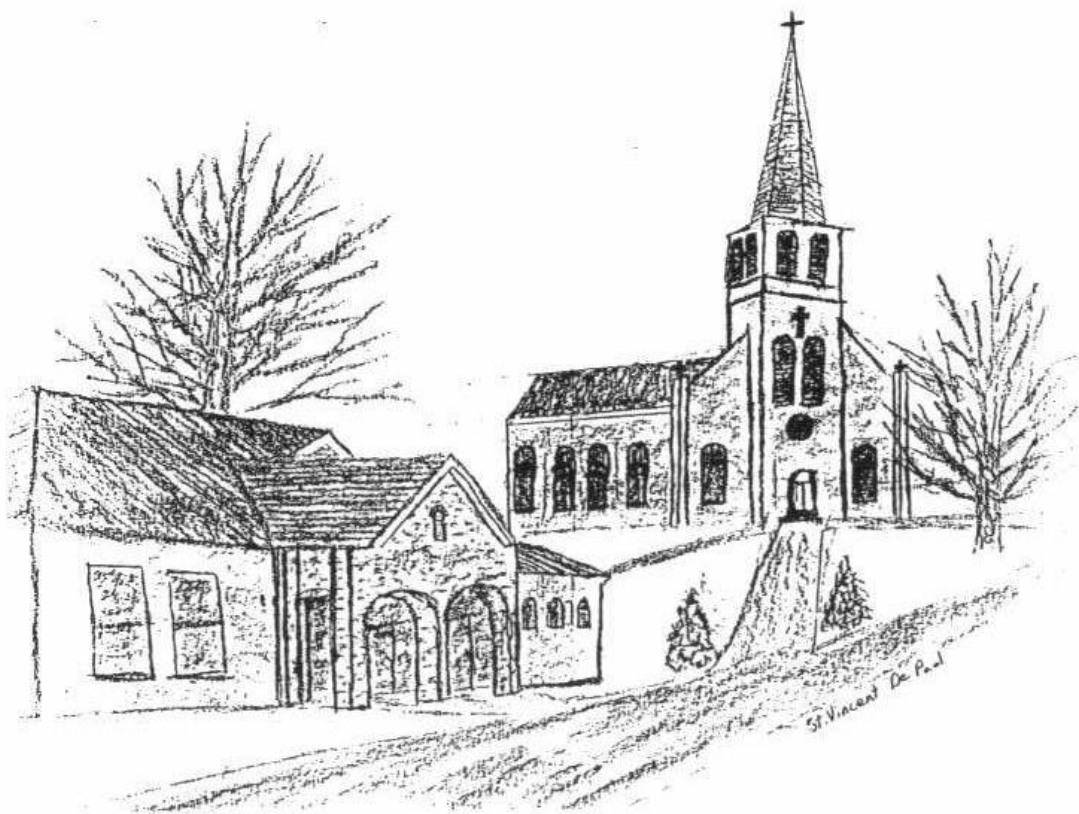


**St. Vincent de Paul  
Catholic School  
Family Handbook**



**2023-2024**

# **School-Wide Learning Goals**

## **St. Vincent de Paul School—Dutzow Catholic School**

*Students who attend St. Vincent de Paul Elementary School will be able to:*

1. Manifest knowledge and understanding of the Catholic faith in their daily lives.
2. Imitate Christ and the message of the Gospels in their thoughts and deeds.
3. Accept individual differences while demonstrating compassion, tolerance, and respect for others.
4. Put Christian values into action through community service.
5. Demonstrate self-motivation to become lifelong learners.
6. Collaborate effectively with others to solve problems and achieve goals.
7. Use critical thinking skills effectively to evaluate information for validity and reliability.
8. Demonstrate mastery in mathematical reasoning and reading comprehension.
9. Develop historical perspectives and accept civic responsibilities.
10. Communicate effectively in oral and written form.
11. Use technology effectively to complete tasks as a group and independently.
12. Demonstrate persistence and ability to learn from mistakes and setbacks.
13. Express creativity and acquire skills through participation in visual and performing arts, physical education, and technology courses.

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# **FAMILY HANDBOOK**

**St. Vincent de Paul School  
13495 South Highway 94  
Marthasville, Missouri 63357**

**School.....636-433-2466  
Rectory.....636-433-2678  
FAX.....636-433-2924  
Website.....sv-ic.org  
E-mail.....svschool@centurytel.net**

This handbook contains St. Louis Archdiocesan and School Board Policies, the rules and procedures, and general information concerning the day-to-day operations of St. Vincent de Paul School. This book is reviewed and revised annually. Parents are asked to discuss the contents of the handbook with their child/children.

Upon entering the building during the school day- for any reason- use the main entrance, ring bell, sign in at the office, and check with the secretary/or the principal before going anywhere in the building. Thank you.

## **Principal Office Hours**

The principal is available in the School Office between 7:10 a.m. and 3:30 p.m. unless tending to another commitment. Appointments may be made as well.

## **Teachers' Hours**

Teachers are to be in the school building between 7:30 a.m. and 3:30 p.m. Parents wishing to meet with teachers are asked to make an appointment.

## **Summer Vacation Hours**

The school office is open on a limited basis in June. Please call or email through Fast Direct to arrange a meeting. Also, phone messages are checked regularly.

## **VISION**

Catholic elementary schools in the Archdiocese of St. Louis reflect a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values and are enhanced by the celebration of liturgy, sacraments, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents. They foster a safe and secure environment in which the children can grow. More information regarding the Archdiocese of St. Louis vision of Catholic Education can be found at <https://www.archstl.org/education>.

St. Vincent de Paul School is child-centered and committed to providing strong academic and developmental programs, which enable children to grow to their full potential. We prepare the children to meet the challenges of living in an ever-changing diverse world. The faculty are faith-filled, dedicated, knowledgeable and competent in their professions, and strive to meet the individual needs of the children. The staff are sensitive to family issues and encourage parents/guardians to fulfill their role as the

first educators of their children.

### **MISSION**

St. Vincent de Paul School shares a rich heritage of Catholic belief and education. As God's people, our mission is to make Jesus Christ present in our daily lives through Divine Worship, Christian education, and service to all people; and to strive to give glory and honor to God through ethical conduct, Christ centered education, caring hearts, and responsible lives. More information regarding the Archdiocese of St. Louis mission of Catholic Education can be found at <https://www.archstl.org/education>.

### **School Philosophy**

St. Vincent de Paul School is a Catholic school through which the ultimate aim of life may be achieved by first, hearing the **MESSAGE** of God's love for all and then acting upon that message through the development of a strong faith **COMMUNITY**, through participating in **WORSHIP** of God, and through living a life of **SERVICE** as Jesus did.

We believe that the **MESSAGE** is lived out in interactions between families, parish communities, teachers, and students.

We believe that a **COMMUNITY** of faith begins with the commitment of the parents and is sustained and supported by the entire school community. Everyone takes seriously the capability of building a positive image in each individual person. Through daily interactions with one another, we build the Kingdom of God.

We believe that **WORSHIP** contributes in forming a Christ centered person. By their active participation in Eucharistic Liturgy, para-liturgies, preparation for and reception of the Sacraments, and classroom prayer, students develop values that will lead to a greater love and understanding of God and, therefore, an ability to live out these values faithfully.

We believe that **SERVICE** to others is an ultimate goal. Faithful participation in service opportunities and projects will foster a genuine interest and respect for others and zeal to live in peace with all people regardless of religion, color, or country of origin. Through service and a commitment to the wellbeing of others, students should see all people as God sees them.

Our hope is that the four-fold mission of Christ, which we include in the total educational program at St. Vincent de Paul School, will become an essential part of every student's life so that each student may grow to follow Christ and His teaching more fully in the years ahead.

### **Administration**

#### **Pastor**

The pastor is the spiritual leader of the Catholic Parish Community. He is the chief administrator of the parish and school. By virtue of his office, the pastor is responsible for those matters within the school which effect the spiritual and temporal welfare of the students.

## **Principal**

The principal is the director of the school. The principal is expected to work closely with the pastor and faculty to develop and maintain a school climate and academic programs that foster Christian growth and formation within the total school community. The principal reports to the pastor, to the Archdiocesan Superintendent, and to the community for all school matters.

## **School Board**

The School Board acts in an advisory capacity to the pastor and principal in making policy for the Parish School. The School Board is made up of 6 parents and/or parishioners appointed by the pastor or principal, with the pastor and the principal serving as ex-officio members. (see page 31)

## **Faculty**

All faculty members report to the principal. Members of the faculty will be accountable to the principal in upholding the philosophy and goals of education of St. Vincent de Paul School.

## **Admissions**

The principal, in consultation with the pastor, will admit students to St. Vincent de Paul School according to the norms set by the Archdiocesan Board of Education and the SVS School Board. The Archdiocesan Board of Education Policy governing closure, merger and consolidations of schools will apply. Additional information regarding the Archdiocese of St. Louis Catholic Education Office can be found at <https://www.archstl.org/education>.

## **Procedures**

A child entering St. Vincent de Paul must fulfill these basic requirements:

1. Must be registered in St. Vincent de Paul Parish, Immaculate Conception Parish or Immaculate Heart of Mary Parish.
2. Must have the pastor's permission for students to attend from other parishes not mentioned above.
3. Must have a Baptismal Certificate if the child was not baptized at St. Vincent de Paul Church.
4. If the child is from a non-Catholic family, there must be a desire for a faith centered education and must have permission from the pastor.
5. The child should be five years of age no later than August 1 to enter Kindergarten.
6. All health records are to be on file as required by the State of Missouri.

**Registration process** includes: (#4103)

1. Completion of a registration form
2. Verification of the date of birth by a review of the birth certificate
3. Verification of immunizations; copy needed from a doctor
4. Verification of the dates of other sacraments, if applicable
5. Verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided). We act on the latest decree the parent or guardian has provided for our files.

6. Reception of enrollment fee
7. If transferring from another school, receipt of transfer records.

Students will be admitted to St. Vincent de Paul School for grades Kindergarten to 8<sup>th</sup> in the following order of preference. (See Preschool admittance policy on page 37)

1. **Re-admittance of current students**
2. Siblings of current students
3. Children of parishioners of St. Vincent de Paul, Immaculate Conception, and Immaculate Heart of Mary (priority given to the length of time registered in the parish, if necessary)
4. **Current Catholic school students displaced due to All Things New school closings.**
5. Catholic children who are not members of the above parishes
6. Non-Catholic children desiring a religious education

NOTE: **Homeroom class size is not to exceed 25 students.** A "Waiting List" will be established and deadlines for Registration will be strictly enforced.

### **Arrival & Dismissal**

Parents are responsible for daily transportation. There is no bus service provided by St. Vincent de Paul School. Our responsibility for your child/children starts when your child/children arrives at school and during the entire time they are under our supervision. Children may arrive as early as **6:45 a.m.** Supervision ends for the day at **3:30 p.m.** Students who remain at school after the 3:00 p.m. dismissal will be in Supervised Study until 3:30 p.m. **Students in after school clubs will be picked up at 3:30pm at the school lobby.** Students who have not been picked up by 3:30 p.m. will move to our FAST (Fun After School Time program). Charges do not start till 3:30 p.m.

### **Morning Arrival**

When students are dropped off in the morning, please enter the road between the cemeteries. Drive around the back of church and then drop the students off in front of school. Please do not park in the right lane in front of school; keep the right lane of traffic moving! If you need to come in to school, please park behind church or on the left side in front of school. **Please do not park in the right traffic lane in front of the school entrance.**

### **Dismissal**

When students are picked up in the afternoon, vehicles should enter the road between the cemeteries. Drive around the back of church. Vehicles should park in the shorter lane and refrain from parking on the yellow marked spots, especially the parish garages. Please do not exit on the road by the cemetery. Wait until all students are in their vehicles and the signal has been given to leave, then exit as designated.

Students who know their ride is in line will be sent out at the 3:00 dismissal. Students are NOT to walk outside if they are unsure if their ride is waiting. If you are NOT here on a regular daily schedule, the students should always report to Supervised Study. To pick up students from Supervised Study, you must drive around to the dining room doors. To pick up students from FAST, please drive to the back of school to the dining room doors.

Please call the school office if there are any dismissal changes involving where



your child/children should go **BY 2:00 PM** (for example, your student is planning to go to FAST but now should go outside in line, etc.). The message will be delivered to the student.

### **Art**

The art activities in St. Vincent de Paul School develop the basic principals of Art and lay the foundation for appreciation by introducing students to standards of value and achievement relative to the various levels of maturity. Art class is taught once a week. Art displays are available for public viewing throughout the school year.

### **Assemblies**

Special speakers, plays, current events, etc. are held throughout the school year. Information related to these events will be communicated through Fast Direct, newsletters, and school calendar.

### **Attendance**

The St. Louis Archdiocesan Policy #4200 states that students are expected to attend all classes on days scheduled by the elementary school as days of student instruction. A student who is not present at the appointed times is designated "absent." A student who is distance learning at the appointed times is designated "virtual." **Principal will review and approve/disapprove any virtual requests.** A student who is distance learning at the appointed times due to COVID-19 related reasons is designated "virtual due to COVID." Teachers shall keep daily records of attendance for the student's permanent file during the time of enrollment in the school. The St. Louis Archdiocesan Policy #4201 states that a student who arrives after the fixed time for the morning and afternoon sessions will be considered tardy. We will follow the Archdiocesan policy on attendance and tardiness.

Daily attendance is essential for maximum learning. Parents should try to arrange doctor and dentist appointments on free days or after school. Children who must be excused for medical reasons during school time must have a written request stating the reason for the early dismissal or late arrival.

### **Absence**

A student who is absent from school must have a parent or guardian communicate through Fast Direct or call the office; detailing the date and reason for absence. Please communicate to the homeroom teacher and/or school secretary. These communications are kept on file. Please call school between **7:00 a.m. and 9:00 a.m.** to report the absence. **Missed work will be ready for pick up between 3:00pm - 3:30pm that same day.**

**Illness:** A child who has been ill is expected to make up what he/she missed during the absence. It is the child's responsibility to ask the teacher for the makeup work, and to ask another child to bring home the work with the assignment notebook. A child will have an extra day after they return to school to complete missed assignments. For example, absent for one day is given one extra day after returning. A student who is absent for three days will have three extra days after returning to complete missed assignments. If a child is absent and makes no attempt to make up the assignments, even though all grades are satisfactory throughout the quarter, he/she will receive **a zero score** on the report card until all class work and homework has been completed.

**Leaving School Grounds:** Once students are on the school grounds, they may not leave without the expressed permission of the principal. Children who must be excused for medical reasons during school time should send a communication through Fast Direct or call the school office stating the time and length of the visit. Parents are asked not to schedule such appointments during the school day if possible. Time released from school does affect the overall learning of the child. Parents may not take children from their respective classrooms or the school yard without first obtaining permission from the principal. Under NO circumstances will the school release a child to any person other than a parent or known relative unless this person is on the emergency form or has a signed note from the parent.

**Vacation:** We strongly discourage taking children out of school for vacations. If the vacation occurs during the school year, **no work will be given until the child returns.** The teacher, upon the child's return, will give the child all the "missed work" which is to be completed and returned within a week.

### **Tardies**

A. All children who arrive in their classroom after the 7:45 a.m. bell will be considered tardy.

B. A student arriving between 7:45-9:45am or left early between 1:00-3:00pm, student will receive a tardy.

C. A student arriving after 9:45am or leaving before 1:00pm will receive a half-day absence.

D. A student gone for 2 hours or more will result in a half day absence.

### **Birthday Celebration**

Students may wear a school appropriate non-uniform shirt and bottoms on their birthday. If a student's birthday is on the weekend, he/she may choose either Friday or Monday to celebrate. Students with summer birthdays will celebrate their half-birthday during the school year. If the birthday falls on a non-uniform day, the student may choose another day for his/her birthday dress down. No homemade treats may be brought in.

### **Buddy System**

Students will participate in the buddy system. This is where a child gets paired with another child to help promote friendship and foster a greater sense of belonging. Buddy grade pairs are: Preschool with 7/8, Kindergarten with 3/4, 1/2 with 5/6.

### **Calendar for school**

The annual calendar is sent home the end of May and again at the beginning of the new school year. A weekly newsletter includes the calendar for the coming month and reflects the latest information and changes. There is also a Parent Monthly Calendar with Details for a school year view. It can also be found under "Links" on Fast Direct.

### **Cancellation – Weather-Related**

Check FAST DIRECT messages

The school will use TV channel 2 (FOX2)

Check School Facebook page

**Once school is in session, classes will not be dismissed due to weather.** If the weather is bad but not necessary for school to cancel, students will not be marked tardy until 9:00 am. Students will not be marked tardy or half day absence if leave early due to weather. It is up to the parent's discretion as to whether they feel it is necessary, due to road conditions or forecast, to not bring their children or pick up their student before dismissal. If conditions are deteriorating during the school day, parents will be notified through Fast Direct that the day will be shifting to review and homework.

In many cases, such as days where we know well in advance that we may not be in school for in-person learning, St. Vincent will elect to plan a Virtual Learning Day. This will be announced via Fast Direct. Whenever possible, any schedule changes will be announced prior to 5:30am. A Virtual Learning envelope will come home with your child on the day before, in case this type of day is called. Please don't open the envelope unless a Virtual Learning day is definitely called. On these days, students in grades 5-8 are also expected to attend class virtually using Google Classroom and Google Meet, pending internet and device availability. Virtual Learning days are mandatory school days for students and faculty. Lessons and activities should continue the curriculum program or be an enrichment of the coursework. All Virtual Learning expectations utilizing Google Classroom will be posted no later than 8:00am. If a student is to be excused due to illness, having technology issues that prevent him/her from participating in or completing the academic expectations, etc., a parent/guardian should contact the school (636) 433-2466 or Fast Direct email by 9:00am.

### **Cancellation—Sporting Events**

The cancellation of sporting events due to weather is made by the president of the athletic association and school principal. It is based on current weather conditions and information from the host school. If the host school does not have school that day, **the host school will determine if game will be played or not with the opposing team's approval.** If the host school decides to cancel the event, the athletic association president will inform coaches, who in turn will communicate the cancellation to parents.

### **Catechist Certification**

Teachers are expected to be certified or to be working towards certification as Catechists by the Religious Education Department of the Catholic Education Office. Teachers who are not certified must take at least one 2-hour course per year. They are encouraged to continue their spiritual development by taking courses and workshops in addition to and beyond those required.

### **Child Protection**

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Archdiocese is also committed to complying with legal requirements for reporting child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody, and control or from persons who are agents or employees of the Archdiocese of St. Louis.

All employees and volunteers must register with Family Care Safety Registry for a criminal background search and to receive, sign, and agree to the Archdiocesan Code of

Ethics. **Free background checks are run each year.** Faculty, staff, employees of St. Vincent de Paul Parish and School, plus coaches and volunteers **who work/volunteer even once** must complete the three-hour in person workshop and an online form on child abuse titled "Prevent and Protect STL." Related information can be found under "Links" on Fast Direct or can contact Parish Bulletin through email in Fast Direct. St. Vincent de Paul School abides by the state child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected must report this to the Missouri Department of Family Services.

### **Communication**

A sincere effort will be made to keep parents informed of the happenings of St. Vincent de Paul School through the following means:

- School Newsletter-emailed weekly via Fast Direct.
- A monthly calendar of school events is published on Fast Direct and on sv-ic.org website.
- Church Bulletins are available after the weekend Masses and on sv-ic.org website.
- Grades are available via Fast Direct and report cards are issued after each quarter.
- Fall Parent-Teacher Conferences are mandatory after the First Quarter for all PK-8 parents.
- Spring Parent-Teacher Conferences are optional, communication between teacher and parents recommended.
- Wednesday envelope contains important school information, tests to be signed, etc. This is to be signed by parents and returned no later than Friday of the same week.
- School Board Meetings are held the third Thursday of each school month *except* December.
- Class newsletters-**posted** via FAST DIRECT **under Planner icon by end of day Friday** throughout the school year.
- Notes, phone calls, and Fast Direct messages
- School website sv-ic.org
- School Facebook page (St. Vincent de Paul)
- All written communication going home through students at school must have the approval of the principal. We will cooperate with all parish organizations which need to communicate with parents and/or other students. If you need to include any communications in our weekly newsletter or need to send information home with the students, please contact the principal as soon as possible to have your communication approved.

### **Voicing parental concerns**

Parents are encouraged to talk directly with the faculty member involved about any problem or situation which might arise during the school year. If you wish to talk to or schedule an appointment with a teacher, please contact the teacher through Fast Direct. The teacher will contact you at his/her earliest opportunity. If, after speaking with the teacher, the parents wish to speak with the principal or pastor, they may call the school or rectory office to make an appointment. Concerns about specific students

and/or incidents will not be discussed at School Board meetings. It is not the role of a School Board Member to discuss specific students and/or incidents with parents.

### **Computer**

Personal electronics (i.e., eReaders, iPads, phones, etc.) may only be used with principal permission. Technology usage agreements will be signed by students and parents before devices may be used, only with permission by the principal.

### **Dress Code**

#### **Uniform Days**

People tend to think and act as they are dressed. Good grooming is a part of our educational endeavor. Parents are asked to cooperate in seeing to it that their children are in complete and approved uniform daily. The uniform of St. Vincent de Paul School is in accord with a Christian atmosphere. Uniforms are required to be worn on the first day to the last day of the school year. All students are expected to be neat and clean. Any child who does not appear in proper uniform must have a note from the parent/guardian. There are no exceptions in wearing the school uniform unless permission has been received from the principal. Several days throughout the school year are classified as "Non-Uniform Days." Parents will be informed of these days in advance. The principal will communicate via Fast Direct the theme and expectations for a dress down day.

When there is a dress down day, the student might have the option to wear school appropriate pants/shorts according to the school uniform pants/shorts policy. They may also wear a non-uniform school appropriate shirt. Leggings and/or jeggings are permissible under skirts. Neither are permissible alone, due to our code of appropriate and modest dress. If there is a violation, the free uniform table will be utilized or parent will be called.

Spirit shirt days will be worn with school uniform bottoms.

(School Board, 2022)

**Shirts:** A plain short sleeve/long sleeve light blue knit shirt, button neck with collar shirt must be worn daily. A solid white long or short sleeve shirt may be worn under the uniform shirt. All students must have at least one plain short sleeve/long sleeve light blue knit shirt, button neck with collar and with a small school emblem on the left chest for special school events and outings. Uniform shirts with emblem are purchased through school. Shirts must be tucked in. Eighth graders may wear their eighth-grade shirts on Mondays and Thursdays with uniform bottoms.

**Slacks:** Navy dress slacks/trousers are to be worn. Slacks are to be straight leg type, standard uniform blue slacks. No cargo pockets allowed. Eighth graders will be allowed to wear khaki-colored shorts and slacks.

**Shorts:** Navy blue uniform walking shorts. Walking shorts are defined as shorts that are longer than fingertip length and no more than three inches above the knees. Shorts may be worn at any time during the school year. NO CARGO pockets. (School Board, 2021)

**Skorts:** Girls may wear navy blue polyester scooter skorts at any time throughout

the year. Girls may wear ankle-length navy or black leggings only (no tights) with their skorts. Same rule for length as applies to shorts.

**Sweatshirts:** The approved sweatshirt will be dark navy blue with a medium school emblem. Approved sweatshirts include red SVS hoodies and three-quarter zipped purchased through school.

**Socks:** Socks must be worn. Any type of sock can be worn.

**Shoes:** **Tennis shoes must be worn.** They must be kept clean. No **boots**, shoes that make black marks, or sandals of any kind are permitted.

**Hair:** Hair must be neat and well-groomed. No facial hair (i.e.: beards, mustaches, sideburns, etc.) will be permitted. No permanent or temporary hair streaks of any color are permitted.

**Misc.:** No dangling **or hoop** earrings may be worn, post earrings only allowed. Basic watches and chains with religious/inspirational/faith-based medals may be worn. No wrist bands or other jewelry allowed. No colored tee-shirts or tee-shirts with designs may be worn under the uniform shirt. Solid **white** long or **short** sleeve shirts may be worn under **any SVS** spirit shirts. No skull/crossbones or any offensive picture or wording. No hats are to be worn in the building. No make-up of any type and no fingernail polish. School appropriate hats and sunglasses allowed at recess.

**NOTE:** The uniform pants/ shorts/skorts and light blue shirts may be purchased anywhere so long as they meet the above guidelines. We also have FREE used uniforms available.

### **Non-uniform Days**

Periodically during the school year, the students will be allowed to dress out of uniform. On Thursday “spirit days” students may wear their yellow, **red traditions, or any prior virtue** shirts. Usually there is a notice sent home in the WEDNESDAY ENVELOPE and in the weekly newsletter stating what is permitted or not permitted. The following will NEVER be permitted: sandals, bare midriffs, sleeveless shirts or blouses, and short shorts or short skirts. “Cold shoulder” tops for girls are permitted on picture days. Shorts must be worn if wearing a skirt or dress. (School Board, 2021)

### **Discipline**

Self-discipline is the essence of Christian discipline. Our goal is to help the child to learn and practice respectful and courteous behavior during school and at all school events. The moral obligation of training children rests, first of all, with the parents. The faculty of St. Vincent de Paul School is an extension of the home. The faculty, with the approval



of the School Board, would like to state some of the obligations and responsibilities of the children regarding disciplinary problems that could happen here at school. If at any point, problems do arise concerning the discipline of your child, please contact the appropriate faculty member.

St. Vincent de Paul School is implementing a discipline plan called Virtue-Based Restorative Discipline (VBRD)<sup>™</sup>. VBRD<sup>™</sup> is “a spiritual approach to disciplining that cultivates virtue and provides a rich foundation for fostering faith both at home and at school. This resource will shape attitudes and behaviors that can reduce and prevent bullying and other disruptive behaviors.” (Lynne Lang, 2011)

### **VBRD<sup>™</sup> Guiding Principles**

1. We will dedicate ourselves to living in virtue.
2. We will support others in living in virtue.
3. We will commit to constructive thoughts, words, and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and one another.

The VBRD system promotes spiritual renewal for students, teachers, and parents. As we change within, we are able to live the Christian virtues and appreciate God’s presence in those around us. “The simple guidelines for this new model rely on the foundation of virtue (habits that imitate God) first, then restoring relationships damaged by our poor decision. The very act of repairing harm will also integrate virtue.” (Lynne Lang, 2011)

The VBRD program complements the existing discipline policies; it is intended to reduce over time the need for more severe disciplinary consequences, but it does not take the place of those consequences where they are appropriate. We believe teachers have the right to have a classroom that is a place where positive learning can take place, to expect appropriate behavior from students, and to ask for help from parents, the principal, and other teachers when help is needed for a student.

We believe students have the right to be provided with a classroom atmosphere where they can learn; to have a teacher who provides positive feedback of a student’s good behavior and who will help the students limit their inappropriate behavior.

Students are expected to behave in school and to comply with all school policies and regulations. Teachers and other staff, whether paid or volunteer, are in positions of authority and students are expected to follow their directions and always show respect. Students who choose to engage in misconduct must be ready to accept the consequences of their actions. These expectations apply throughout the school day and at all school-sponsored events, even if these events are held off-campus. Matrixes of the below information is also located throughout the building.

### **School Wide Plan**

- we observe the dress code
- we always walk inside the building
- we keep our books covered and do not damage them in any way
- we do not write or draw on the desks, books, or other school property

**Classroom**

- we are seated in our assigned desk working quietly
- we raise our hand and wait for permission before speaking
- we show respectful behavior toward classmates, teachers, and their possessions at all times
- we follow classroom rules set forth by each classroom teacher
- we follow the regulations established by each teacher concerning assignments
- Teachers will inform the parents of established regulations

**Church**

- we will walk quietly to and from Church
- we will take holy water with the right hand, make the Sign of the Cross, and genuflect reverently on the right knee and remain prayerfully quiet respecting our neighbor's right to worship
- we will participate by listening, praying, and singing

**Cafeteria**

- we will talk quietly in line while waiting to be served and while eating.
- we will walk and not run
- we will eat the food and not waste it
- we may not share food with others (Health dept. regulations)
- we will use reasonable and proper etiquette
- we will place trash in the proper container and return our trays.

**Extra-Curricular Activities/Field Trips**

- we will show respect to all in authority
- we will exhibit good sportsmanship

**Playground**

- we will keep hands, feet, objects to ourselves
- we will bring only playground balls to the playground
- we will use the restroom BEFORE going outside
- we will follow the directions of the adult on duty
- we will stop and lineup when the bell rings
- we will include anyone who wants to play
- we will show respect to all people

**Restrooms**

- we will keep the restrooms clean
- we will wash our hands before leaving

**Serious Disciplinary Consequences:**

If a student engages in serious, threatening, or violent behavior the following steps will be taken:

(Archdiocesan Manual # 4302)



**Procedures (not necessarily in order)**

- Remove the child making the threat from any contact with the school, parish, etc.
- Contact parents and inform them that the child must remain at home until a mental health professional gives reasonable assurance in writing that the child is not a threat to himself/herself and to others. The parents should also be informed that the police will be notified of this incident.
- Contact appropriate diocesan officials (i.e. Schools should contact the Catholic Education Office and inform them of the incident.)
- Contact the police and inform them of the threat of violence. The administrator will need to cooperate fully with any investigation that the police may conduct.
- Communicate with any staff or children (and their parents) who may have been the target of the violent threat. Inform them of the threat and the actions taken to deal with the threat. Counseling or other needed support should be provided to assist individuals in coping with the threat.
- Inform the larger community of the threatened violence if necessary

**Bullying (Archdiocesan Manual # 4303.3)**

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice. Bullying consists of targeted words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. All reported or observed instances bullying, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

**Drugs (Archdiocesan Manual # 4303.2)**

The possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions is not permitted. Students violating this policy will be subject to suspension and /or removal without cause from school. In addition, civil authorities may become involved.

**Tobacco (Archdiocesan Manual # 4303.1)**

As an educational institution dedicated to the promotion of the growth and wellbeing of every aspect of a student's life, we always prohibit tobacco and vaping use. Our school declares itself a smoke-free and vape-free zone. Infractions of this rule are considered serious.

**Violence (Archdiocesan Manual # 4303.3)**

We provide a safe learning environment for all members of the school community. The climate shall reflect Gospel values including emphasis on the dignity of all persons which is necessary for respect.

- Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic Schools.
- Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and /or use of a weapon; and theft or vandalism of property.
- A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession of or use of firearms, other weapons or explosive devices on school/parish premises is not permitted.

## **Weapons**

To ensure a safe environment for employees, visitors, and students, anyone on school/parish property is prohibited from possessing weapons of any type at any time during the course and scope of performing job duties on behalf of St. Vincent de Paul Parish. This prohibition includes the possession of any weapons in St. Vincent de Paul's buildings, or St. Vincent de Paul's vehicles regardless of whether they are on St. Vincent de Paul's property, in addition, employees are prohibited from bringing concealed firearms on the property of St. Vincent de Paul Parish. St. Vincent de Paul Parish property includes all property owned by or operated by St. Vincent de Paul Parish including buildings and surrounding areas such as sidewalks, walkways, driveways, and parking areas. St. Vincent de Paul Parish reserves the right to search employees who are suspected of violating this policy. Such searches may include but are not limited to the employee's clothing, offices, desks, lockers, purses, bags, briefcases, or vehicles while on St. Vincent de Paul Parish's property. Employees violating this policy will be subject to disciplinary action up to and including immediate termination.

While this policy is intended to guide our employees as to the restrictions placed upon their otherwise lawful possession of weapons, the possession, transportation, or storage of any type of weapon which is not in accordance with federal, state, or local law remains prohibited, and violation of any such laws will result in automatic termination. The above policy is also meant to include all students, volunteers, and anyone who uses the facilities.

## **Classroom behavior expectations**

The classroom teacher is always the person in charge in the classroom. Students are expected to:

- Show respect for all teachers, other adults, and each other
- Follow all classroom and school-wide rules established by their teachers and principal
- Be in their assigned seats and have proper class materials ready when the tardy bell rings.
- Respect the rights of other students to an environment that is conducive to learning. Disruptive behavior will not be tolerated.

When harm is caused by inappropriate behaviors of any kind, we will address it within the context of making amends, of repairing and restoring relationships not only because we want to live a virtuous life but also because we want to do unto others as we would have them do unto us.

The expectations and consequences at St. Vincent de Paul School are intended to help each student develop self-control, inner strength, confidence, and the skills necessary to become a self-assured, problem-solving adult.

Inappropriate behavior will first be addressed in the classroom, with consequences appropriate to the behavior. These consequences may range from missed recess or lunch recess time, service to others or the school, informal meeting with the teacher and/or principal, etc. When the student is not able to correct his or her inappropriate behavior in the classroom, or if the behavior involves specific infractions including but not limited to those listed below, the behavior will be addressed by the school principal. The school principal may exercise his or her discretion in specific situations to modify consequences as appropriate.

### **Detention**

The use of detention as a consequence is intended to provide the student with time and space in which to reflect on the behavior that led to assignment of detention. The decision to assign detention as a disciplinary consequence is made by the principal and may be assigned as lunch detention or after-school detention.

SPECIFIC INFRACTIONS (K-8) including but not limited to:

#### **MINORS:**

- Disrespect toward others
- Classroom disruption
- Insubordination
- Inappropriate physical contact (including but not limited to pushing, shoving, kicking, punching, biting)
- Harassment of other students
- Fighting
- Lying
- Cheating
- Theft
- Inappropriate language or gestures
- Misuse or Abuse of Internet/Technology

#### **MAJORS:**

- Willful damage to Parish property or property of any individual
- Serious violence to self or others resulting in bodily injury
- Arson
- Bullying
- Assault of school personnel
- Possession of illegal drugs or controlled substances (such as alcohol, opioids, etc.)
- Tobacco/vaping use

**First minor:** student sent to principal's office, verbal reflection, student verbally or in written form tries to restore the relationship, act of service completed during recess time, principal emails parents of minor through Fast Direct

**Second minor:** student sent to principal's office, verbal reflection, student verbally or in written form tries to restore the relationship, act of service completed during recess time, principal emails parents of minor through Fast Direct

**Third minor:** student sent to principal's office, verbal reflection, student verbally or in written form tries to restore the relationship, act of service completed during recess time, principal emails parents of minor through Fast Direct

**Three minors in same area equals a major.**

**First major:** Parent notification; verbal reflection by student, apology written at home and signed by parent, lunch detention

**Second major:** Parent notification; verbal reflection by student, parent call by student, apology written at home and signed by parent; lunch detention(s) or after-school detention, possible in-school suspension (Archdiocesan policy 4302.1)

**Third and subsequent majors:** As above, plus principal meeting with student and parents; possible out-of-school suspension (Archdiocesan policy 4302.1)

**If in school suspension is earned, student will be able to earn up to 100% on completed work. If out of school suspension is earned, all work must still be completed but still will be able to earn up to 50% on completed work.**

**All consequences are subject to consultation with principal and/or pastor.**

### **Faculty Meetings**

Faculty meetings are held to enable the entire Faculty to meet to discuss policies and procedures necessary for the smooth running of the educational program. They provide an in-service opportunity for the entire faculty. Faculty meeting days are listed on the current year's school calendar.

### **FAST Program (Fun After School Time)**

St. Vincent de Paul School has an after-school care program that operates every day that St. Vincent de Paul School is in session from **3:30 p.m. till 6:00 p.m.** Children enrolled in the FAST program will be provided with a choice of indoor and/or outdoor games and activities. Homework space and time is provided. Children will receive a snack and drink every afternoon. Please refer to yearly tuition, cost, and fees form for the FAST program fees.

### **Terms**

- Hours of the program will be from 3:30 to 6:00 p.m. Children picked up after **6:00 p.m.** will be charged a late fee as follows:
  1. \$2.00 for the first 5 minutes
  2. \$1.00 for every minute afterLate fees are applied because the staff are only paid until 6:00 p.m.
- Charges do not start until 3:30 pm.
- Fees are billed monthly and should be paid in full. Make checks payable to St. Vincent School with memo of FAST. Do not combine with other types of payments.
- No child will be allowed to leave the premises unless with a parent or authorized adult listed on your emergency form.
- Children not picked up from supervised study will be sent to FAST at the end of supervised study period. Parents will be charged for this service.
- The Director of FAST is responsible to the principal and is considered the

supervisor in charge. Parents will be notified of any discipline problem that may arise. A written statement of the problem will be provided to the principal. If a discipline problem persists a parent may be asked to make other arrangements for the child's care.

- Regarding inclement weather: The school day will not be dismissed due to weather. If the Washington Public School dismisses early or is not in session for the day, then FAST **may** run until 4:00 pm to insure the safe drive home for both children and workers. The school will communicate updates to parents via FastDirect.
- There will be two adults on duty at all times.

### **Field Trips**

If at any time a child is taken from the school premises for a field trip, a permission slip must be signed by the parent and returned to school. Field trips that include potentially dangerous activities for students, such as water events are prohibited. NOTE: Water events of any kind are also prohibited on outdoor education/camp experiences.

Emergency procedure cards, medications, and instructions for administering the medications should accompany teacher/supervisor on the field trip. **NOTE:** It is the responsibility of the parent/guardian to furnish school office with this information. Drivers are not to stop for treats unless pre-arranged for entire group. For legal reasons, only children for whom the field trip is intended may go. Students who fail to follow direction of school personnel or volunteers will forfeit the right to go on the next field trip. **Only the student's parents, who have successfully completed the Child Protection in-person and online requirements, may be eligible to attend student-centered field trips. We do not need all parents to attend field trips but we try to allow all that volunteer, as this is an experience for the student.**

Whenever possible, bus transportation by an insured carrier will be provided. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle must be used. The following criteria are required:

- drivers must have a valid, non-probationary driver's license and no physical disability that may impair ability to drive safely. The school must have a copy of a valid driver's license and insurance card
- the vehicle should have a valid registration and meet state safety requirements.
- the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
- drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.

### **Financial Responsibilities**

#### **Financial Aid**

Each family needs to speak to **their respective pastor** regarding Financial Aid. St. Vincent Parish families must complete FACTS information and apply for Beyond Sunday/Today and Tomorrow Educational Foundation scholarships before being eligible to receive any type of aid.

## **Payments**

Tuition payments for grades K-8 **begin in June**. Payments are due by the 10<sup>th</sup> of each month. Please use the tuition envelopes that are provided. Tuition will be refunded or billed on a prorated basis for late entry or early leaving. Any money sent to school should be in an envelope marked with the child's name and what the money is for. Please do not combine different types of payments into one check. Separate checks are needed for preschool tuition, K-8 tuition, FAST, and lunch. You may also contact your bank to set up automatic payments. **You may also consider utilizing MOST 529 benefits**. If you choose to use cash, an adult must bring payment into school office and will receive a receipt.

## **Payments-Delinquent**

No child may begin school until the June, July, and August tuition has been paid, unless prior communication between principal and/or pastor has occurred. Tuition payments will be considered late if not paid prior to the beginning of school and by the end of each quarter, and May 1 for eighth grade students. Report cards will be placed on hold until payment is received.

## **Required Fees: K-8-Refer to tuition, cost, and fee form**

There are two fees required for each student attending St. Vincent School. These fees are non-refundable and subject to change annually.

1. Registration Fee (due with the completed registration form)
2. Book/Lab/Technology (BLT) Fee (due in total by the first day of school)

For current students to be eligible for scholarships/financial aid, the completed forms must be in by the due date. If tuition/fees are not current at the end of each quarter, report cards will be held until payment is received or an arrangement has been made. Students in the eighth grade cannot graduate nor will their transcripts be sent to the respective high school until tuition and fees are fully paid.

## **Tuition K-8: Refer to tuition, cost, and fee form**

## **Fundraisers**

There are various fundraisers held throughout the school year. Parents are asked to support these fundraisers in whatever way they can. For example: a donation, selling items to family, friends, etc., or working at an event.

## **Auction**

**This is the major fundraiser for our school. Every family is required to help with this event. Our greatest need is the solicitation of businesses to donate items for the auction.** The committee has numerous "jobs" that need to be done before the auction, during the auction, and after it is over. Sign-up sheets will be available. It is strongly encouraged that each family sell or reserve a table for the auction.

## **Charleston/Innisbrook**

This fundraiser provides a catalog with various items, such as wrapping paper, kitchen utensils, and food items to support our school. Each family K-8 is encouraged to participate in some way. **There is a buyout option.**

## **Government**

Chapter I, II, III, IVA: This is a provision of ECIA that consolidates, into a single authorization, a forty-two categorical education program. This financial assistance is for all children. Each year St. Vincent de Paul is allotted a certain sum of money to be spent on supplementary programs, materials, and equipment. All government programs are dependent upon available funds, scheduling, space, and other regulations. **Economic deprivation** forms are sent home at the beginning of each year.

## **Grading**

### **Report Cards**

The Report Card gives parents/guardians a summary of the progress a child makes in terms of his/her own abilities and expected growth. It considers the knowledge, skills, and study habits that a child has acquired within a given period of time. Report Cards are issued four (4) times a year. If you want a second mailing to a non-custodial parent, YOU are to send self-addressed stamped envelopes to the school office specifically for this purpose. Parents are strongly encouraged to check Fast Direct to keep current with their child's grades.

### **Grading System**

A+	98-100	A	95-97	A-	93-94		
B+	91-92	B	87-90	B-	85-86		
C+	83-84	C	79-82	C-	77-78		
D+	75-76	D	72-74	D-	70-71	F	0-69

### **Weighting of Grades**

Assessments (tests and quizzes) are weighted at 65% and classwork at 35% of the student's grade. **Exams for grades 5-8 are 10% of the overall semester grade.**

## **Health Issues**

St. Vincent de Paul School follows the health regulations of the St. Louis Archdiocesan Catholic Education Office and the Missouri Health Department. All teachers, parents and students are expected to comply.

### **Communicable Disease Policy**

The school community of St. Vincent de Paul School shall follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health and the Archdiocese of St. Louis.

At the initial enrollment and every year at registration, parents have a legal and moral responsibility to inform the Administration (Pastor/Principal) if their child has contracted a communicable disease. Such information will be kept confidential by the Administration. When it becomes known to the Administration that a child has been infected, the Administration will follow the procedures set forth in the Archdiocesan policy, #4401.5. If there is no danger to others, the child will be enrolled.



## Contagious Illnesses

No child should be sent to school and no child will be allowed to remain at school with the following conditions:

- fever of 100 degrees or greater\*\*\*
- diarrhea
- vomiting
- bacterial infections, such as impetigo, unless the child has undergone 24-48 hours of treatment and has a doctor's permission to return to school
- unidentified skin rash
- chicken pox where blisters are still present

**\*\*\*Students must be vomit/fever free and off of fever reducing medicine for at least 24 hours before returning to school.**

## Dispensing of Medication

School personnel should not dispense medication of any kind to a student in school unless acting under a direct order, signed and properly filed, of a licensed physician **and with the written permission of the parent** to dispense medication. All medication sent to the school will be kept in a secure place under the supervision of the administration. You may want to contact your physician and have him mail or fax the order to school. Having the order in place will save your child from needing the medication and not being able to get it.

Archdiocese Policy # 4401.4: Ideally, all medication should be given at home. Most physicians are aware of the problems associated with giving medication in schools. They may be able to change time schedules so medication can be given before and after school hours. Any students required to take prescribed medication during school hours must comply with the following regulations:

- An emergency authorization form must be on file in the school listing the name of the child's physician and phone numbers.
- There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed"—a plan must be provided), and diagnosis or reason for the medication. A current prescription label on container may serve as a physician's order. The school has the right to call the physician to clarify a medication order.
- Prescription and non-prescription medication must be in the original container. Ideally, the parent will have two containers, one for home and one for school. For medications that will be given for the entire school year, the child needs a new prescription container **each school year**. Examples of non-prescription medication requiring doctor's order to administer include but are not limited to: Tylenol, Advil, Robitussin, etc. These medications must be supplied by the parent and in the original container. Examples of over-the-counter items that do not need a doctor's order include cough drops, antibiotic cream, anti-itch cream, Tums, etc.
- If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician's order.



- Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.
- All medication, forms, and notes are to be brought to the school office.
- **Students will not be able to carry prescription or over-the-counter medications with them at school.**

### **Illness during the Day**

Parents of students who become ill during the day will be contacted. Parents are expected to pick up or make arrangements for someone to pick up a child who is ill ASAP after being contacted. If it is not possible to contact a parent, one of the persons listed on the Emergency Form will be called.

### **Immunizations**

Students must be up to date on all immunizations, per state guidelines. This applies to all children entering public, private, or parochial schools. This is not optional, and the state reserves the right to refuse admission to school of any child not having the required immunizations. All students will have a copy of immunization dates to the school office before school begins. All children are expected to complete a physical examination upon entrance to preschool, kindergarten, third grade, sixth grade and all newly enrolled students. This form is provided by the school office and can be found under Links in Fast Direct.

### **Significant Medical Conditions**

For a student with severe, debilitating, or potentially life-threatening medical conditions which may require adjustment and/or emergency response in the school setting, the principal will have current, accurate, and complete information about the student's condition. The purpose of having this information is to determine what adjustments may be necessary to provide the student with a safe school environment and if necessary, an appropriate emergency response.

### **Homework**

Usually, every child will have some type of homework each evening. The homework may consist of a written assignment, a study assignment, or both. The parents are expected to exercise their authority behind that of the school and see to it that the homework is conscientiously done. Assignments not completed influence the overall grade that appears on the report card. The student will complete missing work at recess until the work is finished to the student's best ability. The teacher will also contact parents through Fast Direct about the late assignment. A child who has been absent is allowed an extra day to complete the missed assignments. All students in Grades 3 through 8 will be given a planner to use. Parents are asked to check it nightly for required assignments.

A guide to the amount of time your child should spend on homework, we suggest:

Kindergarten	5-10 minutes
Grades 1 and 2	10-20 minutes
Grades 3 and 4	30-40 minutes
Grades 5 and 6	50-60 minutes
Grades 7 and 8	70-80 minutes

## **Insurance**

The Archdiocese of St. Louis offers a student insurance program through K&K Insurance group. You may check out their website at [www.Studentinsurance-kk.com](http://www.Studentinsurance-kk.com).

## **Internet Use Policy**

Access to the internet provides St. Vincent's students and teachers with a wide range of learning resources. These resources facilitate educational growth and may greatly enhance the learning experience. It should be noted that use of the Internet is a privilege, not a right. Students who benefit from internet access must also behave responsibly. **This includes but not limited to Google Classroom.**

As a Catholic school, St. Vincent de Paul seeks to provide a safe environment for all members of the school community. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the policy, safety, or good name of others are inconsistent with that goal. When students jeopardize the safe environment or act contrary to those values within or outside school, they can be subject to disciplinary action.

(#4302 Archdiocesan Manual, see serious disciplinary consequences)

Communications or depictions through e-mail, text messages, or web site postings, whether they occur on the school computer network or through private communication, which:

- are of sexual nature
- threaten, libel, slander, malign, disparage, or embarrass members of the school community
- at the principal's discretion, cause harm to the school or school community.

"Inappropriate Electronic Conduct" shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

(#4302.3 & #4303.4 – Administrative Archdiocesan Elementary Education Manual)

Specific consequences in response to inappropriate electronic communication conduct will correspond to the seriousness of the infraction and shall be at the discretion of the principal/pastor. If phones are a necessity due to before or after school activity, they must always remain in backpacks during school hours. Phones will be confiscated if out during school hours.

Students' internet usage at St. Vincent de Paul is restricted to regular school hours when a teacher or other staff member is present. Contact information for the student or the school may not be provided without permission from a teacher or other administrator. If racist, obscene, or other objectionable material is encountered, it is the responsibility of the student to bring the material to the attention of the teacher or other staff member immediately. Students may not use materials without giving proper credit, nor should they reproduce any copyrighted materials. No student may alter or add programs, attempt to gain unauthorized access, or engage in any other activities that may affect the performance or integrity of the computer systems. Parents must thoroughly review this policy with their children as well as review, sign, and return the Internet Acceptable Use Policy statement.

### **Interruptions**

Classes should not be interrupted by parents/guardians at any time during the school day. Paper, books, etc. which a child may need should be left with the Secretary. These articles will be delivered at a time that is least disruptive. Notes and phone messages will be relayed to students or teachers by the Secretary.

### **Library**

All children are free to use the school library. Books are checked out for a two-week period. Any book lost or damaged must be replaced by that person. Our library is completely computerized. Reference books are never allowed to be taken home. Late reports will be sent home at the end of each quarter.

### **Liturgy**

The students at St. Vincent de Paul attend Mass twice a week; Wednesdays and Fridays for grades K-8. Pre-school begins attending second semester. Reconciliation is celebrated in Advent and Lent.

### **Lunch--Refer to tuition, cost, and fee form**

A hot lunch is served daily. **All children must buy their lunch at school for this program to be available.** Lunch money is paid monthly (September through May) by check in envelope provided.

- Free or reduced lunches are available to those who qualify. Each family will receive the State of Missouri guidelines at the beginning of each school year. If you qualify, please send the necessary information to school as soon as possible, otherwise full price must be paid.
- Individual accommodations can be considered with a supporting doctor's note.

### **Music**

Music instruction is provided **twice** a week. **Preschool through second grade students perform a Christmas concert. Students in grades three through six perform a spring concert. Students in grades seven and eight will perform a show.** Students will also be instructed in Liturgical music and perform at school Masses. Students in grades 6-8 may participate in the Regional Band held at St. Francis Borgia Elementary.

### **Non-custodial parents**

St. Vincent de Paul School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school-related information given. It is the responsibility of the **custodial** parent to provide the school with an official copy of the most recent court order. We act on the latest custodial orders in our school file

### **Parental Notes**

Required notes/messages through FAST DIRECT for the following reasons should be given to the office and/or homeroom teacher for reasons listed below:

#### **Office/Teacher**

- Absence notes
- Doctor's/dentist's appointments

- Early dismissal
- Failure to complete homework assignments/projects
- Uniform excuses
- Tardy notes
- To be excused from class, physical education, etc.
- Leave with another rider
- Medication

### **Parent-Teacher Conferences**

Cooperation between the parents and the school is very important. Parent-teacher conferences are set up for this purpose. There is a required parent-teacher conference at the end of the first quarter and an optional conference held in spring. Please see school calendar for the date. Parents are also free to make an appointment with a respective teacher at any time to discuss the learning progress or behavior progress of their child/children. It is strongly recommended that problems be discussed with the teacher involved before bringing it to the principal or pastor for discussion. (See also Voicing Parental Concerns).

### **Parties**

Students in grades PK-4 may have a class/school party on Halloween, Christmas and Valentine's Day provided the teacher has parent help in planning, organizing, and conducting it. Grades 5-8 classes will enjoy a celebration hosted by their homeroom teacher. Any other party must have the permission of the principal.

### **Permanent Records**

Students' permanent records are available for parent viewing in the Principal's Office. Parents wishing to see their child's records should call the school office to make an appointment to see the principal. Final grades, academic testing results, sacramental information, conduct, and attendance records are kept on the permanent record. Health records are kept in a separate file. Student permanent records are **never** released to parents. If you are transferring to another school, a "Request for Records" is signed by the parent, and the record or a copy of the record is mailed directly to the new school. **Note: Records are transferred only if tuition has been paid in full and all other financial obligations have been met.**

### **Physical Education**

Each student has a physical education class **twice** a week.

### **Pictures**

Individual and class pictures are taken in the fall of each year. Picture day is a day when children are allowed to be out of uniform. No sandals, spaghetti straps, bare midriffs, or short skirts/shorts are to be worn. "Cold shoulder" tops for girls are permitted on picture days. Jeans are permissible because pictures are taken from waist up. However, tops should be dressy and school appropriate. Picture money must be paid at the time pictures are taken. Information will be sent home via the children or Fast Direct prior to the time pictures are scheduled to be taken. Re-takes are scheduled for these pictures.

### **Prayer**

Prayers are said at the beginning of the day, before and after lunch, and at the end of day, as well as throughout the day when the teacher deems appropriate. Prayer Services, Stations of the Cross, Living Rosary, etc. are scheduled throughout the year.

### **Reading and Math: Skill-level based**

The Reading and Math classes in St. Vincent de Paul School are skill- level based. A child will work on a level suited to his/her need throughout the year. A child may be advanced (ordinarily at fourth grade) or may repeat a certain magazine, unit, or chapter due to unsuccessful completion at any time. Advancement is based on teacher observations, social skills/maturity, and consistent test scores. A child can only find success when working on a level suited to his/her ability. Parents will be notified when a child moves from one group to another, especially if we see the need for repetitive learning. A variety of summative and formative assessments are utilized to guide instruction: DRA, STAR Reading, STAR Math, Freckle, and NWEA.

### **Recess**

If a child is at school, he/she will be expected to go outdoors at recess if weather permits. If the child has a note asking for an exception to this rule, the note should be given to the teacher who will send it to the Office. The student will report to the Foyer at recess time. Such a request should be for very serious reasons only. A child who is ill should not be in school.

Cold weather policy: If temperature or wind chill factor is:

- Below 0-15 degrees: inside recess
- 15-20 degrees: 15 minute outside recess
- 20-99 degrees: full outside recess
- 100 degrees or higher: inside recess

### **Religious Education**

Christ is the foundation of the whole educational endeavor in a Catholic school. Therefore, a “Catholic” school is that institution of learning that presents to its membership the principles of the Gospel and values of Christ as its educational norms, internal foundation, and final goal. The Catholic School is committed to the development of the whole person, since in Christ, the perfect Person, all human values find their meaning. This development of the full person is realized through relational and inter-relational experiences. Such opportunities provide for and motivate the building and living of community which are the prime, explicit goals of the Catholic school. Because growth in faith is central to the purpose of the Catholic school, it is only in such a school that children experience learning and living fully integrated in the light of faith. “This integration of religious truth and values with life distinguishes the Catholic school from other schools.”

### **Retention**

A child may be retained in a grade if he/she has not successfully completed the work required at a particular level. Retention will be determined by the child’s teachers and the principal. If retention is determined to be a real possibility, the teacher or Principal will notify the parents/guardians as soon as possible and suggest other alternatives such

as a remedial/tutorial program, special testing, summer programs, etc.

### **Sacraments**

The sacraments of Reconciliation and the First Communion are received for the first time by children in the second grade during the fall and spring respectively. First Communion is held the second Sunday after Easter. Confirmation is conferred upon the seventh and eighth grade students every other year. The time, date and place of confirmation are determined by the St. Louis Archdiocesan Office of Worship and the availability of the bishops.

Parents, and in some cases, students, are expected to attend several Sacrament Meetings as part of the Sacramental preparation. The times, dates and places for the Sacrament Meetings will be announced in the school newsletter and the church bulletin. Reconciliation is received in the Advent and Lenten seasons by students in Grades 2-8.

### **Safety**

The safety of students and staff members is of the highest priority in any educational program. Administrators in elementary schools have the important leadership responsibility of making certain that members of their educational communities are always safe and secure. This is especially the case in time of any emergency.

It is the duty of the principal to develop rules and guidelines which provide for student safety. Teachers, staff, and parents have an obligation to cooperate with these rules for the safety of the children at St. Vincent de Paul School. The school or the administration will not be held liable if a person or persons choose not to cooperate with the rules that give safety. These persons may be personally liable for accident or injury caused by negligence.

An emergency is any event at school or in the community that significantly causes a disruption in the educational process. Examples Include:

- Violence or threat of violence that potentially or actually causes harm and/or serious disruption to the students or staff.
- An accident-causing injury or death to students or staff members.
- Any natural disaster.
- Any other situation viewed as traumatic by students and/or staff members.

Emergency situations cannot always be prevented. Our educational communities are vulnerable to natural disasters as well as the other types of crises that exist in our society currently. All efforts will be made to prevent crisis and minimize the potential for physical and psychological trauma when they occur.

The faculty and staff have developed a *Crisis Response Manual* and an *Emergency Response Plan*. These two items will assist the faculty and staff in providing safety guidelines for all involved in the St. Vincent de Paul Catholic School community. Each classroom is equipped with an emergency backpack. Parents will be notified of such an event through Fast Direct.

## **Schedule**

### **Primary K-4**

Students Picked Up	7:30-7:45 a.m.	Recess	11:55 - 12:10 p.m.
Announcements	7:45 - 7:50 a.m.	Fourth Period	12:15 - 1:10 p.m.
First Period	7:50 - 8:35 a.m.	Fifth Period	1:15 - 2:00 p.m.
Second Period	8:40 - 9:55 a.m.	Sixth Period	2:05 - 2:50 p.m.
Recess	10:00 - 10:15 a.m.	Homeroom	2:50 - 3:00 p.m.
Third Period	10:20 - 11:25 a.m.	Dismissal	3:00 p.m.
Lunch	11:30 - 11:55 a.m.		

### **Middle School 5-8**

Students Picked Up	7:30-7:45 a.m.	Lunch	11:55 - 12:20 p.m.
Announcements	7:45 - 7:50 a.m.	Fourth Period	12:20 - 1:10 p.m.
First Period	7:50 - 8:40 a.m.	Fifth Period	1:15 - 2:00 p.m.
Second Period	8:45 - 9:55 a.m.	Sixth Period	2:05 - 2:50 p.m.
Study Break	10:00 - 10:15 a.m.	Homeroom	2:50 - 3:00 p.m.
Third Period	10:20 - 11:30 a.m.	Dismissal	3:00 p.m.
Recess	11:35 - 11:55 a.m.		

## **Scholarships**

### **St. Vincent School**

#### **Gentleman Scholarship**

This scholarship may be awarded to up to eight (8) students who are officially registered to return for the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade by registration date in early spring. The students will be nominated by the faculty in consultation with the principal. Nominations will be based upon a student's academic ability; a student's and/or family record of service to the school; and possible need. The amount awarded would be about 10% of the expected tuition for one child from St. Vincent de Paul Parish.

#### **The Linda K. Ballmann Endowment Fund**

This fund is similar to the Gentleman Scholarship. It is not publicized because it is for people who are in need. It is not limited to any grade level or amount. Families needing help from this fund should contact the pastor of SVS.

### **St. Francis Borgia High School**

#### **Jean & Walter Voelkerding Charitable Trust Scholarship**

A \$3,000 scholarship may be awarded to an individual or divided among several students from St. Vincent de Paul School to be applied to the tuition cost at St. Francis Borgia Regional High School. The scholarship is renewable each year if the requirements are maintained. This scholarship is based on overall C-average and above in class work in Grades 6-7-8; comes from a practicing Catholic family; positive practice of Catholic discipline; has the ability to reach potential and succeed, and financial need.

## **School Board**

### **School Board Governance**

The purpose of this school board is to promote our school philosophies to achieve our mission of Catholic education. The operation of the school board is governed by the constitution and by-laws adopted by the parish in accordance with



Archdiocesan guidelines.

### **Membership and Terms**

There shall be 6 members on the school board, 4 of whom shall be members of St. Vincent Parish: 1 member from Immaculate Conception-Augusta, and 1 member from Immaculate Heart of Mary. Members of the school board shall each serve a 3-year term but shall be limited to two consecutive terms. School board members shall be parents or guardians of school children and/or parishioners of their respective parishes.

New members are recruited by the pastor of St. Vincent de Paul or the principal. New members shall be appointed prior to and invited to attend the May meeting. The board shall elect a president, vice-president, and secretary. The school principal shall act as a single executive officer, responsible for overseeing school policies, and act as a liaison to the pastor. The school principal is not a voting member.

The school board shall meet on the third Thursday of each month during the school year, unless necessarily rescheduled. There will be no meeting in December. All school board meetings are open unless designated as being a closed session. A quorum for conducting a meeting shall consist of five members being present.

### **School Grounds and the Parish Center**

In order to keep the school grounds at their best, we ask that all students stay off the grass area, except for the ball fields. At dismissal, the students are to stay on the blacktop and not run on the lawn to the cars. The parish center and school are here for learning, enjoyment, and physical growth. We expect proper and careful use of all equipment and the facilities. We ask for your continued prayers for our benefactors who made this all possible. The cemetery is always off limits for the school children, unless given permission from a staff member.

### **School Society**

The School Society raises funds to help offset the cost of the sustaining fees and pays for the expenses of various programs for the students. Such activities may include but are not limited to facilitating raffle ticket sales, running Trivia Night, pizza sales, hosting a Dartball tournament, etc. All school parents, regardless of their home parish, are required to be a member of the School Society for two years during the time their children are enrolled in SVS. Failure to serve your term will result in a fine that is assessed for the dollar amount the Society is required to raise for the school. 4 couples (or 8 people) for each of 2 years=16 people.

At the time of your youngest child's graduation, if you have not served your term, you will be assessed 6.25% PER PERSON of the \$14,000 the society gives to the school over 2 years. **Payout per person is \$875.00 per year. One parent must attend each meeting and both parents must attend each event or participation for that year will not count towards the required two total years. The School Society president will meet with the pastor and principal to decide if participated failed to meet expectations.** Failure to pay this fine will result in your child's report card and records being held until an arrangement has been made with the principal and/or Pastor.



## **Snacks**

Students may bring themselves a healthy morning recess snack- NO candy. Cold items can be kept in the teachers' lounge refrigerator. Currently, we are a peanut and shellfish free school.

## **Sports**

The St. Vincent Athletic Committee offers students in grades 5-8 the opportunity to play volleyball, basketball, and cheerleading. These activities may be offered to all fourth graders if necessary and will be determined on a year-by-year basis. Following are guidelines to the program:

- No practices/games are permitted during standardized testing and exam weeks
- Any student who is absent or leaves school because of illness cannot participate in school sponsored extracurricular activities that evening. Parents are responsible to inform the coach of illness.
- Academic suspension from games will be assessed at mid-quarter and end-of-quarter reports. One D or F will result in player not starting the game and sitting the first quarter/set. More than one D or F will result in player not playing 50% of the game. The principal will notify the parents and coaches of such suspension. The student may be reinstated any time after the teacher feels class work has improved.
- Any disciplinary problems in school or on the court will also prevent a player from participating in games. It will be discussed between the school principal, parish priest, and coach.
- Coaches will instruct your child so that he/she learns the fundamentals of the game in a positive setting.
- Grades 5-6 will focus on the basics/fundamentals while providing as much equal playing time as possible.
- Grades 7-8 will focus on using prior fundamentals to play at an increased competitive level and playing time could be altered so team has the greatest chance to win.
- Players, coaches, and parents will handle themselves in a respectful manner that displays good sportsmanship and our Catholic values. Referees, principal, Athletic Board members, or parish priest have the right to remove coaches and parents from the game.
- Attendance to every practice is mandatory.
- If you cannot attend a practice, please inform the coach as soon as possible.
- Attendance at practice can affect the level of playing time for the next game.
- Coaches will provide you with a game and concession work schedule as soon as possible. Please work your assigned shift or find someone to switch with you.
- Please keep your uniform in the best condition possible and do not place them in the dryer. The white side is for home games and black side is for away games.

## **STEM**

The STEM activities in St. Vincent de Paul School develop the basic principles of Science, Technology, Engineering, and Math. The class lays the foundation for appreciation by introducing students to standards of value and achievement relative to the various levels of maturity. STEM classes are taught once a week. Student work is available for public viewing throughout the school year.

### **Student Ambassadors**

Student Ambassadors are chosen from grades 5-8. They represent St. Vincent de Paul School in our core values of faith, leadership, love, and service. Students fill out an application at the start of the school year. The applicant may move to the interview round with faculty members. After this round, applicants are selected based on grades, quality of application, and professionalism during the interview. There is not a predetermined number of slots to fill as we choose those to represent our school in a positive manner.

### **Supply List**

These lists are sent separately and can be found under Links in Fast Direct.

### **Teacher Certification**

For St. Vincent de Paul School to remain an accredited school, the principal and parish priest will always attempt to hire only degreed/certified (life/provisional) teachers or teachers who are in the process of getting their degrees and certification in the very near future.

### **Telephone**

No teacher or child should be disturbed during class time. Only in extreme cases are teachers or pupils called to the telephone. No child is permitted to call home for forgotten items. Anyone found using or allowing someone else to use his/her phone will have it confiscated. Only a parent will be able to get it from the principal's office.

### **Testing**

The following tests are administered to St. Vincent de Paul School students during the school year.

- KDI-2 Kindergarten Screening is administered in May to incoming Kindergarten students.
- The IOWA Basic and the Cognitive Abilities Test (CogAT) are administered at St. Vincent de Paul School during the latter part of September. The test is administered to students in grade 8 and is designed to assess the way students learn in today's classrooms. It is designed to provide a simplified but thorough information system in the basic skill areas of Reading, Mathematics, Language Art, Reference Skills, Science, and Social Studies. The CogAT test is administered to students in grade 8. This test is composed of three distinct and comprehensive tests: Verbal Battery, which predicts academic success; the Quantitative Battery, which appraises abstract reasoning; and the Non-Verbal Battery, which assesses ability to process information.
- Students in grades kindergarten through seventh grade will participate in NWEA assessments three times a year: Fall, Winter, and Spring. It is a nationally normed, standardized achievement test which measures what students know and inform what they are ready to learn next by using a computer adaptive test that adjusts to the ability and knowledge of the student.
- Semester Exams are given in December and May to students in Grades 5 through 8.
- Chapter and unit tests are given on a regular basis. These tests play an important role in evaluating the progress of a student. These tests may be teacher-made, or

they may be supplied by the various textbook authors, etc.

- Special Testing is done by the public school district in which the family resides, for those students whom the teacher, principal, and parents believe are in need of this type of testing.

### **Textbooks**

- All hardback books are the property of St. Vincent de Paul School and loaned to the students for the school year.
- All textbooks must be returned in good condition at the end of the year.
- Any books, including Library books, which are lost or defaced must be paid for or replaced.
- All hardback books are expected to be kept covered.
- Consumable workbooks should be covered with clear contact paper to keep them from falling apart.

### **Volunteers**

St. Vincent de Paul School has a variety of opportunities for parents and parishioners to assist in the development and continuity of the educational programs during the school year. Volunteers enable the school to provide greater services to the students and teachers. If a parent or parishioner would like to be considered as a volunteer, he/she should make this known to the principal and have taken or are planning to take Prevent and Protect STL. Sara Maune in the Parish Office is the contact for this requirement. (See guidelines under child abuse on class needed per Archdiocesan regulation.)

### **Witness Statements: Called to Be Catholic**

#### **Kindergarten**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Vincent de Paul Catholic School will help me grow in the Catholic Faith. I believe that:

God loves me. I love God

God made everything good. I will praise and thank God.

God made me special. I will act as a child of God,

God made me part of his family. I will be kind to all of God's family.

#### **Grades 1-2**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Vincent de Paul School will help me grow in the Catholic Faith. I believe that:

God loves me.

I promise to love God by:

- Learning about Jesus and His love for me
- Praying everyday
- Speaking God's name with respect

God created me.

I promise to live as a child of God by:

- Obeying my parents and teachers

- Being honest and truthful
- Doing what is right

God made me a part of His family.

I promise to love others by:

- Being respectful of others
- Helping others in need
- Being kind and including others when I play

### **Grades 3-4-5**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Vincent de Paul Catholic School will help me grow in the Catholic Faith. I believe that:

God loves me.

I promise to love God by:

- Participating in the Mass and Sacraments. Especially Sunday Eucharist
- Spending time praying each day
- Learning more about God's love for me and the teachings of Jesus
- Respecting God's name and His Church

God created me.

I promise to live as a child of God by:

- Learning what Jesus expects of me
- Respecting my body as a gift from God
- Being a person who is truthful and fair
- Becoming the best person that I can be

God made me a part of His family.

I promise to love others by:

- Helping others when I know they are in need
- Giving good examples as Jesus did
- Paying attention to the wisdom and guidance of my parents, teachers, and Church
- Being respectful and not hurting others or making fun of them

### **Grades 6-7-8**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Vincent de Paul Catholic School will help me grow in the Catholic Faith. I believe that:

God loves me.

I promise to love God by:

- Studying about God—Father, Son, and Holy Spirit—and His Church
- Participating in the Mass and Sacraments, especially Sunday Eucharist
- Developing my love for Jesus through daily prayer
- Following the Commandments and Beatitudes
- Reading sacred scripture to help me understand God's plan of salvation

God created me.

I promise to live as a child of God by:

- Treating my body as a temple of the Holy Spirit
- Being a person who, like Mary, is a trusted follower of Jesus
- Taking more responsibility for my learning and behavior
- Valuing myself and developing my gifts

- Living the gifts of the Holy Spirit

God made me a part of His family.

I promise to love others by:

- Sharing my Catholic beliefs with others and helping them live responsibly
- Respecting all persons, places, and things as gifts from God
- Growing in compassion by serving those in need
- Being a friend like Jesus to those who have none
- Working with others to help make St. Vincent de Paul Catholic School and Parish a better place

## **Preschool** (All other SVS Family Handbook policies also apply to SVS preschool)

### **Admission**

Admission to SVS preschool is available to children ages 3 (by Aug. 1) through 5 years of age. All children must be independent of the bathroom or in other words "potty-trained." **NOTE: children who are 3 years old by January 1<sup>st</sup> may start preschool on January 1<sup>st</sup>.** A waiting list will be maintained. Admission will be accepted using the following criteria:

- 1<sup>st</sup>) Re-admittance for current preschoolers (Example: current 3 year old returning as a 4 year old)
- 2<sup>nd</sup>) Sibling of current St. Vincent student
- 3<sup>rd</sup>) From St. Vincent, Immaculate Conception, or Immaculate Heart of Mary parishes (referred to as "our 3 parishes") and planning on sending student on to St. Vincent de Paul School for kindergarten through 8<sup>th</sup> grade.
- 4<sup>th</sup>) Not from our 3 parishes and planning on sending student on to St. Vincent de Paul School for kindergarten through 8<sup>th</sup> grade.
- 5<sup>th</sup>) From our 3 parishes and not planning on sending student on to St. Vincent de Paul School for kindergarten through 8<sup>th</sup> grade.
- 6<sup>th</sup>) Not from our 3 parishes and not planning on sending student on to St. Vincent de Paul School for kindergarten through 8<sup>th</sup> grade.

The following applies within each of the above numbered admittance criteria:

- Full-time (5 days) will have preference over part-time (4 days then 3 days)
- The waiting list date will be used when 2 students have the same criteria

### **Arrival and Dismissal**

You and/or a sibling must accompany your child to and from the classroom. If you have an older child that will be bringing in or picking up your preschooler, we ask that you send us a one time written statement stating if/which sibling. The school opens at 6:45 a.m. Class begins at 8:00 a.m. (See also Arrival and Dismissal Policy) Elementary school is dismissed at 3:00. If you are parked in line at 3:00, you must have your child picked up and ready for the school wide departure. However, your child may stay until 3:30 p.m. Children that have not been picked up by 3:30 p.m. will go to the FAST program. (See FAST Policies.)

### **Availability**

SVS offers a variety of sessions in order to meet the needs of the child and family. These include:

5 Full days (Mon.-Fri.)	6:45 a.m. -3:30 p.m.
4 Full days	6:45 a.m. -3:30 p.m.
3 Full days	6:45 a.m. -3:30 p.m.

### **Tuition--Refer to yearly tuition, cost, and fee form**

For any changes made to the original enrollment agreement, a fee will be assessed, and changes can only occur if another student can fill the spot that was changed.

Tuition payments are to be paid in full the first of the month. For August, only HALF of your monthly tuition is due. Payment envelopes will be provided. Checks are to

be made out to St. Vincent's School (SVS). Please give to your child's teacher. If you want to pay in cash, you must bring it into the office and receive a receipt, do not send cash with your child. Any money sent to school should be in an envelope marked with the child's name and what the money is for. Please do not combine different types of payment into one check. Separate checks are needed for preschool tuition, K-8 tuition, FAST, and lunch. You may also contact your bank to set up automatic payments.

For preschool to be self-sustaining, all tuition must be paid on time. If no other arrangements are made, your child will not be admitted into the classroom after 5 days. Due to budgeting, tuition is expected even if your child is absent due to sickness, vacation, snow days, holidays, etc.

### **Communication**

To keep the lines of communication open, the teachers of the SVS preschool invite you to call us if you have any questions, concerns, or comments regarding the care and education of your child. We will also be communicating with you through the weekly Wednesday envelopes. Please check the information within the envelope, sign the envelope and send it back the next day.

### **Dress Code**

In keeping with the school's philosophy, we have adopted a preschool dress code. The children may wear navy or khaki pants/shorts/skorts and a **SOLID** red, white, or blue shirt. This may be a polo, t-shirt, or SVS shirt – skulls/crossbones are never permitted. Tennis shoes and socks are required. Please review the elementary guidelines for seasonal guidelines. St. Vincent's also has FREE used clothing available, which has many "like-new" items. Please contact the office for details.

### **Personal belongings**

Children are just beginning to understand the concept of sharing. It is very difficult for them to allow other children to touch and play with their belongings; therefore we ask that the children DO NOT bring any toys from home (other than a small item to sleep with).

### **Rest time**

We believe that a period of rest in a child's schedule is as important as any other part of the curriculum. Therefore, we will have a quiet rest time from 12:30 p.m. -2:00 p.m. **Parents will send in sleeping linens, per the supply list.**

### **Snacks and Lunches**

Children are asked to bring in a morning snack. We ask that a nutritious snack be sent in such as cheese and crackers, veggies, fruit, granola or fruit bars, etc. Juice will be provided to preschool students. Lunch will be served in the cafeteria at 11:20 a.m. **Refer to yearly tuition, cost, and fee form for lunch costs.** Please make a separate check payable to St. Vincent School and give to the child's teacher.

### **Supply List**

**These lists are sent separately and can be found under Links in Fast Direct.**