

2022-2023

PARENT/STUDENT
HANDBOOK

St. Vincent Pallotti Catholic School

201 North 76th Street, Milwaukee, WI 53213

Phone: 414-258-4165 FAX: 414-258-9844

www.stvincentpallotti.org

Prayer in Honor of St. Vincent Pallotti

St. Vincent Pallotti,

You were molded by God, the infinite love.

You answered God's call to serve Him.

You were there:

For those seeking counsel,

For the sick,

For the youth and the aging,

For the rich and the poor,

For people of any profession and walk of life.

All were important to you.

You wanted to inspire each and every one for the

Kingdom of God, reminding people of their duty to be

Apostles and preparing them for this work.

Now I call upon you to intercede for me.

Help me pray.

Help me to pray only for what I truly need,

What I can truly use,

What is for my salvation and the honor of God.

You received many graces and gifts from God.

You always thanked God beforehand, as if your prayer

Had already been answered.

St. Vincent Pallotti,

I ask you to submit my petitions to God;

Be my helper as I place this prayer before

God the Father, through Jesus Christ

Do not leave me without your help.

Bless me.

Show me the way to Christ.

Through the Spirit lead me to the Father.

Amen

****Saint Vincent Pallotti Catholic School reserves the right to amend this handbook for just cause with proper notice to parents/guardians if changes are made****

INRODUCTION

School Mission Statement

Inspired by the Word of God, and the
Model of Jesus Christ,
We embrace visible acceptance of all, and
Recognize a higher purpose to each life.

We set an example for
The true pursuit of knowledge,
Love of Neighbor, and a life of prayer.

November 2018

Revised August 2010

St. Vincent Pallotti School Philosophy

We, as educators of St. Vincent Pallotti School, believe that each child is unique and is capable of working and learning. The growth of the child must be nourished by Christian values begun in the home. We ask students to share in the responsibility of their growth and development. We believe we must incorporate the aid of all human and technological resources available to us. Our vision is that our students shall be responsible, contributing members of society. They shall have a deep sense of their faith, a love of learning, and a respect for themselves, others and their environment.

OUR SPIRITUAL GOALS ARE:

- A. To foster the formation of the student's moral conscience
- B. To teach and model Christian values
- C. To instill in parents the desire to accept the responsibility of being the primary teachers of their children
- D. To encourage students to see their world from a Christian perspective
- E. To encourage students to live the gospel message through service to others
- F. To develop an appreciation of the Catholic tradition
- G. To provide educational experiences which include participation in the liturgy and other prayerful experiences

Accreditation

St. Vincent Pallotti Catholic School is accredited through the Wisconsin Council of Religious and Independent Schools Association (WRISA) and the Archdiocese of Milwaukee. St. Vincent Pallotti Catholic School is required to be in compliance with the standards and directives of the Wisconsin Department of Public Instruction (DPI).

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Dear Parents and Students,

*“What greater work is there than training the mind and
forming the habits of the young?”*

St. John Chrysostom

Welcome to St. Vincent Pallotti Catholic School! In choosing St. Vincent Pallotti, you have joined a spiritual, artistic, and intellectual community that seeks to grow the best of your child’s God-given gifts.

The faculty and staff of your school look forward to working with you to promote academic excellence, service to all neighbors, and spiritual development in the context of a Catholic school education.

Together, let us pray that God, who has begun this good work in us, may carry it through to completion.

Yours in Christ,

Joseph Fryda

Joseph Fryda
Principal

Nondiscriminatory Policy

St. Vincent Pallotti Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the Catholic school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Admissions Policy – St. Vincent Pallotti School

St. Vincent Pallotti School's mission is to serve the needs of each individual child. This school admits students of any race, sex, color, nationality, and ethnic origin to all the rights, privileges, programs and activities accorded or made available to students in the school.

In order to clarify the admissions policy, the School Board has set the following admission priorities and family considerations:

- A. This school has a commitment to maintain a Catholic elementary school for the benefit of the parishioners and members of the community.
- B. Children of all races and creeds are welcome to attend, but preference in placement is shown to children of families who are active members of the parish.
- C. Children of non-Catholic religions wishing to attend the school shall be expected to take part in the religious as well as the academic aspects of the curriculum. Each child shall be expected to attend the liturgies, religion classes, and sacramental preparation as it pertains to his/her particular grade.
- D. Choice students admitted to the school are not required to participate in religious activities if their parents or guardian submits a written request. If parents of an admitted choice student have questions about participating in a religious activity, we will discuss with them what religious activity they do not want their child to participate. We will mutually agree on what options are available to the child. Every effort will be made that excused children will have adult supervision. We will ask the parent or guardian to put such a request in writing.
- E. Registration shall be held during a designated time during the second semester of each school year for students who are presently enrolled. After that designated time, registration shall be open to new families following the MPCP and WPCP guidelines, as well as available space for families who do not take part in the MPCP or WPCP programs. Information that determines eligibility for the MPCP or WPCP programs include family income, prior year attendance, residency, and age of students entering K4, K5, and 1st grade.

- F. Registration of students in grades K4 through 8* will require documentation verifying average academic progress and respectful behavior. Verification shall be at least three of the six criteria listed below.
1. School records supplied by the student's family
 2. Interview with the principal
 3. Phone call to the previous school made by the principal
 4. Student visits the school for one day
 5. Standardized test scores supplied by the student's family
- Admission of students in these grades is at the discretion of the principal in consultation with the personnel involved.

School Advisory Commission

This Advisory Commission consists of both school community, parish, and city representatives. This Commission meets 5 times per year on the 2nd Tuesday of September, November, January, March and June. The Advisory Commission's purpose and function is identified in the St. Vincent Pallotti Catholic School By-laws. The Commission is led by Co-chairs.

Home and School Association

St. Vincent Pallotti Home & School Association exists to support the school through **fund-raising, volunteer efforts, and supporting school hospitality**. The HSA meets twice a year in conjunction with planning for seasonal projects such as the Pasta Dinner or the Book Fair. As a parent of an enrolled student, you are a member of the St. Vincent Pallotti HSA. Come and join us to help to advance our school and build community for the good of our students.

Inclement Weather and Emergencies

School closings will be announced through our Gradelink SIS (Student Information System) communication system. The main office will send both a text message and an email message to all families in the event of a closing.

School closings will also be announced by Television Channels 4,6,12, and 5, as well as their corresponding radio stations and websites. **If the Milwaukee Public School District is closed due to weather, then St. Vincent Pallotti School is closed. Note that the MPS calendar is NOT the Pallotti calendar.** In the event that St. Vincent Pallotti School should close for some other emergency, Gradelink and the same media sources will be used to communicate. Additionally, the school will provide for students to contact their families.

Parent Communication

Every other Wednesday, families receive information from the school regarding school business, opportunities, and activities. The monthly calendar and lunchroom menus are sent home at the end of each month. Teachers will contact parents about their child's progress or behavior as needed by phone, email, and online communication systems such as ClassDojo. Periodic teacher updates will go home with homeroom students.

If you wish to contact a teacher during the school day, you may either contact the teacher via email or leave a message on the teacher's voice mail indicating your name, phone number, and the best time to contact you. Ordinarily teachers can be readily reached before 7:40 am or after 3:05 pm each school day. You may also contact him/her through the school office.

School updates and information will be posted on the school website at:
www.stvincentpallotti.org under *School Website* and via e-mail through *Gradelink*.

Parent/Guardian Permission for Publishing

St. Vincent Pallotti Catholic School publishes student photographs and videos on the website and in school based publications for school program and celebration purposes. **To withhold your student from such publishing, a written statement from parent/guardian must be filed in the school main office for the academic year.**

Classroom Visitation

Visitors are permitted in the classroom when school is in session when such a visit is **first** arranged in the office. Forgotten lunches, articles, messages or any other type of business should be taken care of through the school office. If lunches are brought to school later they should be properly labeled and given to the school administrative assistant. **The use of cell phones by students in school is prohibited. Parents and students may not communicate by cell phone during the school day.**

All visitors must report to main office to sign in and receive a dated visitor's pass.

ATTENDANCE

Attendance Policies

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

The Department of Public Instruction of the state of Wisconsin and the Archdiocese of Milwaukee require all students enrolled at St. Vincent Pallotti Catholic School to attend school regularly. Parents or guardians **must** notify the school office **any morning** their child is not attending.

Parents/Guardians are required to contact the office before 9:00A.M. if their child is going to be absent, stating the reason for the absence.

Personal Illness

Parents/guardians must call school each morning their child is home ill. The school will require a doctor's excuse for each day absent if the child is absent more than 2 consecutive days.

COVID-19

In the event that a student contracts COVID-19 or is exposed to someone in his/her household, we require some documentation that either the student has the illness or a direct exposure has occurred. Saint Vincent Pallotti follows the recommendations of the City of Milwaukee Health Department and/or the CDC as far as days of quarantine are measured. Any days missed due to COVID-19 quarantine are considered excused absences.

Death of a relative

Parents/guardians must contact the school office to explain the family need and estimated time of absence from school.

Professional Appointment

We encourage parents/guardians to schedule medical, dental, legal, and other necessary appointments outside of school hours whenever possible. If this is impossible, parent/guardian **MUST** notify the school office **a day in advance** informing the time for

the dismissal. Parents pick up and sign out their student at the main office. Parents sign in their student upon return, as well as provide an excuse/affidavit from the agency of the appointment.

Unexcused Absences

An unexcused absence becomes part of a student's school record. Unexcused absences include:

- Failure to bring doctor's excuse after 3 or more consecutive days of absence.
- Leave school without prior arrangement, except for serious emergency.
- Leave school without signing out in main office.
- Absent from school for reasons other than those listed.
- Arrive at school after 9:00AM.
- Unplanned extended family recreational trips on school time.

Unexcused students may not return to class until a parent has met with a principal, vice principal, or counselor.

No Contact: If a family is absent for 30 days, and does not contact the school, the student (s) will be unenrolled from St. Vincent Pallotti.

TRUANCY AND THE LAW: A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c). Saint Vincent Pallotti defines 'part of a day' as coming in unexcused after 9:30 AM.

After five days of unexcused absences, parents or guardians will receive a letter from the school via certified mail seeking to schedule a conference to discuss the habitual truancy.

After this conference, if there are five more days of unexcused absences throughout the year, a second letter will be sent via certified mail and truancy officials will be contacted through the state. If we deem it necessary, a second conference will be scheduled.

After five more unexcused absences, if the student continues his/her truancy, parents or guardians will be contacted via phone and certified mail to attend an expulsion committee hearing. The student may not come to school until the hearing is held.

Please note that under Wisconsin state statutes it is stated "parents or guardians can be found guilty of a misdemeanor under Wis. Stat. sec. 948.45. For the first offense they could be fined up to \$500 or imprisoned 30 days, Wis. Stat. sec. 118.15(5)(a)1.a. For the second and subsequent offense, the fine cannot exceed \$1,000 and/or imprisonment for 90 days. They could be required to perform community service in lieu of these penalties, Wis. Stat. sec. 118.15(5)(a)2. (They can also be ordered to participate in counseling at the

person's own expense or to attend school with his or her child, or both, Wis. Stat. sec. 118.15(5)(am).”

MAKE-UP WORK FOR EXCUSED ABSENCES: When returning to school, students in collaboration with a parent or guardian are responsible to inquire about classwork/homework to ensure a plan for completion.

Students absent from school either part or all of the day may not participate in extra-curricular activities after school or in the evening.

TARDINESS

Bringing your child to school on time is the responsibility of the parent/guardian.

Tardiness is unacceptable. It is the number one reason for employee termination in the United States.

St. Vincent Pallotti students are expected to be at morning prayer at **7:50A.M.** at the school front entrance to set the tone and focus for the day as an integral part of building community and growing in understanding of what it means to be a Pallotti student.

Tardy bell rings at **8:05 A.M.** Beginning of instruction bell rings at **8:10 A.M.** To begin a day feeling in charge of one's self, and having a positive sense of one's role in class it is completely necessary for students to be in the classroom for the preparatory minutes to get situated and to be seated and ready for instruction to begin. The student who is 15 minutes late for class is highly dislocated as to the effective class interactions that are well underway at this point. This **IS** damaging to a student's sense of self and potential for success in class. If a student is more than ten minutes late, parents must walk students into the office to see that they get a late pass. Students may not enter any class without first getting a late pass.

CONSEQUENCES FOR HABITUAL TARDINESS:

The first 5 tardies are excused whatever the reason for the tardiness.

- Upon the 10th tardy a parent/guardian will receive a mailed letter documenting the attendance problem and the parent/guardian will be asked to make a commitment with a school administrator to arrive on time for the remainder of the year.
- Next, upon the 11th tardy the student will serve a ½ day in-school suspension to be served in a supervised area of the building.
- Upon the 15th tardy a parent/guardian will be required to schedule a meeting with the principal and vice-principal to determine the cause of habitual tardiness, as well as discussing a solution to this problem.
- Per Saint Vincent Pallotti Tardy Policy, if a student has 25 tardies over the course of the year, local law authorities will be contacted concerning the habitual truancy.

This includes Children's Services, the District Attorney, or the local city truancy officer.

- **Early Pick-Up:** Students picked-up in the 30 minutes before the end of the day is **HIGHLY DISRUPTIVE** to office personnel, teachers, and students. Unless there is an 'immediate family crisis', an unavoidable appointment, OR an unexpected and reasonable need, we strongly discourage students being picked up early.
- **Vacations away from academic calendar days:** Families are to 'make every planning effort' to arrange extended family trips compatible with non-school days and school breaks. Special circumstances can arise and **must be pre-planned with administrative approval and collaboration with the school main office.** An unplanned extended vacation carries the potential to be recorded as an unexcused absence.

Withdrawals

A family withdrawing their child from the school is asked to provide written notification to the principal at least one week in advance of the withdrawal. A reason for withdrawal is requested in order to complete Archdiocesan records.

Insurance

Student insurance is not carried by the school. Insurance forms are made available to all parents. It is the parental responsibility to see that the child is insured through a private carrier or the program made available through the school.

HEALTH RELATED POLICIES

Accidents / Illness

Accidents or cases of illness are reported to the school office. Limited care can be given. Medical information sheets are kept in the office. In the event of an accident or an illness, these sheets are used to reach the parent to determine quickly what action needs to be taken. The office needs to be informed of any changes in emergency information.

In the event of an emergency, the school will contact all people listed on the student contact list via phone and email. It is imperative that parents keep phone numbers up to date and contact the office in the event of a phone change. If the school is unable to reach the family via phone or email, the school will have no choice to contact emergency assistance.

If a student feels sick, please keep them at home so that they may recuperate.

If a student feels sick during the school day, we will take the student's temperature, let the student use the restroom, and possibly allow the student to rest in the office. If it is clear that the student is demonstrably sick, parents or guardians will be called to pick the student up.

Doctor and Dental Appointments

Ordinary dental and doctor appointments should be made outside of school time. Should an appointment be necessary, the child needs to bring a note to school to explain the reason for the absence. It is suggested that a note from the doctor or dentist shall accompany the child back to school. Students will be dismissed from the office at the appropriate time.

Immunization Records

Immunization records are required by the state. Every child new to the school must have a complete record of shots. Forms of other students shall be updated as the occasion arises. All kindergarten and sixth grade students are required to get the measles shot before entrance into that particular grade.

Non-Prescription / Prescription Medication

In compliance with the recently adopted policy #5140.2a of the Archdiocese of Milwaukee entitled, Administration of Medication to Students, it is necessary to have a completed Medication Consent Form and Physician Order for Medication Form on file in the school office for students needing medication of **ANY TYPE**. Forms follow on the next pages.

Medication

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician. • A written statement from the prescribing physician which:
 - Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications.
 - Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- A written statement from the parent/legal guardian: • Authorizing school personnel to give the medication in the dosage prescribed by the physician.
- Authorizing school personnel to contact the physician directly. 1. School administrators, school personnel, and school volunteers assigned to give medication must receive training on an annual basis in accordance with DPI regulations. The knowledge (webcasts) training and assessment tests are to be completed every four years, while the skills competency check-off should be completed annually. Knowledge training and skills check-off are not required for oral medication, but are highly recommended.
<https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication> No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse. ©2022 – Archdiocese of Milwaukee 127
- Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse. •
- Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
- The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

- Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
- Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
- Medication will be taken by the child at the designated time, administered by the School Nurse or by the other individual who has been identified to do so. Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may selfadminister these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher.
- The Medical Provider Authorization – Prescription Medication: Form 5141.5 (b) states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent must provide to the school a copy of a Health Accommodations Plan: Form 5141.5 (d) for a student who requires an emergency prescription medication.
- Only limited quantities of any medicine are to be kept at school.
- All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
- The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.

- Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
- It is advisable to have in the Principal's or School Nurse's Office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
- An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration. 128 ©2022 Archdiocese of Milwaukee
- School personnel are asked to report any unusual behavior of students on medication.
- Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.
- LINKS:

http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/NonPrescriptionMed_Form5140.pdf

<https://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/PrescriptionMedForm5140.pdf>

http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/AllergyActionPlan_Form5140.2c.pdf

<http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/HealthCareAccommodationsPlan-Form-5140.2d.pdf>

http://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/SchoolMedicationRecord_Form514.pdf

<https://www.archmil.org/Resources-2.0/E126-Emergency-Information-Record.htm>

Pandemics

Saint Vincent Pallotti Catholic School communicates with and follows the guidance of the Milwaukee Department of Health, Wisconsin Department of Health Services, the Centers for Disease Control and Prevention, the State of Wisconsin, and the Archdiocese.

In the event of a pandemic, St. Vincent Pallotti will act according to the guidance of these offices. Health Department guidance regarding disease control is that it will be handled through prevention and that school closure will not be utilized without direction for extreme intervention measures from the state.

Recommendations for prevention and treatment include:

- Cover your nose and mouth when coughing or sneezing.
- Keep hands away from your face.
- Wash your hand frequently with soap/water or hand sanitizer.
- If you are sick, stay home.
- Consult your physician.

In addition to hand sanitizers in every classroom of our school, sanitizers have been placed at school entrances as well to increase the ease in maintaining hand cleanliness.

We also have air purifiers in every room to reduce the possibility of spreading illness and disease.

Archdiocese of Milwaukee – Release Form for Student Emergency Medication Use

**Archdiocese Of Milwaukee
Release Form for Student Emergency Medication Use**

Parents:

Please ensure that all signatures necessary to implement this Emergency Medication Use Form are in place before submitting it to the school office.

Date: _____

(Child's Name)

_____ has been instructed in the proper use of the following emergency medication:

We, _____
and _____ (Physician) (Parent/Legal guardian) request that (Child's Name:) _____ be permitted to carry the emergency medication on his/her person, or to keep same in his/her classroom or locker, as we consider this student to be responsible. He/she has been instructed in, and understands the purpose and appropriate method and frequency of use of this medication.

We, the undersigned physician and parent/legal guardian absolve the school and its employees, agents, and officers of any responsibility in safeguarding our child's emergency medication.

(Physician's Signature)

(Parent/Legal Guardian's Signature)

(School Principal's Signature)

(Homeroom Teacher's Signature)

Form 5140.2(c) Archdiocese of Milwaukee

5/5/1998

5/14/2009

Parent / Guardian Medication Consent Form

Parent/Guardian Medication Consent Form

(Please type or print)

Full name of child to be medicated: _____

Name of drug and dosage: _____

Hour(s) medication to be given: _____

Number of Days: _____

Name of physician prescribing medication: _____

Phone: _____

Reason for medication: _____

Name of person(s) who will be giving medication during school hours: _____

(to be filled out by school principal or nurse)

I hereby give permission to the above named persons to give the medication(s) to my child according to the directions stated above and further authorize them to contact the child's physician.

I agree to hold the School, its employees and agents who are acting within the scope of their duties harmless in any and all claims arising from the administration of this medication at school.

I agree to notify the school in writing at the termination of this request or when any change in the above order is necessary.

Signature of Parent/Legal Guardian Date

Address

Copies to:
Principal -
Nurse / Administrative Assistant
Physician - Parent -

Form
5140.2(a)

TO BE FILLED OUT BY PHYSICIAN

Dear _____
(I _____ individual(s) Administering Medication)
Please administer the following medication(s) to:

Name of Student _____ Address: _____

Student Telephone No. _____ School: _____ Grade: _____

Diagnosis _____

Physician Medication Orders: _____

DAILY MEDICATIONS

Medicine	Route	Dose	Frequency	Duration	Direct contact shall be made with me should the student receiving the medication develop any of the following conditions or reactions to the medication: (if none, so state).
				From: To:	
				From: To:	
				From: To:	

PRN MEDICATIONS (as is needed)

Medicine	Route	Dose	Frequency	Duration	Condition under which medication should be given	Direct contact shall be made with me should the student receiving the medication develop any of the following conditions or reactions to the medication: (if none, so state).
				From: To:		
				From: To:		

I agree to retain the power to direct, supervise, decide, inspect, and oversee the administration of such medication(s). Direct contact shall be made with me at any time should you have any questions.

Hospital/Clinic/Office _____ Phone: _____

Address: _____

Physician's Signature: _____ Date: _____

Technology

Pallotti students will follow all school rules and regulations when it comes to using any computer technology. At Saint Vincent Pallotti, we require students and parents to review and sign our acceptable use policy for technology (attached).

- This policy refers to technology use that occurs on campus, using equipment that the school provides.
- It also refers to equipment that students may borrow from the school in order to use at home.
- Cell phone use is not permitted at school in any capacity until the completion of the school day.
 - Cell phones are not allowed on the prayer lines or at breakfast.
 - Teachers in the upper grades will collect and store student cell phones at the beginning of the day. Teachers will return them at the completion of the school day.
- If something occurs at school where a student would like to call or contact a parent, the student may not use his or her cell phone. The student will be directed to go to the office where they will be allowed to contact a parent or guardian.

Use of technology outside of school

- Pallotti students are expected to follow school values when communicating with fellow students outside of school.
- If it is discovered that a student uses technology to harass, intimidate, or break the law in any way outside of school, we reserve the right to consider the effect that has had on the greater community at school.
- It is highly advisable that all students use any technology they own in a respectful manner, and be of the mindset that anything he or she may view or send could cause an issue that is addressed by school administrators.

STUDENT ACCEPTABLE USE OF TECHNOLOGY: STUDENT AGREEMENT
ST. VINCENT PALLOTTI CATHOLIC SCHOOL
Technology & Internet Acceptable Use Agreement
2022-2023

I. Academic Expectations

- I understand that the technology at SVP is for schoolwork only.
- I understand that all computer use is with faculty permission and abides by the guiding principles of SVP; true pursuit of knowledge, love of neighbor, and life of prayer.
- I will not interfere in any way with the work of another student at any time.
- I will only use websites and software that has been approved by SVP faculty.
- Listening to music via YouTube or any other music service (Spotify, Pandora, etc) is prohibited.
- I will provide a school-related reason for anything on my screen whenever requested by a member of the SVP staff.
- I understand that any member of the faculty has the right and responsibility to monitor my computer use at any time.
- I understand that the work I do must be my own work and abide by copyright laws. I will not copy work created by someone else and submit it as my own.

Care of Equipment

I understand that SVP works hard to provide technology equipment to support the educational goals of all SVP students. Therefore,

- I will use all computers, printers, cameras, and other technology equipment with great care and respect.
- I will follow all policies and procedure as they relate to storage of computer equipment.
- I will report any problems I encounter with a computer, printer, or other piece of equipment to a member of the SVP staff.
- I will not attempt to fix a hardware, software, or network problem or carry out a repair.

Responsible Printing

When printing schoolwork,

- I will first check with my teacher for permission to print anything.
- I will check the print preview before launching a print job.
- I will print single copies, unless I have permission to print more.
- I will not print anything in color.

Teacher Access to Student Accounts

All technology at St. Vincent Pallotti Catholic School is the property of the St. Vincent Pallotti Catholic School. Server space and hard drives to store computer files are provided by the school. My account is for the purpose of storing school work only. Teachers will have access to my account in order to review and assess my work, organize files, and assist me in building an electronic portfolio.

SVP staff members have the right and responsibility to ensure that school property is being used legally and properly. Files in my folder could be removed if:

- I am using my folder for purposes other than school work.
- I am saving or downloading material that is illegal, hateful, offensive, or destructive.
- I am creating or saving files that might cause computers or the network to malfunction.

II. Safe and Responsible Use of the Internet

St. Vincent Pallotti Catholic School provides internet access for academic purposes only. The internet contains many valuable educational resources. It also contains content that is inappropriate in a school environment. St. Vincent Pallotti Catholic School will make every effort to maintain a safe and appropriate learning environment by filtering content.

- I will respect the boundaries set by St. Vincent Pallotti Catholic School in accessing material on the Internet.
- If I encounter an offensive/inappropriate website, I will notify a teacher.
- If I need to access my email account for school work, I will first get permission from a staff member.
- If I use online communication for a school assignment, I will behave politely and appropriately, obeying the rules of netiquette as guided by my teacher.
- I will not use the Internet for personal purposes, including social networking, games, or entertainment.
- I will not post or in any way communicate online any personal information about myself, another student, or a staff member.
- I will not respond to online commercial offers, contests, giveaways, etc.
- I will not register for access to websites that require a logon unless it is part of academic coursework.
- I will not download executable files or attempt to install software.
- I will not work online in unsupervised areas.
- I will not attempt to bypass the web filter.

Material That is Inappropriate in the School Environment:

Sites which...

- promote and glorify hate, violence, intolerance, and racism
- feature sexual material of an offensive or pornographic nature
- contain blatant misinformation, propaganda, and bias
- use profane language
- glorify tobacco, alcohol, and illicit drugs
- tempt or encourage students to identify themselves, or join/register for something

If my behavior is not in keeping with this Acceptable Use Agreement, I understand that I will face disciplinary actions that may consist of one or more of the following:

- A verbal and/or written warning
- Notification of a parent or legal guardian

- A one-on-one session with a member of the staff to review the terms of this agreement, discuss the violation, and renew the agreement
- One-on-one supervised computing, online as well as offline.
- Removal of Internet or all computer privileges for a period of time which is fitting for the violation
- Detention or suspension from school
- Referral to law enforcement (serious offense)

I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications (“the policy”) and I have either explained it to my child/ward (“student”) or I have assured myself that the student understands it. I also understand my own and the student’s responsibilities regarding computer hardware, software, and internet access at St. Vincent Pallotti Catholic School.

PLEASE CHECK ONE OF THE FOLLOWING:

_____ I hereby **consent** to the student having access to, and use of, the telecommunications resources at St. Vincent Pallotti Catholic School. I also hereby indemnify and hold harmless the Archdiocese of Milwaukee and Saint Vincent Pallotti from any claim or lost resulting from any infraction by the student of the policy or any applicable law.

_____ I **do not consent** to the student having access to, or use of, the telecommunications resources at St. Vincent Pallotti Catholic School.

Student Name (print)

Parent Signature:

Student Signature:

Date:

TRANSPORTATION

Bikes, Skate Boards, In-line Roller Blades

Students may ride their bicycles to school, but they must walk their bikes once they reach the school parking lot. Bikes must be locked in the bike rack near the school. Only the owner of the bike is allowed to walk the bike off the lot. All persons should follow the parking lot arrows for entering and leaving the lot.

Skateboards or in line roller blades are not allowed on the playground. If brought to school, they must not be used on the parking lot.

Cars – Student Drop-off and Pick-up

If a child is brought to school or picked up by car, it is important that the driver conform to all traffic laws and school regulations regarding safety. Parents entering the lot are asked to follow the directional arrows.

Enter by way of the parking lot on the north side of the Church. Drive past the church and form one line with the first car at the 77th Street exit. All cars pull up and do not leave spaces in between. Drivers are asked to remain with their car at all times. Should there be a need to see a teacher, park in the designated area and do not block traffic.

Do not make an entrance at the 77th Street exit. This blocks the flow of traffic of people leaving the school.

Do not make an entrance at the Stevenson Street entrance. This entrance is reserved only for school and parish employees.

Parking

The St. Vincent Pallotti Catholic School Advisory Commission's policy for parking on the school grounds:

- Parking is allowed only in designated areas. Designated areas include the parking line, open spaces on Stevenson Street, 76th Street, and 77th Street, and the front lot of the church (playground) before school begins (7:40 – 8:00) and when school ends (2:55 – 3:20)
- Only personnel associated with St. Vincent Pallotti may be parked on the north side of the school. Policy #5140.

Children Walking to School

All students walking to school are to obey the crossing guard at the corners. Students should respect other people's property as they walk to and from school. Students should

leave immediately after school, unless they are a part of a scheduled extra-curricular event.

Morning Arrival

Students may arrive for breakfast in the Parish Center beginning at 7:25. Breakfast lasts until 7:45 and students may gather on their prayer lines at that time. Electronic devices are to be put away in bags before school, both in the Parish Center and on prayer lines. **Students are not allowed to use electronic devices during breakfast.** Morning prayer begins at 7:50. After morning prayer, students will enter the building with their class where attendance will be taken by the homeroom teacher. Students are not allowed to get dropped off and then go to the gas station across 76th Street. Once on school property, a student must be picked up by a parent in order to leave.

Late Pick-ups at School Day Dismissal

Children are to be picked up promptly at 3:15PM dismissal time. Faculty members wait with students outside **minimally** as a part of the dismissal procedure. Faculty members may have meetings related to St. Vincent Pallotti, or other off-campus responsibilities. **BE ON TIME** at 3:15PM. For the children's safety, they may not wait by themselves unsupervised after school.

Field Trips and Assemblies

Field trips and assemblies provided by St. Vincent Pallotti School serve to enhance and enrich the curriculum. Parents will be informed by letter in advance of upcoming field trips as to date/time/event and its connection to school curriculum. **Annually, parents sign a permission statement for field trips in and around the Milwaukee metro area.** Ordinarily, the students travel by bus and there may be a nominal charge for this. Fees for programs or events may also be charged. Choice (MPCP and WPCP) students may be asked to contribute to costs of school events, but are not required to pay. Teacher and parent chaperones always accompany students. Parents who will be chaperoning groups of students will be required to receive 'Safeguarding God's Children' training. Field trips will begin and end on the same day to avoid overnight- stay liabilities. Field trips outside the Metro-area require a permission form for the event.

Uniforms and Dress Code

In promoting and growing our school we know that visuals, such as clothing and styles, identify the unique gifts and spirit of Saint Vincent Pallotti. Clothing and style make a value statement about the very special place that Saint Vincent Pallotti is. Pallotti colors are blue and gold. At Pallotti, we believe that appearance, accessories, or attire may not be disruptive to the learning environment. If any student or family chooses clothing, hairstyles, or accessory gear that, in our judgement, does not align with our values, we reserve the right to disallow it.

All clothing is to be neat, clean, without holes, rips, and appropriately fitted. Undergarments, including camisoles, are NOT to be visible. Clothing displaying adult natured pop culture icons from the world of music, movies/ television/anime, gaming, weapons, or any type of political messaging is not allowed. Lace, stylistically ripped pants, or camouflage may NOT to be worn under any circumstances including on dress down days.

Please heed the following guidance on what is considered to be Saint Vincent Pallotti uniform policy:

- **Shirts:** All students may wear a plain white or navy blue polo shirt or turtle neck. The shirt can be short or long sleeve. Any long sleeve shirts worn under the short sleeve shirt must match the color of the short sleeve shirt.
- **Pants:** All students may wear plain tan khaki or navy blue dress pants. Corduroy pants are also allowed. No cargo pants, jeans, tight, fad based styles or cuts of pants, or leggings worn as pants.
- **Shorts:** Students may wear plain tan or navy shorts from the beginning of school to Oct 1 and then again beginning May 1 to the end of the year. In the event of hot weather after or before any of those dates, administrators will decide whether or not to allow shorts.
- **Socks:** Socks must be worn. If worn with a skirt, socks should be plain colored, preferably white or navy blue. No stripes or special designs.
- **Shoes:** Shoes must cover the whole foot, they either may be tied, Velcro, or slip on. They may be standard dress shoes or athletic shoes. Athletic shoes are required on gym days. No flip flops, sandals or Crocs. No Heelys with skate wheels.
- **Cover Wear:** SVP branded sweatshirts or fleece may be purchased for daily wear. Students may also wear school approved Pallotti Panther t-shirts or sweatshirts. We also allow plain colored navy blue or white sweatshirts, cardigans (with solid colored polo underneath), or sweaters with no logo, stripes, or graphics.
- **Skirts/Jumpers:** Saint Vincent Pallotti Plaid jumper (length no shorter than 2 inches above knee), plain navy or tan khaki skirts/jumpers may be worn by girls. Plain white or navy blue leggings may be worn underneath skirts or jumpers.
- **Hair:** Hair must be of a natural color, clean, and neat looking. Mohawks, “faux” hawks, punk style haircuts, highly pointed hair, shaved designs or wording in hair or eyebrows are not acceptable as they can be disruptive to the learning environment. Students’ hair may not be an unnatural color such as blue, green, purple, “fire-engine red”, etc. In the event there is a question about hair, school administrators and parents will have a conversation.
- **Jewelry and Accessories:** Earrings for girls may be no longer than 1”. For boys, no more than a single small post. Acceptable jewelry or accessories can include a regular watch, spiritual necklace, or a single bracelet. Smart watches, multiple bracelets, purses, lanyards with keys or other accouterments, or necklaces/chains with no spiritual meaning are not allowed. Elementary students (K-5) may not wear make-up to school unless it is for a special program or presentation for the

class or school and has been requested by the teacher. Rub on tattoos are not to be worn at school. Students are discouraged from wearing expensive jewelry to school. If the jewelry is lost, broken, or misplaced, neither the school nor the teacher can be responsible for its return or replacement. Facial piercings and gauges are not allowed.

- **Purses and carry bags:** Purses are not allowed to be carried around school. If a student brings a purse or carry bag, she or he must keep it in the coat closet or in the closet.
- **Bags:** Every student must have a school bag. Be careful to research what type of character/pop culture icon is on your student's bag if you choose to go that route. Certain types of designs will not be allowed and will be reviewed by school administration. Anything depicting war, weapons, conflict, designs of a sexual or an adult nature are not allowed. Examples such as "Rick and Morty", "Call of Duty", "Fortnite", "Family Guy", "Punisher", etc. are not examples that we endorse at our school and students should not have schoolbags of that nature.

Where to Purchase Saint Vincent Pallotti Uniforms:

- **Pallotti Plaid Skirts/Jumpers:** Flynn and O'Hara School Uniforms, Order form in school office, home delivery from Amazon, Walmart, etc., Target, Kohls, Old Navy, etc.
- **Cover Wear, Hoodies, and Fleeces:** School office, Supply Drop Day, Order form in school office. If you find yourself in need of these items please contact Diane Potos or Lirse Jones at ext. 112.
- **All other uniform items:** Amazon, Target, Wal-Mart, Old Navy, Flynn and O'Hara School Uniforms, Kohls, etc.

Dress Down/Dress Up Policy:

- Anything worn on dress down days must align with Pallotti school values. If a student comes in with clothing that features a suggestive or inappropriate message, we will ask to have it covered, replaced, or turned inside out. As a last resort, we will have parents come to school to either bring new clothes or pick up their child. Please keep in mind that anything worn on a dress down day that comes from the world of television/movies/anime/gaming/or music is subject to judgement on whether or not it is appropriate for schools. Ripped pants/jeans are always a hard no. Parents should be prepared to pick up their children if we cannot find proper fitting pants in this case. Hats or any type of headgear are only appropriate on designated 'hat days'. Crocs and heel strapped sandals are allowed on dress down days, flip flops are not.
- Dress up days are exactly that: dress up. On dress up days, students are to be formally dressed in appropriate clothing. Students are always welcome to wear their uniform on a dress up day. If a student arrives at school in dress down clothes on a dress up day, they should expect to either change clothes, be picked up, or to spend the day in an in-school suspension.

Philosophy of Discipline/Student Behaviors

We are a Catholic School and strive to work in an ideal environment. To do this, we work to create an educational atmosphere in which learning can take place. Our purpose is not to babysit nor to take on the duties that rightfully are the responsibility of the parent. We believe that children should be taught self-discipline at a very early age. We endeavor to strengthen the discipline that should be developed and taught at home. Parental cooperation is necessary in order to have effective school discipline. Additionally, the Catholic school is a community that takes the formation of young minds and actions seriously. Together, adult influence, along with the influence of the spiritual and intellectual life are important aspects of discipline. At Pallotti, we subscribe to two main tenets in regards to this:

1. All students will allow their teachers to teach.
2. All students will allow other students to learn.

Should a student display disruptive or uncooperative behavior, he/she will first be given a verbal warning. Continuance of this behavior will result in a discipline referral to parents either by phone call, text message, demerit, detention, or suspension. Further difficulty will lead to conferencing with teacher, followed by teacher, and administration.

Serious behavioral issues may warrant and suspension. Suspension is determined by the Principal. Our suspension mode of preference is always in- school suspension. Out of school suspensions may be warranted in very serious/unsafe situations.

Circumstances of violence, destructive use of the internet, threats of weapons, or weapons in the building may result in expulsion.

P.R.E.P

P.R.E.P Framework

At Pallotti, we shape how we want our students to be by using the P.R.E.P framework. P.R.E.P is an acronym that is used throughout our building to remind students of the culture of Pallotti and guides them into what they should strive to be.

- **P: The Power of Prayer**
- **R: Responsibility and Respect for All**
- **E: Engagement in Our Community**
- **P: Preparation and Productivity in Our Classrooms**

All of our student behavioral guidance stems from this and we expect all students and families to possess a clear understanding of what P.R.E.P means. Any classroom or school based consequences for errant behavior will stem from this context as well.

The Power of Prayer: Being a Catholic school, prayer is central to our daily mission and is a basis for how we operate in many ways. Every morning, we congregate as a community in front of school to pray with one another. Every week, we bring all students together to pray during Prayer Service or Mass. We hold special prayer services during select liturgical seasons like Advent and Lent, and also on special days of remembrance, such as Martin Luther King Day and the anniversary of 9-11. We pray together before lunch and we pray together at the end of the day. We believe that praying together strengthens our community. When we pray, we simply ask that students and anyone else in the building are paying attention to God in the moment. We do not require anyone to recite certain phrases, or to act in any other way than to show that they are paying attention to these moments where we are all together. At Saint Vincent Pallotti, prayer time is not the time to be having a conversation with a friend, to be packing your bag, or even to be walking through the hall. At Pallotti, prayer time is a time to pause and think, reflect, and think about the lives of others. At Pallotti, we truly see the face of Christ in all people. Setting aside a few moments each day to reflect on that is central to our mission.

Responsibility and Respect for All: One of the most important tenets in our mission statement is ‘love of neighbor’. ‘Responsibility and Respect for All’ directly relates to how we view and treat each other within the community. At Pallotti, we expect that students are ‘thinkers; they think about their actions before they decide to respond in any given situation. We stress to adults and children alike to treat each other how they would like to be treated. We expect our community members to respect the school environment and appreciate all that has been given to us. We want to keep our school clean, safe, and secure. If community members do not feel they are responsible to take care of our place and each other, then everything falls apart. Respect is a term that is often bandied about in many different contexts. In the context of student life at Pallotti, it means doing your

best to follow our policies and procedures, and thinking of God and others before you think of yourself.

Pallotti students are expected to be mindful of the total learning environment in our school. This begins with how we transition in the hallways and on campus and extends into the classroom. Fostering an atmosphere of responsibility and respect allows all of our students to develop a mindset where daily progress on the achievement of goals, both spiritual and academic, helps to grow our students each and every day.

Being responsible and respectful means placing special emphasis on acting in a safe way at all times and understanding that exercising self-control in all situations is helpful not only to others around us, but also to our community.

Engagement in Our Community:

First and foremost, Saint Vincent Pallotti Catholic School is a community of learners. Pallotti students are expected to be fully engaged in lessons while they are underway. If a teacher or any other speaker is in front of the class, attention must be given at that time. Once given instructions for a task, a Pallotti student is focused entirely on understanding how to best complete the task. If free time is available for any reason, a student will be engaged in activities that further enhance his or her God-given intellect. Activities include examples like reading a novel, organizing materials or desk areas for classes, working ahead on schoolwork, or catching up on class assignments. A visitor who walks into any classroom in our building would not notice a student with his/her head down on a desk, a student idly doing nothing, or a student who is concerned with things other than the defined activity at that time.

We also expect students at Pallotti to be engaged in service to our community. Periodically throughout the school year, students will become involved in various service projects that are part of classroom activity. These may include our school-wide musical programs, having a part in a Mass or prayer service, student council, or community work with area shelters, clothing programs, or food/toiletry donation programs. We believe that service-minded students make this school a better place and also prepares our students to stand out once they reach high school.

Preparation and Productivity in Our Classrooms Pallotti students are expected to always produce work that shows active participation in all classroom tasks. If a teacher designs an assessment for students, the student is expected to finish that assessment in a manner that is consistent with the expectations of the assessment. Teachers are responsible to see that all students are working in a way that shows progress throughout the lesson in that class period. A teacher may ask a student what they have progressed on every ten minutes during a thirty-minute session. If a student were unable to meet a certain standard of work, the teacher would modify the assessment in some manner or provide a scaffold to assist the student in producing something of quality. When writing, Pallotti students are regularly expected to write in complete sentences with attention to proper grammar, usage, and mechanics. When drawing a diagram or illustration, full color and attention to creativity and detail must be evident. When completing any

assessment, a Pallotti student should be able to examine his/her outcomes with personal pride.

Additionally, Pallotti students always do their best to be prepared. Pallotti students are expected to be ready for class every day. If homework is given, the student is expected to either complete or attempt to complete what is given. Pallotti students come to school with their daily supplies, they keep track of and bring materials to each class as they need to. Pallotti students take care to organize their space and work hard to make certain that they always can do the best job possible.

Probation, Suspension and Expulsion

Major offenses may involve one or more of the following steps:

Probation:

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

Suspension:

Suspension is justified only in unusual circumstances and is normally an in-school suspension ranging from 1 to 3 days. In-school suspension conditions are to be determined by the principal.

Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

Out-of-School Suspension is the responsibility of the principal. State law directs that a maximum of three days can be imposed unless a written notice of an expulsion hearing is scheduled. Such a notice shall allow not more than a total of seven consecutive school days to be served in suspension until an expulsion hearing is held.

Expulsion:

Expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion may result from extreme refusals to obey school rules or conduct which endangers property, health, safety of others and is deemed to be in the best interest of the school.

Students asked not to return the following year are considered expelled.

All expulsion proceedings are followed according to the Archdioceses policies.

Expulsion Proceedings

Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by defensible records.

Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. The student may not be represented at the hearing by counsel.

If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

The student, or his parent or guardian, may, within 5 school days following commencement of the expulsions, have a conference with the Superintendent of Schools Designee. The Superintendent/Designee will determine *if due process was provided* as defined by policy. The Superintendent does not determine expulsion.

Complaints Concerning School Problems

Steps to follow regarding parental concerns and child/school related issues:

Step 1 - Parents are to address academic or social problems with the teacher involved.

Step 2 - If the situation is not addressed in a satisfactory manner or if no steps have been taken toward improvement, then the concerned parent should consult the vice principal or principal.

Step 3 - If the situation is still not resolved or steps have not been taken toward improvement, then the concerned parents may bring the matter to the pastor and/or parish administrator.

According to the Archdiocese of Milwaukee School Policy Manuel in section 1312.1, it states:

“It is incumbent upon parents to cooperate closely, to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or the guardian of a student enrolled in the Catholic school or parish religious education program and an employee of the school.”

“Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee’s supervisor, generally within ten days of the initial meeting with employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.”

“All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.”

“If mutual resolution does not occur, the parent or guardian may provide the pastor or school president, with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern.”

“The committee will submit a recommended resolution to the pastor/president for final consideration. Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal”

School Rules for Students

These rules will be in effect so that we have a uniform policy of discipline. Individual classroom rules and rewards will still be the individual responsibility of each homeroom teacher with his/her students.

General Rules:

- Follow directions at all times.
- Walk quietly in the hallways and on the stairs.
- Respect others and hallway displays.
- Use the washrooms for their intended purpose.
- Wear the school uniform.

Lunchroom:

- Pray before meal.
- Follow directions for the food line, disposal of garbage, and dismissal.
- Speak in a quiet voice.
- Always walk in the lunchroom.
- Clean up after yourself. (Table, stools, floor)
- Always use good table manners.
- Never play with food.
- Do not give food to other students.

Playground:

- Obey the adults on duty.
- Keep hands to yourself.
- Settle disputes through adult mediation.
- Use equipment properly.
- Play in the assigned areas.

- Line up on school entrance prayer lines when the bell rings.

Non-Harassment

Respect for the dignity of each person is essential to Catholic tradition. In a school, it is imperative to maintain an educational environment that encourages optimum human growth and development. St. Vincent Pallotti School is committed to providing an environment for all members of its community which is totally free from physical, psychological, or verbal harassment.

According to Archdiocesan Policy 4116.23, harassment can result from a single incident or from a pattern of behavior wherein the purpose or effort is to create a hostile, offensive or intimidating environment.

Harassment encompasses a broad range of physical or verbal behavior, which can include but is not limited to:

- Threatening behavior (verbal or physical)
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Threatening verbal or mental abuse

A type of harassment that is sometimes found in schools is sexual harassment.

According to Wisconsin Statute 111.32, "Sexual harassment means the unwelcome sexual advances, unwelcome physical touch or contact of a sexual nature. This includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments or the deliberate repeated display of offensive sexually graphic materials which is not necessary for educational purposes."

If any member of the St. Vincent Pallotti community feels harassed in any way, that person should report the incident immediately. A student should report the incident to any adult on the staff; an employee should report the incident to the administrator or the principal. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken against the harassed. Appropriate action could include but is not limited to:

- Written documentation of the incident
- Disciplinary sanctions
- Peer mediation
- In school counseling
- Referral to an outside agency
- Expulsion/termination

Weapons / Threats

St. Vincent Pallotti School has zero-tolerance for weapons or threats. Weapons or any object that could be considered dangerous to the safety of others are not tolerated. Students found with any type of dangerous weapon shall be referred to the Principal immediately.

As a result of the possession of a dangerous weapon, the principal will initiate one or more of the following proceedings:

- Call the police
- Immediate contact with the pastor, parent, teacher and student
- Suspension from school from one to three days
- Probation in school with a plan for the student to get help or referral
- Expulsion proceedings

Threats with the use of a weapon or using a weapon to try to cause bodily injury will be grounds for initiation of expulsion proceedings and referral to the local police department.

Verbal threats are also not allowed. In the case of a verbal threat by any member of the community, the principal will consult with the pastor of the school and decide a prudent course of action.

Due process shall be followed in all cases listed above. Final decision will remain with the Principal.

Chemical Abuse Policy

Usage, possession and/or distribution of alcohol, drugs or tobacco are prohibited by federal and state law.

Possession or use of controlled substances by students on or within 100 feet from the school/parish shall not be allowed. Those in authority shall immediately confiscate the alcohol or tobacco products.

As a result of the above behavior, the principal will initiate one or any of the following actions:

- Call the police
- Immediate contact with the appropriate person (Pastor, parent, teacher)
- Suspension from school from one to three days
- Probation in school with a plan of action to follow up. This plan may include suspension from extra curricular activities, conduct change desired or suggestions to enroll in a counseling program.
- Initiation of possible expulsion proceedings

The selling or distribution of controlled substances will be grounds for expulsion proceedings or referral to the local police department.

Due process shall be followed in dealing with the infractions listed above. Final decision shall remain with the school administrator.

Policy Statements per St. Vincent Pallotti Catholic School Parent/Student Handbook

Re: Expulsion/Harassment/Violence

- Expulsion may result from extreme refusals to obey school rules or conduct which endangers property, health, safety of others and is deemed to be in the best interest of the school.(8-3)
- Circumstances of violence, threats, illegal substances, or weapons in the building may result in expulsion. (8-1)
- St. Vincent Pallotti School is committed to providing an environment for all members of its community which is totally free from physical, psychological, or verbal harassment. (8-4)
- According to Archdiocesan Policy 4116.23, harassment can result from a single incident wherein the purpose or effort is to create a hostile, offensive, or intimidating environment. (8-4)
- St. Vincent Pallotti School has zero-tolerance for weapons or threats.(8-5)
- Due process shall be followed in all cases. Final decision will remain with the Principal.(8-5)
- Expulsion can take place only after an expulsion hearing has been held. (8-3)
- Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. A student may not be represented at the hearing by counsel. (8-3)

CURRICULUM AREAS

Curriculum Concepts

We believe that ART EDUCATION is the developmental ability to visualize, interpret and problem solve. Art enhances learning in all subjects by providing opportunities through a dynamic process of creative expression. Art history is the focal point for art appreciation.

We believe that the Art Curriculum should:

- Be age appropriate
- Be sequential in media, skill and problem solving
- Include an understanding of and ability to use a wide variety of media
- Include opportunities to make art based on ideas, feelings, memories and attitudes
- Provide for multi-cultural age appropriate art history, art criticism and art making

The COMPUTER instructional program is coordinated by the classroom teacher, and sometimes another member of the faculty. The computer lab contains IBM or IBM compatible computers. The emphasis of the computer class is to acclimate students to using a computer as a learning tool. Topics include drill of learning skills, keyboarding, and word processing, data base and spreadsheet activities. Some curriculum related software is also used in computer class. In addition, each classroom has a computer for curriculum activities. Students also use Chromebooks/IPads in their classroom and sometimes at home. These are used at the discretion of the classroom teacher and teachers are always in charge of designing assessments using computer technology.

In HUMAN LIFE AND DEVELOPMENT, students learn about their human sexuality. “Education in human sexuality is an attempt to explore our sexual life as it thrives or fails with the communal life of the people of God. It is an attempt to understand our sexuality as blessed by God.” Catholic family values are stressed in the sex education program. This program is incorporated into the regular religion program.

The READING AND LANGUAGE ARTS PROGRAM develops a student’s speaking, listening, reading, and writing skills. Spelling, reading, literature and grammar are clustered together into the Language Arts Program. Oral and written communication skills prepare students for success in a technological society. Reading and speaking skills, grammar usage, and composition skills are important elements of the Language Arts curriculum. These skills are taught step-by-step and reinforced at each level. Reading is taught using a combination of a basal text, whole language instruction, and phonics.

We believe that reading education should include opportunities to....

- Read a wide variety of narrative and expository materials
- Read for a wide variety of purposes

- Build and refine one's vocabulary and reading strategies
- Master skills that correlate with appropriate age groups
- Raise questions and stimulate the imagination
- Expand student's cultural awareness
- Develop an appreciation for the effective use of language

Through the study of MATHEMATICS students are taught the fundamental NCTM principles of Math and are led to understand the symbolic language used in Math. Pretests, skill practice activities, reinforcement and enrichment exercises, manipulative activities, and posttests are included in each chapter of the Mathematics book. Consumer decision-making skills are viewed as increasingly important in the study of mathematics. Guidelines developed by the National Council of Teachers of Mathematics (NCTM) have modernized the Mathematics curriculum and instructional methods. Problem solving strategies are an important part of the program. Pre-algebra concepts are also taught in upper grades.

MUSIC is taught by a specialist to all students. To develop the musical potential of every child varied classroom experiences and activities such as singing, playing instruments and dance are provided. Spring and Christmas programs are a part of the music programs.

SCIENCE is presented as an ever-expanding body of knowledge that is useful in everyday life and in technological careers. In our science program interrelationships among life, earth, and physical sciences are emphasized. To stimulate student interest and motivation, examples from everyday life which illustrate science concepts and their various science activities utilized by the teacher are intended to teach methods of scientific inquiry through direct involvement in science classes. Both demonstration and experimentation are integral to teaching a hands-on science curriculum. At Palloti, we follow the Next Generation Science Standards (NGSS).

The SOCIAL STUDIES curriculum is a study of community and of human culture. The Social Studies curriculum is intended to foster the development of social skills, to deepen student concern for service and peacemaking, and to develop information gathering, problem solving, and critical thinking skills. Concepts stressed on the primary level are the family, school community, city community, and neighborhood environment. Emphasized at the intermediate level are Wisconsin history and U.S. history. At the middle school level civics, geography and U.S. history are covered. Teaching techniques in the area of social studies include note taking, study skills and group discussion.

PHILOSOPHY FOR PHYSICAL EDUCATION

Physical education should promote and awareness of lifetime physical fitness and recreational interests.

The physical education curriculum should include opportunities to discover and experiment with one's physical strengths and dexterities. It should contribute to the

maximum development potential of every boy and girl. Boys and girls take physical education classes together, especially for skill development.

Physical education is an important part of the total education program. Physical education activities stimulate and promote the physical, mental, emotional and social growth processes.

PHILOSOPHY FOR HEALTH EDUCATION

We believe that Health Education focuses on total wellness and prevention based on the “whole person” concept, recognizing that each individual is multidimensional.

We believe that health curriculum should....

- Encompass the needs of individuals and groups
- Include a variety of resources and activities
- Encourage cooperative learning and active participation in the learning process
- Develop an awareness and appreciation of positive attitudes and health practices

We believe that instruction should include....

- Modeling of good health practices
- Student’s active involvement based on their background, and understanding of concepts
- A selection and implementation of a variety of materials and activities

We believe that assessment should....

- Emphasize changes in attitudes and habits of health practices
- Involve students’ self assessment

RELIGION CURRICULUM

Christian education brings meaning to the lives of the students by helping them to interpret events in the light of the Gospel, by fostering their growth in personal holiness, and by assisting them in the obligation of Christian service. As a Catholic School, we recognize the uniqueness and inherent beauty of each child.

The RELIGION PROGRAM meets the children at their level of development. It begins with the child’s own experience, and relates pupils’ experiences to Scripture, doctrine, prayer, and liturgy. Provision is made for individual differences. The program is brought into the home through activities that involve the whole family. Religion concepts taught at the various levels are summarized below.

The primary purpose of our school is to assist parents in the religious education of their children. We accomplish this through the following means:

- Adherence to the guidelines of the Archdiocese of Milwaukee regarding the teaching of Religion

- Use of an Archdiocesan approved student text and teacher manual and the continuation of a teacher education program for our teachers of religion.
- Opportunities for all students to pray with the worshipping community at weekly all-school masses and prayer services.
- Instruction on and participation in the sacramental life of the church.
- Incorporation of Scripture reading and prayer into the Religion curriculum.
- Exposure to various types of prayer experiences and liturgical and para-liturgical celebrations.
- Emphasis on service to the school, parish, and neighborhood community

Homework

Homework is an outgrowth of class work and demands self-discipline on the part of the student.

The suggested length of homework time should be as follows:

- Primary – about 15 - 30 minutes per evening
- Intermediate – about 30 - 60 minutes per evening
- Middle School – about 60 - 90 minutes per evening

Homework is generally given Monday through Thursday evenings. Students may have longer assignments that extend over the weekends. Parents are informed of missed assignments on a regular basis. When a student is absent, homework may be picked up in the school office after 2:30 pm on the day of absence. Work may also be sent home with another student.

School Library

Our school library exists to provide both students and teachers with needed reading of the lives of great people and books for reading enjoyment. Generally reading for research is conducted on-line. Each homeroom signs up for library periods. The library aims to support and enrich the instructional program in our school through its strong fiction and biography collection.

Library books may be withdrawn for one to two weeks. Books may also be renewed for an additional one-week. A fine of 5 cents per school day is charged for all overdue books. This excludes Saturdays, Sundays and holidays. Library fine money is given to the librarian. If a student does not return his/her book, he/she may not take out another book unless the book(s) from the preceding week are returned or renewed. The classroom teacher should be informed when a library book is lost or damaged.

Reference books, such as dictionaries, world almanacs, encyclopedias, and atlases remain in the library at all times. They are only to be used in the library.

Each school year a certain amount is budgeted for the purchase of new library books. On certain designated shelves in the library the newest and most recent purchased books are displayed throughout the school year.

Special Needs

St. Vincent Pallotti School specializes instruction by trying to provide as many educational services as possible. Help or enrichment may be requested. Students who require intensive intervention may be tested through an IEP process. Teaching staff and/or parents may request an IEP referral. If a student with an existing IEP comes to Pallotti from another school, we are not required to follow it, but we will make every effort to accommodate the student based on what our resources allow.

Testing Program

State level achievement testing is administered in Grade 3 through 8 in March/April. This is called the Wisconsin FORWARD test. All trips, dental and doctors appointment etc. should be avoided during that time in order to assure that all students will be present the week tests are scheduled.

Saint Vincent Pallotti also uses an internal testing program through Renaissance Learning called STAR testing. STAR testing occurs three times per year (Fall, Winter, Spring) and the data is used by teachers to analyze areas for growth in students. Many local high schools also request STAR testing data to help with admittance decisions for middle school aged students.

Honors / Scholarships Requisites for 8th Graders

Pallottine / Lay Leadership Award

This award is offered by the Pallottines to an eighth grade student who lives the following: Shows potential for future lay leadership in classroom and general school activities. This is evidenced by:

- Exhibiting a consistent pattern of respect for others
- Offering service to the school and or the parish or other civic groups
- Sharing ideas with classmates and school personnel
- Initiating ideas and carries tasks to completion
- Showing potential leadership in parish wide activities such as participation in religious services and volunteers for school or parish functions.

Using the above criteria to determine the recipient of the award, the Pastor will consider the recommendation of the school staff.

NOTE: This award may be given to someone who has or will receive another award. The name will be announced at the time of graduation.

Conferences

Parent-teacher conferences are regularly scheduled once in October and once in March. Should a conference at any other time be needed, either parent or teacher may arrange for one. Teachers are available to receive phone calls before or after school. Parents may also leave a message with the school secretary or on the teacher's school phone extension. It is also very common for teachers to communicate with parents through applications such as ClassDojo, or through email.

Promotion / Retention

If the possibility of retention becomes a concern, generally faculty request a conference with parents/guardians in January/February to review some of the indicators of concern. Decisions are individual and very personal. Parents are the final determiner in student retention. The school in collaboration with the family carefully reviews relevant data to arrive at a decision that is in the long-range best interest of the child's learning.

Report Cards

Children will receive a report card three times a year on a trimester basis. (2x in K4, K5) Pallotti uses the Archdiocese of Milwaukee's standards based grading framework and record grades on the Gradelink SIS platform. Teachers are instructed to put in assessment results every two weeks, but there are times when circumstances may dictate otherwise. If you, as a parent or guardian, ever have questions or concerns about your child's grades please contact the classroom teacher.

Standards Based Grading

Standards-Based Assessment

At Saint Vincent Pallotti, students know in advance what they will need to learn, and they will have more than one opportunity to show they have met the standard. Teachers will use both informal (formative) and formal (summative) assessment to measure progress. Formative is assessment *for learning* and is characterized by direct and constructive feedback. Summative is assessment *of learning* and is designed to provide information or evidence about achievement of standards. Assessments can include portfolios, projects, quizzes, tests and daily assignments. Students will have multiple assessment opportunities –and different assessment options – to demonstrate their understanding of the standards. All assessment items are aligned to standards and determination of mastery is defined and communicated to the student prior to the student taking any summative assessment.

Evidence of Achievement

Students are graded based on the evidence of achievement. This evidence can come from a variety of sources. Regardless of the source, students must be given the freedom to try

and fail because that is integral to the learning process. When considering evidence, teachers give priority to the most recent and most comprehensive evidence.

Standards-Based Grading and Reporting

Standards-based grading and reporting are a set of teaching and reporting practices that communicate how a student is performing against a predetermined set of expectations. Students are graded on the development of skills and knowledge (what they know and can do) rather than their completion of tasks. The primary purpose for report cards and progress reports is to give parents, teachers and students a clear picture of a child's academic progress and growth in relationship to archdiocesan standards. Grades are determined by analyzing the evidence of learning and each student's work is measured against the standard, not against the performance of other students.

In assessing the whole child, two separate categories will be reported:

- Academic achievement, which is an accurate evaluation of what a student knows and is able to demonstrate.
- Success Indicators, which describe the actions and behaviors that support achievement.

Grading and Reporting

The Archdiocese of Milwaukee uses **scoring guides** to clearly define learning targets that communicate the knowledge and skills necessary for students to reach mastery on each priority standard. These scoring guides help students and parents understand the level of mastery they have achieved at any given time.

Level 1 would only apply to students who lack even the most basic knowledge in a given standard. This could include a student who has learning challenges identified in a Service Plan or IEP.

Level 2 is the grade given when a student is not at the mastery level, but working on the necessary vocabulary and learning targets identified in the scoring guide. A student remains at Level 2 until they have demonstrated full mastery of the priority standard(s) being assessed.

Level 3 is the grade given when a student has demonstrated proficiency on a given standard. It is important that a student is given more than one opportunity to provide evidence of mastery before the priority standard is given a grade on the report card. These assessments are summative in nature, but don't necessarily require a formal written test. The most recent and comprehensive evidence is given the greatest consideration when determining a grade.

Level 4 represents an understanding and application of knowledge at a level beyond what is expected at a given grade level. In the Archdiocese of Milwaukee, Level 4 appears on the Proficiency Scale beginning in grade 4.

In terms of grading and reporting, grades four through eighth uses this scale:

4	Advanced
3	Proficient
2	Developing
1	Emerging

Grades one through three uses this scale:

3	Proficient
2	Developing
1	Emerging

Grades K4 and K5 report twice per year, in January and June. They use the WMELS (Wisconsin Model Early Learning Standards) and also Virtue – Based Early Childhood Learning.

For more information on WMELS, go to:

https://dpi.wi.gov/sites/default/files/imce/early-childhood/wmels_5theditionfinal.pdf

The Virtue-Based Early Childhood Program in the Archdiocese of Milwaukee is committed to providing all children enrolled in their 4-year old, and 5-year old kindergartens a strong religious and academic foundation for all future learning environments. We hope to foster, through hands-on experiences and intentional play-based curriculum, a sense of wonder and curiosity aimed at developing the social, emotional, physical, intellectual, and spiritual aspects of the whole child.

The schools will engage each child in:

- Higher ordered thinking in a creative environment using developmentally and age-appropriate practice and curriculum based on sound research.
- Intentional age appropriate faith formation.
- An environment in which the virtues of faith, hope and love are taught, demonstrated and modeled.
- Relevant and meaningful play that stimulates the intellectual, social, physical, emotional, and spiritual development of the whole child.

SPIRITUAL LIFE

Morning Prayer

Each day begins with Morning Prayer at 7:50AM on the Prayer Lines. All are welcome to pray with us. We open with an antiphon, hear Scripture, offer intercessory prayer, pray the Lord's Prayer, and end with a blessing. Each day ends with prayer over the loudspeaker at 3:10PM, followed by dismissal at 3:15PM.

Liturgies

All students attend Mass or Prayer Services on Wednesday mornings. On a rotational basis, students with their teacher plan the school liturgies. Children attend Mass on all holy days, and Ash Wednesday. Parents are encouraged to attend these Worship times. They begin at 8:10AM.

First Communion

As Catholic children reach the age of reason, the Church invites them to begin receiving Holy Communion. Generally, children in 2nd grade or older are eligible to prepare for First Communion.

Children receive communion only with their parent's consent and direct involvement in their child's readiness. An informational meeting is held for parents of children who are in 2nd grade.

Preparation for First Communion is a yearlong process in the classroom as well as student / parent involvement in the home. This also includes regular attendance at the weekend liturgies.

Most often, children receive their First Communion in the second grade. If, for any reason, children are older, they may still take part in the preparation program and First Communion Mass. When this is not appropriate, an alternative will be offered. First Communion for Baptized Catholics usually takes place the first week in May.

Sacrament of Reconciliation

St. Vincent Pallotti Parish invites Catholic children in the 2nd grade to prepare for and begin celebrating the Sacrament of Reconciliation (or Penance).

Preparation for this sacrament takes place with the teacher along with involvement of the parent(s). First Reconciliation for Baptized Catholics generally takes place during December or early March before Lent. Group preparation and celebration of this sacrament is offered for 2nd grade and older children. Individual arrangements can be made with the parish.

Retreat

All students in Grades k-4 through 8 make a retreat each year. Visit our website for detail about the five retreats we sponsor annually.

NOON HOUR / RECESS

Hot Lunch Program

Hot lunch is served Monday through Friday by our Food Service Program. Menus are distributed each new month. For the 2022/23 school year, all meals are free through the Federal hot lunch program. Students bring cold lunch when they do not eat the hot lunch. Milk may be purchased daily. Should a child forget his/her lunch, school will help to connect with the parents to bring their child's lunch, or to provide the hot lunch program.

Playground Supervision

Adequate adult supervision is provided for the entire lunch period. Each adult supervisor is oriented to the rules and responsibilities for play and socialization in building the culture of our Catholic school. Should a problem arise, the supervisor will contact either the teacher on duty or the Principal.

Playground Regulations

- Students are to respect the adults on duty at all times.
- Answering back and unacceptable language will not be tolerated.
- Fake wrestling and other behaviors of 'attacking' another **are not** forms of play.
- During the fall and spring months, organized games are recommended.
- Large round balls, nerf footballs, plastic bats and balls and tennis balls are safe playground equipment and will be allowed on the playground.
- The only snow rule is: Don't pick it up.
- When playing near the snow banks students are reminded to stay inside the bank area and away from the fences.
- "King of the Mountain" or any form of the game is unsafe and therefore not allowed.
- Students are never to leave the playground to retrieve balls from the street. An adult should be asked politely for help.

Extra-Curricular Activities

At Saint Vincent Pallotti, we periodically offer clubs and sports to students who are interested. Due to the COVID -19 pandemic, many activities were paused and as of this year, 2022 – 23, we are working to get activities back up and running.

As a general rule, any sports team is parent run and goes through the Archdiocese regulations. Clubs, such as student council, are usually run by teachers after school. More information will be available for sports and clubs as the year progresses.

Additional School Guidelines

Care of School Property and Equipment

Students are responsible for helping to care for the school property. This includes things as classroom furniture, audiovisual equipment, restrooms, textbooks, etc. There is no excuse for writing on desks, books or walls or dropping paper on the floors and littering outside the school building. **When a book is lost or property is damaged, the student shall be responsible for the cost of replacement of it.** Any deliberate action that renders the school property unusable will result in replacement of the item by the student and may result in student suspension.

Safety and Emergency Drills

The exit used for an evacuation drill will depend on a student's location in the building at the time of the drill. The classroom teacher shall inform the student of the direction and the exit to use. For a tornado drill, students will be notified over the P.A. or a hand bell will ring and instructions to move to the assigned areas in the basement will be given. Intruder and Active Shooter Drills are a part of the monthly drill cycle conducted each school year.

Volunteers

At times teachers may have a special project, or schedule an academic field trip for which parental help is needed and appreciated. Teachers send communications home to keep parents informed of special times and to request help. We also need grandparents, parents, and alumni to volunteer to listen to children read, review math facts, make special art items, copy, help with holiday celebrations, or assist in similar ways in the classroom.

Cafeteria volunteers are needed daily from 11:00 am – 12:10 pm. **Help is always needed.** If your schedule changes and you can volunteer contact the main office.

Safeguarding God's Children

In compliance with Archdiocese of Milwaukee requirement, anyone who serves as a volunteer with students must complete the training for sexual abuse awareness. Arrangements for training can be made through the school. Sessions are periodically offered through the pastoral associate.

Lost and Found

When something is lost, the child should come to the office to report or inquire about the item. When items are turned in, if they are not claimed within a reasonable time they are given to a charitable group.

Supplies

Children are to bring their own learning materials to school and maintain a constant supply of needed items. Items should be clearly labeled with a child's name.

Several school items such as assignment notebooks, computer disks, and art sketchbooks are available for purchase in the school office.

Supply lists are sent home in June for the fall, and are mailed home in August with the annual 'Before School Mailing.'

Class Parties

Students are permitted to have classroom parties for Halloween, Christmas, and Valentine's Day. Birthday celebrations are at the discretion of the classroom teacher. Room parents may assist the classroom teacher with parties at the teacher's direction. Invitations to individual birthday parties or other parties outside of the St. Vincent Pallotti school day **may never** be advertised or distributed at school.

Asbestos

Notification of Asbestos Re-inspection – August 2000

In compliance with the U.S. Environmental Protection Agency Asbestos Hazard Emergency Response Act in 1988, we performed inspection of our school building and parish facilities for asbestos containing materials. This plan is available for your review in the administration office. Questions may be directed to the Parish Director of Administrative Services.