St. Vincent de Paul School Parent Handbook



I have come to set the earth on fire, and how I wish it were already blazing!
Luke 12:49

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.

St. Vincent de Paul School

Quick Reference for Families

📍 School Contact Information

Main Office: 402-643-9525
Address: 152 Pinewood, Seward, NE 68434
Principal Email: janet-bohaty@cdolinc.net

⏰ School Hours

School Day Begins: 8:00
School Day Ends: 3:28

Arrival Window: 7:40 am – 7:50 am
Students should not arrive before 7:40 am unless supervised.

🚗 Arrival & Dismissal Reminder

- Enter the south parking lot through the south driveway
- Drop off your child near the front door
- Exit through the west driveway
- Stay in your vehicle during drop-off
- If walking your child in, park in the south parking lot

🍎 Lunch

- Hot lunch available
- Lunch served at 11:20
- Send a check to the school office or use MySchoolBucks to pay for lunch
- Water bottles encouraged

🌤️ Weather & School Closures

St. Vincent de Paul School follows Seward Public School closure for inclement weather. School will communicate closures or delays through:

- Text message
- Email
- Local media

💬 Communication Reminder

For classroom questions or concerns, parents should first contact the classroom teacher. The school office is always available to assist as needed.

📅 Attendance Reminder

If your child will be absent, please contact the school office by 7:50 am.

🔥 Approved Spirit wear includes

- Jeans or uniform bottoms
- Jean shorts (during shorts season)
- Jean skirts that meet the regular length requirements
- Overalls

T-shirts and tops displaying:

- Firehawk logos
- Catholic messages
- Bible verses
- Christian symbols

🔥 Firehawk Reminder:

Live like Firehawks: faithful, courageous, and kind!

Table of Contents

WELCOME . . . . . Page 4
- ◊ Welcome from the Principal
- ◊ School Mission Statement
- ◊ Philosophy of Catholic Education
- ◊ Our Shared Commitment
- ◊ Why Choose St. Vincent de Paul School?
- ◊ School Mascot: Firehawk
- ◊ School History

1. CATHOLIC IDENTITY AND GOVERNANCE . . . . . Page 8
- Catholic Values & Formation Goals
- Prayer & Worship
- Religion Curriculum
- Sacramental Preparation
- Stewardship & Service
- Annual Traditions
- School Governance
- Leadership Structure
- Resolving Questions & Concerns (Grievance Process)

2. ENROLLMENT . . . . . Page 11

Enrollment
- Pre-Kindergarten
- Kindergarten
- Enrollment Requirements (grades K–4)

Uniform Policy
- Where to Purchase Uniforms
- Daily Uniform Requirements
- Spirit Day Spirit Wear
- No-Uniform Days
- Dress Up Days
- General Expectations

Tuition & Fees
- Financial Assistance
- Notice of Non-Discrimination Statement

Student Records
- Custody and Family Information
- Keeping Family Information Current
- Withdrawal from School

3. ACADEMICS . . . . . Page 17

Curriculum
- Our Academic Philosophy
- Curriculum Overview
- Specials
- Outdoor Classroom

Academic Expectations
- Homework
- Grading & Assessment
- Learning Support Services

- Promotion & Retention
- Standardized Testing

Learning Resources

- Technology
- Textbooks & School Supplies

4. LIFE AT ST. VINCENT DE PAUL . . . . . Page 23

School Day

- Daily Schedule
- Arrival
- Attendance
- Absences and Tardiness
- Reporting Illnesses
- Homework for Absent Student
- School Closings

Transportation

- Arrival and Dismissal
- Arrival Procedures
- Dismissal Procedures
- Authorized Pick-Up
- Late Pick-Up
- Walking Students, Bicycles, Skateboards and Scooters
- Bus Policies

Daily Routines

- Lunch
- Recess
- Extended Care

Classroom Life

- Birthday Celebrations
- Classroom Treats
- Show & Tell
- Field Trips
- Pets at School
- Lost & Found
- Student Communication During the Day

5. STUDENT WELL-BEING & SAFETY . . . . . Page 31

Health

- Medication
- Immunizations
- Illness Guidelines
- Return-to-School Criteria
- Asthma, Allergies, and Anaphylaxis
- Head Lice
- Bathroom Accidents
- Health Screenings
- Physicals
- Dental

Safe Environment/Child Protection
- Visitors
- Volunteers
- School Security
- Mandatory Reporting

Emergency Procedures
- Weather
- Lockdowns
- Crisis Response
- Evacuations
- Emergency Contacts

Student Safety
- Bullying
- Searches
- Threats
- Weapons
- Drug–Free Campus
- Asbestos Notification

6. STUDENT EXPECTATIONS & CONDUCT . . . . . Page 36
- Christian Discipleship
- Behavior Expectations
- Our Approach to Positive Discipline
- Consequences
- Behavior Plans
- Serious Violations
- Suspension
- Expulsion
- Appeals

7. FAMILY PARTNERSHIP . . . . . Page 38

School Communication
- School Website
- School Facebook Page
- Friday Folders
- School Newsletter

Parent–Teacher Communication
- Homework/Daily Work Folders
- Classroom Newsletter
- Parent/Teacher Conferences

Volunteer Opportunities and Parent Organizations
- Family Involvement
- Volunteers
- School Family Association (SFA; formerly PTO)
- School Advisory Committee
- Firehawk Booster Club

Appendices . . . . . Page 40
- Wellness Policy
- Parent/Guardian Media Consent
- Handbook and Technology–Use Agreements
- Textbook Loan Authorization

Dear Parents, Guardians, and Students:

It is my pleasure to welcome you to this school year. This is an important year marked by the construction of six new classrooms, school offices, and a commons area as well as the renovation of our existing parish space. This is an amazing achievement and one that highlights the support of our parish school.

We recognize that parents and guardians are the primary educators of your children and your role in their spiritual formation. It is our desire to support you as best we can to bring your children to academic excellence and the knowledge of the love of Jesus. With this joint effort in mind, we encourage you to take part in all our parish and school has to offer including talking with your children about the importance of your life as a Catholic Christian, participating in the sacramental life of the church, volunteering when possible, and supporting the work of our teachers and staff here at school.

In support of the foundation you provide your children through your family life, St. Vincent de Paul School has a two-fold mission: to help every child have a personal relationship with Jesus and to help every child reach their fullest academic potential.

This handbook has been prepared to acquaint you with the general operation and policies of St. Vincent de Paul Catholic School. Through the guidance in this document, we hope to highlight the procedures and guidelines necessary for the safety, welfare, and well-being of our students and all who come into our school building.

Our staff is looking forward to meeting you and partnering with you in the education of your child. We encourage you to visit our school and to attend the parent meetings scheduled throughout the year.

Please know I have been praying for you and your families, and will continue to do so throughout the year, as well as all our teachers and staff.

God bless,

Mrs. Janet Bohaty
St. Vincent de Paul School, Principal

School 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.

Philosophy of Catholic Education

In response to the mission and message of Jesus Christ, St. Vincent de Paul School, with each 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.

Our Shared Commitment

At St. Vincent de Paul School, education is a partnership among students, parents, and school staff. Together, we work to create a faith-filled community where every child is known, loved, challenged, and encouraged to grow academically, spiritually, socially, and emotionally.

This handbook is intended to provide families with information about our programs, policies, and expectations so that we can work together to support every student's success. While no handbook can address every situation, our decisions will always be guided by our mission, our Catholic faith, and what is in the best interest of our students and school community.

Why choose St. Vincent de Paul School?

Choosing a school is one of the most important decisions a family can make. At St. Vincent de Paul School, we partner with parents to nurture the whole child—spiritually, academically, socially, and emotionally—in a faith-filled community rooted in Jesus Christ.

Our students are challenged to pursue academic excellence, grow in virtue, and discover their God-given gifts through engaging learning experiences, daily prayer, and meaningful service to others. Small class sizes, caring teachers, and strong partnerships with families create an environment where every child is known, valued, and encouraged to thrive.

At St. Vincent de Paul School, we are committed to helping students become lifelong learners, faithful disciples, and compassionate leaders who are prepared to make a positive difference in the world.

The Firehawk Story

There once was a hawk. He was friendly and, like most hawks, he had very good eyesight. He seemed to be very interested in the well-being of children. He would soar high in the sky, always making sure that children were being good and that they were out of danger.

One day this ordinary hawk was visited by God. God told him that He was very proud of him for keeping an eye on His children. God gave him special wings and the Holy Spirit blessed him saying, "On your wings of fire you will soar higher and faster than any other hawk because you have been blessed by God."

He was given a metal shield with a cross on it to protect him from evil and keep him from danger. To this day you can sometimes see him circling high above the earth watching over the children of God. If you ever see a hawk, check twice to see if his wings are blazing with the fire of the Holy Spirit.

What the Firehawk Represents

A Firehawk comes from two things:
1) The fire is from the Holy Spirit which makes our learning much more important.
2) The hawk is the strength and freedom to choose our faith and education.

You put the two together and you have something to stand for and behind. The Firehawk is the blessing of our school and the opportunity to have our faith. It's more than just an education. We have a family.

The Firehawk is the spirit of our school that roams in our hallways. A spirit you can feel every time you walk through our doors. A fire that warms you up inside and will stay with you.

A Firehawk is the spirit of our school and our family.

I have come to set the earth on fire, and how I wish it were already blazing!
Luke 12:49

School History

St. Vincent de Paul Catholic School was founded in 2001 through the vision of Bishop Fabian W. Bruskewitz, the leadership of Father Bradley Zitek, and the generosity and dedication of the parish community. Together, they shared a common dream: to provide children in Seward and the surrounding communities with an education rooted in faith, academic excellence, and service.

That dream became a reality on August 16, 2001, when St. Vincent de Paul School welcomed its first class of 35 students. Under the leadership of founding principal Mrs. Janet Bohaty, along with four dedicated teachers, a secretary, and a support staff member, the school opened its doors serving preschool through third grade. The School Sisters of Christ the King also played an important role by assisting with school administration and teaching religion classes, helping to nurture the faith life of our students.

As the school community grew, so did its programs. Fourth grade was added the following year, and the school has continued to grow while remaining faithful to the mission on which it was founded: forming students who know, love, and serve Jesus Christ while pursuing academic excellence.

Our 25th anniversary during the 2025–2026 school year, was a joyful opportunity to celebrate God's faithfulness and the many people who have built and sustained our school. As we begin our next chapter, we remain committed to partnering with families to provide an education rooted in faith, academic excellence, and service.

Today, every family who joins St. Vincent de Paul School becomes part of a story that began with faith, vision, and a commitment to Catholic education. We are grateful that you have chosen to share in that story, and we look forward to partnering with you as your child grows in faith, knowledge, and character.

St. Vincent de Paul School is a Catholic elementary school operating under the guidelines of Rule 14 of the State of Nebraska and under the direction of Bishop of Lincoln through the Diocesan Education Office.

1. Catholic Identity and Governance

At St. Vincent de Paul School, faith is at the center of everything we do. We partner with families to help students develop a lifelong relationship with Jesus Christ through prayer, worship, service, and daily opportunities to live the Gospel.

Catholic Values and Formation Goals

At St. Vincent School, we partner with families to nurture each child's faith, character, and academic success. Our mission is to help every student develop a personal relationship with Jesus Christ while reaching their full potential as lifelong learners and compassionate members of our community.

Spiritual Growth – We strive to help students grow in their faith and encourage students to live and share their Catholic faith with kindness, confidence, and joy both in the classroom and in the wider community by developing a loving relationship with God the Father, Jesus Christ, and the Holy Spirit.

Intellectual Growth – We are committed to helping every student achieve their highest academic potential by fostering curiosity, critical thinking, and a love of learning.

Personal Growth – We help students understand that with the gift of free will comes the responsibility to make thoughtful, faith-filled choices. Faculty and staff model Christian values through their words and actions.

Emotional Growth – We encourage students to recognize their unique God-given dignity, understand their intrinsic worth, and grow in confidence through the knowledge of God's unconditional love.

Social Growth – We prepare students to become responsible, respectful, and compassionate members of their families, parish, and community by living the values and example of Jesus Christ.

Physical Growth – We promote healthy lifestyles by encouraging students to appreciate the importance of physical fitness, wellness, and caring for the bodies God has given them.

Prayer and Worship

Prayer and worship are at the heart of daily life at St. Vincent de Paul School. Throughout each school day, students are invited to grow in their relationship with Jesus Christ through prayer, the celebration of the sacraments, and participation in the liturgical life of the Church. These experiences help students deepen their faith, strengthen our school community, and encourage them to live the Gospel in their daily lives.

Daily Mass – Students attend Mass each school day at 8:10 a.m. Celebrating the Eucharist together is the center of our school community and an important part of our Catholic identity. Students actively participate as altar servers, readers, gift bearers, choir members, and through prayer and song. Families are always welcome and encouraged to join us for school Mass whenever possible.

Reconciliation – Following the celebration of First Reconciliation, students in grades 2–4 have regular opportunities, typically each month, to receive the Sacrament of Reconciliation during the school year. Families are also encouraged to participate in the sacrament together through the parish.

Catholic Traditions, Celebrations & Prayer – Students experience the richness of the Catholic faith through daily classroom prayer, school-wide prayer services, seasonal devotions, and celebrations throughout the liturgical year. Special feast days and traditions—including Mary's Birthday, the Feast of St. Vincent de Paul, St. Nicholas Day, Advent and Lenten activities, and other liturgical celebrations—help students deepen their faith while building a strong sense of community and joy.

Holy Days of Obligation – School is typically not in session on Holy Days of Obligation so that families have the opportunity to celebrate these important feast days together. Please refer to the parish bulletin or calendar for Mass times. We encourage families to attend Holy Day Mass together.

Religion Curriculum

Our religion curriculum follows the standards established by the Diocese of Lincoln and uses diocesan-approved instructional materials.

Sacramental Preparation

Receiving the Sacraments of Reconciliation and Holy Communion for the first time are important milestones in a child's faith journey help deepen their relationship with Jesus Christ and strengthen their participation in the life of the Church.

Sacramental preparation is provided in collaboration with the parish and follows the guidelines of the Diocese of Lincoln. Through religion classes, prayer, and parish involvement, students are guided as they prepare to receive these sacraments with understanding, reverence, and joy.

Parents are the primary educators of their children in the Catholic faith, and their involvement is an essential part of sacramental preparation. We encourage families to participate fully in parent meetings, parish celebrations, regular Mass attendance, and opportunities to pray and grow in faith together throughout the preparation process.

Stewardship and Service

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, 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. In addition, students will participate in activities that target the Spiritual and Corporal Works of Mercy.

Annual Traditions

Throughout the school year, our students participate in faith-filled traditions that celebrate the liturgical seasons, honor our Catholic heritage, and strengthen our school community. These special events help students grow in their faith, build lasting memories, and experience the joy of living as a Catholic school family.

Baptism Mass – Once a quarter, 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.

First Friday Mass – Each First Friday the school is in session, families are invited to attend 8:10 Mass where students are allowed to sit with their families. Following Mass, there will be a short period of Adoration of the Blessed Sacrament and all will pray the Litany to the Sacred Heart.

Annual liturgical traditions include celebrating Mary's Birthday, St. Vincent de Paul feast day, Pet Blessing, Advent activities, St. Nick's Day, Catholic School's Week, Lenten activities, and Easter activities.

School Governance

St. Vincent de Paul School is a ministry of St. Vincent de Paul Parish and is an integral part of the mission of the Catholic Church to educate children in faith, knowledge, and service. Our school operates under the guidance of the Diocese of Lincoln and complies with the educational requirements of Rule 14 of the Nebraska Department of Education.

Leadership Structure

Bishop of Lincoln – The Bishop has ultimate responsibility for Catholic education throughout the Diocese of Lincoln. He provides spiritual leadership and establishes the vision and policies that guide all diocesan Catholic schools.

Diocesan Superintendent of Schools – The Diocesan Superintendent of Schools is appointed by the Bishop to provide leadership, support, and oversight for Catholic schools throughout the diocese. The superintendent works closely with pastors and principals to ensure that schools meet diocesan educational standards and faithfully carry out the mission of Catholic education.

Pastor (Chief Administrative Officer) – The pastor serves as the Chief Administrative Officer of St. Vincent de Paul School. As the spiritual leader of the parish and school community, he works in collaboration with the principal to ensure that the school's Catholic mission remains at the heart of all that we do. The pastor provides pastoral care and guidance to students, families, faculty, and staff while overseeing the school's ministry on behalf of the parish.

Principal – The principal is responsible for the day-to-day leadership and operation of the school. This includes overseeing academics, student life, faculty and staff, school safety, and the implementation of diocesan and school policies. The principal works closely with the pastor, faculty, and families to foster a faith-filled learning environment where every student can grow spiritually, academically, socially, and emotionally.

Faculty & Staff – The faculty and staff of St. Vincent de Paul School are dedicated to partnering with families in educating the whole child. Through excellent instruction, Christian witness, and genuine care for each student, they strive to create a safe, nurturing, and faith-filled environment where children are encouraged to develop their God-given gifts and live as disciples of Christ.

Resolving Questions & Concerns (Grievance Process)

Our leadership team is committed to working collaboratively with families. When questions or concerns arise, we encourage respectful communication and ask families to follow the process below.

Step 1: Teacher – Contact your child's teacher first for classroom-related concerns.

Step 2: Principal – If concerns are not resolved or involve broader school matters, contact the principal.

Step 3: Pastor (Chief Administrative Officer) – School-wide policy or administrative concerns may be brought to the pastor if further clarification is needed.

Step 4: Diocesan Superintendent – Serious or unresolved matters may be directed to the Diocesan Superintendent after the previous steps have been followed.

2. Enrollment

Pre-Kindergarten

Our preschool program provides a strong foundation for future learning through developmentally appropriate, hands-on experiences that foster curiosity, creativity, and a love of discovery. Children build early literacy, math, language, and problem-solving skills while growing in independence, confidence, and positive relationships with others. Just as importantly, they begin to live as Christian disciples by learning kindness, respect, gratitude, and care for one another each day.

For questions, or to enroll your child, please refer to the information on the school website or call the school office (402-643-9525).

Kindergarten

Kindergarten at St. Vincent de Paul School is a joyful beginning to a lifelong journey of faith and learning. In a nurturing, Christ-centered environment, children grow spiritually, academically, socially, and emotionally while developing a love of learning and confidence in their God-given abilities.

Our kindergarten program provides a strong foundation in reading, writing, mathematics, and other core academic areas through engaging, hands-on experiences that encourage curiosity, creativity, and discovery. Just as importantly, students learn to live as Christian disciples by practicing kindness, responsibility, respect, and service to others each day.

Enrollment Requirements (grades K-4)

Age Requirement – A child must be five years of age on or before July 31 to be admitted to Kindergarten.

Admission – New students may be admitted at any time. Please call the school office (402-643-9525) for the needed information. The following information is necessary for the student's file:

- Application for Admission
- 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
- Immunization records or signed waiver
- Parent Release Form for Transfer of Records between Schools (Grades 1–4)

*** UNIFORM POLICY**

At St. Vincent de Paul School, our uniform is an important part of our Catholic identity. Wearing a uniform helps create a respectful learning environment, promotes modesty, encourages school pride, and reminds us that each person is valued as a beloved child of God. Uniforms also help students focus on learning, foster a sense of belonging, and simplify daily routines for families.

Students in Kindergarten through Grade 4 are expected to follow the uniform guidelines below. If you are unsure whether a clothing item meets the dress code, please contact the school office before your child wears it to school. The administration reserves the right to make final decisions regarding attire that is not specifically addressed in this policy.

Where to Purchase Uniforms – Most uniform items—including pants, shorts, and polo shirts—may be purchased from retailers such as Old Navy, Walmart, Target, or through the Dickies website. Please use the guidelines below when selecting uniform clothing.

Daily Uniform Requirements

Girls

Jumpers, Skirts, and Skorts

- St. Vincent de Paul School plaid jumper, skirt, or skort.
- Dark, solid-colored shorts must be worn underneath.
- Length should be no shorter than two finger-widths above the knee.

Pants

- Navy blue or khaki twill uniform pants.
- Straight-leg, pleated, or flat-front styles are acceptable.
- Denim, cargo pants, leggings worn as pants, low-rise styles, decorative stitching, holes, tears, or excessively tight or baggy styles are not permitted.

Boys

Pants

- Navy blue or khaki twill uniform pants.
- Straight-leg, pleated, or flat-front styles are acceptable.
- Denim, cargo pants, decorative stitching, holes, tears, or excessively tight or baggy styles are not permitted.

Shorts (Boys and Girls)

- Navy blue or khaki uniform walking shorts.
- May be worn from the beginning of school through October 31 and from March 1 through the end of the school year, weather permitting.
- Shorts should be no shorter than approximately three inches above the knee.

Shirts, Sweatshirts, and Sweaters

Shirts

Students may wear:

- Plain white, navy, or red polo shirts (short or long sleeves)
- Girls: white blouses with a plain or Peter Pan collar
- Boys: white Oxford shirts

Shirts must:

- Have a traditional turn-down collar
- Be tucked in during the school day (except during P.E. and recess)
- Be free of decorative trim or logos

Undershirts must be solid white and free of pictures, patterns, or logos.

Sweatshirts

- Approved St. Vincent de Paul navy uniform sweatshirt with the school logo.
- A uniform shirt must be worn underneath.

Sweaters

- Solid navy, white, or red cardigan.
- No decorative logos, monograms, or hoods.

**** Please note:*** *Our former uniform provider is no longer in business. A uniform committee is working to identify a new supplier for plaid jumpers, skirts, and other approved uniform items. Current plaid uniforms and previously-approved sweatshirts will continue to be accepted during the transition period. Beginning with the 2028–2029 school year, only the newly approved plaid and navy logo sweatshirt will be part of the official uniform*

Belts – Belts are optional. If worn, they should be solid black, brown, or navy.

Shoes – Students should wear comfortable, safe shoes with non-marking soles.
Acceptable shoes include:

- Athletic shoes
- Dress shoes

Not permitted:

- Crocs
- Sandals
- Backless shoes
- Clogs
- Boots (except snow boots worn outdoors during winter recess)
- Shoes with slick soles

Students should wear tennis shoes on Physical Education days.

Socks, Tights & Leggings – Socks or tights must be worn at all times.

- Socks should be solid white, navy, or black and visible above the shoe.
- Tights should be solid navy or black.
- Ankle-length leggings may be worn under skirts or jumpers and must be solid navy or black.

Jewelry & Makeup – Students are encouraged to keep jewelry simple and appropriate for school.
Permitted:

- Religious medals, necklaces, bracelets, pins, or scapulars
- Girls may wear one pair of small earrings (no hoops or dangling earrings)

Makeup is not permitted.

Hair – Hair should be clean, neatly groomed, and a natural color. Hair should:

- Be kept out of the eyes.
- Avoid extreme styles or shaved designs.

Girls may wear simple hair accessories such as bows, headbands, clips, barrettes, scrunchies, and ribbons. Oversized or distracting accessories are not permitted.
Boys' hair should remain above the eyebrows, ears, and shirt collar.

Watches & Electronic Devices – Students may wear analog or simple digital watches. Cell phones and smart watches are not permitted during the school day unless prior approval has been given by the administration because of a special circumstance.

Spirit Day Spirit Wear

Spirit Days are a fun monthly opportunity for students to celebrate our Firehawk community while practicing stewardship by supporting missions and those in need. On designated Spirit Days, students may wear approved Spirit Wear in place of their regular school uniform.

Students may wear:

- An approved Spirit shirt (see below)
- Jeans or uniform bottoms
- Jean shorts (during shorts season)
- Jean skirts that meet the regular length requirements
- Overalls

Approved Spirit shirts include t-shirts and tops displaying:

- Firehawk logos
- Catholic messages
- Bible verses
- Christian symbols

Students are asked to bring a **25¢ donation**, which is used to support missions or those in need.

No-Uniform Days

Occasionally, the school designates out-of-uniform days.
Clothing should be:

- Neat and clean
- Free of holes or tears
- Modest and school appropriate
- Properly fitted

Please avoid:

- Clothing with inappropriate language or images
- Tight-fitting clothing

- Midriff-baring tops
- Sleeveless shirts
- Dresses or skirts that are above the knee

Jewelry and makeup expectations remain the same as on regular school days.

Dress-Up Days

On designated dress-up days, such as Picture Day:
Boys may wear dress pants or shorts, during shorts season, with a nice shirt.
Girls may wear dresses, skirts, or dress pants with an appropriate blouse or shirt.
Shirts and dresses should have sleeves. Shoes should continue to follow school safety guidelines.

General Expectations

To help students look and feel their best, we ask families to remember the following:

- Uniforms should be clean, neat, and in good repair.
- Please label coats, jackets, sweatshirts, hats, gloves, and snow gear with your child's name.
- Hats should not be worn inside the school building during the school day.
- Temporary tattoos and drawings on skin are not appropriate for school.
- Families are encouraged to support good personal hygiene and appropriate undergarments.
- Please ensure students wear tennis shoes on Physical Education days.

Used uniforms in good condition may be donated to the school office for our Used Uniform Closet. Families are welcome to purchase gently used uniforms as they are available.

Uniform Questions – We understand that purchasing uniforms can sometimes raise questions. If you are uncertain whether a clothing item meets the dress code, please contact the school office before your child wears it to school. We are happy to help.

Firehawk Tip – When in doubt, choose simple, classic styles. Our goal is for students to feel comfortable, confident, and ready to learn while reflecting the values of our Catholic school community.

TUITION AND FEES

St. Vincent de Paul School is committed to providing an outstanding Catholic education that is accessible to families. Tuition, parish support, fundraising, and generous donations work together to make Catholic education possible for our students.

Current tuition rates, fees, and payment information are available on the school website and are updated annually.

Parish Stewardship – St. Vincent de Paul Parish generously subsidizes the cost of educating students enrolled in our school. In gratitude for this support, parish families are encouraged to actively participate in the life of the parish through prayer, worship, service, and financial stewardship. Families are encouraged to discuss stewardship expectations with the pastor if they have questions.

Families who belong to another Catholic parish will be asked to request parish support from their home parish. If parish support is not available, the family may be responsible for the difference in tuition.

Tuition Payments – Families may choose from several three payment options, including the following:

Option I: In Full – Payment of all tuition and fees by August 5
Option II: Monthly – debited the 5th of each month from August – May
Option III: Bi-Monthly – debited the 5th and 20th of each month from August – May

Tuition payment arrangements should be completed before the beginning of the school year. All tuition and fees are expected to be paid in full by the last day of school unless other arrangements have been approved by the pastor.

Families experiencing financial hardship are encouraged to contact the school as early as possible. We are committed to working with families to explore available assistance and payment options.

Technology Fee – All K–4 students are assessed an annual diocesan technology fee. These fees support the work of our Diocesan Technology Office which in turn supports all areas of technology in our Catholic Schools. throughout the Diocese of Lincoln.
Preschool Tuition

Preschool tuition and fees differ from those for students in Kindergarten through fourth grade. Current preschool tuition information is available on the school website.

Financial Assistance

We believe every child should have the opportunity to receive a Catholic education. No family should hesitate to inquire about St. Vincent de Paul School because of financial circumstances.

Financial assistance is available through both diocesan and local programs:

Good Shepherd Scholarship – The Diocese of Lincoln offers the Good Shepherd Scholarship to qualifying families. Applications are completed through the FACTS Grant & Aid program. Information about eligibility, application deadlines, and the online application is available on the school website. Families seeking tuition
Guardian Angel Fund

The Guardian Angel Fund is an additional source of financial assistance and is supported through the generosity of our parish and school community. This fund provides additional tuition assistance for qualifying Kindergarten through fourth-grade families whose financial needs may not be fully met through other scholarship programs.

Through the generosity of our parish, the dedication of our families, and the support of benefactors, St. Vincent de Paul School is able to provide a faith-filled education rooted in academic excellence and Catholic values.

Notice of Non-Discrimination Statement

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.

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.

Custody and Family Information

St. Vincent de Paul School is committed to working with all families while supporting the safety and well-being of every student.

Parents and guardians are responsible for providing the school with current custody information and informing the principal of any legal restrictions regarding a student's care or release. If a court order limits a parent's access to a child or school records, a current copy of the court order must be provided to the school office. The school will follow all applicable court orders on file.

Unless otherwise restricted by a court order, both parents have access to their child's educational records and school communications. Families are encouraged to notify the school promptly of any changes that may affect their child's care or emergency contacts.

Keeping Family Information Current

To help us communicate effectively and respond in the event of an emergency, please notify the school office as soon as possible if any of the following information changes:

- Home address
- Mailing address
- Telephone numbers
- Email addresses
- Emergency contacts
- Custody or guardianship arrangements
- Marital status or other family information that may affect your child's care at school

Withdrawal from School

If your family plans to withdraw a student from St. Vincent de Paul School, please notify the school office as soon as possible so we can assist with a smooth transition.

Student records will be forwarded to the receiving school upon receipt of a signed records release form and verification of enrollment. Tuition and fees should be paid in full, or other arrangements made with the school administration, before records are released.

3. Academics

We believe every child is capable of growth and success. Our academic program challenges students to develop intellectually while nurturing curiosity, creativity, and a love of learning.

CURRICULUM

Our Academic Philosophy

At St. Vincent de Paul School, we are committed to providing excellent instruction through evidence-based teaching practices and high-quality curriculum. Our teachers use research-supported methods that help students build strong foundational skills while encouraging curiosity, critical thinking, creativity, and a love of learning. Rooted in our Catholic faith, our academic program challenges students to grow intellectually, spiritually, and personally.

Curriculum Overview

Our curriculum is aligned with diocesan and state standards and includes Religion, Language Arts, Mathematics, Science, History and Geography, Specials, and other enrichment opportunities.

Religion – Religion is taught daily and is at the heart of everything we do at St. Vincent de Paul School. Following the curriculum guidelines of the Diocese of Lincoln, students grow in their knowledge of Scripture, Catholic doctrine, prayer, the sacraments, and Christian discipleship. Faith is integrated throughout the school day as students participate in daily Mass and learn to live the Gospel through service, virtue, and love of God and neighbor.

English Language Arts – Our English Language Arts program provides a strong foundation in reading, writing, speaking, listening, and language development. Instruction is grounded in evidence-based practices and high-quality instructional materials that develop phonemic awareness, phonics, vocabulary, fluency, comprehension, and written expression. Students become confident readers, thoughtful writers, and effective communicators while developing a lifelong love of literature and learning.

Mathematics – Our mathematics curriculum develops strong number sense, computational fluency, mathematical reasoning, and problem-solving skills. Through hands-on learning, and meaningful practice, students build conceptual understanding while learning to explain their thinking and apply mathematics to real-world situations.

Science – Science instruction encourages students to explore God's creation through observation, investigation, experimentation, and discovery. Students develop scientific thinking, ask meaningful questions, and deepen their understanding of life, earth, and physical sciences through engaging, hands-on experiences.

History and Geography – Social Studies helps students understand their place in their community, nation, and world. Through the study of history, geography, civics, economics, and culture, students develop an appreciation for our country's heritage while learning the importance of responsible citizenship, service, and respect for others. Instruction encourages critical thinking and meaningful connections between the past and present.

Penmanship – Handwriting instruction, including manuscript and cursive writing, supports the development of reading, spelling, memory and language processing while strengthening fine motor skills and written communication. Students practice proper letter formation, spacing, posture, and pencil grip through developmentally appropriate instruction and regular practice.

Specials

Special classes are an important part of a well-rounded Catholic education. Through experiences beyond the core academic subjects, students discover their unique gifts, develop new skills, express their creativity, and grow in confidence. Our specials program enriches learning while supporting the development of the whole child—academically, physically, socially, and spiritually.

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.

PE – Classes provide students with opportunities to develop physical fitness, coordination, teamwork, sportsmanship, and healthy lifestyle habits through structured activities and games.

Music – Classes Music classes help students develop an appreciation for music through singing, rhythm activities, listening exercises, performances, and age-appropriate instruction in music concepts.

Spanish – Classes Spanish instruction introduces students to basic vocabulary, conversational phrases, cultural awareness, and language-learning skills through engaging activities and practice.

Computers – Classes Technology instruction provides opportunities for students to develop age-appropriate digital literacy skills, keyboarding, responsible technology use, and educational technology applications that support classroom learning.

Outdoor Classroom

Our Outdoor Classroom extends learning beyond the walls of the school and provides students with meaningful, hands-on experiences in nature. Through outdoor learning, students apply classroom concepts in authentic ways while developing curiosity, critical thinking, observation skills, and a deeper appreciation for God's creation.

Outdoor lessons enrich a variety of subject areas, including science, math, language arts, religion, Specials and social studies. Students have opportunities to explore, investigate, collaborate, and discover through activities that encourage creativity, problem-solving, and environmental stewardship. These experiences help foster a lifelong love of learning and a sense of responsibility for caring for the world God has entrusted to us.

ACADEMIC EXPECTATIONS

Homework

Homework is an important extension of classroom learning. It provides students with opportunities to practice new skills, reinforce concepts taught at school, develop responsibility, and build independent work habits. Homework should be meaningful, age-appropriate, and designed so that most students can complete it with minimal assistance.

Parents play an important role in supporting their child's learning by providing a consistent time and place for homework, encouraging good study habits, and showing interest in their child's work. Reading together and discussing what children are learning are valuable ways to support academic growth.

Homework Guidelines – Students in K-2 will have occasional homework. Beginning in third grade, students will have more regular homework and will learn to use an assignment planner to record homework and important due dates.

Daily Reading – Reading at home is one of the most effective ways to support student success. We encourage all students to read each evening.

- Kindergarten–Grade 2: 5–15 minutes
- Grades 3–4: 10–40 minutes

If a student is consistently spending significantly more time than these guidelines suggest, parents are encouraged to contact the classroom teacher so that we can work together to support the student's success.

Incomplete or Late Assignments – Completing assignments on time helps students develop responsibility and stay engaged in their learning. If an assignment is not completed, the teacher will work with the student to ensure it is finished and will determine an appropriate opportunity for completion. Depending on the circumstances, the teacher may also communicate with parents and apply age-appropriate classroom consequences. We value open communication and encourage families to let the teacher know if circumstances at home have affected a student's ability to complete an assignment.

Keeping 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:

Grading and Assessment

Academic Grading Scale – This scale is used for Second through Fourth grade Reading, Math, Religion, Social Studies, Science, English, and Spelling/Vocabulary grades

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

Specialty Grading Scale – This scale is used for First through Fourth grade Art, Music, P.E., Computer and Handwriting grades. First grade also uses the Specialty grade scale for Science and Social Studies.

H = **H**ighly Satisfactory
DW = **D**oing **W**ell
S = **S**atisfactory
N = **N**eeds **I**mprovement
E = **E**xperiencing Difficulty

Report Cards – Student report cards, including Work Habits, will be sent home quarterly. Keep the report for your reference and send the signed envelope back to the student's teacher.

Learning Support Services

St. Vincent de Paul School strives to meet the needs of all learners within the resources available. Academic interventions and support services may be provided to students who demonstrate academic, developmental, or learning challenges. Parents will be informed when concerns arise and will be included in the development of support plans.

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

Special Education / Behavior Testing and Resource –_Students may be tested for educational performance and/or behavior that interferes with academic progress through Seward Public and resident public school districts. 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 – Title I is a supplemental reading program designed to help students 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. Schools must qualify for Title 1 services through the free and reduced student percentage process in order to receive services. Service vary per year accordingly.

Promotion and Retention

A student shall be promoted or retained according to the possibility of social and academic growth for the student.

Standardized Testing

Students in grades designated by the Diocese of Lincoln participate in standardized assessments as required. Standardized testing provides one measure of student progress and academic achievement.

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

LEARNING RESOURCES

Technology

As members of the St. Vincent de Paul School community, we strive to use technology in ways that reflect the dignity of every person and honor God through our words, actions, and choices.

Technology is an important tool for learning at St. Vincent de Paul School. We use computers, iPads, and other educational technology to enhance instruction, encourage creativity, build digital literacy, and support student learning across all subject areas. Technology is always used in a manner that reflects our Catholic values and promotes responsible digital citizenship.

Students in grades K–4 participate in regular technology instruction in the computer lab and may also use classroom devices, such as iPads, to support learning activities. All technology resources are provided for educational purposes and are to be used responsibly, respectfully, and under the supervision of school staff.

Responsible Technology Use – Students are expected to:

- Use school technology for educational purposes only.
- Treat all devices and equipment with care and respect.
- Demonstrate honesty by completing their own work and respecting copyright laws.
- Protect personal information and the privacy of others.
- Follow teacher directions and use technology in ways that reflect Christian values and good digital citizenship.

Internet Safety – The school takes reasonable steps to provide a safe online learning environment through adult supervision, internet filtering, and other security measures. While these safeguards help protect students, families are encouraged to continue conversations at home about safe, respectful, and responsible technology use.

Students may not use school technology to:

- Access inappropriate or harmful content.
- Harass, bully, or intimidate others.
- Share personal information without permission.
- Attempt to bypass security settings or damage school equipment.
- Download or install software without school approval.
- Use technology for personal business or commercial purposes.

Technology Agreement – To help ensure a safe and productive learning environment, students and parents are asked to review and sign the **Technology Use Agreement** each school year before students are permitted to use school technology resources.

Consequences – Technology is a privilege that supports learning. Students who misuse school technology may lose technology privileges and may be subject to additional school consequences consistent with the Student Expectations & Conduct section of this handbook. Families may also be responsible for the cost of intentional or negligent damage to school-owned devices or equipment.

Digital Citizenship – As students learn to use technology, they are also learning to be responsible digital citizens. We teach students to use technology with honesty, kindness, respect, and good judgment so they can communicate safely and ethically both at school and beyond.

Textbooks & School Supplies

Students are expected to take good care of all textbooks, instructional materials, equipment, and school supplies provided by St. Vincent de Paul School. If a book or other school property is lost or damaged beyond normal wear and tear, families will be responsible for the cost of repair or replacement.

Some student textbooks are provided through the Nebraska Textbook Loan Program, a federally supported program that allows students to use textbooks purchased through the Nebraska Department of Education. Parents are asked to sign the required Textbook Loan request form each year. Please see the forms at the end of this handbook.

We also encourage families to stay informed about educational programs and legislation that support Catholic education, as these initiatives help strengthen the resources available to our school and students.

4. Life at St. Vincent de Paul School

SCHOOL DAY

A consistent daily routine helps students feel safe, prepared, and ready to learn. At St. Vincent de Paul School, our school day is thoughtfully structured to provide a balance of prayer, learning, recreation, and community. The following information outlines the daily schedule and procedures that help our school operate smoothly while supporting a positive learning environment for every student.

Daily Schedule

Students may arrive at 7:40 am or later. In an unusual circumstance, if you need to drop off your child early, make arrangements ahead of time with the teacher or administration.

7:40 am	Arrival; Students go to the Social Hall
7:50 am	Students go to classrooms
8:00 am	Morning prayer, announcements, pledge Students who arrive after 8:00 am are considered tardy
8:10 am	Mass
11:20 – 11:45 am	Lunch
11:47 – 12:03 pm	Recess
3:25 pm	Announcements / Closing Prayer
3:28 pm	Dismissal

Attendance

Regular attendance is essential for academic success and spiritual formation. Students are expected to attend school daily unless prevented by illness, family emergency, or another excused reason.

Absences and Tardiness

Regular attendance is required by state law (Neb.Rev.Stat.79-201 & LB 463) and aids the student in achieving his/her full potential. Persistent absenteeism can create a genuine hardship for a student

Absences – 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 a student is absent for **five days during a quarter**, parents will receive a letter to keep them informed of their child's attendance. If a student reaches **10 absences in a semester**, parents will be asked to meet with school administration to discuss the circumstances and work together to develop a plan that supports consistent attendance and student success. If absences reach **20 days in a semester**, an additional meeting will be scheduled to review the student's attendance and determine any further support that may be needed. We understand that illnesses and family emergencies occur and will take these circumstances into consideration when reviewing a student's attendance.

Tardiness – Students are considered tardy if they are not in their classrooms by 8:00 a.m. Students who are late because of snowy and icy weather conditions or if a bus is running late, will not be counted tardy. Excessive tardiness not only effects that student but the other classmates as well. Please have students here a few minutes early to avoid tardiness.

A note will be sent home from the office to notify parents after a child has been *tardy* 5 times. After the 10th 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 15th 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 10th day late.

Appointments – If at all possible, 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.

Dropping off late; Picking up early – When dropping your child off late or picking up your child early, stop in the school office to sign your child in or out.

Reporting Illnesses

Parents should notify the school office before 8:00 a.m. whenever a child will be absent due to illness. Please specify the illness (State Dept. of Health requirement). including symptoms or diagnosis when appropriate.

Homework for Absent Student

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 two days for each absence to complete makeup work.

School Closings

In case of inclement weather, St. Vincent de Paul School follows the decision of Seward Public Schools in closing. Parents/guardians can check the announcement banner on the school website, radio stations (101 KLIR, 1110 KFAB, 96.9 KZKX), TV Stations (Channel 8 and Channel 10/11) and will receive a text message.

Anyone may receive an automatic text from St. Vincent de Paul through Powerschool Messenger. You can sign up by texting "optin" or "yes" to 67587

The safety of our students and families is always our priority. If school remains in session during inclement weather, parents or guardians may choose to keep their child(ren) home if they feel travel conditions are unsafe. We ask that families notify the school of the absence as they normally would.

TRANSPORTATION

The safety of our students is our highest priority during arrival and dismissal each day. By following established transportation procedures and working together, families and staff help ensure that every student arrives safely, efficiently, and ready to learn. The following guidelines support a safe and orderly transportation process for all.

Arrival and Dismissal

All K–4th grade students, including students who are bussed, enter the building through the Church doors. At dismissal, teachers direct students to the door nearest where they will be picked up.

Arrival Procedures

It is important for the safety of our students that car and bus traffic remain separate. Therefore, the south parking lot is for car traffic only; the north parking lot is for bus traffic only.

- Enter the south parking lot through the south entrance and pull up as far as possible in front of the Church Entrance. Students may be dropped off in front of the south church doors.

- If your child needs help getting out, or you need to talk to someone, or carry items to school please do not park your car in the drop–off lane.

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

Dismissal Procedures

Bus – Students will be dismissed from the north doors of the church and walk directly onto a waiting bus.

Car Line – 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.

Parked – Parents who wish to park are asked to park in the parking spaces next to the middle median in the parking lot on the SOUTH side of the median. You may walk up using the median.

Students Walking or Riding Bikes – Exit the building using the south church doors and walk to their destination. If riding a bike, they will walk the bike off school grounds.

Authorized Pick–Up

To help ensure the safety of every child, students will be released only to a parent, guardian, or another person authorized by the parent or guardian/listed on the student's emergency card.

If someone other than the usual person will be picking up your child, please notify the school office by **calling or emailing the school on the day of the change**. If the individual is going to pick up your child regularly, please update your child's emergency information before the pick–up occurs.

For the protection of our students, school personnel may request identification from anyone unfamiliar to staff, before releasing a child.

Late Pick–Up

Students are not allowed to be on school property unsupervised. If you will be more than 10 minutes late, please call the school office and ask to have your child join Extended Care. There will be a $12 charge if you arrive after 3:40 pm.

Walking Students, Bicycles, Skateboards and Scooters

Students may walk to and from school with parent or guardian permission. If your child's dismissal plan changes, please notify the school office by calling or texting before dismissal.

Students park their bicycles in the bike rack near the front doors of the church. For the safety of others who are walking, bicycles are to be walked while on school grounds.

Skateboards and scooters are not to be brought to school.

Bus policies

All daily bussing transportation is provided by the Seward Public Schools. Please contact Seward Public school Bus Barn if you are interested in having your child ride the bus. 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.

Please refer to the "School District of Seward, School Bus Information" Brochure for all policies regarding bus transportation. 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.

DAILY ROUTINES

Lunch

St. Vincent de Paul School provides a hot lunch program to our students through the Seward Public Schools.

Free and Reduced Lunches – Applications for free and reduced lunches are distributed at the beginning of the year and are available in the school office. Families are encouraged to apply for Free and Reduced lunch and may do so anytime throughout the school year.

Milk – Hot lunches include milk. Students may purchase white or chocolate milk separately. Water is also available in close proximity of where meals are served.

Cold Lunches – 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. Students may not bring soda in their lunches.

Paying for School Lunch – Families deposit money into their child's lunch, either through sending a check to the office, or by creating an account with www.myschoolbucks.com and putting money into that account. Email notifications are sent when account balance is low. When student accounts are negative, the lunch program director will notify parents.

Guests – Parents / grandparents or special friends are able to eat lunch with students at the regularly scheduled lunchtime. If someone would like to join a student for lunch, we ask that they call in ahead of time and order a hot lunch through the school or bring their own cold lunch.

Non–Discrimination Statement: Non–Discrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720–2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877–8339.

To file a program discrimination complaint, a Complainant should complete a Form AD–3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/ documents/USDA–OASCR%20P–Complaint–Form–0508–0002–508–11–28– 17 Fax2Mail.pdf, from any USDA office, by calling (866) 632–9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD–3027 form or letter must be submitted 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: (833) 256–1665 or (202) 690–7442; or (3) Email: program.intake@usda.gov This institution is an equal opportunity provider.

Recess

Recess is an important part of every school day. It provides students with opportunities for physical activity, fresh air, social interaction, and unstructured play. We encourage students to enjoy this time while demonstrating kindness, respect, and good sportsmanship.

To help ensure a safe and enjoyable recess for everyone, students are expected to follow playground rules and the directions of supervising staff at all times, include others and play respectfully, use equipment safely and as intended, resolve conflicts respectfully and seek adult help when needed, care for school equipment and help keep the playground clean.

Outdoor Recess – Students should come to school dressed appropriately for the weather, including coats, hats, gloves, and other cold-weather clothing as needed.

Outdoor recess is generally held when the temperature (including wind chill) is **15°F or above**. School staff will use their discretion to move recess indoors when weather conditions, such as excessive wind, precipitation, or other safety concerns, make outdoor play inappropriate.

Snow Play – Students enjoy playing outside during the winter months whenever conditions are safe. Students who wish to play in the snow must wear **snow boots, snow pants, and gloves or mittens**. Students who are not dressed for snow play may still participate in outdoor recess but will be asked to remain on cleared, snow-free areas of the playground.

Extended Care

St. Vincent de Paul School offers an Extended Care program to provide a safe, supervised environment for students who need care after the school day ends. The program is available on most school days until **5:30 p.m.**

Students must be registered for the Extended Care program before attending. A fee is charged to help cover the cost of staffing and program operation. Current registration information, hours, and fees are available from the school office.

If your child will be attending Extended Care on a particular day, please notify the school office or your child's teacher according to school procedures. Parents are expected to pick up their child promptly by 5:30 p.m.

CLASSROOM LIFE

Our classrooms are places where students learn, grow, and celebrate together. Throughout the year, teachers may include special activities that build community while keeping the focus on learning. The following guidelines help ensure these occasions are enjoyable, safe, and respectful of instructional time.

Birthday Celebrations

Birthdays are a special opportunity to celebrate the gift of each child's life. We enjoy recognizing students' birthdays in simple ways that are meaningful while allowing classroom learning to continue with minimal interruption.

Families who wish to send a birthday treat are asked to follow these guidelines:

- Non-food treats are encouraged but not required.
- If food is provided, please be aware of any students in the class who may have food allergies. It should be individually wrapped when possible.
- Please provide enough treats for every student in the class.
- Teachers will determine the appropriate time to share birthday treats during the school day.
- Flowers, balloons, or other birthday deliveries will be held in the school office until the end of the school day.

Party Invitations – To help prevent hurt feelings among classmates, birthday party invitations may be distributed at school only if they are for:

- the entire class,
- all of the girls in the class, or
- all of the boys in the class.

Otherwise, we ask that invitations be mailed, emailed, or shared outside of school.

Classroom Treats

From time to time, teachers may celebrate special classroom events or holidays. Families who provide treats for these occasions should follow the same guidelines as birthday treats regarding packaging, food safety, and classroom allergies. Teachers will communicate any additional classroom-specific expectations.

Show and Tell

Show and Tell provides students with an opportunity to practice speaking, listening, and sharing with others. Students may bring items according to their teacher's schedule and classroom guidelines.

To help keep toys from being broken and the students focused on learning:

- Show and Tell items should remain in the classroom and should not be used during recess or other unstructured times.
- Toys, games, electronics, trading cards, fidgets, and other personal items should remain at home unless specifically requested by the teacher.
- Toy weapons or items that could be mistaken for weapons are never permitted at school.

The school cannot be responsible for personal items that are lost, damaged, or misplaced. We encourage families to leave valuable or sentimental items at home unless they are needed for a classroom activity.

Field Trips

Field trips are an extension of the classroom and provide students with valuable opportunities for hands-on learning, exploration, and community building. We are grateful to our School Family Association (SFA) for generously supporting many of these educational experiences.

Parents or guardians must provide written permission for each field trip before a student may participate. Permission cannot be given over the phone.

When parent volunteers are needed, they must complete the Diocese of Lincoln Safe Environment requirements, including a background check and the Recognizing Child Abuse training, before assisting with students.

Parents who transport students must complete all required insurance and liability forms through Catholic Mutual and have the appropriate documentation on file with the school office. Drivers may transport only those students for whom proper permission has been provided. A faculty member will accompany students on all field trips.

Because field trips are part of the school day, students are expected to demonstrate respectful behavior and follow all school expectations. Participation in a field trip is a privilege. A teacher or administrator may determine that a student is unable to participate because of incomplete schoolwork, unsafe behavior, or disciplinary concerns.

Pets at School

Animals can provide meaningful learning experiences when connected to classroom instruction. To ensure the safety and well–being of all students, pets may be brought to school only with prior approval from the classroom teacher.

Please make arrangements with your child's teacher in advance so that appropriate accommodations can be made.

Lost & Found

Items that are found at school are placed in the Lost & Found area outside the school office.

To help return belongings quickly, we encourage families to label coats, sweatshirts, lunch boxes, water bottles, and other personal items with their child's name.

Unclaimed items will be donated periodically to a local charitable organization.

Student Communication During the School Day

To minimize interruptions to classroom learning, students are generally not permitted to make or receive phone calls during the school day.

If you need to communicate an important message to your child, please contact the school office, and we will ensure the message is delivered promptly.

Students may use the school telephone with permission from a teacher or the school office when necessary.

5. Student Well-Being & Safety

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.

HEALTH

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.

Immunizations

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

Vaccination Policy – Students must be vaccinated according to state requirements in order to be enrolled in the Lincoln Catholic Schools except so those with 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.

Illness Guidelines

Fever/Vomiting – 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.

Return-to-School Criteria

Students may return to school after experiencing the following illnesses**:**

- Fever, vomiting or diarrhea – 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

Asthma, Allergies and Anaphylaxis

The health and safety of our students are a top priority. St. Vincent de Paul School is committed to providing a safe learning environment for students with asthma, severe allergies, or other medical conditions that may require emergency care.

Parents or guardians are responsible for informing the school of any diagnosed medical condition that may affect their child's health or safety at school. Appropriate medical documentation and any required action plans (such as an Asthma Action Plan or Allergy/Anaphylaxis Emergency Care Plan) should be provided to the school office at the beginning of each school year or whenever a student's medical needs change.

We ask all families to help us maintain a safe environment by respecting classroom and school guidelines regarding food, allergens, and other health-related accommodations.

Head 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.

Bathroom Accidents

Students who experience a toileting accident will be assisted in a respectful and age-appropriate manner. Parents may be contacted if a change of clothing is needed. Preschool and Kindergarten students should have an extra set of clothing available at school.

Health Screenings

Health Screenings will be scheduled ach year, usually in the first quarter. The minimum recommended screening includes: height, weight, vision, and hearing on students in grades 1 through 4. Parents are notified in writing when further evaluation is recommended by their health care professional.

Physicals

Health 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.

SAFE ENVIRONMENT/CHILD PROTECTION

The safety of all children is our highest priority. St. Vincent de Paul School follows the Safe Environment policies of the Diocese of Lincoln to help ensure a safe and protective environment for every student.

All employees and volunteers who work with children are required to complete a background check and participate in Safe Environment training before they may be present with students.

Visitors – Parents and guardians are always welcome to visit St. Vincent de Paul School. To minimize interruptions to instruction and ensure student safety, classroom visits during the school day must be prearranged with the teacher and approved by the school office. On the day of visitation please sign in first at the school office to receive a visitor pass.

Volunteers – We are grateful for the support of our volunteers. To help keep students safe, any volunteer who works directly with children must complete the required background check and Safe Environment training before participating in school activities. Volunteers who have not completed these requirements may assist only in supervised or limited roles, as approved by the school.

School Security – St. Vincent de Paul School is committed to maintaining a safe and secure environment for all students and staff. School doors remain locked during the school day, and access to the building is controlled through the main office.

Staff members are trained in safety procedures and emergency response protocols. We regularly review and practice procedures related to emergencies such as fire, lockdowns, and severe weather to ensure preparedness and student safety.

Mandatory Reporting – In accordance with Nebraska law, all school employees are mandatory reporters. This means they are required by law to report any suspected abuse or neglect to the proper authorities. The safety and well-being of children always come first in these situations.

EMERGENCY PROCEDURES

St. Vincent de Paul 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.

Weather

St. Vincent de Paul School has established emergency procedures to help ensure the safety of all students and staff in the event of a potential threat or unsafe situation.

Lockdowns

Lockdowns re practiced periodically throughout the school year so students and staff know how to respond calmly and appropriately. During a lockdown, students remain in secure areas with their teachers and follow directions from school staff and emergency personnel.

In any emergency situation, the school will communicate with families as soon as it is safe and appropriate to do so. We ask that families avoid coming to the school or calling the office during an active emergency so that staff can focus on student safety.

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. We ask that parents not 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.

Evacuations

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 a designated place that will be shared with you via text and email.

Emergency Contacts

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

STUDENT SAFETY

Bullying

At St. Vincent de Paul School, we are committed to creating a safe, welcoming, and Christ-centered environment where every student is treated with dignity, kindness, and respect. Bullying and intimidation interfere with a child's social, emotional, spiritual, and academic growth and have no place in our school community.

Bullying in any form—including physical, verbal, social, written, or electronic (cyberbullying)—is not acceptable. Students, parents, and staff are encouraged to report bullying concerns promptly to a teacher or administrator. Reports will be taken seriously and investigated in a timely and respectful manner. Every effort will be made to maintain confidentiality while ensuring a thorough investigation.

When bullying is confirmed, the school will work with the students and families involved to address the behavior, restore relationships when appropriate, and promote a safe learning environment. Parents or guardians of both the student who engaged in bullying behavior and the student who was affected will be notified of serious verified incidents.

Searches

To maintain a safe and orderly learning environment, school administrators may conduct searches of school property (such as desks and lockers) and student belongings when there is reasonable suspicion that school rules, policies, or laws may have been violated.

If items are found that are not appropriate for a Catholic school setting or that violate school policy, they may be removed. Parents will be notified when necessary. These procedures are used only when necessary and are never part of routine classroom practice.

Threats

The safety and well-being of every member of our school community is our highest priority. Threats of violence, whether made in person, in writing, online, or as a joke, are taken seriously and will be investigated promptly.

We encourage parents to talk with their children about using respectful language and understanding that statements such as "I'm going to hurt you" or similar comments can be frightening to others and have serious consequences.

When a threat is reported, school administration will carefully consider the student's age, developmental level, intent, disciplinary history, and any potential safety concerns. Parents or guardians will be contacted, and appropriate actions will be taken to ensure the safety of all students and staff.

Weapons

To provide a safe learning environment, students may not bring or possess any weapon or look-alike weapon on school property, at school-sponsored activities, or in school vehicles. This includes, but is not limited to, firearms, knives, explosives, fireworks, sharp objects intended to cause harm, or any item that school administration determines poses a safety risk.

Any student found to have knowingly possessed or used a weapon will be subject to disciplinary action, up to and including expulsion, in accordance with school policy and applicable law.

Drug-Free Campus

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

Asbestos Notification

St. Vincent de Paul School was inspected for asbestos in October 2001. A very minute amount was found in an old portion of the building. 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.

6. Student Expectations & Conduct

Christian Discipleship

At St. Vincent de Paul School, we believe that every child is created in the image and likeness of God and is called to live as a disciple of Jesus Christ. Our goal is to help students grow not only in academic knowledge but also in faith, character, and service to others.

Behavior expectations

As members of our school community, students are expected to:

- Show love and respect for God through prayer, worship, and daily actions.
- Treat others with kindness, dignity, and compassion.
- Speak truthfully and respectfully.
- Take responsibility for their words, actions, and choices.
- Follow school and classroom expectations.
- Care for school property and the belongings of others.
- Demonstrate good sportsmanship and include others.
- Work to resolve conflicts peacefully and respectfully.
- Strive each day to reflect Christ's love in their words and actions.

Our Approach to Positive Discipline

At St. Vincent de Paul School, discipline is viewed as an opportunity for learning and growth. We partner with families to help students develop the social, emotional, and spiritual skills needed to become responsible, respectful, and compassionate members of our school community.

To support this goal, we use the **Boys Town Education Model**, which teaches positive social behaviors and reinforces Christian values through consistent instruction, practice, encouragement, and accountability.

Throughout the school year, students receive direct instruction and practice a variety of social skills based on the Boys Town Education Model. Some of the most important skills are:

- Following directions
- Resisting negative peer pressure
- Communicating respectfully with peers and adults

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, among others.

Consequences

At St. Vincent de Paul School, we believe that discipline is an opportunity for students to learn, grow, and make positive choices. When addressing student behavior, we consider the student's age, developmental level, the seriousness of the incident, and any previous behavioral concerns.

Each classroom teacher has age-appropriate expectations and procedures that support a positive learning environment. Parents are encouraged to become familiar with their child's classroom behavior expectations.

When inappropriate behavior occurs, consequences are intended to help students reflect on their actions, take responsibility, and make better choices in the future. Depending on the situation, consequences may include, but are not limited to:

- A conversation with the teacher or principal
- Reflection or restorative activities
- Modification of recess or other privileges
- A behavior report
- Parent communication or conference
- Other appropriate interventions based on the student's needs

Behavior Plans

If a student needs additional support in developing positive behavior or social skills, a Behavior Plan may be created in partnership with the student, parents, teacher, and administration. The purpose of the plan is to provide consistent guidance, encouragement, and accountability to help the student be successful. Parents will be involved throughout this process.

Serious Violations

For serious or repeated violations of school expectations, disciplinary consequences may include detention, in-school suspension, out-of-school suspension, or expulsion. These decisions are made on an individual basis after carefully considering the circumstances of the incident and the safety and well-being of the school community.

Suspensions

Suspension may be used when a student's behavior significantly disrupts the learning environment, violates school expectations, or raises safety concerns. During a suspension, students may be expected to complete missed assignments as determined by the teacher.

Expulsion

Expulsion is a serious disciplinary action and is reserved for significant or repeated violations of school expectations, or situations involving safety concerns.

Appeals Process

If a family has concerns regarding a disciplinary decision, they may request a meeting with the school administration to discuss the matter. The goal of any appeal process is to ensure clear communication, fairness, and a shared understanding of the situation. Final decisions rest with the school administration, in accordance with diocesan policy.

7. Family Partnership

At St. Vincent de Paul School, we believe that parents and guardians are the primary educators of their children. Our school exists to support families in this mission. Strong communication, shared expectations, and active partnership between home and school help students grow academically, socially, and spiritually.

School Communication

Clear communication between school and home is essential for student success. We use a variety of tools to keep families informed and connected.

School Website & Social Media – The **school website** is the primary source for calendars, announcements, and school-wide information. The school Facebook page may be used to share reminders, celebrations, and highlights from school life.

Weekly Communication (Friday Folders) – Weekly written communication from teachers or the school office is sent home each Friday in a **red Friday Folder**. Materials are sent home with the youngest or only child in each family unless other arrangements are made with the office. Families are asked to review all materials each week and return the folder on the next school day.

School Newsletter – A school newsletter is published approximately every two weeks while school is in session. It is emailed to families and posted on the school website. It includes important announcements, events, and school updates.

Parent–Teacher Communication

Homework & Daily Work Folders – Students bring home a Homework/Daily Work Folder each day containing assignments and returned work.
Families are encouraged to:

- Review student work regularly
- Support homework completion as needed
- Return folders to school daily

Classroom Newsletters – Teachers send weekly classroom newsletters with information about learning, upcoming events, and classroom needs.

Parent–Teacher Conferences – Formal conferences are held twice a year to discuss student progress and development.

Families are encouraged to communicate with teachers throughout the year. Questions or concerns do not need to wait for conferences. Teachers will also reach out when additional communication is needed.

Volunteer Opportunities & Parent Organizations

Family Involvement – We value the many ways families support our school community. Parents and guardians are encouraged to share their time and talents through volunteer opportunities, school events, and parish life. Family involvement strengthens our school and provides meaningful examples of stewardship and service for our students.

Volunteers – Volunteers are an essential part of St. Vincent de Paul School. Parents and parishioners are welcome to assist in classrooms, events, and school programs. All volunteers working with students must complete:

- Diocese of Lincoln Safe Environment training
- Background check

Please contact the school office or your child's teacher for volunteer opportunities.

St. Vincent de Paul School Organizations

School Family Association (SFA) – The School Family Association (SFA), formerly known as the Parent Teacher Organization (PTO), exists to strengthen the partnership between home and school. The SFA supports St. Vincent de Paul School by fostering communication among families, teachers, and administrators; building community through social events and family activities; coordinating volunteers; and sponsoring fundraising efforts that enhance the educational experience of our students. Every parent or guardian of a St. Vincent de Paul School student is a member of the SFA and is encouraged to participate in meetings, volunteer opportunities, and school events. Together, we help create a welcoming, faith-filled school community where every family belongs.

School Advisory Committee – The School Advisory Committee serves as a consultative body to the pastor and principal in matters related to the school's mission, long-range planning, and continued growth. Committee members provide thoughtful advice, share perspectives from the school and parish communities, and support the overall vision of Catholic education at St. Vincent de Paul School. While the committee offers recommendations and guidance, responsibility for the administration and operation of the school rests with the pastor in accordance with diocesan policy.

Firehawk Booster Club – The Firehawk Booster Club exists to promote school spirit, strengthen community, and support the extracurricular life of St. Vincent de Paul School. Through special events, volunteer efforts, and fundraising activities, the Booster Club helps provide opportunities and resources that build community among families. The Booster Club also encourages pride in our Firehawk identity while bringing together students, families, alumni, parishioners, and friends in support of our school and its mission.

Appendix A

St. Vincent de Paul School Wellness Policy

Updated June 24, 2026

St Vincent de Paul School's Local Wellness Policy (LWP) and The Local Wellness Committee (LWC) will meet at least one time per year to establish goals and to oversee school health and safety policies and programs, including development, implementation and periodic review and update of this wellness policy (LWP). The designated official for oversight and to ensure compliance is Janet Kuehl, the School Local Wellness Policy Coordinator.

Committee Members

Name	Role/Relationship to School	Email address	Responsibilities
Janet Bohaty	Principal	janet-bohaty@cdolinc.net	Assists in the evaluation and implementation of the LWP
Janet Kuehl	School Secretary	janet-kuehl@cdolinc.net	School Local Wellness Policy Coordinator
Sister Anne Joelle	Administrative Consultant	sr.anne-joelle@cdolinc.net	Assists in the evaluation and implementation of the LWP
Hilary Holliday	Physical Ed. Teacher	hilary-holliday@cdolinc.net	Evaluation and Implementation of Physical Ed. And Health Education
Bonnie Meintz	Kitchen Manager	bonnie-meintz@cdolinc.net	Implementation and Education of Nutrition Program.
Meggan Schlabach	School Parent	megg.ggdesign@gmail.com	Assists in the evaluation and implementation of the LWP

Implementation, Assessment and Update: The School will actively inform families, students, and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The School will make this information available through school communications and on the website www.mystvincentschool.com. Annually, the School will also publicize the name and contact information of the school officials leading and coordinating the committee, as well as information on how they can get involved with the local wellness committee.
At least once every three years, the committee will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the school is in compliance with the wellness policy;
- A description of the progress made in attaining the goals of the wellness policy.

The LWC will monitor school's compliance with this wellness policy and will notify families of the availability of the triennial progress report. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

References/Governance
Healthy, Hunger Free Kids Act of 2010
USDA Local Process 2014–How to Develop, Implement, & Evaluate a Wellness Policy
USDA National School Lunch and Breakfast Program
Nebraska Department of Education Policy
Nebraska Department of Health and Human Services–Health Screening Policy
Diocese of Lincoln Catholic Schools' Healthy Schools Local Wellness Policy Requirements
St Vincent de Paul Wellness Committee recommendations–with experts and parent/student participants

Record Keeping
St. Vincent de Paul School will retain records to document compliance with the requirement of the Wellness Policy. Documentation will include but is not limited to:
• The written Wellness Policy.
• Documentation demonstrating that the policy has been made available in the student/parent handbook.
• Minutes of meetings to update the policy.
• Documentation of any data driven records that students return to the school.
• The most recent assessment on the implementation of the wellness policy.
• Goals that are a part of the Wellness Policy and the updating of said goals.

General Statement
St Vincent de Paul Catholic School is committed to providing a school environment that will promote and protect children's health, well–being, and ability to learn by supporting healthy eating and physical activity. Our school will provide nutritional and physical educational programs to foster habits that promote lifelong health.

Policy Focus/Public Involvement
St Vincent de Paul Catholic School will engage parents, teachers, food/health professionals, school family leadership, school administrators, other interested community members and the public in developing, implementing, monitoring and reviewing nutrition and physical activity policies. The public can obtain this local wellness policy on the school website www.mystvincentschool.com.

Nutrition
School Meals – Our school is committed to serving healthy meals to children. The school meal program aims to improve the diet and health of school children. School Meals are prepared by our local LEA and served in accordance with state guidelines and the federal USDA National School Lunch Program to meet or exceed current nutrition requirements.

Our school meals:
- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in a clean and pleasant surrounding;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.

Families deposit money into their child's lunch, either through sending a check to the office, or by creating an account with www.myschoolbucks.com and putting money into that account. Email notifications are sent when account balance is low. When student accounts are negative, the lunch program director will notify parents. Information notifying all families of terms of eligibility for free or

reduced lunch costs are available to families at the beginning of the year and on the school website. Any information provided by families is strictly confidential.

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.
Parents or guardians are encouraged to join students for meals and become involved in the school nutrition program. Parents and guardians are encouraged to pack nutritional food and drinks in sack lunches, to include: lean protein, fresh fruits/vegetables, whole grains, and milk/dairy products.

Water
To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. Drinking water will be available in proximity to where school meals are served during mealtimes. Competitive Foods and Beverages All foods and beverages sold at school during the school day will meet nutrition standards. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks

Celebrations and Rewards
All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Healthy party ideas are available from the Alliance for a Healthier Generation and the USDA. For all parties that are held throughout the year – All Saints, Advent, and Easter, St. Vincent de Paul and/or the School Family Association will provide the snack for those parties. No extra food will be allowed to come into the school for those parties. There are no requirements for food/beverages sold during non-school hours for example weekends and evenings.
See websites https://www.fns.usda.gov/sites/default/files/allfoodsfundraisers.pdf & https://www.education.ne.gov/NS/forms/nslpforms/CompetitiveFoods.html for additional information. Food rewards should be avoided and if given, should be healthy and nut safe. A list of nut safe snacks is available to teachers as a hard copy at the beginning of the year, and on the shared folder. Teachers are encouraged not to use food as teaching tools when non-edible items will work just as well.

Nutrition Education and Promotion
Nutrition and Promotion positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and participation in school meal programs.
The School will implement evidence-based nutrition promotion and education practices to support lifelong healthy eating behaviors. The district will provide nutrition education that is integrated into the school environment, promote consistent and positive nutrition messages, and create school food environments that encourage healthy food and beverage choices in accordance with USDA Local School Wellness Policy requirements.

Marketing and Advertising:
The school environment ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Foods and beverages marketed or promoted to students on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards.
The school will ensure that opportunities are provided to students to practice healthy eating and physical activity behaviors throughout the school day by maintaining supportive school environments, implementing wellness promotion activities, and minimizing commercial distractions.

Physical Activity
Children and adolescents should participate in physical activity every day. Physical activity during the school day should not be withheld as punishment. If a child is consistently missing recess, a plan should be developed in conjunction with parents to address the child's needs. To the extent practicable, the school will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The school safety committee will conduct necessary inspections and repairs.

Physical Education –
The school will provide students with physical education using an age-appropriate, sequential physical education curriculum consistent with national and state standards. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. All students will be provided equal opportunity to participate in physical education classes. All elementary students and middle school students will receive physical education throughout the school year taught by licensed teachers. Exemptions or substitutions for physical education classes are (usually) not granted. Physical tests are conducted when proper facility space is available.

Essential Physical Activity Topics in Health Education
Health education is required in all grades. The school will include in the health education curriculum some of the following topics appropriate to the school:
- The physical, psychological, or social benefits of physical activity
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity and preventing injury during physical activity
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness

Recess
The school offers at least 15 minutes of recess in the morning, and 15 minutes in the afternoon on all days during the school year for grades K-6. When recess time is before lunch, schools will have appropriate handwashing facilities and/or hand-sanitizing mechanisms to address cleanliness for reentering the building to eat. Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the school or district must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Classroom Physical Activity Breaks
The school recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Resources and ideas are available through USDA and the Alliance for a Healthier Generation. Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities
Active Transport The school will support active transport to and from school, such as walking or biking. Organized athletics are encouraged for Junior High students.

Staff Wellness and Health Promotion

The LWC will focus on staff wellness issues, identify and disseminate wellness resources. Our school will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors, including Professional Learning. Community Health Promotion and Family Engagement. The School will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts. The school will use electronic mechanisms (e.g., email or displaying notices on the district's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health.

Appendix B

St. Vincent de Paul School Forms

Parent/Guardian Media Consent
Handbook and Technology-Use Agreements
Textbook Loan Authorization

PARENT/GUARDIAN MEDIA CONSENT
AND RELEASE

I, the undersigned Parent/Legal Guardian, hereby give my consent for _____ St. Vincent de Paul School, the Catholic Diocese of Lincoln, any Religious Order within the Catholic Diocese of Lincoln, and any Third-Party Media Outlet approved by the School Administration, to record, film, photograph, audiotape, or videotape my below Child(ren)'s name, image, likeness, spoken words, student work, performance or movement, in any form at school or a school-related activity or event (hereinafter collectively referred to as "School Works"), and to display, publish, post, reproduce, disseminate, or exhibit these School Works or any part thereof in connection with any promotional material, website, social media posting, radio broadcast, television broadcast, or any other media form or format. The School, Catholic Diocese of Lincoln, Religious Orders within the Catholic Diocese of Lincoln, and Third-Party Media Outlets approved by the school administration shall be collectively referred to as the "Approved Parties".

I hereby release the Approved Parties, including their respective officers, directors, employees and agents from any and all liability, loss, damage, costs, claims and/or causes of action arising out of or related to the creation, publication, posting, reproduction, dissemination, or distribution of the School Works.

I have read this Media Consent and Release and understand its terms. I am a parent or legal guardian of the below listed Child(ren) and have the authority to execute this Consent and Release on behalf of myself and my Child(ren).

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

CHILD'S NAME	CHILD'S GRADE

OR

I, the undersigned Parent/Guardian, **DO NOT CONSENT** to the above Media Consent and Release.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

CONSENTIMIENTO Y RENUNCIA DEL PADRE/TUTOR PARA LOS MEDIOS

Yo, el padre/tutor legal abajo firmante, doy mi consentimiento para que _____ St. Vincent de Paul Escuela, la Diócesis Católica de Lincoln, cualquier Orden Religiosa dentro de la Diócesis Católica de Lincoln, y cualquier Medio de Comunicación de Terceros aprobado por la administración de la escuela, para grabar, para filmar, fotografiar, grabar en cinta de audio o video, el nombre, la imagen, el parecido, las palabras habladas, el trabajo, la actuación o el movimiento de los niños a continuación, de cualquier manera en la escuela o en una actividad o evento relacionado con la escuela (en lo sucesivo denominados colectivamente como "Obras Escolares"), y exhibir, publicar, publicar, reproducir, difundir o exhibir estas Obras Escolares o cualquier parte de las mismas en relación con cualquier material promocional, sitio web, publicación en las redes sociales, transmisión de radio, transmisión de televisión o cualquier otra forma o formato de los medios de comunicación. La Escuela, la Diócesis Católica de Lincoln, las Órdenes Religiosas dentro de la Diócesis Católica de Lincoln y los Medios de Terceros aprobados por la administración de la escuela se denominarán colectivamente como las "Partes Aprobadas".

Por la presente libero a las Partes Aprobadas, incluidos sus respectivos funcionarios, directores, empleados y agentes, de toda responsabilidad, pérdida, daño, costo, reclamo y/o causa de acción que surja de o en relación con la creación, publicación, publicación, reproducción, difusión o distribución de Obras Escolares.

He leído este consentimiento y comunicado de prensa y entiendo sus términos. Soy padre o tutor legal de los niños que se enumeran a continuación y tengo la autoridad para ejecutar este Consentimiento y liberación en mi nombre y el de mis hijos.

Nombre del Padre/Tutor: _____

Firma del Padre/Tutor: _____

Fecha: _____

NOBRE DEL NIÑO	GRADO DEL NIÑO

O

Yo, el padre/tutor que suscribe, **NO DOY MI CONSENTIMIENTO** con el consentimiento y renuncia anteriores.

Nombre del Padre/Tutor: _____

Firma del Padre/Tutor: _____

Fecha: _____

SAINT VINCENT DE PAUL SCHOOL

Handbook and Technology–Use Agreements

Please complete this form and return to school by **August 31st.**

St. Vincent de Paul School Handbook

I received the St. Vincent de Paul School Parent/Student Handbook and have read the contents and agree to abide by the policies stated therein. This handbook does not constitute a contract, but 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. Parents will be given prompt notification if changes are made.

Parent/Guardian Signature_____ Date_____

Computer/Internet User Agreement (For K– 4th Grade Students)

Please refer to the Computer/Internet Use Policy in the Parent/Student Handbook

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_____

SAINT VINCENT DE PAUL SCHOOL

Textbook Loan Authorization

Please complete this form and return to school by **August 31st.**

The state of Nebraska has designated money for the purchase of textbooks for loan to students attending private approved or accredited schools. This is known as the "Textbook Loan Program" or Rule 4. A parent or legal guardian of a private school child may authorize the school to borrow textbooks through a designated agent. By signing the authorization below you allow the administrator of St. Vincent School to act as your agent.

By enrolling my child in St. Vincent de Paul School, I hereby authorize the administrator of the school to act as my designated agent for purposes of requesting and borrowing textbooks, pooling per child allocations when requesting textbooks, and representing me in all other matters under 92 NAC (Rule 4).

I, _____ dated _____ give authorization on my behalf for the textbook loan program.