



ST. VINCENT DE PAUL SCHOOL FAMILY HANDBOOK 2023-2024

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

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MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to St. Vincent de Paul School! In choosing St. Vincent de Paul School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of St. Vincent de Paul School for the 2023-2024 school year.

The St. Vincent de Paul School Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of St. Vincent de Paul School during the 2023-2024 school year.

The faculty and staff of St. Vincent de Paul School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Respectfully,

Wanda Stewart

DIRECTORIES

2023-2024 SCHOOL FACULTY AND STAFF

Principal	Wanda Stewart	wstewart@stvs.us
Secretary	Cindy Wolf	cwolf@stvs.us
Extended Care	Julie Doolittle	jdoolittle@stvs.us
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Playground Supervisor/Para	Kelly Norris	knorris@stvs.us
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Para-educator	Raamah Khan	rkhan@stvs.us
Para-educator	Namy Malone	nmalone@stvs.us

PARISH ADMINISTRATION

Parochial Leader	Fr. John Patrick DePlama	frjohnpatrick@stvincentparish.org
Parish PAA	Kim Bowman	kbowman@stvincentparish.org
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Youth Formation	Vanessa Tompkins	vtompkins@stvincentparish.org
Children's Faith		
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	Laura Abounader	labounader@stvincentparish.org
Facilities	Marty Krause	mkrause@stvincentparish.org

SCHOOL COMMISSION MEMBERS

Commission Member	Aimee Bato	aimeebato@yahoo.com
Commission Member	Mitch Czuk	czukmandm@comcast.net
Commission Member	Mari Hagen	hagentl@aol.com
Commission Member	Wendy Wekullo	nanzai2000@gmail.com
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Principal	Wanda Stewart	wstewart@stvs.us
Pastor	Fr. John Patrick DePalma	frjohnpatrick@stvincentparish.org

SCHOOL PARENTS CLUB/ORGANIZATION MEMBERS

Chair	Michelle Owens	mowenss30@gmail.com
Tina Mancuso	Jennifer Emil	Aimee Bato
Laurie van der Roest	Maria Pascua	Jennifer Ramos
Wanda Stewart		

ST. VINCENT DE PAUL SCHOOL INFORMATION

SCHOOL LOCATION

St. Vincent de Paul School is a Pre-School through 8th grade Catholic elementary school. It is located at 30527 8th Ave. S., Federal Way, WA 98003.

SCHOOL PHILOSOPHY

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

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

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

HISTORY OF ST. VINCENT DE PAUL SCHOOL

Archbishop Thomas Connelly canonically established St. Vincent de Paul Parish on November 21, 1961. At that time approximately 300 families were parishioners. In 1963, construction plans called for a church, a hall, and a CCD center. When the Sisters of Notre Dame said that their community could staff a parish school, permission was given to expand the parish to include a school and convent.

St. Vincent de Paul School first opened its doors on September 9, 1964. In less than desirable conditions, the staff of sisters, led by Sister Dolores, instructed grades four through seven. Students were seated at folding tables and chairs and kept warm with portable heaters. In 1966, the school graduated 34 eighth graders. By 1968, with the parish growing quickly, the school expanded to include first, second, and third graders.

In 1970 parish growth and finances were a concern. The school cut back to only six grades while maintaining its full enrollment of 240 students. Without the junior high program, there was concern for continuity of Catholic education between sixth grade and high school. Once parish debt was under control, parents' dreams were fulfilled, and the decision to reinstate the seventh and eighth grades was made in December 1986. After a fundraising campaign to cover the cost of creating classroom space, seventh and eighth grade portables were dedicated in 1989 and opened to the first seventh grade class in nearly 20 years. The eighth grade followed in 1990.

Throughout the 1980's and 1990's, St. Vincent de Paul Parish grew and was in need of a larger church facility to accommodate its population. In 1996, St. Vincent's dedicated a new church building. The old church space was converted to a gym, the sacristy to a small music room, and the bride's and groom's rooms to an additional classroom. In 2001, an all-wood floor was installed in the gym. The renovation of the building was funded largely through the efforts of school families.

The school has twelve homerooms. The campus includes two portables, a library, a computer lab, a music room, a gym, a faculty lounge, a health room, administrative offices, and an additional classroom used for a variety of classes. Students use the parish social hall as a lunchroom. The facilities are used by parishioners for CCD, Grapevine, Life Teen, and CYO activities and classes.

New facilities were opened in the fall of 2003. Two rooms were added to the existing school building, which house a kindergarten and science lab. A second story was added to part of the church building, which house a larger library and computer lab. Hallway and lobby areas are connected to all of the new rooms. The previous library space was converted to a music room, and the former computer lab/health room was converted to accommodate a larger health room and a teacher work room.

MISSION STATEMENTS

ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

ST. VINCENT DE PAUL PARISH

Inspired by the Holy Spirit and empowered by the Sacraments, our diverse community worships, serves, and grows in the love and knowledge of Jesus.

ST. VINCENT DE PAUL SCHOOL

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

NOTICE OF NON-DISCRIMINATORY POLICY

St. Vincent de Paul School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

ACCREDITATION

WESTERN CATHOLIC EDUCATION ASSOCIATION

St. Vincent de Paul School was first accredited in 2004 by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. St. Vincent de Paul was accredited again in 2010 and 2016.

COVENANTS

COMMUNITY COVENANT

St. Vincent de Paul School community strives to be a covenant community. The teachers and staff at St. Vincent de Paul School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at St. Vincent de Paul Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. Vincent de Paul Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an educational and personal growth without fear of intimidation by other;
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline;
- help students develop pride in our school based on respect for themselves and others; and
- foster respect for all school staff and parent volunteers.

CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at St. Vincent de Paul Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- model Christ's teachings about love for one's neighbor in all interactions;
- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors;
- respect all students and treat each one with care regardless of race, gender, or other differences;
- obey all rules;
- respect school property and the personal property of other students;
- come to class prepared with necessary supplies and completed homework; and
- be on time, ready to learn, and give your best effort.

As a student...

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

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

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

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

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

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

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

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

I have the *right* to use learning materials.

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

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

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

CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose St. Vincent de Paul Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in St. Vincent de Paul Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- support the spiritual development of your child by attending Sunday Mass together weekly, or if non-Catholic, attending weekly worship services of your faith; foster in your student a Christ-like concern for all classmates and their reputations;
- send your child to school on time;
- uphold the rules and policies of the school; (See student responsibilities.)
- send your student to school in proper attire at all times;
- support the authority of school personnel by refusing to criticize them negatively in the presence of children;
- consult the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly;
- be available for conferences;
- assist your child to establish a specified time and place to complete homework;
- seek professional counseling and/or diagnostic evaluation when recommended by school personnel; and
- accept and embrace the diversity at St. Vincent de Paul Catholic School.

GENERAL INFORMATION

It is understood that St. Vincent de Paul School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of St. Vincent de Paul School. St. Vincent de Paul School reserves the right to dismiss any student, or to deny reenrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA)) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
 - a. Current students presently enrolled at St. Vincent de Paul School.
 - b. Students of families who have children presently enrolled in the school.
 - c. Students of parishioners who are registered in and supportive of St. Vincent de Paul Parish. Supportive families are those who regularly support the financial needs of the Parish (only the regularity of the financial support is considered—not the amount). The length of time a family has been registered in and supportive of the Parish and their level of involvement in parish life are taken into consideration.
 - d. Students of families who are registered in and supporting other Catholic parishes with priority given to parish-subsidized families.
 - e. Students of other faiths.
 - f. As in all school policies, the final decision is made by the Principal and Pastoral leader of St. Vincent de Paul School.

2. As openings occur for each grade level, students will be admitted and/or placed on a waiting list. A waiting list will be established when a class reaches:
 - a. 15 in preschool
 - b. 20 in pre-kindergarten
 - c. 28 in kindergarten
 - d. 30 in 1st--8th grades

3. St. Vincent de Paul School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
4. Final acceptance will be submitted in writing to all new families admitted for the following school year.
5. A child must be 5 years of age for kindergarten, 4 years old for pre-kindergarten, and 3 years old for preschool and/or meet our grade level criteria by August 31st immediately preceding the school year for which the student seeks to enroll. (Please refer to the Early Entry Policy for exceptions.)
6. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form **MUST** be submitted by all new students along with the registration form.
7. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
8. Registration will begin each year during Catholic Schools' Week at the end of January.

INTERNATIONAL STUDENTS

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in St. Vincent de Paul School must have complete legal documentation required by the United States government in order to do so.

STUDENTS WITH LEARNING DIFFERENCES

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, St. Vincent de Paul School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. St. Vincent de Paul School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

St. Vincent de Paul School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. St. Vincent de Paul School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Vincent de Paul School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program. St. Vincent de Paul School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, consultation with the student’s family.

Phase 2: Assessment – Comprehensive assessment through the local public school or through private, professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

****For the complete procedural plans for serving students with special needs, please contact the school office.**

ADMISSION FOR RE-REGISTRATION

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents are requested to attend the annual State of the School Meeting where contracts for the following year are handed out to parents. Contracts returned by the designated due date reserve a student’s place on the class lists for the next school year.
2. After review of the family’s current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The contract fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify St. Vincent de Paul School of the withdrawal via a note to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student’s education records will be released.
3. Student’s records will be sent at the request of the student’s new school.

WITHDRAWAL REGARDING FINANCIAL MATTERS

St. Vincent de Paul School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. Vincent de Paul School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by July 31st, if the student will be withdrawing. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn before the end of September, tuition for July and August is non-refundable.
- If a student is withdrawn after September, tuition due for the year is pro-rated based on 10 monthly payments.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

RIGHTS OF THE SCHOOL AND RELATIONSHIPS

PRINCIPAL PRIVILEGE

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

USE OF STUDENT INFORMATION AND PICTURES

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

USE OF SCHOOL/PARISH GROUNDS

St. Vincent de Paul School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

SCHOOL/HOME RELATIONSHIPS

St. Vincent de Paul School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, St. Vincent de Paul School may require parents to withdraw their children and sever their relationship with the school.

FINANCIAL POLICIES

TUITION

General Information

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

St. Vincent de Paul School Tuition Rates

1. In-Parish Tuition Rate
 - a. A St. Vincent de Paul In-Parish family is one who is registered in the parish prior to school registration.
 - i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
 - ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
 - b. A St. Vincent de Paul In-Parish family is one who has a **Stewardship Pledge Card** on file in the parish office. A quarterly review will be shared by the parish office to verify contributions.
 - c. A St. Vincent de Paul In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing at least 30 hours in school/parish service hours.
2. Monitoring of the St. Vincent de Paul In-Parish Tuition Rate Privilege
 - a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the St. Vincent de Paul School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith, but rather as objective ways of establishing a person’s commitment to St. Vincent de Paul Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.

- b. Each year, the School Commission will establish the actual cost of educating a student at St. Vincent de Paul School and apply the gift of the parish subsidy to determine the “In-Parish” rates for Catholic students.
 - c. The school office will report all tuition obligation data to each school family three times a year. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations.
 - d. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving St. Vincent de Paul School scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
 - e. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to “Catholic Out-of-Parish” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.
3. Out-of-Parish Catholic Tuition Rate
- a. This rate is available to Catholic students who have been baptized in the Catholic Church and are not currently active members of a parish.
4. Non-Catholic Tuition Rate
- a. A non-Catholic student is one who has not been baptized into the Catholic Church and does not receive in-parish tuition.

TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A.** Tuition is due on or before the **end** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
 - a. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee will be added to the total tuition balance, and additional late fees each month will continue to be added until the account is current.
- B.** St. Vincent de Paul School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.
- C.** St. Vincent de Paul School offers four tuition options to school families:
 - a. Tuition paid in full (September)
 - b. 3 equal payments (September, December, March)
 - c. 10 equal payments (September through June)
 - d. 12 equal payments (July through June)

- D.** Families that are experiencing financial difficulties should contact the principal immediately.
- E. Our tuition is collected through SchoolAdmin.** No charitable (goods or services) contribution shall be accepted in consideration of a student’s enrollment at St. Vincent de Paul School.

TUITION CONTRACTS or COVENANTS

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Vincent de Paul School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. All families must pay a covenant/contract fee of \$250 per family. The contract/covenants fee is used toward the cost of contract processing, supplies, and activities. All contract fees are non-refundable. If the contract and fee are turned in by the designated deadline, the fee is reduced to \$200.

TUITION ASSISTANCE

Fulcrum Foundation Tuition Assistance

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

St. Vincent de Paul School Financial Aid

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request an application form for the St. Vincent de Paul School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and St. Vincent de Paul financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. St. Vincent de Paul School families who belong to St. Vincent de Paul Parish receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Emergency Financial Aid

Life status changes occur, and St. Vincent de Paul School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

REGISTRATION AND FEES

New Student Registration Fees:

1. Families of new students must pay a \$250 registration fee per family to secure the student's placement at St. Vincent de Paul School. All registration fees are non-refundable. This registration fee is due with the St. Vincent de Paul School New Student Registration Application.
2. Registration begins the day of our Open House.
3. All new students are required to take a screening test to help access the student's academic needs. The testing fee is \$25 per student. New student testing fees are non-refundable.

Re-Registration Fees:

Re-registration is held each year in February at the State of the School Meetings for families currently enrolled at St. Vincent de Paul School. The registration process is complete when the school has received:

1. St. Vincent de Paul School Tuition Contract along with the contract fee.
2. St. Vincent de Paul School New Student Registration Application along with the new student registration fee.
3. Emergency information forms that have been completed in full.
4. Applications for parish assistance and scholarship applications if applying.
5. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

Building Fees:

Beyond registration and tuition, there are several additional fees that may be charged:

1. Student Planner Fee
2. Eighth Grade Graduation Fee
3. 6th Grade Camp Fee—For full details please refer to 6th Grade Camp Policy.
4. Field Trips—Prices vary due to field trip destination and costs.

FUNDRAISING

Each school family will be required to participate in fund raising. The yearly fundraising commitment is \$750 per family. These fundraising dollars may be raised by participating in any one or more of the three major fundraisers.

Scrip

1. One fundraiser at St. Vincent de Paul School is the selling of SCRIP or gift cards. For complete details and ideas to make SCRIP sales successful, please contact the SCRIP chairpersons. **Statement of liability/ waiver:** The School assumes permission to send/receive financial statements and actual SCRIP through the Thursday envelope system or directly home with the students.
2. SCRIP profits from purchases from those who are not a school family can be designed for a particular family or for the general fund.

Auction

1. The auction is St. Vincent de Paul School's largest fundraiser. It is a two-night event. We host a Family Night Auction and a Gala Dinner Oral Auction. Both are dedicated to support the full mission of the school and is held each year. The Auction Coordinator and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate, "procure" items for the auction, or they can buy out. Buy-out money is used by the [Name] procurement team to purchase quality items for the auction. (Please see [Name] Financial Policies for additional information).
2. St. Vincent de Paul School REVENUE ALLOCATIONS
 - a. The proceeds from fundraisers shall be designated as follows:
 - i. 100% for the general fund, except for designed funded items.
 - b. Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

Raffle

1. Raffle tickets are usually ordered in September. Tickets are due back by a designated date in December or January. Families receive \$.75 credit for each \$100 ticket sold.

Annual Fund

Every family is encouraged to financially support the St. Vincent de Paul School School's Annual Fund. This fund helps with the current and future viability of the school.

SERVICE HOURS

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 30 hours for a two-parent family and 15 hours for a single-parent family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$25 per hour due May 31st each year.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours on the monthly school calendar and submit the calendar at the end of the month for recording purposes. A periodic update of recorded hours is sent to all families through the school year.

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas for school service hours are, but not limited to: working in the classroom, helping during recess, assisting the teacher with take-home projects, St. Vincent de Paul School auction, Scrip program, gardening around the grounds, serving on a commission, chaperoning on fieldtrips, coaching CYO teams, attending the monthly Parent Association meetings and MORE! Ideas for parish service hours are, but not limited to: serving as a minister, usher, or lector at the Masses, helping in the parish office, helping with the Fall Festival.

ACADEMIC POLICIES

St. Vincent de Paul School exists to teach the message of Jesus Christ to its students. The curriculum taught at St. Vincent de Paul School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. Vincent de Paul School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. St. Vincent de Paul School is fully accredited through the **Western Catholic Educational Association (WCEA)**. A copy of the accreditation study and report is available in the St. Vincent de Paul School office.

CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

Instruction

The instructional program at St. Vincent de Paul School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, St. Vincent de Paul School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.

2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

Religion Class - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

Sacrament of Penance - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

Catechetical Formation in Chaste Living - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living.

Community Service - Each student and class takes part in Christian service activities throughout the year.

ACRE Test - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

Mass – St. Vincent de Paul School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers monthly, usually on a feast day for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

Prayer - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

Academic Subjects

English Language Arts - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

Mathematics - The math curriculum is aligned with the Common Core State Standards for all grade levels. Teachers employ strategies to differentiate to serve individual students according to their

abilities. The math program also emphasizes basic math facts, hands-on activities, online visual-spatial technology program for grades K-7. Algebra is taught to 8th grade students.

Social Studies/History - In social studies, PreK through 3rd grade students learn about communities, geography, and map skills. In 4th and 7th grade the focus is Washington State history. In 5th and 8th grade the focus is United States history and geography. In 6th grade the focus is world history.

Science – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

Music – General music education is taught preschool through 8th grade incorporating the National Standards for Music Education with an emphasis in the development of vocal music abilities, Orff instruments, movement, note reading, musical terms, and performance. The 7th and 8th grade curriculum has an additional focus on Choral music education.

Physical Education - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6th through 8th grade curriculum also includes team-based activities.

Technology - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at St. Vincent de Paul School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all [Name] School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent. Internet access is available to students for educational purposes only. [Name] staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

Library Skills – All students visit the school library once per week and kindergarten through 8th grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources.

Art - Art instruction takes place in PreK through 5th grade and is connected to subject areas, liturgical seasons and holidays, and is facilitated by the classroom teacher.

Personal Safety – St. Vincent de Paul School uses an Archdiocesan required safety program in PreK through 8th grade.

Band Program – St. Vincent offers band for students in grades 5-8. This program is a Kennedy feeder program, and the teacher is a Kennedy High School employee.

Choir Program - Select Choir is an audition based choral group for 7th and 8th grade students. Students sing a variety of choral literature in up to four-part harmony with an emphasis on correct breathing and vocal techniques. This is a yearlong, performance-based choir which may require day and evening performances as an extension of the school day.

Drama - The Drama Troupe is an after school elective for 7th and 8th grade students to be introduced to the dramatic arts by participating in the production of a Broadway musical. This is a yearlong project which starts in September with auditions and casting. Students attend rigorous rehearsals focusing on staging, musical direction and choreography. The project culminates with live performances near the end of the school year.

Assessment

St. Vincent de Paul School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Parents have access to PowerSchool and can check on student progress at any time. Report cards are sent home three times a year. Students in grades 2 through 8 take the Measures of Academic Progress (**MAP**) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

LIBRARY

Mission Statement

The St. Vincent de Paul School Library exists to help develop reading skills; to encourage recreational reading; to help familiarize students with the world around them, both present and past; to enhance the curriculum taught in the classrooms; and to promote a life-long love of reading.

Philosophy Statement

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children's literature; Catholic resources; other relevant library materials; and serves the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

Responsibility Policy

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

Overdue Notices: Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent to return the book(s) for others to use.

Final Overdue Notices: In May, as the library prepares to close for the year and take inventory, the final due date will be announced. A statement for the replacement cost of any books not returned is sent to parents.

Damaged Library Books: Students whose books are returned damaged beyond what would be considered “normal wear and tear” will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

Lost Library Books: If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

Questions, Comments, Concerns: If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff. The librarians and the school administration will meet with you to respond to your concern, and the pastoral leader will make all final decisions regarding materials available for the students.

Donations to our library are welcomed through our Birthday Book Sale in November.

FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. Vincent de Paul School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at St. Vincent de Paul School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. (Bus transportation is the preferred method to be used for any fieldtrip.) School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington state law, the following requirements must be met for all field trips

and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020
 - children under age 2 must be properly secured in a rear-facing car seat,
 - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
 - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
 - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
 - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school shall not accompany the class field trip.

OUTDOOR EDUCATION

Attending an outdoor school is a vital component of our sixth grade science curriculum. Each year our sixth graders and their science teacher spend the school week at OSPREY Camp located at Camp Solomon Schechter, just south of Olympia. Our students thrive in this outdoor school setting.

The acronym, OSPREY, stands for Opportunities for Stewardship Promoting Respect for the environment and Youth. At OSPREY Camp our students learn about the natural environment and how to use natural resources while practicing the values we teach at St. Vincent's—respect for selves and others and respect and appreciation for God's creation. Students are provided the opportunity to celebrate Mass in this beautiful outdoor setting.

During academic sessions, students are supervised by their classroom teacher, with the assistance of our trained high school and college Mentors. All OSPREY Camp curriculum is presented by the Mentors, in small groups, and focuses on keeping students actively engaged with hands-on lessons. In addition to academics, there is a variety of camp wide activities, including; hiking, square dancing, Ga-Ga Ball, arts & crafts, campfires, and an exciting skits & songs program on our last night! Mentors, along with our adult OSPREY Camp staff, provide 24-hour supervision in the cabins, dining hall, and during all camp activities when their classroom teacher is not in the immediate proximity.

Students and families are encouraged to participate in a school wide fundraiser to help offset camp fees.

STUDENT SERVICE HOURS

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will be required to participate in school community service each year. Service is giving of one's time to help someone who is less fortunate. We encourage children and their families to participate in parish community service as well as in the greater community.

HOMEWORK

The St. Vincent de Paul School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

Pre-Kindergarten

Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher and there is no specific amount of time for this grade.

Kindergarten and First Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes.

Second and Third Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

Fourth and Fifth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

Middle School – Sixth Through Eighth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

Additional Homework Notes

1. Students in 2nd – 8th grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.

2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student’s advantage to complete assignments outside of the school week.

Late Work

For middle school students, if an assignment is one day late there will be a 10% reduction on the grade. Assignments will only be accepted after one day late. Teacher discretion is taken into consideration on late long-term assignments and projects.

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

Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

GRADING

Students in the primary grades (Preschool-K) are assessed using a three-tier grading scale based on meeting the academic standards for their grade level. Students in grades 1-6 are assessed using a percentage grade system. Students in grades 7 and 8 receive letter grades. Grades are aligned with the academic standards of their grade level. Students’ effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

GRADING SCALE FOR GRADES Preschool-K:

3	Independent
2	With Assistance
1	Needs to Develop
NA	Not assessed at this time

GRADING SCALE FOR GRADES 1- 8:

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

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

PROGRESS REPORTS

Frequent communication between home and school is encouraged regarding your child’s academic progress. Up-to-date student progress is available for parents through an online program, PowerSchool. Parents are encouraged to monitor their student progress and to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

REPORT CARDS

Trimester report cards are issued at the end of each trimester. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child’s progress. They are tools of assessment that are used to measure a student’s achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child’s overall progress.

PARENT-TEACHER-STUDENT CONFERENCES

Parent-Teacher-Student conferences for students in PreK-grade 4 will be scheduled for each family in November. Parents are expected to attend the November conferences with their child. Conferences for intermediate students are scheduled in November and March at parent or teacher request. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students’ work and progress and to discuss with parents the ways to assist their children. Conferences also give parents opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant. Registering for conferences is done through the office.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child’s teacher.

RETENTION

If the teacher feels that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by February 25. A formal letter from the principal will be sent out by March 15th and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from St. Vincent de Paul Name School. We make every effort to work through academic issues to reach standards, however, when an intermediate student fails to pass two out of trimesters in a core subject, the student is required to take an on-line or summer school class to show mastery of the class content failed. In all cases, the final decision rests with the principal.

ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from St. Vincent de Paul School.

ACADEMIC PROMOTION

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in grades Pre-Kindergarten through 8th at St. Vincent de Paul School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

SCHOOL SUPPLIES

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on the website.

TEXTBOOKS

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

TUTORING

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices.

DISCIPLINE AND BEHAVIORAL PROBLEMS

DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

Purpose of discipline at St. Vincent de Paul School

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

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

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

1. He/she respects self and others.
2. He/she respects and cares for school and personal property.
3. He/she observes playground boundaries, lunchroom, library, and school safety rules.

Be respectful. Be responsible. Be safe.

Corporal Punishment

The use of corporal punishment in any form is prohibited at St. Vincent de Paul School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

Disciplinary Policies

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the rules covered in the St. Vincent de Paul School Handbook.
Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity or name-calling).

DISCIPLINE REGULATIONS

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. “Optimum learning atmosphere” shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

A student who engages in conduct detrimental to the school’s reputation, whether on or off school grounds, can be subject to suspension or expulsion.

Inappropriate Behavior Reminders/Warnings

After general class reminders/warnings, students may receive reminder/warnings. After three individual warnings, the students will receive a behavior/Hurtful Attitude or Action slip. The students will then go to the office to contact his/her parents to report the inappropriate behavior.

Behavioral Contracts

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student’s parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

Detention/Hurtful Attitude or Action – Take Responsibility for Yourself

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

When a student in grades 5-8 chooses not to follow school rules, he/she will receive a behavior infraction/Hurtful Attitude or Action slip and be required to go to the office to call his/her parents to

report the inappropriate behavior and make the necessary arrangement to spend 30 minutes in the “TRY” (Take Responsibility for Yourself) room after school.

Suspension

In-School Suspension

In-school suspension may be the consequence for a serious breach of behavior or excessive homework or behavior infractions. In order for a student to be separated from peers and still be supervised by a teacher, the in-school suspension time will be spent in the classroom whose students are not his/her peers. Lunch will be eaten with that homeroom and not with peers. Recesses will be spent inside and away from peers. The student will not be allowed to return to class until the next day and the principal has contacted the student’s parents. Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from St. Vincent de Paul School.

Out-of-School Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school’s reputation on or off campus, during a school or parish sponsored activity, that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student’s required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from St. Vincent de Paul School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing

committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

HARRASSMENT/BULLYING

St. Vincent de Paul School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of St. Vincent de Paul School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. Vincent de Paul School will promptly respond to allegations of harassment and bullying and take each allegation seriously. St. Vincent de Paul School will review and investigate such matters in a professional and timely manner.

1. St. Vincent de Paul School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. St. Vincent de Paul School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.
- and that creates an intimidating, hostile or offensive school environment.

Descriptive Terms

1. **Verbal Harassment:** Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. **Physical Harassment:** Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.

3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
 - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
 - (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
 - (C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or

notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

VIOLENT BEHAVIORS

St. Vincent de Paul School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

Aggressive or Reckless Behavior

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

Alcohol and Drug Policy

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of St. Vincent de Paul School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be

required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

Assault or Intentionally Causing Physical Injury

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home.

Criminal or Gang-Like Activity

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish - sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

Cheating

St. Vincent de Paul School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in

7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher

Disturbances

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

Arson is a felony. Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

Forgery

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

Gambling

Gambling on school/parish grounds is illegal and not allowed.

Hazing

Hazing in any form or of any type is not allowed at St. Vincent de Paul School and can result in suspension or expulsion from school.

Insubordination

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

Leaving School Grounds without Permission

Any St. Vincent de Paul student who leaves the school grounds without permission from the school will a behavior infraction.

Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

Profanity

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

Respect of Property

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

Theft

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

SEARCHING STUDENT'S BELONGINGS

St. Vincent de Paul School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition,**

and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

SCHOOL POLICIES

DAILY SCHEDULE

School begins promptly at 8:30AM each day and dismisses at 3PM on Monday, Tuesday, Thursday, and Friday and 2PM on Wednesday. Children may arrive prior to 8:10 AM if they are participating in school activities or riding in a carpool with students who are participating in such activities. Children should not come to school before 8:10AM since there is no supervision prior to that time. Children arriving before 8:10 AM or staying past 3:10 PM and not participating in before or after-school programs will be sent to the Extended Care program, and parents will be billed accordingly. On inclement weather days, students are invited inside the building. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

CALENDARS

The school year calendar is sent home through the summer mailing and is available on the school's website. Monthly school calendars will be sent home in the Thursday envelope and via email. The monthly calendar is also posted on the school's website. Should you not receive either calendar, please notify the school office. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

ATTENDANCE

Absences

St. Vincent de Paul School hours are from 8:30 AM and 3 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office 253-839-3532 before 8:45 AM. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades.

Tardiness

The school day starts at 8:30 AM and a student is considered tardy if he/she is not in his/her classroom at 8:30 AM. All students arriving after must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy.

Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

Vacations

Daily attendance is an integral part of the educational experience at St. Vincent de Paul School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the St. Vincent de Paul School website, KOMO and KING websites and local TV channels, Facebook, and Twitter. The school may also utilize text messages to families regarding closure alerts. Please [check for text messages and] listen to early broadcasts between the hours of 6:30 AM and 8:00 AM, always looking specifically for St. Vincent de Paul School. Please do not send students to school or **Extended Day** until it is confirmed that the school is open.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

UNIFORMS

Policy

St. Vincent de Paul School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in a uniform infraction.

Where to Purchase

New uniforms are available through the Dennis Uniform Store at <https://www.dennisuniform.com/> National Customer Service phone number is 800-854-6951 Used uniforms are available for purchase through the Parents Association Uniform Exchange.

Expectations

Parents are expected to help children keep the school uniform code. At St. Vincent de Paul School we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform shirts and blouses must be worn under the school sweater or sweatshirt and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater (vest, cardigan, or pullover) and will wear "full uniform" on designated days. Students always wear dress uniform for Mass days, picture days, and other special events. "Full uniform" means wearing the uniform shirt, pants or skirt, and sweater.

Appearance

Make-Up – Girls in grades 7-8 may wear light make-up. Girls in grades Preschool-6 may not wear makeup.

Hair – **Boys and Girls** - Hair must be neat, clean, with no artificial colors, and well groomed. If a student comes to school with colored hair or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hairstyles or colors that draw attention to the individual are not acceptable (examples: designs cut in hair, braids that hang over the eyes). Hairstyles deemed distracting by the faculty and/or the administration are not appropriate. Boys and girls are to keep their hair out of their eyes.

Girls' hair ornaments should complement the colors of the uniform and not be distracting.

Boys' hair should be cut above the eyebrows and to the top of the collar. Boys must be clean-shaven. Mohawks of any type are not allowed.

Belts - Belts will coordinate with uniforms: black, blue, gray, or brown in color.

Blouses – Short-sleeved white blouse with Peter Pan or sports collar, white knit turtleneck pullover, or short-sleeved button-front white knit with collar are acceptable. All blouses and shirts must be tucked into the waistband. **NO logos**, trim or crests are permitted.

Coats – Coats/jackets are a requirement between November and April. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess or P.E. Zippered sweatshirt type jackets may be worn as coats. Only St. Vincent School pullover sweatshirts may be worn to school as jackets; other pullover sweatshirt type jackets are not allowed.

Jewelry – Should be simple, not distracting, dangling or overly large, or of a color or style that does not compliment the uniform. No jewelry should be worn which would impact the students' safety. Hair ornaments should be of colors that complement the uniform. Earrings are limited to the ears only. Wristbands that promote a charity or health awareness are fine as long as they are appropriate and have approval from the student's teacher.

Jumpers, skirts, and skorts – Girls in PreK - 8 wear the Lloyd plaid jumper or skirt (to be worn within **2 inches** of the knee) available at the Dennis Uniform Company. Girls in grades 7-8 may wear the Dennis Uniform gray skirt; no other brand of khaki skirts is allowed. Shorts should be worn under the jumper, skirt, or skort but may not be visible. (Girls may wear tights during cold weather.)

Pants - All pants must be a uniform-style pant. Students in grades PreK - 8 wear plain navy blue, regular navy corduroy, or cotton twill long pants, available at the Dennis Uniform Store. Students in grades 7 - 8 may wear Dennis Uniform Store gray pants. Pants must not have contrasting stitching or adornments, and be ankle length, straight legged, and hemmed to shoe tops. Pants must be worn snugly around the waist and may not be baggy and oversized. No cargo-type pants are allowed.

PE Uniform – Students in grades 7 and 8 dress for PE. The PE uniform is gray PE tee shirt with logo and plain (no logo) navy shorts. If a warm cover-up is needed, the following may be worn over PE clothes: plain (no word or pictures) gray or navy-blue colored sweatpants and sweatshirts. 6th grade camp pullover sweatshirt may be worn as a PE sweatshirt.

Appropriate PE shoes are required for all students during PE. PE shoes are kept at school.

Shirts – Students in PreK – 8 wear short sleeved, button front, white knit-polo shirts with collars. White turtleneck pullover knit shirts are acceptable during cold weather. All shirts must be tucked into the waistband. (NO LOGOS or crests permitted.)

Shoes – Students must wear casual or tennis/sport shoes. They should be in the following plain colors: black, white, or gray. No print, plaid or bright neon colors. Plain matching laces or white laces are acceptable, and all shoes must be tied for safety purposes. Velcro laces are acceptable. No sandals, slip-ons, or slippery-soled party shoes. No flip flops. Please avoid shoes with thick black soles as they mark up the floors. (Also applies to any Non-Uniform days.) **Boots are allowed only on snowy days and students must bring tennis shoes to wear during classes.**

Shorts – Students in preschool-6 may wear uniform navy-blue walking length shorts in cotton twill (not knit or athletic style). Students in 7-8 may wear uniform navy gray walking length shorts in cotton twill (not knit or athletic style). They may be worn from the start of school through October 31st and from April 1st to the last day of school. Shorts must be worn within 2 inches of the knee.

Socks - All students are to wear socks at all times. They should be colors that coordinate with the uniform: black, white, navy, gray, or dark green. Girls may wear knee-highs, anklets or coordinated tights during cold weather. All socks should be plain without adornments, logos, or lace. Tights or leggings in the above colors are allowed during the winter months. Leggings must be ankle length.

Sweaters – Uniform navy blue sweaters (cardigan, vest, or pullover) with St. Vincent monograms are part of the uniform and are to be appropriately worn everyday by students in grades preschool-grade 6. Students in grades 7 and 8 have the option of wearing their school sweater or sweatshirt each day. Sweaters are to be worn by all students on Mass days and on any other days designated as a full-dress uniform day. Only uniform sweaters may be worn during school time. Uniform sweaters must be purchased from the Dennis Uniform Store.

Sweatshirts – Only St. Vincent School pullover sweatshirts may be worn to school as jackets. Students in grades 7 and 8 may wear the sweatshirt daily (except on Mass days or designed full-dress days). Students in grades preschool – grade 6 may wear sweatshirts on Fridays (except on Mass days or designated full-dress days). Sweatshirts do not take the place of the sweater. 6th grade camp pullover sweatshirt may be worn as a PE sweatshirt.

Miscellaneous -

No facial piercing of any kind is allowed.

No visible or body tattoos are allowed.

Catholic Youth Organization (CYO) or Scouting uniforms may be worn to school on days of meetings.

Non-Uniform Days

Occasionally the school will announce non-uniform days. It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs which advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-drift is allowed. Hats, sagged pants, or other clothing styles that are distracting are not appropriate.

Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student’s permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

Transfer of Student Records

If a parent is registering a child in another school, St. Vincent de Paul school will release the student’s records upon receipt of a “Request for Records Form” from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student’s next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student’s official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at St. Vincent de Paul School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask St. Vincent de Paul School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by St. Vincent de Paul School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. Vincent de Paul School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by St. Vincent de Paul School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

PARENTS AND GUARDIANS

Non-Custodial Parents

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

Divorced or Separated Parents

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The

school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

PHONES AND ELECTRONIC DEVICES

Cell Phones

Students are allowed to bring phones to school, but phones must be kept in the student's backpack (off or silent) during the day. Students are not allowed to keep the phone in their possession during the day. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

Office Phone Use

The School Office is open from 8 AM to 4 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

Electronic Devices

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as cheating.

COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Vincent de Paul School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and a weekly communication envelope. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, CYO forms, and other materials may be sent via email to every family each week on Thursdays and in the weekly Thursday communication envelope. In order to be well-informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive.

With Principal

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

With Faculty

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

Electronic

Whether occurring within or outside of St. Vincent de Paul School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through e-mails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel,

slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

Directory

The St. Vincent de Paul school directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and sent to families electronically. The St. Vincent de Paul school directory is intended solely for the use of St. Vincent de Paul school families and employees to strengthen their mutual support and the education of St. Vincent de Paul school students, and any other use of the information in this directory is strictly forbidden.

Emails

St. Vincent de Paul School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

Social Media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. St. Vincent de Paul School students and their parents must adhere to and sign the St. Vincent de Paul School Student Computer and Internet Agreement.

HEALTH CARE

Health Room

A Health Aid room is located near to the school office. This room is staffed by school staff and volunteers, who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

Medication

St. Vincent de Paul School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, St. Vincent de Paul School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at St. Vincent de Paul School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an Epipen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an Epipen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

Counseling and Referrals

School support counseling is available through the school and/or various local agencies such as Catholic Community Services.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. Since we do not yet have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any

questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

Immunizations

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physicians license number.

COMMUNICABLE DISEASE POLICY for CATHOLIC SCHOOLS

St. Vincent de Paul Catholic school follows the Archdiocese of Seattle's policy regarding communicable diseases. Students or parents/guardians may obtain a copy of the policy from the school office.

ACKNOWLEDGMENT OF RISK OF COVID-19 AND OTHER COMMUNICABLE DISEASES

St. Vincent de Paul Catholic school is committed to the health and well-being of our students, faculty/staff, volunteers, and others who are part of the St. Vincent de Paul Catholic school community. We acknowledge that the novel coronavirus (“COVID-19”), which has been declared a pandemic by the World Health Organization, poses significant health risks and has affected many aspects of life. It is possible that other communicable diseases could pose risks to St. Vincent de Paul Catholic school students and others in the St. Vincent de Paul Catholic community. To confront the unprecedented challenges and risks presented by COVID-19 and other communicable diseases, St. Vincent de Paul Catholic school is following recommendations and guidance issued by county, state, and federal authorities and agencies, including the King County Department of Health, OSPI, and the Centers for Disease Control and Prevention.

Students and parents/guardians are expected to understand and acknowledge the dangers presented by COVID-19 and other communicable diseases. In particular, COVID-19 is contagious and believed to spread mainly from person-to-person contact. The risks associated with COVID-19 may include, but are not limited to, illness and, in some cases, death. As of the printing of this Handbook, there is no vaccine to prevent COVID-19 and it is very possible that a vaccine will be unavailable during the 2020-21 academic year. Students and parents/guardians are expected to stay informed of COVID-19, as well as other communicable diseases, and understand their associated risks.

To prevent and to reduce the spread of communicable diseases like COVID-19, students and parents/guardians are expected to:

1. Comply with all recommendations and guidance for reducing the spread of communicable diseases published by county, state, and federal authorities and agencies, including the King County Department of Health and the Centers for Disease Control and Prevention and Washington Department of Health. Such recommendations include, but are not limited to, maintaining physical distancing guidelines, wearing a face covering, and washing hands with soap and water for a minimum of 20 seconds regularly.
2. Comply with all rules, guidelines and protocols adopted by St. Vincent de Paul Catholic school for reducing the spread of COVID-19 and other communicable diseases.
3. Notify St. Vincent de Paul Catholic school within twenty-four (24) hours if the student (a) has been in contact with someone known or suspected to be infected by COVID-19 or any other communicable disease; (b) has been diagnosed as being infected by COVID-19 or any other communicable disease; or (c) has been running a fever or exhibiting other symptoms as outlined by King County Department of Health.

Students must stay home if they feel ill, exhibit symptoms of COVID-19 or any other communicable disease or have tested positive for COVID-19 or any other communicable disease.

Students who are at school must report to the front office staff if he/she becomes ill during the day. In those circumstances, St. Vincent de Paul Catholic school will contact the student’s parent/guardian and send the student home. Students are expected to stay home until they are no longer contagious as determined by a licensed medical professional.

St. Vincent de Paul Catholic school will close its campus if St. Vincent de Paul Catholic school deems it necessary to protect students, faculty/staff, volunteers, and others who are part of the St. Vincent de Paul Catholic community from exposure to COVID-19 or any other communicable disease, including at the advice, guidance, or direction of local and state authorities.

EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, St. Vincent de Paul School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the St. Vincent de Paul School text messages and through school closure listings on KOMO, KING, KIRO TV stations. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. **Student illnesses**--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an

unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.

2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

Fire Drills

Fire drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

Earthquakes

1. Instructions on what to do during an earthquake:
 - a. Remain calm and think through the consequences of any action you take.
 - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
 - c. If in a **CLASSROOM or PARISH HALL** you should: Get under desks or tables and begin counting, "One St. Vincent, Two St. Vincent, etc. up to sixty. Face away from windows.
 - d. **DROP**-Crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
 - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
 - f. If in **PARISH HALL or ASSEMBLY** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
 - g. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
 - h. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:

- a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
- b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
- c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
- d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
- e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
- f. Do not spread rumors. They often do great harm following emergencies.
- g. Keep the streets clear for passage of emergency vehicles if necessary.
- h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS.**" Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
- i. Respond to request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
- j. Cooperate fully with Public Safety officials.

Lockdown

Lockdown is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown procedures routinely so they can be prepared in the event of an emergency. Lockdown procedures are not meant to scare the community but to empower all members to use safety precautions at all times.

SAFETY AT SCHOOL

St. Vincent de Paul School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of St. Vincent de Paul School.

Carpool Safety

Carpool directions will be sent home as needed. Morning drop off is front of the school. All afternoon pickup is on the blacktop to the south of the churn and Penny's Park. There is no street parking on 8th Avenue for afternoon carpool. The front drive is reserved for daycare vehicles only in the afternoon.

Bicycles/Skateboards/Scooters/Rollerblade Safety

For security and safety, we do not advise students to utilize these modes of transportation to school.

Pedestrian Safety

Students walking home are required to parent permission leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

Touching Safety

Protecting God's Children™ program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt out of the program, you must sign the *Touching Safety Opt Out Form*™, available from the classroom teacher.

Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

BEFORE-CARE AND AFTER-CARE

St. Vincent de Paul School offers a before and after school program, referred to as St. Vincent de Paul School Extended Care. This program is located in the Cascade Classroom.

The primary focus of St. Vincent de Paul Extended Care is to provide onsite quality supervised care for St. Vincent de Paul School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by Extended Care Assistants that are employees of St. Vincent de Paul School. St. Vincent de Paul Extended Care assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. St. Vincent de Paul Extended Day assistants are under the supervision of the St. Vincent de Paul Extended Day Director. Day-to-day management of the St. Vincent de Paul Extended Day is the responsibility of the St. Vincent de Paul Extended Care Director, who reports to the principal.

There is a separate charge for students attending the St. Vincent de Paul Extended Day program. Applications for St. Vincent de Paul Extended Care program are available in the school office.

Policies and Procedures

Extended Care is open in the morning from 6:30-8:10 AM and in the afternoon from 3-6 PM Monday, Tuesday, Thursday, and Friday and from 2-6 PM on Wednesdays.

- Parents must sign in their student in the morning session of Extended Care. At 8:10 AM the Extended Care staff will dismiss the students to the school grounds for morning line-up.
- For the afternoon session, the Extended Care staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please park and come through the building to the Extended Care door.
- Extended Care is not open on in-service days or afternoons on noon dismissal days.

After school students will go outside (weather permitting) for recess until the supervisors take them into the building at 4 PM. From 4-5 is study time for all students. However, it is not our expectation that the Extended Care personnel supervise or require the students to do homework. Please pack an after-school snack for your child when staying for Extended Care.

Students are expected to treat each other and all Extended Care assistants with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. The assistants will use the detention forms to notify parents of concerns.

A copy of the student’s emergency form is kept on file at Extended Care. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone call directly to Extended Care.

Open Times

Mornings – 6 AM-8:10 AM

Afternoons – 3 PM-6 PM M, T, Th, F
2 PM-6PM W

Extended Day is not available on half days or days school is not in session.

Fees

Mornings – 6 AM-8:10 AM	\$6 per day for 4 or more days per week \$7 per day for less than 4 days per week
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Afternoons – 3 PM-6 PM M, T, Th, F 2 PM-6PM W	Full Time: 4 or more days per week: \$6for the first hour per day \$5 for additional hour
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Drop-In	\$10 before or after school
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Late fees – \$10 per student every 10 minutes after 6 PM

Hourly rates apply to any portion of an hour that is used.

Extended Care bills are sent on a monthly basis. All bills are due within 5 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

LUNCHROOM

Lunchroom Rules:

- Come to the Parish Hall for lunch quietly and respectfully.
- There is absolutely no running in the hall.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.

Failure to follow these rules will result in loss of recess or after school detention.

PLAYGROUND BEHAVIOR

Rules and Behavior

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action. Playground rules are designed to ensure the safety of all students and to provide an environment in which children can enjoy their play time with classmates.

1. Follow directions.
2. Use playground equipment properly.
3. Stay within school boundaries.
4. Report all injuries to the playground monitor.
5. Food is allowed at morning recess only.
6. Use appropriate language.
7. Be respectful.

Playground Equipment

Recess equipment is available for all students and should be shared with all those who wish to use it. Playground equipment rules:

1. No hardballs or baseball bats are allowed at school.
2. Jump ropes are to be used for jumping only and used in a manner which will not interfere with other games or cause harm to another students.
3. Children may bring their own toys and equipment from home if the following procedures are followed:
 - Children must accept responsibility for their own equipment.
 - Names must be on equipment.
 - Children may not be excluded from games.
 - Toys may only be used during recesses and must be used appropriately at all times.

Only tennis shoes are allowed to be worn on the field; no cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose any trash prior to leaving the field.

RELEASE OF STUDENTS

Release of Students To Another Adult

If anyone other than a parent or guardian is sent to pick up students, St. Vincent de Paul School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. St. Vincent de Paul School will check identification of anyone who is not the child's parent and who is picking up a child from school.

Release of Students To Police

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

PARENTAL INVOLVEMENT

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

It is expected that parents will become actively involved in their child's progression through St. Vincent de Paul School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PARENT CLUB/ORGANIZATION, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?

9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

Visitors

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

Parties

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats are served at lunch time under the guidance of teacher/principal and/or administrative assistant. Adhere to any and all allergy concerns in the class.

Party invitations are not to be handed out at school or at carpool. Please send your invitations by mail or email. Please consult parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only St. Vincent de Paul School students are allowed at classroom parties.

PICTURES

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them.

ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to St. Vincent de Paul School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

DANCE POLICY

St. Vincent de Paul School sponsors two after school dances and one evening dance for our junior high students. Only St. Vincent de Paul students may attend these dances. We do not join with other schools for dances during the year.

HOMESCHOOLING

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse home schooling programs.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

SPECIAL POLICIES AND INFORMATION

CATHOLIC YOUTH ORGANIZATION (CYO)

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. St. Vincent de Paul School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

PARENT CLUB/ORGANIZATION

The Parent Club/Organization is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

The Parent Club Board consists of the Parent Club Chair, Secretary, and Social Committee Chair. The board members meet with the principal prior to each general meeting to determine the meeting agenda and any activities or events the Parent Club is sponsoring.

"Many Gifts, One Spirit" is our guiding document.

SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation

of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available in the school office for checkout upon request.

“Many Gifts, One Spirit” is our guiding document.