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St. Vincent de Paul is the patron

of the parish and school.

Feast day, September 27

Acknowledgments -

Cover Art - School Crest

Typing - Terry Derksen, Administrative Assistant

Revised: June 2014

ST. VINCENT de PAUL SCHOOL

A PLACE OF OUR OWN

A place where

students and teachers spend faith-filled moments;

A place where

the relationships between a teacher and a student have a quality of wonder, of the sacred and of a sacrament;

A place where

everyone purposefully seeks to be a disciple of Jesus..... to have wisdom, compassion and hope;

A place where

*the "I cans" speak so boldly that
the "I can't" cannot be heard;*

A place where

*students and teachers stand by each other and say,
"We are community, we will not let each other fail, we will forgive;"*

A place where

evangelization is an attitude as well as an activity.

A place where

economic, cultural, ethnic, family and other differences are brought together into a mutually respectful whole;

A place where

we experience the joy, the zest of life;

A place where

we feel safe and are able to pray out loud.

Adapted from Mary Louis Hawkins and M. Dolores Graham,
Curriculum Architecture: Creating A Place of Our Own -
with ideas from Thomas J. Sargiovanni Building Community in schools.

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ST. VINCENT de PAUL SCHOOL ADVISORY COMMITTEE

AUGUST, 2012 to MAY, 2013

PASTOR:	Father Paul Treacy 9100 93rd Avenue North Brooklyn Park, MN 55445	Phone: 763-425-2210
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	Mr. Scott Silver 9908 Toledo Drive N Brooklyn Park, MN 55443	Phone: 763-439- 6274
	Mr. Nicholas Tietz 6934 105 th Trail N Brooklyn Park, MN 55443	Phone: 651-755-3524

When you have a school related matter, please call the principal. If you need to discuss the matter further, please call one of the advisory committee members. Issues must be placed on the agenda a minimum of 10 days before a meeting.

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Mrs. Julie Maccario, 763-493-4763 / maui32701@embarqmail.com

Mrs. Shanon McGraw 763-425-2841 / shanonmcgraw@hotmail.com

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ST. VINCENT de PAUL SCHOOL

INTRODUCTION

Catholic education is intended to "make men's Faith become living, conscious and active through the light of instruction. The Catholic school is the unique setting within which this ideal can be realized in the lives of Catholic children and young people."

-To Teach as Jesus Did -Paragraph 101 & 102

MISSION STATEMENT AND PHILOSOPHY

MISSION STATEMENT

St. Vincent de Paul Parish Mission Statement: **KNOW** and celebrate our Catholic Faith, **LOVE** God and our neighbor, and **SERVE** as disciples of Jesus Christ.

PHILOSOPHY

The community of St. Vincent de Paul School believes in integrating the teachings of Jesus Christ with the comprehensive education of the student. These religious truths and values will serve as a foundation for the students' future ministries in the church, family, and community. Each individual will grow spiritually and academically, realizing the potential God ordained.

DISCIPLINE PHILOSOPHY

The training of mind, body, and character according to the St. Vincent de Paul School's Code of Conduct is the guiding principle of all discipline policies and practices.

ST. VINCENT de PAUL SCHOOL CODE OF CONDUCT:

1. *I will love and honor God in my daily living/life.*
2. I will respect myself and others emotionally and physically.
3. I will respect all property.
4. I will do my part to promote learning in my school.
5. I will be a responsible, contributing member of my school community.
6. I will take pride in my school and in my own work.

SCHOOL TELEPHONE 763-425-3970

SCHOOL FAX 763-425-2674

E-mail: schoolinfo@saintvdp.org

Web site: www.saintvdp.org

GOALS AND OBJECTIVES OF ST. VINCENT de PAUL SCHOOL

1. Christian values are integrated in all subject areas.
 - a. The concepts in the religion program are integrated with other subjects.
 - b. Gospel values and Christian social principles are integrated with subject matter and daily life.
2. To recognize that academic growth occurs according to the level of readiness of each student.
 - a. Individual learning needs will be addressed.
 - b. Support services are available for qualifying students through District #279.
3. A positive self-image will be encouraged in each student.
 - a. A program of positive reinforcement of good behavior and good work is implemented
 - b. Promotion of a community of faith fosters the importance of each individual.
4. Christian maturity will be fostered through the learning/reception of the sacraments.
 - a. The students will be taught the teachings of the Catholic Church regarding the sacraments.
 - b. The students will be encouraged and provided with opportunities to receive the sacraments.
5. The students will develop a greater understanding and appreciation of the Catholic faith.
 - a. The student body will attend a weekly celebration of the Eucharist. Students and teachers will prepare the liturgy.
 - b. Students will learn about the importance of daily prayer through regular classroom prayers, meal prayers, and prayer services.
 - c. Students are taught Catholic Doctrine and Church history in their daily religion classes.
6. The school will foster the intellectual, social, emotional, and physical development of every child.
 - a. These areas will be developed through sequential programs in every area of the curriculum.
 - b. Regular evaluation of textbooks will result in a current curriculum.
7. The interaction of students will be based on respect for others.
 - a. Students are motivated through daily religious instruction.
 - b. Students will develop an awareness and model respect for others and themselves through daily opportunities.
 - c. Students will adhere to the code of conduct.
8. The school will maintain communication and cooperation with parish and family.
 - a. Regular bulletins and notices will be on the school web

- site.
- b. Provision will be made for Open House, parent visits, and conferences.

SCHOOL SCHEDULE

First Bell	7:25 AM
Tardy Bell	7:35 AM
Eucharistic Liturgy (Once a Week)	8:00 AM

Grades	Dismissal for Lunch	End of Recess
8 (both)	10:30 AM	11:00 A.M.
7 (both)	10:30 AM	11:00 A.M.
6 (both)	10:50 AM	11:20 A.M.
5 (both)	11:00 AM	11:30 A.M.
4- DM	11:05 AM	11:35 A.M.
4- MM	11:10 AM	11:40 A.M.
3- LC	11:15 AM	11:45 A.M.
3 -DS	11:20 AM	11:50 A.M.
2- BLM	11:25 AM	11:55 A.M.
2- KD	11:30 AM	12:00 Noon
1- MD	11:35 AM	12:05 P.M.
1- RF	11:40 AM	12:10 P.M.
K-(both)	11:45 AM	12:15 P.M.

Dismissal 1:45 PM

School Office hours 7:00 AM - 3:00 P.M.

VISITORS ARE WELCOME

ALL VISITORS/PARENTS/VOLUNTEERS MUST REGISTER IN THE SCHOOL OFFICE AND WEAR A VISITOR TAG INDICATING NAME, DATE, TIME AND LOCATION.

GENERAL INFORMATION

ADMISSION POLICY

Non-Discrimination Policy:

It is the policy of the school to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.

Entrance to Kindergarten requires children to be five years old by September 1 of the year in which they will enroll.

Kindergarten students are accepted in the following priority:

1. Students who have brothers and sisters in the school.
2. Students of staff members.
3. *Students who are members of the parish.
4. Students who are not members of the parish but are members of another Catholic parish.
5. Students who are non-Catholics

First graders must be six by the first of September of the calendar year in which they intend to enroll.

Students in grades 1-8 are accepted in the following priority:

1. All students presently attending the school.
2. Students who have brothers and sisters in the school.
3. Students of staff members
4. *Students who have transferred from another Catholic school and are members of the parish.
5. *Students who are members of the parish from a public school.
6. Students who are not members of the parish but are members of another Catholic parish.
7. Students applying for transfer to the school who are non-Catholics.

***Catholic students whose families are active members of St. Vincent de Paul Parish.** An active parish member means a current registered member, who has regular attendance at Mass at St. Vincent de Paul Church, uses church envelopes or automatic withdrawal, and contributes time, talent, and treasure. To qualify for active parish member tuition you must be an active parish member at St. Vincent de Paul Church for at least 6 months by the first day of school. Information is acquired through a parent questionnaire and verified by parish records.

Admissions continued...

Student Transfers

Parents with students transferring into St. Vincent de Paul School during the school year or at the beginning of the year must complete the following process:

- *Parents have an interview with pastor, principal and/or teachers
- * Students pass a reference check with former school
- *Parents provide a letter of recommendation from a current classroom teacher.
- *Parents agree to have their child continue special services provided at the former school (if any)
- *Parents will provide a letter from former pastor stating that they were /are members in good standing (if coming from a different parish)
- *All transfer/new students will be accepted on a probationary status for one year.

ADMISSIONS APPLICATIONS

Each September parent/parents may apply for admissions for the following school year.

A \$25.00 non-refundable fee is required along with the completion of an Admissions Application. A name may remain on the list for one academic year.

ABSENCE/ATTENDANCE

Notification of a student's absence should be called in to the school office by a parent/guardian before 7:45 a.m. If we do not hear from you by that time, it will be necessary for the school to call you at home or work. You may leave a message on the voice mail before 7:00 a.m or e-mail the school at www.schoolinfo@saintvdp.org. The absentee is responsible for making up work missed during their absence.

Tardy - 7:35-8:00 A.M.

½ Day Absence - Arrive after 8:00 A.M. or leave before 1:30 P.M.

Excused and Un-excused Absences.

All absences from school will be recorded as either excused or un-excused based on the guidelines below:

Absence from school for weather, dentist/doctor/mental health professionals/orthodontist, legal appointments, funerals, and late bus **will be excused**. Absences from school **MAY be excused** at the principal's discretion.

No student may leave the school premises without a written request of the parent/guardian and the notification of the principal. St. Vincent de Paul school is a closed campus. The school does not accept responsibility for a student that leaves the campus without permission during the school day. Please make every effort to contact the school office before 12:00 p.m. if there is a change in your child's transportation home.

Vacations: School policy discourages the absence of students for family vacations during the school year. **Please refer to the school calendar to plan family vacations during school release days only.** Teachers are **not** responsible to provide work for students on family vacations.

CLASSROOM PLACEMENT

Teachers take into account a student's educational and behavioral needs when determining home room assignments for a new school year. Parents may fill out a Classroom Placement Input form if they have concerns about their student. Please do not request a specific teacher.

CLOSE/EARLY DISMISSAL OF SCHOOL FOR WEATHER AND EMERGENCY CONDITIONS

St. Vincent de Paul School will close whenever they deem it necessary or whenever the Osseo School District #279 closes their schools. School closing announcements and other emergency school-related instructions will be posted on the St. Vincent de Paul web page, District 279 web page, broadcasted on radio, TV, and the internet. See below:

-www.saintvdp.org - school

-www.district279.org

-WCCO Radio 830 AM/WCCO TV Channel 4/ www.WCCO.com/schoolclosings,

-KSTP TV-Channel 5/ www.KSTP.com - School Alert

-KARE 11 TV/ www.KARE11.com - School Alert

-Northwest Community TV-Cable 12 www.twelve.tv

Unless you have an extremely unusual circumstance, **PLEASE DO NOT PHONE THE SCHOOL** with questions during an emergency. Phone calls only delay emergency operations, tie up phone lines needed for District wide action, and consume the time of District officials when their time is needed to respond to the emergency.

CLASSROOM FEES

Classroom fees are billed to families every fall. The SCHOOL SUPPLY LIST included on the school website lists these fees for the classroom, i.e. plastic totes, parties, assignment notebooks, technology fee, Home & School, etc. The School Supply fees are expected to be paid in full when billed. Other specific fees such as pottery, field trips and special events will be billed and payable as they are incurred.

HOME AND SCHOOL ASSOCIATION

The St. Vincent de Paul Home and School Association is the parent/teacher organization of St. Vincent de Paul School. The Home and School Association has four major purposes:

- To enhance the spiritual, social, and educational activities of the children, parents, and teachers of St. Vincent de Paul School
- To encourage and promote interaction and communication among parents, teachers, and students of St. Vincent de Paul School
- To assist the school administration with fundraisers, volunteer help programs, and other activities or programs the school advisory committee or administration may seek help on.

To assist in publicizing the activities and accomplishments of St. Vincent de Paul School to the community.

Membership - all parents are members of the Home and School Association. There is an annual **\$10.00** family membership fee that contributes to the cost of funding the various Home and School committees. The H. S.A. Board meets once a month. Check the school website for dates. All parents are invited to attend the meetings that are announced in the school bulletin.

LOCKERS

All students will be assigned a school locker. The administration reserves the right to inspect student lockers or desks at any time.

If students in grades 5 thru 8 choose to lock a locker, a combination lock will be provided by the school. A \$5.00 non-refundable rental fee will be required. Locks will be turned in at the end of each school year. Locks are **not** allowed for students in grades K-4.

LUNCH/MILK PROGRAM

School lunch is served daily. Kindergarten students will receive a free morning milk.

Milk is served in the morning for those who wish to have it. Lunch and morning milk prices will be announced in the first school bulletin. One account will be set up for each family to use for lunch and milk as needed. This is **not a charge account**, so a balance must be kept above the amount your child will be using during the current year. Family statements will be sent approximately once a month or as needed. **The payments should be sent on Mondays or the first day of the school week.** Send the money in an envelope on which is written the child/children's first and last name, grade and the amount of money and indicate what the money is for. **DO NOT include the lunch payment with any other fees due to the school since this is a separate account.**

A lunch menu will be published monthly. Although accurate at the time of publication, the menu may be changed by the cooks whenever necessary. Each student may have the entree of the day OR sandwich OR baked potato with choice of toppings OR salad bar. Served daily are fresh vegetables and dip, tossed salad, fresh fruit, and 2%, skim or fat free chocolate milk.

TARDY

Tardiness interferes with student progress in school and constitutes a disturbance for all the members of the class. Parents will be notified of a student's excessive tardiness and expected to remedy the situation. Excessive tardiness may lead to truancy reporting.

All students who arrive after the tardy bell must enter the main entrance on the south side and report to the office for an entrance slip.

TRUANCY

If a student is absent for 15 consecutive days for a non medical reason, they will be required to withdraw from the school. The student must enroll in their school district's home school program. Excessive absence may lead to truancy reporting. If attendance becomes an issue we will use the Osseo schools' policy.

TRANSFER AND WITHDRAWAL

Parents who are transferring children to another school should inform the principal in advance. Notice of withdrawal should be made in sufficient time to prepare for the transfer of records. These records will be sent directly to the school to which the child is transferred.

TUITION/FUNDRAISERS

A tuition registration contract for the next school year is issued in the spring of the year. Parents are expected to follow the schedule unless they have made other arrangements with the pastor and principal. Re-registration is held for the next school year during Catholic Schools Week, the last week of January. Tuition must be current before registration for the next school year is accepted. Tuition must be paid in full by **June 1st** of the current school year or the children will not be allowed to return to school the following school year.

Tuition covers approximately 60% of the school's cost of educating a child at St. Vincent de Paul School. Additional funds are raised through **fundraising**. Remaining student costs are supplemented by parish investment. Therefore, parents and students are required to volunteer for the school and participate in fundraisers. All of the fundraisers at St. Vincent de Paul are in place to help reduce the cost of tuition for each student. Each fundraiser during the school year has a goal and this amount must be raised to meet the budget. These are not for "extras". All students are expected to raise a minimum of \$100.00 in the annual fall Marathon. Some of the other fundraisers include, a magazine drive, Auction for Education, Taste Tests, Trash to Cash, SCRIP and etc. SCRIP is a program where you are able to buy gift cards to local retail establishments, who then pay a percentage back to the school in the form of a rebate. This rebate is split 75-25% between the school and as a personal tuition credit for the following year. \$250.00 on the average per student is necessary to meet the fundraising budget.

UNIFORMS

THE STUDENTS (K-8) ARE REQUIRED TO BE IN UNIFORM THE FIRST DAY OF SCHOOL.

Uniform suppliers are:

Champlin Athletics: 12172 Ensign Avenue N, Champlin, MN 55316, #763-421-7949

Educational Outfitters, 6002 Excelsior Blvd, St. Louis Park, MN 55416, #952- 927-6778

(www.educationaloutfitters.com)

Donald's, 972 Payne Avenue, St. Paul, MN 55101, #651-776-2723

Lands End Catalog School ID # 9000-9590-2 (landsend.com/school) Catalogs in school office

Uniforms may be purchased from other vendors as long as they are the same components as described below.

THE COMPONENTS OF THE UNIFORM ARE:

BOYS AND GIRLS

Pants: K-6 - Navy blue 7 - 8 option to wear khaki or navy blue.

Plain, no denim, sweat, or cargo style pants. The length of the pants should not touch the floor. All pants must be worn at the waist. (No hip-huggers low riders, or low rise.)

Walking shorts: K-6 Navy blue 7-8 option to wear khaki or navy blue.

Plain, no denim, Spandex, or shorter than 2" above the knee.

Capris: K-6 Navy blue 7-8 option to wear khaki or navy blue

Skort - Navy blue cotton -skirt with built in shorts. Plain, no denim, spandex, or

shorter

Than 2" above the knee

Polo Shirt: K-8 - Plain white or navy knit

Polo shirt must have a front placket with buttons, long or short sleeves. The hem of the polo shirt may be worn to mid-pocket **or** the shirt must be tucked in. (See picture.)

Turtleneck - Plain white knit

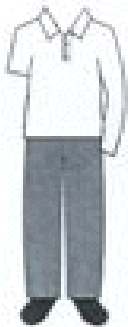
Cardigan sweater or sweater vest - Navy blue -may have a zipper or buttons,

plain or with the school logo.

Sweatshirt: St. Vincent de Paul navy sweatshirt.

White polo shirt or turtleneck must **be** worn under the sweatshirt.

Fleece cardigan or fleece vest: navy; plain or with the school logo



Not permitted-

- Logos, (except for our school's),
- Peter Pan collars, lace, embroidery trim, and scalloped edges.
- Jackets or hoodies are not part of the uniform.
- Face painting or tatoos

Shoes: Tennis shoes, leather shoes

- Shoes must be worn properly (**laces tied, etc.**)
- No wheels in shoes are allowed.
- No sandals
- No flip flops

- Slides are not permitted.
- Boots can only be worn to and from school and during recess.
- Uggs not worn in school.

Belts: Navy, black, brown, khaki, or white

Hair ornaments, jewelry and accessories:

- Hair accessories should coordinate with uniform colors.
- Hats or caps are not allowed during the school day.
- Earrings small in size (no large hoops or dangling styles.)

Hair Color: Natural hair color only.

DRESS CODE FOR NON-UNIFORM DAYS: Students are expected to be clean and neat, their clothes not ripped or torn, and they are dressed appropriately for the school day. Articles of clothing must not be destructive to school property, offensive, nor interfere with the educational process and must comply with requirements for health and safety.

· Spirit apparel maybe worn on a non-uniform day and spirit days.

In support of St. Vincent’s commitment to tobacco free, drug free, and violence free schools, words or symbols on clothing or personal property that advertise products or actions which are inappropriate, illegal, or harmful for students will not be permitted.

Example of unacceptable clothing include:

- Sexually obscene and/or profane language, slogans, emblems, or pictures;
- Advertisements for alcohol or tobacco products;
- Gang symbols and/or emblems or clothing worn in a manner to identify gang membership;
- Sexually provocative or immodest clothing, words, or symbols
 - shirts must cover the entire mid-section;
 - sleeveless tops must have straps at least 1.5 inches wide
 - undergarments must not be showing;

A UNIFORM VIOLATION FORM will be sent to the parents any time there is non compliance with the dress code. Corrective action and compliance will be expected before the student is allowed to return to class. Parents may be called to bring in correct clothing.

PHY. ED. DRESS CODE -

- GYM SHOES - We suggest students have an extra pair of tennis shoes in their lockers. All students **must have tennis shoes** for physical education classes.
- No jewelry or hardware is allowed to be worn at Phy. Ed. class (earrings, watches, etc.) for safety reasons.
- During tumbling and wrestling units students **do not wear glasses** and in other activities the student needs to provide a strap for their glasses.
- Students attending P.E. class in improper gym shoes or wearing jewelry, etc. will not be allowed to participate that day, except for stationary warm-up exercises.
- If gym class is the last class for the day, students are to change to their normal school clothing before school is dismissed.

St. Vincent de Paul School is not liable for lost items.

CURRICULUM AND SCHOOL PROGRAMS

RELIGION

The religion program is an integral part of the total religious education program at St. Vincent de Paul parish. The program combines classroom instruction, liturgical celebrations and opportunities for Christian service to the community.

CATECHESIS IN CHRISTIAN HUMAN SEXUALITY

The program (grades 3-8) reflects national Catholic guidelines for family life education, respect for life education, and education in Christian sexuality as outlined in Church teaching and by the bishops' committee. Through a cooperative approach involving home and school, parents and educators share in teaching students to develop wholesome Christian attitudes toward sexuality. The Christian Human Sexuality curriculum is available at any time for parents to review and teach their child. Teachers are here to act as a resource and guide.

CELEBRATION OF THE EUCHARIST

The student body celebrates the Eucharist at a weekly Mass (usually on Wednesdays). When a Holy day occurs during the week students attend Mass on that day instead of Wednesday. Students and teachers in grades three through eight alternate the responsibility for preparing the liturgy for the Mass. In preparing the liturgy, students lead the songs, read the word of the day and petitions, and bring up the gifts.

SACRAMENTAL PROGRAM

There is one policy regarding the reception of the sacraments for all of the children in St. Vincent de Paul Parish. The completion of the Parent Instruction Program is a prerequisite for the reception of First Holy Communion and First Reconciliation for any child in the parish. You may call the school office for more information about the program. Students in St. Vincent's School are prepared in grade two for the reception of the two Sacraments.

ACADEMICS SUBJECTS

ART

Students have the opportunity to use a wide variety of art materials. Basic concepts include: textiles, color, design, drawing, art history, commercial art, painting, and sculpture. A professional potter is in residence for grades K-8 for a month in the spring. Students complete pottery projects under his supervision.

COMPUTER LITERACY

Computer skills for students in grades K-8 are integrated into the school curriculum. Application software is used to enhance classroom studies in mathematics, science, social studies, language arts, and religion.

Use of the internet shall be limited to educational purposes related to course curriculum appropriate to the user. Students will be required to sign the Internet Acceptable Use Policy prior to being allowed internet access.

LANGUAGE AND SPELLING

The language program integrates eight areas of basic expression: communicating, informing, reflecting, reporting, inventing, persuading, imagining and analyzing. Each of these areas provides the focus in which the skills of listening, speaking, reading, writing and grammatical expression are taught.

LIBRARY

Our library's goals are twofold: 1. To provide a wide range of resources from which our students can access, gather, and analyze information; and 2. To create an environment where our students learn to experience the joy of reading and become lifelong readers. All grades visit the school library for a 30-minute period once every 6 days. During this time they may select and checkout books. Students in grades K-1 may check out one book, while 2nd-8th graders may check out two books or more if needed for a school project or report. All books are due at the next scheduled library visit and may be renewed up to three times. Students must return their books before checking out another book. Notices will be sent home for overdue books and in the case of lost or unreturned books, we ask that you pay the cost to replace the missing book.

MATHEMATICS

The math curriculum emphasizes mastery of basic skills with everyday applications. Provision is made for re-teaching, practice and enrichment.

MUSIC

Skill and music appreciation are emphasized in the music program. Liturgical music is part of the curriculum. Opportunities are given for musical performances.

PHYSICAL EDUCATION

A development of proper nutrition, general fitness, sports skills, and sportsmanship with a Christian spirit are the major concepts of the program.

READING

The reading program, using a variety of literature, emphasizes comprehension, word identification, research, literacy, and language art skills.

SCIENCE

The major concepts of physical, life, earth, and space science are presented. The students are provided with content knowledge and an understanding of the scientific method.

SOCIAL STUDIES

The social studies program teaches students how to read and interpret maps, graphs, and charts. There is a focus on history and geography. The program is designed to help students develop global awareness.

SPANISH K-8

In our foreign language program students will gain an understanding of the culture, customs, and traditions associated with Spanish speaking people. They will come to recognize and appreciate similarities and differences with their own culture. Students will be able to communicate and understand that languages have structure and this structure varies from the structure of English.

ACCELERATED/HIGH POTENTIAL STUDENTS

St. Vincent de Paul does not offer a separate pull out program for high potential students. Parents and teachers will work together and develop a learning plan to meet a student’s needs within the individual’s classroom.

GRADING SYSTEM

The report card is designed to inform parents, guardians, students and others about the achievement of grade-level learning goals. It distinguishes students’ level of progress in relation to those goals as well as indicates areas of strength and areas where more time and study are needed. Note that you will find a rating that refers to the achievement of the learning goals at the end of the reporting period. Please remember the report card is just one part of a comprehensive reporting system geared to communicate how the student is doing in school.

Communication of a student’s academic performance is as follows:

Kindergarten Grading Scale

O	Outstanding
S	Satisfactory
N	Needs Improvement

Kindergarten Academic Skills Grading Scale

ES	Exceeds Standards
MS	Meets Standards
AS	Approaching Standards
NS	Needs Support
X	Not assessed at this

Traditional Letter Grade Expanded Grades 1-8

A+	98.00	100.00
A	93.00	97.99
A-	90.0	92.99
B+	87.00	89.99
B	83.00	86.99
B-	80.00	82.99
C+	77.00	79.99
C	73.00	76.99
C-	70.0	72.99
D+	67.00	69.99

D	63.00	66.99
D-	0.00	62.99

Successful learning behaviors effort grades are a representation of specific work habits and study skills, which help to ensure excellence in our school:

- Works well independently
- Works well with others
- Able to monitor own behavior and use self-control
- Asks appropriate questions
- Shows respect to others and to property
- Uses good problem solving and conflict resolution techniques
- Completes work in a neat and organized manner
- Completes work on time
- Seeks assistance when needed
- Actively listens to teachers and others
- Follows directions and expectations of the class

HOMEWORK, EIGHTH HOUR, AND STUDY HABITS

Home study is important for the development of good study habits. Homework is assigned by the individual teacher. If parents have any concerns, they are encouraged to contact the teacher. Eighth Hour is given for any late/incomplete assignments.

PROMOTION/RETENTION

Promotion or retention will be based on academic performance and physical, emotional, psychological, and developmental maturity. Students usually are able to progress annually from one grade to another. However, exceptions may be made when, in the judgment of the professional staff and parents, an alternative placement is in the best educational interest of the student involved. These exceptions will be made after the classroom teacher, principal, and parents have gathered and studied data. If the school staff makes a recommendation for retention and the parents reject it, the parents are advised to seek alternative education.

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SPECIAL EDUCATION

· The non-public special education program is a service provided to eligible non-public students. This program is in accordance with state and federal laws (MS 120.17 and PL. 94-142).

· Eligibility is determined by special education personnel and the classroom teacher as a result of observations, assessment, and consultation.

· -Assessment takes place in the child's non-public school.

· -Classes are taught during school hours by certified special education personnel at conveniently located public school sites.

· -Conferences, which parents are strongly encouraged to attend, are generally held in the child's non-public school.

· -Transportation for students is provided free by Osseo School District.

· Parents may obtain the Parent Referral form from the child's teacher or principal. For more information on our Special Education Program, call your child's teacher and/or the school principal at 763-425-3970.

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ST. VINCENT'S EDUCATIONAL PLAN

· If a child does not qualify for special education services, the teacher, working with the parents and school principal, will develop an educational plan to help meet the child's needs. This plan is evaluated periodically and remains in place as long as needed.

ACTIVITIES

ASSEMBLIES

Assemblies are provided for information, entertainment and awards. These occasions also provide students with an opportunity to practice audience manners. Whenever students assemble they are expected to be attentive and show consideration for others.

BAND/ORCHESTRA/SHOW CHOIR

Students in grades 3-8 may participate in the school show choir and in grades 5-8 in band. Individual lessons and group practice sessions are scheduled once a week at the school. These services are provided by Totino-Grace Fine Arts Academy. Student's grades 1-8 may participate in orchestra. Individual lessons and after school string ensemble are offered. For further information call the school.

CLASSROOM PARTIES/OUT OF SCHOOL PARTIES

We respectfully request that classrooms do not celebrate individual teacher's birthdays with parties.

Room parents; please call the classroom teachers to plan parties. **DUE TO SEVERE LIFE-THREATENING FOOD ALLERGIES we are requesting the snacks and treats containing any PEANUT or NUT PRODUCT not be brought into the school. Please inquire as to if there are any students with allergies in the classroom.**

All treats are to be store bought. Please do not send gum (includes candy that contains gum, i.e. Blowpops) and pop for classroom treats, parties or birthday treats.

Invitations for all out of school parties are not to be distributed through the classroom. Please send them out by mail, phone, etc. Secret Santa and Advent Angels are not allowed in school.

C0-CURRICULAR PROGRAMS

Co-curricular activities are those activities which are sponsored by the school, but are not a part of the curriculum. We are proud to be able to offer these enrichments.

Altar Server	Gr. 4-8
Band	Gr. 5-8
Chess Club	Gr. 3-8
Choir- Cherubim Choir	Gr. 2-4
Praise Choir	Gr. 5-8
Show Choir	Gr. 3-8
Counseling	Gr. 7-8
Drama	Gr. 3-8
Orchestra	Gr. K-8
Science Club	Gr. K-6
Student Council	Gr. 3-8
Basketball (boys & girls)	Gr. 6-8
Baseball (boys)	Gr. 6-8
Cross Country	Gr. 5-8
Softball (girls)	Gr. 6-8
Soccer (boys & girls)	Gr. 6-8
Track & Field (boys & girls)	Gr. 5-8
Mini Track & Field (boys & girls)	Gr. 3-5
Volleyball (girls)	Gr. 6-8
Wrestling (boys)	Gr. 4-8
Mini-Wrestling (boys)	Gr. K-3

Co-curricular programs continued...

If games or practices do not start immediately following school hours, students may not remain on the school grounds during the interim.

Siblings of co-curricular participants may not remain after school for practices or games unless the parents are present to supervise them. This applies to all after school activities such as Chess Club, sports, drama, choir, Science Club, etc. We cannot allow students to loiter in the building unsupervised. Older students who come to attend a sporting event are asked to stay in the gym and cheer on their classmates. Students loitering in the hallway will be asked to leave.

Responsibilities of the school.

The school will provide:

1. Instructors
2. Equipment (limited)
3. Uniforms
4. A place for practice and performance.

Responsibilities of the parents.

The parents will provide:

1. An active interest in their child's activities.
2. Equipment (limited)
3. Transportation (limited)
4. Insurance (if needed)

The instructors are expected to provide:

1. A practice and performance schedule that will not conflict with other activities.
2. Whenever possible practices and performances should be held immediately following school hours. This policy should deter loitering and transportation problems.
3. Practices and games in any one activity should not total more than 3 school days per week.
4. Training and guidance to each participant in the activity, and emphasis on good sportsmanship.
5. Participation in games or events: Length of playing/competition time is determined by coaches ... Guideline...25% minimum per game or match ('JV' & 'B' Teams) for those having consistently attended practices, while showing a positive attitude and effort to improve and learn. Varsity teams may or may not meet this guideline, but an effort to allow team members a chance to participate in each contest will be strived for. A student-athlete may be moved to a Jr. Varsity or 'B' Team for increased game/match experience, if suggested by coaches. Note: 8th graders are allowed to participate at 'JV' or 'B' levels according to NSPSL rules for each particular sport. Eighth graders

assigned to a non-varsity team (JV/B) will earn a St. Vincent de Paul Varsity Letter for that sport, having completed the season with a positive effort and attitude.

6. Information to the principal on the progress or problems related to the activity.
7. A report to the school detailing the equipment needed.

Responsibilities of participants.

The students who choose to participate in co-curricular activities are expected to:

1. Parent/Guardian Consent Form and Liability Waiver and participation fees are due in the school office before the student can participate in an co-curricular activity offered by the school. Participation fees are non-refundable. (If you or your child decides after signing up they no longer want to participate, the fee is not refundable.) There is a \$40.00 deposit on all uniforms. This deposit will be returned when the uniform is returned on a hanger with the students name on it.
2. Be present and on time at each practice and performance session. In the event a participant cannot be present, an excuse must be brought from the parents. After two absences any other absence should be reviewed by the instructor with the parents and an Advisory Committee member.
3. Be attentive at each session.
4. Perform to the best of their ability all of the time.
5. Maintain a scholastic average of C, if they are to participate in co-curricular activities.
6. Varsity teams/drama are not necessarily established by grade level. Participants experience and ability levels are primary factors, as determined by the coaches.
7. If student misses school full/1/2 day for illness they cannot participate in an extracurricular activity that day. Any other absence must be pre-approved by the principal if the student is to be considered for participation in an co-curricular activity for that day.
8. Those who sign-up to participate in the St. Vincent de Paul program have a commitment to their team-mates, coaches and school for the entire program. No outside team (recreational, traveling, Jr. Olympic, etc.) comes before our school teams. St. Vincent's coaches will do their best to work out conflicts, as we know there will always be outside participation, but please keep in mind... if there is no resolution, **the Royals are #1!**

Priorities for co-curricular activities must be set, since some activities may conflict with others.

Priority 1. This category includes activities where the entire class participates and some school time is used for the activity: field trips, school performance.

Priority 2. This category includes activities in which part of the students participate and some school time is allotted for preparation such as band.

Priority 3. This category includes electives after school hours: sports.

WRESTLING - St. Vincent's wrestling team as representatives of St. Vincent de Paul School will observe the following policy concerning the subject of co-recreational wrestling.

Any wrestling meet that involves competing against girls is contrary to the school's policy. We do not believe that wrestling is an activity which is appropriate for direct competition between boys and girls.

In the event that St. Vincent's wrestling team should encounter a situation where boys are competing directly against girls, (Non-Parochial League Tournaments) we will continue to participate but none of our boys will oppose girls directly. We shall request organizers to avoid these particular matches (boys v.s. girls) involving our wrestlers and will not take the mat if this situation occurs yet we will continue to participate as a team if possible.

FOR MORE INFORMATION ON SPORTS PLEASE SEE THE ATHLETICS HANDBOOK.

FIELD TRIPS

Teachers may arrange trips for their classes during the school year. Parental permission is required. Field trip Consent and Liability Waivers are sent home for parent/guardian signatures. These forms must be turned in to the school at least one day prior to the trip. Students without parental permission **will not** go on the field trip. Expenses are paid by the students, both for transportation and other fees. Parents may set up a family account for field trips and classroom fees.

DISCIPLINE

PHILOSOPHY

Our philosophy of discipline flows naturally from our philosophy of education. All Catholic educators should give daily witness to the intrinsic value of each person.

All demeaning behavior including harassment, bullying, hazing, name-calling, and threatening, is wrong and will not be tolerated. When school policies are not followed during the day, the teachers will deal directly with the students to eliminate the unacceptable behavior. Parents will be called to arrange for a conference if students continue to disturb or interrupt the teaching process. Concern and consideration is essential. If the student's behavior does not improve and cooperation is lacking, parents will be requested to register the student at another school.

Students may be disciplined for conduct inside or outside school that is detrimental to the reputation of the school. For example, a Catholic school may discipline a student for what he or she places on a blog such as Facebook or Myspace.

GRIEVANCE PROCEDURE

If a grievance between parents or a student and a teacher or school administrator should arise, the following grievance procedure shall apply.

- 1) The parent or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
- 2) If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor (if the grievance involves the school administrator).
- 3) If the grievance is still not resolved, a Grievance Committee will hear the grievance. Members of the School Advisory Committee should be prepared to serve on the Grievance Committee.
- 4) The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent and one designated by the grievant.
- 5) The Grievance Committee will meet to receive evidence. The grievant shall put grievance in writing. A recorder person (one of the three) shall take notes at the meeting. The notes, shall be signed by the grievant.
- 6) At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend parish policies.
- 7) The pastor or his designate will then decide the grievance.
- 8) The grievance procedure should be completed within 30 days.
- 9) If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

SUSPENSION AND EXPULSION

"Suspension" means the temporary exclusion of a student from class or school. Examples of reasons for suspension.

- 1) Disruptive or disrespectful behavior.
- 2) Continued disregard for rules.
- 3) Neglect of studies.
- 4) Any areas determined by the principal.

The following steps should be taken prior to suspension:

- 1) Documentation of student behavior by teachers(s) after consultation with the principal.
- 2) One warning to student.
- 3) Conference with parent(s) at which they are told of the intention to suspend.

Suspension may be imposed without a conference, if it is deemed necessary by the principal.

Expulsion is the permanent dismissal of a student from the school. No student will be expelled, except as a last resort.

COMMUNICATION

BULLETINS

Bulletins of the activities, programs and meetings which involve you and your children are placed on the web-site. WE have gone GREEN and are paperless. Teachers' newsletters, spelling lists, and other information are placed on the teacher web page as well. We ask that you check www.saintvdp.org/school and click on "News Packet" and print anything you would like. (A paper copy may be purchased for a fee.)

NON-CUSTODIAL PARENTS

"The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information."

CHANGE OF ADDRESS AND TELEPHONE

Please notify the school in case of any changes in home/work/cell phone numbers, e-mail address, or home address. Emergencies do happen at school. We often have to contact parents and updated information is vital.

PARENT-STUDENT COMMUNICATION

If a parent wishes to talk to their student during the day, the parent will call the school office. The office will notify the home room teacher to send the student to the office. The student will call their parent from the office.

PARENT-TEACHER COMMUNICATIONS

Two parent-teacher-student conferences are scheduled per year. An effort will be made to schedule a conference at the parents' convenience; therefore, a form which is sent home before scheduling should be returned promptly. The schedule will be arranged by the school and sent home. Parents are reminded to be prompt for their conference. If more time is needed to confer with a teacher, the parents should request another conference. Out of consideration for others, we ask that conferences do not go over time.

If parents feel a problem exists of which the teacher is not aware, please contact the teacher or principal and arrange for a conference any time during the year. Good communications between home and school are essential to the education of every child.

If parents have any concerns or questions regarding school policies and practices, they are requested to consult with the teacher and/or principal. If the problem is not satisfactorily resolved it will be referred to the Advisory Committee Chairperson.

The School Advisory meeting agenda is posted on the school web site.

VISITS

Parents are welcome to visit the classes. A notification should be given in advance to the teacher, since the class schedule may change. The presence of other children, relatives, pre-school brothers and sisters, can be a distraction to the students. **All visitors and volunteers must register in the school office.**

VOICE MAIL

Parents, please do not leave a voice mail message if there is a change in your child's pick-up plans. (Teachers will not be checking their messages until after school.) Please inform the school in writing or e-mail, in the morning, of any changes in after school transportation and/or care. In case of an emergency, please call the school office and speak to the receptionist before 12:00 noon.

VOLUNTEERS

Volunteers are needed for cafeteria supervision, playground supervision, office help, nurse assistant, media center, room parents, field trip chaperones (including transportation), fundraising, academic tutoring, and Chess Club. Volunteers also help the teachers with clerical work, teaching activities, remedial work both at home and in the classroom.

When you volunteer/chaperone in school or on field trips, **we request you do not bring siblings or pre-school children.**

The United States Catholic Bishops adopted policies dealing with the problem of sexual misconduct in the Catholic Church. **Among those policies was a requirement that all volunteer parents, grandparents, or siblings over the age of 18 who work with our children and young adults must have completed an Archdiocesan Background Check, a Volunteer's Code of Conduct, and attended a Virtus training session.** This is a safety precaution not only for you and your child for the school and the entire parish community.

Volunteers must sign in and sign out in the office.

Volunteers need to complete a Waivers of Liability (once a year) before going on a field trip. Drivers/chaperones need to complete a Drivers Insurance Information form once/year.

Parents and Guardians -

In accordance with Minnesota Law, ch. 275, sec.1, 123B.03, Subd.1 (e), all parish and school employees and all volunteers, regardless of their role at the school, are required to undergo criminal background checks.

Confidentiality

- The Minnesota Government Data Practices Act protects individuals by prohibiting the sharing of information without their or their legal guardian's permission.
- As a volunteer, you are obligated to maintain confidentiality of information about the student you work with. The type of information that is confidential is student names, progress, behavior, family situation, educational program, and test results.

Who you cannot share this information with:

- People in the community. This includes parents of students attending St. Vincent de Paul School and members of St. Vincent de Paul Parish.
- Your family members.

PLAYGROUND SUPERVISOR VOLUNTEER RULES

1. Report to the playground supervisor of the day for the area in which you will be supervising.
2. Please walk around and observe your assigned area. We ask that you do not sit and chat with other supervisors.
3. Please do not use your cell phone unless it is to call the school office to report a student injury or a student being sent in for disciplinary reasons.
4. Please find a substitute if you are not available on the day you sign up for. Failure to report for your assigned playground or cafeteria duty, or not finding your own substitute will result in a charge of \$25.00 per missed shift.

PLAYGROUND RULES

1. **Rough play is not permitted.** (Fighting, tackling, tripping, piling-on, wrestling, etc.)
Fighting 1st offense; to school office
All others 1st offense: warning
2nd offense: to school office
2. **No throwing snowballs, rocks, dirt, wood chips...etc.**
Students will be fined \$1.00 and sent to the school office-no recess.
3. Students must stay in bounds. The outdoor playground boundaries are the area that covers the first parking area north of the school and the play area and the athletic field on the east end of the building. This parking area must remain free of vehicles during school hours. **Students may not go in the farm fields or play on the grass on the north side of the school between the parking area and the school windows.**
1st offense: warning
2nd offense: sent to the school office
4. No inappropriate language.
1st offense: warning
2nd offense: sent to the school office
5. Proper winter clothing is required. i.e. hats, mittens, snow pants, boots
6. Climbing on the outside of the play structure is not permitted. i.e. top of tubes, outside railings, etc.
7. Playing on snow hills/mounds in the winter is not permitted.
8. Students must stay outside the entire time of recess. No in and out of school building. A student must have permission from the supervisor to go back inside the building. Restroom needs should be fulfilled following lunch and before going out to the playground.
9. The playground supervisor of the day will be the primary enforcer of the rules and also has the authority to remove any student who does not comply.

CLASSROOM RECESS

***All of the outdoor rules apply that might occur indoors.

1. Parent playground volunteers will patrol the hallway outside the 'recess active' classroom/s. They will alternate checking each room for behavior.
2. Parent volunteers will supervise the students in the classrooms. Students will have quiet, normal talking voice with allowed activities as pre-set by the classroom teachers.
3. No running, climbing on furniture, or yelling will be allowed. Classroom doors are to remain open!
4. Students will not be allowed to leave classroom without permission during recess.
5. Individual students may be sent to the office as needed for inappropriate behavior.

TRANSPORTATION

DROP OFF AND PICK UP PROCEDURES FOR CAR RIDERS

ALL students will use the curb for drop off and pick up.

Enter from Jefferson Hwy and proceed to the bottom tier of the parking lot prior to stopping in front of Regan Hall for drop off/pick up.

****SEE MAP ON Page 35 or PDF ON LINE!**

Cars must remain in line and drop off/pick-up 8 cars/time. When exiting, please proceed and exit back onto Jefferson Highway.

If you need to stop by the office, please drop off your child first. Then park your car in the school parking lot and walk to the school using the crosswalk in front of the school.

Please understand that these procedures are for the safety of your child. Thank you for your understanding and cooperation.

BICYCLES

Students are discouraged from riding bicycles to school. Bicycles cannot be brought into the school building and we do not have a bike rack. We cannot accept responsibility for the bicycles parked on the school property.

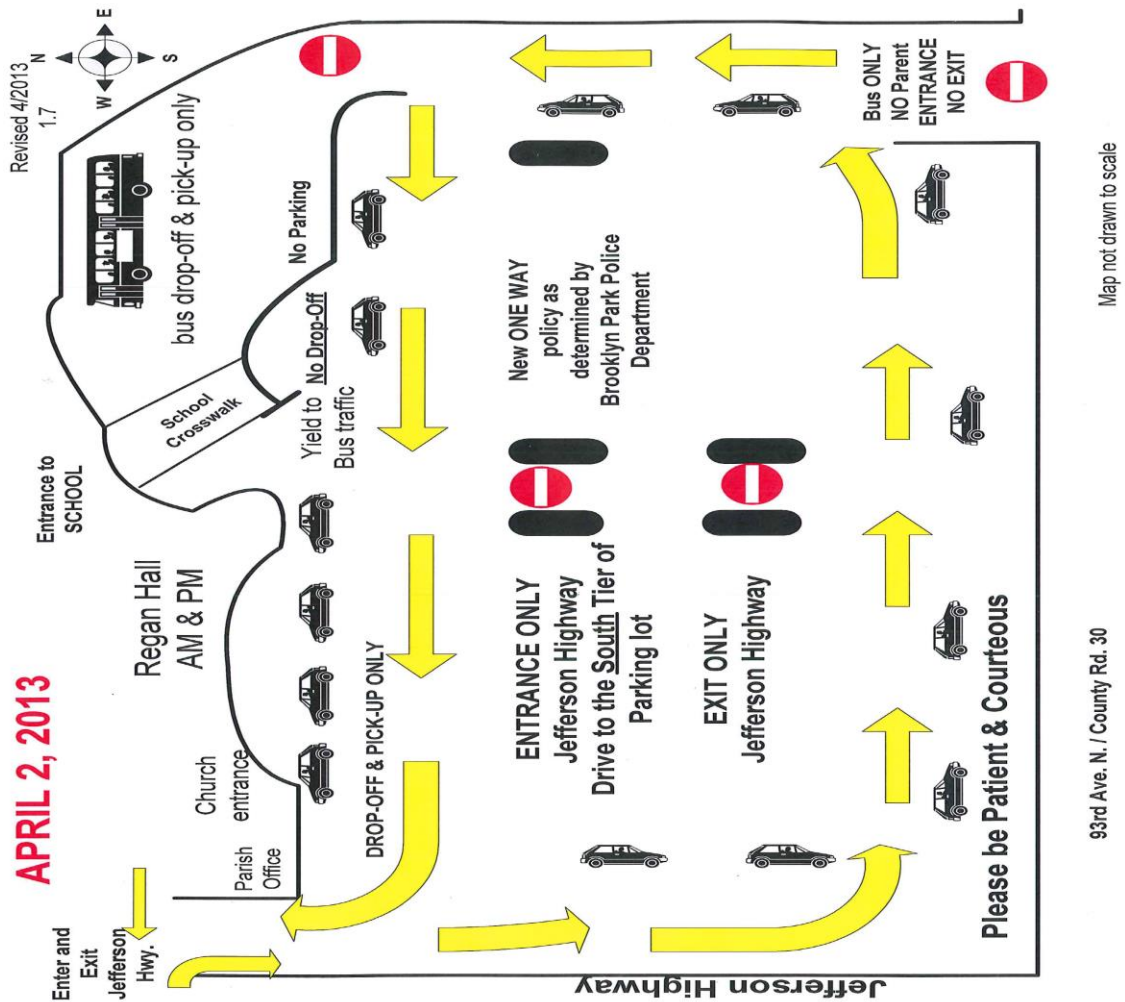
BUS SERVICE

The bus transportation is provided by the State through Osseo School District #279. For information contact the transportation director, at 763-391-7044.

SCHOOL BUS SAFETY RULES

1. Follow driver's instructions.
2. Always SIT DOWN.
3. Be respectful. No fighting, swearing, or yelling.
4. No EATING or DRINKING.
5. Keep your head and arms inside the bus windows.
6. Windows may not be open over halfway.
7. Say out of the "DANGER ZONES" outside the bus.

THE BUS COMPANY DOES NOT ALLOW STUDENTS TO RIDE OTHER STUDENT'S BUSES. THEY ARE ONLY ALLOWED TO RIDE THEIR OWN BUS HOME.



If a student's behavior is disruptive, unruly or disrespectful, he/she will be issued a ridership ticket after sufficient warning by the bus driver (District #279 policy.) The ticket includes demerit points determined by the bus driver. The principal/assistant principal notifies the parents and other arrangements must be made for transportation for a designated length of time. If disruptive or disrespectful behavior is repeated, the principal/assistant will take appropriate action which may result in suspension.

HEALTH AND SAFETY

BOMB/TERRORIST THREAT

The sound will be the same as the fire drill. The same procedures as the fire drill are to be followed. The bus company will provide busses to transport us to a neighboring school. We will wait in the designated areas until the shuttle arrives. The bus company will determine if our students will remain at the “safe” site or be bussed home.

DRUG POLICY

If any student is found buying, selling, or giving away mood altering drugs, under the influence of mood altering chemicals, or in possession of mood altering chemicals while on St. Vincent's School grounds, or attending any school sponsored event, this student will face immediate suspension by the principal. The drug product will be confiscated. The authorities may be called.

EMERGENCY/STORM HOMES

Parents working outside the home should make arrangements for their children to go to another home when the school is required to close early. Parents should instruct their children regarding this matter. This information must be included on the **Emergency/Storm Home Form** that you are requested to complete at the beginning of each school year.

FIRE DRILLS

Fire Drills are conducted regularly during the school year. Periodically they are conducted and supervised by the Fire Department.

When the fire alarm is heard, leave building immediately. Exit according to your location in the building. All rooms must have their exit posted. The last person to leave the room is to close classroom door. If you exit the doors facing 169, walk on the sidewalk next to the soccer field. If you exit through main doors of the school walk to lower parking lot facing 93rd. If you exit in the back of the building, walk behind church to parking lot facing Jefferson Highway.

INTRUDER- LOCK-IN-LOCK-OUT

Lock in and Lock out drills are conducted regularly during the school year.

Lock-Out is when an intruder/perpetrator is outside.

1. The school front doors and the doors between Regan and the church link will be locked.
2. Classes will continue as usual.
3. If there is a class outdoors, they will be asked to return to the building immediately.

Lock-In is when the intruder is in the building.

1. Students in the hallways and bathrooms will be ushered into the nearest classroom.
2. The classroom doors will be locked by the teachers.
3. Students will be kept away from the doors and windows.

TORNADO DRILLS

The tornado alarm is loud and staggered. We will also notify you over the intercom if possible. The fire drill floor plan indicates the safest area to go in the event of a tornado. Children are to crouch down and cover their heads. Tornado drills are held in the spring.

BULLYING/HARASSMENT

Bullying

Bullying is any word, look, sign, or act that hurts a person's body, feelings, or property. Bullying occurs whenever someone used his or her power unfairly and repeatedly to hurt someone. Bullying behavior creates a hostile, fearful situation for the victim and undermines our mission statement and code of conduct.

There are three types of bullying behavior:

- Physical bullying: harm to another's body or property.
- Emotional bullying: harm to another's self-worth.
- Social bullying: harm to another's group acceptance.

Our No-Bullying curriculum teaches:

- All students are to report any bullying behavior they experience or witness as soon as possible to a staff member.
- They will be asked to tell specific, important details about the incident, such as who was involved, where and when it happened.
- The adult they tell promised to tell only the administrators, so no one else will know who reported the bullying.
- If a child does not report the bullying behavior to a staff member but does report to his or her parent, it is the responsibility of the parent to report the incident to the classroom teacher or administrator.
- Two visually appealing web sites provide simple navigation and easy access to information for teens and kids, www.pacerteenagainstabullying.org, and www.pacerkidsagainstabullying.org .

Disciplinary action

Depending on the seriousness and frequency of the bullying behaviors, the following disciplinary action may be given:

- Staff member will intervene and identify the behavior as bullying. They will state their expectation and get a verbal promise that the behavior will stop. Intervention will be documented.
- The student will be asked to complete a worksheet such as, "Think about it."
- The student's activities will be restricted. Intervention will be documented and shared with administrator.
- The student's family will be contacted. A face-to-face conference with parents and administrator will be scheduled. Student will be asked to attend. The conference will be documented.
- A student will meet with an educational support group.
- An after-school detention, in school/out of school suspension will be assigned.
- Certain behaviors could be investigated by the police.
- An expulsion may be recommended.

Sexual Harassment

A serious form of bullying is **sexual harassment**. Sexual harassment has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive learning environment.

Behavior which constitutes sexual harassment includes but is not limited to:

- Verbal harassment-improper remarks, teasing or joking of a sexual nature, spreading sexual rumors. This could be verbal assault.
- Physical harassment-unwelcome touch, gestures. This could be physical assault.
- Visual forms of harassment-improper posters, writings, drawings, cartoons, photos.
- Request for sexual favors or unwelcome sexual advances.

Disciplinary Action

Once a student or parent reports an incident of sexual harassment the following procedure will be followed:

- The administration will assume responsibility for investigating all complaints, verbal or written, of a sexual nature.
- Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings, or other disciplinary actions will be taken. A report documenting interviews, conclusions, and recommendations will be completed. Student and parents will be kept informed throughout the process.
- The harasser will be warned, preferably in writing, that retaliation or intimidation directed towards anyone who makes a complaint or assists in the investigatory process will not be tolerated.
- The complainant should be invited to report recurrences or retaliation, and the situation monitored as the administrator deems appropriate.
- Acts involving sexual assault could be investigated by the police. After an investigation that proves the report valid, the consequences could include suspension or expulsion.
- Anyone found to have made a false complaint of sexual harassment or found to have given false information shall also be subject to disciplinary action.

HEALTH PROGRAM

Kindergarten students are required to attend Early Childhood Screening and a physical exam is strongly recommended prior to before the first day of school. Upon entrance into St. Vincent's school, transferring students' cumulative health records are sent from the school they previously attended. Parents should inform the principal of any important health information on these records.

All students entering kindergarten or 7th grade must have their immunizations up to date per Minnesota State Law, Statue 121a.15. Students will not be admitted to classroom without updated immunization records in the school office prior to the first day of school.

IMMUNIZATIONS - for Minnesota Schools / SEE File PDF - page 39

Are Your Kids Ready for School?

Minnesota's School Immunization Law

Directions:

- Find the child's age/grade level and read across to the right.
- Look to see whether the child had the number of shots shown by the checkmark(s) under each vaccine.

Note: Each row is meant to be read separately, so don't add up the columns of checkmarks under each vaccine.

Example: A preschooler needs 4 DTaP, then to enter kindergarten he or she needs 1 more DTaP, for a total of 5 (not 9).

	Hep B hepatitis B	DTaP/Td/Tdap diphtheria, tetanus, pertussis (whooping cough)	Polio	MMR measles, mumps, rubella	Hib <i>Haemophilus influenzae</i> type b	Varicella* (chickenpox)
Preschool (age 3-5)		✓✓✓✓	✓✓✓	✓	At least**** ✓	✓
Kindergarten	✓✓✓	✓✓✓✓✓ 5 th shot not needed if 4 th was after age 4	✓✓✓✓ 4 th polio not needed if 3 rd was after age 4	✓✓		✓✓
Age 7 through 6th grade		At least ✓✓✓	At least ✓✓✓	✓		
7th through 12th grade	✓✓✓ 7 th grade only****	At least ✓✓✓ Plus one more shot at age 11-12 years**	At least ✓✓✓	✓✓		✓✓ 7 th grade only

* Varicella shot(s) not required if a child's doctor signs a form saying the child has already had chickenpox disease.

** If a child received a Td at age 7-10 years they do not necessarily need another one at age 11-12. However, they must receive another shot of Td or Tdap 10 years after their last one.

*** An alternate 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.

**** The Hib requirement is temporarily suspended due to a vaccine shortage.

To go to school in Minnesota, students must show they've had these immunizations or file a legal exemption with the school.

Parents may file a medical exemption signed by a healthcare provider or a conscientious objection signed by a parent/guardian and notarized.

Other immunizations recommended for school kids, but not required by the School Immunization Law:

- Influenza (flu) – each year for children age 6 months through 18 years – especially those with risk factors like asthma and diabetes.
- Meningococcal for age 11-18.
- Human papillomavirus (HPV) for girls age 11-18.

MINNESOTA
MDH
DEPARTMENT OF HEALTH
Immunization Program
P.O. Box 64975
St. Paul, MN 55164-0975
651-201-5503 or 1-800-657-3970
www.health.state.mn.us/immunize

IC# 141-0903 (MDH, 2/2010)

Screening - Vision and hearing are screened per recommended state guidelines. Parents will be notified if the results are not within normal range. Follow up with a medical provider will be recommended if screening results are not within the normal range. Parents please notify the school nurse if you have a concern about your child's hearing or vision and a screening can be arranged.

Contagious Disease - The school administration should be notified of any health concerns or infectious diseases. Every effort will be made to inform families of exposure to contagious illness in the school per the Minnesota Health Department guidelines.

ILLNESS - The school will promptly inform parents in the event of a concerning injury or illness while a child is at school. *Children are expected to recover from their illness at home. Returning to school before complete recovery often worsens the child's condition, impairs their learning, and unnecessarily exposes classmates and staff to their illness.*

CHILDREN MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL. This includes the absence of vomiting, diarrhea, or fever for 24 hours.

Following a throat culture, a child should remain at home until the results are known and/or antibiotic has been given for a 24 hour period, as recommended by the Minnesota Department of Health.

Students Must Go Home:

- If not improved within 15 minutes
- If child comes back to nurses office x2
- Temperature over 99.0 degrees (very low temperature can be indicative of a virus and may need to go home as well).

Injury:

- If injury is not resolved within 10 minutes of ice pack or rest
- Unable to bear weight
- Severe swelling
- If altered look to body part

Parents will be notified if their student incurs a visible injury.

**Parents are expected to pick up their ill or injured child within a one hour time frame upon notification. Exceptions would be: poor weather, auto breakdown etc. Parents may otherwise need to make arrangements to have someone else pick up their child within the hour.

WE REQUEST THAT ALL EMERGENCY INFORMATION BE KEPT CURRENT.

Medications - to be dispensed at school need to be accompanied by a medication form signed by the physician and parent/guardian. Medication includes all over the counter medications (i.e. Ibuprofen, Tylenol, Benadryl, cough preparations, etc.) All medications are kept in the school office unless special circumstances warrant otherwise. The school nurse may delegate to the principal or administrative assistant to dispense medication on rare emergency occasions. Medications may be dispensed by a parent to their own child under certain circumstances. All students' use of medication is recorded in the school medication file.

Cough Drops - If you wish to have cough drops given to your child at school, please send the cough drops and a signed permission note to the school office. All cough drops are kept in the office.

Physical education exclusions- A student may be excused from physical education with a parent's written permission for three days or at the discretion of the principal. After three days a doctors' written request is needed to be excused from physical education.

MEDICAL & DENTAL APPOINTMENTS. Parents are requested to arrange these appointments during non-school hours. If appointments cannot be arranged in this manner, parents are requested to notify the school office in advance. Parents will be requested to pickup and sign their student out in the school office before leaving school for their scheduled appointment.

Physical and dental exams - Routine physical and dental exams are suggested to maintain the health of your student. The recommended years for physical are prior to kindergarten, fourth, seventh and eleventh grade.

The Health Service Specialist may be contacted at the school between 9:15 a.m. and 1:00 p.m.

TOBACCO USAGE

The use of tobacco in any form by St. Vincent's School students during school hours on school grounds, or while attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by the principal.

WEAPONS POSSESSION

The possession of weapons (including toy weapons) such as knives, guns, and clubs on the school grounds or at a school sponsored event will result in an immediate suspension by the principal. The weapon will be confiscated. The principal will hold a conference with the parents. The authorities may be called.

MISCELLANEOUS

CANDY/TREATS

Students are not to eat candy without the permission of a teacher.

DUE TO SEVERE LIFE-THREATENING FOOD ALLERGIES we are requesting that snacks and treats containing any **PEANUT OR ANY NUT PRODUCT not be brought into the school.** (See letter in the appendix.)

All treats are to be store bought. Please do not send gum (includes candy that contains gum, i.e. Blowpops) and pop for classroom treats, parties, or birthday treats.

CARE OF BOOKS

The school furnishes materials for instruction such as textbooks and workbooks. It is important that children take good care of books. They will be charged for damage.

CELL PHONES, ELECTRONIC EQUIPMENT, TRADING ITEMS OR COLLECTIBLES

Cell phones, electronic equipment, trading items, or collectibles are **NOT TO BE USED** on school busses or school property during school hours. Please contact the school office if you have any questions or concerns regarding this policy. Students are permitted to turn in their cell phone into the office in the morning and pick them up at the end of the day. During the school year there may be school/classroom activities where these rules will not apply (i.e. stuffed animal day, Marvelous Me, I Am Special, etc.)

FINES

Rock and snowballs throwing is not permitted on the school grounds. Gum is not allowed on school grounds. Offenders will be fined \$1.00. Students will be sent to the office and will miss recess. They will continue to miss recess until the fine is paid and the parent signed form is returned to the school office.

APPENDIX

HOTLINES AND CRISIS NUMBERS

Alexandra House - Aid to Battered Women Crisis Line	(612) 780-2330
American Red Cross, Hennepin Branch	(763) 493-2256
Ambulance, Fire, Police Emergency	911
Children's Home Crisis Nursery of Anoka County.....	(763) 785-9222
Children's Mental Health.....	(612) 348-2324
Citizens Council Victim Services	(612) 340-5400
Crisis Intervention Center	(612) 347-3161
Hennepin County Child Protection Agency	(612) 348-3552
Mediation Service for Anoka County.....	(763) 422-8878
Medical Center.....	(612) 347-2121
Missing Children of Minnesota / 24 Hours	(612)521-1188
Poison Control Center.....	1-800-764-7661
Rape & Sexual Assault / 24 Hours	(612) 374-9077
Restraining Order.....	(612) 348-5073
Runaway Hotline / 24 Hours	911
Suicide Prevention & Crisis Intervention Center	(612) 347-2222
United Way's First Call for Help.....	(651)291-0211

GOVERNMENT CONTACT INFORMATION

Minnesota House of Representatives651-296-2146 or 1-800-657-3550
Minnesota Senate.....651-296-0504 or 1-888-234-1112
Minnesota Legislature Website www.leg.state.mn.us
Governor’s Office.....651-296-3391 or 1-800-657-3717
Governor’s Website.....www.mainserver.state.mn.us/governor/
Minnesota Government www.state.mn.us/govtooffice/

Information and Services

Chief Clerk of the House 651-296-2314
U.S. House of Representatives 202-224-3121
U.S. House Website.....www.house.gov/
U.S. Senate 202-224-3121
U.S. Senate Website www.senate.gov/
House Index (House bill status) 651-296-6646
Senate Index (Senate bill status)..... 651-296-2887

Governor Mark Dayton

130 State Capitol, St. Paul, MN 55155651-296-3391 or 1-800-657-3717
www.governor.state.mn.us

Attorney General Lori Swanson

102 State Capitol, St. Paul, MN 55155651-296-3353 or 1-800-657-3787
www.ag.state.mn.us

Secretary of State Mark Ritchie

180 State Office Building, St. Paul, MN 55155 651-296-2803/1-877-551-6767
www.sos.state.mn.us

2012-2013 SCHOOL YEAR ASBESTOS NOTIFICATION

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. St. Vincent de Paul School has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, St. Vincent de Paul School shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned by the church were inspected by EPA accredited inspectors.

St. Vincent de Paul School buildings, where asbestos-containing materials are found, were removed from service, January 1, 1999.

Federal law requires a periodic walk-through (called surveillance) every six months of each area containing asbestos. Also, the law requires for all buildings to be re-inspected three years after a management plan is in effect. This was accomplished under contract by MacNeil Environmental, Inc.

Short-term workers (outside contractors -i.e. telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

St. Vincent de Paul School has no asbestos in the new facility. For the old school there is a list of the locations, types of asbestos-containing materials found in the school and a description and time table for their proper management. A copy of the Asbestos Management Plan is available for review in the parish office. Copies are available at \$.25 per page. Questions related to the plan should be directed to your Account Manager under contract with MacNeil Environmental, Inc., Burnsville Minnesota, at (800) 232-5209.

KNOW and celebrate our Catholic faith, *LOVE* God and our neighbor, *SERVE* as disciples of Jesus Christ
9050 93RD AVENUE NORTH, BROOKLYN PARK, MN 55445
PHONE: 763-425-3970 FAX:763-4252674 E-MAIL:SCHOOLINFO@SAINTVDP.ORG

Notice Concerning Use of Pest Control Materials

St. Vincent de Paul School utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the building. Their program consists of:

- *Inspection and monitoring* to determine whether pests are present, and whether any treatment is needed;
- Recommendations for *maintenance and sanitation* to help eliminate pests without the need for pest control materials;
- Utilization of *non-chemical measures* such as traps, caulking and screening, and
- Application of *EPA-registered pest control materials* when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the church office. A similar estimated schedule is available for application of herbicides and other materials to the school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Parents,

We have students in our school who have severe life-threatening food allergies. To insure a safe classroom environment, we will implement a few very important accommodations.

Regarding Food:

If these children accidentally ingest the foods, touch the foods, and in some cases, inhale the aroma of the foods, they could develop a full body shock (anaphylaxis.) Because of these risks, we are requesting that snacks and treats containing any **PEANUT OR ANY NUT PRODUCT** not be brought into the school. **ALL TREATS MUST BE STORE BOUGHT.** We are requesting all parents to check with the teacher before bringing any treats to school. Please take note many prepared foods have peanuts and or nuts as a by-product.

The students know not to accept food from anyone other than a family member and will bring his own snacks to school.

We are also requesting incorporating the practice of good hand washing to prevent the accidental “touch” exposure to our allergic students.

We have appropriate medication and an action plan in place in case of an emergency. However, we do not want to have to implement if at all possible.

Suggested treats are: Fresh fruits
Non food items such as color books, pencils, etc.

Sincerely,

Faye Morrison-Bolduc, Nurse

Kathleen O’Hara, Principal

KNOW and celebrate our Catholic faith, *LOVE* God and our neighbor, *SERVE* as disciples of Jesus Christ

9050 93RD AVENUE NORTH, BROOKLYN PARK, MN 55445
PHONE: 763-425-3970 FAX: 763-4252674 E-MAIL: SCHOOLINFOR@SAINTVDP.ORG

2013-2014 Wellness Policy

I. Purpose

St. Vincent de Paul Catholic School is committed to promoting and protecting students' health, well-being and ability to learn. Thus, St. Vincent de Paul School supports healthy eating habits and healthy physical activity. We strive to provide a healthy school nutrition environment which is conducive to good learning. These efforts contribute positively to honoring our bodies as a gift from God.

II. General Statement of Policy

By working toward the following goals, St. Vincent de Paul supports the link between health wellness and improved educational outcomes of our students.

- A. Food and beverages served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- B. Students will have access to affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- C. St. Vincent de Paul Catholic School uses the National School Lunch Program as a guideline.
- D. St. Vincent de Paul will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- E. All students will have opportunities, support and encouragements to be physically active on a regular basis.

III. Nutrition and Food Environmental Guidelines

A. Food Environment

1. Students are encouraged to start each day with a healthy breakfast. Lunch periods will be scheduled in the middle of the school day.
2. It is a goal to provide students 20 minutes to eat during meal periods.
3. It is a goal to provide dining areas that will be attractive and include enough seating areas to accommodate all students who would like to sit and eat lunch, as well as enough serving areas so that students do not have to spend too much time waiting in line.
4. Hand-washing will be available for students prior to eating. They will be reminded to wash their hands before meals as a way of preventing the spread of germs and reducing the risk of illness.
5. Drinking water will be available for students.

B. Food Service Operation

1. St. Vincent de Paul Catholic School promotes a pricing plan to ensure maximum participation in the school meal program and will make certain that all eligible children that qualify receive free and reduced-price meals.
2. St. Vincent de Paul does employ a food service director who is properly qualified and certified.
 - Food service personnel will meet professional standards to administer the school food service program and satisfy reporting standards.
4. All child nutrition personnel will have adequate training in the school food service program.
5. St. Vincent de Paul applies methods of cooking that decrease fat, calorie and sodium levels in
 - food.
6. St. Vincent de Paul develops menus that will meet the nutrition standards recommended in the
 - Dietary Guidelines for Americans and ensure that the school meals meet requirements set forth under USDA 7 CFR Part 210 and Part 220.

C. Food and beverages Served During the School Day

1. Food and beverages offered will be nutritiously based, including whole grain products, fiber-rich fruits and vegetables.
2. Food and beverages offered will be of excellent quality, appealing to students and are served at the proper temperature.
3. Food and beverages offered will minimize use of fats, sodium and sugar as defined by the Dietary Guidelines for Americans.
4. A la carte will provide a variety of choices of nutritious food such as fruits, vegetables, whole grains and low-fat or non-fat dairy foods
5. If food is provided for classroom celebration, it must be commercially prepared.
6. Classroom snacks and celebrations should reinforce the importance of healthy choices. Families will receive information from the school on foods that are appropriate for such celebrations.

IV. Community Collaboration

A. Communications with Parents

1. St. Vincent de Paul will support parents' efforts to provide a healthy diet and daily physical activity for their children.
2. St. Vincent de Paul will provide information about physical education and other school-based physical activity opportunities during and after the school day and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

B. Opportunities After School

1. St. Vincent de Paul encourages the participation of all students in activities such as extra-curricular activities, community and family activities that promote physical activity.
2. St. Vincent de Paul will offer a range of physical activities that meet the needs, interest and abilities of all students.

IV. Curriculum

- A. St. Vincent de Paul will provide education to promote lifelong habits of healthy eating and physical activity. Linkages between health education, physical education, school meal programs and related community services will be fostered.
- B. Integrating Nutrition Education into the Classroom Setting
 1. St. Vincent de Paul will provide nutrition education and engage in nutrition promotion that:
 - a. is offered at each grade level as part of a comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. promotes fruits, vegetables, whole grain products, low-fat and fat-free daily products, and health enhancing practices;
 - c. emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise); and nutrition related community services;
 - d. links with school meals program;
 2. Staff is encouraged to model good nutrition.
- C. Physical Education
 1. All students will be provided opportunities for physical education as part of St. Vincent de Paul's overall curriculum.
 2. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- D. Integrating Physical Activity into the Classroom Setting
 1. Students need opportunities for physical activity beyond physical education class, therefore:
 2. Classroom teachers are encouraged to develop opportunities for physical activity that can be incorporated into subject lessons and are encouraged to provide short, physical activity breaks during class.
 3. Staff are encouraged to model physical activity.
- E. Promoting a Healthy Lifestyle
 1. Classroom instruction will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities such as watching television.
- F. Rewards and Consequences

I. Physical activity is important, therefore, staff will use reasonable judgment before using physical activity or the withholding of physical activity as consequence.

VI. Timeline

A. This policy will be phased into St. Vincent de Paul Catholic School during the 2013-2014 school year.

Reviewed April 2013