

August 29, 2013

Dear Parents,

It is difficult to believe we have almost completed our first full week of school. Teachers and staff have welcomed your children and planned for a terrific year. The excitement of the little ones in kindergarten is palpable and the leadership and confidence exhibited by the older students is impressive. All of us at St. Vincent de Paul understand the sacred mission that is ours to educate your children. Thank you for entrusting us with your most precious children.

We are pleased to announce that Gwen Aponte has joined our staff as bookkeeper and location administrator for human resources. Ms. Aponte brings her enthusiastic personality and a wealth of experience in the business and human resources areas, most recently at the Archdiocesan level. Please join us in welcoming Ms. Aponte to our staff.

Currently we are seeking an experienced learning specialist. At this time, our teachers and aides are providing extra attention to those students who have previously received services from the learning specialist. We will inform you when we have filled this position.

Teachers are beginning to prepare for Back to School Night on Wednesday, September 4. The evening will begin promptly at 6:30 pm in the Church, followed by meetings in your childrens' classrooms. We look forward to seeing all of you on Wednesday night.

A packet of forms is included in this week's envelope. Please read them carefully, complete the forms and sign where necessary. The **ENTIRE** packet is to be returned to Ms. Barnes in the main office. You will also find the following enclosed:

- invitation to the Back to School Dinner and Dance sponsored by the SVdP Parent Guild.
- yearly calendar of events
- flyer regarding SVdP logo merchandise
- student accident an insurance information
- picture day

We wish to thank all of you for welcoming us so warmly. We ask your continued patience as we learn names and more fully familiarize ourselves with St. Vincent de Paul School. As we approach this holiday weekend, we ask our gracious God to keep you safe and ask blessings for a restful and enjoyable three days.

Sincerely,

Nancy J. Barrett Co-Principal Marguente Marguerite Pini Co-Principal

2350 Green Street • San Francisco, California 94123 Telephone: (415) 346-5505 • Fax: (415) 346-0970

Saint Vincent de Paul School Yearly Calendar of Events 2013-2014

July 15	First Day of Legarza Camp – Open through July 26
A110 17	Strident Council Detroit 10 00
Aug. 17 Aug. 20	Student Council Retreat 10:30 am – 6:00 pm
214g. 20	Teacher In-Service 10:00 am
Aug. 21	New Parent Cocktail Party Kindorgarton Speak A Reak 0.00
1146. 21	Kindergarten Sneak-A-Peak 9:00 am Teacher In-Service 10:00 am
Aug. 22	
Aug. 23	First Day of School 8:10 – 10:30 am – No Extended Care 12:30 pm dismissal
Aug. 25	New Family/Parish Picnic – SVDP Campus
Aug. 26	First Full Week of School – Cafeteria Service Starts on Monday
_	Jacobski Scivice Sales of Monday
Sept. 2	Labor Day – School Holiday
Sept. 4	Back to School Night – All Parents Mandatory Meeting K-8
Sept. 6	First Friday School Mass 9:15 am (8 th grade)
Sept. 14	Faculty/Staff, SVDP Parents' Guild Installation Mass 5:15 pm
C	Back to School Dinner Dance to follow in the gym
Sept. 16	IOWA Testing Begins
Sept. 23	Teacher In-Service – 12:30 pm dismissal
Sept. 27	Feast of St. Vincent de Paul – Students attend 9:15 am Mass
Sept. 28-29	IOWA Testing Ends
5cp a 20 25	Ministry Fair – After all Masses in the Parish Hall
Oct. 1	High School Information Day - Church Hall 8:30 am - Noon
Oct. 4	First Friday School Mass 9:15 am (7th grade)
Oct. 6	Saint Vincent de Paul School Welcome Coffee after 8:00 am Mass
Oct. 8	School Open House – Times to be determined
Oct. 10	School Open House – Times to be determined
Oct. 14	Columbus Day Holiday
Oct. 25-26	Halloween Carnival – Gym
Oct. 28	Teacher In-Service 12:30 pm dismissal
Oct. 31	Halloween Parade – Main School Yard
Nov. 1	All Saints' Day – Students attend 9:15 am Mass (6th grade)
. ,	Report Card Distribution
Nov. 3	Auxiliary to the de Paul Youth Club Memorial Mass 8:00 am – Welcome coffee after Mass
Nov. 4	Parent/Teacher Conferences 12:30 pm dismissal
Nov. 5	Parent/Teacher Conferences 12:30 pm dismissal
Nov. 6	Parent/Teacher Conferences 12:30 pm dismissal
Nov. 7	Parent/Teacher Conferences 12:30 pm dismissal
Nov. 8	12:30 pm dismissal
Nov. 11 Nov. 16	Veterans' Day - School Holiday
Nov. 16 Nov. 25	Auxiliary to the de Paul Youth Bella Notte Dinner after 5:15 pm Mass
Nov. 27	Teacher In-Service 12:30 pm dismissal
1404. 27	Grandparents' Day
Nov. 28	Thanksgiving Pox. Mark Cl. R. H. R. H. G. 15.
Nov. 29	Thanksgiving Day – Men's Club Breakfast after 9:15 am Mass Thanksgiving Holiday
Nov. 30	de Paul Youth Club Reunion
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Dec. 1	Saint Vincent de Paul Parents' Guild Welcome Coffee after 8:00 am Mass
Dec. 6	First Friday School Mass 9:15 am (5th grade)
Dec. 8	Auxiliary to the de Paul Youth Club Noel Luncheon
Dec. 18	School Confessions 10:30 am
	School Christmas Program 7:00 pm in the Church
Dec. 20	Christmas Holiday begins 12:30 pm dismissal – No Extended Care
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Saint Vincent de Paul School Yearly Calendar of Events 2013-2014

Jan. 6 Jan. 11 Kindergarten Testing St. Vincent de Paul Parish Thank You Dinner Jan. 20 Martin Luther King Jr. Holiday Jan. 25 Hirst Reconcillation 5:00 pm — Church Jan. 25 Kindergarten Testing Men's Club Cioppino Dinner Jan. 26 Catholic Schools Week begins Jan. 27 Teacher In-Service 12:30 pm dismissal Feb. 1 Feb. 1 Feb. 7 Feb. 7 Feb. 7 Feb. 7 Feb. 17 Feb.		
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Schedules and dates are subject to change. Always check the monthly calendar posted to the website for changes and for dates and events not listed above.



ARCHDIOCESE OF SAN FRANCISCO

REAL PROPERTY SUPPORT CORPORATION

1301 Post Street, Suite 102, San Francisco, CA 94109-6602 (415) 292-0800 Fax (415) 292-0805

School Parents and Students ASBESTOS NOTIFICATION

August 2013

Marguerite Pini & Nancy Barrett Saint Vincent de Paul Elementary School 2350 Green Street

Dear School Parents and Students:

This letter is to advise you that the Archdiocese of San Francisco and your school have participated in a program to identify and control asbestos-containing materials in your school buildings. This program is being conducted under the Federal Asbestos Hazard Emergency Response Act (AHERA) of 1986 and the Asbestos Containing Materials in Schools Rule of 1987 (40 DFR 763).

San Francisco, CA 94123

Inspection of your school during the summer of 1988 and subsequent 3-year reinspections revealed that there are materials containing asbestos in the building(s). Specific locations in which asbestos was found in your school buildings are detailed in an asbestos inspection report, which was prepared for your school and which is available for examination in the school office.

The Archdiocese has prepared an operation and maintenance plan intended to minimize the risk to the students from airborne asbestos. As part of this plan, the Archdiocese has repaired and/or removed any damaged asbestos contained in building materials and has undertaken a long-term management program, including removal of asbestos materials in locations where such materials might be damaged and asbestos fibers might be released.

A copy of the approved Asbestos Management plan will be made available for inspection by you or your parent-teacher representatives and individual teachers.

Copies of the overall Asbestos Management Plan for the Archdiocese, including those portions of the plan applicable to this school, will be made available for examination from 8:30 AM – 4:30 PM, Monday through Friday, excluding holidays at your school office or at the Archdiocese's Real Property Support Corporation's Building & Construction office located at 1301 Post Street~Suite 102, San Francisco, CA 94109. Copies of the management plan may be obtained from the Archdiocese for a reasonable cost. Please contact your school office or the RPSC's Building & Construction Office at 415-292-0800-Ext. 4 for plan availability, cost of copies, and time required obtaining copies.

To School Parents and Students

August 2013 Page 2

As part of the Management Plan, periodic surveillance and three year re-inspections will take place to maintain a current inventory of the locations and condition of the asbestos containing materials.

In order to assist your school and the Archdiocese in the maintaining the protective covers on the existing asbestos materials and reducing risk of exposure to students and school staff, we request that students not damage any material labeled as continuing asbestos and do not enter areas with signs warning that asbestos is present. In the case of younger students, we request that parents discuss the importance of not disturbing any material marked with asbestos warning labels.

The Archdiocese is committed to a program to reduce the risk of exposure to our students from airborne asbestos. We appreciate your help in our efforts to maintain a safe and healthy environment in our schools.

Sincerely yours,

Ms. Maureen Huntington

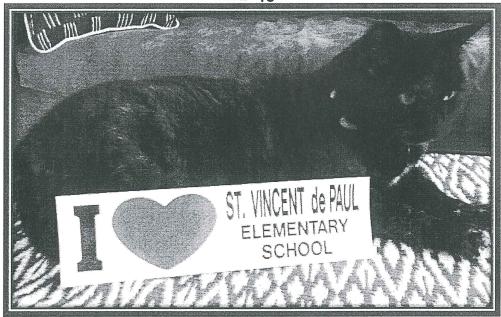
Superintendent of Catholic Schools

Stevé Kalpakoff

Associate Director

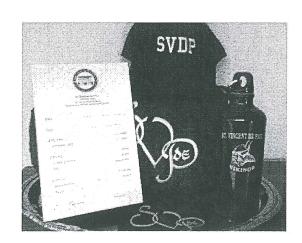
Archdiocese of San Francisco Real Property Support Corporation

'VE GOT THE SPIRIT IN ME



After the long summer drought, SVDP logo merchandise is finally back!

Fleece Jackets -- \$40
Fleece Capes -- \$40
Stadium Blankets -- \$40
Shorts -- \$20
T-Shirts -- \$20
Water Bottles, Car Magnets, Sweaty Bands -- \$10
Permission Slip Notepads -- \$5



Visit the Spirit Sales table at the Parish Picnic and the Back to School Dinner Dance or Attach a check to this flyer and send into the front office.

Questions about the goods or comments on this awesome flyer: Kendra Robins / kendra Srobins@yahoo.com

VERY IMPORTANT

PLEASE REVIEW AND SIGN THE ATTACHED DOCUMENTS AND RETURN TO THE SCHOOL OFFICE ASAP

Child's Name
Does Your Child Have Any Special Needs We Should Know About?
Allergies:
<u>Vision Problems / Concerns:</u>
Hearing Problems / Concerns:
Medication Needs:
Health Problems / Concerns:
Any Other Information We Should Know About Your Child:
Name of Child: Grade:
Please fill out this form whether or not your child has any special needs

PERMISSION AND RELEASE FORM

(Photography/Video/Film Project/Website/Internet Project)

I,	hereby authorize	
(Parent or Guardian)	- •	
(Name of Student)		(Name of Student)
(Name of Student)	<u>.</u>	(Name of Student)
to participate in the making of a production and/or internet website year.		f photograph(s), video film ochure during the 2013-2014 school
rights in the photograph(s) and/or	video film product limited to, the righ	its to reproduce, copy, edit, exhibit,
PARENT OR GUARDIAN		
Signature:		
Date:		
I do not want my ch Website.	nild's picture publi	shed in a newsletter, brochure, or

Traffic / Safety Notice

A traffic lane will be created along the white zone on Green Street. PLEASE STAY IN THIS TRAFFIC LANE. This lane will be maintained from 2:45 - 3:40 p.m., Monday, Tuesday, Thursday, Friday; and 1:30 – 2:00 p.m. on Wednesday. Traffic will flow from Steiner Street along Green Street to Pierce Street. PLEASE DO NOT PICK UP YOUR CHILD FROM THE OPPOSITE SIDE OF GREEN STREET.

All students will be dismissed at the usual time:

K-2 3:00 p.m. 3-8 3:25 p.m. Monday, Tuesday, Thursday, Friday.

All grades are dismissed at 1:45 p.m. on Wednesdays:

All grades are dismissed at 12:30 p.m. on early dismissal days.

Students will be grouped on the sidewalk according to grade. K-2 will be closest to the comer of Green and Pierce Street since these grades are dismissed earlier.

The Traffic Coordinator and teachers will assist your children into your car. PLEASE DO NOT GET OUT OF YOUR CAR. When you have picked up your child, exit at the end of the traffic lane.

In order to keep the flow of traffic moving, if you do not see your child, circle the block and return to the traffic lane. PLEASE DO NOT HONK YOUR HORN FOR YOUR CHILD. 1HIS IS AT THE REQUEST OF OUR NEIGHBORS.

If you would like to walk on the school grounds to pick up your child, legally park your car first.

ed on the cooperation of every parent and child.

The success of this plan will depend Please do your best to comply with	this request.
÷÷******	***********************************
Traffic/Safety Notice Acknowledgn	
I have read the attached Traffic/So picking up my child of this plan.	afety Notice. I have notified all persons responsible fo
Child's Name(s) and Grade(s)	
Signature	Date

DISMISSAL FORM

Dear P	arents,
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Parent's Signature

To continue to provide for the safety of our students, please follow our dismissal procedure.

Please indicate below where your son/daughter should go after dismissal.

If your K-2nd grade son or daughter does not have an older sibling and is not picked-up by 3:15pm s/he will be escorted to Extended Care. If s/he is in the 3rd-8th grade and not picked up by 3:40pm s/he will be escorted to Extended Care or the Gym (if he or she is a dePaul Youth Club member).

If a dePaul Youth Club member is at the gym, and is not picked-up by 5:00pm, and his or her parents have not indicated to Jenifer Spinale that s/he can walk home by unattended, s/he will automatically be taken to Extended Care.

Thank you for your cooperation. Sincerely, Nancy Barrett and Marguerite Pini Co-Principals My son/daughter will go to the following location after dismissal: **Extended Care** Gym: Circle an option below. (I am aware the Open Gym hours are from 3:20-5:00pm for dePaul Youth Club members) **Option A:** My child may walk or take the bus home when they leave the gym **Option B:** I will pick up my child from the gym Picked up by parent Walk or take bus home

Child's Name and Grade

To: All School Families		
From: SVDP Administration		
Re: School Directory		
As we prepare our school directory to distribute to school families, we ask for your permission to include the following information:		
Parents' names Student(s) names and grades Home address Telephone and email addresses provided at registration		
YES, please include our family in the school directory		
No, we do not wish to be included in the school directory		
Family name		
Signature of parent		

ACCEPTABLE USE OF THE INTERNET AND ELECTRONIC INFORMATION RESOURCES

CONTRACT

*Please read this document carefully. When signed by you (the user) and your parent/guardian, it becomes a legally binding contract. We must have your initials where indicated and you signature and that of your parent/guardian before we can provide you access to the Internet.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and the user may be subject to disciplinary action. The use of the information system is a privilege and not a right. Inappropriate use may result in cancellation of those privileges. The administration of St. Vincent de Paul School may require that the System Administrator deny, revoke or suspend use to students who have violated these privileges. The school administration will decide what appropriate use is and their decision is final. Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. This includes but is not limited to such actions as:

- using the network for any illegal activity, including violation of copyright or other contracts
- use of the information services for commercial activities for profit or product advertising
- degrading or disrupting equipment or system performance
- vandalizing the data of another user
- wastefully using finite resources
- gaining unauthorized access to resources or entities
- invading the privacy of individuals
- using an account owned by another user without authorization
- posting personal communications without the author's consent
- posting anonymous messages
- placing unlawful information on a system
- using abusive or otherwise objectionable language
- sending messages that are likely to result in the loss of recipients' work or systems
- sending "chain letters", "broadcast" or "chat" messages to a list of others
- polifical lobbying

Any other use which would violate the policies of St. Vincent de Paul School concerning proper student conduct and/or which would violate the feaching of the Roman Catholic Church.

Any user who is uncertain as to whether a particular proposed use is inappropriate shall make prior inquiry with the System Administrator.

I have read and	understand this page.	
User	Parent/Guardian	

OTHER TERMS AND CONDITIONS OF THIS CONTRACT

- Personal Responsibility. I will accept responsibility for reporting any misuse of the computers or related equipment to the adult in charge. Misuse can come in many forms and includes vandalism, theft and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.
- 2) Acceptable Use. The purpose of providing access to electronic resources is to support classroom instruction and educational research. The use of the electronic services must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of St. Vincent de Paul School.
- 3) Netiquette. You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

a) BE POLITE

b) USE APPROPRIATE LANGUAGE

c) PRIVACY. Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues.

d) DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others. Do not tie up the network with idle activities, play interactive games or download huge files.

- 4) Services. St. Vincent de Paul School makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. St. Vincent de Paul School specifically denies any responsibility for the accuracy of information obtained through Internet electronic information services.
- 5) Security. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the System Administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system. ST. VINCENT DE PAUL CHOOL RESERVES THE RIGHT TO INSPECT ANY USER FILES AT ANY TIME.
- 6) Vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, altering files and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and disciplinary action as outlined in the student handbook.
- St. Vincent de Paul School has a behavior code for all students that details appropriate school behavior, outlines rights and sets expectations for students. Because electronic resources are used as part of a school activity, the school's discipline policy applies to network activities as well. Therefore, the electronic resource contract is an extension of the school's behavior code.

I have read and understand this page.		
User	Parent/Guardian	

ELECTRONIC RESOURCES CONTRACT REQUIRED SIGNATURES

This contract shall remain in effect so long as user is enrolled at St. Vincent de Paul School and/or is otherwise provided access to an information service accessed through St. Vincent de Paul School.

STUDENT: I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my computer use privileges and appropriate legal action.

User Name (please print)
User Signature
PARENT OR GUARDIAN: Students must also have the signature of a parent or guardian who has read this contract.
As the parent or guardian of this student, I have read and agree to abide by this contract and understand that it is designed for educational purposes. I understand that it is impossible for St. Vincent de Paul School to restrict access to all controversial materials and I will not hold the school responsible for materials acquired on the network. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my child's computer use privileges and appropriate legal action. I accept full responsibility for supervision if and when my child's use is not in a school setting.
Parent of Guardian Name (please print)
Signature Date
Principal

MEDICAL RELEASE AND CONSENT TO TREATMENT OF CHILD

I am a parent or legal guardian of [IN	SERT NAME OF CHILD]
, ("my child") who is a student at [INSERT
NAME OF SCOOL]	. I have read, understood
and consent to the following concerning my	child:

- 1. First-Aid/Emergency Treatment: Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb or well-being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I consent to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The "emergency physician" listed above; 2) the "primary physician" listed above; 3) another physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.
- 2. Medical Supervision/Administration of Medicines: I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or ongoing basis, except by special agreement. If I have indicated, by signing this consent below, that the school may administer medications to my child, and if the school has agreed to administer medications by signing this consent below, I authorize the school to administer medicines listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child's name and doctor's instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.
- 3. Release of Student to Qualified Emergency/Medical Personnel and Third Parties: Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property, or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and

- arranging for such care as my child may need, in the following order of priority:

 1) the persons listed above as emergency contacts; 2) qualified medical/emergency professionals; 3) another responsible adult.
- 4. Gathering, Use and Release of Medical Information: Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information reasonably necessary to provide emergency medical care and otherwise ensure the life, limb and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. I understand that this information will be requested, gathered and/or released only for the purpose of providing first-aid or emergency medical are necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.
- 5. School Athletics: As a condition of participating in school athletics, the school reserves the right to obtain medical information regarding any physical or emotional condition or injury that pertains to my child's ability to participate safely and constructively in school sports, and to require a written medical clearance at any time before my child may participate in, or return to participation in, school sports activities during the school year. This information will be used solely for the purpose of evaluating my child's ability to participate in school sports activities and will not be obtained by or disseminated to any third parties, except the school's coaches, administrators, trainers and athletic staff, and only for these purposes or as otherwise allowed by law.

NOTE: ALL MEDICINES TO BE TAKEN ON SCHOOL GROUNDS, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY THE SCHOOL 9IF SCHOOL AGREES TO DO SO), MUST BE ARRANGED FOR IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND DOCTOR'S INSTRUCTIONS.

THE SCHOOL WILL NOT ADMINISTER MEDICINES UNLESS A PYSICIAN'S WRITTEN AND SIGNED AUTHORIZATION, INCLUDING COMPLETE INSTRUCTIONS, IS ATTACHED TO THIS FORM.

In consideration of the arrangement indicated in this consent, the undersigned hereby releases and discharges the Archdiocese of San Francisco, its constituent organizations, including but not limited to The Roman Catholic Welfare Corporation, the Department of Catholic Schools and the school, and their respective officers, agents and employees for any and all claims for personal injuries and property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages by caused by the negligence (whether active or passive) of any of the entities or individuals named or described above, excepting only injuries or damage resulting from Archdiocese's willful misconduct.

I authorize and request the school to administer the above medications to my child on these terms.

Signature of Parent/Legal Guardian

On behalf of the School, I agree to supervise administration of the above medications, consistent with the terms contained herein.

Signature of School Principal