For some, \$10 a week was indeed a hardship; for others, something hardly noticed. The new policy, based on a proportion of one's income, asks for equal sacrifice though the amount will differ according to one's means. The parish office will monitor that every parish school family submits an annual pledge card and are contributing on a regular basis (monthly, if not weekly), using the Sunday Envelope. We will trust parishioners to honestly pledge a minimum of 2% and strive towards moving to 5% of their income.

#### Qualification of Tuition Rate for a New Parishioner

Families who do not presently qualify for the parishioner tuition rate will qualify for the parishioner tuition rate if they meet one of the following criteria:

- A. If a family is coming from another parish with a school or a parish that subsidizes Catholic education of their students attending other parish schools provides a written statement from their previous pastor about worship and regular use of Sunday envelopes that is satisfactory to St. Vincent de Paul School/Parish; or
- B. The family has been registered in St. Vincent's Parish since September 1 prior to open registration for the year of application, worships with this community on a regular basis and uses Sunday envelopes on a regular basis.

#### Tuition Payment and Past Due Tuition Policy

Payment of school tuition is a serious responsibility and should be a priority of all parents. All tuition is paid directly to SMART. If you have any questions regarding the SMART program or your SMART account, please call toll-free 1-800-SMART-03.

#### Terms and Conditions of the SMART plan:

- Late Charge – A late charge will be assessed to your account if any payment is not received within 10 days from the payment due date.
- Dishonored Payment – A fee will be assessed to your account for any checks returned by your bank unpaid. Returned checks will not be redeposited. If any automatic deduction is refused by your bank due to lack of a sufficient balance, a fee will be assessed. Additional fees may be imposed by your bank.
- Refunds – Refunds of any amounts paid on your SMART account will be handled by the school in accordance with its refund policy.

#### Affordability Policy

It is the policy of the School Commission that Catholic education at St. Vincent de Paul School shall be made available to children of all parishioners, regardless of the family's ability to pay. In situations where the family is unable to meet

full tuition requirements, the principal shall have the authority to negotiate a reasonable agreement with the family. The principal may require that the family apply for the Archdiocesan Scholarship Fund before applying for assistance from the Principal's Tuition Assistance Fund.

All families must be responsible for the service time and fundraising commitments as stated in the tuition contract.

## Registration

Registration is held each year in January for families already in the school and in February for new families.

Registration is complete when the school has received:

1. The tuition contract form.
2. The registration form and fee.
3. Emergency information form.
4. Balance due to the school and/or Parents Club.
5. Records: Baptismal, immunization, health report.

## Absence and Tardiness

### A. Absence

It is imperative that all children enrolled in St. Vincent de Paul School are accounted for each school day; therefore, if your child will not be attending school on a given day, or days, please telephone the school (839-3532) before 8:30 a.m. on the day of the absence. Parents may send a note about an absence or tardy by email ( [@stvs.org](mailto:@stvs.org)), and a copy of the email will be retained by the school. When calling the school, give the name of the student, homeroom, and reason for the absence. If parents do not telephone the school to report the student's absence, the school will telephone the parents at home or work; if a parent cannot be reached, persons listed on the emergency form will be contacted. (This provision is necessary so that precious time will not be lost if a student is sent to school, but never arrives.) When your child returns to school, please send a note verifying the absence. If an absence is deemed unexcused by the administration, assignments/class work for the unexcused day may not be accepted.

### B. Tardiness

At the 8:30 tardy bell, all students should be at their desks ready for their day. Anyone arriving after the 8:30 bell is considered tardy and should report to the office.

Excused tardies are generally limited to emergency situations, such as a parent or student suddenly becoming ill, an accident, or a doctor appointment. Reasons such as lost keys or oversleeping are not considered excused tardies. If your child is late, we ask that you telephone or write a note. Doctor appointments require a note from the physician.

Late arrivals disrupt class and cause loss of instructional times. More than three unexcused tardies in a trimester will result in after school detention upon each additional occurrence. Parents will be notified.

### C. Arrival of Students

Students should not arrive at school before 8:15 a.m. unless they have a class or authorized activity. Students must remain outside the building until the bell rings at 8:25. Supervision is not provided on the playground before school until 8:15 a.m. or at any time after school.

### D. Appointments

Whenever possible, doctor/dentist appointments should be made outside of school time. If the appointment is made during school time, children may be picked up at the school office only. Upon returning, the parent and child are asked to check in at the office. If you send a note to the office ahead of time we will be able to have the student ready in the office to be picked up for the appointment.

Parents picking up students during school hrs. need to wait in the office. Students will be called to the office by a staff member. This is to avoid interruptions of the instructional program and to maintain building security.

#### E. Students Leaving School Grounds

No student is allowed to leave the grounds during school hours without explicit written permission from his/her parents, verified through the school office.

#### Cell Phone Policy

Any type of cell phone, blackberry, iphone, etc. is to be turned off and kept in backpacks from the time the student arrives until they are off school grounds, including any after school activity. Student may not carry cell phones during the day. Cell phones that are used during the day or that ring during the day will be taken and sent to the office. A parent will need to pick the phone up at the end of the day.

#### Cheating Policy

St. Vincent School strongly stresses that doing your best is more important than the grade. However, if a student does choose to cheat on a test or an assignment, this is our policy:

The person cheating will receive a zero on the test or assignment, and the person allowing the cheating will receive a 50% on the test or assignment. Children involved will receive behavior slips.

#### Class Size

Grades K -2 are self-contained; grades 3-8 may be configured within a two grade span as dictated by the current population. Kindergarten may accept up to 26 students and grades one through eight may accept up to 30 students per homeroom. Exceptions can be made at the discretion of the Principal.

#### Service Time Commitment

The purpose of service time is to encourage participation in school related activities, to help defray the cost of educating students and to maintain school facilities. Service time is a part of the tuition contractual commitment, and hrs. not served will be charged at \$25/hour. Any monies collected will be used to offset the cost of hiring someone to do service time jobs not yet accomplished by parents.

Each school family will be required to give 35 hours of service time; 30 hours of service to the school and 5 hours of service to the parish. Service time is earned from May 1, 2011 to April 30, 2012. Single parents may call the principal to request a reduction in hours at the time of returning their contract. In addition, each family must attend four (4) Parents Club meetings during the year. Refer to the Parents Club handbook for the service time record sheet.

#### Fundraising Commitment

Each school family will be required to generate monies towards fundraising. Families with one child must generate \$500 and families with two or more children must generate \$625 or as determined by the tuition options for 2011-2012. The Parents Club will fully explain the fundraising opportunities for the year. Failure to meet fundraising commitment may result in the withholding of the student's report card at each trimester, withholding of school records and denial of future registration.

#### Communication

##### A. Family Envelope – School Communication to Families

School Family Communication Envelopes are sent home each Thursday. Letters, calendars, notices, etc. are sent home through the envelopes. The family envelope is sent home with the oldest child. Parents should return the envelope to school each Friday. Please be sure that all contents have been removed and read.

Materials other than staff initiated communications may not be distributed or sent home with students without prior authorization by the Principal. School authorization does not necessarily imply endorsement of that material.

## B. Procedure for Contacting Teachers

Call the school office and leave a message for the teacher to return your call. If a conference is desired, the office will set that up for you.

## C. Procedures in Case of Dissatisfaction with School Policies or Decisions

1. Contact the individual teacher involved.
2. If further action is warranted, the principal should be contacted.
3. Should resolution be necessary, a hearing procedure may be requested:
  - (a) The pastor acts as the hearing officer to review facts and determine the fairness of the action.
  - (b) Pastor, principal, teacher and parents or guardians are present at the hearing.
  - (c) The pastor, within three school days following the hearing, states his findings and evaluation of the disciplinary action.
  - (d) These findings and evaluation are sent in writing to the following: principal, teacher, parent and student.
  - (e) The decision of the pastor is deemed final.

## Conferences

Parent-Teacher conferences are scheduled in the fall and spring. Parents and students are expected to attend fall conferences; the spring conference is optional unless a teacher or parent specifically requests one.

Parent conferences are encouraged and can be requested at any time by parents or teachers. To schedule a conference, you are invited to call during school hours or send a note to make appointments to discuss any concerns regarding your student.

Teachers are not available for conferencing before or after school unless scheduled ahead of time. Please do respect teachers' time with their own families at home.

## Conflict Resolution

We follow a five-point plan of action for conflict resolution.

- Each person relates his or her side without interruption.
- The teacher/administrator paraphrases each side to clarify.
- The students and teacher/administrator decide together on a solution.
- All involved evaluate their behavior so everyone can learn from the mistakes. "What can we do so this problem won't occur again?"
- The students and teacher/administrator exchange a sign of reconciliation.

## Curriculum

The basic curriculum is within state and Archdiocesan requirements and provides for the harmonious development of the student's spiritual, moral, physical, emotional and intellectual growth.

St. Vincent de Paul provides a program which includes classes in the following subjects: Religion, Reading, Integrated Language Arts, Mathematics, Social Studies, Science, Music, Physical Education, Library Skills and Computer Education. Extra-curricular opportunities include student crew, yearbook, newspaper, drama, math team, select choir, speech and band.

Curriculum objectives, under the guidelines of the Archdiocesan Office of Education, are periodically updated.

## Directory Information

Directory Information is information in school records that is not generally considered harmful or an invasion of privacy if disclosed. This information may be posted on the school website or be distributed to those requesting it inside or outside of the school such as newspapers and parent coordinators. We will consider the following as directory information: students' names and family members' names, addresses and phone numbers, school pictures and videos,

and awards received. If you wish to disallow release of such information you must notify the school by September 20, 2011.

## Discipline

St. Vincent de Paul School is committed to providing a Christian atmosphere whereby the total person is developed. Our philosophy of discipline flows from our basic school philosophy. We believe that the process of learning is a lifelong journey consisting of a series of choices with respective consequences. The uniqueness of each child must be considered as well as the common good.

The St. Vincent de Paul staff agrees that a consistent approach to discipline is essential for creating a positive atmosphere in our learning community. We substitute the words "Respect and Responsibility" for the word "discipline," thus focusing on the individual's responsibility for his/her own behavior. It is the intent of the R and R program to emphasize the positive side.

### Respect and Responsibility

The "R and R" program reinforces appropriate behavior through praise, rewards and privileges. "Appropriate behavior" is defined as following the three basic rules of the school:

1. He/she will respect self and others.
2. He/she will respect and care for school and personal property.
3. He/she will observe playground boundaries, lunchroom and school safety rules.

Specifics of these rules are discussed and defined by teachers and students in their homerooms. Classroom rules are posted in every classroom as well as sent home to each family the first week of school.

The school rules are:

- Follow all directions the first time given.
- Keep hands, feet and objects to yourself.
- Walk inside buildings using an inside voice.
- No fighting, swearing, spitting, or destroying property.
- No gum on school grounds.

The school rewards may include:

- Extra recess.
- Assemblies.
- Treats.

The lunchroom rules are:

- Follow directions the first time given.
- Walk.
- Use a soft voice.
- Do not throw food or objects.
- Clean your table space before being dismissed to throw garbage in proper cans.

The lunchroom rewards may include:

- Verbal praise.
- Treat.
- Extra recess.
- Special ticket for drawing.

The lunchroom consequences are:

*Intermediate*

- Warning (Individual or group).
- Moved to separate eating area.
- 30 min. detention; student calls parents.
- Office; student eats alone.

*Primary*

- Warning (Individual or group).
- Moved to separate eating area.
- Lose recess.
- 15 min. detention; student calls parents.

The classroom rules include:

- Follow directions the first time given.
- Keep hands, feet and objects to yourself.
- Raise your hand to be recognized.
- Have pens, pencils, binder, homework and book at your desk, ready to work, when class starts.
- Do or say nothing to hurt others inside or out.
- When teacher is out of room, stay seated, except for an emergency, and follow classroom directions and rules.
- Be on time for class.

The classroom rewards may include:

- Verbal praise.
- Notes/calls to parents.
- Classroom points for all-class rewards.
- Special rewards.

Consequences are:

- Warning (Individual or group).
- Check : 2 checks – 15 minutes detention for grades 1-4,  
30 minutes detention for grades 5-8; child calls parents.  
3 checks – Additional 30 minute detention for grades 5-8; child call parents.

Severe consequences will result from the following actions. No warning is necessary.

- Willful physical harm.
- Willful destruction of property.
- Willful overt defiance.
- Failure to observe safety guidelines.

When a student in grades 1-4 chooses not to follow any of these rules, he/she will receive a behavior infraction slip and be required to go to the office to call his/her parents to report the inappropriate behavior and to make the necessary arrangements to spend 15 minutes in the “TRY” (Take Responsibility for Yourself) room after school.

When a student in grades 5-8 chooses not to follow any of these rules, he/she will receive a behavior infraction slip and be required to go to the office to call his/her parents to report the inappropriate behavior and to make the necessary arrangements to spend 30 minutes in the designated detention room after school.

The TRY room is the Olympics room, and the homework room is Chief Joseph. The TRY rooms are supervised by staff members. It is the responsibility of the parent to call carpool drivers to make whatever adjustments are necessary for that day’s pick-up. While in the TRY room, the students will be required to write out some plan he/she can follow the next time a problem arises.

Receiving a behavior infraction slip will be the last step a child’s teacher will use after warnings have not succeeded in changing behavior. It is the hope of the school staff that parents will follow up on the slip by discussing the problem, finding ways to improve behavior, and arriving at a “home” consequence.

If a student receives an excessive number of infractions, a conference with parents and child will be requested before student is allowed to re-enter class.

A. Disciplinary Actions

Corrective actions will be taken as necessary. These may include time after school, service during recess and/or after school, restitution for damage, loss of privileges, written accounts, a telephone call to the parent at home or work, or other appropriate natural consequences.

B. Final Recourse

The principal is the final recourse in all disciplinary situations and may waive or alter any disciplinary regulation for just cause at his/her discretion.

C. Probation

Probation is a formal warning that unless set conditions are met, more serious action will be taken. The students and parents will be informed of the fact and the conditions of the probation. Probation will be used for serious or repeated offenses occurring during the school year. Terms of the probation will be explained in writing by the principal and reviewed with the student concerned.

D. Suspension

Suspension means that the student will remain at home for a period of one or more days as determined by the principal. The student is responsible for the work missed during the suspension. During the suspension period, the student may not be allowed to participate in any school related activities. The student may be required to attend a rehabilitation program, be enrolled in such a program before he/she is readmitted to school, and must complete such program according to requirements of the individual program. A conference with the student and parents will be required before the student may be readmitted to school.

E. In-House Suspension

In-house suspension may be the consequence for a serious breach of behavior or excessive homework or behavior infractions. In order for a student to be separated from peers and still be supervised by a teacher, the in-house suspension time will be spent in a classroom whose students are not his/her peers. Lunch will be eaten with that homeroom and not with peers. Recesses will be spent inside and away from peers.

F. Expulsion

Expulsion is defined as a request for the student to leave the school and find educational accommodation in another school. This would occur only after all efforts had been made to resolve the problem and when, in the opinion of school authorities, the student would not gain by continuing in the school and/or the student's continued presence would be detrimental to the good of the whole.

- Carrying a firearm, ammunition, or explosive onto school premises, school-provided transportation, or areas of facilities while being used by school will result in expulsion. Police may be notified.
- We must take seriously any threat of violence, and this may be a matter for expulsion.

Conduct, whether inside or outside of school, that is detrimental to the reputation of the school may be subject to disciplinary actions. Offenses such as those listed below, but not limited to, committed by a child while under the jurisdiction of the school could be reasons for suspension and/or expulsion.

1. Willful disobedience or disrespect to authorized personnel.
2. Vandalism, which includes damaging or defacing school property.
3. Arson.
4. Unauthorized entry to or use of school facilities or materials.
5. Stealing.
6. Possession, distribution, or use of tobacco, alcoholic beverages, illegal substances or drugs.
7. Possession of weapons, toy weapons, or use of objects as weapons.
8. Harassment: see Special Policies in back of book.

9. Fighting.
10. Forgery of documents and/or signature of parents or school personnel.
11. Repeated violations of any school rules.
12. Failure to meet the condition of probation.
13. Buying or selling anything not approved by the school administration.
14. Bullying or cyber bullying.
15. Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. if the content of the student's blog includes defamatory comments/pictures regarding the school, the faculty, or other students or the parish.
16. Inappropriate texting, IM, or email.

### **Bullying and Harassment**

As a Catholic school, we believe that we are called by Christ to follow His teaching of social justice, dignity for all, and love for our neighbor. To follow Christ means that bullying and harassment are unacceptable behaviors in our school community.

We use the following definition to determine if unkind behavior is bullying or so some other unkind act.

“**Bullying** among children is commonly defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim.”

Bullying may be physical, verbal, or emotional in nature. Examples include, but are not limited to:

**Physical bullying:** punching, poking, hitting, shoving, hair pulling, biting, spitting

**Verbal bullying:** hurtful name-calling, teasing, spreading rumors, put-downs, false accusations, threats and gossip, whether in person or through email, social media, or phone calling

**Emotional bullying:** rejecting, ridiculing, humiliating, exclusion, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, threatening whether in person or by phone calls, emails or social media communications.

We use the following definition for harassment:

**Harassment** is any behavior which interferes with an individual's work or school performance, or creates a hostile or offensive school environment.

Examples of peer harassment include but are not limited to, verbal or written taunting; bullying; intimidation; hostile or other offensive conduct; jokes, stories, pictures, cartoons, drawing or objects which are offensive, annoy, abuse or demean and individual or group.

St. Vincent de Paul School will not tolerate bullying and harassment, committed by a child or group of children, and appropriate disciplinary action will be taken. Disciplinary action may include suspension and/or expulsion.

Students or parents who believe they have experienced bullying or harassment shall report such matter to the principal who shall investigate the complaint. Procedures to file a complaint:

- A. A complaint of bullying or harassment is to be made to the principal. The complaint shall be as specific as possible regarding details. If the complaint is made by an adult, it shall be in writing.
- B. The principal and parent or student making the complaint will refer to the definition of bullying to determine if the unkind act was bullying. If the act is determined to be bullying or harassment, then the principal will contact parents and continue with the following steps, C-E. If the act is determined not to be bullying or harassment, but some other unkind act, the steps for Conflict Resolution will be followed.
- C. The principal will immediately talk to students involved and shall make written notations of the circumstances of the incident including names of witnesses, date(s), time, and specific allegations.
- D. No reprisals will be tolerated against complainant(s), witness(es), or individual(s) involved in the investigation.

- E. The principal shall determine disciplinary action. Notice shall be made to the students, parents, and/or teachers involved regarding the principal's information concerning the incident and any disciplinary consequences consistent with the privacy of student records.

**Procedure for Probation, Suspension or Expulsion:**

- a) Parents will be notified before a student is sent home and are expected to conference with the principal and teacher(s) before the student is allowed to return to school.
- b) At the occasion of a conference regarding suspension, a parent may be notified by the principal or pastor that probation or expulsion could follow.
- c) Terms of probation will be in writing by the principal.
- d) In cases of **expulsion**, parents and/or students have the right to request a hearing from the pastor and/or his delegate. Parents and students will be asked to study carefully and discuss the school policy on discipline and study habits.

**Hearing Procedure in Case of Expulsion. The Due Process procedure for expulsion of a student is:**

- a) When the principal decides to expel a student, a certified letter is sent to the student and parents or guardians.
- b) The letter states observed behaviors of the student and notes the disciplinary action, while acknowledging the student's right to a hearing.
- c) If the parents request a hearing, they reply in writing within five school days.
  - 1) If a reply is not received within this five-day period, the student and parents are deemed to have waived a hearing and the disciplinary action takes effect.
  - 2) If a hearing is requested, it is held within five school days of such a request.
- d) The principal has the right, if necessary, to exclude the student from all school activities during the time of Due Process.

**Emergency School Closure Procedure**

**A. Weather**

In the event of a school closure or emergency schedule, this information will be on TV and radio: KOMO, KING, and KIRO. You can also check the TV stations' websites for closure/delay information. If our school is on late start schedule, school will always begin at 10:30 a.m., and there will be no AM kindergarten or hot lunch. Send a sack lunch with your child on late start days.

During inclement weather, listen to the radio or TV. Do not call the school. If weather conditions are questionable, do not drop off your child(ren) unless you know positively that a teacher is there to supervise. Please deliver your child(ren) to the door and speak to someone in charge.

An Emergency Closure Directions form will be distributed at the beginning of school. Please complete, sign and return this form along with the handbook signature card. A copy of the Emergency Closure Directions form is included in the "special policies" section in the back of this handbook. It should be filled in with the same information and be used as your reference.

**B. Earthquake**

Parents should not telephone school or attempt to enter a school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls will only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to the blacktop/playfield adjacent to the school grounds to meet their children, but must let the adult in charge know before removing children from school grounds.

### C. Unexpected Closure

In the event that normal school operation is affected by earthquake, flood, or other natural disaster, war, terrorism, pandemic disease or other similar events which have long-term effect on St. Vincent de Paul School's ability to provide educational services, then St. Vincent de Paul School reserves the right to modify its usual operations and schedule by teaching through distance learning, extending the length of the school year, lengthening school days to make up for missed time or other modifications as St. Vincent de Paul School deems appropriate.

*Cooperate fully with Public Safety officials.*

### Before and After School Extended Care Program Information

St. Vincent de Paul School is offering Extended Care before and after school to students beginning with the 2011-2012 school year. As an extension of St. Vincent De Paul School, the Extended Care Program (ECP) will follow the rules and guidelines of the school as stated in the parent/student handbook. Our program will offer families a safe and nurturing environment to meet the extended care needs of our students.

**Before and after school the Extended Care Program can be reached at 253-397-6733. During school hours please call the school office 253-839-3532.**

**The Extended Care email address is [@stvs.org](mailto:stvs.org).**

### Program Hours and Days of Operation:

The ECP will be open on all normal school days. Morning care is offered from 7:00 AM to 8:15 AM. After school care is offered from 3:00 PM to 6:00 PM. In the event of regularly scheduled early release days for teacher development, Extended Care will be offered from the early release time until 6:00 PM. The ECP will not be open on full in-service days or holidays. A calendar with a complete list of closures is attached.

### Before School Procedure and Schedule:

Morning Care will be offered in the Chief Seattle classroom inside the main school building. For students attending morning care parents need to walk their children into the school building and sign them in with the Extended Care Staff in the Chief Seattle classroom. Students will have access to quiet activities as they prepare for the school day. At 8:10, staff will escort students to the courtyard to join their classes.

### After School Procedure and Schedule:

Students attending the after school program will meet in the Cascade classroom.

3:00-3:25: Check-in and Snack in Cascade Classroom

3:30-3:55: Outside play in Penny's Park (weather permitting)

3:55-4:05 Transition from School Building/Penny's Park to the EC facility

4:05-4:30: Homework K-1

4:30-5:00: Quiet Activities K-1

4:05-5:00: Homework 2<sup>nd</sup> to 8<sup>th</sup> Grade

5:00-6:00: Quiet activities including games, reading, art and toys

### Pick Up Procedure:

The after school program will utilize the Cascade classroom for check-in and snack time followed by play time in Penny's Park. If you need to pick a student up between 3-3:20 go to the school office and you may meet your child there. Between 3:20-3:55 you may pick your student up from Penny's Park. After 4PM we will be in the ECP facility in the lower level of the Willenborg Center. In the event of inclement weather we will transition to the ECP facility after snack time, approximately 3:30PM.

For pick up at the ECP facility, please ring the doorbell leading to the lower level of the Willenborg Center. Parents or others authorized to pick up students will be let into the facility by the ECP staff. Students need to be signed out of the program on the sign out sheets.

Students will only be released to people who are on their authorized list through the school. Any changes or temporary authorizations will need to be made in writing and sent to the school.

For safety reasons, parents should never hold the door open for others to gain entry into the ECP facility.

**Late Carpool:**

All students left behind after car pool closes will be escorted to the Cascade classroom to join the ECP program by a teacher. Parents will need to pick their children up from the ECP, based on the schedule outlined above under the heading Pick Up Procedure. Billing fees for Late Carpool will be calculated in 10 minute increments.

**After School Programs, Jump Start, TRY:**

Parents will need to inform the school in advance on any students scheduled to attend Extended Care if they are participating in after school programs so that the staff can accommodate their late arrival/early dismissal.

**Drop-In Care:**

To ensure space availability, parents should notify the school office of their drop-in needs in advance. If you need to schedule drop-in care on the day care is needed:

For Morning Care call the Extended Care Program to check on space availability.

For After School Care call the school office prior to 2:00 PM to check on space availability. Failure to schedule drop-in care will result in billing fees at the Emergency Care Rate.

**Emergency Care:**

As space allows Emergency Care will be available to students that are not registered in the Extended Care Program. Emergency Care will be offered during the regularly scheduled ECP hours. To ensure space is available for Emergency Care, call the Extended Care Program for morning care and the school office for after school care.

**Inclement Weather or Unexpected School Delays and Closures:**

In the event of school delays or closures the ECP will be closed. If there is a late start there will be no AM care. If there is an early dismissal due to weather or other unscheduled events there will be no PM care.

**Snacks:**

Parents will be responsible for providing snacks for their children while attending the ECP. Breakfast type snacks may be provided for students attending in the morning. After school snacks should be sent each day that a student attends Extended Care. Students are hungry after the school day and there may be a long period of time between their lunch period and the time they are picked up. Nutritious snacks should be clearly marked for Extended Care.

Parents need to explain to their children that snacks that are sent for after school should not be consumed during the school day.

**Homework:**

All students attending the ECP for After School Care will be expected to work on homework during the scheduled homework time. It is the student's responsibility to know what their assignments are and to have the materials that are required to work on those assignments.

Staff will be available to assist students with homework assignments; however, they will not be responsible for checking homework or making sure that homework assignments are complete.

**Expectations:**

Students attending the Extended Care Program will be required to behave in the manner that is expected at school. Any behavior that is detrimental to the program will be cause for exclusion from the program.

**Electronics:**

Electronic devices such as cell phones, I-pods and video games will not be allowed as staff will not be able to monitor these devices for appropriate content.

**Fees:**

Families registered to use the ECP full or part-time will be required to fill out a final schedule by August 22, 2011. In order to provide adequate staffing, students using the ECP full or part-time will be billed for the days/hours they are scheduled to attend. Any scheduling changes need to be made through the school office.

Absentee days will be billed to ensure a student's place in the program.

Students that stay longer than their scheduled time will be billed accordingly.

Drop-Ins will be billed for their use of the program as space allows.

The Extended Care program closes at 6:00 PM. There will be a \$10 per student penalty every 10 minutes after 6:00 PM.

**Billing:**

Statements for Extended Care will be sent home in the Communication Envelope the 1<sup>st</sup> Thursday of the month. Payment will be due within 7 days. To ensure students continued participation Extended Care payments must be current.

Extended Care Calendar 2011-2012

8/29/2011	Extended Care Closed	First Day of School
9/2/2011	Extended Care Closed	Labor Day Weekend
9/5/2011	Extended Care Closed	Labor Day
9/16/2011	Extended Care Closed	Archdiocesan Inservice
10/7/2011	Extended Care Closed	Full Day Inservice
11/4/2011	Extended Care Closed	Inservice
11/11/2011	Extended Care Closed	Veteran's Day
11/21 - 11/25/2011	Extended Care Closed	Conferences and Thanksgiving
12/16/2011	No After School Care	Noon Dismissal
12/19 - 12/30/2011	Extended Care Closed	Christmas Break
1/16/2012	Extended Care Closed	Martin Luther King Day
2/20/2012	Extended Care Closed	President's Day
3/2/2012	Extended Care Closed	Inservice
3/22/2012	No After School Care	Noon Dismissal - Conferences

3/23/2012	Extended Care Closed	Archdiocesan Inservice
4/9 - 4/13/2012	Extended Care Closed	Easter Break
5/25/2012	Extended Care Closed	Inservice
5/28/2012	Extended Care Closed	Memorial Day
6/7/2012	Extended Care Closed	Graduation Day
6/13/2012	No After School Care	Noon Dismissal - Last Day of School

**Before or After School Call 253-397-6733**

**During School Hours Call 253-839-3532**

**Email: [@stvs.org](mailto:@stvs.org)**

### Field Trips

Parents are asked to note carefully all arrangements for field trips. Written parental permission is absolutely necessary for any student to participate in the field trip. Students who do not have a signed permission slip will not be allowed to go on the trip. Phone calls will not be accepted in place of the written form. Money collected for field trips is non-refundable.

Participation in field trips is a privilege; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Under normal circumstances, busses will be used for all transportation. If parent drivers are used, all drivers will be responsible to see that students assigned to their car leave and return seat-belted in the same car. No additional side stops are allowed. Drivers must complete required insurance forms in September. These will be kept on file in the school office.

### Financial Aid

Some Financial Aid is available through the Archdiocesan Catholic Schools. Families who need financial aid should apply in the following manner:

1. Request forms through school office.
2. Complete Financial Aid materials and return them to the principal, along with a copy of the previous year's tax form.
3. The Archdiocesan Office will review and contact the family.
4. Each family must submit a new financial aid request for each school year.

If a family applies to the Archdiocese, but does not receive financial aid from them, they may then submit a request for aid to the principal. Some financial aid is available from the Principal's Tuition Assistance Fund. The school and the Archdiocesan Office will keep all financial aid materials confidential.

### First Aid

First Aid will be given for minor injuries which occur at school. If a child is seriously injured or becomes ill while at school, parents will be notified immediately. 911, or a doctor, will be called as needed. Be sure the emergency number you leave in the office is for a person who can get to school quickly if needed. Be sure you have an agreement with this person before you send the name and number to us. Be sure your child knows the designated person and is comfortable with him/her.

### Fundraising

Parents Club fundraisers are a part of your tuition contract. These monies go directly to the operating fund of the school budget. Families with one child have a \$500 commitment and families with two or more children have a \$625

commitment. If you choose not to take part in fundraising, you may pay the amount you owe directly to the Parents Club by May 1, 2012.

## Home Study

Homework is given to supplement, enrich, and reinforce class work. The student, teacher, and parent have responsibilities with regards to homework.

The teacher is responsible for:

- selecting homework assignments that supplement, enrich, and/or reinforce class work
- recording homework on the homework assignment board in the classroom
- providing students time to record the assignment in the student planner and checking to see that the student has it recorded

The student is responsible for:

- recording homework assignments in the planner when the teacher asks students to do this
- completing assignments as required
- turning assignments in on due dates

The parent is responsible for supporting his/her student by:

- reinforcing the importance of homework
- fostering good study habits
- checking to see that homework is recorded in the planner and completed/signed if required
- providing an adequate study space free from distractions
- encouraging students to do their best

Homework is assigned on a regular basis in reading and math for all grades on Monday through Thursday. At times, long-range assignments are given and some students may choose to work on them on the weekends. The amount of homework is geared to the average student but should generally fall within the following ranges:

Grades 1-2	20 - 30 minutes
Grades 3-4	30 - 60 minutes
Grades 5-6	60 - 75 minutes
Grades 7-8	60 - 120 minutes

If a student consistently spends more time in quality studying (without television and other distractions), the teacher should be notified and some adjustments made. If a student is consistently spending less time in homework, it should be determined if he/she is doing the quality of work that is consistent with his/her ability.

Grades 5- 8 may have homework on weekends. This is a realistic preparation for high school where weekend homework is the norm.

Parent signatures or initials are required on the homework form for primary children if there is an "X" in the box. Often parents are required to sign a test. This is an effective form of communication between teacher and parent.

We recognize that family life can become very hectic at times. If a particular evening is really difficult because of family commitments, the parent may write a note excusing the student from that night's homework, stating that it will be done on the following evening.

It is our expectation that students will complete homework, thus avoiding homework infractions. However, a student who chooses not to complete a homework assignment, and does not bring a written excuse from a parent, will be given a homework infraction as a consequence for that choice.

Students are expected to be responsible for making up assignments missed through absence. Students will have one day for each day absent to make up work.

In addition to receiving a homework infraction, a student's grade on a late assignment will be reduced by 10% per school day for students in grades 5-8.

Vacations taken when school is in session are discouraged. Children miss important instruction as well as the introduction of new concepts. Parents will be responsible to see that the child completes missed assignments upon his/her return to school.

### Hot Lunch Program

Hot lunches are provided by the Federal Way School District, and are ordered by 9:15 each day. If your child is going to be late for school and wants to order hot lunch, we ask that you telephone the office before 9:00 a.m.

Lunches may be purchased in the following ways:

1. By sending lunch money **for that day only** with your child in a sealed envelope, clearly labeled "Hot Lunch Money" with his or her name and homeroom.
2. From a prepaid lunch ticket. Lunch tickets may be purchased in the office from the Hot Lunch Coordinator or by sending money to the office for that purpose. Tickets are sold in increments of five lunches (5, 10, 15, 20, etc.). Any child with a ticket of 10 or more lunches will receive a written notice when there are four lunches remaining on that ticket.

Sharing of lunch tickets is not allowed. Each child ordering hot lunch must either have cash or a prepaid lunch card in his or her name in order to purchase a lunch.

Refunds are not available for unused lunches on prepaid tickets at the end of the school year, nor are tickets carried over to the next year. Try to plan ahead when purchasing tickets as the end of school nears.

### Math

Students in grades K-7 are placed in math classes according to their grade level. If a student does not meet the grade level requirements, he/she will be placed in the appropriate level class.

Students entering 8<sup>th</sup> grade will be placed in 8<sup>th</sup> grade math or algebra according to the following criteria: grades (test/quiz scores prior to any corrections and homework), ITBS scores, placement test score, end-of-the-year math test score, and teacher recommendations (study habits, classroom participation, effort, attitude, behavior, etc.).

### Medications

Students at St. Vincent de Paul School are not permitted to have either prescription or non-prescription medication (this includes cough drops, cough syrup, Tylenol-type medication) in their possession while at school. These medications must be locked up in the office. Faculty and staff at St. Vincent de Paul School will be able to administer medication to students, only if an Authorization for Administration of Oral Medication form is on file in the office. This form must be signed by a physician and parent. Please read this form carefully. You may copy the form found in the back of this handbook and have your physician sign it when necessary.

### Money Sent to School

All money sent to school should be placed in a sealed envelope and clearly labeled with the student's full name, homeroom, purpose and amount. Children should not bring money to school unless needed.

### Participation in Sports During School Time

We do allow students to participate in public school sports programs; however, the following guidelines are to be followed when students need to be dismissed early or arrive late.

1. Parents and students must request that the student be excused by the principal prior to the first day of participation.
2. The student maintains current level of work or at least a “B” average during participation in the sport.
3. Student is expected to remain in school on days when tests, labs, or presentations are scheduled.
4. A student with excessive behavior or homework slips may not be granted permission to leave school early.

## Parties

Any party for a staff member or individual student must be approved by the principal prior to the day of the occasion. Classroom parties will be determined at the discretion of the classroom teacher.

Birthday celebrations in school will be limited and left to the discretion of each homeroom teacher. If you want to do something for your child's homeroom, you must contact the teacher beforehand.

Children love to share “birthday books”. You are encouraged to purchase a “birthday book” from the librarian to be shared with your child's class and then donated to the school library. A nameplate, with a picture of the birthday donor, will be affixed in the front of the book.

Invitations to private parties, such as birthday parties or graduation parties, are not to be passed out at school. Please use the mail or telephone to make these arrangements. Hurt feelings result when it is obvious that some children are not included in a private party.

## Playground

- A. School staff, support staff, or volunteers will supervise the playground during arrival time in the morning and during recesses.
- B. Playground Equipment
  1. No hardballs or baseball bats are allowed at school.
  2. Jump ropes are to be used for jumping only and used in a manner which will not interfere with other games, or cause harm to the student or other students. (No swinging overhead or playing Horse.)
  3. Students may bring their own toys and equipment from home if the following procedures are followed:
    - a) Children must accept responsibility for their own equipment.
    - b) Names must be on all equipment.
    - c) Children may never be excluded from games whether the toy is from home or a school toy.
    - d) Toys may only be used during recesses and must be used appropriately at all times.

### C. Playground Rules

Playground rules are designed to ensure the safety of all students and to provide an environment in which children can enjoy their play time with classmates. Children are taught playground rules by their classroom teachers.

1. Follow directions.
2. Use playground equipment properly.
3. Stay within school boundaries.
4. Report all injuries to playground monitor.
5. No name-calling.

## Principal's Right to Amend the Handbook

The principal retains the right to amend the handbook for just cause, and parents will be given prompt notification through the newsletter if changes are made. Though we have outlined many of our policies and procedures, because of constant changes and improvements, some of the rules/procedures may not be found in the handbook.

### Promotion and Retention of Students

Students who have fulfilled the requirements of a grade or subject level are promoted once a year in June. Whenever a student may need more time to master the work of a grade or subject level, based on the judgment of the principal and teachers, it may be necessary for the student's educational advantage to repeat a grade and/or subject before being promoted to the next level. Whenever a student is being considered for retention, his/her parents will be advised of this situation at least three months prior to the end of the school year.

If students are promoted against the recommendation of school personnel, parents will be required to sign documentation reflecting this. In order to receive a diploma, a junior high student must pass the academic classwork in grades seven and eight.

### Records

#### A. Educational Records

Education records are available to parents and others as provided by Federal Law: Title 45, Code of Federal Regulations, Part 99: Privacy Rights of Parents and Students, passed June 17, 1976 (amended January 25, 1977).

The school abides by the requirements of the Buckley Amendment and will grant non-custodial parents the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file in the office. The court certified custody section of the divorce decree must be filed with the principal.

Procedures to request review of student records:

1. Through written request, the parent asks to view the student's educational records.
2. Within a reasonable time, the principal sets a specific date and place for viewing the file. The principal or his/her delegate may be present while the file is being read.

#### B. Health Cards

Health cards and immunization records are required for every elementary and secondary student. They are transferred to the new school at the time of a student's transfer.

#### C. Permanent Record Cards

Permanent Record Cards are required for every student. This record is kept permanently at the school.

#### D. Attendance Records

Student attendance is recorded daily at the beginning of the school day. Attendance records are kept permanently on file.

### Religion

St. Vincent de Paul School teaches the message of Jesus Christ as understood by the Catholic Church to its students. This is a primary importance in the curriculum. Christian attitudes and actions are integrated into the complete day.

Parents, rather than the school, will bear the greatest influence regarding attitudes toward Mass attendance. Sunday Mass is expected of all Catholic school families. The entire student body participates in the Eucharistic Celebration on Holy Days and on other special occasions.

### Report Cards

Report cards are issued each trimester. Report cards are not intended to provide a complete evaluation of a child's school progress. They are tools of assessment that are used to measure a student's achievements and performance. A

conference may be scheduled when needed to give a more complete view of a child's overall progress. If any student's work or the report card itself warrants concern, parents are encouraged to confer with teachers.

Report cards will be mailed at the end of each trimester. Progress reports are mailed midway through each trimester to all families of 7th and 8th graders. If you feel there is a discrepancy in a grade, on either a progress report or report card, you need to contact the teacher within one week of issuance of the progress report or report card.

We encourage you to discuss these reports with your children and to work cooperatively with teachers in their efforts to help students develop their full potential.

Grading Scale for 7th and 8th Grades:

A	95-100	B	83-86	C	73-76	D	63-66
A-	90-94	B-	80-82	C-	70-72	D-	60-62
B+	87-89	C+	77-79	D+	67-69	F	below 60

## Responsibilities

### A. Parent Responsibilities

Since by far the greatest influence on a child's thinking and behavior is his/her parents, the school cannot attain its discipline goal without active support from the parents. It is the parents' responsibility to encourage in the child a positive attitude toward learning and to guide the child in becoming a responsible, caring human being. This would include the following:

1. Supporting the spiritual development of your child by attending Sunday Mass together weekly, or if non-Catholic, attending weekly worship services of your faith.
2. Fostering in your student a Christ-like concern for all classmates and their reputations.
3. Sending your child to school on time.
4. Upholding the rules and policies of the school. (See student responsibilities.)
5. Sending your student to school in proper attire at all times.
6. Supporting the authority of school personnel by refusing to criticize them negatively in the presence of children.
7. Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly.
8. Being available for conferences.
9. Assisting your child to establish a specified time and place to complete homework.
10. Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel.

### B. Parental Cooperation

Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

### C. Student Rights and Responsibilities

As a student.....

I have the *right* to be happy, to express myself and to be treated with understanding in this school.

I have the *responsibility* not to laugh at others or to hurt their feelings.

I have the *right* to be safe in this school.

I have the *responsibility* to keep my hands and feet to myself and to follow school rules.

I have the *right* to hear and to be heard in this school.

I have the *responsibility* to listen to others and wait my turn to be heard.

I have the *right* to quiet time to learn and study in this school.

I have the *responsibility* to be respectful of other peoples' quiet time and to complete my assignments.

I have the *right* to use learning materials.

I have the *responsibility* to respect property and materials.

I have the *right* to enjoy playing safely on the playground.

I have the *responsibility* to follow school and safety rules on the playground.

It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and to deprive in no way other students of their right to an education. In order to accomplish this, the student must observe the following standards of behavior:

1. Modeling Christ's teachings about love for one's neighbor in all interactions.
2. Arriving at school on time.
3. Obeying school rules, including:
  - abiding by the Uniform Policy.
  - walking in the halls and on the stairs.
  - playing in assigned playground areas.
  - walking bikes on the playground.
  - never leaving the school grounds without written permission from a parent/guardian and the principal.
4. Behaving in a respectful and friendly manner toward all school personnel, volunteers and any visitors.
5. Respecting all property, including books, desks, bathrooms, school buildings and playgrounds.
6. Refusing to support disrespectful behavior in other students.
7. Coming to class prepared with necessary supplies.
8. Using acceptable and appropriate language.
9. Acting honestly.

#### D. Teacher Responsibilities

It is the teacher's responsibility to educate students in a manner that ensures not only their intellectual growth, but their spiritual and emotional growth as well. These responsibilities include:

1. Maintaining an atmosphere which ensures each student's right to educational and personal growth without fear of intimidation by others.
2. Providing academic instruction appropriate and challenging to the students.
3. Helping students develop pride in their school based on respect for themselves and others.
4. Encouraging positive choices with regards to school rules.
5. Fostering respect for all school staff and parent volunteers.
6. Dealing promptly and consistently with any inappropriate behavior among students.
7. Keeping parents and principal informed about the behavior and academic performance of students.

#### E. Principal Responsibilities

It is the principal's responsibility to administer the total educational program of the school in conformity with its mission, philosophy, and goals.

### Sacramental Preparation

Sacramental preparation for First Eucharist and Reconciliation are parish programs. Check the parish bulletin in the fall for details.

### School and Personal Property

Lockers and desks are the property of the school and may be opened without the presence or permission of the students who use them. St. Vincent de Paul School reserves the right to search anything brought onto school grounds.

### Telephone

The office telephone is available in emergency situations. A student must have staff authorization to make telephone calls from school.

### Traffic Procedures

#### A. Pedestrians

St. Vincent de Paul School does not provide crossing guards at any intersections; therefore, it is the responsibility of the parents to teach traffic safety procedures to their children. Safety procedures will be reviewed at school periodically.

#### B. Car Pools

Car pool directions will be sent home as needed. Morning drop off is in front of the school. All afternoon pick up is on the blacktop to the south of the church and Penny's Park. The front drive is reserved for daycare vehicles only. Afternoon pick up on 8<sup>th</sup> Avenue is by special requests only.

#### C. School Hours

Parents coming into the school during the day are asked to park in the main parish parking area or in front of school. Do not park in front of the gate by the portables.

#### D. Field Trip Cars

When dropping off students from a field trip, drivers must personally check their group through the office. Children should be dropped off in front of the school.

### Transfer Students

Admission of students transferring from other schools is dependent upon the results of interviewing, testing and review of school records. Transfer students are accepted on a probationary basis.

### Uniforms

#### Policy Statement

The School Commission, Parents Club, staff and principal have agreed that all students attending St. Vincent de Paul School are required to wear the school uniform. The school uniform is a symbol of a student's pride in him/herself and the school; therefore, uniforms must be appropriately sized and must be appropriately worn. Every student is expected to be in complete uniform unless he/she has a valid, written excuse from his/her parents for that day only. Our uniform policy will be strictly enforced. Failure to adhere to the uniform policy will result in a uniform infraction slip.

Students in grades K-6 need to be in full dress uniform Monday-Friday but have the option of wearing their school sweatshirt on Fridays; however, full dress uniform (including sweater) is required on all Mass days and on any other days designated as full dress days. Exception: Campfire and Scout uniforms may be worn on meeting days.

Students in grades 7 and 8 have the option of wearing their school sweater or sweatshirt each day; however, full dress uniform (including sweater) is required on all Mass days and on any other days designated as full dress days.

Any clothing, including outerwear, shoes and non-uniform dress apparel, deemed distracting by the administration is not appropriate. Also, holiday attire, unless specified, is not appropriate.

Brands (logos and character styles) on backpacks, lunch boxes, and supplies need to be appropriate for our school environment.

*Please put your child's name on all uniform clothing items.*

- Blouses/Shirts

The following blouses/shirts are acceptable: short-sleeved, white blouse with Peter Pan or sports collar; white turtle-neck pullover; long-sleeved or short-sleeved button-front; white knit polo with collar. All blouses and shirts must be tucked, not rolled, into the waistband.

- Coats

Zippered sweatshirt type jackets may be worn as coats. Design on jackets/coats must be appropriate for St. Vincent School and may not advertise any other school. No pullover sweatshirt type jackets. Coats are to be hung in the coat area except during recess or PE. Coats are not to be worn in the classroom.

- Non-Uniform Dress

Shirts with positive sayings and pictures would be appropriate, and jeans free of frays and holes would be appropriate. Hats, sagged pants or other clothing styles that are distracting will not be appropriate. No spandex type fashions, cut-offs, mini skirts or tank tops. Guidelines for jewelry and shoes apply on non-uniform days.

- Hair

Hair must be neat, clean and groomed. Hair ornaments should complement the colors of the uniform. Only the child's natural hair color is allowed. (No bleaching, dying, highlighting, etc.) Hairstyles deemed distracting by the administration are not appropriate.

Boys hair must be above the collar and above the eye brows.

Girls hair must be worn away from the eyes.

- Jewelry

Students may only wear stud type earrings. Students will not wear any jewelry which would impact their safety. Earrings are limited to ears only.

- Jumpers

Jumpers may be worn by girls in grades K-6. The Lloyd Plaid jumper is available at the Uniform Store.

- Make-up

Girls in grades 7-8 may wear light make-up. Girls in grades 1-6 should not wear make-up.

- Pants

Grades 1-6: Dark, navy blue corduroy or twill long pants, purchased from the Uniform Store. These have no contrasting stitching or adornments, are ankle length and straight legged.

Grades 7-8: Gray corduroy or twill long pants, purchased from the Uniform Store. These have no contrasting stitching or adornments, are ankle length and straight legged.

- PE Uniform

Grades 7-8: Gray PE tee shirt with logo and plain (no logo) navy shorts.

If a warm cover-up is needed, the following may be worn over PE clothes: plain (no words or pictures) gray colored sweat pants and sweatshirts. Camp Thunderbird pullover sweatshirts may be worn as a PE sweatshirt. Appropriate PE shoes, such as sneakers or tennis shoes, are required. 7th and 8th graders are required to dress down for PE.

Grades K-6: Appropriate PE shoes, such as sneakers or tennis shoes, are required.

- Shoes

Sport shoes must be comfortable, practical and neat in appearance for school. They should be in the following plain colors: black, white, or gray. Plain matching laces are acceptable. Sandals are not appropriate for safety reasons. Hiking boots with large grooves in the bottom are not appropriate since they track in huge amounts of mud.



These are examples of appropriate shoes.

- Shorts

Grades K-6: Navy blue uniform walking shorts purchased from the Uniform Store may be worn September/October and April/June. Shorts may not be worn November through March.

Grades 7-8: Gray walking shorts purchased from the Uniform Store may be worn September/October and April/June. Shorts may not be worn November through March.

- Skirts

Grades K-8: Lloyd Plaid Skirt.

Grades 7-8: Gray gabardine skirt.

Grades K-8: Lloyd plaid cullote skirt.

All skirts are available from the Uniform Store. Skirts, or uniform pants, are to be worn November through March. Skirt length should be no shorter than 3 inches above the knee.

- Socks

Students are to wear socks at all times. Plain color over the ankle socks with logos (symbols or name), will be allowed. Socks must cover the ankle bone and may be white, black, navy blue, or dark green. Tights in the same colors may be worn during the winter months. Leggings are not allowed.



This is an example of appropriate over the ankle socks.



These socks are NOT acceptable.

- Sweaters

Sweaters with monograms are part of the uniform and are to be appropriately worn everyday by grades 1-6. Sweaters are to be worn by all students on Mass days and on any other days designated as full dress uniform day. Only uniform sweaters may be worn during school time. Uniform sweaters must be purchased from the Uniform Store. These include navy blue V-neck, cardigan, V-neck pullover, C-neck pullover or V-neck vest.

- Sweatshirts

Only St. Vincent School pullover sweatshirts may only be worn to school as jackets; they do not take the place of the sweater. Camp pullover sweatshirts may be worn as a PE sweatshirt.

### Use of School Grounds

We are not responsible for any accidents occurring on the grounds during weekends, vacations days, before or after school. Accidents occurring due to failure to follow rules during school hours, are not the responsibility of St. Vincent de Paul School.

### Vacations During School Times

Vacations taken when school is in session are discouraged. Children miss important instruction as well as the introduction of new concepts. When students will be absent from school because of vacations, parents are asked to

inform the principal and teacher in advance. Parents will be responsible to see that the child receives the necessary instruction and completes assignments missed during vacation. Depending on the subject, some assignments may not be available until after a student's return from vacation. Students are then responsible for turning in these missed assignments.

We are in session during Holy Week and highly discourage vacations during this special time of the liturgical year.

#### Visitors/Volunteers

All visitors are required to report to the school office upon entering the building. Every visitor working in the building must wear a "Visitor" badge. Adult visitors/volunteers are asked to use the adult restrooms rather than student restrooms.





Special Policies:

EMERGENCY CLOSURE FORM

EMERGENCY CLOSURE DIRECTIONS (Snow, Earthquake, Etc.)

Family Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If an Emergency Closure takes place at St. Vincent de Paul School, students will be released according to instruction given below. They will be supervised until all are released.

My child(ren) may be released to the following adults in the event we cannot be contacted. These adults may also pick up by children during the school year if I am unable to do so.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Check instructions you wish your children to follow:

- Walk home. (Address) \_\_\_\_\_ Need to call home.
- May go with any of the above adults.
- May walk to (Other address).
- May meet brothers/sisters. (Where)
- Other Instructions: \_\_\_\_\_  
\_\_\_\_\_

I have explained this emergency closure plan to my child(ren) and where he/she is to go if school closes early.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Inclement weather schedules will be broadcast on TV and radio stations KOMO, KIRO, and KING. Please listen to these announcements. Emergency schedule means 10:30 am opening for St. Vincent de Paul School. Do not follow Federal Way School District's Schedule.

**Special Policies:**

POLICY STATEMENT FOR "EARLY ENTRY" TO KINDERGARTEN

Student Name: \_\_\_\_\_

Parents who wish their children to enter kindergarten early (younger than five years old by August 31), must sign an agreement with the principal, stating that if the child displays difficulties related to immaturity in the course of the child's education years, the necessary steps may be taken to place the child in an educational grouping in St. Vincent's School compatible with the needs of the child.

"Early Entry" Agreement

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

St. Vincent de Paul School agrees to accept your child \_\_\_\_\_ into our kindergarten program this year \_\_\_\_\_ with the following understanding:

- A. Your child is an "early entry", that is he/she will not be five years old by August 31<sup>st</sup> \_\_\_\_\_ as state law requires.
- B. If the child's teachers see a maturity lag they will be able to assign the child to the class or classes suitable for the child's progress.
- C. The school will be in frequent communication with you about your child's academic growth and level of maturity.

Parent/Guardian Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

**Special Policies:**

POLICY STATEMENT FOR "EARLY ENTRY" TO FIRST GRADE

Student Name: \_\_\_\_\_

Parents who wish their children to enter first grade early (younger than six years old by August 31), must sign an agreement with the principal, stating that if the child displays difficulties related to immaturity in the course of the child's education years, the necessary steps may be taken to place the child in an educational grouping in St. Vincent's School compatible with the needs of the child.

"Early Entry" Agreement

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

St. Vincent de Paul School agrees to accept your child \_\_\_\_\_ into our first grade program this year \_\_\_\_\_ with the following understanding:

- D. Your child is an "early entry", that is he/she will not be six years old by August 31<sup>st</sup> \_\_\_\_\_ as state law requires.
- E. If the child's teachers see a maturity lag they will be able to assign the child to the class or classes suitable for the child's progress.
- F. The school will be in frequent communication with you about your child's academic growth and level of maturity.

Parent/Guardian Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

## Special Policies:

### ARCHDIOCESE OF SEATTLE AIDS POLICY AND MANAGEMENT PLAN FOR CATHOLIC SCHOOLS

1. **AIDS Education Policy**  
The Catholic Schools in the Archdiocese of Seattle will incorporate education about infectious diseases, especially about AIDS in the context of family life programs. This education will be current in content and consistent with the moral teaching of the Catholic Church.
2. **Admission of Students with Infectious Diseases and/or Life Threatening Illnesses (including AIDS)**  
The Archdiocese of Seattle considers infectious diseases and/or life threatening diseases as a medical condition and considers it as a disability. Catholic schools do not discriminate on the basis of disabling conditions. However, there may be some particular situations in which limitations of the admission of a student with infectious diseases and/or life threatening illnesses is medically justifiable. The cases for admission will be dealt with on a case-by-case basis. In the case of students infected with HIV virus (AIDS), admission may be restricted if the conditions described below exist.
  - a) Students who lack control of their body secretions and are not toilet trained.
  - b) Students who have uncoverable oozing lesions.
  - c) Students who display physically aggressive behavior such as biting or a history of harming others.
3. **Management Plan for AIDS in Schools**
  - A. The aim of this management plan is to allow the Catholic schools in the Archdiocese of Seattle to continue to serve with compassion, justice, and concern for all: those who are infected with HIV virus and those who are not. The proposed plan should adopt a pastoral team approach whenever such occasion arises. The identity of the infected person (student or teacher) as well as all health and other pertinent records shall be kept confidential. The number of people who are aware of the student's/teacher's condition should be kept at a minimum.

The team will include the following:

    - 1) The principal
    - 2) The pastor
    - 3) The student's parent or legal guardian (or the infected teacher)
    - 4) The infected person's physician
    - 5) A person with expertise in AIDS and approved by the school department
  - B. The Superintendent of Schools will be informed when such a consultation is to take place and will be appraised of the results. All medical, legal and educational decisions shall be made in writing. In each case the risk and benefits to both the student/teacher and others in the setting should be weighed. If there is disagreement about the results, the final decision rests with the Superintendent of Schools.
  - C. Students infected with the HIV virus should be allowed to attend school and participate in all activities in an unrestricted manner. However students could be restricted from school for reason of the infection if the following exceptional conditions are evident:
    - a) Students who lack control of their body secretions and are not toilet trained.
    - b) Students who have uncoverable oozing lesions.
    - c) Students who display physically aggressive behavior such as biting or a history of harming others.

A student may be placed in home study pending team review.

The hygienic practices of an HIV infected child may improve as the student matures or they may deteriorate as the student's condition changes. For these reasons the need for a restricted or unrestricted environment should be reevaluated regularly if necessary. The school should provide facilities for the student to access the classroom (e.g. wheelchair accessibility).

D. Appropriate Arrangement

A student identified as HIV infected who is excluded from attending school shall be provided with information regarding appropriate programs at the proper grade level.

E. School Personnel

Employment shall not be terminated on the basis of being diagnosed HIV infected unless the nature and extent of the illness precludes the performance of such employment or impairs in any way the operations of the employing agency. Should the above come into question, the continuance of the self identified HIV infected employee will be dependent on team review. This team will be convened by the Superintendent of Schools and shall consist of the following:

- 1) The employee
- 2) The employee's physician
- 3) The principal
- 4) The pastor
- 5) A person with expertise in AIDS and approved by the school department

4. Education

All schools will be required to annually submit a timeline of the planned Instruction on the HIV infection. This instruction for parents, students and other personnel is to based on modified NCEA Curriculum entitled "AIDS: A Catholic Educational Approach" which has been approved by the Archdiocese.

If a student or employee is identified as having AIDS the following plan will be adopted:

- a) Team approach regarding placement of student/teacher as described above.
- b) Repeat parent session if the first session has insufficient participation. Even if the information/education sessions have been held earlier prior to the occurrence of AIDS in the school, it is essential to repeat them.
- c) Effective communication with parents (including a repeat of AIDS education with parents, teachers, school personnel, and students if deemed necessary). Parents' session should include both an invitation and some information about the parent session. This letter should be from whomever would be the most effective inviter to this session – principal, pastor, local school board president. Education of teachers and other school personnel, volunteers, custodians etc. and students should also take place.
- d) Special communication from the pastor to the school community in the form of a pastoral letter could follow. A call to compassion could be emphasized in the letter, informing the school community about the presence of a teacher/student with AIDS.
- e) Consult Archdiocesan legal and insurance personnel as soon as possible.
- f) Importance of being proactive and providing education cannot be overemphasized.

## Special Policies:

### SEISMIC POLICY FOR ARCHDIOCESAN SCHOOLS

The Archbishop's office approved a Seismic Policy for all Archdiocesan-owned and operated Schools. This policy resulted from two and a half years of collaboration between the Archdiocesan Building and Finance Commissions and the Superintendent of Schools and School Board. The Presbyterial council recommended the policy to the Archbishop. Many principals, parish administrators and pastors responded to a survey in May 1994. The policy is consistent with the recommendations in the survey.

The policy was developed to protect the students and employees in schools by identifying life-safety issues in buildings. The policy has four parts:

- First, a program to develop procedures for students and employees if an earthquake occurs.
- Second, an inspection to identify nonstructural life-safety corrections.
- Third, a plan to make life-safety structural corrections, based on an evaluation by a professional structural engineer.
- Lastly, a letter to parents of students and teachers describing the school's seismic efforts.

Some schools in the Archdiocese have already implemented much of the Seismic Policy. Many schools have developed a program that includes procedures for the employees and students if an earthquake occurs. Some schools have inspected the building(s) to identify nonstructural corrections. Some schools have already had a structural evaluation of the building by a professional structural engineer.

The Property and Construction Office will be implementing this policy under the direction of the Archdiocesan Building commission. A professional structural engineering firm will be retained during the month of March. This firm will evaluate all schools without a post-1987 structural evaluation. The firm representative will contact every school so that an evaluation can be completed before September 1995. The engineering firm will meet once with each school to review the evaluation report and recommendations. The Property and Construction Office will work with the school to develop a plan for corrections that best fits the needs of each school.

At the time of inspection, a fixed fee for the evaluation will be determined. The Archdiocese will pay the engineering firm for the structural process. Please note that schools will have until June 30, 1997, to reimburse the Archdiocese for their evaluation costs.

A representative of the Property and Construction Office will assist with the nonstructural inspections. He will be visiting each school, and will perform the AHERA-required asbestos inspection and will review the status/results of the nonstructural seismic inspection.

## Special Policies:

### GUIDELINES FOR ACCEPTABLE USE OF COMPUTERS AND TECHNOLOGY

AT ST. VINCENT DE PAUL SCHOOL, AUGUST 2011

We feel that the use of computers and technology is an essential part of our curriculum; therefore, we have developed the following guidelines for our students and staff to help them make appropriate decisions where technology is concerned.

Internet access is now available to students and teachers at St. Vincent de Paul School. Our goal in providing this service is to facilitate resource sharing, innovation, and communication. St. Vincent's has taken precautions to restrict access to controversial information; however, it may be impossible to control all materials that an industrious student might encounter online. We feel that the valuable information available far outweighs the possibility that users may procure inappropriate material.

Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside the school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain the property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right.

Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance learning projects.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include, but are not limited to:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material, threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of solicited or unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to any attempt to harm or destroy the data of another user, the network/Internet or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propaganda, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources.

St. Vincent users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Access to the St. Vincent's E-mail and similar electronic communication systems is a privilege and certain responsibilities include, but are not limited to:

- Unauthorized attempts to access another person's E-mail or similar electronic communication or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

- All users must understand that St. Vincent cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential, as a matter of law, should not be communicated over the E-mail.
- St. Vincent reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a school computer's hard drive or computer disks, which were purchased by the school, are considered the property of the school.

This agreement applies to stand-alone units as well as those connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or legal action may be taken. The decision of St. Vincent de Paul School regarding inappropriate use of technology or telecommunication resources is final. A monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Unless we hear otherwise from parents by September 20, 2012, all students will be given age appropriate access to technology.

Adapted from *Guidelines for the Acceptable Use of Computers and Telecommunications*, prepared by Mary Lou Cenatiempo, Director of Technology, Catholic Schools Office, Diocese of Galveston-Houston, 1996.

