

# St. Vincent de Paul Catholic School

Family Handbook  
2018-2019



14330 Eagle Run Dr.  
Omaha, NE 68164

Tel: (402) 492-2111  
[www.svdP-school.org](http://www.svdP-school.org)

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Morning Drop-Off Map  
Family Handbook Sign-Off Sheet

# St. Vincent de Paul School

## **Introduction**

In keeping with Archdiocesan guidelines, the following information is provided for all parents/guardians of students enrolled in St. Vincent de Paul Catholic Elementary School. The information contained in the handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify, or to abolish any of the handbook provisions without notice. Registration of a student and signing the acceptance of the handbook, the parent agrees to be governed by/abide by/follow the following policies and procedures of St. Vincent de Paul Catholic Elementary School, including judgments of school faculty and administration on academic and disciplinary issues.

## **Mission Statement**

The mission of St. Vincent de Paul Catholic School is to provide quality spiritual, educational, social, and service opportunities in a respectful learning environment reflective of our Catholic beliefs.

## **School Board**

### **Selected Members (3 year terms)**

Chris Roth (2020)  
Lynette Smith (2020)  
Steve Farner (2019)  
John Menicucci (2019)  
Shelly Martin (2021)  
Scott Hacker (2021)

### **Staff Members**

Rev. Daniel Kampschneider – Pastor  
Dr. Barbara Marchese – Elementary School Principal

Regularly scheduled Board meetings are held at 7:00 p.m. on the first Tuesday of the month in the St. Vincent de Paul media center. Dates and location are subject to change if necessary.

# School Directory

E-Mail Addresses – last name, first initial of first name @svdpomaha.org  
Example: John Smith – [smithj@svdpomaha.org](mailto:smithj@svdpomaha.org)

## Administration

Pastor .....Rev. Daniel Kampschneider  
Senior Associate Pastor .....Rev. Eliot Schwer  
Principal.....Dr. Barbara Marchese  
Assistant Principal .....Mrs. Diane Warneke, M.S.  
Assistant Principal .....Dr. Lisa Nelson

## Faculty and Staff

**Preschool and PreKindergarten**  
Mrs. Jessica Malone  
Mrs. Kathie Onkka, M.S.

**Kindergarten**  
Mrs. Lisa Guinan  
Mrs. Barbara Millar  
Mrs. Julie Vaughan, M.A.

**Grade One**  
Mrs. Christina Kleffman, NBCT  
Mrs. Lois Nigrin  
Meyer

**Grade Two**  
Mrs. Diane Bramhall  
Mrs. Rhonda Johnson, M.A.  
Mrs. Sue Real

**Grade Three**  
Ms. Kristin Ruelas, M.S.  
Mrs. Ann Marie Baker  
Mrs. Tina Schofield

**Grade Four**  
Mrs. Michelle Madison  
Mrs. Monica Thede  
Mrs. Susie Caito

**Grade Five**  
Ms. Jaimie Salerno  
Mrs. Angela Jones, M.S.  
Ms. Karen Stec, M.A.

**Grade Six**  
Mrs. Kay John, M.S.  
Mrs. Maria Wane, M.S  
Mrs. Debbie Guinotte, M.E.

**Preschool and PreKindergarten**  
Mrs. Suzanne Kerr  
Mrs. Christine Piernicky

**Kindergarten Associates**  
Mrs. Donna Morgensen  
Mrs. Debbie Truscott  
Mrs. Barb Sisson

**Grade One Associates**  
Mrs. Sharon Ellerbeck  
Ms. Judy Hermsen, M.S.Mrs. Carolyn

**Grade Two Associates**  
Mrs. Monina Williams  
Ms. Deidre Barrett  
Mrs. Kathie Lane

**Grade Three Associates**  
Mrs. Jill Lookabill  
Mrs. Lynn Rakoczy  
Mrs. Ann Rangel

**Grade Four Associates**  
Ms. Ann Marie Hargens  
Mrs. Janeen Moynihan  
Ms. Lynn Schlueter

**Grade Five Associate**  
Mrs. Gail Wallace

**Grade Six Associate**  
Mrs. Teresa Hazard

**Grade Seven**

Mr. Jerry Leever, M.A.  
Ms. Leisa Kolberg, M.E.  
Mrs. Kris Bashus, M.S.

**Grade Seven Associates**

Mrs. Maureen Houlihan

**Grade Eight**

Mr. Frank Dunn, M.E.  
Mrs. Angela Zimmerman, M.S.  
Mrs. Robin Fosbender, M.A.

**Grade Eight Associate**

Mrs. Jenny Schwery

**Educational Strategists**

Ms. Cindy Beam, 4-6  
Mrs. Susan Heavey, M.S., P- 3  
Mrs. Micki Heitz, 7-8  
Mrs. Debbie Miller, M.S., HAL

**Counselor**

Mrs. Nancy Skudlarek, M.S.

**Art**

Mr. Michael Pflaum, M.A.Ed.

**Music**

Mrs. Stephanie O'Brien, 6- 8  
Mrs. Karen LeMense, P - 5

**Spanish**

Mrs. Sylvia Maenner

**Physical Education**

Mr. Brian Boone, M.S. 3 - 8  
Ms. Jennifer Pottebaum, P - 2

**Media Specialists**

Mrs. Christine Kaiser, M.S.

**Computer Technology Coordinator**

Mrs. Amy Kuhr, M.Ed.

**After School Care Coordinator**

Mrs. April Baldwin

**Child Care Coordinator**

Mrs. Ashley Jones

**Food Services Director**

Mrs. Amy Dougherty

**Technology Coordinator**

Mr. Ray Bentzen, M.S.

**School Nurse**

Mrs. Nicole Pisarik, R.N.

**Administrative Assistant**

Mrs. Michele Madrigal

**School Secretary**

Mrs. Nancy Morey

**Receptionist**

Mrs. Carrie Meiers

**Director of Operations**

Mr. Tom Peal

## **Absences and Tardiness**

When a student will be absent from school, parents are expected to call the school office at 402-492-2111 or email using the attendance email [attendance@svdpomaha.org](mailto:attendance@svdpomaha.org) by 7:30 a.m. Each student who is absent is expected, upon his/her return to school, to provide a written note or email from the parent/guardian stating the date(s) and reason for absence. An absence of two hours or more in length shall be recorded as one half-day absence.

If a student is absent for a total of more than 10 days in a semester he/she will be put on probationary status until all work is completed to the satisfaction of the teacher or teachers and/or administration. Excessive absenteeism may result in non-promotion.

If students are not in their classroom by 8:00 a.m., they are considered tardy. Students who are late for school, and consequently for class, must first report to the school office and be signed in by a parent/guardian before being allowed to report to the classroom with a pass.

Parents/guardians of students having frequent, unexcused tardies (5 or more in one semester) will receive a notice alerting them of the number of tardies. A conference with parents and administration may be requested to determine continued enrollment.

*SVdP School will report to the county attorney the name of any student who is absent from school 20 days or equivalent hours during the school year if we believe some or all of the days/hours absent were for voluntary reasons (i.e. reasons other than verifiable illness or family emergency).*

## **After School Care**

A structured, activity-orientated After School Care program is available. The program is state-licensed and is typically open from 3:10 to 6:00 p.m. on the days school is in session, as well as many non-school days. Please contact the school office (402-492-2111) or the After School Care Coordinator (402-669-3505) for further information.

## **Arrival**

- The school day begins at 8:00 a.m. Students arriving after that time must check in at the school office and will be marked tardy.
- Students in grades 7 and 8 may enter the junior high south door beginning at 7:30 a.m.
- Students in grades K-6 may enter the front entrance of the school building beginning at 7:40 a.m. School staff members will be on duty from 7:35 a.m. until the tardy bell rings to supervise student entrance into the building. Students in 7<sup>th</sup> and 8<sup>th</sup> grades may enter the Junior High entrance at 7:30 a.m. **Please do not leave your child unattended outdoors if an associate is not curbside. In the absence of adult supervision, you must escort your child(ren) to the school office.** St. Vincent de Paul is not responsible for students dropped off prior to 7:40 a.m. or students dropped off on days when school is not in session.
- Please enter the parking lot from 143<sup>rd</sup> Circle and proceed as noted on the morning drop-off map.
- **All students are to be dropped off in the designated area. Drop-off on the side streets is not allowed.**
- If for any reason a driver must come into the building, he/she should park the vehicle in the designated area noted on the "visitor parking" section of the map. **Automobiles may not be left unattended in the circular drive area; this is a FIRE LANE and must be maintained as such.**



## **Asbestos**

St. Vincent de Paul Pastoral Center at 14330 Eagle Run Drive was constructed with no asbestos-containing material. The architect responsible for the construction of this project has signed a statement that no ACBM (asbestos containing building material) was specified as building material in any construction in the building. This statement may be viewed in the office of the Director of Operations.

It is the policy of St. Vincent de Paul Parish that no asbestos-containing material will be used in any future building project. The Director of Operations shall be responsible for the implementation of this policy and all school requirements under the Asbestos Hazard Emergency Response Act (AHERA)

## **Band**

The school band is operated under the Music In Catholic Schools program and begins in grade 5. It is funded by separate parent tuition. Classes for band take place at school. Students in band are expected to keep up with their studies.

## **Bicycles**

Please note that bicycles may not be parked on parish property.

## **Birthdays**

Students may bring simple treats to school to share with classmates for their birthdays if they wish. In keeping with the nutrition guidelines provided by the State, it is recommended that birthday treats are **healthy**. Treats other than food are acceptable. We ask that you avoid food items that could be problematic for students who have food allergies (free from peanut/tree nuts). **Invitations to parties may be distributed at school only if all students or all boys or all girls within the student's homeroom are included.**

## **Bullying, Harassment and Offensive Student Conduct**

**5032 Student Offensive Conduct, Bullying or Harassment** *Archdiocesan Policy: September 2016*

Student offensive conduct, bullying or harassment (repeated incidents of such conduct) on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability is prohibited. Offensive conduct, bullying or harassment will result in suspension or expulsion.

Examples of offensive conduct, bullying or harassment include but are not limited to the following:

- a. **Explicit and offensive references or gestures;**
- b. **Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;**
- c. **Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;**
- d. **Language of any kind including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.**

The following is a commonly referenced definition of bullying:

"A person is being bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons." *Olweus, D. (1993). Bullying at School: What We Know and What We Can Do. Cambridge, MA: Blackwell Publishers, Inc.*

- **Bullying or Normal Conflict** – Normal conflict can occur any time or place and is generally accidental and resolved by the parties in the conflict. Bullying behaviors occur where the person bullying feels safe engaging in power-seeking behavior, which is intentionally harmful and directed at someone who is considered weak or vulnerable and generally is resolved by third party intervention.
- **Bullying or Harassment** – Harassment behaviors share the common themes found in a definition of bullying and additionally recognize that the behavior is discriminatory toward protected classes of individuals. For example, specific types of harassment would include sexual harassment or racial harassment.

- Types of Bullying – Bullying behaviors may be direct or indirect and include verbal and nonverbal behaviors that cause physical, social/relational, or emotional/psychological harm.

## **Inappropriate use of cyberspace**

Inappropriate use of electronic information and communication devices to harm, discredit or embarrass another individual will not be tolerated whether it occurs at school or elsewhere. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in a reasonable fear of harm or damaging the individual's property or reputation; disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in inappropriate use of cyberspace include but are not limited to social networking sites, chat rooms, and discussion groups, instant messaging, text messaging, snapchat, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

## **Cell Phones**

If a student needs to have a cell phone, it should be in the off position and kept in the student's backpack during school hours. Once students leave school grounds, they may turn the phone on.

If a student's cell phone is visible and/or audible on school grounds, it will be confiscated and the parent/guardian will be asked to pick it up from the principal and the student will receive a card mark. If a cell phone is confiscated more than once, a conduct report will be issued.

## **Child Custody**

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate. St. Vincent de Paul Board policy requires that a court-certified copy of the legal custody document that sets forth the rights and restrictions pertaining to each parent's rights must be on file in the school office. Unless such rights are restricted by a legally-binding instrument or court order, the non-custodial parent:

- Is entitled to exercise all parental rights regarding student records
- May obtain information from their child's records on a regular basis
- May receive general notices
- May attend regularly scheduled teacher conferences or have separate conferences

If the parents are separated and neither is designated the legal primary custodian of the child, the school may release the child to either parent or his/her designee unless the school has evidence of a legally binding instrument or court order to the contrary. A child may not be released during the school day to anyone except the custodial parent unless permission is provided in writing by the custodial parent.

## **Circle of Grace**

As required by the Archdiocese of Omaha, the Circle of Grace Curriculum will be taught in grades P-8. This curriculum is an effort to ensure that our students are ministered to in a safe and respectful environment.

## **Communication**

Every effort is made to inform parents/guardians of school events and student progress both formally and informally.

## **Formal**

On the last Friday of each month a monthly newsletter, Classroom News, a monthly calendar and lunch menu will be emailed to each school family. This information will also be available

on the school website. On Fridays, parents will receive a “Virtual Backpack” via email where parents can receive important school information, download forms and notices from sports groups, Girl/Boy Scouts, SPREE, Adult Formation, etc. The “Virtual Backpack” can also be accessed on the school website. The newsletters and “Virtual Backpack” are the primary vehicles for communication between home and school informing parents/guardians of upcoming events.

Each quarter parents/guardians are provided with information regarding their child's progress in school. Detailed information related to Parent Conferences and Report Cards can be found in the “Conferences” section of this handbook.

## **Informal**

Whenever possible, teachers will communicate by note, telephone, or email to discuss your child's progress and/or answer any questions. Parents/guardians should always feel free to contact teachers or the principal at the school office between 7:30 a.m. and 3:40 p.m.

## **Counseling**

Individual counseling is not a service provided by St. Vincent de Paul Catholic Elementary School. The school guidance counselor may schedule up to 6 sessions, however, to work with individuals and/or small groups to assist students in resolving school-related concerns; parents of students will be notified in advance and will be asked to give permission in writing for student participation. If a student requests permission to see the guidance counselor during the course of a school day, that opportunity is provided. The counselor or school administration will suggest possible resources, upon request, if a student is in need of individual counseling services.

## **Computer/Internet Usage (See Archdiocese Policy)**

St. Vincent de Paul School offers Internet access for student and faculty use. This provides students and faculty a variety of Internet resources available for educational purposes. In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies:

### **Students' Acceptable Internet Use Policy – Guideline 5601b – Adopted: May 6, 2008**

It shall be the policy of the St. Vincent de Paul School Board that all Internet use and services be used by students for educational purposes only. Moreover, no student may use the Internet unless a teacher, teacher associate or other school employee is present for supervision. Furthermore:

1. Access of the Internet must be related to the user's work responsibilities for the purpose of education and research and be consistent with educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter at the discretion of the principal and his/her decision is final.
3. Internet users may not engage in any inappropriate use that results in harm, damage or destruction to computer equipment, software or data. Student(s) and their parents will be responsible for charges to repair or replace damages to the computer equipment or software.
4. The school reserves the right to monitor student use of school computers, including Internet use and email use and content. Thus, students have no expectation of privacy in their use of school computers, the Internet or email.
5. Some examples of unacceptable use are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or state law.
  - b. Unauthorized downloading of software regardless of whether it is copyrighted.
  - c. Invading the privacy of individuals.
  - d. Using another's password or account.
  - e. Using pseudonyms or anonymous sign-ons.
  - f. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene or sexually-oriented, threatening, racially offensive,

- harassing or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the school.
- g. Engaging in abuse of the Internet. This includes communications inside or outside of school by personal computers or mobile devices such as cellular telephones, Blackberrys, pocket PCs, Sidekicks, pagers and any other similar device, which threaten or harass other students or school personnel or violate school rules or disrupt the educational process promoted by the school. Abusive Internet communication includes: posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage threatening or abusive behavior.
  - h. Engaging in actions that serve to promote, depict, encourage or communicate the use of illegal or controlled substances, including alcoholic beverages.
  - i. Use of lewd, offensive, sexually suggestive or other inappropriate behavior on web pages, websites, blogs, email communication or attachments, in discussion groups, user groups, chat rooms or any other function of the Internet or world wide web electronic media.
  - j. Use of the Internet for advertising or political lobbying is prohibited.
  - k. Internet users may not engage in “spamming” (sending out multiple emails) or participating in chain letters.
  - l. Internet users may not bring in CDs or DVDs without permission from their teacher or technology instructor.
  - m. Internet users may not access chat rooms or talk sites or any areas that contain material that is obscene or promotes obscene or illegal acts. If such a site is accidentally accessed a teacher should be notified immediately.
6. Use of a photograph, image or likeness of one’s self or of any other student, school employee or parent on any Internet or web based site or in any electronic communication is prohibited except with express permission of the principal.
  7. Using school equipment to create a website or to transmit the likeness, image, photograph or video of an employee, student or parent is prohibited except with the express permission of the principal.

**All students and their parents are required to sign a copy of the “Internet User Policy Agreement” — included with the family handbook sign-off sheet — prior to using the school’s computer network.**

## **Conferences**

Formal parent/teacher conferences are held twice yearly – in late October or in early November and again in February. Conferences are scheduled in advance for Grades K–5. Grades 6, 7 and 8 conferences are not scheduled. Parents are welcome to come during the designated times and may visit with each teacher. Parent or teacher-initiated conferences may take place at other times.

## **Confidentiality**

Confidentiality is understood to mean that information provided by parents/guardians, while shared with administration and appropriate school professionals, will not be communicated beyond the school parameters without the prior written consent of the parent/guardian.

## **Cumulative Folder**

Each student attending St. Vincent de Paul Catholic Elementary School has a cumulative folder, which is kept on file in the school office. This folder is the property of St. Vincent de Paul School. Parents/guardians may view the contents of their child’s cumulative folder in the presence of administration upon written request. This request should be submitted 24 hours in advance. Information may not be released from the cumulative folder without the written consent of parents/guardians.

If a student transfers, the contents of the cumulative folder are sent directly to the new school following receipt of a written request from the parent/guardian. A form for this purpose must be signed by the parent and sent from the new school. Cumulative folders are not released directly to anyone other than school officials. Some information remains with St. Vincent de Paul School for verification of years attended and grades/test scores achieved.

## **Curriculum**

The curriculum implemented at St. Vincent de Paul Catholic Elementary School is in compliance with State of Nebraska Department of Education and Omaha Archdiocesan School Office Guidelines. The curriculum includes the following subject areas:

- Art
- Circle of Grace
- Computer Technology
- Guidance
- Language Arts
  - English/Writing/Vocabulary
  - Penmanship
  - Reading/Literature
  - Spelling
- Mathematics
- Media/Information Retrieval
- Music
- Physical Education/Health
- Religion/Human Growth and Sexuality
- Science
- Social Studies
- Spanish

Faculty in the respective levels will present an overview of the curriculum and discuss pertinent information at Curriculum Night in the fall of every year.

## **Desks and Lockers**

All students in Grades 1–8 are assigned desks to use during the school year. Students in Grades 5–8 store their books and other items in classroom lockers. The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

## **Discipline**

In keeping with the mission of St. Vincent de Paul School, students and staff are expected to be respectful and caring. Our purpose is to help all children become more responsible and provide an environment conducive to learning and to help children realize the importance of self-control. We believe children have the right to learn, to express opinions respectfully and freely, to be treated with compassion, and to interact safely with others. A child's experiences at St. Vincent de Paul should help develop sound Christian values. Behavior that is disrespectful or detrimental to the learning environment is not acceptable. Students whose behavior is repeatedly contrary to the expectations of St. Vincent de Paul or who repeatedly interfere with the learning process of others may be suspended. Students who continue to not abide by the rules will not be allowed to continue their education at St. Vincent de Paul School.

### **Expected Behavior of Students**

- Do your work the best you can with your God-given talent.
- Respect and be kind to everyone in a spirit of Christian charity.
- Respect the property of the school, staff, and each other.
- Obey authority.

### **Grades K–4 Discipline System**

A green/yellow/red/white card system is in place for students in Grades K – 4 and is enforced by all teachers and staff. Every student begins the day with a green card. When students make a poor choice, they will be asked to exchange their green card for a yellow card. This is a warning card. If a second poor choice occurs, they will receive a red card. Earning a red card results in staying in from recess until they have completed a form, which helps them to recognize their poor choices and their plan for making better choices. If a poor choice is made a third time, a white card is issued and a written form (Parent/Student Alert) will be sent home with the student indicating the choices made by the student throughout the day. The student will miss an entire recess on that day or the following day. The student will also meet with an administrator to discuss the behavior. The form will be sent home and signed by the parent/guardian and returned the next day. If the note is not returned a phone call will be made.

### **Grade 5 Discipline System**

All students in Grade 5 will be issued a Code of Conduct Card every month. Space will be provided on the card for five incidents. The teacher will sign, date and briefly explain the incident on the card. Students who lose their card will pay \$2.00 to replace the card. All students in Grade 5 will bring the cards home for a signature each Friday.

### **Grade 5 Code of Conduct Cards Consequences**

- 5 notations/month = Detention (1 hour after school)
- 10 notations/month = Conduct Report
- 15 notations/month = Conduct Report

### **Grades 6–8 Discipline System**

All students in Grades 6, 7 and 8 will be issued a Code of Conduct Card every quarter. Space will be provided on the card for five incidents. The teacher will sign, date and briefly explain the incident on the card. Students who lose a card will:

1. Be given a “free” replacement card the first time they lose the card.
2. If card is lost again, the student will serve a detention and pay \$2.00, to replace the card.
3. Incur the consequence of a full card (after given time to locate the card).

All students in Grades 6, 7 and 8 will bring the cards home for a signature each Friday.

### **Code of Conduct Card Notations (include, but are not limited to):**

- Disruptive actions, such as interrupting, making loud noises, horseplay, shoving etc.
- Disrespectful behavior to others
- Ganging up or bullying other students
- Damaging or defacing school/parish property
- Chewing gum and/or eating candy, etc.
- Being in/leaving an area without permission
- Repeatedly out of dress code (i.e. shirt not tucked in)
- Dress code violation (i.e. unacceptable footwear)
- Not having Code of Conduct Cards on their possession
- Repeatedly not prepared for class
- Bringing nuisance items to school

### **Grades 6–8 Code of Conduct Cards**

- 5 notations/quarter = Detention (1 hour after school)
- 10 notations/quarter = Conduct Report (Saturday school)
- 15 notations/quarter = Conduct Report (Saturday school)

## **Grades 5–8 Recognition of Positive Behavior**

Quarterly recognition for positive behavior for those who earn 0 – 2 notations, receive a dress down day.

### **Grades K–8 After School Detention**

The detention is served after school from 3:15 to 4:15. Students are to be picked up at 4:15. After 4:20 students will be taken to After School Care and parents will be charged accordingly.

### **Conduct Reports K–8**

Students in Grades K–8 who have not responded appropriately to the guidance and supervision of an adult in charge will earn Conduct Reports. The Conduct Report is to be signed by the parent/guardian and returned the next school day as confirmation that it was received. The principal and classroom teacher will each receive a copy of the Conduct Report.

Conduct Reports will be issued for **serious** disciplinary infractions, either occurring on school grounds or during a school function/event off school grounds. Detentions will be served for Conduct Reports issued.

Behaviors that could warrant a Conduct Report and/or Suspension include:

- Serious disruption
- Insubordinate behavior
- Abusive, rude, disrespectful or inappropriate language or gestures
- Stealing/vandalism of school/parish property (may include restitution)
- Fighting or causing injury to others

- Threatening, intimidating or similar conduct
- Harassment/Bullying
- Possessing any materials inappropriate for a school setting
- Sharing or comparing answers
- Cheating on tests/ daily assignments and plagiarism. Students submitting work that in part or in its entirety involves cheating, will receive a grade of zero on the assignment/ test (pertains to the student giving and the student receiving the answer)
- Acts that communicate false information
- Offensive conduct or involvement in any serious misbehavior that violates the philosophy and policies of St. Vincent de Paul School

**Consequence Schedule for Conduct Reports Grades 5–8 (Saturday School begins at 8:00 a.m.)**

<b>1st Conduct Report</b>	1 hour Saturday detention
<b>2nd Conduct Report</b>	1.5 hours Saturday detention
<b>3rd Conduct Report</b>	2 hours Saturday detention
<b>4th Conduct Report</b>	In-school suspension – 1 day School conference 2 Saturday detentions – total of 3 hours
<b>5th Conduct Report</b>	2 Day in or out-of-school suspension Conference with teacher, student, principal and parent to discuss possible expulsion after next Conduct Report 2 Saturday detentions – total of 4 hours
<b>6th Conduct Report</b>	Possible expulsion 3 days in or out-of-school Suspension
<b>Field Trip Privileges</b>	After the first Conduct Report field trip privileges may be evaluated

If a student fails to report to detention or Saturday School, the time missed will be doubled and served during the next Saturday School time. If a student fails to report on the make-up days, he/she may be suspended from school.

**Discipline: Off-Campus**

Student and staff safety must be paramount. The administration reserves the right to discipline students for conduct outside of school. What students do off-campus can detrimentally impact a school or program’s reputation. Issues regarding defamation of individuals, school or parish will be addressed.

**Dismissal – Grades PK–8**

- Dismissal is at 3:00 p.m. for preschool in front of the school.
- Dismissal is at 3:15 p.m. (grades K–2 will dismiss at 3:10). School staff will accompany the students from the building.
- Vehicles are assigned to specific areas of the parking lot. We ask that drivers try to park in approximately the same area of the row in which they are assigned. All students are to be picked up in the parking lot. **Pick-up on 142<sup>nd</sup> Circle and 143<sup>rd</sup> Circle or any residential development is not allowed.**
- All cars must park facing north (towards the school building) to insure a safer dismissal. Cars may not back out of parking spaces – they must pull forward when leaving the parking lot.

- Please enter and exit only from the west entrance of the parking lot if you are assigned to the west side; please enter and exit only from the east entrance of the parking lot if you are assigned to the east side. Cars should be in their assigned areas no later than 3:10 p.m. Parents arriving late should not pull into the circular drive directly in front of school. Parking on the side streets is not allowed.
- Cars exiting the lot to the east will be expected to turn left on Eagle Run Drive and head east. There will be TWO EXIT LANES FROM THE WEST SIDE OF THE PARKING LOT. The right lane should be used by drivers who will be turning right onto 144<sup>th</sup> Street. The middle lane should be used by drivers turning left onto 144<sup>th</sup> Street or going straight across 144<sup>th</sup> Street. Cars exiting from the west exit SHOULD NOT proceed east (NO left turn onto Eagle Run Drive).
- In the event drivers are late, students will be taken back inside and will be waiting in the upper commons with an assigned teacher. Please notify the school office if there is an emergency that will detain you from picking up your children. At 3:30 students will be taken to After School Care and parents will be charged accordingly.
- If alternative transportation is needed, a parent/guardian must contact the school to identify who will pick up the student.

### **Distractable Items**

Students are asked not to bring items to school that cause distractions unless there are special circumstances. Teachers will determine whether an item is a distraction.

### **Dress-Code Violation**

Written violation notices will be sent home when the dress code is not being followed. In addition, students in grades K–4 will receive a color change and students in grades 5–8 will receive a mark on their conduct card. All notices must be signed by a parent and returned the next school day. Failure to return the form will result in the parent being contacted.

### **Dress Down Days**

Occasionally, St. Vincent de Paul students are given the opportunity to participate in “Dress Down Days” and will be charged 50 cents to \$1.00 to do so. Students are not required to participate. Although these are considered times when the Uniform Dress Code is not being followed, it should be noted that on these days “appropriate dress” is still required. Disregard for this “appropriate” dress code will result in the individual calling home for a change of clothes, a possible card mark, or possibly losing the privilege to participate in future dress down day.

Acceptable	Unacceptable
<ul style="list-style-type: none"> <li>• Jeans</li> <li>• Capris</li> <li>• Khakis</li> <li>• Sweats – (no writing on the seat)</li> <li>• Camouflage</li> <li>• Shorts/Skortis (through 10/31 and beginning 4/1) must not be shorter than 3 inches above the knee</li> </ul>	<ul style="list-style-type: none"> <li>• Tight fitting pants, skirts, skorts, shorts, shirts</li> <li>• Low-cut pants, skirts, skorts, shorts</li> <li>• Leggings/Yoga Pants</li> <li>• Shirts with capped sleeves, spaghetti straps, sleeveless, low-cut, or tank tops/midriiffs</li> <li>• Clothing with inappropriate slogans/logos</li> <li>• Any shoes that do not fit the uniform guidelines</li> <li>• Shirts with inappropriate logos or language, references to drugs or alcohol, or reference to violence</li> <li>• Jeans, slacks, sweats with holes/ripped/torn</li> <li>• Make-up/Nail Polish</li> <li>• Dangling or hoop earrings</li> </ul>

### **Drug-Free and Alcohol-Free Learning Environment**

The following guidelines relative to drugs, controlled substances, and alcoholic beverages apply to all individuals enrolled in St. Vincent de Paul Catholic Elementary School.

#### **1. Prohibited Conduct**

- A) Possession or use of drugs, alcoholic beverages or a controlled substance



- Possession includes any knowing and voluntary having, taking, receiving or handling of drugs, alcoholic beverages or controlled substances.
- Students are prohibited from taking part in a school function while intoxicated.

B) Selling or distributing drugs, alcoholic beverages or a controlled substance

C) Possession or use of imitation controlled substances

- Possession includes any knowing and voluntary having, taking, receiving or handling of an imitation controlled substance.

D) Selling or distributing imitation controlled substances

- An imitation controlled substance is a substance that looks very much like an illegal drug and is said to be an illegal drug, but is not an illegal drug. The following are to be considered in determining whether a particular pill/capsule is an imitation controlled substance:

- 1) The substance is said to produce the same or similar effects as the illegal drug or substance.
- 2) The person who has it or who is distributing it says that it is a specific illegal drug.
- 3) The person who is selling it charges more per pill/capsule than the pill/capsule's contents usually sell for.
- 4) The pill/capsule is packaged in the same or similar bottle or box as the illegal pill/capsule drug.
- 5) The pill/capsule looks like the illegal drug it is said to be.

## 2. Discipline

As a condition of continued enrollment, students must abide by the terms of this Substance Abuse Guideline. Students violating this guideline shall be subject to disciplinary action as noted in the "Expulsion" section of this handbook.

## **Early Departure**

Students will not be released from school during school hours without parent/guardian knowledge. Parents/guardians should notify the school in writing in advance with the reason for leaving early. Parents/guardians requesting early departure must come to the school office to sign the student out. Students will not be released to any adult who is not the parent/guardian, without permission from the parent/guardian.

## **Emergency Information Binder**

Emergency information for each St. Vincent de Paul student will be kept in a binder located in the school office. The administrative assistant will update changes as needed.

## **Enrollment Policy Procedure**

Families new to St. Vincent de Paul Parish who are requesting enrollment for their elementary age child(ren) must meet with the principal or administrative assistant to discuss the elementary program and previous school history of the child(ren) to be enrolled. Families may enroll their child(ren) at any time during the school year if space is available. It is the policy of the St. Vincent de Paul School Board that eligible children shall not be denied enrollment, rights, or privileges in the school because of race, color, or national/ethnic origin.

In the spring of each year, families currently enrolled in St. Vincent de Paul School are provided with the opportunity to pre-register their children for the following year. Students currently enrolled are given priority for enrollment in the coming school year provided families continue to meet the basic requirements for enrollment in the school. The School Board has established the following enrollment priority guidelines:

To be eligible for a priority category, families wishing to enroll their children in St. Vincent de Paul Elementary School must meet the following criteria on an annual basis:

- Be a registered member in St. Vincent de Paul Parish or a member in another Catholic parish or other denominational church or Religion.
- Demonstrate active participation in parish/school life by offering of Sunday contributions and volunteering in parish/school activities.

All of the above criteria being met, priority shall be given to:

1. Students who are currently enrolled in St. Vincent de Paul Elementary School.
2. Prospective students who have other family members currently enrolled in St. Vincent de Paul Elementary School.
3. Prospective students whose families have met the basic criteria for a minimum of one year. Priority within this category shall be given to families whose oldest child is entering kindergarten. Date of registration in St. Vincent de Paul Parish or application to the school is used as a deciding factor.

Prospective students whose families are transferring to St. Vincent de Paul having been registered active members of another Catholic parish will be given individual consideration based upon agreement with the Pastor / Principal of St. Vincent de Paul Parish and compliance with the criteria noted above.

If a Catholic or non-Catholic family has signed an intent form, individual consideration will be given by the Pastor/Principal.

Note: Out of parish tuition (per pupil cost) and fees will be charged for all non-parish/non-Catholic students.

These priorities shall be enforced through the pre-registration period beginning the first Friday in February and shall cease to be in effect the third Friday in February of any given school year for purposes of registration the following year. After this date, once eligibility has been met, both registration and involvement sheets and paid fees must be received to complete the enrollment process.

Adopted May 2010

## **Expulsion**

Expulsion, which is defined as denial of continued enrollment, may result based on serious, grave misconduct on the part of the student, either on school grounds or at school-sponsored activities. In the event the student's behavior is such that a recommendation is made to expel the student, the student will be removed from the classroom or event. Parents will be required to come and take the student into their supervision until a decision is reached regarding expulsion.

Conduct that could warrant expulsion would include any of the aforementioned situations on a serious level and any of the following additional behaviors:

- Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic beverage.
- Sexually assaulting or attempting to sexually assault any person should a complaint filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, as per the Nebraska State Statute, being either first-degree or second-degree assault charges.
- Repeated suspensions within one academic year.
- Public indecency, as defined in Nebraska Revised Statutes.

If expulsion is necessary, this decision will be made by the administration and the pastor.

## **Extended Learning Center**

The Extended Learning Center services students with needs that cannot reasonably be met within the classroom as determined by the school administration and appropriate faculty. Enrollment in this program is based upon identified need, space availability, the availability of resources/staff, and the types of special needs this program is designed to serve. If the student has special needs, which cannot be met by existing programs, acceptance or continued enrollment may be denied.

## **Extracurricular Activities**

The primary goal at St. Vincent de Paul School is academics. Athletics and other extracurricular activities are also an important part of a child's education. In order to be eligible to participate in athletics/extracurricular activities, students in Grades 6, 7 and 8 must maintain a 70% in all subject areas as well as satisfactory conduct (receiving no conduct report). Students must attend school the day of the event. Examples of extra curricular activities may include but are not limited to student leadership, speech, sports, play, etc.

## **Family Education Responsibility (FER) and Fees**

Parents of students attending the 5-day school are responsible for payment of all registration, miscellaneous, and extra-curricular fees as required by the SVdP Board of Education (unless other arrangements are made with the pastor). If a student's payments are past due and alternate arrangements have not been made with the pastor, the student may be denied enrollment for the following semester.

The Parish Finance Committee determines family Education Responsibility annually. Family Education Responsibility refunds will be made on a prorated basis, using a nine-month school calendar (September through May) as a reference. FER refunds will be calculated from the first day of the first full school month in which the student(s) is no longer enrolled in St. Vincent de Paul Catholic Elementary School. FER and fees assistance are handled through the pastor's office.

Miscellaneous and extra-curricular fees are generally determined by the school administration. Fees are to be paid in advance unless parents are notified otherwise.

### **Registration**

The final date for the **signed Family Payment Plan Election Form** from Saint Vincent de Paul School is **May 1** of the current school year.

The final date for a **registration fee refund** if withdrawing student(s) from Saint Vincent de Paul School is **May 1** of the current year. The registration fee will be refunded if the student is accepted but for any reason does not enroll in the school AND notification is received at the school by **May 1**. Any notification given for non-enrollment after these dates will not be eligible for registration fee refunds. The fees will be refunded if the student is not accepted for admission to the school. *In special circumstances a family may request an extension. The notice must be received at the school by the refund dates listed and will be reviewed by school administration.*

If a student withdraws from school during the school year, any advance payment of tuition will be refunded on a prorated basis using a nine-month school year as a reference. The refund shall be calculated from the first day of the first full school month after the date such student is no longer enrolled in the school.

## **Field Trips**

The purpose of a field trip is to enhance the curriculum and expose the students to cultural opportunities, community service and other resources in the community. Bus transportation is the only mode of travel for field trips, unless the destination is within walking distance. All chaperones must have completed Safe Environment Training. Parents will be notified of the details of the field trip and a signed permission slip must be on file before the student is able to participate. A general field trip fee will be included in the Activity Fees Sheet sent in August.

If a student's academic progress is in question or he/she receives more than one Parent/Student Alert (Grades K-4), Detention (Grades 5-8), or Conduct Report (Grades K-8) in the school year, participation in grade level field trips/ events may be evaluated. Parents will be notified in advance regarding participation. No refunds will be given.

## **Fire Drills**

Fire drills are conducted throughout the year. Students are instructed of the route to be taken outdoors quickly. Silence and order are maintained at all times.

## **Fundraising**

As outlined in the Board of Education policies, fundraising involving students is to be kept to a minimum. If students are to be involved in such activities, the activity must be approved in advance by the school administration. The eighth grade class presents a gift to the school, which is made possible through fundraising activities.

## **Gum**

St. Vincent de Paul is a gum-free facility. A \$5.00 fine and color change (Grades K–4) or card mark (Grades 5–8) will be given to student(s) not adhering to this policy. The fine is to be paid the following day or the fine is doubled and Saturday School will be assigned.

## **Health Regulations and Information**

SVdP adheres to all state mandates, regulations and protocols pertaining to the health and welfare of our students. If your child is experiencing a temporary or chronic condition that may affect their ability to learn and/or participate in regular school activities, parents must notify the school about student medications, i.e. ADD. In the event a child is ill or injured after the school nurse hours or in her absence, office staff will assist students and contact parents if necessary.

### **1. Annual Student Health Update Form (ASHU)**

The ASHU is included with the final registration materials emailed to parents in April. An ASHU is to be filled out for every student grade Pre-K thru Grade 8. It is important that this information be completed and returned by May 1 so that the school is aware of your child/ren's health status. Current dental examination information should be noted on the ASHU. It is the parent's responsibility to notify the nurse if changes occur throughout the year.

Included in the ASHU is the First Aid/Medical Waiver. Parents/Guardians must sign a waiver releasing the school nurse, school staff and Health Committee Volunteer from liability if they wish to have first aid or medication administered to their child. The Asthma/Anaphylaxis Emergency Protocol is also part of the ASHU.

### **2. Asthma/Anaphylaxis Emergency Protocol**

The Nebraska Department of Education has partnered with Attack on Asthma Nebraska to insure that all schools have the education, training, and lifesaving medications required to implement the emergency protocol *Emergency Response to Life-Threatening Asthma or Systemic Allergic Reaction (Anaphylaxis)*.

#### **EMERGENCY PROTOCOL:**

1. **CALL 911**
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications:
  - Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for an individual over 50 pounds.
  - Follow with nebulized albuterol while awaiting EMS. If not better, may repeat two times, back-to-back.
  - Administer CPR if indicated.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and physician as soon as possible.
8. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility.

The school's Epi-Pen and Albuterol do not replace a child's own prescribed medications for asthma/allergy control and management. **Parents of students with known diagnoses related to asthma and allergies are expected to ensure their children continue to have medications available and to have an Emergency Action Plan on file with the nurse.** In the event a student experiences a life-threatening asthma attack or systemic allergic reaction, trained personnel will defer to the specific action plan and medication provided by the parents. If there is no action plan

and/or medication on file with the school, the trained personnel will defer to the regulatory protocol described above. If, for whatever reason, parents do not want a child to receive the lifesaving emergency treatment under the protocol, the appropriate space on the authorization form must be checked and signed.

The ASHU must be filled out completely, signed and returned to the office by May 1. If a current, complete and signed form is not on file in the nurse's office for each child, student(s) will not be allowed to attend school until compliance is met.

### **3. Students with Nut Allergies**

It will be the policy of St. Vincent de Paul School to do its best to minimize the risk of exposure to nuts for our students and to have a plan in place to respond to an emergency. A parent or guardian should inform the school of any peanut or tree nut allergies of their child. Communication between the school and home is important to ensure the continued safety and welfare for all of our students. Ultimately, all students with dangerous allergies must be educated in how to protect themselves.

### **4. Bloodstained Clothing**

Parents may be asked to bring a change of clothing if their child's clothes become bloodstained.

### **5. Health Screenings**

School health screening is not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. St. Vincent de Paul School continues to develop a screening program that will comply with state requirements. Annual health screenings could include:

**Height/weight, vision and hearing:** Grades 1, 2, 3 and 4;  
Grade K and 7 will be screened for the above if not done at the time of their physical.

Students may be screened upon the request of a parent or teacher at any time. Students with abnormal results at the initial screening may be re-screened. If re-screening results are abnormal, parents will be notified. Annual hearing testing may be performed for students with abnormal hearing screening results during the previous year.

It is the responsibility of the parents/guardians to notify the school in advance each year if they do not wish to have their child(ren) participate in the screening. You will be notified in advance of the date(s) of the screening.

### **6. Illness/School Attendance**

In order to minimize the spread of illness and flu-like symptoms, parents are asked to keep their child(ren) home if they have been vomiting, have pink eye symptoms, have a fever, or an undiagnosed rash. Students may return to school 24 hours after the symptoms have subsided.

### **7. Medication During School Hours**

By Nebraska State Law, no staff member of any school shall administer medication unless the school complies with the applicable requirements of the Medication Act. Essentially that Act:

- Requires school staff members who provide medication to demonstrate the ability to meet certain minimum competency standards in medication provision.
- Imposes certain restrictions regarding parental permission and health care provider input when medications are given.
- Requires a written record be kept of the medication provision.

The overall accountability for monitoring the therapeutic benefit of the medication, and accountability for monitoring side effects, contradictions, etc. related to the medication remains the responsibility of the parent.

In an effort to comply with the Act, the following guidelines will be used:

A [Medication Authorization Form](#) must accompany any and all medications brought to school, including cough drops.

1. For any and all Prescription Medications
  - A. Physician needs to complete section I of the *Physician Direction* section of the medication form.
  - B. Parent/guardian needs to complete section II A of the "Parent/Guardian Directions" section of the medication form.
  - C. If the student requires emergency inhaled medication to be kept on the person or in the student's backpack, the [Self-Administered Inhaled Medication Authorization](#) must be completed by the physician and the parent/guardian.
2. For any and all Over-the-Counter medications (cough drops are an over-the-counter medication)
  - A. Parent/guardian needs to complete section II A & B of the *Parent/Guardian Directions* section of the medication form. Cough drops may be administered by teachers or TA's.

Only one medication is allowed per form. Changes in medication require completing a new form. Forms are kept on file for the school year. The medication must be sent in the original container. Pharmacy labels on prescription medication must have the same directives as the *Physician* and *Parent* forms. If needed, a spoon/cup for dispensing must accompany the medication. If your child requires daily prescription medication, sufficient medication for one week at a time may be sent to school. All medications are given through the health office. Students may **not** keep any medication on their person, in desk, lockers or backpacks with the exception of the emergency inhalers or EpiPens, discussed earlier. Copies of the appropriate medication forms are found on the school website under Parent Links, Health Information, and Specific Needs Health Forms.

### **8. Physical Examination/Immunization Requirements**

**Nebraska School Law** requires all students entering kindergarten, seventh grade, or transferring from an out-of-state school, have a physical examination by a physician, physician's assistant, or nurse practitioner within six (6) months prior to the entrance of school. Grade K and all out of State transfers also must have a vision evaluation. Out of State transfer requirement can be done by an M.D. or O.D., Physician Assistant or APRN, licensed in Nebraska, or any other state or country. Exception to the physical examination requirement may be made if the parent/guardian submits a written statement refusing a physical examination. A dental examination is recommended at this time.

**Nebraska School Immunization Rules and Regulations** require the following immunizations for students before attending classes for the current school year. Please list the dates, including month day, and year, on the immunization section of the physical examination form.

#### **All students Grades K-12 and transfer students**

- 3 doses of DTaP, DTP, DT or Td vaccine, one given on or after the 4th birthday
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is between 11 and 15 years of age
- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least 1 month
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease (chicken pox) from parent, guardian or health care provider will be accepted. If the child has had varicella disease (chickenpox) he/she does not need the vaccinations

#### **Seventh Grade Students**

- 1 dose of Tdap (must contain pertussis booster) this dose can be received anytime after 10 or 11 years of age depending on which brand of vaccine used.

If you do not have a record of your child's immunizations, you must either obtain the record or your child will need to begin another series of immunizations. Exception to the immunization requirement is made only if a medical reason is documented by a physician (M.D. or O.D) or for **valid** religious objections. Archdiocese policies are on file in the school office.

The Physical Examination and Immunization record must be turned in by August 1. Your child will not be allowed to attend school until these **State mandated forms** are on file in the nurse's office.

## **High Ability Learners Program – HAL**

Classes are available in Math for students in grades 4-8 and Reading/Literature for students in grades 5-8. Each spring students are evaluated to determine if they would qualify for this program.

In determining a student's placement in HAL, the following criteria are used: standardized tests, grade-level achievement tests, classroom performance, and teacher referral.

Along with meeting the above academic requirements, students should exhibit the following behaviors: strong effort, positive and cooperative attitude, independent worker, appropriate behavior. The parent and student will sign a contract at the beginning of enrollment in HAL.

Participation in HAL is provisional. Students in HAL classes will be monitored throughout the year. If any of the qualifying criteria fails to be met, the student's placement will be re-evaluated and may be placed on a probationary status. If the student cannot make the necessary changes during the probationary period, a return to the regular classroom will occur.

## **Home and School Support Group**

All families with children enrolled at St. Vincent de Paul Catholic Elementary School are members of the Home and School Support Group. Each year individuals are offered an opportunity to serve as committee chairpersons who oversee the tasks of a particular committee. The chairpersons from each of the major committees of the Home and School Support Group serve as members of the Principal's Advisory Committee, which meets with the principal a minimum of three times during the school year to plan and evaluate various activities. Any questions regarding committee projects should be directed to the committee chairperson. Questions or concerns not immediately related to the purpose of the Home and School Support Group should be discussed directly with appropriate school personnel. For volunteer opportunities see "Volunteer Opportunities" section.

## **Homework**

Every effort is made to teach students to use their time wisely and to set expectations that are reasonable for a given age. Any assignment not completed at school may be sent home to be completed. The work must be returned the following day at the time designated by the teacher. Homework is intended to prepare students for the next day's instruction and to reinforce classroom learning. It is given to develop initiative, responsibility and self-direction for the student. Parental guidance and assistance are important to home study. If no homework is assigned, it is suggested that students study previously learned material. Students or parents are not to email homework assignments or projects to school requesting that they be printed out by school staff members or students. Other than special projects that are meant to be completed and printed in class, students are responsible for printing their own homework assignments at home.

### **Illness:**

If a student in Grades K-8 is absent from school, teachers will follow the guidelines noted with regard to missed schoolwork:

- Parents must notify the school office by 9:00 a.m. if someone is able to pick up schoolwork from the school office before 6:00 p.m. the same day OR if they wish to have the homework sent home with a sibling or student in the same carpool.
- When a student is absent he/she will be expected to complete missed homework in one day's time for each day absent. Occasionally, allotted times for homework assignments may be extended, such as special projects or reports.

### **Vacation/Trips:**

Vacations during the school year are discouraged. Adequate vacation time is built into the yearly school calendar. It is imperative that students miss as little school as possible for reasons other than illness. In an effort to appropriately meet the needs of the student body, teachers design specific lesson plans for no more than one upcoming week at a time. The teacher will notify students when missed tests will be made up.

Material is introduced and taught at a pace commensurate to the students' learning. Teaching involves introducing, monitoring, reviewing, and, at times, re-teaching a concept. Therefore, it is hard to predict what material to send when a student will miss school. When students are not at school they miss out on the learning activities, class discussions and opportunities for

reinforcement that cannot be replaced by simply completing a homework assignment. Requests for homework beyond the upcoming week cannot always be honored.

When homework can be given please follow these guidelines:

- Requests for homework need to be made in writing at least one week before the absence.
- Homework will be given to the student the day before they leave.
- Homework will be due when the student returns to school. After 1 day work will be down graded.
- All schoolwork, including any material missed and preparation for tests, is the responsibility of the parent/child(ren).

## **Honor Roll**

Each quarter Honor Roll recognizes students in Grades 6–8 who have demonstrated outstanding academic achievement and behavior.

### **First Honors**

- An overall average of 95% or higher in all subject areas.
- Has not filled a conduct card nor received a conduct report within that grading period.

\*Overall GPA will not be rounded

### **Second Honors**

- An overall average of 90 - 94.99% in all subject areas.
- Has not filled a conduct card nor received a conduct report within the grading period.

\*Overall GPA will not be rounded

The subject areas consist of English, Mathematics, Reading/Literature, Religion, Science, Spelling/Vocabulary, Music, Computer (Grade 6 only), Spanish, Physical Education, Art and Social Studies. A weighted grade scale will be developed for the “specials” classes based on the number of classes held per week.

## **Hours**

Parents/students will not have access to the classroom after 3:40 p.m. Custodians and After School Receptionist have been advised that parents/students may not be let into locked classrooms to retrieve forgotten items.

## **Human Growth and Sexuality**

As required by the Archdiocese of Omaha, Human Growth and Sexuality is taught in grades P–8. Notification will be sent home prior to the presentation of material. Textbooks and support materials will be available to preview.

## **Law Enforcement**

Administration and personnel are required by Board of Education policy to cooperate with law enforcement personnel or other government agents requesting access to students. Administrators are to grant access in accord with the expressed wishes of the student’s parent(s) or legal guardian. Exceptions to parental/guardian wishes must be made in the case of warrants for arrest and in the case of suspected child abuse as defined in Nebraska Statutes.

## **Lunch Program**

St. Vincent de Paul Catholic Elementary School provides a school lunch program. Students who choose to bring sack lunches from home may purchase milk/juice/water at school. Free water is available. No glass container or glass water bottles are allowed at school including lunch boxes. The lunch count will be done at the time that attendance is taken. Children will be asked to indicate whether or not they will be taking full hot lunch, sandwich lunch, or salad lunch. The kitchen will **not** require a milk count in the morning.

The process for ordering hot lunch is as follows:

1. The menu is sent home in the Virtual Backpack once a month. It may also be accessed on the school website.



2. The menu has a “deposit slip” to assist in determining how much lunch money to place in the student(s) account.
3. Two payment methods are available to families. A check made out to SVdP clearly labeled as lunch money may be sent to school. An online payment may be made through the PowerSchool program.
4. Clearly label the envelope with the family name and the words “lunch money.”
5. Visitors may purchase a hot lunch for \$4.10 (must be ordered by 8:45 a.m.)
6. The price of a lunch will be deducted from the family account after the student receives his/her lunch/milk.

**Prices**

1. Milk – 40 cents / carton for milk; 1% white, skim white, skim chocolate, and skim strawberry
2. Juice – 40 cents / carton
3. Hot Lunch for children will be priced as follows:

<b>Grades K – 5</b>	<b>\$2.75</b>
<b>Grades 6-8</b>	<b>\$2.85</b>
<b>Preschool</b>	<b>\$2.35</b>

A la carte items, such as yogurt, cheese sticks or grains meeting Smart Snack requirements are available to grades 5-8 at 60 cents each. Second helpings will be offered to grades 7 and 8 at a nominal charge, if there is extra food available.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

USDA is an equal opportunity provider and employer.

**Lunch Account Balance**

Parents will be able to access individual student lunch account balance and transaction information via PowerSchool. Doing so will allow parents to make deposits in a timely manner to avoid negative lunch balances.

In an effort to keep negative lunch balances at a minimum, we follow procedures outlined below:

1. Families with one or more children carrying a negative lunch account balance of any amount will receive emails on the first day of each school week. Those emails will not specify the amount owed but will alert parents to the need to make a deposit.
2. Families with one or more children with a negative balance of -\$10.00 or worse will be provided a written notice on the last day of each school week (will be sent home with children).
3. Families with one or more children with a negative balance of -\$20.00 or worse will be contacted by phone regarding arrangements necessary in order to continue providing lunches for affected children. Students with a negative balance of -\$20.00 or worse may lose hot lunch privileges until accounts are brought current.
4. Students with a negative account balance at the end of the school year will have their report cards held back.

Students with a negative lunch account balance will not be allowed to purchase a la carte items such as water, juice, fruit, vegetables, or “seconds”.

## Lunch Schedules

<b>Grades K and 1</b>	<b>10:50 – 11:25</b>
<b>Grades 2 and 4</b>	<b>11:30 – 12:05</b>
<b>Grade 6</b>	<b>12:00 – 12:25</b>
<b>Grades 3 and 5</b>	<b>12:10 – 12:40</b>
<b>Grades 7 and 8</b>	<b>12:50 – 1:20</b> <b>12:45 – 1:15 (Wed. only)</b>

## Lunch Visitors

When a special occasion arises, visitors are allowed to join a student for lunch after they have checked in at the school office and received a visitor’s badge. Visitors must be a relative of a current student or a graduate of SVdP. A table is reserved for the students and his/her guest. To foster a healthy eating environment, fast food is discouraged. **Pop is not allowed in the lunchroom at any time.** All visitors are asked to leave at the end of the lunch period. SVdP reserves the right to not allow lunchroom visitors or to send away visitors due to inappropriate behavior and/or dress.

## Mass

Grades K–4 will attend Mass on **Tuesdays at 8:15.**

Grades 5–8 will attend Mass on **Wednesdays at 8:15.**

Parents are encouraged to attend these liturgies. Throughout the school year, all-school Masses will be celebrated on designated days.

## Movies/Videos

Multi-media experiences are provided within the curriculum to enhance learning. Age-appropriate movies/videos may be shown to students as a part of a celebration. It is the policy of St. Vincent de Paul Elementary School that, in general, movies/videos that are shown have a G-rating. In the event that a PG or PG-13 video/movie is under consideration, parents will be notified in advance and a permission slip signed by a parent/guardian will be required for the students to be able to participate. R-rated videos will not be shown.

## Nebraska Federation of Catholic School Parents

This organization is a result of the joint efforts of the Nebraska Catholic Conference and the school superintendents of the three Nebraska dioceses. All parents are enrolled in this organization to keep informed of legislative decisions that would affect Catholic schools.

## Parental Concerns and Procedures

A parent who has a question or concern regarding a situation involving a student is urged to follow these procedures:

1. Contact the student's teacher to discuss the situation and work with the teacher to arrive at possible solutions.
2. If the concern cannot be resolved with the teacher, the parent should then request a conference with the principal.
3. After discussing the situation with both parties, the principal will act as a facilitator, making every effort to resolve the problems and initiate reconciliation between the two parties.
4. If resolution and reconciliation have not been achieved, the pastor may be asked to assist.
5. Every effort should be made to resolve questions, concerns and problems at the earliest possible stage in a manner appropriate for Christians.

### **Other Parental Concerns**

According to Archdiocesan and School Board Policy, parents who are concerned with an aspect of the 5-day School, which the administration deems integral to that program, may exercise their option of withdrawing their child(ren). If parents choose not to withdraw their child(ren), and as a result of irreconcilable differences demonstrate counterproductive or disruptive behavior, the administration may exercise the right to discontinue enrollment of the child(ren).

### **Parties**

Room parents, in conjunction with classroom teachers, plan and implement parties or special events. In the event a parent would like to organize a party other than those designated, please contact an administrator.

### **Photographs**

Scholastic Photography takes school pictures and 8<sup>th</sup> grade pictures each year in the fall. Students may purchase these photographs but are under no obligation to do so.

### **Physical Education Participation**

Students are required by the Nebraska Department of Education to participate in physical education classes. If there are medical reasons that prevent student participation, a dated note signed by a physician or parent must be sent to school indicating the reason(s) and the duration in which the student may not participate in physical education class.

### **Positive Code of Conduct/Exemplary Student Recognition**

The purpose of this recognition is to acknowledge students who have exhibited behaviors that go above and beyond what is expected. Staff members will determine the recipients of this Exemplary Student Recognition and report them to the administration. Individual recognition will be made weekly.

### **PowerSchool**

PowerSchool provides another avenue for parents to monitor student progress in Grades 3–8. Grades are entered into PowerSchool biweekly. Accessing this information will be explained on Curriculum Night.

### **Prayer**

Daily prayer is an integral part of the school day. Students use both formal and spontaneous forms of prayer several times daily. Prayer services are planned for special feasts and liturgical seasons. A morning prayer or reflection is read daily over the intercom.

### **Progress Reports**

#### **Grades P–2**

Progress Reports are sent to parents of students at mid-quarter. This is ample time for a student to improve before report cards are distributed. The report that is sent home must be signed and returned.

#### **Grades 3–8**

Parents of students in Grades 3 – 8 can access student grades through PowerSchool, which provides the most current information. Teachers in Grades 3 – 8 update PowerSchool grades every 2 weeks. Hard copies of Progress Reports will not be sent home with students in Grades 3 – 8. It is the responsibility of parents to access PowerSchool grades on a regular basis.

### **Reading Lab/Media Center**

Students will visit the Reading Lab (Grades P–3) or Media Center (Grades 4 – 6) at least once a week. Grades 7 and 8 will visit every other week to check out books, magazines, etc. All items are checked out for one week/two weeks respectively. Parents/guardians are responsible for lost or damaged items checked out by their child(ren). Students in Grades P–3 are allowed to check out one book or magazine each week. These students will be required to return their book or magazine before another can be checked out. Students in Grades 4 – 8 will be allowed to check out more than one book or magazine. All replacement costs need to be paid prior to the student receiving his/her final report card and/or diploma.

## **Recess**

The purpose of recess is to provide students with an opportunity to socialize and engage in active play.

### **Lunch Recess Times**

Grades 2 and 4	11:00 – 11:25
Grades K and 1	11:25 – 11:40
Grade 6	11:45 – 12:00
Grades 3 and 5	11:40 – 12:05
Grades 7 and 8	12:30 – 12:45

Students in grades K-2 often have an additional recess.

If your child has a medical condition for which outside play is inadvisable, school personnel must have a note from your child’s doctor indicating what the condition is and how many days your child must be excused from outside recess. In the absence of such a note, the student will be sent outside for recess. It should be noted that if a child is ill he/she should remain at home until well enough to participate in all school activities, including recess.

Throughout the day the school website is monitored. This provides up-to-the minute information regarding temperature and wind-chill factor at our school. Given the availability of this information, the following guidelines are currently in effect:

<b>Weather Conditions</b>	<b>Recess</b>
0 - degree wind-chill factor or lower, icy pavement, rain/sleet, heavy snowfall, or high winds	Indoors
1 - 10 degrees wind-chill factor	10 minutes outdoors
Heat index of 95 degrees or above	Indoors
Heat index of 90 - 94 degrees	10 - 15 minutes outdoors
All remaining weather conditions relative to temperature	Normal recess times

## **Religious Instruction**

Each student receives daily instruction in religion. The instruction follows Archdiocesan Curriculum Guidelines. Content includes Doctrine, Scripture, Tradition and Church History.

## **Report Cards**

Report cards are usually given in October, January, March and May. Final grades recorded on the cumulative folder are the average of the grades for all four quarters as noted on the report cards. If a student is not present for the last day of school the report card will be mailed if all payments are current.

### **End of the year Report Card**

If students have a fine, their report card will be held in the office until the fine or fines are paid.

## **Retention**

In the event a student is experiencing serious academic or social difficulties within his/her grade level, retention may be considered after other alternatives within the resources of the school have been considered. Parents/guardians will be informed of any difficulties, which may result in a recommendation to retain a student, as soon as this alternative appears to be a possibility. Retention is defined as the reassignment of a student to his/her current grade level for the upcoming school year based upon one or more of the following criteria:

- Comprehensive average of 69% or below
- Failing more than 2 core subjects
- Failure to complete course work due to excessive unexcused absence (20 or more days of school per year)
- Inability to demonstrate appropriate social and emotional behaviors following intervention by appropriate professional personnel

The process of implementing retention must include written parental consent. Parents/guardians have the right to reject the retention recommendation and will be asked to sign a written statement, prepared by the school staff, that documents the rationale for the retention recommendation and their rejection of this recommendation; this statement will be kept on file in the student's cumulative folder.

Any student who has been identified as either learning disabled or at-risk may be promoted to the next grade level following mutual agreement among the classroom teacher, educational strategist, and school administration.

## **Sacramental Preparation**

The sacramental program includes participation of both parent/guardian and child. Participation includes all mandatory meetings, retreats and practices.

**Grade 2**--Reconciliation, First Eucharist

**Grades 7 and 8**--Confirmation Preparation/Confirmation

## **Safe Environment Training**

Safe environment training is required for all volunteers and/or others who have regular contact with children and young people in school, religion education, youth ministry, liturgical ministries, vacation bible school, athletics and scouts. Regular contact is defined as any contact with children. The training is good for five years and is required for all school employees and volunteers at the parish and school. Please contact Jennifer Veit [veitj@svdpomaha.org](mailto:veitj@svdpomaha.org) with any questions. In addition every faculty and staff member of SVdP will receive training and maintain current Safe Environment certification as required by the Archdiocese of Omaha. A formal background check will be required prior to employment. Below is a list of the volunteer areas involving regular contact with children:

### **Parish School**

After School Care – All employees and volunteers

Book Fair

Classroom Parties

Field Trip Chaperones

Field Day Volunteers

Health Office Volunteers

Kindergarten Round-up Volunteers

Room Parents

Junior Achievement Volunteers

Academic/Extra Curricular Coaches

SPREE Volunteers working with children

## **Safety/Crisis Plan**

St. Vincent de Paul has a school safety and crisis plan in place. The staff and faculty have been trained and will utilize our Safety/Crisis plan if and when needed. Periodic drills concerning lock-downs and evacuations will take place during the school year. In the event of an evacuation, students and staff will proceed to Champions Run Country Club (13800 Eagle Run Drive).

## **School Closing**

School closings in the event of severe weather will be announced on local TV stations. A closing of the Omaha Public Schools and/or Omaha Archdiocesan Schools includes St. Vincent de Paul. If school closes during the day, parents are expected to pick up students. They may not be left at school until the regular dismissal time.

## **Search and Seizure**

### **Pastoral Center Furnishings and Equipment**

St. Vincent de Paul Parish owns instructional materials as well as student lockers, desks, storage cabinets and other furnishings. Parish furnishings and the items stored therein are subject to search and seizure at any time by administrative officials; students should not expect privacy regarding items placed in them.

### **Personal Possessions**

Students and their personal possessions, including book bags, purses, pouches, and similar items, are subject to being searched by the administration if there is reasonable cause to believe that the student is in possession of stolen goods or objects prohibited on parish grounds or at school functions.

## **Severe Weather/Tornado**

Severe weather/tornado drills are conducted once a year. Students are instructed as to routes and safe location areas. Designated routes and procedures are prominently displayed in each classroom. In the event of an actual tornado or severe weather alert, all staff and students in the building will proceed to areas that were designed, built, inspected, and designated as shelter areas.

## **Standardized Testing**

Since the fall of 2010 the archdiocese has mandated that all K–8 schools administer the Terra Nova Test. Students in Grade 3 – 8 will take this test as well as the Cognitive Abilities Test. Once the tests have been scored, an individual report will be sent home to families regarding the results. Individual scores are kept in the student's cumulative record file. It is important that students be present during the entire testing period. Tests missed for reasons other than serious illness or family crisis will not be made up.

## **Student Assistance Team Meetings**

When a student exhibits difficulties with academics or behavior, the classroom teacher works with the Student Assistance Team. The Student Assistance Team may include teachers, counselor, educational strategist(s) and assistant principal. Together, they develop ideas and suggestions that may assist the teacher in helping the student be more successful.

## **Student Assistance Team Procedures**

When there are concerns regarding a student's academic progress, speech language, behavior or social emotional, a teacher can request to hold a Student Assistance Team meeting. Please see the following procedures as it pertains to the SAT process.

1. Homeroom teacher requests SAT referral forms (folder) from the appropriate personnel:
  - a. Academic K-3 (Sue Heavey), 4-6 (Cindy Beam), 7-8 Micki Heitz – green folder
  - b. Speech: Speech Language Pathologist – orange folder
2. First SAT meeting is held with grade level teachers and appropriate staff
  - a. Intervention strategies are discussed and implemented for a minimum of 3 weeks.
  - b. Speech articulation concerns can be implemented for 2 weeks.
3. Documentation of progress and communication with parents and appropriate staff is ongoing.
4. If intervention strategies are not successful, a second SAT is scheduled. Additional persons may be invited and could include: Assistant Principal, Principal, previous year's teacher, parents.
5. At the 2<sup>nd</sup> SAT meeting it is determined the next course of action:
  - a. Continue with interventions
  - b. Refer to Omaha Public Schools or Private therapist for an evaluation

Once a referral has been made, the Teacher, Educational Strategist, Speech Pathologist or Assistant Principal will be assigned to follow up with the testing and future plans for the student that may or may not include one or more of the following: Enrollment in the Extended Learning Center, IEP, Accommodation Plan. If a student does not qualify for services, the orange SAT folder should be kept in the individual student file folder and passed on to the next year's teacher.

## **Student Books**

The Archdiocesan School Office approves all textbooks. The fee for textbooks is part of the registration fees. **All books are to be covered.** Please do not use contact paper or stretchy cloth book covers. **A fine will be assessed for lost books or unreasonable damage to any book.** Final report cards/diplomas will be held until all fines are paid.

## **Supervision of Students**

Every effort is made to exercise prudent judgment in the supervision of students. In the event of an accident or medical emergency, parents/guardians will be notified as soon as possible to enable them to make a decision as to the course of action they wish to take. It is the responsibility of the parent/guardian to notify the school of any special precautions needed to insure the safety and welfare of their child(ren).

All students who leave campus during school hours are the responsibility of the parent/guardian until they are signed back in. St. Vincent de Paul School is not responsible for students who are dropped off without the parents/guardians signing the student back in at the time of the drop off.

Staff is not allowed to take students off-campus with the exception of field trips approved in advance by school administration.

## **Suspension**

A suspension, in-school or out-of-school, may also be issued depending on the severity and the frequency of the behavior.

### **In-School Suspension**

If in-school suspension is warranted, the student will be removed from the classroom and given work to be completed in school. A conference will be held with the parents/guardians, teachers, administration and student.

### **Out-of-school Suspension**

If out-of-school suspension is necessary, the parents will be requested to take the student home. A conference will be scheduled with the parents/guardians, teachers, administration and student to determine the future course of action.

In either case, in-school or out-of-school suspension, the student will be placed on probation for a period of time.

## **Technological Devices**

Students are asked not to bring technological devices to school unless there are special circumstances. Examples may include but not limited to: cell phones, Apple watches, iPods, iPads, cameras, Game-Boys, mp3 players, pagers, palm pilots, etc.

## **Tutoring/Non School Related Teacher/Student Activities**

Tutoring is a private agreement between the teacher and the parent that should take place after the teacher's contract hours. If tutoring takes place in the private home, another adult must be in attendance. School personnel should not transport students in their vehicles unless parents have given permission in writing.

Parents enlisting the services of SVdP teachers and other personnel for babysitting, nannying, other such employment or any other purpose outside of the regular school hours are advised that those arrangements are not supervised or sanctioned by St. Vincent de Paul School or Parish. St. Vincent de Paul School/Parish assumes no responsibility.

## **Uniform and Dress Code**

St. Vincent de Paul students are to be in uniform at all times on campus and when attending school-sponsored functions off campus. **Enforcement of the school uniform Dress Code is the responsibility of each student's parents.** The classroom teachers should not have to police their students for uniform infractions. Final interpretation of compliance will be determined by the administration. Please label your child's clothing and school items such as backpacks and lunch boxes. Unclaimed items will be given to charity or the Used Uniform Committee for resale.

## **Girls Uniforms**

**Jumper/Skirt** - *Must be purchased at Dennis Uniform Co. or Educational Outfitters*

K-3 Woodland plaid jumper

4-8 Woodland plaid box or accordion pleated skirt

All jumpers/skirts should be worn no shorter than three inches above the knee

**Skort** - *Must be purchased at Dennis Uniform Co. or Educational Outfitters*

K-8 Woodland plaid

No shorter than three inches above the knee

### **Blouse/Shirt**

Any plain (no logo), cotton, white, long or short sleeved collared shirt/turtleneck may be worn. Shirts/turtlenecks with lace or ruffles may not be worn. Shirts and blouses are to be tucked in and undershirts, if worn, must be plain white with sleeves no longer than the outer shirt. Shirts purchased from Dennis Uniform with the school logo may also be worn. Students in Grades 7 and 8 have the option of wearing a light gray polo shirt.

### **Slacks**

Dark navy, **plain** dress slacks may be worn in place of a jumper/skirt/skort. Pants should not touch the ground. (Hip huggers, bell bottoms, and/or cargo pants are NOT considered uniform.)

### **Shorts**

Dark navy, plain, cuffed; *Must be purchased at Dennis Uniform Co. or Educational Outfitters* or be an identical uniform walking short (i.e. shorts that are no more than 3-inches above the knee; walking shorts may not cover the knee; cargo shorts are NOT considered uniform). Shorts may be worn from the first day of school in August through the last school day in October and beginning April 1 through the end of the school year.

### **Belt**

A belt must be worn with slacks/shorts if these items have belt loops. Belts must be a solid color and either white, navy, red, black, or brown.

### **Sweater**

Red or navy crew, cardigan, or V-neck uniform sweater from *Dennis Uniform Co. or Educational Outfitters* may be worn.

### **Sweatshirt**

An official St. Vincent de Paul sweatshirt may be worn over the uniform blouse/shirt/turtleneck. The sweatshirt must fit properly, be in good condition, and be clean. The blouse or shirt collar must be visible. Sweatshirts may be ordered through the school office twice a year, July/August and December/January. Hooded sweatshirts are not part of the uniform. Students in Grades 7 and 8 have the option of wearing a light gray zippered sweatshirt (Purchased through school).

### **Socks**

Socks must be visible above the shoe and cover the back of the heel. Solid white, navy, or red socks, knee-highs, and tights with feet may be worn.

### **Tights/Leggings Optional**

Only plain white, red or navy solid colored tights or leggings may be worn. Leggings must extend to the ankle bone. Socks must be worn. No leggings as pants.

### **Shoes**

Only tennis shoes may be worn. Light up tennis shoes are not allowed.

### **Jewelry**

Students are discouraged from wearing jewelry to school. Small stud earrings may be worn, but for safety reasons, no hoops or dangling earrings are allowed. Earrings should be limited to one pair. Very simple religious chains/crosses are acceptable. No other neckwear is allowed. One simple ring may be worn. Bracelets are limited to one.

### **Tattoos/ Piercings**

No visible, temporary, or permanent tattoos or body piercings (pierced ears are an exception) are allowed.



### **Hair**

Students' hair must be clean, well-groomed and have no unusual color or highlighting, cut or style. Hair pieces and scarves are not allowed. Simple headband, barrette, bow may be worn (nothing that extends out). Final interpretation of compliance will be determined by the administration.

### **Hats**

Students may not wear hats in the building.

### **Make-up and Nail Polish**

No make-up, nail polish (any color), or artificial nails are allowed.

### **Exceptions**

Students may wear Girl Scout or Little Flowers uniforms to include all official attire on meeting days.

## **Boys Uniforms**

### **Shirt**

Any plain (no logos), white, cotton long or short sleeves, collared shirt/turtleneck may be worn. Shirts are to be tucked in and undershirts, if worn, must be plain white with sleeves no longer than the outer shirt. Shirts purchased from Dennis Uniform with the school logo may also be worn. Students in Grades 7 and 8 have the option of wearing a gray polo shirt.

### **Slacks**

Dark navy, **plain** dress slacks may be worn. No cargo, oversized, or baggy pants are allowed. Pants should not touch the ground, and must be worn at the waist with a belt.

### **Shorts**

Dark navy uniform shorts; must be purchased at *Dennis Uniform Co. or Educational Outfitters* or be an identical uniform walking short (i.e. shorts that are no more than 3 inches above the knee; walking shorts may not cover the knee). No oversized or baggy shorts are allowed. Shorts should be worn at the waist with a belt. They may be worn from the first day of school in August through the last school day in October and beginning April 1 through the end of the school year.

### **Belt**

A belt must be worn with slacks/shorts if these items have belt loops. Belts must be a solid color and either white, navy, red, black, or brown.

### **Sweater**

Red or navy crew, cardigan, or V-neck uniform sweater; must be purchased at *Dennis Uniform Co. or Educational Outfitters*.

### **Sweatshirt**

An official St. Vincent de Paul sweatshirt may be worn over the uniform blouse/shirt/turtleneck. The sweatshirt must fit properly, be in good condition, and be clean. The blouse or shirt collar must be visible. Sweatshirts may be ordered through the school office twice a year, July/August and December/January. Hooded sweatshirts are not part of the uniform. Students in Grades 7 and 8 have the option of wearing a light gray zippered sweatshirt (Purchased through school).

### **Socks**

Socks must be visible above the shoe and cover the back of the heel. Socks should be solid white, navy, or red. Socks may not cover the knee.

### **Shoes**

Only tennis shoes may be worn. Light up tennis shoes are not allowed.

### **Jewelry**

Students are discouraged from wearing jewelry to school. No earrings are allowed. Very simple religious chains/crosses are acceptable. No other neckwear is allowed. One simple ring may be worn. Bracelets are limited to one.

### Tattoos/Body Piercing

No visible, temporary, or permanent tattoos or body piercings are allowed.

### Hair

Students' hair must be clean, well-groomed and have no unusual color or highlighting, cut or style. It must be above the eyebrows, above the bottom of the ears, and must not touch the top of the collar (no facial hair). Final interpretation of compliance will be determined by the administration/teacher.

### Hats

Students may not wear hats in the building.

### Make-up and Nail Polish

No make-up, nail polish (any color), or artificial nails are allowed.

### Exceptions

Students may wear Boy Scout uniforms to include all official attire on meeting days. (Approved by Board of Education February 2006)

## **PE Uniform Grades 6-8**

Students are required to wear a physical education uniform to each class. The required uniform will be:

- Blue t-shirt (Dennis Uniform) with small SVdP logo with white name bar.
- Red shorts must be no shorter than 3 inches above the knee and may be purchased at Educational Outfitters or Dennis Uniform.
- Athletic shoes; shoes for class must be in the form of a non-marking sole (no black soles); **shoes made of canvas are not** allowed since they do not provide the support needed for physical activity (Converse, Keds, Vans, etc).

Students not in uniform for physical education will receive a notation on their Conduct Card and be graded accordingly.

Most uniform items described on the preceding pages may be purchased at ***Dennis Uniform, (402) 496-9911 or Educational Outfitters, (402) 333-1099.***

## **Visitors**

For security measures, the front doors will be locked each school day until 7:40 a.m. and after 8:00 a.m. Visitors will be admitted after signaling the front desk and should then sign in at the school office to receive a visitor's badge. In an effort to eliminate disruption of class, parents and visitors should not go directly to the classroom. If you do not have a nametag, you may be approached by a staff member and asked to identify the nature of your business. Only student family members and alumni are permitted to visit during student lunch periods. Administration reserves the right to refuse visitors. School visitors may not use parish doors to enter or exit the building.

## **Vocal Music Program**

Students in Grades P-8 participate in vocal music. Concerts will be scheduled throughout the year for all students. Prior notice will be sent home regarding details. The yearly calendar will indicate specific times and dates.

## **Volunteer Opportunities**

Both Archdiocesan and St. Vincent de Paul Board of Education policies state that volunteers may not communicate as official representatives on matters of policy, directives, programs, personnel, and/or student matters either verbally or in writing without the knowledge and written permission of the school administration.

Each parent/guardian in the family is expected to be an active participant in the activity/committee of his/her choosing. Active involvement is regular participation in the activity. School committee sign-up sheets will be sent home in the spring. Descriptions of time commitments and contact information can be

found on the school web site. Each volunteer will be expected to complete Safe Environment Training prior to interacting with students.

The following is a list of activities in which parents/guardians can volunteer

1. Welcoming/public relations
  - Welcoming new families
  - Used uniforms
  - Kindergarten round-up
2. Workroom
3. Health Screenings
4. Book Fair
5. Environmental
  - Adopt-a-Room Cleaning
  - Classroom Vacuuming
6. Special Events
  - Box Tops
  - Catholic Schools Week
  - Field Day
  - Career Day
- Fundraising
- Graduation
- Grandparents/Special Friends
- Room Parents
- Seder Meal – Grade 6
7. Academic Extracurricular
  - MathCounts
  - Readers Quiz bowl
  - Robotics
  - Science Club
  - Speech
8. Teacher/Staff Appreciation
  - Teacher Conference Meals
  - Teacher Appreciation

## **Walkers**

Students may walk home from St. Vincent de Paul if the homeroom teacher has written permission from a parent/guardian. Students who are walking are escorted off school grounds by St. Vincent de Paul Staff. Students are asked to not leave with the walkers if they are getting a ride. The classroom teacher should be informed in writing when circumstances would change that procedure, such as inclement weather etc. The child should be aware when arriving at school in the morning what the plan is for afternoon dismissal. Late calls to the office, except in the case of an emergency, are discouraged. There is no guarantee a staff member will be able to get a message to your child. If a student arrives late and misses escorted walker departure, students will need to return to the school office to call a parent for an alternative way home. All students and parents will be asked to sign a walker agreement **if walking is the main form of transportation.**

## **Water Bottles**

No glass containers or glass water bottles are allowed at school including lunch boxes.

## **Weapons/Prohibited Objects**

Students are forbidden to knowingly and voluntarily bring to school and/or to possess, handle, transmit, or use, any instrument in school, on parish grounds, or at parish/school events that is ordinarily or generally considered a weapon. Any object that could be used to injure another person may be considered a weapon. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

The following are examples of prohibited objects that students are forbidden to knowingly and voluntarily bring to school and/or to possess, handle, transmit, or use in school, on parish grounds or at parish/school events:

- Knives of all types
- Dangerous instruments
- Guns of all types
- Lead pipes, chains, chuck sticks
- Throwing stars, darts, metal knuckles, blackjacks
- Unauthorized tools
- Fireworks, explosives or other chemicals
- Controlled substances and/or drug paraphernalia
- Alcohol, tobacco, matches or lighters
- Laser pointers

As a condition of continued enrollment, students must abide by the terms of this Weapons/Prohibited Objects Guideline. Students violating this guideline shall be subject to disciplinary action as noted in the information in the “Expulsion” section of this handbook.

### **Wellness Policy**

The Archdiocese of Omaha recognizes that schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school community to maintain an environment that enhances maximum student potential. Included in the Policy are the following categories:

- Nutrition Education
- Physical Activity & Education
- Nutrition Standards
- Public Notification

### **Winter Apparel**

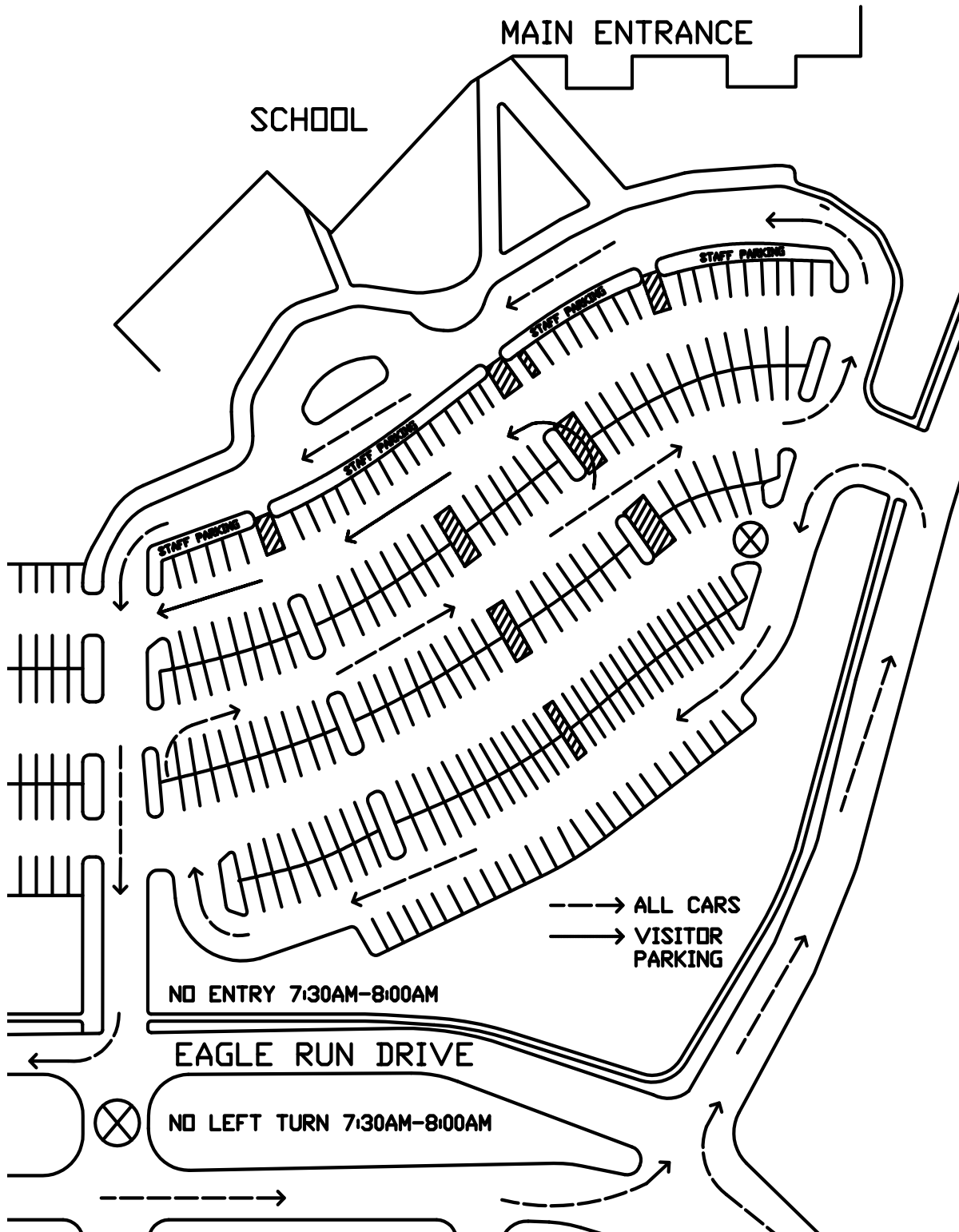
In addition to a winter coat/jacket, the following clothing is required for protection from cold and snow when outdoors during the winter months:

- Hat/scarves
- Mittens/gloves
- Students may bring boots for recess if they are able to put their boots/shoes on without assistance.
- Leg-covering apparel in addition to socks or tights normally worn (i.e. sweatpants) may be worn by girls under their uniform skirt or jumper during outdoor play and removed while in the building.

### **Right to Waive/Deviate from Regulations**

The administrator reserves the right to waive and/or deviate from any and all regulations for just cause at his or her discretion.

# A.M. CARPOOL ROUTE



# St. Vincent de Paul Family Handbook

## Required Sign-off Sheet (2018-19)

**IMPORTANT:** Each student and a parent must sign this form and return to the school office by the first day of school, Aug. 16.

I understand that the registration of, and continued enrollment of, my child(ren) is considered an acceptance on my part as his/her parent or guardian of all rules and regulations of St. Vincent de Paul Catholic Elementary School. This includes the judgments of school faculty and administration regarding academic and disciplinary issues. I further understand that, by Board of Education policy, a condition precedent to initial or continued enrollment of my child(ren) is the signing of this contract.

The school reserves the right to add to, modify or abolish any of the handbook provisions without notice. Non-enforcement of any of the rules or regulations does not serve as a waiver of those rules in the future.

My signature below is an indication that I have read, understand, and agree to comply with all statements and provisions set forth in the St. Vincent de Paul Catholic School Family Handbook, and pledge my cooperative support of these policies.

### Internet User Policy Agreement

My signature also indicates I have read and understand the **Students' Acceptable Internet Use Policy** (*Guideline 5601b*) on pages 11-12 in the Family Handbook.

### Family Name

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**Student Signature(s)**

**Grade**

_____	_____
_____	_____
_____	_____
_____	_____

**Parent/Guardian Signature**

**Date**

_____	_____
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