



# SVDP COMMUNITY HANDBOOK

2022-2023

**In solidarity with Saint Vincent de Paul, we strive to be experiential, innovative, and courageous learners who are committed to promoting Gospel Values.**

Updated September 7, 2022

# Table of Contents

---

<b>MISSION &amp; PURPOSE .....</b>	<b>6</b>
VISION STATEMENT .....	6
MISSION STATEMENT.....	6
CORE VALUES.....	6
SCHOOLWIDE LEARNING EXPECTATIONS.....	7
SCHOOL HISTORY .....	8
<b>OUR PARENT COMMUNITY .....</b>	<b>9</b>
PARENTS AS PRIMARY EDUCATORS .....	9
PARENTAL INVOLVEMENT .....	9
SAINT VINCENT DE PAUL SCHOOL ADVISORY BOARD .....	9
SAINT VINCENT DE PAUL PARENT GUILD .....	10
VOLUNTEER REQUIREMENTS.....	10
<i>Virtus Online Training</i> .....	10
<i>LiveScan</i> .....	10
<i>Vaccination Status</i> .....	10
<b>SCHOOL SCHEDULES.....</b>	<b>11</b>
DAILY SCHEDULE .....	11
EARLY DISMISSAL DAYS SCHEDULE.....	11
EXTENDED CARE HOURS.....	11
<b>ADMISSIONS.....</b>	<b>12</b>
ADMISSIONS POLICY AND PRIORITIES .....	12
GENERAL PROCEDURES.....	12
ADMISSION PROCEDURES/REQUIREMENTS .....	12
IMMUNIZATION AND HEALTH SCREENING REQUIREMENTS .....	13
AGES OF ADMISSION .....	13
CONTINUOUS ENROLLMENT AGREEMENT & TUITION CONTRACT .....	13
NEW STUDENT PROBATION POLICY .....	13
<b>ATTENDANCE.....</b>	<b>14</b>
TARDINESS .....	14
ABSENCES .....	14
TRUANCY.....	14
APPOINTMENTS .....	14
RELEASE DURING SCHOOL HOURS.....	15
FAMILY VACATIONS .....	15
<b>COMMUNICATION.....</b>	<b>16</b>
SCHOOL COMMUNICATION WITH PARENTS.....	16
TEACHER COMMUNICATION WITH PARENTS .....	16
COMMUNICATION WITH THE TEACHERS/ADMINISTRATORS.....	16
PARENT/TEACHER/STUDENT RELATIONS .....	16
<b>FINANCE .....</b>	<b>17</b>
TUITION AGREEMENT .....	17
TUITION DEPOSIT .....	17
TUITION .....	17

TUITION PAYMENT .....	17
TUITION ASSISTANCE.....	18
MID-YEAR WITHDRAWAL.....	18
DELINQUENT ACCOUNTS .....	18
FINANCIAL OBLIGATIONS AND GRADUATION.....	18
STUDENT INSURANCE .....	18
FUNDRAISERS AND VOLUNTEER HOURS .....	18
YEARLY FEES .....	19
<b>HEALTH AND SAFETY .....</b>	<b>20</b>
WELLNESS STATION .....	20
MEDICATIONS .....	20
MEDICAL STATUS .....	21
AUTHORIZATION FOR TREATMENT/TRANSFER FOR MEDICAL ATTENTION .....	21
EMERGENCY INFORMATION .....	21
COMMUNICABLE DISEASES .....	21
CONFIDENTIALITY.....	21
CHILD ABUSE REPORTING OBLIGATION .....	22
SUPERVISION .....	22
VISITORS TO SCHOOL .....	22
<b>SAFETY AND DISASTER PREPAREDNESS INFORMATION.....</b>	<b>23</b>
EMERGENCY PROCEDURES .....	23
DRILLS .....	23
EMERGENCY EVACUATION INCLUDING EARTHQUAKE AND NATURAL DISASTERS .....	23
SCHOOL EVACUATION PLAN .....	24
STANDARD RESPONSE PROTOCOL .....	24
<b>SCHOOL SERVICES.....</b>	<b>25</b>
EXTENDED CARE SERVICE .....	25
<i>Extended Care Rates for School Year 2022-2023 .....</i>	<i>25</i>
LUNCH PROGRAM.....	25
AFTER SCHOOL ENRICHMENT PROGRAMS .....	26
<b>STUDENT RECORDS .....</b>	<b>27</b>
ACCESS TO STUDENT RECORDS .....	27
RELEASE OF STUDENT INFORMATION/IMAGE.....	27
RELEASE OF STUDENT RECORD INFORMATION TO SCHOOLS .....	27
<b>TRANSPORTATION .....</b>	<b>28</b>
DROP-OFF AND PICK-UP PROCEDURES .....	28
RAINY DAY DISMISSAL.....	28
CELL PHONE USAGE .....	28
AUTHORIZATION FOR RELEASE TO ANOTHER ADULT .....	28
AUTHORIZATION TO WALK, UTILIZE PUBLIC TRANSIT OR RIDE A BICYCLE.....	29
<b>EDUCATIONAL INFORMATION .....</b>	<b>30</b>
INSTRUCTIONAL PROGRAM CURRICULUM .....	30
<i>Core Curriculum .....</i>	<i>30</i>
<i>Co-Curriculars .....</i>	<i>31</i>
PROPER CARE OF TEXTBOOKS .....	31
LIBRARY SERVICES.....	32

HOMEWORK .....	32
ABSENCE POLICY FOR MAKING UP WORK .....	32
PROMOTION AND RETENTION .....	32
TESTING .....	33
ACCOMMODATIONS .....	33
ONLINE GRADING AND PROGRESS REPORTS .....	33
REPORT CARDS .....	33
CONFERENCES .....	34
GRADING POLICY .....	34
<i>K-2: Marking Code.....</i>	34
<i>Grade 3-8: Marking Code .....</i>	34
<i>Grades K-8: Co-Curricular Marking Code .....</i>	34
<i>Grades 3-8: Behavior Expectations and Learning Skills.....</i>	34
PLAGIARISM.....	35
FIELD TRIPS .....	35
<b>TECHNOLOGY .....</b>	<b>36</b>
ACCEPTABLE USE POLICY (AUP) .....	37
1:1 IPAD PROGRAM .....	37
SCHOOL MICROSOFT ACCOUNT.....	37
<b>EXTRA-CURRICULAR ACTIVITIES .....</b>	<b>38</b>
STUDENT COUNCIL .....	38
ALTAR SERVERS .....	38
YEARBOOK .....	38
CHOIR .....	38
SPORTS PROGRAM .....	38
<b>DISCIPLINE .....</b>	<b>39</b>
CATHOLIC SCHOOL DISCIPLINE.....	39
SCHOOL DISCIPLINE POLICY .....	39
RESPONSIBLE BEHAVIOR .....	39
DETENTION .....	39
CONDUCT REPORTS.....	40
PROBATION .....	41
SUSPENSION .....	41
EXPULSION FOR DISCIPLINARY REASONS .....	41
RECOMMENDED WITHDRAWAL FOR ACADEMIC REASONS .....	42
TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR.....	42
<b>GENERAL INFORMATION .....</b>	<b>43</b>
BIRTHDAY CELEBRATIONS.....	43
CELL PHONES AND PERSONAL ECDs.....	43
FORGOTTEN ARTICLES .....	43
PLAYGROUND RULES.....	43
SUNDAY MASS AND PERSONAL PRAYER .....	44
<b>UNIFORMS.....</b>	<b>45</b>
UNIFORM AND DRESS CODE OF SAINT VINCENT DE PAUL SCHOOL.....	45
<i>Official Daily Uniform.....</i>	45
<i>Other Uniform Options .....</i>	46
<i>Outerwear .....</i>	46

<i>Spirit Dress Days</i> .....	47
<i>Modified Dress Days</i> .....	47
<i>Special Event Dress Code</i> .....	47
<i>Haircuts</i> .....	48
<i>Jewelry</i> .....	48
<i>Make-Up</i> .....	49
<b>QUICK REFERENCE</b> .....	<b>50</b>
<b>APPENDIX- HANDBOOK UPDATES</b> .....	<b>51</b>
<b>APPENDIX 12 – CODE OF CHRISTIAN CONDUCT</b>	
<b>COMMUNITY HANDBOOK SIGNATURE PAGE - FAMILIES</b>	

## Mission & Purpose

---

### Vision Statement

---

Saint Vincent de Paul School, acknowledging its century-old legacy while envisioning its future, will excel in providing an educational environment where students take risks and challenge assumptions by embracing **experiential** opportunities, learning to think **innovatively**, and growing **courageously** in their relationships with God.

### Mission Statement

---

**In solidarity with Saint Vincent de Paul, we strive to be experiential, innovative, and courageous learners who are committed to promoting Gospel Values.**

*Saint Vincent de Paul School recognizes that the efforts of the entire school community are necessary to instill core Catholic values and achieve educational goals. Our students engage in active learning, witness the relevance of knowledge as it applies to the world around them, and approach life with enthusiasm to continually explore opportunities to learn.*

*Saint Vincent de Paul School is deeply committed to the education of the whole child. In partnership with parents as the primary educators, we strive to instill in students a sense of self-worth and pride in their accomplishments. We encourage them to appreciate the diversity in the world. We aim to prepare them to become educated and active global citizens.*


### Core Values

---

Honor Catholic Tradition  
Live to Serve  
Engage in Joy-filled Learning  
Strive for Excellence  
Appreciate Individual Differences  
Be Globally Aware  
Practice Gratitude

# Schoolwide Learning Expectations

---



## SCHOOLWIDE LEARNING EXPECTATIONS

The goal of Saint Vincent de Paul School is to graduate students who are:

**God-Centered Individuals who...**

- Develop a relationship with God through scripture, prayer, and community.
- Appreciate and respect Catholic sacraments and traditions.
- Make choices based on Gospel values.
- Share individual gifts in service to others.

**Responsible and Globally Aware Citizens who...**

- Recognize local, national, and worldwide issues.
- Acknowledge and value diversity in society.
- Respect and care for the earth and all living things.
- Take responsibility for behavior and resolve conflicts peacefully.

**Outstanding Lifelong Learners who...**

- Demonstrate intellectual curiosity and a desire to learn.
- Organize and communicate effectively in speaking and in writing.
- Demonstrate skills and knowledge in all curricular areas.
- Work cooperatively and listen actively.
- Use technology appropriately.

**Well-Rounded Individuals who...**

- Balance social, emotional, and physical well-being.
- Practice respect for self and others.
- Appreciate and participate in a variety of activities.
- Demonstrate appropriate manners for all occasions.

## School History

---

Since 1924, Saint Vincent de Paul School has provided members of the San Francisco Bay Area with a quality education that addresses the whole child: spiritual, academic, social, emotional, and physical.

We are a parish school of approximately 210 students in grades kindergarten through eighth. Our main building houses the classrooms for grades K-4, our front office, and administrative suite which includes the administrations, development and admissions offices. On our lowest level you will find our extended care room and café.

In 1947, a second building was erected. This building houses our classrooms for grades 5-8. The building provides access to our Lower Learning Level area and our beautiful parish gym which serves as the home of the Saint Vincent de Paul Vikings and the de Paul Youth Club.

We have a wonderful single-graded school. Our students are academically successful and move on to the high school of their choice. Our students are also very well-rounded, choosing from an excellent sports program, community service, Student Council, Yearbook Club, and Altar-serving.

The best way to describe Saint Vincent de Paul is the word community. The teachers, students, and parents all join together to make our school the best it can be and to provide our students with many experiences above and beyond the core curriculum. The Saint Vincent de Paul School experience is a wonderful one that our students and families never forget.



## Our Parent Community

---

### Parents AS PRIMARY EDUCATORS

---

Parents have the primary responsibility for the education of their children which includes the following responsibilities:

1. To establish a home environment that teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based.
2. To make a wise and informed choice of school for their children, keeping in mind that each school has its own unique character, tone, and strengths.
3. To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school which they have selected for their children.

### Parental Involvement

---

In keeping with the mission of Saint Vincent de Paul School, the role of the parents is crucial. Faculty and staff maintain the role of professional educators, whose training and experience provide critical skills, techniques, and knowledge. Working respectfully together with the professional educators, parents, as the primary educators of their children, have an important role that includes the following:

1. Comply with education policies, procedures, and regulations of the Archdiocese.
2. Support and follow through regarding all school regulations and policies as described in this handbook and administration communications.
3. Read and respond to all notices, including newsletters and announcements containing school news and important information.
4. Attend all school meetings, functions, special activities, and parent-teacher conferences.
5. Work with the teachers and administration in everything relating to their child's progress and performance.

### Saint Vincent de Paul School Advisory Board

---

The Saint Vincent de Paul School Advisory Board, in an advisory capacity, supports the mission of Saint Vincent de Paul School, which aims to integrate the teaching of Gospel values with the total curriculum, and then to create an environment where Christian community can be experienced through liturgy, sacraments, and social action.

## Saint Vincent de Paul Parent Guild

---

The mission of the Parent Guild is to create opportunities for the entire Saint Vincent de Paul School community to come together and support the education of our children in a Catholic Christian environment. To assist in fulfilling this mission, the Parent Guild will provide opportunities for all parents of Saint Vincent de Paul students to:

1. Sponsor various community-building events throughout the year.
2. Improve communication throughout the Saint Vincent de Paul School and Parish Community.
3. Provide a forum for parents to exchange ideas that support the improvement of the school community.
4. Become involved in community outreach opportunities to help fulfill our Christian mission.
5. Welcome new families and provide social connections with other parents.

## Volunteer Requirements

---

All families are asked to volunteer 30 hours during the school year. This requirement may be met by working on Parent Guild projects (community events, outreach activities) or by helping with classroom projects, at-home projects, being a room parent, and coaching a CYO sports team. Please note that 15 of the 30 hours must be served supporting a Parent Guild Sponsored Event and/or school sponsored event.

Any volunteer, who works at the school, or directly with children, is required to complete the Virtus Online Training and must receive a LiveScan fingerprint clearance. Proof of up-to-date vaccination is also required.

## Virtus Online Training

---

Parents must create an account on [www.virtusonline.org](http://www.virtusonline.org) associated with Saint Vincent de Paul Elementary. Once an account has been created, parents must complete the online training program called "Protecting God's Children." A Virtus account must be created before completing your LiveScan fingerprint clearance.

## LiveScan

---

The LiveScan form is available in the "Forms and Resources" section of the school group on SchoolSpeak. A Virtus account is required for the school to access fingerprint clearance results.

## Vaccination Status

---

Parents who wish to volunteer on campus or directly with students must submit proof of their up-to-date COVID-19 vaccination. Email documentation to [volunteer@svdpsf.com](mailto:volunteer@svdpsf.com).

Upon completion of the required items, volunteers will have their SchoolSpeak accounts updated to reflect volunteer clearance. Approved volunteers will also have access to the Volunteers group on SchoolSpeak to sign-up for school-wide events. Grade-level specific opportunities will be posted on grade level groups, and only those parents with volunteer clearance will be able to sign-up.

## School Schedules

---

### Daily Schedule

---

7:35-8:00 am	Early drop off available Students are supervised in the gym
8:00 am	School Begins for Grades K-8
10:48-11:00 am	Recess Grades K-8
12:00-12:35 pm	Lunch/Play Kindergarten
12:18-12:35 pm	Lunch Grades 1-4 / Play Grades 5-8
12:35-12:52 pm	Lunch Grades 5-8 / Play Grades 1-4
2:50 pm	Dismissal Grades K-2
3:00 pm	Dismissal Grades 3-8
2:50-6:00 pm	Extended Care Available

### Early Dismissal Days Schedule

---

Early Dismissal days dismiss at 12:45 pm for grades K-2 and 12:55 pm for grades 3-8 and are scheduled for every Monday and special event days. Please regularly check the school calendar on the website and/or SchoolSpeak to confirm.

Please do not call the front office to confirm if it is an Early Dismissal Day. If you need confirmation, send an email to the front office at [office@svdpsf.com](mailto:office@svdpsf.com).

### Extended Care Hours

---

Students remaining after normal pick up go to Extended Care.

Early Dismissal Days – Extended Care is available from 12:45 pm to 6:00 pm

Questions regarding the SVDP Extended Care program can be address to [extendedcare@svdpsf.com](mailto:extendedcare@svdpsf.com).

# Admissions

---

## Admissions Policy and Priorities

---

Saint Vincent del Paul School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Saint Vincent de Paul School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

No person shall be admitted as a student in any Catholic school unless that person and his/her parent subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese.

Preference for admittance will be given in the following priority:

- A. First Priority – Students of families already enrolled at Saint Vincent de Paul School
- B. Second Priority – Registered, active, supporting members of Saint Vincent de Paul Parish
- C. Third Priority – Catholic, non-parishioners
- D. Fourth Priority – Non-Catholic students whose parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of Saint Vincent de Paul School and the Archdiocese

## General Procedures

---

Families will complete the necessary registration forms and provide the required documentation. The administration reserves the right to interview the parent(s) and/or the prospective student prior to a final decision regarding the admission of a new student to the school.

## Admission Procedures/Requirements

---

1. Birth, Baptismal, First Reconciliation and First Communion certificates (for students entering 3<sup>rd</sup> through 8<sup>th</sup> grade), and Immunization Record must be presented, as well as the child's most recent report card. Health records and transcripts are requested from the previous school by the administration.
2. Parents and new students are interviewed by the Admissions Committee.
3. Conduct grades must be in accord with our discipline policy.
4. Pre-testing is conducted to ensure proper placement.
5. Parents agree to actively support the spiritual, academic, volunteer, and fundraising programs of the school.
6. Immunization and health screening requirements must be met before admission.
7. Copies of IEPs, medical conditions, psychological or other academic testing must be supplied if applicable.

## Immunization and Health Screening Requirements

---

California law requires specific health screening procedures for all children attending school. Students entering school for the first time in preschool or kindergarten and all transfer students are obliged to present proper evidence of compliance before they will be admitted to school. No child will be admitted unless parents have complied with California's immunization and health screening requirements.

## Ages of Admission

---

A child who is five years of age by September 1, and who is developmentally ready, may be admitted into kindergarten.

A child who is six years of age by September 1, and who is developmentally ready, may be admitted into first grade.

Developmental readiness of all applying students will be determined by the school, using a standardized assessment process.

## Continuous Enrollment Agreement & Tuition Contract

---

When a parent enrolls a student, the expectation is that the student will remain enrolled through completion of the 8<sup>th</sup> grade academic year. Parents are responsible for notifying the administration of withdrawal. Enrollment fees will be collected at the beginning of the fiscal year through FACTS after query of returning students which takes place every January.

Annually, every parent with a student enrolled in Saint Vincent de Paul School must sign a written agreement to pay specified tuition and fees and to comply with all Archdiocesan and school policies and regulations.

## New Student Probation Policy

---

Saint Vincent de Paul School wishes to facilitate the academic growth of the students it accepts. Due to limited resources, the school may not be able to meet the needs of particular children. With that in mind, all students transferring into Saint Vincent de Paul School are accepted with an understanding that they are on probationary status for their first year. Students who complete their first year having satisfactorily demonstrated age appropriate emotional, social, intellectual, and academic development will be removed from probation.

## Attendance

---

Students who attend school regularly learn more and are more successful in school than students who do not. Parents who make regular school attendance a priority are also helping their children learn to accept responsibility. Students who are absent or tardy are responsible for any work they miss. Excessive absences or tardiness may affect a student's grades.

## Tardiness

---

All students who are not in the gym by 8:00 am are marked tardy by the attendance officer. Students coming to school after morning assembly dismissal must be signed in at the school office to be admitted into class. A parent must accompany the student to the front office.

## Absences

---

If the student must be absent from class, the parent must leave a message at the front office, or email [attendance@svdpsf.com](mailto:attendance@svdpsf.com), by 8:00 am. A student absent 15 or more days in a trimester may not receive grades for the trimester. If a student is absent due to illness 15 or more days in a trimester, he/she will receive an incomplete until the class work is completed. Students who are absent from school, for any reason, may not participate in extracurricular activities on the day of their absence.

## Truancy

---

A student who is absent from school without a valid excuse more than three days in a row or is tardy in excess of thirty minutes on each of four days in a row is truant and can be reported to the attendance officer of the local public school district.

A student who has been reported once as truant and who is absent again from school without a valid excuse one or more days, or is tardy on one or more days, can be reported again as truant to the attendance officer of the local public school district. A student is considered a habitual truant if he/she has been reported as truant three or more times; the student is then subject to dismissal from the school.

## Appointments

---

Please make medical or dental appointments after school. If a student must be absent for any part of a day, parents are requested to notify the classroom teacher and the attendance officer at [attendance@svdpsf.com](mailto:attendance@svdpsf.com) at least one day in advance of the appointment. To pick up your child, come to the school office to sign your child out and accompany your child back to the office for re-entry.

## Release During School Hours

---

Students are not allowed to leave the school grounds at any time during the school day without being signed out by the parent at the school office. If someone other than a parent is picking up the student, a note signed by the parent must be presented before the student is released or an email sent from the parent to the teacher and the attendance officer at [attendance@svdpsf.com](mailto:attendance@svdpsf.com). The school assumes no liability if students leave the grounds in violation of the above policy.

## Family Vacations

---

Family trips are discouraged during the school year since students cannot make up valuable class instruction time. Neither the administration nor the teachers will give permission to any students to be excused from school for any length of time for vacation. The decision to leave school is the responsibility of the parent. Parents must complete and sign a **Request for Extended Absence** if their child is going to miss three or more school days. This form is available in the school office and must be approved by the administration. Therefore, the form needs to be submitted at least one week prior to the departure date of the vacation. **Teachers are not required to provide work in advance for absent students. All tests and make-up work must be completed within the week that students return.**

# Communication

---

## School Communication with Parents

---

An efficient system of communication between the school and the home is essential for maximum cooperation and understanding. Our regular channels of communications are:

1. Saint Vincent de Paul School Community Handbook
2. SchoolSpeak, our on-line school management and grade book system
3. Newsletters sent electronically and posted to the school website
4. School Website: [www.svdpsf.com](http://www.svdpsf.com)
5. School Calendar: [www.svdpsf.com/about-us/calendar](http://www.svdpsf.com/about-us/calendar)
6. Parent Guild correspondence
7. Announcements through SchoolSpeak
8. Emergency text notification through SchoolSpeak – data rates may apply
9. Back to School Night, Parent/Teacher/Student conferences & parent meetings

## Teacher Communication with Parents

---

Teachers communicate with parents in several ways:

1. Email an/or class announcements on SchoolSpeak
2. Contact by phone
3. Annual Parent-Teacher Conferences
4. Other conferences as deemed necessary

Although the classroom teacher will express the preferred method of communication, please note that they may not be able to check email on a regular basis throughout the day. Please allow 24-48 hours for a response from a teacher. If you must communicate information to your child during the school day or if an emergency arises, call the school office. School staff will convey the message to the teacher.

Any communication regarding classroom events and activities must be pre-approved by the classroom teacher before distribution.

## Communication with the Teachers/Administrators

---

If you have a specific question regarding a classroom situation, please discuss it with your child's teacher. Our faculty is very responsive, understanding and more than willing to help resolve problems. Only after such attempts have failed or if there is a question pertaining to school policy, should the administration be contacted.

## Parent/Teacher/Student Relations

---

No member of the Saint Vincent de Paul community should engage in speech or action with or about others that would compromise any person involved with the school. This would include parents, faculty, administration, and students on all types of social media including, but not limited to, Facebook, Instagram, Twitter, TikTok.



## Finance

---

### Tuition Agreement

---

Every parent who enrolls a student in Saint Vincent de Paul School shall sign a written agreement to pay specified tuition and fees and comply with all Archdiocesan and school policies and regulations, including those governing tuition delinquencies.

### Tuition Deposit

---

A tuition deposit of \$600.00 per student in grades 1-8 will be collected through FACTS in three equal installments, occurring at the end of January, February and March.

A tuition deposit of \$2,000.00 and a kindergarten fee of \$500.00 per kindergarten student is due at the time of enrollment.

***The tuition deposit is non-refundable.***

### Tuition

---

The tuition structure of the 2022-2023 school year is as follows:

Category D: Neither Participating Parishioners nor a Participating School Family.  
TUITION: \$16,395.00 per child.

Category C: Participating School Family but not Participating Parishioners.  
TUITION: \$14,470.00 per child.

Category B: Participating Parishioners but not a Participating School Family.  
TUITION: \$13,775.00 per child.

Category A: Participating Parishioners and a Participating School Family.  
TUITION: \$11,690.00 per child.

A Participating Parishioner is a Catholic family registered in Saint Vincent de Paul Parish and known over the previous year by the parish clergy as regularly participating in Mass at Saint Vincent de Paul Church.

A Participating School Family is a family known over the previous year to the school administration and volunteer coordinator as being an active volunteer at Saint Vincent de Paul School as demonstrated by the completion of required service hours.

### Tuition Payment

---

Tuition is paid through FACTS Tuition Management automatic payment program. Payments can be schedule over 10 months, twice a year, or in one lump sum at the start of the school year. Parents indicate their preferred payment plan on their tuition contract. Please visit [www.factsmgt.com](http://www.factsmgt.com) for information regarding the FACTS program

## Tuition Assistance

---

The Archdiocese of San Francisco offers financial aid to students based on proven need and available funding. Applicants should go to [www.mytads.com](http://www.mytads.com) and apply by the Archdiocesan deadline of April 15<sup>th</sup>.

Saint Vincent de Paul School also provides financial aid based on proven need and available funding. If a family experiences financial challenges at any point in the school year, they may apply for financial support directly from the school through [www.mytads.com](http://www.mytads.com).

Families must re-apply for financial aid grants for each school year.

## Mid-Year Withdrawal

---

If your child is withdrawn from school during the academic year, after August 25<sup>th</sup>, 2022, the family is contractually obligated to pay the entirety of the tuition due. Tuition deposits are non-refundable.

## Delinquent Accounts

---

Please note that a family will not be allowed to complete the re-enrollment process if their account is delinquent. The school may refuse to re-admit a student at the start of a trimester if a family fails to pay tuition and fees.

## Financial Obligations and Graduation

---

All financial obligations must be fulfilled prior to the 8<sup>th</sup> grade graduation. This includes tuition payments, Extended Care expenses, or any miscellaneous fee/expense. Students will be denied participation if financial obligations are not met.

## Student Insurance

---

A student insurance program is provided for all students. This program assists with the medical expenses incurred due to accidental injury sustained by children while attending school or while participating in a solely school sponsored and supervised activity.

## Fundraisers and Volunteer Hours

---

Saint Vincent de Paul School is a cooperative endeavor in which every family in the school community has a vital role to play. It is our privilege to serve one another in the Christian community and, at the same time, provide the best education possible for our children. It is through parent involvement that we improve the quality of education for our children and impart to them its importance. Active participation in the school events, either in preparation, running the event, or clean-up will be credited to your volunteer hours. Attendance alone at the event will not be credited to your service requirement.

## Yearly Fees

---

Families of Saint Vincent de Paul School community automatically become members of the Saint Vincent de Paul Parent Guild, and at the beginning of each new school year, they are responsible for the annual fee of \$175.00.

# Health and Safety

---

## Wellness Station

---

If a student is ill or injured, first aid treatment will be provided as deemed appropriate. The student's parent will be notified if the student is unable to return to class as a result of his/her injury or illness. If the student's parent cannot be reached, an authorized person designated through the online registration process will be contacted to pick up the student. If a student must leave the school due to an injury or illness, the student must be signed out at the school office by a parent prior to leaving the school grounds. When students are out sick, they must be fever-free 24 hours before they may return to school.

Please refer to the Infection Mitigation Plan for the most up-to-date guidance regarding illness.

## Medications

---

Any student who requires the dispensing of medication at school must comply with the following requirements:

1. Medication must be prescribed by a California licensed physician, dentist, nurse practitioner, or physician assistant.
2. Authorization for Medication Administration information must be completed for all prescription and non-prescription medication. A new form is required for each school year and is part of the Online Registration process in August.
3. Prescription medication must be provided in the original container labeled by a California pharmacist, with the student's name, medication name, prescriber's name, and dosage administration instructions.
4. Non-prescription medications must be provided in the original container, with the medication name, dosage, and instructions.
5. All prescription and non-prescription medication must be brought to the school office by a parent.
6. It is the parent's responsibility to inform the school personnel of possible side effects of the medication.
7. All medication will be stored in the Front Office.
8. Students who require inhalers or epinephrine (EPI PEN) for emergency management of medical conditions may choose to carry their medication with them. A signed "Authorization for Medication Administration" form must be on file in the front office.
9. Verbal phone orders to dispense medication will NOT be accepted.
10. Students are not permitted to use other student's medication supply, even if they use the same prescription or non-prescription medication.
11. It is the responsibility of the parent to replace the medication when it expires.
12. At the end of the school year, all remaining medication will be returned to the parent. It is the responsibility of the parent to arrange for the pick-up of the medication. The medication will be disposed of if it not picked up within 30 days of the end of the school year.

## Medical Status

---

It is the responsibility of parents to inform the school office in writing of a student's allergies, hypersensitivity reactions (to bee stings, peanuts, foods, etc.), any physical limitations (hearing, vision, etc.), or chronic illness. This information must be indicated through the online registration process and communicated to the student's teacher. It is also the responsibility of the parent to provide the school with any medication needed in the event of exposure to an allergen or any devices needed to assist the student while at school. **Saint Vincent de Paul School is a Peanut Free Zone.**

## Authorization for Treatment/Transfer for Medical Attention

---

If parents cannot be reached and the illness or injury is serious enough to require medical attention, the administration and front office personnel will review the emergency information provided through the online registration process and arrange for medical treatment and/or possible transfer to a medical facility. Enrollment at Saint Vincent de Paul School confers upon the school the obligation to select and arrange for emergency medical care when the school is unable to reach the parent(s). Saint Vincent de Paul School is not responsible for costs incurred for medical care.

## Emergency Information

---

Each student must have current emergency information on file in the school office. At the beginning of August, parents are responsible to print, sign, and submit a copy of the Emergency Report Form to the school office. Throughout the school year, it is the responsibility of parents to notify the office when there is a change of address, phone number, or contact person in case of an emergency. If there are changes, please PROMPTLY NOTIFY the school office. After updates have been completed, a new Emergency Report Form will need to be printed, signed, and submitted to the school office. The emergency room will not treat a child without the signed Emergency Report Form on file.

## Communicable Diseases

---

Parents are required to notify the school office when their child has been diagnosed with a communicable disease such as, but not limited to, chicken pox, measles, mumps, streptococcal infections, scarlet fever, whooping cough, conjunctivitis (pinkeye), impetigo, ringworm, hepatitis, pinworms, head lice, and mononucleosis. Parents of other students exposed to these illnesses will be notified. Certain reportable communicable diseases will require a permit issued by the Public Health Department, a physician, or a nurse, before the infected student may return to school.

## Confidentiality

---

Medical records are kept confidential.

## Child Abuse Reporting Obligation

---

All teachers and staff are obligated to report suspected child abuse and/or neglect. In the event of a visit from a social worker or police officer, the administration will verify their identity, office personnel will retrieve the student from class, and the child will be asked if they would like a member of the school staff with them in the meeting.

The school complies with the California Education Code with respect to child abuse laws. Thus, the school may be required by law in certain cases, to allow a child to be interviewed alone by officers from Child Protective Services or to release a child into their custody.

## Supervision

---

Students who are dropped off at school are obligated to stay on school property until the bell rings. There is no supervision before 7:35 am.

No children may be unsupervised at any time. This includes after school dismissal. All students and siblings must be supervised by a parent while on school/parish property during non-school hours.

Climbing trees, walls and/or gates and fences on school/parish property is always prohibited.

For their safety, please keep children out of all planters and off retaining walls, staircases and railings.

## Visitors to School

---

All persons, including parents, entering the school must first go to the school office to sign in and obtain a pass to visit or volunteer within the school. Visitors and volunteers must then sign out when finished. Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the administration. The school may not be used by a non-legal guardian for the exercise of visitation rights.

So as not to interrupt class instruction, parents should confer with teachers only after prearranging a conference. Parent may not attempt to conference with teachers immediately before or after school as this will conflict with teachers' supervisory duties.

Students who do not attend Saint Vincent de Paul School are not permitted to be present on campus during school hours unless previous arrangements have been made. (Example: Graduates of Saint Vincent de Paul who assist in classroom for service hours.)

Pets are prohibited on campus and on school sidewalk during morning drop-off and pick-up.

# Safety and Disaster Preparedness Information

---

## Emergency Procedures

---

An Emergency and Natural Disaster Plan is on file in the school office and is reviewed and updated each year by school personnel.

## Drills

---

Fire, disaster, and lock down drills are scheduled periodically according to Archdiocesan and city directives. All volunteers and visitors who are on campus at any time during an emergency drill are expected to participate and follow the directions of teachers or office staff.

## Emergency Evacuation Including Earthquake and Natural Disasters

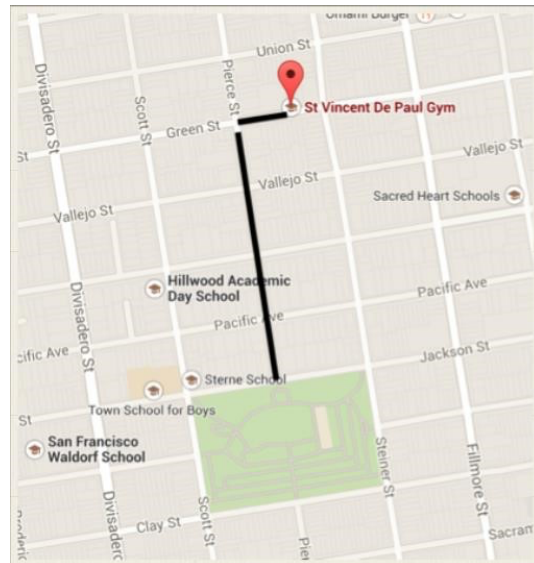
---

1. The school will follow its written Emergency and Natural Disaster Plan.
2. Students will not be dismissed from school unless signed out by a parent, or designated individual on the student's signed Emergency Contact Form. **There will be no exception.** If your family's Emergency Contact Form, signed and submitted at the beginning of each school year, needs to be updated, please contact the school office. Your family's SchoolSpeak profiles will need to be updated, and a new Emergency Contact Form will need to be printed, signed, and submitted to the front office.
3. The school will communicate with local emergency services and will care for children in critical situations.
4. DO NOT CALL THE SCHOOL. Telephone lines must be kept open for emergency calls and communications with emergency preparedness teams.
5. Emergency notifications will be sent out through SchoolSpeak SMS system. Please ensure your mobile carrier information is accurate in your SchoolSpeak profile. Data rates may apply. These notifications will alert parents to the evacuation location and specific pick-up instructions. Emergency Pick-Up will either be from the Gym, the Pierce Parking Lot or off-campus at Alta Plaza Park.
  - a. Find street parking, away from campus or evacuation site to allow for emergency vehicle access.
  - b. Walk to designated pick-up location.
  - c. Approach the Student Release Station (station location to be given in emergency notification).
  - d. Properly sign out your child for release.
6. All parents or designated individuals who are picking up a student must first go to the Student Release Station. School staff will direct parents or designated individuals to that station where the child may be signed out.

## School Evacuation Plan

In case of an emergency when students must be moved away from the school facilities, the map below outlines the evacuation route.

Parents will be notified via SchoolSpeak that the school has been evacuated and that parents must pick up their student(s) at the intersections of Pierce Street and Jackson Street.



## Standard Response Protocol

### IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

#### LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

##### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

##### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



#### LOCKOUT! SECURE THE PERIMETER.

##### STUDENTS

Return inside  
Business as usual

##### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



#### EVACUATE! TO ANNOUNCED LOCATION.

##### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

##### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



#### SHELTER! HAZARD AND SAFETY STRATEGY.

##### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

##### TEACHER

Lead safety strategy  
Take attendance



© Copyright 2009-2015. All Rights Reserved. The "I Love U Say" Foundation. Bailey, CO. More info at <http://www.iloveusay.org>  
The Standard Response Protocol and logo are trademarks of The "I Love U Say" Foundation and may be registered in various jurisdictions.



## School Services

---

### Extended Care Service

---

Registered K-8 students whose parents require a later pick up, or any students not picked up at regular dismissal time, will be escorted to Extended Care. The monthly school tuition must be current for a child (or children) to participate.

Students registered in the program must abide by all school rules; Extended Care will follow the school's discipline policy. Consistent failure to abide by the rules on the part of either the parent or child will result in dismissal from the Extended Care program.

Students sign in immediately following school and may be picked up any time before 6:00 pm. Parents will be required to sign out students directly with the Extended Care staff. Billing for this service will also be handled by the Extended Care staff through our FACTS system.

Any family utilizing Extended Care (even for one hour) will be billed for a full month. Monthly billing will be based upon the latest pick-up time for that month.<sup>i</sup>

### Extended Care Rates for School Year 2022-2023

---

- Pick-Up before 4:00 pm - \$175.00 per month
- Pick-Up before 5:00 pm - \$285.00 per month
- Pick-Up before 6:00 pm - \$395.00 per month

If you are late for your pick-up time of 6:00 pm, there will be a \$20.00 late charge for the first five minutes. In addition, \$5.00 each minute will be applied thereafter. In this event, you will receive an invoice through your FACTS account.

EXTENDED CARE IS CLOSED DURING SCHOOL HOLIDAYS AND VACATIONS AND MAY NOT BE AVAILABLE ON CERTAIN EARLY DISMISSAL DAYS. PLEASE CHECK THE CALENDAR FOR INFORMATION.

### Lunch Program

---

A lunch program is offered through an independent contractor: ChoiceLunch. All school families should register at [www.choicelunch.com](http://www.choicelunch.com) to place orders or in case an emergency lunch needs to be provided. All lunches are pre-ordered and pre-paid. No cash is accepted.

Each class, escorted by the classroom teacher or aide, walks quietly to the lunch tables. No throwing, wasting food, or eating another student's food is allowed.

Saint Vincent de Paul School follows a "pack in – pack out" policy for lunch. Students who bring their own lunch from home are to take all trash and unfinished food items home with them. Only students participating in the ChoiceLunch program will throw away items during the lunch period.

No student is to leave the lunch area during lunchtime without permission from the lunch supervisors.

Only healthy options are permitted at school. **No gum, candy or soda is allowed**, including at lunch, snack, and in the classrooms.

## After School Enrichment Programs

---

A variety of after school enrichment programs are made available to students throughout the school year. Individual programs are sponsored by various independent contractors for a nominal fee. For questions regarding school enrichment programs, please contact [studentlife@svdpsf.com](mailto:studentlife@svdpsf.com).

## Student Records

---

### Access to Student Records

---

Parents or legal guardians of a student have the right to inspect all of his/her child's records in the presence of the administration or the person delegated by the administration. State your request to inspect your child's records by submitting a letter to the administration. Please include a phone number where you can be reached during school hours.

### Release of Student Information/Image

---

Parent are asked to complete the Photo Release form as part of the Online Registration process at the beginning of the school year.

Upon parental approval, the school may use a student's name or image in news releases regarding school events, school publications, school social media and on the school website.

### Release of Student Record Information to Schools

---

When a student transfers to another school, a copy of the student's official transcript will be transferred upon written request. Saint Vincent de Paul School transcripts include the scholastic record, some directory information, and the student's permanent health record. Transcripts are not given to parent to be delivered to the requesting school. All tuition payments must be current before student records will be transferred.

## Transportation

---

### Drop-Off and Pick-Up Procedures

---

To keep our children safe, please practice the following guidelines during morning drop off and afternoon pick up. The process will work swiftly and smoothly if everyone follows the procedures and is attentive. Please make sure to read the newsletter for any changes to policies and procedures.

Drive west on Green Street and pull up to the curb in front of the SVDP property. (Do not access Green Street via Steiner Street) The drop off/pick up line begins at the corner of Green Street and Pierce Street. Do not stop directly in front of the gym. Please drive as far up Green Street towards Pierce Street as possible. This will make room for more vehicles behind you.

**It is important that ALL vehicles in line turn right on Pierce to keep traffic moving.**

All children must enter/exit the car using the curb side doors. As soon as the vehicle has stopped, students may enter/exit the vehicle. Adults should remain in their cars. If lined up along the school side of the street between the Parish Rectory and Pierce, your student may enter/exit the vehicle.

Do not drop your student off on the south side of the street, in the middle of the block. No students or parents should jaywalk. This can create a potentially dangerous situation where drivers pulling away from the curb may not be expecting an individual to be walking across the street.

When walking to school **always** use the cross walk.

No parking on the school side of the street is permitted. The white zone must be kept clear to keep the traffic flowing without obstruction.

Please be considerate of our neighbors and do not block or park in their driveways.

Parents are not permitted to park in the staff lot (corner of Green Street and Pierce Street.)

### Rainy Day Dismissal

---

Follow the drop-off and pick up procedures. Students will be dismissed from the gym.

### Cell Phone Usage

---

For the safety of our children and other drivers, please do not use cellular phones while driving near school grounds.

### Authorization for Release to Another Adult

---

Written permission is required for your student to be released to another adult (unless listed on their non-emergency pick-up list). A written note to your child's teacher is required. A written note is also required if your child will be walking, utilizing public transit, or biking home with another student who already has authorization (see below.)

## Authorization to Walk, Utilize Public Transit or Ride a Bicycle

---

Children who walk or ride their bicycles/scooters/skateboards must leave campus at dismissal time. An annual written authorization from the parent must be on file with the school office. This authorization is part of the Online Registration process at the beginning of the school year.

Students must walk their bikes/scooters/skateboards to and from campus while on Green Street.

## Educational Information

---

### Instructional Program Curriculum

---

The school curriculum encompasses all learning experiences planned and directed under the leadership of the administration in accord with school philosophy, diocesan, national, and state standards.

The school curriculum:

1. Gives witness to the message of Christ as revealed in His person, His Sacraments, Scriptures, community, doctrine, and the traditional heritage of the Catholic Church.
2. Develops within students the tools for communication, problem solving, and decision making.
3. Encourages each student to develop his/her potential through responsibility and accountability to self, parents, peers, and faculty.
4. Provides an informational framework that will prepare the students to live in the 21<sup>st</sup> century.
5. Affirms ethnic pride, appreciates cultural values, and allows diversity when applying the principles of peace and justice.
6. Integrates parents and community talent into the school program.
7. Defines roles for which students will be prepared, be made responsible, and be held accountable.

### Core Curriculum

---

Saint Vincent de Paul school prides itself with providing students with an engaging and rigorous academic journey. The following five subject areas comprise the Saint Vincent de Paul School **core** curriculum:

**Religion** is an integral part of the educational program for all students at all grade levels. Religion is taught daily and includes prayer, scripture, as well as history, teachings, and traditions of the Church. Additionally, faith development and Christ's Gospel message are interwoven throughout the curriculum. Parents, in their role as primary religious educators of their children, are expected to participate in home activity lessons and to participate with their children in weekly Mass attendance.

All students, grades K-8, attend scheduled school Masses. Prayer services planned by teachers and students including Stations of the Cross and the Rosary are held throughout the year. The Sacrament of Reconciliation is offered twice a year for students in grades 3-8.

Sacramental preparation is an important part of the religion curriculum. Students celebrate the Sacraments of First Eucharist in 2<sup>nd</sup> grade and First Reconciliation in 3<sup>rd</sup> grade. Preparation for these Sacraments are included in the school day. Confirmation is celebrated in 8<sup>th</sup> grade, and preparation for this Sacrament is overseen by the Parish.

Parental participation is integral to the child's preparation in these Sacraments. Meetings are held to help parents in their role as the primary religious educators of their children. Attendance at these events is required.

Family Life is an age-appropriate, value-oriented Catholic Family Life Education Program that follows a written scope and sequence that has been provided by the Diocese. Opportunity for parental preview of the instructional materials used in the program is available by making arrangements through the office and with the child's classroom teacher.

**Language Arts** includes reading, phonics, spelling, composition, grammar, literature, speaking, listening, and handwriting.

**Mathematics** teaches computation, problem solving, statistics, probability, patterns and functions, geometry, logic, measurement, and algebra.

**Social Studies** includes history, geography, economics, and current events.

**Science** includes physical, life, and earth sciences.

## Co-Curriculars

---

In addition to the core curriculum, Saint Vincent de Paul School provides a variety of engaging co-curricular subjects.

**Language Other Than English (LOTE)** includes a basic understanding of conversational Spanish.

**Visual and Performing Arts** covers vocal and instrumental music, dramatic performance, movement, art history, and art techniques.

**Physical Education** includes improving physical fitness, knowledge of sports, development of coordination, growth in sportsmanship, and an understanding of nutrition.

**Digital Literacy** teaches students how to responsibly use technology as a tool to create, produce, and research information.

**SEL & Executive Functioning Skills** are integrated throughout the school day in all curricular areas.

## Proper Care of Textbooks

---

Each child is issued textbooks that are numerically assigned. The responsibility of each child is to care for his/her textbooks. Textbooks are required to be covered. Parents must replace books that are lost or excessively damaged. Parents will be charged fines at the end of the year for damaged but usable books.

## Library Services

---

Students are responsible for returning or renewing their library books at their weekly assigned time. Students are responsible for replacing or paying for lost or damaged books.

## Homework

---

The purpose of homework is:

1. To reinforce concepts and skills presented in class.
2. To foster student self-discipline.
3. To foster good work habits
4. To encourage accountability

Suggested Diocesan homework guidelines:

- 15 min. each day – grade K
- 30 min. each day – grade 1-2
- 45 min. each day – grade 3
- 60 min. each day – grade 4-5
- 90 min. each day – grade 6
- 120 min. each day – grade 7-8

Time spent on homework will vary from student to student.

## Absence Policy for Making Up Work

---

The importance of education is communicated to children when parents assure the daily presence of their child in class. It should be understood that what happens in the classroom (e.g., science labs, class discussions, demonstrations, cooperative learning sessions, art and music experiences, lectures, teachable moments, etc.) is irreplaceable learning because of the dynamics and interactions between students and teacher. The time a child is absent from class inhibits his/her mastery of the material presented. Assignments and tests are not required to be given in advance to accommodate families who vacation during the regular school sessions. Students must complete all make-up work in a timely fashion (the recommendation is two days for each day absent.)

## Promotion and Retention

---

Students who pass with satisfactory work in all basic skill areas shall be promoted to the next grade. In certain cases, remedial tutoring or summer school may be required to maintain academic standing.

In case of delayed progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all facts related to the student's development (emotional, physical, social as well as intellectual and academic) documented throughout the year. Although the opinions of the teachers and parents are significant factors, the final determination regarding retention remains the responsibility of the administration.



## Testing

---

Individual student progress and achievement is assessed for students in grades K-8 using the Renaissance STAR Assessment. Students in grades K-1 are assessed using the Early Literacy Assessment and students in grades 2-8 are assessed in Reading and Math. These norm-referenced tests are diagnostic in nature and are given four times during the school year so that we may better meet the needs of individual students. These standardized test results are entered on the permanent record cards. The Archdiocese of San Francisco prohibits schools from publishing these test scores as a means of comparison.

Other forms of assessment may include teacher-devised tests, publisher test, portfolios, oral presentations, book reports, labs, projects and informal assessments that help teachers evaluate student achievement throughout the year.

## Accommodations

---

Teachers will provide accommodations for students who have documented learning needs. Accommodations may include, but are not limited to, extended time and oral testing. Documentation may be provided by the public school system, or through an independent psychological testing service. Please contact the administration for further information.

## Online Grading and Progress Reports

---

Teachers post student grades on SchoolSpeak, our online school management system. Grades will be published digitally on a bi-weekly schedule for grades 3-8.

Progress reports are prepared mid-trimester for all students. Students in grades 3-8 will receive progress reports electronically. Parents can view and sign digitally via SchoolSpeak.

## Report Cards

---

Report cards are distributed at the end of each trimester.

Grades K-2 will receive a hard copy of their report card. Grades 3-8 will receive report cards digitally via SchoolSpeak for the first and second trimester. The final report card for all students will be mailed home at the culmination of the school year.

Questions regarding report card grades should be addressed to the teacher who is responsible for teaching the subject(s).

## Conferences

---

All parents are requested to attend one annual Parent/Teacher conference. Conferences are held in early October. Students will be dismissed at 12:45/12:55 pm to accommodate the conference schedule. Please check the school calendar for more information. In March, teacher-initiated conferences will be scheduled. These conferences may not be necessary. Necessity will be determined by the teacher.

Parents are always welcome to schedule appointments with teachers at other times throughout the year if they have any questions or concerns regarding academics or behavior. Either teachers or parents may request that an administrator be present at conferences.

## Grading Policy

---

The Saint Vincent de Paul School grading policy is aligned with the other Catholic elementary schools in the Archdiocese as well as the Catholic high schools.

### K-2: Marking Code

---

E= Exceeds standard

M=Meets standard

W=Working toward standard

N=Not at grade level standard

No Mark=Standard not addressed during current marking period

A single mark is given for each subject heading. Comment codes are used for areas of strength or when improvement is needed.

### Grade 3-8: Marking Code <sup>ii</sup>

---

	B+ = 87-89	C+ = 77-79	D+ = 67-69	
A = 93-100	B = 83-86	C = 73-76	D = 63-66	I = Below 60%
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	I = Insufficient Evidence

### Grades K-8: Co-Curricular Marking Code

---

E = Exceeds standards and expectations

M = Meets standards and expectations

N = Needs improvement in meeting standards and expectations

U = Unsatisfactory

### Grades 3-8: Behavior Expectations and Learning Skills

---

1 = Exceeds expectations

2 = Meets expectations

3 = Improvement Needed

4 = Unsatisfactory

NE = Not Evaluated

## Plagiarism

---

Any student who purposefully and blatantly passes off another person's work as his/her own will receive a grade of "0" for the assignment. Students will also receive a conduct referral and the appropriate consequences. Students who directly copy partial or complete passages from a book or the Internet are considered to have plagiarized.

## Field Trips

---

Field trips enhance and support the curriculum and are planned by the teacher with approval from the administration. Parent-sponsored Saint Vincent de Paul field trips are not allowed. Field trips are privileges given to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic and/or behavior requirements.

Requests for parental permission will be accompanied by full details about the field trip. A separate permission slip will be issued for every field trip. Students are required to wear the school uniform on all field trips unless otherwise stated on the permission slip.

Permission slips must be signed and returned to the teacher before any students may leave the school grounds to go on a field trip. Verbal or telephone permission by parents is not acceptable. A faxed or emailed permission slip is permitted. Students who do not have parental permission to participate in a specific field trip are expected to attend school during the regular school hours that day and will be given appropriate assignments.

Parents have the right to refuse to allow their child to participate in a field trip. In such cases, the student is still expected to attend school as normal.

Field trips are an extension of the learning environment; therefore, all school rules and policies apply at all times, commencing when students leave the school until they return to school. No students are permitted to use electronic communication devices during any part of the fieldtrip, including time spent in transport.

Parents approved to volunteer as chaperones on a field trip must submit the SVDP Field Trip Chaperone Requirements form, located on SchoolSpeak, and follow the guidelines set forth. Chaperones must always follow the directions of the supervising teacher.

## Technology

---

The following regulations and procedures provide Saint Vincent de Paul School students and their parents with information regarding the privileges and responsibilities of using technology and accessing the Internet.

The use of the Internet at Saint Vincent de Paul School has been established for educational purposes. Included within this purpose are classroom activities and guided educationally enriching personal research. It has not been established as a public access forum for students, interpersonal communication between students or for commercial use. Our goal is to be proactive. By educating both parents and students about our standards of behavior for the use of technology and the Internet, and enlisting their support, we hope to make the use of technology both rewarding and safe.

While it is impossible to control all material on a public network, Saint Vincent de Paul School has taken reasonable precautions to restrict access to materials it considers harmful and to materials that do not support educational objectives.

Teachers and staff will instruct students in appropriate ways to access internet resources. Teachers, in consultation with the administration, may on occasion allow students to make nonroutine use of some Internet tools which are ordinarily restricted by this policy when such use would be in keeping with the school's curricular goals and objectives and is under the direct supervision of the teacher.

The use of the Saint Vincent de Paul School's computer/iPad system is a revocable privilege for all users. The Saint Vincent de Paul School's computer/iPad system equipment and all user accounts are the property of Saint Vincent de Paul School. Privacy rights do not apply to the use of the computer/iPad system or accounts and the school reserves the right to monitor and access information maintained in the system and in users' accounts for the purpose of determining if a violation of this agreement has occurred.

Prohibited use includes purposeful access or attempts to access, download, or transmit any "harmful matter" in violation of any federal law, state law, or school policy. This includes but is not limited to:

1. Any information that violates or infringes upon the rights of any other person.
2. Any hate-motivated, fraudulent, defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal language or material.
3. Any information or communication that encourages the illegal use of controlled substances or promotes criminal behavior.
4. Any material that violates copyright laws
5. Vandalism, unauthorized access, "hacking" or tampering with hardware or software. This includes the introduction of "viruses," "worms," non-licensed or pirated software, or any software or hardware for the purpose of disrupting or damaging the school's computer/iPad systems.

**Parents may be held financially responsible for any harm resulting from their child's misuse of the technology system. If a device is being misused, it can be confiscated and be made available in the front office for a parent to retrieve.**

## Acceptable Use Policy (AUP)

---

The Acceptable Use Policy is reviewed and agreed to by students, parents, and teaching staff yearly. A copy of the Acceptable Use Policy can be found in the Resources section on SchoolSpeak. All students and their parents are required to submit a signed copy of the AUP to the school before the student will be allowed to use school technology.

The administration will ultimately decide what constitutes appropriate use, and its decision is final. The administration will apply consequences as described in this handbook at any time deemed necessary. This includes, but is not limited to, detention, discipline conferences, suspension, expulsion, and possible financial restitution.

**Please note:** *The school cannot control the manner in which students use technology at home. However, there may be times when misuse of the technology at home may severely/adversely affect what happens in school. The school, in such situations, may find it necessary to inform families of those students involved in such use, and take additional actions to ensure the safety and well-being of the members of the Saint Vincent de Paul School community.*

*Parents are strongly encouraged to monitor and guide student use of online communication.*

## 1:1 iPad program

---

Students in 3<sup>rd</sup> through 8<sup>th</sup> grade will be assigned an iPad for educational use during the school day. Middle school students (5<sup>th</sup>-8<sup>th</sup>) will be permitted to take their assigned device home. The 1:1 iPad Agreement form must be returned to the school prior to iPad distribution.

Students are responsible for the equipment that is loaned to them for the school year, and families will be held responsible for any damage incurred.

To report damage, contact [techsupport@svdpsf.com](mailto:techsupport@svdpsf.com) as soon as possible.

## School Microsoft Account

---

Every student at SVDP is provided with a Microsoft365 account. Students have access to school email, along with the Microsoft Office Suite of programs for educational use.

Students set their own password in 5<sup>th</sup> grade under the guidance of the Technology Integration Coordinator. If at any time a student does not remember their Microsoft password, they will need to contact [techsupport@svdpsf.com](mailto:techsupport@svdpsf.com) for assistance.

## Extra-Curricular Activities

---

### Student Council

---

The Student Council is comprised of students from grades 4-8 with older students representing the younger grades. Elections are held in the Spring in preparation for the upcoming school year. Those running for office must meet the requirements set forth by the faculty advisor and the administration.

Student Council provides an excellent opportunity for training in leadership and principles of democratic government. To be eligible, students must maintain a C average, have no F's, and maintain a mark of 2 or better in Behavior Expectations with no conduct referrals at the end of each trimester. Students must follow all school rules and demonstrate a positive attitude about school, students, and faculty. Faculty advisors and the administration oversee various Student Council activities.

### Altar Servers

---

Students in grades 4-8 are invited to serve Saint Vincent de Paul Parish as altar servers. After initial training, students are scheduled to serve for various parish Masses on the weekend, during daily Mass, and at the school Masses. Parents may contact the parish altar server coordinator with questions.

### Yearbook

---

Students in grades 7<sup>th</sup> & 8<sup>th</sup> may join the Yearbook Club, occurring on Mondays after school, moderated by a school staff member.

Parents are encouraged to submit photos throughout the year to the yearbook committee. Send photos to [yearbook@svdpsf.com](mailto:yearbook@svdpsf.com).

### Choir

---

Choir is offered to students beginning in 3<sup>rd</sup> grade. The school choir prepares with weekly rehearsals to build foundational singing skills and prepare to lead the school in song during our monthly liturgies.

### Sports Program

---

Through the Parish de Paul Youth Club, SVDP offers sports programs beginning in third grade. Girls sports include volleyball, soccer, and basketball. Boys sports include soccer, basketball, and baseball. Games are played through the city's CYO sports league. Students must be members of the de Paul Youth Club to participate in sports. The annual fee per student covers the cost of uniforms, CYO fees, and after-school gym access. The gym is also open to de Paul Youth Club members in grades third through eighth after school until 5:00 pm each day for free play, game room, and snack bar.

For information about the de Paul Youth Club, contact: [dpyc@svdpsf.com](mailto:dpyc@svdpsf.com).

# Discipline

---

## Catholic School Discipline

---

Discipline in Catholic school is an essential aspect of Christian development.

The purpose of discipline is:

1. To provide a classroom situation conducive to learning.
2. To educate students to an appreciation of the importance of developing responsibility and self-control.
3. To help build a sense of community.

## School Discipline Policy

---

The basic long-range purpose of discipline is to develop in every student the capacity for intelligent self-discipline. The primary short-range goal is to maintain conditions in the classroom that make effective learning possible. A discipline plan is specifically developed for each grade and the policy is shared and distributed at the beginning of the school year by the classroom teacher. An administrator is the final resource in disciplinary situations.

## Responsible Behavior

---

In order to preserve the privilege of school attendance, students are expected to exhibit good citizenship and responsible behavior at all times. They should be courteous and respectful to all staff members and fellow students. Parents, as primary educators of their children, agree to support and uphold the spiritual, academic, and disciplinary standards of the school.

Although Saint Vincent de Paul School fosters a positive school environment and constantly looks for ways to prevent behavioral issues, serious or repeated infractions may require disciplinary measures. Parents will be notified about serious or repeated behavior infractions. Consequences for such infractions are age and grade appropriate.

## Detention

---

Before-school, after-school and lunch detentions may be used for repeated tardiness and infractions to the school's behavior and uniform policies. The detention policy is applied based on age and grade level appropriateness. The student must serve detention at the assigned time. Failure to serve detention will result in additional detentions and/or a lower behavior grade.

Saturday School may be required for students with repeated misconduct. Saturday School date to be determined by administration when necessary – 9:00 am – 12:00 pm. *A charge of \$150.00 to the family's FACTS account will be made to cover supervision costs.*

## Conduct Reports

Conduct reports are given for infractions of school rules. They can also be given for more serious infractions that may include, but are not limited to cheating, defiance, fighting, harassment, bullying, on-campus or off-campus truancy, injury to self or others through careless action, gambling, vandalism, obscenity, profanity and/or vulgarity in words or actions, blatant disrespect for self, staff members, or fellow students.

Students receiving conduct reports for serious infractions will be referred to the administration. Conduct reports may result in a grade appropriate consequence, suspension from extracurricular activities for 10 school days, and/or a lowered behavior grade.

<b>1<sup>st</sup> Infraction</b>			
<b>Uniform</b>	<b>Behavior Related</b>		
<b>K-8</b>	<b>K-2</b>	<b>3-5</b>	<b>6-8</b>
<ul style="list-style-type: none"> <li>• Correction*</li> <li>• First warning</li> </ul>	<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Parent notification by teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Lunch detention</li> <li>• Parent notification by teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Lunch detention</li> <li>• Parent notification by teacher</li> </ul>
<b>2<sup>nd</sup> Infraction</b>			
<b>Uniform</b>	<b>Behavior Related</b>		
<b>K-8</b>	<b>K-2</b>	<b>3-5</b>	<b>6-8</b>
<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Final warning</li> </ul>	<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Parent notification by teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Lunch detention</li> <li>• Parent notification by teacher</li> <li>• Behavior grade modified accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Lunch detention</li> <li>• Conduct report</li> <li>• Parent notification by teacher</li> <li>• Parent meeting with teacher and/or administration</li> <li>• Behavior grade modified accordingly</li> <li>• Two-week suspension from extracurricular activities</li> </ul>
<b>3<sup>rd</sup> Infraction</b>			
<b>Uniform</b>	<b>Behavior Related</b>		
<b>K-8</b>	<b>K-2</b>	<b>3-5</b>	<b>6-8</b>
<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Loss of participation in Spirit and Modified dress days for the remainder of the trimester</li> </ul>	<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Parent notification by teacher</li> <li>• Behavior grade is modified accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Lunch Detention</li> <li>• Conduct report</li> <li>• Parent notification by teacher</li> <li>• Parent meeting with teacher and/or administration</li> <li>• Behavior grade modified accordingly</li> <li>• Two-week suspension from extracurricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Correction*</li> <li>• Lunch Detention</li> <li>• Conduct report</li> <li>• Removal from extracurricular activities</li> <li>• Attendance to Saturday School (9am-12pm – date to be determined by administration - \$150 charge to FACTS to cover supervision costs)</li> </ul>

\*If an infraction cannot be corrected immediately, the expectation is that it will be corrected by the next school day.



## Probation

---

A student may be placed on probation for a serious offense, continued misconduct, or serious academic deficiency.

Procedures for Probation:

1. A conference with parents, student, and a school administrator will be held, followed by a written explanation of the reason for the probation and the length of the probationary period.
2. Effort will be made to assist the student to develop responsible behaviors.

## Suspension

---

A student may be placed on suspension for serious misconduct on campus or off campus during school related activities, or for continued misconduct after having been placed on probation.

Procedures of Suspension:

1. A conference with parents, student, and a school administrator will be held, followed by a written explanation of the reason for the suspension and the length and place of the suspension.
2. The pastor will be notified and may choose to attend the conference.
3. Suspension may include the loss of participation in all school activities, an in-school suspension or an at home suspension. This will be determined by the administrator.

## Expulsion for Disciplinary Reasons

---

A student may be expelled from school for misconduct of a very serious nature. These offenses may include, but are not limited to:

1. Damage to or theft of school or private property.
2. Infliction of or threatened physical injury to another person.
3. Possession, sale, or use of weapons, drugs, intoxicants.
4. Possession or use of tobacco and/or vaping products.
5. Commission of obscene acts or engagement in habitual profanity or vulgarity.
6. Disruption of school activities.
7. Defiance of school authorities.

**Expulsion procedures will follow the guidelines established by the Archdiocese of San Francisco.**

## Recommended Withdrawal for Academic Reasons

---

Under certain circumstances the school may recommend that it would be in the best interest of the student to transfer to another school for academic reasons. The following procedures will apply:

1. Consultation between teacher(s) and administration once academic concerns arise.
2. Conference with parents to discuss possible remedial actions.
3. Follow-up conferences with parents to evaluate the academic progress of the student.
4. Administrative decision, in consultation with the pastor, that withdrawal from the school is in the best interest of the child.
5. Conference with parent recommending transfer, usually occurring at the end of a grading period.

## Transfer on Grounds of Parental Behavior

---

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in rare instances, parents may so persistently and overly refuse to cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline, as to reduce significantly the school's ability to serve their own or other children.

In such cases, after reasonable effort to bring about the smallest degree of parental cooperation and after appropriate consultation with the pastor, the administration may recommend to the parents that they transfer their child in accord with the terms and procedures set down in the Handbook for Catholic Schools: <sup>iii</sup>Code of Christian Conduct<sup>1</sup>. Documentation of the basis for this action and of all consultation with the parents on the matter will be retained on file. If the parents refuse to accept the recommended transfer, the procedures for notification, conferencing, and written documentation will be followed as in cases for disciplinary expulsion.

---

<sup>1</sup> See Code of Christian Conduct at end of Handbook.

## General Information

---

### Birthday Celebrations

---

Please make arrangements in advance with the teacher if you want to bring in healthy birthday snacks for your child's class.

### Cell Phones and Personal ECDs

---

Students may not use personal electronic communication devices (ECDs) including, but not limited to, iPods, iPads, cell phones, or pocket computers, during the day. This includes all times between morning drop off through regular end of the day pick up. While we recommend that such devices not be brought to school, any that are must be powered off and secured in a backpack or in a location provided by the homeroom teacher. The school is not responsible for the loss, theft, or damage of a device that has been brought to school.

If a student remains on campus at Extended Care, they may not use their personal devices until after pick up by their parent.

If a student is in possession of a cell phone or electronic device during the school day, the item will be confiscated and taken to the school office. A parent must come and claim the device on the following school day. If a second infraction occurs, a \$25 penalty will be charged to the family's FACTS account. Upon a third infraction, student will face disciplinary actions.

### Forgotten Articles

---

Any items left at home, such as lunches and sports clothes, may be brought to the front office. Be sure that the items are clearly labeled with your child's name. Saint Vincent de Paul School does not keep a "Lost and Found." Unclaimed items will be discarded after one week.

### Playground Rules

---

Playground rules are enforced for the safety of all students. Students should always follow the direction of the adult supervisors. Students should always remember to use respectful language. Leaving the playground area without permission is prohibited. Students are responsible for cleaning up after themselves. When playing outside, students are expected to follow the rules listed below:

- Keep hands, feet, and objects to yourself
- Use and care for equipment properly
- Maintain appropriate noise level
- Stay off residential (opposite sidewalk) and sidewalk in front of church property
- Stay in your designated play area
- Avoid playing on outdoor stairs
- Do not bring food outside. Eating outside is not permitted.

## Sunday Mass and Personal Prayer

---

Sunday is, according to the Code of Canon Law, "the foremost feast day of obligation" in the Church. The obligation of personal prayer and regular attendance at Sunday Mass is of chief importance for the maintenance of a sturdy life of faith. Therefore, parents and the school are bound by a serious obligation and grave responsibility to teach these practices and their underlying values to students, by word and personal example. Parents of non-Catholic students have a similar grave responsibility to teach by word and personal example the serious obligation of regular participation in public worship and of personal prayer.

# Uniforms

## Uniform and Dress Code of Saint Vincent de Paul School

Saint Vincent de Paul School believes that clothes do not define a person. The wearing of a uniform allows everyone to be seen for who they are, not by what they have. The purpose of a uniform is a means of consistency in student dress, while keeping costs to a minimum. Uniforms are required at Saint Vincent de Paul School and the complete, official uniform must be worn every day unless otherwise prescribed by the administration.

### Official Daily Uniform

All uniform items described below **MUST** be purchased from our official uniform provider **Classic Designs** (except bike shorts, leggings, socks, and shoes). Please refer to the example pictures on Classic Designs website: [www.eclassicdesigns.com](http://www.eclassicdesigns.com)

#### STORE LOCATION:

1551 Taraval Street (Between 25<sup>th</sup> and 26<sup>th</sup> Avenue)  
San Francisco, CA 94116  
Store Phone: 415-661-4700

The daily uniform must always be in **good condition** and is as follows:

Girls Grades K-4	Girls Grades 5-8
<ul style="list-style-type: none"> <li>• <b>Plaid Jumper:</b> <i>Girls are required to have their jumper length at the middle of the knee</i></li> <li>• <b>White Peter Pan collar blouse</b></li> <li>• <b>Navy cotton bike shorts or leggings</b> No athletic leggings</li> <li>• <b>Navy skort or shorts</b> (PE days only)</li> <li>• <b>Gray short sleeve logo polo</b> (PE days only)</li> <li>• <b>Solid white low-cut leather or canvas athletic shoes</b> with white shoelaces Shoes must be solid white No colored logos or accents Underside of shoe does not have to be white</li> <li>• <b>White crew socks only</b> No logos or accents on socks No footies, peds, or no-show socks</li> <li>• <b>Navy V-neck or cardigan sweater with SVPD logo</b></li> <li>• <b>Red clip-on tie</b> (Mass days only)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Plaid Skirt:</b> <i>Girls are required to have their skirt length at the middle of the knee</i></li> <li>• <b>Navy long pants:</b> <i>Must wear with white overblouse with button down collar on regular school days and may wear with gray logo polo on PE days only</i></li> <li>• <b>White over-blouse with button down collar</b></li> <li>• <b>Navy cotton bike shorts or leggings</b> No athletic leggings</li> <li>• <b>Navy skort or shorts</b> (PE days only)</li> <li>• <b>Gray short sleeve logo polo</b> (PE days only)</li> <li>• <b>Solid white low-cut leather or canvas athletic shoes</b> with white shoelaces Shoes must be solid white No colored logos or accents Underside of shoe does not have to be white</li> <li>• <b>White crew socks only</b> No logos or accents on socks No footies, peds or no-show socks</li> <li>• <b>Navy V-neck or cardigan sweater with SVPD logo</b></li> <li>• <b>Red clip-on tie</b> (Mass days only)</li> </ul>

### Boys Grades K-8

- **Gray long pants:** *Classic Design red tag beginning Fall 2020*
- **White broadcloth button down shirt**
- **Navy shorts** (PE days only)
- **Gray or navy short sleeve polo shirt** (PE days only)
  - Gray polo may only be worn with navy shorts
  - Navy polo may only be worn with gray pants
- **Solid white low-cut leather or canvas athletic shoes** with white shoelaces
  - Shoes must be solid white
  - No color logos or accents
  - Underside of shoe does not have to be white
- **White crew socks only**
  - No logos or accents on socks
- **Navy V-neck sweater with SVDP logo**
- **Navy clip-on tie** (Mass days only)
- **Black Stretchy belt** (1<sup>st</sup> & 2<sup>nd</sup> grade) (Kindergarten- by the third trimester)
- **Black leather belt** (3<sup>rd</sup>-8<sup>th</sup> grade)

### Other Uniform Options

- If a student wishes to wear a long sleeve shirt under their white uniform shirt the tee shirt or turtleneck must be solid white with no logos or color accents.
- For girls, hair accessories sold by Classic Designs in the SVDP plaid are allowed. Headbands may be no more than an inch wide. Bows may be three inches in diameter. All hair accessories must be navy, hunter green, gray, white, black, or red. Holiday hair accessories may be worn on special occasions as announced by the administration.

### Outerwear

- Students must wear the navy SVDP school sweater at morning assembly.
- Students may wear a non-school jacket on cold days **over** their navy SVDP sweater. Outerwear may not have logos of any kind. Outerwear must be solid navy or grey. Jackets must be removed inside the school buildings.
- Hooded sweatshirts are not permitted.
- Students who have attended overnight camp with their class, during the current 2022-2023 school year, may wear the respective camp sweatshirt **after** morning assembly, **over** their navy SVDP sweater.
- Eighth graders may wear the "Class of" sweatshirt in lieu of the navy SVDP sweater, **except** at Mass and Prayer Services.
- No other exceptions regarding sweatshirts are allowed.
- SVDP outerwear (sports sweatshirts, jackets, fleeces, etc.) **may not** replace the navy SVDP sweater.

## Spirit Dress Days

---

On designated days, students will be permitted to come to school in blue jeans or khakis and the SVDP Spirit shirt. When participating in Spirit Dress Days, students will be expected to adhere to the following:

- Students are permitted to wear full-length denim blue jeans or khakis, if they are neat in appearance, are free of rips, grayed edges, and do not have holes worn through them.
- Students are permitted to wear only approved SVDP Spirit shirts, SVDP logo polo shirts, or white uniform tops.
- Instead of jeans or khakis, students may wear any uniform shorts, skorts, pants, skirt, or jumper.
- Skin-tight clothing is not to be worn. Students may not wear any clothing that exposes the midriff or any other significant part of the body.
- White school shoes with socks (as indicated in the daily uniform) must be worn. Slippers, flip-flops, sandals, and boots are not permitted.
- Outerwear must follow uniform guidelines as stated above.

## Modified Dress Days

---

On designated days, students will be permitted to come to school in their daily uniform, but with a pre-determined theme or modification to the uniform (example: silly socks, specific color tee shirt, etc.). Other than the items designated by the administration, the remaining daily uniform must be worn as outlined above.

## Special Event Dress Code

---

There may be occasions in which students are allowed to wear attire different from the daily uniform or Spirit Day dress. Students are reminded to dress with modesty. Students should adhere to the following attire:

- Appropriate length skirt, khaki shorts, or dress – *Girls are required to have their skirt/dress length at the middle of the knee*
- No torn or tight jeans or pants
- No spaghetti strap, tank tops, midriffs, crop tops, tube tops, etc.
- No logo type tee shirts (unless specifically designated, such as a sports team)
- No hats (unless specifically designated)
- No loose/baggy pants or shorts
- No make-up or nail polish (including gels/French manicures)
- No hoop or dangling earrings. No excessive jewelry
- Holiday adornments may be worn on specified days determined by administration
- White daily uniform shoes must be worn
- Socks must be worn
- No jeggings, legging, or skinny jeans may be worn as pants
- No athletic shorts
- No sweatpants

Some field trips may qualify for the Special Event Dress Code, however, specifics will be determined and described by the teacher in advance of the field trip with approval from the administration. A field trip does not automatically initiate a special event.

Saint Vincent de Paul students are expected to keep themselves well-groomed and neatly dressed at all times. A clean and healthy appearance is important. Any form of dress or hair style which is considered by the administration to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All clothing must be **clean, neatly pressed, and in good repair**. No ripped, torn, or defaced items may be worn.

## Haircuts

---

Hair is to be neatly groomed and of moderate length. Bandanas/kerchiefs covering the head are not permitted. Hairstyles must be tame and not entail significant contrasts of long and short hair, or unnatural contrasts in color. Hair styles that are extreme or bizarre, or that involve design or architecture are not permitted.

- Boys: Haircuts are to be traditional and conservative, kept to the top of the neck and above the collar, off the ears and from mid-forehead to above the eyebrows. Hair should be 2 inches or shorter all around.
- Girls: Hair must be off the face. No beads, sequins or unusual hair adornments are allowed. Accessories must be non-distracting and no bigger than 1/5" in diameter.
- If any student is non-compliant, they will be sent home and not allowed to return to school until the hair style/color is corrected.
- Final judgement as to what is acceptable will be determined by the administration

## Jewelry

---

- A small, plain cross, or religious medal and chain (not chain alone) and an analog watch are the only jewelry that may be worn by students at Saint Vincent de Paul School – This includes on Spirit Dress Days, Modified Dress Days and Special Event Dress Occasions. The cross or religious medal must be worn inside the shirt or blouse. Bracelets and ankle bracelets are not permitted. No rings are allowed
- Girls may wear small post/stud earrings only (one in each ear). If a girl is allergic to post/stud earrings, then no other earring may be worn.
- Boys may not wear earrings.
- No other jewelry may be worn. Should a student wear inappropriate jewelry (as determined by the administration), the jewelry will be taken from the student and returned at the end of the day. If a student continuously violates this policy, the jewelry will be confiscated and kept until the end of the year.
- No waist chains, body piercings, tattoos, counter-culture symbols, or appearances will be accepted. No tattoos (permanent, temporary, henna, washable or student created) may be worn at any time.
- No wrist bands, friendship bracelets, or "cause" bracelets may be worn.



## Make-Up

---

Make-up may not be worn at school. This includes, but is not limited to: lip color, foundation, mascara, nail polish, acrylic nails, gel/dip/French nails. Any make-up, perfume, or cologne found in school will be confiscated and returned at the end of the day and is not to be brought back to school. Please remove all nail polish and make-up before coming to school. If a student is found to be wearing make-up and/or nail polish, they will be sent to the front office to use make-up removing wipes or nail polish remover.

***Because it is impossible to encompass every eventuality of dress and appearance, the judgement of the Administration is final in these matters. Students who are not in conformity with the Uniform and Dress Code may incur disciplinary consequences. Refer to DISCIPLINE section of the Community Handbook.***

**The school administration reserves the right to amend the handbook at any time. Enforcement and interpretation of the handbook is at the discretion of the administration.**

## Quick Reference

---

Important contact information to have on hand:

- School Phone: 415-346-5505
- School Website: [www.svdpsf.com](http://www.svdpsf.com)
- Report absences or trancies to [attendance@svdpsf.com](mailto:attendance@svdpsf.com)
- General questions – contact [office@svdpsf.com](mailto:office@svdpsf.com)
- Volunteer Approval – contact [volunteer@svdpsf.com](mailto:volunteer@svdpsf.com)
- Questions about Extended Care program or billing – contact [extendedcare@svdpsf.com](mailto:extendedcare@svdpsf.com)
- Questions about after school enrichment programs and sign-ups – contact [studentlife@svdpsf.com](mailto:studentlife@svdpsf.com)
- Issues with school issued technology or account – contact [techsupport@svdpsf.com](mailto:techsupport@svdpsf.com)
- Comments or Concerns – contact [administration@svdpsf.com](mailto:administration@svdpsf.com)

## Appendix- Handbook Updates

---

<sup>i</sup> **September 7, 2022: p25** – Removed sentence referencing after-school activities. Added clarification regarding Extended Care billing: “Any family utilizing Extended Care (even for one hour) will be billed for a full month. Monthly billing will be based upon the latest pick-up time for that month.”

<sup>ii</sup> **August 17, 2022: p 34** - New grading scale from the Archdiocese of San Francisco.

“The Archdiocese of San Francisco has revised the elementary (3<sup>rd</sup> – 8<sup>th</sup>) grading scale. Elementary schools will have two years to implement the newly revised grading scale. Before making this change, the archdiocese researched the local high school and public/private elementary grading scales. High School Admission Departments will no longer need to apply a norming formula to Catholic school applicant grades since all applicants will be on the universal grading scale.”

<sup>iii</sup> **September 7, 2022: p 42** – Include Code of Christian Conduct excerpt from Archdiocese of San Francisco's Handbook for Catholic Schools. “Appendix 12” attached.

## **Appendix 12     Code of Christian Conduct Covering Students and Parents/Guardians**

The student's interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.



## SAINT VINCENT DE PAUL SCHOOL AGREEMENT SIGNATURE PAGE

The provisions in these documents are designed to provide staff, parents, and students with information and guidance as to the procedures and rules of the school. The contents may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to all parties involved.

### **Saint Vincent de Paul Community Handbook**

The \_\_\_\_\_ family have read, understand, and agree to comply with the philosophy of Saint Vincent de Paul School, and to support and adhere to the policies and regulations set forth in the Saint Vincent de Paul Community Handbook as well as additional policies that the administration may communicate in writing during the course of the school year.

We understand that the Administration, Pastor and the Department of Catholic Schools have the right to interpret all policies.

\_\_\_\_\_  
Father Signature/ Date

\_\_\_\_\_  
Mother Signature/ Date

Student(s) Name(s)

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
SIGNATURE