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## Principal's Message

Dear Parents/Students:

It is my pleasure to welcome you to St. Vincent De Paul Elementary School. I am looking forward to working with you and I want to reassure you that we will give our best effort to provide a successful experience for your child.

We are looking forward to a blessed year together. This handbook has been prepared to acquaint you with the general operation and policies of St. Vincent De Paul Elementary School. Students and parents should sign and return the statement page, which means that both students and parents have reviewed this handbook and have agreed to its contents. It is important to us, that parents and students know our expectations.

We want your child's school experience to be as rewarding as possible. Our desire to do all we can to provide a nurturing environment where the principles and teachings of Jesus Christ are guiding beacons and the Word of God is on our lips.

Our goal at St. Vincent De Paul is to provide an education that is compatible with the home and the church so that positive Christian character is developed, and academic excellence is within reach at all levels.

Our staff is looking forward to meeting you and having you involved in the education of your child. As we work together, we can assure that each of our students has the opportunity to grow to his/her fullest potential. We encourage you to visit our school and to attend the parent meetings scheduled throughout the year.

Today's world is full of opportunities for those who are willing to prepare themselves spiritually, physically, emotionally, and academically. The administration, faculty, and staff will work diligently to provide the type of school program that will prepare students to meet this challenge.

Together, with the Lord's leading and help, we can be successful in helping your student(s) attain the goals that they will set for a successful school year.

Pax,

Mrs. Denise Ray

St. Vincent De Paul Elementary Principal

This handbook is intended to be a guide for informing parents, guardians and students about the general policies and guidelines that will be followed in the operation of St. Vincent de Paul School. It is not an exhaustive source and may be changed at any time to better serve the families and students who are a part of the school community.

## **HISTORY**

Bishop Fabian W. Bruskewitz, in collaboration with Father Bradley Zitek and generous parishioners, established St. Vincent de Paul School in 2001. The opening school day was August 16, 2001, with 35 students. Mrs. Janet Bohaty was the head teacher, with four lay teachers, a secretary and one support staff. The School Sisters of Christ the King provided part-time Sisters to help the administration and teach Religion classes one day a week. Originally the school accommodated students in preschool through third grade. The following year, fourth grade was added.

## **PHILOSOPHY**

“In the fullness of time, in His mysterious plan of love, God the Father sent His only Son to begin the kingdom of God on earth and bring about the spiritual rebirth of mankind. To continue His work of Salvation, Jesus Christ founded the Church as a visible organism living by the power of the Spirit.” (The Catholic School, Vatican Polyglot Press, Rome 1977, Chapter 1 page 6.)

In response to the mission and message of Jesus Christ, St. Vincent de Paul School, with the family, strives to form a Community of Faith dedicated to continuing the mission entrusted by Christ to His Church. We therefore commit ourselves to educating the whole child in an environment conducive to spiritual, intellectual, emotional, social, and physical growth. We strive to imbue this environment with education and love that reflects the gospel message of Christ. By integrating the education of the whole child with an environment permeated by the Gospel spirit, St. Vincent de Paul School strives to continue Christ’s mission here on earth in building up the Kingdom of God.

## **MISSION STATEMENT**

Responding to God’s Call, we the community of St. Vincent de Paul, dedicate ourselves with love to the spiritual growth and academic excellence of our children to prepare them for the journey through this life to the Kingdom of Heaven.

## **SCHOOL COLORS**

Red and Gold

## **SCHOOL CHARISM**

Sharing the love and compassion of the Heart of Jesus

## **GOALS**

Spiritual Goal: The student will develop a personal relationship with Christ, fostered through worship, prayer, personal growth, service and evangelization.

Intellectual Goal: Students will achieve optimum academic growth within the student’s own capacity for learning.

Emotional and Aesthetic Goal: Students will develop the awareness of their intrinsic value and God’s unfailing love for each of them.

Social Goal: Students will become active and responsible members in the community, reflecting the principles of Christ.

Physical Goal: Students will develop an awareness of the need for physical fitness, and the knowledge that we are all temples that Christ resides in.

## **ADMISSION / TRANSFERS**

### **Admission to School (Grades K-4)**

Admission for new students may take place at any time by registering in person or registering online. Please call the school office for the needed information and website at 402-643-9525. The following information is necessary for the student’s file:

- Application for Admission (online)
- A copy of the Baptismal certificate (office must witness original)
- The official state Birth Certificate (office must witness original with raised seal)
- Emergency information

- Physical examination form/Vision exam form
- Immunization records
- Recent Proof of Dental Examination
- Parent Release Form for Transfer of Records between Schools (Grades 1-4)

### **Age Requirement**

A child must be five years of age on or before July 31 to be admitted to Kindergarten. The child must be six years old by July 31 to be admitted to First Grade.

### **Immunization Requirements**

Students are required to be immunized against chicken pox, measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, hepatitis B and haemophilus influenza type b (Hib) prior to enrollment. Information regarding waiving immunizations – please contact the principal.

### **Notice of non-discrimination policy**

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

## **TUITION AND SCHOOL FEES**

### **Tuition**

#### **Active Practicing Catholics**

Tuition will be set for each school year. School families are expected to be active in all areas of stewardship in their parishes. Tithing is strongly recommended at a minimum of \$25.00 per week to the parish, keeping in mind that the parish is assisting to keep the costs of Catholic education affordable.

School families who are not members of St. Vincent de Paul Parish will have their respective pastors contacted for support of educating their parishioners in our school. However, if the supporting pastor declines parish support, wholly or in part, it becomes the responsibility of the family to make up the difference in addition to all tuition and fees.

#### **Non-Catholics**

Families are subject to tuition, school fees and current rate per child for cost of education. That number is currently \$6000.00 per year.

### **School Fees**

**\$150/child:** This is a fee that is collected each school year for **every** K-4 student. These fees get paid directly to the Lincoln Diocesan Office to offset the \$250.00 technology fee per students that has been instituted for the 2020-21 school year. For the 2020-21 school year, St. Vincent de Paul will pay the remaining \$100.00 per student of the \$250.00 fee. Going forward ,the fees per year in technology will increase in the following manner.

2021-22 - \$330.00 per student

2022-23 - \$410.00 per student

### **Tuition Payments**

1 Child: \$1750.00 2<sup>nd</sup> Child - \$1750.00 3<sup>rd</sup> child - \$1750.00 4<sup>th</sup> or more – free tuition

All school families are asked to make arrangements within the first week of July for which payment plan they wish to use:

Option I: In Full - Payment of all fees by the first day of school.

Option II: Monthly- **due by the 5<sup>th</sup> of each month** from August - May

**All tuition and fees must be paid in total by the last day of school.** St. Vincent de Paul School depends on the payment of all tuition and fees to pay its expenses and salaries. School tuition and fees must be paid in full by the last day of the school year. Amounts not paid are subject to possible legal action. Where unexpected difficulties arise, arrangements must be made with the **Chief Administrative Officer** (Pastor). *Families in hardship or distress are encouraged to apply for the Guardian Angel Fund.*

## PRE-SCHOOL FEES AND TUITION

School Fee

\$25 per child

Pre-School Tuition

\$100.00 for Tuesday-Thursday students

\$125.00 for Monday-Wednesday-Friday students

\$135.00 for Monday through Friday students

We are now offering transportation for preschoolers who need it after the 11:00 session. Drop off destinations need to be within the Seward City limits. Car seats are provided. There is a cost for this service and parents must enroll their children for it and sign a transportation waiver.

\$10.00 per week for 5 day session

\$8.00 per week for 3 day session

\$5.00 per week for 2 day session

### **Guardian Angel Fund**

All families in need with children in grades K-4 are encouraged to fill out the confidential Guardian Angel form each year to seek assistance in meeting tuition costs. Monies donated by friends of the school for the Guardian Angel fund are open to any registered school family. Guardian Angel funds do not cover preschool costs.

**Diocesan Good Shepherd Scholarship** – This is a newly instituted scholarship, beginning with the 2019-2020 school year. Any parent may apply for this scholarship, which is located on the Diocesan website – [www.lincolndiocese.org](http://www.lincolndiocese.org). The scholarship requires parents to apply through the FACTS program, and certain documentation is needed in order to apply. There is a \$35.00 application fee that is payable upon filling out the information and submitting it. March The deadline for submitting GSS for the upcoming school year was extended to mid April because of COVID-19. Parents are informed of scholarship awards before the end of the current school year.

## **INSTRUCTIONAL TIME**

St. Vincent de Paul School shall have an academic school year consisting of 1032 actual instructional hours for Kindergarten through Fourth Grade students, with teachers and students in attendance. Hours over 1032 are included in the yearly calendar to cover time lost due to unforeseeable closings.

St. Vincent de Paul School defines instructional time as:

- Instruction in Religion, Language Arts, Mathematics, Science/Health, Social Studies, Art, Computer, Library, Music, P.E., and Spanish
- Recess time to enhance social development
- Field trips and assemblies to enhance the curriculum
- Daily prayer and spiritual exercises, attendance at Mass, and other special occasions that assist in the formation of the Christian student as defined in the school's philosophy

**Time that is not included as instructional time:**

- Lunch period.
- Faculty meetings, in-service, and workdays that do not involve students
- Snow days or emergency days
- Parent/teacher conferences

Additional instruction and/or attention may be given to students throughout the school year in spiritual, social and academic areas. This may take place during the school day or outside school hours if arranged with parents.

### **DAILY SCHEDULE**

Students are not to be on the school premises before 7:40 a.m. unless arrangements were made ahead of time by the teacher or administration.

#### **Kindergarten through Fourth Grades**

**All students, except bussed students, enter the building through the Church doors. Bus students are let off at the north doors, and enter through those.**

- 7:40 a.m. Early arrivals go to the Social Hall
- 7:50 a.m. Students admitted to classrooms
- 7:55 a.m. Tardy Bell / North doors are locked
- 8:00 a.m. Announcements / Morning Prayers / Pledge of Allegiance
- 8:10 a.m. Holy Mass
- 11:20 – 11:50 a.m. K-4 Lunch
- 11:55 – 12:10 a.m. K-4 Recess
- 3:25 p.m. Announcements / Closing Prayers
- 3:28 p.m. General Dismissal - All students should promptly leave the school at that time.

### **SCHOOL CLOSING INFORMATION**

In case of inclement weather, St. Vincent de Paul School will follow Seward Public Schools in closing. Parents/guardians can check radio (101 KLIR, 1110 KFAB, 96.9 KZKX) and TV Stations (Channel 8 and Channel 10/11). Anyone may receive an automatic text from Seward Public Schools by registering for a Bluejay Alert at [www.sewardpublicschools.org](http://www.sewardpublicschools.org).

If school is held and parents or guardians do not want their child(ren) attending school because of bad weather, the students may be kept home. In case, St. Vincent de Paul School would have school when Seward Public does not or we would not have school when Seward Public does, we would send out a Powerschool message to all of our parents.

### **ATTENDANCE / ABSENCES / TARDINESS**

Regular attendance is required by state law (Neb.Rev.Stat.79-201 & LB 463) and it aids the student in achieving his/her potential. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious problem.

#### **Absences**

No student is allowed to leave the school premises during school hours without the permission of the principal and at the request of the parents or guardians. **Parents/guardians need to sign a child in or out at the school office.**

Try to schedule appointments on days off or before or after school. Students will be counted as absent for a half day if they arrive after 10:00 a.m. or leave prior to 1:30 p.m.

If a student will be absent parents or guardians are asked to call the school office (402-643-9525) **by or before 8:00 a.m.** that day or send a signed note with a sibling and please indicate the reason for their absences. If it is an illness, please specify the illness (State Dept. of Health requirement).

Parents will be called to take their child home when his/her temperature is 100 degrees F (or greater) or if he/she exhibits symptoms of vomiting, diarrhea or other contagion. Students may return to school when:

- Free for 24 hours of: fever (without the aid of fever-reducing medicines), vomiting, or diarrhea
- Chicken pox: symptom-free, no longer having an elevated temperature and the pox are scabbed over
- Ringworm, impetigo, and pink-eye: after one full day of treatment outside of school.
- Hepatitis: receiving a written permission from the family physician

At the discretion of the teacher, homework assignments may be obtained for a child who is sick, preferably to be picked up at the close of the day.

Assignments may be given in advance of a known absence at the discretion of the teacher. Students are allowed one day for each absence to complete makeup work.

A letter of notification will be given to the parents when a child is absent for 5 days per quarter. A student missing 10 days per semester will require a meeting between administration and parents to devise a plan of action to prevent further absences. Another meeting would be required after 20 days of absences. Illness and family emergency are taken into consideration.

### **Tardiness**

Students are considered tardy if they are not in their classrooms by 7:55 a.m. Students who are late because of snowy and icy weather conditions will not be counted tardy. If a bus is running late and that results in the student being late, they will not be counted tardy. Excessive tardiness not only effects that student but the other classmates as well. Please have students here by 7:55 a.m. Any students arriving after 7:55 a.m. should use the Church (South) entrance as all other outside doors will be locked for safety reasons. They will need to buzz in to enter and check in at the office. They will receive an admittance slip that they will give to their teacher when they enter their classroom.

A note will be sent home from the office to notify parents after a child has been tardy 5 times. After the 10<sup>th</sup> tardy, a call will be made to the parent to discuss a plan that will help ensure timely arrival for the student at school. After the 15<sup>th</sup> unexcused tardy, the student will need to make up the time lost after school, which will be 5 minutes for each day late, beginning with the 10<sup>th</sup> day late.

### **STUDENT DROP-OFF / PICK-UP PROCEDURES**

When arriving at school please enter the south parking lot **only** and pull up as far as possible in front of the Church (South) Entrance. Students may be dropped off in front of the south church doors, or may be walked into the school. It is important for the safety of our students that car traffic remains separate from bus traffic. The north parking lot is used for buses only. At no time is a child to be dropped off or picked up in the north parking lot at morning arrival or afternoon dismissal. Students should enter the school using the **Church (South) Entrance** to the building.

DRIVERS WISHING TO STOP THEIR VEHICLES AND WALK IN TO DROP OFF OR TO PICK UP THEIR CHILDREN ARE ASKED TO PULL INTO A PARKING STALL ON THE NORTH SIDE OF THE SOUTH PARKING LOT. THIS WILL KEEP THE LINE OF CARS IN FRONT OF THE CHURCH MOVING SO WE DO NOT BLOCK THE SOUTH ENTRANCE TO THE PARKING LOT.

After dropping off or picking up students you may pull out of the line and proceed to the west exit of the parking lot.

Near 8:00 a.m. the parking lot becomes very busy with preschool drop-offs, school-age children drop-offs, church staff members arriving, and parishioners coming for Mass. We want to do our part to keep all this traffic moving efficiently and safely.

After the buses have dropped off students in the morning, the north parking lot will be closed off so students will have safe access during recess to the 4-Square and Hopscotch games, which are painted on the cement.

Pick up procedures:

Buses enter through the north parking lot and pick up students from the north doors.



Cars picking up children, enter through the south driveway and pull up in a line against the curb to load children. Children will be waiting in the South door area under the awning. Children are asked to load on the passenger side of the vehicles. Vehicles exit using the WEST driveway. Parents who park and pick up their children are asked to park in the parking spaces next to the middle median in the parking lot on the SOUTH side of the lot. You may walk up using the median to pick up your children who will be at the bike rack area. Children who are walking or riding bikes will exit the building using the NORTH doors and walk to their destination. If riding a bike, they will walk the bike off school grounds.

## **LITURGY / SACRAMENTS / SPIRITUAL ACTIVITIES**

### **Mass**

Students attend daily Mass at 8:10 a.m. Parents, guardians, and extended families are welcome to join the student body in worship whenever possible.

**Participation in Mass:** Students are taught that active participation at Mass consists in joining the sacrifice of Jesus by the offering of their hearts and lives with Him to the Father in the unity of the Holy Spirit. This is portrayed by singing and responding at Mass with reverence. They will also have opportunities to read at Mass, take up the offertory, serve (altar boys), and lead the singing.

**Baptism Mass:** On a scheduled day quarterly there will be a special celebration during Mass for all students who were baptized in the recognized months. Parents, guardians and extended families are encouraged to attend this Mass which recognizes the importance of the student's birth into God's life.

### **Holy Days of Obligation**

Holy Days of Obligation are typically days off from school. Parents and guardians are asked to check the church bulletin for the Mass schedule.

### **Feast Days**

Special feast days throughout the year are recognized with activities or treats. The feast of our patron saint, Saint Vincent de Paul, is a special day of celebration, usually on September 27<sup>th</sup>.

### **Sacramental Program**

The Church teaches that parents are the primary educators of their children. Parent involvement in sacramental preparation is crucial in shaping the values and attitudes of each child. Programs for assisting the parents are arranged by the parish. Dates of meetings are sent to the parents in sufficient time for schedules to be arranged so at least one parent can attend. Parents are expected to actively participate in the sacramental preparation of their children. The Sacrament of Penance and Holy Eucharist are received for the first time by the students in the second grade, as well as older students who have not yet received these sacraments. The Sacrament of Confirmation is received by students in fifth grade.

### **Reconciliation**

The Sacrament of Reconciliation will be offered to the Second (after First Penance), Third, Fourth Grade students on a regular basis during the school year. Children are encouraged to go with their families at other times.

### **Catholic Schools Week**

Each year, usually the last week in January is set aside to celebrate all Catholic Schools. Special activities and treats will be planned for the week.

### **Stewardship**

The students of St. Vincent de Paul School have opportunities to grow in their knowledge of God's care for them and the responsibility they have to care for others through programs of stewardship. Collections (money, food, clothing) during the school year support such needs as the pro-life cause, the library, Guardian Angel fund, needs of the poor, evangelization and others. Students are

encouraged to give from their own resources, and to pray and sacrifice to help needy children around the world.

One of the primary recipients of our stewardship (including all of the money collected on Spirit Days) is the Missionary Childhood Association (MCA): “Children helping children.” For those who receive aid, the Missionary Childhood Association can mean the difference between life and death. For the children who give aid, it is an experience that teaches the lesson of Christian apostleship and love, and one that shapes the attitudes of a lifetime. Since being raised to the status of a Pontifical Society in 1926, the Missionary Childhood Association has continuously received strong Papal endorsement for its unique role in developing mission awareness in Catholic youth.

**Works of Mercy**

Students will participate in activities that target the Spiritual and Corporal Works of Mercy.

**ACADEMICS**

**Textbooks / Supplies**

All textbooks are furnished to students. In order to ensure good condition and longevity of books used, all hardbound books are to be covered the first week of school. It is the responsibility of each student to give proper care to all instructional equipment and supplies. Students are asked to keep books covered and clean at all times. A fine will be assessed for loss or damage beyond normal use. Books should be carried to and from school in backpacks.

In the event a student loses or destroys a book belonging to St. Vincent de Paul School, the student is expected to pay the school for the loss. The following procedure is used to determine the value of books lost or damaged: If the book is new, its purchase price is reimbursable; if the book is used for the second year, 80% of the purchase price will be charged; if it is the third year of usage, 60% of the original purchase price will be charged; if it is the fourth year of use, 40% of the original cost is charged; and thereafter 20% of the book’s original cost to the school will be charged.

Student textbooks will also be available through a federal program called **Textbook Loan**. Under this program, parents sign request for students to use textbooks purchased with taxpayer money. This is an important program that reduces school costs and parents are encouraged to monitor, support and pray for legislative activity that promotes this program.

**Grading**

Keep in mind that grading reflects the whole of academic performance and not simply the average of assignments or test grades. The following scales will be used:

A+ 99-100%	A 95-98%	A- 93-94%	Highly Satisfactory
B+ 91-92%	B 87-90%	B- 85-86%	Doing Well
C+ 83-84%	C 79-82%	C- 77-78%	Satisfactory
D+ 75-76%	D 72-74%	D- 70-71%	Needs Improvement
F 0 – 69%			Experiencing Difficulty

**1<sup>st</sup> through 4<sup>th</sup> Art and Handwriting grades use the Specialty grade scale: H, DW, S, N, E**

**Kindergarten grading scale is M-Mastered, P-Progressing, B-Beginning**

**Homework**

Homework gives the children some responsibility and the opportunity to reinforce the lessons taught in school. Assignments will be given to students on a regular basis. Students who fail to do homework will be expected to have it done by the next school day or stay after school and work untill 4PM or given a zero. Both the Spalding Phonics/Spelling and Saxon Math programs require regular assignments for maximum learning. Students should generally be able to complete

assignments with little or no assistance. Parents can assist their children by providing a suitable time and place, supervising as necessary and showing interest in their children's work.

Correct use of assignment books will be taught beginning in third grade.

Time devoted to homework each day should be approximately as follows:

All students should be reading nightly – at least 15-20 minutes for K-2 and 20-40 minutes for 3-4 grades.

Kindergartners will be given occasional assignments, mostly reading with a parent nightly. Spelling words will come home later in the year. A poetry book also goes home each Friday with the students, starting at the beginning of the year.

10 minutes-Grade 1

20 minutes-Grade 2

30 minutes-Grade 3

40 minutes-Grade 4

Late or incomplete work is not acceptable. If an assignment is not turned in on time, unless a student has a written note from parents explaining the reason for the failure to complete and return the assignment, the student will have consequences determined by the teacher. The assignment will still be expected to be completed, and the student may need to do so during and agreed upon time by teacher. This may be during recess or another activity time. If late work becomes a consistent problem, a conference will be arranged with the teacher, parents, and student to create a plan for improving this skill. For makeup work, a child is given 1 day for each day missed to makeup the work missed. If after that time it is not done it would be handled the same way as any other late homework.

### **Report Cards**

Student report cards will be sent home quarterly. After reviewing the scores please sign in the appropriate place for parent/guardian on the envelope and return it to school with your child. Work habits skills report will come home at the same time as the report cards. Keep both the report card and the work habits report for your reference.

### **Standardized Testing**

As part of the Lincoln diocesan standardized testing plan, ITBS (Iowa Tests of Basic Skills) Tests will be given to students in Third and Fourth grades in the spring. These tests are just one measure used to assess students. Standardized testing gives an indication of student performance compared with children of a similar age across the country.

Various tests (DIBELS, GORT, etc.) to determine achievement and need for reinforcement are conducted in grades K-4 throughout the year. Information on various tests used throughout the school is available in the school office.

### **Field Trips**

Field trips should contribute to the student's educational, cultural, and social growth. Generally, trips will be taken between the months of September through April. Field trips will be paid by the PTO. Parental permission is required for each trip. Permission over the phone is not acceptable. If parents and guardians are needed to assist they must first have a background check and complete Safe Environment Training (Recognizing Child Abuse module). For the benefit of the children on the field trip, it is best that younger siblings not be brought along so that you may give the school children your undivided attention.

Parents and guardians may be needed to assist with transportation of students on field trips. Any adult transporting students will be asked to complete a liability form required by Catholic Mutual Insurance asking basic information including name and driver's license number. No parents may transport children other than their own without the necessary state forms on file in our office. A faculty member assisted by other adults will accompany the students.

Students are expected to conduct themselves according to our school standards. Teachers may prohibit students from participating in a field trip if work is not completed or their behavior warrants it.

## **TECHNOLOGY**

Students in grades K-4 will have access to the computer lab weekly. Teachers may take classes into the lab on a more frequent basis for classroom use, or bring the iPad cart into the classroom. Students **must** sign a computer/internet policy agreement (located at the end of the handbook) at the beginning of each school year before they are allowed to use this technology. The policy is as follows:

### **Computer/Internet/iPad Use Policy**

#### **Purpose**

St. Vincent de Paul School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. To achieve this goal, the school provides selected education technology for students to explore, investigate, question, analyze, evaluate, design and create in a Christian environment. Technology is an increasingly integral part of effective educational programs; it is used to challenge students to reach even higher levels of achievement in religion, science, mathematics, social studies, language arts, music, business, art, speech, physical education and computer proficiency. To this end, St. Vincent de Paul School uses technology in a carefully planned environment to enhance the holistic education of its students and to be used for educational purposes only.

#### **Acceptable Use**

Computers, iPads and the Internet are available in the classrooms and/or in the computer lab at St. Vincent de Paul School to be used for school assignments or learning academic skills. We place responsibility upon each student to use this service in a manner consistent with the school rules and philosophy and for the purpose intended.

#### **School Image**

The school name, motto and logo are not to be used on any website (including social networking) without the permission of school administration. Negative or unjust portrayals of school or persons associated with the school, on any website (including social networking sites) may be subject to disciplinary measures. This applies to actions initiated either in or out of school.

#### **E-mail Policy**

Saint Vincent de Paul School does not presently provide e-mail services for its students, and students should not use school computers for access to personal e-mail accounts except for specific teacher-supervised assignments.

#### **License Agreement**

Software from home will not be accepted or put on our computers because of copyright or licensing purchase agreements.

#### **Supervision**

The school will provide monitoring to the extent possible, including adult supervision, filtering, and software protection for undesirable Internet sites and password protection of operating systems and key files. Although students are supervised and guided in their use of the Internet, it is the student's responsibility to use the system in accordance with the rules.

#### **Unacceptable Use**

Unacceptable uses include, but are not limited to the following:

- Activities that are illegal, dangerous, destructive, accessing or providing materials to sites which

include information on drug use, pornography, bigotry, hate violence or criminal behavior.

- Using the school name, motto or logo on any website (including social networking) without the permission of the school administrator.
- Violation of privacy or the integrity of others' files, revealing personal addresses, phone numbers, or bank or credit card information.
- Use a photograph, image or likeness of any student, employee or parishioner without the permission of that individual and of school administrator.
- Use of another person's account.
- Use of social networking sites, chat groups, interactive games, instant messaging, non-school-related bulletin boards, or personal e-mail that creates a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities.
- Copyright violation or plagiarism.
- Hacking or attempting to violate or change secure files.
- Introducing viruses or other harm to the system.
- Downloading programs or installing software (without permission of network administrator).
- Altering computer settings especially control panel settings.
- Damaging computers, iPads, computer systems, or computer networks.
- The use of the Internet for financial gain or any commercial purpose: buying, selling, any financial transaction.

### **Supplies**

Students are not to waste or take supplies, such as paper, toner, cartridges, headphones and other items provided by the school. Students should print only one copy of their work on the printer. If additional copies are needed, they should be photocopied with permission from the computer teacher.

### **Social Networking Reminders**

- It is illegal for anyone under 13 to be on any social networking site without parental permission.
- It is unsafe for minors to give out personal information on any social networking site.
- It is against Diocesan policy for teachers to associate formally (e.g. "friend", "follow") with anyone under 19 years of age who is not a relative.

### **Consequences**

The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the internet. Students who violate the St. Vincent de Paul School Computer and Internet Use Policy will immediately be suspended from computer or Internet privileges or both. They will be responsible for payment of intentional damages or damages due to negligence to computer hardware or software. Other consequences could include: detention, conference with parents, contact of law enforcement authorities or other disciplinary action deemed necessary by the school administration.

## **SERVICES**

### **Speech / Language Therapy**

Students with speech/language difficulties may be tested and serviced in cooperation with Seward Public and resident public school districts.

### **Educational / Behavior Testing and Resource**

Through Seward Public and resident public school districts, students may be tested for educational performance and/or behavior that interferes with academic progress. A student assistance team (SAT) consisting of principal, teachers and other professionals will be organized to examine the needs of individual students and make recommendations for testing when necessary. Special education services by public school personnel are provided to students of St. Vincent de Paul

School who qualify.

Title I is a supplemental reading program which is designed to help students to achieve proficiency in reading. Title I services are provided at St. Vincent de Paul School in conjunction with Seward Public and resident public school districts.

### **Lunches**

St. Vincent de Paul School will provide a hot lunch program to our students through the Seward Public Schools. Payments should be made to Seward Public Schools through St. Vincent de Paul School office. Applications for free and reduced lunches are distributed at the beginning of the year and are available in the school office.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave, SW, Washington, D.C.20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Children who bring cold lunches are asked to observe the following guidelines: the lunch should not need refrigeration or need to be heated in a microwave, as this delays the amount of time for eating.

We prefer that fast food lunches be reserved for special occasions such as birthdays or for when special guests come to eat lunch with your student. When bringing in a fast food lunch, please limit the drink to milk or juice. Students may not bring pop in their lunches.

Hot lunch prices are \$2.70 per lunch (grades K-4). Hot lunches include milk. Students may purchase white or chocolate milk separately for 30 cents. Water is also available to the children in the lunchroom.

If the church is holding a funeral during a school day the students will need to bring their lunch.

If Seward Public is out of session and we are holding school, the students will need to bring their lunch.

### **Library**

Classes will visit the library weekly to check out books. The librarian will determine the length of time the books may be checked out. If a student returns a damaged book or the book cannot be found, the student may be asked to pay the replacement cost of the book. Students will only be allowed to check out a new book when the previous book is returned.

## **HEALTH**

The school complies with the requirements of the State Department of Health in obtaining and recording health information. The school maintains cumulative health records, screening results, and immunizations of each student. All health records and information are used for the purpose of benefiting the student's educational process and are bound to high standards of confidentiality. Parent volunteers help to coordinate a school health program.

**Immunization Records** are required for all students. By state law, students may not enter school until immunization records are complete and up-to-date.

**Health Screening** is done each year, usually in the first quarter. The minimum recommended screening includes: height, weight, vision, hearing and dental on students in and grades 1 through 4. Parents are notified in writing when further evaluation is recommended by their health care professional.

**Physicals** are required for every kindergarten student and all new students from out of state. Evidence of a physical examination must be shown by October 15 of the current school year. Physicals must be scheduled by or after March 1 of the year entering kindergarten in order for it to be considered current.

**Dental:** State law requires that results of yearly dental examinations be on file in the student's record. Forms may be obtained from the school office or the website for the dentist to fill out and return to the school office.

### **Vaccination Policy**

Students must be vaccinated according to state requirements in order to be enrolled in the Lincoln Catholic Schools. The only exceptions acknowledged by the diocese are those for medical reasons and for which a physician, M.D., has signed a waiver form. NO religious or philosophical waivers will be accepted by the Diocese of Lincoln. Whenever possible, vaccinations derived from sources other than human fetus must be used. In the event of a disease outbreak, an unvaccinated child will be asked to leave the building (without prejudice to academic standing) until the disease is contained.

### **Medication**

Medications will be administered and documented in the school office and not in the classrooms. All prescription medications must be brought to the school office in the original container appropriately labeled by the pharmacy or physician. Non-prescription drugs (including items such as Tylenol, etc.) must also be sent to the school office. A note with the following information must accompany any medication: date medication is sent, duration of permission, child's name, time of dosage, instructions for dosage, possible side-effects and parent's signature.

The school will not store medications for more than five consecutive days unless the child has a note from a physician stating the nature of the illness and the duration for which the child needs to take the medication.

Students with diagnosed diabetes, asthma or other life-threatening conditions are allowed by state law to carry and self-administer prescribed medications if parents have signed a form indicating that their child is capable and they prefer he/she self-medicate. **There must be a self-medicate form on file if this option is utilized.**

Inform the office of any medical condition that may affect a child's behavior, schoolwork, or health while at school and any side-effects that may be caused from the medications.

### **Lice**

Anyone with live head lice or nits (lice eggs) will be sent home immediately. The children who share a classroom with the child will be checked for lice. A note will be sent home letting families know head lice was reported in their child's classroom. St. Vincent de Paul School will follow a nit-free policy and students who have been identified with having either lice or nits will not be allowed to return to school until after treatment and there are no visible nits or lice remaining.

### **Asthma / Systemic Allergic Reaction**

If you know that your student has asthma or a known allergy, it is **critically important** that you communicate this information to our school staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described below.

A state regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction (anaphylaxis).

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by one of our local physicians.

### **The protocol is:**

1. **Call 911.**

2. **EpiPen injection will be given.** An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function.

3. **Albuterol** is provided through a nebulizer. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

### **Emergency Parent Contact**

Parents are asked to let the school office know if there are any changes to contact information, so that they can be contacted in case of serious illness or injury.

### **Drug, Alcohol, and Smoke-Free Facility**

St. Vincent de Paul School is a drug, alcohol, and smoke-free facility.

## **SAFETY**

St. Vincent de Paul School provides a safe learning environment. The school strives to follow safety procedures at all times. Teachers review emergency procedures, (such as fire and tornado drills, Lock Down, Code Red) with the students regularly. Anyone aware of any hazardous conditions should report them immediately to the principal.

### **Crisis Response**

Since unforeseen crisis events can happen anywhere, St. Vincent de Paul School has established crisis response procedures for staff and students in the event of an emergency. The school administration and crisis team will make necessary provisions and decisions during any crisis events.

Some basic guidelines for parents to follow during a crisis event include: 1) Parents will be notified as soon as possible in the event of an emergency. Try not to call the school with questions, since this may tie up the phone lines needed to communicate with rescue personnel. 2) Students will be carefully monitored for their protection. In a crisis, students will only be released to parents or designated adults, who may need to sign off that they picked them up. 3) In some crisis events (e.g. tornado, toxic fume release, etc.) students are safer remaining in the stability of the school structure rather than being released immediately.

### **Evacuation**

If circumstances warrant the evacuation of the school building/premises for an extended period of time and students need to be sent home please plan to pick up your child(ren) at the Seward High School. The Seward Elementary School is the alternate site.

### **Searches**

Teachers and administrators have the right to search desks and personal belongings at any time for a sufficient reason. Any items found which are inconsistent with the Catholic goals of the school may be removed and the student will receive a consequence.

### **Bullying Policy**

Bullying and intimidation have a negative effect on the social, emotional, spiritual and academic development of our students. Every student has the right to an education and to be safe in and around school. It is the policy of St. Vincent de Paul School that any form of bullying behavior, whether in the classroom, on school property, cyberbullying, or at school-sponsored events, is



unacceptable. Students who are determined to have engaged in such behavior are subject to disciplinary action. Consequences for students who bully others will depend on the results of the investigation and may include loss of recess, behavior report, detention, a parent conference, behavior contract, recommendation of counseling, in-school or out-of-school suspension and/or expulsion; or any other appropriate consequence. The staff member reporting the incident or the school administration will notify the parents of students who commit any serious verified acts of bullying and the parents of students against whom such acts were directed.

### **Violent Threat Policy**

Violent threats given by a student to other students or to adults in the school are unacceptable. Parents should talk to their children very seriously about using such vocabulary as, "I'm going to shoot you" or "I'm going to kill you," when they are angry or even in jest. The policy for violent threats given by students to other students or to adults in the school is as follows:

**1<sup>st</sup> time:** the student will receive a consequence, and will meet with the principal to discuss the language that was vocalized and heard. A written office referral will be sent home to the parents. A possible one day in-school suspension may be given if the situation warrants it, in which case parents will be immediately notified to come pick up their child from school.

**2<sup>nd</sup> time:** parents will be notified and the student may receive a three day in-school suspension. A plan will be set up with the parents which may require counseling services.

**3<sup>rd</sup> time:** The student may be automatically expelled from school.

### **Weapons Policy**

No student may have in his or her possession during school time any kind of weapon, perceived or real, such as guns, knives, sharp objects, explosives or fireworks or any object that the teacher/administrators deem inappropriate. Students who are determined to have knowingly and intentionally possessed, used or transmitted a firearm on school grounds or in a school vehicle will be expelled for no less than one year. (cf. Gun-Free Schools Act 1994)

### **Outdoor Recess**

**Clothing:** Students should wear appropriate clothing (jackets, coats, gloves, etc.) for recess outdoors. Students will go outside if the temperature is 15 degrees (with wind chill) and warmer. Teachers on duty use discretion if conditions warrant coming inside (excessive wind, etc.) If students are not dressed warmly enough during cold weather, they may need to stay inside for recess.

### **Playground Rules**

- Students walk to the yellow line.
- Students walk through the gate.
- Grassy areas are for organized sports.
  
- Swings:
  - Swings are for sitting and swinging back and forth only.
  - Students stand by the outside pole for their turn.
  - Students are not to jump off the swings.
- Slides:
  - Students sit down and slide feet first, one person at a time.
  - Students may not climb up the slides.
- Jump ropes are to be used for jumping, not swinging or pulling students.
- Balls:
  - Balls should be kept away from the playground equipment.
  - Students tell the playground supervisor when a ball goes outside the designated play area.
  - Basketballs and volleyballs are not to be kicked.
- Football: students may play flag or touch football only.

- No personal items, including skateboards, toys, iPods, iPads, radios, CD players, phones, etc. may be brought to recess.
- Snow
  - Students may play in the snow if they have boots and snow pants.
  - Students can pick up snow but are not allowed to eat it or throw it.
  - Students may not play on equipment when there is snow on the ground.
- Students are not to climb on the outside of equipment or on the fence.
- Students must never kick or throw sticks, gravel, snow, ice, etc.
- Students are not to play on wet equipment; in standing water, mud, ice; or on snow piles by the street or near the south parking lot.
- Students may not play beyond the fence line, in the south parking lot, in the tree shelter, around the swing set, or by the school building.
- Students should leave dangerous items alone and report them to the playground supervisor.

### **Bicycles / Skateboards**

Students are to park their bicycles in the appropriate rack. Under no circumstances are students to tamper with bicycles that are not their own. Bicycles are to be walked, not ridden, on the school playground or sidewalks on the school grounds. Skateboards and scooters are not to be brought to school.

### **Asbestos**

St. Vincent de Paul School was inspected for asbestos in October 2001. Only a very minute amount was found in an old portion of the building and this is contained and poses no health risk to our children. An asbestos plan has been written and is on file in the school office if you wish to review it.

## **DRESS CODE**

### **Purpose**

School uniforms are important for a number of reasons. As part of the Catholic school tradition, uniforms help to create a Catholic identity. Uniforms, which distinguish school clothes from play clothes, are connected to better academic and behavioral performance. They help to eliminate the pressure of wearing the right brands or fashions, and can lead young people to realize that their value and worth comes from being children of God, rather than from what they wear or look like. Uniforms provide parents the advantage of lower cost for school clothing and eliminate daily battles and struggles over what clothes children will wear to school, especially in a time when fashions have become increasingly more immodest.

### **Companies**

- ♦ Jumpers and Skorts, and Banded Polo shirts (18632A; Wilson plaid) are ordered through Dennis Uniform at <http://www.dennisuniform.com/> or call 1-800-854-6951. The store is located at 726 N. 109<sup>th</sup> Ct in Omaha. Check hours online (search for Omaha store) or call 402-496-9911.
- ♦ Other clothing items may be purchased at Old Navy, Target, or through the Dickies website at [www.dickies.com](http://www.dickies.com), but they must meet the uniform guidelines below. Old Navy Khaki option must be the correct color. Rolled Oats is the color option that will be used at St. Vincent. Please note this when ordering or looking at garments in the store.
- ♦ Spirit sweatshirts are ordered in the fall / Spirit T-shirts are ordered in the spring through Sports Express under the direction of Lisa Lindau.

### **Policy**

St. Vincent de Paul School students in kindergarten through fourth grade are expected to adhere to the dress code as outlined below. Modesty and respect for the dignity of the human body are

emphasized in this policy. The administration reserves the right to make discretionary judgments regarding appropriateness of student dress/fashion not explicitly covered by this dress code.

### **Notification**

In order to keep our uniform consistent, a note will be sent home informing you if your child is out of uniform. Please correct this by the next school day and return the note, signed by the parent/guardian. If you have a need for your child to be out of uniform, please contact the principal.

#### ❖ **Jumpers (girls)**

- St. Vincent de Paul School plaid uniform jumper.
- SHORTS (PLAIN COLORED: NOT BRIGHT OR FLASHY) must be worn under the jumper (even with tights)
- length must be no shorter than two fingers width above the knee cap or below (plan for student growth when you purchase)

#### ❖ **Skorts**

- Skorts may only be purchased from Dennis Uniform Company. They are available in the plaid or khaki. Skorts may be worn year round as long as leggings are worn with them.

#### ❖ **Pants**

- Navy blue or khaki twill straight-leg dress uniform pants with pleated or flat front. No khaki or navy denim pants. Uniform pants can also be ordered through Dennis Uniform Co. (**none of the following:** flare legs, low rise, slits in hem, outside pockets, sewn on pockets, loops, fancy stitching, extra seam down the front as a crease, holes or tears)
- Pants are to be well-fitting, neither baggy nor tight

#### ❖ **Shorts**

- ❖ May be ordered or purchased from Dennis Uniform Co., Old Navy (color is Rolled Oats), or Dickies. Navy blue or khaki uniform walking shorts. No lower than knee length, no shorter than three inches above the knee. If they are purchased through Old Navy (color is Rolled Oats), or Dickies, they need to be comparable to the Dennis uniform short.
- May be worn August through Oct. 31<sup>st</sup> and March 1<sup>st</sup> through end of May

#### ❖ **Belts (optional)**

- Belts, if worn, are to be solid black, navy blue or brown (no decorations)

#### ❖ **Shirts**

- Plain white, navy blue or red polo; short, long sleeved or turtle necks. These shirts must be tucked into pants or shorts.
- White, navy blue, or red polo BANDED shirts. These are only available through the Dennis Uniform Co. These shirts do not need to be tucked in.
- Plain collars, cuffs and buttons only (no scalloped edges on the cuffs or collars, must have a turn-down collar, hemmed not banded bottom edges, 2- or 3-button placket, plain rather than decorative buttons, no capped sleeves)
- **Girls**—white long or short sleeved blouses with a plain or Peter Pan collar
- **Boys**—white long or short sleeved Oxford shirts
- Anything worn under the uniform shirt must be solid white (no print, colors, pictures. logos)

#### ❖ **Sweatshirts**

- St. Vincent de Paul School navy uniform sweatshirt
- A uniform shirt must be worn under the uniform sweatshirt

#### ❖ **Sweaters**

- Solid navy blue, white or red cardigan, button-down front
- Plain, without decorative logos or monograms or hoods

#### ❖ **Shoes**

- Suitable shoes (dress, tennis/sports) with non-marking soles; safe for PE and recess

- No boots, heavy-duty shoes, slick-soled shoes (snow boots allowed for winter recess)
- Sandals, clogs, backless or crocs are not part of the school wear
- ❖ **Socks**
- Socks, leggings or tights must be worn at all times
- Socks must be solid white, black or navy blue and must be visible above the tops of the shoes
- Tights must be solid white, black or navy blue and must be worn with shorts under the jumper.
- Ankle length leggings must be solid white, black or navy blue, with same color socks.

❖ **Jewelry and Makeup**

- Simple religious necklaces, medals, pins or scapulars may be worn
- A religious Bracelet may be worn
- Watches (non-distracting) are permitted. No SMART watches
- Girls may wear one pair of small earrings no larger than the earlobe (no hoops or dangles)
- No earrings for boys
- Makeup is not permitted
- Girls may wear fingernail polish

❖ **Hair**

- Hair must be clean, well-groomed and its natural, God-given color
- Extremes in hairstyle and color are unacceptable. No designs cut into the hairstyles.
- Girls' hair should be kept out of the eyes. Clips, barrettes, headbands, scrunchies, uniform bows, etc. are allowed. Distracting or faddish items (for example, big bows, flowers, bandanas and large headbands) are not allowed
- Boys hair may not go beyond: the top of the collar, eyebrows or ear lobes

**Points to Remember**

- Uniforms should be clean & in good condition (no holes, tears, stains, rips, excessive fading)
- Any item that the child may remove (such as coats, jackets, sweatshirts, hats, gloves, snow pants, etc.) should be marked with the child's name.
- Scouts and Brownie uniforms may be worn on Troop meeting days.
- Shirts and blouses are expected to be tucked in at all times (exception of banded shirts, and during PE and recess).
- All parents should consider personal hygiene needs and appropriate use of undergarments.
- Students may not wear tattoos or draw on their skin.
- Hats are not to be worn during school hours.
- Please make sure students have tennis shoes on Phys. Ed. Days.

**OUT OF UNIFORM DAYS**

Out of uniform days will be announced by the administration and follow these guidelines. Clothes must be neat, (no tears or wrinkles) clean (no stains) and modest (not tight fitting; dresses and skirts must be below the knee, modest necklines, no midriff showing and sleeves in shirts and dresses). In a Catholic school environment, clothing that is offensive, immoral or otherwise inappropriate is not allowed. Jewelry and makeup regulations remain in place.

**Picture Day** This is a dress up day for students. Boys may wear nice pants and shirts. Girls may wear dresses/skirts or pants with a shirt. Shirts and blouses must have sleeves. For shorts, wear uniform shorts please. Shirts should not have writing, numbers or pictures on them. Shoe guidelines still apply.

**Spirit Days** Usually once a month, students will be allowed to wear a Spirit shirt with jeans or uniform pants. Jeans shorts (no shorter than three inches above the knee) or uniform shorts may

be worn during shorts season. Girls may wear jeans skirts only if they are no shorter than two fingers above the knee. A Spirit shirt is any t-shirt or sweatshirt that displays the Firehawk, Catholic logos/sayings or Christian symbols. Students bring 25¢ to school on Spirit Days which will be given to the missions or to help others in need.

## **DISCIPLINE POLICY**

Four school virtues that every student at St. Vincent de Paul School will strive to live by are: reverence, respect, responsibility, resourcefulness. Reverence is to show love and respect for God and holy things. Respect is to show love and kindness to all people. Responsibility is to try their best to make good choices and do what they should. Resourcefulness is to use God's gifts in the best way they can. The foundations upon which the discipline policy of St. Vincent de Paul School is formed are the concepts of Christian discipleship and positive growth.

### **Christian Discipleship**

A Christian disciple is a person who strives to follow Jesus in order to learn His way of life and love. One of the primary goals of Catholic schools is to prepare students to live as responsible members of a Catholic Christian community in a democratic society. To accomplish this goal, there must be mutual respect and trust among parents, teachers and students. This establishes an environment which fosters spiritual maturity, respectful relationships, self-discipline, responsibility, and other life skills in our students. The essence of Christian discipleship is twofold:

- 1) Love and reverence for God which leads to a desire to imitate His self-giving love.
- 2) Love and respect for the dignity of the human person, who is made in the image of God.

### **Positive Growth Model**

In response to the Gospel mandate, "Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you" (Matthew 28:19-20), the administration, faculty and staff of St. Vincent de Paul School embrace a "positive growth model" for helping our students to experience and live their Christian discipleship more deeply. In our school, we have utilized the Boys Town Education Model, which promotes "student success through the teaching of social skills and Christian values". The Boys Town Model is made up of several components:

- *Social Skills Curriculum*: provides the foundation for a structured educational approach to the socialization of school-age children. Children learn social behaviors encompassing adult relations, peer relations, school rules and classroom behaviors. There are 16 basic skills that are taught with other skills developed by the teachers. The basic skills are: Following instructions, Accepting criticism or a consequence, Accepting "No" for an answer, Greeting others, Getting the teacher's attention, Making a request, Disagreeing appropriately, Giving criticism, Resisting peer pressure, Making an apology, Talking with others, Giving compliments, Accepting compliments, Volunteering, Reporting other youths' behavior, Introducing yourself.
- *Teaching Interaction*: a several-step process "used to address inappropriate social behaviors and teach pro-social alternatives."
- *Effective Praise*: a "four-step teaching process that reinforces a student's efforts toward positive behavior."
- *Administrative Intervention*: allows the administrator to function as an effective change agent in response to more serious or continuing school discipline problems.

### **Positive Reinforcement**

Positive reinforcement for students using good social skills will be emphasized in the classrooms and throughout the school. There are several types of positive reinforcements which include Holy

Moments, verbal praise, reward tickets, chat time with a friend, extra time on activities, and other non-edible rewards.

Holy Moment tickets reward students specifically for doing something extra, or for exceptional effort with work or responsibility. Teachers and staff members strive to recognize these in our students at every opportunity!

### **Behavior Plans**

A behavior plan/contract may be developed for an individual student at any time to assist him or her with making better choices and developing positive social skills.

### **Check List Discipline System**

The main objective for any discipline system in a school, is for it to be managed so well initially, teachers and students will not need to utilize it moving forward. Our discipline system assures, every student has the right to learn in a safe and secure environment. The discipline system at St. Vincent is a fair and equitable way to help our students to realize and gain the skills that they will need in order to be successful, in and out of school.

The process for the Check List Discipline System is the following:

- ❖ Each student begins the day with a clean check list.
- ❖ The students are on a four check system for the day.
- ❖ If a student receives a check for an infraction, the teacher will make the opportunity to interact with the student and redirect.
- ❖ Check one, is a reminder to the student.
- ❖ Check two, the student is told to go to the safe seat in the classroom until they can show they are ready to return to the group.
- ❖ Check three, is a silent lunch for the student, sitting away from the rest of the class., If the three checks happen before lunch, silent lunch will happen the same day. If the three checks are earned in the afternoon, silent lunch will happen the day after. The homeroom teacher will call the parent and let them know of this consequence at their first opportunity to do so.
- ❖ Check four, the student will be referred to the principal. The principal will go over the checks for the day and problem solve with the student. If needed, a behavior report will be written out and sent home with the student. The principal will email or call the parent to let them know that their student was referred to the office.
- ❖ The checklist will follow the students from homeroom to specialty classes, lunch and recess throughout the day. Any teacher or staff member, may give a check to a student.

### **Behavior Reports**

Behavior reports will be used to inform parents of student behavior in and out of the classroom.

A student may earn a behavior report for:

- Receiving four checks during a single day.
- more serious behavior such as.. misconduct in Church, using God's name in vain, offensive/inappropriate language, being disrespectful to adults, fighting, physical aggression, violent actions, putdowns, intimidation, verbal abuse of another student, destruction of property, spitting, throwing food, throwing snow or sticks or rocks, bringing inappropriate items to school, leaving the class without permission

After a certain number of behavior reports, the student may earn a 30 minute detention after school. The parent will be called to inform them of this.

Disciplinary action always take into consideration the age of the student and the seriousness of the infraction. Please talk with the classroom teacher regarding their homeroom disciplinary policy. Most consequences will be handled by (but not limited to): modification of recess time, discussion with principal, behavior report, contacting parents, or a combination of those listed.

**Serious Violations: Automatic Detention, in-school or out-of-school suspension and expulsion may be considered at any time for serious violations.**

## **PARENT INFORMATION**

Parents and guardians are recognized as the primary educators of their children.

### **Practice of the Faith**

Since the primary purpose of our school is to assist Catholic parents and guardians in the religious education of their children, all parents and guardians are expected to actively participate in the life of St. Vincent de Paul Parish community. This includes, but is not limited to, weekly participation in worship. Children preparing to receive the sacraments may have these sacraments postponed or rescheduled until there is sufficient practice of the faith (i.e. attending Sunday Mass).

### **Student Records**

The school maintains on file in the office the individual cumulative record for each child presently enrolled, and for those who have previously attended St. Vincent de Paul School. Cumulative records contain data on health, attendance, standardized test results, and semester/yearly grades. The cumulative records are open to the students and parents at their request according to the Family Rights and Privacy Act of 1974. Transfer and inspection of these records will not be permitted without the written consent of the student, if of age, or of his/her parents.

### **Change of Address**

Please notify the school regarding change of address, email addresses, telephone number or marital status.

### **Parental Custody Information**

It is the responsibility of the parent with whom a student resides to keep the principal informed about which parent has custody of the child and about any visitation restrictions of the non-custodial parent. If the non-custodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept the responsibility for the child once he/she leaves the school premises. School reports of student progress may be given to both parents when requested.

### **PTO**

The PTO is dedicated to continual improvement in the educational experience of our children through parental involvement in the life of the school; open communication between families, teachers, administrators, and staff; providing a forum to showcase the talents and accomplishments of the children; and raising funds to meet these objectives. Parents and guardians of students attending St. Vincent de Paul School are members of the PTO and are asked to attend meetings and functions.

## COMMUNICATION

### Written Communication

Any weekly written communications from teachers or the office will be sent home with the youngest or only child in each family on the last day of the week in a RED folder (please contact the office for exceptions). *Please check with your child every week to see if he/she has any materials for you.*

Homework/Daily Work Folders: Daily homework will be sent with the students in a folder marked "Homework/Daily Work Folder". Papers that have been graded will also be sent home in this same folder. *Please check with your child each evening to go over papers with him/her and to assist with homework if needed. Return the folder to school with your child on the next school day.*

School newsletter: A school newsletter will be posted on the school website and sent home approximately every two weeks that school is in session. It will be sent via email.

### Parent/Teacher Conferences

Parent/Teacher Conferences will be held two times a year. At the time of conferences parents and guardians will be given information regarding their child's progress in all aspects of development. Parents and guardians who have questions or concerns about their child's progress should not wait for Parent/Teacher Conferences to discuss these matters with the teacher. The teacher should be contacted to set up a time to meet, not before the school day starts.

Teachers who have concerns about a child's progress will contact the parent or guardian and set up a time to meet. Please do not speak to the teachers before the school day starts unless it is arranged ahead of time.

### Channels to Follow to Voice Concerns and Questions in a Catholic School

If your concern is classroom related: **Talk first with your child's teacher.** Please call your child's teacher and make an appointment to visit about your concern. Let the teacher know in advance what questions you have. This will give her/him a chance to better prepare to answer your questions. The teachers care for the students, and want what is best for them. If you do not understand or agree with the teacher's explanations or answers please talk with the principal next. Again, call to make an appointment and let her/him know what the concern is in advance.

If your concern is school-wide: Talk first with the principal. This is the level where most school-wide decisions are made, coordinated, and implemented. The principal will address these issues by explaining the basis for the current policy to the parent who has the question. If you do not understand or agree with the principal's explanations or answers, please talk with the Chief Administrative Officer (Pastor) next. Again, call to make an appointment and let him know your concerns in advance.

A very serious matter may be directed to the Diocesan Superintendent after all other channels have been exhausted. Thus, the grievance procedure is: 1) Teacher; 2) Teacher, Principal; 3) Teacher, Principal, Chief Administrative Officer (Pastor); 4) Teacher, Principal, Chief Administrative Officer (Pastor), and Diocesan Superintendent of Catholic Schools.

## GENERAL POLICIES

### Visitors / Volunteers

Parents and guardians are always welcome to visit St. Vincent de Paul School. Please do not plan visits on the first week of school or the last week of school. Parents and guardians are asked to give their child's teacher a one-day notice in advance of a classroom visit. Please do not bring younger children along when visiting. On the day of visitation please sign in first at the school office to receive a visitor pass. Conferences with the teacher should be scheduled outside of class time. Volunteers are an **essential** part of St. Vincent de Paul Catholic School. All parents and parishioners are welcome to volunteer at the school. Please contact the classroom teacher and/or school office for details about volunteer opportunities at our school.



All visits and volunteers opportunities are to be scheduled in advance with the Principal. Visitors and volunteers are to make arrangements before coming to visit a classroom or assist in an activity or need.

According to Diocesan guidelines for child safety, all volunteers (including parents) will be required to submit information for a background check and complete The Safe Environment Training that is available through Catholic Mutual. For student safety, ALL VISITORS AND VOLUNTEERS MUST REPORT TO THE SCHOOL OFFICE AND SIGN IN WHEN ENTERING THE BUILDING. They will be asked to wear a name tag identifying who they are and what classroom they will visit that day.

### **Telephone**

Students are generally not to receive or make calls during school hours. Messages may be left at the school office. Students may not use the telephone without permission of the teacher or administration. WE ASK THAT STUDENTS DO NOT BRING CELL PHONES OR SMART WATCHES TO SCHOOL. IF THEY DO HAVE THEM, THEY MUST BE KEPT IN THEIR BACKPACK FOR THE DURATION OF THE TIME THEY ARE AT SCHOOL. THEY MAY USE THE SCHOOL PHONE IF NECESSARY.

### **Birthday Parties /Gifts / Invitations**

While it is always good to celebrate birthdays because life is the most precious gift that God has given us, we need to be conscious of the fact that birthday treats sometimes take time away from instruction. If parents want to send something to acknowledge the special day please follow the following guidelines.

+We encourage non-food items. If food items are brought, they should be packaged in such a way as to minimize the amount of time distributing the snack. A treat should be store bought, not homemade. All treats should be nut safe.

+Students bringing treats should remember to bring enough treats for all the students in the class.

+If party invitations are given out at school, they are to be distributed either to the whole class or to all the girls or all the boys.

+Gifts of flowers/balloons sent to a child will remain in the office until the end of the day.

### **Show and Tell and Bringing items to School**

WE ASK THAT NO WIDGETS, TOYS, GAMES, TRADING CARDS, ELECTRONIC EQUIPMENT, IPADS, ETC. BE BROUGHT TO SCHOOL, PLEASE. If they would get lost or broken, we then have an upset child. Students may bring items for Show and Tell according to their teacher's schedule. If a student brings a toy for Show and Tell he/she may not take it out during recess. Toy weapons of any type are not allowed in school.

### **Pets**

Due to allergies and transportation inconveniences, pets are not allowed in the building except with special permission. Arrangements should be made in advance with the child's teacher for a time and day to bring the pet in. This must also be approved by the principal first. Classroom animals are allowed only with the approval of the classroom teacher and the principal.

### **Lost and Found**

All lost and found articles are placed on the desk outside the school office. If they are not claimed in a timely manner, they will be donated to a worthy cause.

### **Money / Valuable Items**

Students are discouraged from bringing large sums of money or valuable items to school. If items are brought to school and lost, the school is not responsible. All money sent to school with the children should be in an envelope marked with the child's full name, grade, purpose, and amount enclosed.

### **Forgotten Items**

Any lunches, books, etc., forgotten by the student may be dropped off at the school office. The student's name and grade should be written on the item. Students generally will not call home for forgotten items.

### **FUNDRAISING**

*"With each contribution show a cheerful countenance and pay your tithes in a spirit of joy"* (Sirach 35:8). Please help Saint Vincent de Paul by being stewards of God's gifts. Here are some ways that you can help! Please put labels/receipts in containers in the hallway any time!

- ❖ **Box Tops for Education:** Cut the little "coupon" off the box tops of General Mills cereals/products and Betty Crocker products. Or new last year is scanning the receipt and uploading the coupon.
- ❖ **Funding Factory:** Please save any computer cartridges and used cellphones We receive money for some of these items.
- ❖ **Land's End:** When ordering from them they will donate a certain percentage to us. To get the credit please use the St. Vincent de Paul id number: 9000-7990-6.
- ❖ **Office Depot:** When you shop at Office Depot please ask them to give credit to St. Vincent de Paul School and we will receive 5% from the qualifying purchases. This provides our parish office supplies.
- ❖ **Pac "N" Save:** turn these receipts in the box in the store or in the parish hallway all year long and help support our school. They will donate \$1.00 for every \$100.

### **TRANSPORTATION**

Families who pay their taxes to the Seward Public School District have access to the Seward Public School buses. Children must be picked up and dropped off at a safe point on the existing route. Students may use the Seward Public School buses that shuttle students from school to school within the town of Seward.

The following policies and rules are taken from the "School District of Seward, School Bus Information" Brochure. All St. Vincent families are expected to abide by the same policies and rules when riding the SPS buses or the St. Vincent de Paul School bus.

#### **Seward Public School Bus Route Policies**

The Seward Public School provides a school transportation service for eligible students based upon safety, efficiency and economy through the use of publicly owned buses. The busing system is established to conform with or exceed minimum standards set forth by the State.

While the law requires the school district to furnish transportation, it does not relieve parents or guardians of students from responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

In view of the fact that a bus is an extension of the classroom, the school requires students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a student does not conduct himself/herself properly on a bus, such instances will be brought to the attention of parents or guardians and school officials by the driver. Students who

become a problem on the bus may have their riding privileges suspended for 1 to 5 days or the duration of a semester.

## **Bus Rules**

Safety is our first consideration when transporting your children to and from school. This is the reason for establishing rules of behavior for this activity. Hopefully, the following provisions will assist bus drivers in their attempt to maintain a safe driving record and thereby, the safety of your children. **Please read and review these rules with your children:**

### **1. Prior to boarding the bus:**

- a. We ask parents or guardians to notify the driver if their children are not riding that particular day. This can be done either by a direct call to the driver or a call to a home (bus stop) ahead of your place of residence, and having these children inform the driver.
- b. Students are asked to be on time at pick-up points, buses will not wait for students at predetermined points. Bus schedules allow for no waiting time!
- c. Students are to remain well out of the roadway while waiting for the bus.
- d. Buses must be completely stopped before students approach the bus door for entry on the bus.

### **2. Riding Buses**

- a. Students are asked to respect and honor requests of bus drivers. The same consideration is due drivers as teachers.
- b. Bus drivers may assign seating within buses.
- c. Students are asked to remain seated while the bus is in motion
- d. Students are asked to keep their hands and heads inside the bus body at all times.
- e. Conversation should take place in normal tones of voice.
- f. Please throw nothing in or out of bus windows.
- g. Such things as use of tobacco (in any form), alcoholic beverages, fighting, slapping, scuffing, obscene language or gestures, and intentional littering are forbidden while riding the buses
- h. Students are asked to report all bus vandalism to the driver.
- i. Permission must be asked of the bus driver before eating or drinking on the bus.
- j. Students are asked not to use the rear emergency door unless an emergency exit is necessary and they are instructed to do so by the driver.
- k. Students are asked to be silent at all railroad crossings.
- l. Crowding, pushing, and shoving are not only unnecessary but can be dangerous as well.
- m. Remember that your attitude of helpfulness and cooperation will do much to insure safe and comfortable bus transportation for all.

### **3. Leaving the Bus**

- a. Students are asked to remain in their seats until the bus comes to a complete stop.
- b. Students are asked not to run or push while exiting the bus.
- c. The driver will open the door after the bus traffic control system is set
- d. Students are asked to cross in front of the bus after and only after the driver gives a go-ahead signal, and after a student has looked both directions to make sure the road is safe for crossing.
- e. Students will be discharged only at their home bus stops unless the driver has been given a written or verbal request from parents or guardians or by a school official.
- f. Older students are asked to look after the safety and general welfare of smaller students while on the bus.

### **4. Bus Discipline**

- a. Students are asked to comply with regulations set forth in this brochure.
- b. Please note paragraph "four" under the heading "Parents/Guardians"!
- c. The bus driver is responsible for discipline on the school bus. Violators of misconduct will be reported to parents or guardians and school officials. Parents or guardians may be requested to meet and discuss problems.
- d. Students intentionally damaging the school bus will be expected to pay for damages.
- e. In case of repeated student misbehavior, students will be denied bus riding privileges for 1 day; 2<sup>nd</sup> offence 5 days; 3<sup>rd</sup> offence until the end of the semester.

### **5. Parental Assistance Solicited**

- a. Parents or guardians are encouraged to read, explain and discuss with their children, procedures listed above.
- b. We ask for your cooperation in this important facet of the school operation.

Should a storm develop and the transportation of one child to his/her home endangers the safety of others on the bus, the driver will deliver the child to a neighbor and ask that the parents or guardians be contacted by phone. When the driver completes his/her route he/she will report to the District Officials any children left with neighbors.

### **St. Vincent de Paul School Van**

St. Vincent de Paul now has a van to use for transportation. We will be offering transportation for preschoolers who are dismissed after the 11:00 sessions Monday through Friday. Service is provided for those students who can be dropped off within the Seward City limits. There is a cost for this service and you must enroll your child in this program. Cost is:

\$10.00 for 5 day week service

\$8.00 for 3 day week service

\$5.00 for 2 day week service

The cost of this service is invoiced on the fifth of the month.

**I HAVE COME TO SET THE EARTH ON FIRE,  
AND HOW I WISH IT WERE ALREADY BLAZING! (LUKE 12:49)**



## St. Vincent de Paul Media Release Form

I, \_\_\_\_\_, grant permission to St. Vincent de Paul Catholic Church and/or School hereinafter known as the "Media" to use my image/my child's image (photographs and/or video) for use in Media publications including:

(Check All That Apply)

- Videos  Email Blasts  Recruiting Brochures  Newsletters
- Magazines  General Publications  Website and/or Social Media Posts
- Newspaper Articles  Other: \_\_\_\_\_

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

Please **initial** the paragraph below which is applicable to your present situation:

\_\_\_\_\_ - I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

\_\_\_\_\_ - I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Person or Child (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_

(if under 18 years of age)

**SAINT VINCENT DE PAUL SCHOOL**  
**Policy Agreements**

Please complete this form and return to school by **August 16, 2019**.

St. Vincent de Paul School Handbook

I received the 2019-20 St. Vincent de Paul School Parent/Student Handbook and have read the contents and agree to abide by the policies stated therein. The principal retains the right to amend the handbook for a just cause and parents will be given prompt notification if changes are made.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Computer/Internet User Agreement (For K- 4<sup>th</sup> Grade Students)

Please refer to the Computer/Internet Use Policy in the Parent/Student Handbook p. 9-11.

As a user of the school computer network, I have read (or it was explained to me) the School Computer and Internet Use Policy and agree to comply with the mission statement of St. Vincent de Paul School, *“Responding to God’s call, we the community of St. Vincent de Paul dedicate ourselves with love to the spiritual growth and academic excellence of our children to prepare them for the journey through this life to the Kingdom of Heaven.”* I agree not to use the school computers and its network, including the Internet, to:

- Send or display offensive messages or pictures;
- Use obscene language;
- Harass, insult, or attack others;
- Damage or alter computers, computer systems, or computer networks;
- Violate copyright laws;
- Use another person’s password;
- Trespass in another person’s folders, work, or files;
- Intentionally waste resources;
- Employ the network for commercial purposes;
- Change software, alter control panel settings or add programs/games to computers without an instructor’s permission.

I understand that violation of the St. Vincent de Paul School Computer and Internet Use Policy will result in immediate suspension of computer or Internet privileges or both. I will be responsible for payment of intentional damages or damages due to negligence to computer hardware or software. I know that other sanctions could include parental conference or other disciplinary action deemed necessary by the school administration.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

My child(ren) understand(s), and agree(s) to the above policy.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_