

St. Vincent de Paul Catholic School

Family Handbook
2024-2025



14330 Eagle Run Dr.
Omaha, NE 68164

Tel: (402) 492-2111

www.svdP-school.org

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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, modify, or 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.

This mission is acted upon through the belief that...

- Open, honest communication, collaboration, and cooperation among parents, students, and staff are essential to promote a productive learning environment.
- We provide all children with the opportunity to learn and succeed in ways that match their God-given talents.
- Learning is a lifelong process.
- Catholic religious beliefs are taught, supported, and modeled to foster spiritual growth.
- Students and staff will take responsibility for their learning and behavior.
- The pace and style of learning varies for each student, and accommodations will be made accordingly.
- All people are treated with dignity and respect.
- The examples of our patron, St. Vincent de Paul, to live united in faith, rooted in charity, and fulfilled in love, will be emulated in all that we do.

Kindness Pledge

Today I will use kind words and be a good friend to all.

School Board

Selected Members (3-year terms)

Adam White (2027)
Taylor Dieckman (2025)
Brady Hoefer (2025)
Brad Burks (2026)
Johnny Carlisle (2026)
Danielle Kleber (2026)
Carrie Torczon (2026)

Staff Members

Rev. Andrew Roza - Pastor
Dr. Barbara Marchese - Elementary School Principal

Regularly scheduled board meetings are held at 7:00 P.M. on the first Tuesday in September, November, February, and April 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

Administration

Pastor..... Rev. Andrew Roza
Associate Pastor..... Rev. Padraic Stack
Principal..... Dr. Barbara Marchese
Assistant Principal Mrs. Diane Warneke, M.S.
Assistant Principal Mr. Nathan Horner, M.S.

Faculty and Staff

Preschool and Prekindergarten

Mrs. Jessica Malone
Mrs. Kathie Onkka, M.S.

Preschool and Prekindergarten Associates

Mrs. Suzanne Kerr
Mrs. Cheryl McNally

Kindergarten

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

Kindergarten Associates

Mrs. Danielle Costello
Mrs. Annie Sortino
Mrs. Berna Georges

Grade One

Mrs. Christina Kleffman, NBCT
Mrs. Susie Caito
Ms. Morgan Wright

Grade One Associates

Mrs. Sharon Ellerbeck
Mr. Matt Palmer
Mrs. Denise Johnston / Ms. Pam Botos

Grade Two

Ms. Ann Marie Hargens
Mrs. Rhonda Johnson, M.A.
Mrs. Debbie Truscott

Grade Two Associates

Mrs. Melinda Macdonald
Ms. Deidre Barrett
Mrs. Jena Jones

Grade Three

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

Grade Three Associates

Mrs. Joy Gregory
Mrs. Lynn Rakoczy
Mrs. Ann Rangel

Grade Four

Mrs. Michelle Madison
Mrs. Monica Thede
Ms. Katie Geist

Grade Four Associates

Mrs. Candy Sus/Mrs. Colleen Leise
Mrs. Janeen Moynihan
Mrs. Meg Nownes / Mrs. Ellie Seward

Grade Five

Mrs. Janis Dotzler
Mrs. Angela Jones, M.S.
Ms. Jaimie Salerno

Grade Five Associate

Mrs. Gail Wallace

Grade Six

Mrs. Maria Wane, M.S.
Mrs. Bobby Bernt, M.S.
Mrs. Debbie Guinotte, M.Ed.

Grade Six Associate

Mrs. Teresa Hazard

Grade Seven

Mr. Jerry Leever, M.A.
Ms. Leisa Kolberg, M.Ed.
Mr. Mark Polacek, M.S.

Grade Seven Associate

Mrs. Mary Vlasak

Grade Eight

Mrs. Lois Nigrin
 Mrs. Robin Fosbender, M.A.
 Mrs. Michelle Sullivan, M.S.

Grade Eight Associate

Mr. Matthew Silver

Educational Strategists

Mrs. Susan Heavey, M.S., Gr. K-2
 Mrs. Joy Price, M.S., Gr 3-5
 Ms. Kara Bousquet M.S., Gr. 6-8
 Mrs. Debbie Miller, M.S., HAL

Counselor

Mrs. Nancy Skudlarek, M.S.

Art

Mr. Michael Pflaum, M.A. Ed.

Music

Ms. Julia Campbell, Gr. 6-8
 Mrs. Karen LeMense, Gr. P-5

Spanish

Mrs. Mary Singh, M.A., 5-8
 Mrs. Deborah McDermott, M.S., Gr. 2-4

Physical Education

Mr. Brian Boone, M.S., Gr. P-6
 Mrs. Debbie Conry, Gr. 7-8

Administrative Assistant

Mrs. Courtney Eden, M.A.

Media Specialist

Mrs. Christine Kaiser, M.S.

School Secretary

Mrs. Ann Lamphere

Computer Technology Coordinator

Mrs. Amy Kuhr, M.Ed.

Receptionist

Mrs. Haydee Gregory

After School Care Co-Coordinators

Mrs. Jaime Heedum /
 Mrs. Tashauna Sorensen

Child Care Co-Coordinators

Mrs. Anna Hammes /
 Ms. Linda Venticinque

Technology Coordinator

Mr. Ray Bentzen, M.S.

Food Service Director

Mrs. Amy Dougherty

School Nurse

Mrs. Molly Dotzler, R.N.

Director of Operations/Maintenance

Mr. Chris Gries

Absences, Tardies, Early Dismissals, Forgotten Items

Absences: 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. 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. *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).* Families will be notified when their child has 5, 10, 15, and 20 absences. The reason for the absences, such as extended illness, will be taken into consideration, prior to contacting Douglas County.

Tardies: The school day begins at 8:00 A.M. Students arriving after that time must check in on the attendance laptop in the school office before being allowed to report to the classroom with a pass. The student will be marked tardy.

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.

Early Dismissal: Students will not be released from school during school hours without parent/guardian knowledge. Parents/guardians should notify their child's teacher and the school office in advance with the reason for leaving early. The attendance email is attendance@svdpomaha.org. If you do not have access to email, you may call the school office at 402-492-2111. Parents/guardians requesting early departure **must come into the school office to sign the student(s) out.** Students will not be released to any adult who is not the parent/guardian without permission from the parent/guardian. Students will be monitored from the office camera as they leave the building or the car.

Forgotten Items: If a student forgets an item that is **needed** for the school day, parents may bring the forgotten item to the front door of the school, ring the door bell, and bring the item(s) to the office. An office staff member will take the item to the classroom.

After School Care

A structured, activity-oriented After School Care program is available on a first-come/first-served basis. The program is state-licensed and is typically open from dismissal to 6:00 P.M. on the days school is in session, as well as many non-school days (closing at 5:30 P.M.). For further information, please refer to the [After School Care Family Handbook](#) or contact the school office (402-492-2111) or the After School Care Coordinator, Jaime Heedum and Tashauna Sorensen, (402-669-3505).

Archdiocese Gender Policy

It is necessary to affirm that "the dignity of the human person is rooted in [their] creation in the image and likeness of God."¹ Image and likeness find their expression in each of the two sexes as they provide an "image of the power and tenderness of God, with equal dignity though in a different way."² Thus, male and female are unique and complementary. Moreover, "biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated."³

Today, this reality of creation, sex, and gender is sometimes misunderstood and ignored. Parents have the first responsibility for the education of their children; therefore, Catholic schools partner with parents in communicating the Gospel and drawing young people closer to Jesus Christ. The Archdiocese of Omaha provides this school policy, rooted in the Catholic understanding of gender, to guide the accompaniment offered to those experiencing gender dysphoria and/or incongruence in our school communities.

1. In the Archdiocese of Omaha, all Catholic schools shall respect the biological sex of each student and shall apply all policies and procedures in relation to that student according to each student's God-given biological sex.

2. All students shall conduct themselves in accord with their God-given biological sex as it relates to the use of personal pronouns, dress code, use of public bathrooms, and participation in school-sponsored activities. All official school documents shall likewise reflect the student's biological sex.
3. Admission or retention will not be denied based solely on a student's experience of gender dysphoria. If a student experiences gender dysphoria and/or incongruence, school leaders and pastors shall partner with parents to establish an accompaniment plan. This plan must follow the teachings of the Catholic faith.
4. If at any time, parents, guardians or students desire accommodations or accompaniment that do not follow this policy, it may be necessary to begin the school transfer process for the good of the student and the school community. At every stage of this process, parents and guardians will be invited to their parish for pastoral support.

¹ *Catechism of the Catholic Church*, 1700. ² *Ibid.*, 2335.

³ Pope Francis, *Amoris laetitia*, 56.

Policy Approved: December 9, 2022 Implementation Date: August 1, 2023

Arrival

- The school day begins at 8:00 A.M. If students have not checked in to their homerooms by 8:00 A.M., they 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.
- If your child is tardy, your child may enter the building and check-in at the school office. Please make sure your child is safely in the building before pulling away.
- Please do not leave your child unattended outdoors if an associate is not curbside. 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 143rd Circle and proceed as noted on the morning drop-off map on page 42.
- **All students are to be dropped off in the designated area. Drop-off on the side streets or the middle of the parking lot is not allowed.**

If for any reason a driver must come into the building, he/she should park the vehicle in the parking lot. **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/Special Occasions

Students may bring simple treats to school to share with classmates for their birthdays if they wish. Individually wrapped treats are recommended. 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 do not bring food items that could be problematic for students who have food allergies (no peanuts/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

Definition of Bullying

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.

Archdiocese of Omaha Policy 5032

5032 Student Offensive Conduct, Bullying or Harassment

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.**

Archdiocesan Policy: August 2023

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 as well as 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, and digital applications via computers, cell phones, and personal digital devices. 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. If a student needs to call his or her parent/guardian during the day, he/she can do so from the school office. 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; the student will also 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 a custodial parent unless permission is provided in writing by a custodial parent.

Chromebooks

Students in grades 3-8 will be issued a Chromebook for the school year. Every family will sign an Acceptable Chromebook Usage Policy and Procedure document before receiving the Chromebook. SVdP monitors all student activity on school-provided Chromebooks and school-provided student Google accounts. When an alert for questionable or inappropriate activity is triggered, students will be subject to the loss of Chromebook privileges for a week or more. Parents will be notified of the infraction and consequences. Repeated offenses will result in the loss of Chromebook privileges for the remainder of the school year.

Students are responsible for the proper care of issued Chromebooks and will be charged for any repair/replacement cost resulting from carelessness, loss, or inappropriate use. Replacement Chromebooks, if available, will not be issued until all such costs are addressed.

Chromebook Information: Students in 3rd and 4th grades will take Chromebooks home only when directed to do so by the classroom teachers. Power cords will be left at home for charging on the days the Chromebooks go home. Students in grades 5-8 will take their Chromebooks home only when needed for homework completion or charging. Teachers will be in charge of deciding when there is a need for taking the Chromebook home. Otherwise, the Chromebook will remain at school.

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 Fridays, parents will receive a "Virtual Backpack" via email where parents can receive important school information, download forms, and receive notices regarding SVdP-sponsored activities, etc. The "Virtual Backpack" can also be accessed on the school website. 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. 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 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. Catholic Charities provides a counselor one day a week. Please contact Dr. Marchese or Mrs. Skudlarek if your child would benefit from this service.

Conferences

Formal parent/teacher conferences are held twice yearly—first in late October or in early November and again in February. Conferences are scheduled in advance for grades P-8. 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.

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
- Handwriting
- 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 K–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, 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 disregard the rules will not be allowed to continue their education at St. Vincent de Paul School.

Expected Behavior of Students

- Work to the best of your ability with your God-given talent.
- Interact with those you meet in a respectful, kind, Christian manner.
- Respect the property of the school, staff, and each other.
- Use technology responsibly and respectfully in and out of school.
- Follow the guidelines and rules of the school and your teacher(s).

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 will result 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 a card will...

1. Be given a "free" replacement card the first time they lose a card.
 - a. All card marks from the previous card will be transferred to the new card.
2. If another card is lost, the student 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 (until 4:15 P.M.)

10 notations/month = Conduct Report (Detention until 4:45 P.M.)

15 notations/month = Conduct Report (Detention until 4:45 P.M.)

Grades 6–8 Discipline System

All students in Grades 6-8 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 a card.
2. If another card is lost, the student will serve a detention and pay \$2.00 to replace the card. Any marks on lost card will not be transferred to the new card.
3. Incur the consequence of a full card (after given time to locate the card).

All students in Grades 6-8 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 or unkind behavior to others
- Off-task behaviors
- Defacing school or personal property
- Chewing gum and/or eating candy, etc.

- Being in/leaving an area without permission
- Repeatedly out of dress code (e.g., shirt not tucked in)
- Dress code violation (e.g., unacceptable footwear)
- Not having Code of Conduct Cards in their possession
- Repeatedly not prepared for class
- Bringing nuisance items to school

Grades 6–8 Code of Conduct Card Consequences

5 notations/quarter = Detention (until 4:15 P.M.)

10 notations/quarter = Conduct Report (Detention until 4:45 P.M.)

15 notations/quarter = Conduct Report (Detention until 4:45 P.M.)

Grades 5–8 After School Detention

Students are to be picked up at the designated time (see above). If not picked up after five minutes, students will be taken to After School Care, and parents will be charged accordingly.

Conduct Reports

Conduct Reports will be issued for **serious** disciplinary infractions, either occurring on school grounds or during a school function/event off school grounds. The Conduct Report is to be signed by the parent/guardian and returned the next school day as confirmation that it was received. The classroom teacher will receive a copy of the Conduct Report. Detentions will be served for Conduct Reports issued.

Behaviors that could warrant a Conduct Report and/or Suspension, include, but are not limited to...

- Serious disruption
- Insubordinate behavior
- Improper or inappropriate use of technology
- Abusive, rude, disrespectful, or inappropriate language or gestures
- Stealing (may include restitution)
- Fighting or causing injury to others
- Threatening or intimidating conduct
- Harassment, bullying, or ganging up on others
- Possessing any materials inappropriate for a school setting
- Damaging school property or the property of others
- Cheating on tests or daily assignments, sharing or comparing answers, and plagiarism
- Using AI software in any manner not explicitly permitted or authorized by a classroom teacher, including but not limited to completing an academic assignment with the assistance of AI software or submitting academic work created or written in part or in total by AI software as the work of the student.
- Students submitting work that in part or in its entirety involves cheating will be required to do another assignment or test. He/she will receive the grade earned.
- 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

1st Conduct Report	Detention until 4:45 P.M.
2nd Conduct Report	Detention until 4:45 P.M.
3rd Conduct Report	In-school suspension 1/2 day

4th Conduct Report	In-school suspension 1 day School conference
5th Conduct Report	2-Day in or out-of-school suspension Conference with teacher, student, principal and parent to discuss possible expulsion after next Conduct Report
6th Conduct Report	Possible expulsion 3 days in-school or out-of-school suspension
Field Trip Privileges	After the first Conduct Report, field trip privileges may be evaluated.

*If a student earns a detention the day before a school break (i.e., Easter break), the student will serve the detention that day after school. Detentions will not be carried over a break. If a student fails to report to detention, the student will be signed up for the next two detention days for one hour each day. 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.

Recognition of Positive Behavior (Grades 5-8)

Each quarter, students who have earned only 0-2 notations will receive a dress-down day in recognition of their positive behavior.

Dismissal – Grades PK-8

3:00 P.M. Preschool is dismissed in front of school.

3:05 P.M. **Grades K-2 East Walkers dismiss.** Students walking east will exit with their teacher and meet at the end of the sidewalk.
West Walkers and van riders will meet in the courtyard by 3:07 P.M. and be escorted off the property. Walkers arriving after the escorted group has left the school property will need to return to the school office and call for a ride home. At the start of the school year, the Administrative Assistant will compile a walker list. A list will be provided to all homeroom teachers.

3:10 P.M. **Grades K-2** will begin leaving through the front school doors.

3:15 P.M. **Grades 3 and 5** will begin leaving through the front school doors.

Grades 4-8 will begin leaving through the jr. high entrance.

Noon Dismissal

11:50 A.M. – Walkers (to the west and K-2 east) and van riders

11:55 P.M. – Grades K-2

12:00 P.M. – Grades 3-8

Parents who have not arrived by 3:25 P.M., or 12:15 P.M. on noon dismissal days, will be telephoned; students must remain in the Front Office/Upper Commons Area until a parent picks them up. Students are expected to be picked up at dismissal time unless there is an emergency. Parents are to notify the school office if they will be detained because of an emergency.

- 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 142nd Circle, 143rd Circle, Eagle Run Drive, or any residential development is not allowed.**
- All cars must park facing north (towards the school building) to ensure 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 144th Street. The middle lane should be used by drivers turning left onto 144th Street or going straight across 144th 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 prevent you from picking up your children.
- If alternative transportation is needed, a parent/guardian must contact the school to identify who will pick up the student.

Distance Learning

Guidelines for distance learning are outlined in the Distance Learning Handbook, which is separate from this publication.

Distractible 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

For students in grades K-4, written violation notices will be sent home when the dress code is not being followed, and students in grades K-4 will receive also receive a color change. Failure to return the form will result in the parent being contacted.

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.

Dress Down Days

Occasionally, St. Vincent de Paul students are given the opportunity to participate in “Dress Down Days” and will be charged \$1.00+ to do so. **Students are not required to participate.** These days are for casual wear or dress up. 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 days.

May Be Worn	May Not Be Worn
<ul style="list-style-type: none"> • Jeans • Capris • Khakis • Sweats – (no writing on the seat) • Skirts/skorts (must be no more than 3 inches above the knee) • Shorts (through 10-31 and beginning again 4/1; must be no more than 3 inches above the knee) • Tennis shoes only 	<ul style="list-style-type: none"> • Tight fitting pants, skirts, skorts, shorts, shirts • Low-cut pants skirts, skorts, shorts, shirts • Leggings/Yoga Pants • Shirts with spaghetti straps, shirts that are low-cut, razorback, tank tops/ midriffs • Clothing with inappropriate writing, imagery, references to drugs or alcohol, violence, or politics • Jeans, slacks, sweats with holes/rips/tears • Make-up/Nail polish • Dangling or hoop earrings • Pajama bottoms

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 their child's teacher and the school office in advance with the reason for leaving early. The attendance email is attendance@svdpomaha.org. If you do not have access to email, you can call the school office at 402-492-2111. Parents/guardians requesting early departure must come into the school office to sign the student(s) out. Students will not be released to any adult who is not the parent/guardian without permission from the parent/guardian.

Enrollment Policy Procedure (Adopted May 2010)

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.

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.

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 6-8 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 extracurricular activities may include but are not limited to student leadership, clubs, speech, sports, play, etc.

Student Concerts and Events

Student concerts are mandatory for students to attend. While it is not an extracurricular activity, students still must be present at school the day of the concert. This same rule applies to all events and activities taking place outside the normal school hours for students.

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 quickly exit the building. 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.

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. 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 P-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 ensure 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 1-4;

Grades 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

Student(s) may return to school following illness once he or she is fever/vomit free for 24 hours without use of fever-reducing medication. If student is sick with a contagious/infectious disease, we follow the Nebraska Department of Health and Human Services isolation periods.

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, 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 TAs.

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 or in their desk, lockers, or backpacks with the exception of the emergency inhalers or EpiPens as 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 requirements 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) can be received any time after 10 or 11 years of age, depending on which brand of vaccine is 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/writing for grades 5-8. Each spring a variety of criteria is evaluated to determine if a student would qualify for this program. This may include standardized tests, grade-level achievement tests, classroom performance, and teacher

referral. The number of students placed in the program is reflective of approximately the top 5-7% of students who may qualify under this criterion for that grade level.

Along with meeting the above academic requirements, students should exhibit the following behaviors: strong and consistent effort, positive and cooperative attitude, ability to work independently, and appropriate behavior. At the beginning of enrollment in HAL, the parent and student will sign a contract agreeing to these requirements and other classroom practices.

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

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 they wish to pick up homework. Homework will be available for pickup in front of the school office on the homework cart between 3:00-6:00 P.M.
**Chromebooks will not be left on the homework cart; they must be picked up in the office before 6:00 P.M.*
- 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.
- At curriculum night, teachers will explain procedures students will follow to access missed work.

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 the student leaves.**
- All schoolwork, including any material missed and preparation for tests, is the responsibility of the parent/student.
- **Homework will be due on the student's second day back at school. Work not turned in on the second day back will be downgraded.**

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, Spanish, physical education, art, media 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 the After School receptionist have been advised that parents/students may not be let into locked classrooms to retrieve forgotten items.

Human Growth and Sexuality

Human Growth and Sexuality is included in the *Circle of Grace Curriculum* and the Religion Standards.

Intruder Drill

Intruder drills are conducted regularly. Students are instructed and practice safety protocols.

Law Enforcement

Administration and personnel are required by the 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.

Library and Media Department

Philosophy

The school library strives to provide the books, periodicals, audiovisual, and other resource materials necessary to the fulfillment of the curriculum and for the independent study or recreation reading of the students.

Objectives

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
3. To provide a background of information, which will enable students to make intelligent judgments in their daily lives
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library

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, or 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 \$4.50 (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/Bottled Water = 55 cents
2. Juice = 55 cents
3. Grades K-5 = \$3.45
4. Grades 6-8 = \$3.55

A la carte items, such as yogurt, cheese sticks, or grains meeting Smart Snack requirements may be available to grades 5-8 at 85 cents each. Second helpings will be offered to grades 7 and 8 at \$1.70 per entrée and 85 cents per side if there is extra food available.

In accordance with federal civil rights law and the 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 (including gender identity and sexual orientation), 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, audiotope, 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, 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.

This institution is an equal opportunity provider.

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 more 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 more 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 more 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

Grades K and 1	10:50 – 11:25
Grades 2 and 4	11:30 – 12:00
Grade 6	12:00 – 12:25
Grades 3 and 5	12:10 – 12:40
Grades 7 and 8	12:50 – 1:20 12:45 – 1:15

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 student 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 6–8 will attend Mass on **Tuesdays at 8:15 A.M.**

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

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.

Parent and Guardian Requests for Student Records

In order to protect the integrity of student records, the school will not provide copies of student records to a parent (custodial or noncustodial) or guardian. However, a parent or guardian will be allowed to review his/her student's records at the school office in the presence of the principal or his/her designee. All requests to review records should be made in writing to the principal at least 48 hours in advance of the intended review.

If circumstances effectively prevent a parent or guardian from being able to review the records at the school office, the school will provide copies of the student's records to the parent or guardian or make other arrangements for the parent or guardian to review the student's records.

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.

Personal Electronic Devices

Students are not to use and/or have any personal electronic devices or wearable technology connected to the internet and/or using a data plan during school hours. Those personal electronic devices include but are not limited to...

- Cell phones
- Texting devices
- iPods
- Smart watches
- Fitbits
- Other comparable devices

It is strongly recommended that personal electronic devices not be brought on school grounds or to school-sponsored events during normal school hours.

If a personal electronic device is brought to school during school hours the conditions below must be followed.

1. Personal electronic devices must be stored in the student's backpack in the OFF position.
2. The personal electronic device may not be used for picture taking or recording.
3. The personal electronic devices may not be used for activities such as game playing, internet, email access, social media, or texting.
4. Use of any personal electronic device during school hours will result in confiscation and possible disciplinary action. If any personal electronic device is taken away from a student, it will need to be

picked up in the school office by a parent, and the student will receive a card mark (grades 5-8) or a comparable consequence.

Personal Possessions

Students and their personal possessions, including backpacks, 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.

Photographs

Scholastic Photography takes school pictures for grades P-8 each year in the fall. Students may purchase these photographs but are under no obligation to do so. Grade 8 students' pictures, in graduation gowns, are taken after Christmas.

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.

Picture Day Dress

Because the individual pictures only show from the shoulder up, students may dress up on the top and dress down on the bottom if they choose. If they choose to dress up completely, that is acceptable. Either way is acceptable for picture day. Please refer to the handbook for specifics on items that may be worn for half dress down days.

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 two 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 have opportunities to check out books before or after school or during study hall, in addition to having Media class either first or second semester. 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 have an additional afternoon 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 for 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:

Weather Conditions	Recess
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 may be picked up in the school office if all payments are current.

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 occasional contact with children and young people. Occasional contact is defined as any contact with children. The training is good for six years and is required for all school employees and volunteers at the parish and school. Please contact Deacon David Bang (bangd@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 occasional contact with children:

- Academic/Extra Curricular Coaches
- After School Care
- Athletics
- Book Fair
- Classroom Parties
- Field Trip Chaperones
- Field Day Volunteers
- Health Office Volunteers
- Kindergarten Round-up Volunteers
- Room Parents
- Junior Achievement Volunteers
- Scouts/Little Flowers
- SPREE Volunteers working with children
- Vacation Bible School

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 Omaha Catholic Schools includes St. Vincent de Paul.

- **2-Hour Late Start:** if the Omaha Catholic Schools Office calls for a 2-hour late start, St. Vincent de Paul will follow that directive. Morning preschool will not be held. A standard hot lunch menu of chicken nuggets, corn, fruit, and animal crackers will be served. There will be no alternate sandwich or salad available.
- **Early Release:** If the Omaha Catholic Schools Office calls for an early release, St. Vincent de Paul School will follow that directive. In this situation, the After School Care and Child Care programs will also close. In any situation, parents always have the option to pick up their child/children early.

If school closes during the day for reasons unrelated to weather, parents are expected to pick up students. They may not be left at school until the regular dismissal time.

School Emergency Plan

St. Vincent de Paul School Catholic School, in conjunction with local authorities, has developed a school emergency plan, which is coordinated by the administration, School Safety Committee, and the Crisis Response Team. Guidelines have been established for emergency situations that may arise such as tornado, fire, bomb threat, intruder, and/or medical emergencies. Staff members are directed to follow the Standard Response Protocol, as dictated by the type of emergency situation. The procedures to be followed will indicate the action to be taken by staff members and students. In the event of an evacuation, parents will be notified via email of their child's location.

- Lock Down Procedure - This procedure is used in the event of an intruder or hostile situation inside the building.
- Lockout Procedure - This procedure is used in the event of a dangerous situation outside of the building.
- Evacuation Procedure - This procedure is used in a fire or other similar situation.
- Shelter Procedure - This procedure is used in the event of a severe storm or other similar situation.
- Hold Procedure - This procedure is used when students and staff need to remain in their classrooms.

Search and Seizure

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.

Severe Weather/Tornado

Severe weather/tornado drills are conducted each year. Students are instructed about 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.

Star Testing

The archdiocese mandated that all K-8 schools administer the Star Assessments. The Star Assessments are short tests that provide teachers with learning data. Star tests are computer adaptive, which means they adjust to each answer your child provides. This helps teachers get the best data to help your child in the shortest amount of testing time. These tests will be given in math and reading several times a year for students in grades K-8. The school will provide an individual student report to parents after each testing session.

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 behavior, a teacher can request to hold a Student Assistance Team meeting. Please see the following procedures as they pertain to the SAT process.

1. Homeroom teacher requests SAT referral forms (folder) from the appropriate personnel:
 - a. Academic: Sue Heavey, Joy Price, Kara Bousquet
 - b. Speech: Speech Language Pathologist
2. First SAT meeting is held with grade level teachers and appropriate staff:
 - a. Intervention strategies are discussed and implemented for a minimum of 8 weeks.
 - b. Speech articulation interventions are implemented for 6-8 weeks.
3. Documentation of progress and communication with parents and appropriate staff is ongoing.
4. If intervention strategies are not successful, new strategies and interventions will be introduced, conducted, and documented.
5. At the end of the 8 weeks of the SAT process, the SAT members will hold a meeting with the parents to discuss the data collected.
 - a. At this time, if all parties agree, the student will be referred to Omaha Public Schools or a Private therapist for an evaluation.
 - b. If the SAT interventions were successful and all parties agree, then an Accommodation Plan (AP) through St. Vincent de Paul will be put in place and continued with the current interventions from the SAT.

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, and/or Accommodation Plan. If a student does not qualify for services, his/her SAT data will be kept in the individual student file folder and passed on to the next year's teacher.

Student Books

Textbooks are selected to align with the Archdiocesan and State Standards. The fee for textbooks is part of the registration fee. **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 ensure 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 be issued depending on the severity and the frequency of the behavior (see Discipline).

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 may be held with the parents/guardians, teachers, administration, and student.

Out-of-School Suspension

If out-of-school suspension is warranted, the parents will be requested to take the student home. A conference may 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.

Technology Acceptable Use Policy

Purpose

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. St. Vincent de Paul's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All St. Vincent de Paul employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of St. Vincent de Paul's technology are outlined below.

Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of St Vincent de Paul's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders, and all other technology-related equipment and services. These rules apply to any use of St. Vincent de Paul technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Students are expected to use technology and network resources in accordance with this policy.

Access to the St. Vincent de Paul's wireless network WILL be restricted to St. Vincent de Paul approved electronic devices from 7:30 A.M. to 5:00 P.M. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

Student Responsibilities and Acceptable Use

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with St. Vincent de Paul's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology.

1. All technology must be used to further the educational and religious mission of St. Vincent de Paul and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use their real identity when using St. Vincent de Paul's network resources.
3. Network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. St. Vincent de Paul faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. With the exception of an Apple ID, students should always use their St. Vincent de Paul email address or username when utilizing online resources for digital storage or collaboration.

8. Electronic communications (emails) between faculty and students **must** be made via St. Vincent de Paul's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up their work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking their St. Vincent de Paul email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
14. All student files stored on the network may be deleted at the end of each school year.

Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of St. Vincent de Paul. Examples of unacceptable uses of technology include but are not limited to the following:

- To access, post, publish, or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive, or illegal materials that are inconsistent with the objectives and/or teachings of the school
- To harass, intimidate, threaten or bully others, whether inside or outside of school
- To steal or borrow intellectual property without permission
- To plagiarize the work of others or to use the work of others as your own without giving proper credit
- To use AI software in any manner not explicitly permitted or authorized by a classroom teacher, including but not limited to completing an academic assignment with the assistance of AI software or misrepresenting a portion or whole assignment as your own without proper attribution or acknowledgement of the use of AI software
- To breach copyright laws by using unlicensed software or pirating audio or visual materials
- To bypass St. Vincent de Paul's content filter or network security
- To knowingly spread computer viruses or malware
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff
- To misrepresent one's own identity or the identity of others
- To take a photo or record through video or audio any student or faculty member without his/her knowledge and consent
- To express profanity or any other inappropriate content online, including St. Vincent de Paul's website, email program, social media or other internet site
- To share personal information or information about any student or faculty member to anyone via the Internet
- To access another user's account or invade the privacy of others
- To store or download unauthorized software programs, music, videos, game files or personal photos on St. Vincent de Paul computers
- To play games, chat online, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given
- To utilize encryption or software to hide activity that violates St. Vincent de Paul's Technology Acceptable Use Policy
- To violate any federal, state, or local laws

Social Networking (Facebook, Twitter, Texting, Blogs etc.)

Although social networking normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, St. Vincent de Paul reserves the right to take any disciplinary action it deems necessary to protect students and faculty. St. Vincent de Paul encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

Guidelines for Social Networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, and photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow St. Vincent de Paul's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

No Expectation of Privacy

St. Vincent de Paul sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by St. Vincent de Paul. All content created, sent, accessed or downloaded using any part of St. Vincent de Paul's technology or network resources is subject to the rules stated in this policy. St. Vincent de Paul reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on St. Vincent de Paul's network will be maintained as private or confidential. Should St. Vincent de Paul determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

Disciplinary Action

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or St. Vincent de Paul's administration.

Access to Inappropriate Materials on the Internet/Disclaimer

St. Vincent de Paul currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof, and St. Vincent de Paul cannot entirely control what students may or may not locate on the internet. While St. Vincent de Paul allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. St. Vincent de Paul is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

Tornado Drills

See "Severe Weather/Tornado" section.

Tuition, Registration and Fees

Parents of students attending grades P-8 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 tuition annually. St. Vincent de Paul uses FACTS Management Company to administer the tuition program. All families receive an email invitation from FACTS Tuition Management on May 1 to create a FACTS account and indicate payment option preferences by June 1.

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

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.

Tutoring/Non School Related Teacher/Student Activities

Tutoring is a private agreement between the teacher and the parent that takes place after the teacher's contract hours. Tutoring takes place off of the school/parish grounds. 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, and 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 or DiGiorgio's Sportswear*

K-3 Woodland plaid jumper

4-8 Woodland plaid box or accordian pleated skirt

All jumpers/skirts should be no more than 3 inches above the knee

Skort - *Must be purchased at Dennis Uniform or DiGiorgio's Sportswear*

K-8 Woodland plaid

All skorts should be no more 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. Long sleeve shirts may not be worn under a short sleeve shirt. 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, joggers, and/or cargo pants are NOT considered uniform.)

Shorts

K-8 Dark navy, plain, *must be purchased at Dennis Uniform Co. or DiGiorgio's Sportswear* or be an identical uniform cotton/polyester walking short. Shorts can be no more than 3-inches above the knee. Walking shorts may not cover the knee; cargo shorts or shorts made of a dry weave fabric are NOT considered uniform. 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 from *Dennis Uniform Co. or DiGiorgio's Sportswear* 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. Shirts are to be worn under all sweatshirts. The 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. SVdP socks, sold through SPREE, are acceptable.

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 with leggings. No leggings as pants.

Shoes

Only tennis shoes may be worn. Tennis shoes must be laced or velcro. Slip-on shoes and 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, out of the eyes, well-groomed, and have no unusual or unnatural color or highlighting/hair tinsel, cut, or style. Mulletts, mohawks, and partially shaved are not allowed. Hair pieces and scarves are not allowed. A simple headband, barrette, or bow may be worn (nothing that extends out). SVdP hair bows sold through SPREE are allowed. 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 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, or 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. Long sleeve shirts may not be worn under a short sleeve 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, jogger or baggy pants are allowed. Pants should not touch the ground and must be worn at the waist with a belt.

Shorts

K-8 Dark navy, plain, *must be purchased at Dennis Uniform Co. or DiGiorgio's Sportswear* or be an identical uniform cotton/polyester walking short. Shorts can be no more than 3-inches above the knee. Walking shorts may not cover the knee; cargo shorts or shorts made of a dry weave fabric 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; must be purchased at *Dennis Uniform Co. or DiGiorgio's Sportswear*.

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 shirt collar must be visible. Shirts are to be worn under all sweatshirts. 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. SVdP socks, sold through SPREE, are acceptable.

Shoes

Only tennis shoes may be worn. Shoes must be laced or velcro. Slip-on shoes or 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 or unnatural color or highlighting, cut or style. Mullets, mohawks, and partially shaved are not allowed. It must be above the eyebrows, out of the eyes, 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 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 DiGiorgio's Sportswear 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 DiGiorgio's Sportswear, (402) 894-5627.*

Virtual Learning

See "Distance Learning Handbook."

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 junior high or parish doors to enter or exit the building.

Vocal Music Program

Students in grades Preschool (5-day)–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

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. 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.

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.

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

- 1. Welcoming/public relations**
 - Welcoming new families
 - Kindergarten round-up
- 2. Health Screenings**
- 3. Book Fair**
- 4. Special Events**
 - Catholic Schools Week
 - Field Day
 - Career Day
 - Fundraising
 - Graduation
 - Grandparents/Special Friends
 - Room Parents
 - Seder Meal – Grade 6
- 5. Academic/Extracurricular**
 - Junior Achievement
 - MathCounts
 - Readers Quiz bowl
 - Robotics
 - Science Club
 - Speech
- 6. Teacher/Staff Appreciation**
 - Teacher Conference Meals
 - Teacher Appreciation

Walkers

Students in grades K-8 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 or emails 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. This includes lunch boxes. Containers should be clear and contain water only. No Gatorade bottles.

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, nicotine, tobacco, vapes, 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.

St. Vincent de Paul Family Handbook

Required Sign-off Sheets (2024-2025)

IMPORTANT: Each student and a parent must sign this form and return to the school office by the first day of school, Aug. 14.

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.

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

Family Name: _____
(Please Print)

Dated: _____
Parent/Guardian Signature

STUDENT ACKNOWLEDGMENT OF TECHNOLOGY USE POLICY

Name: _____ Date of Birth: _____
(Please Print)

Name: _____ Date of Birth: _____
(Please Print)

Name: _____ Date of Birth: _____
(Please Print)

Name: _____ Date of Birth: _____
(Please Print)

Each student and his or her parent(s)/guardians(s) must receive the Technology use Policy and sign this authorization as a condition of continued enrollment. Teachers and other staff must also sign as a condition of continued employment.

I have received, understand, and will abide by the Technology Use Policy.

A Parent/Guardian must also sign the following, if the student is under the age of 19.

I have read the Technology Use Policy and this Authorization for Internet access and understand and agree to the terms of that Policy. I understand that access to the Internet is designed for educational purposes and that the school prohibits the access of inappropriate materials, but that it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the School, its employees, and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child's behalf, to the terms of the Technology Use Policy: I affirm my child's obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from that policy and this Authorization and accept all responsibilities arising from my child's compliance or non-compliance with that policy and/or Internet use I have discussed the items of this Authorization with my child. I hereby request that my child be allowed access to the Internet while at school or in connection with school activities.

Dated: _____
Parent/Guardian Signature