



# **St. Patrick School**

St. Patrick School

A Ministry of Ss. James & Patrick Parish

412 North Jackson St.

Decatur, IL 62523

School Phone: (217) 423-4351

[www.decaturstpatrick.org](http://www.decaturstpatrick.org)

## **Family/Student Handbook 2024-2025**

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**MISSION STATEMENT:**

The Mission of St. Patrick School is to prepare its students academically and socially for lives of service and leadership rooted in the Gospel of Jesus and the Catholic virtues of faith, hope, and love. Our mission is to share the joy of the Catholic faith—of knowing, loving, and serving God—with the people of our diocese and, through education, formation, and example, to enable them to radiate the Truth, the Light, and the Love of Christ to others.

**STATEMENT OF PHILOSOPHY:**

St. Patrick School is a state-recognized non-public school. It is an important part of the catechetical mission of Ss. James and Patrick Parish. As such, it is an environment where the four-fold purpose of Catholic education - message, community, worship, and service - can be realized.

The integration of religious truths and values with the rest of life is achieved first of all in the lived experience of the family. The teachers see themselves as co-workers and co-witnesses with parents in the important ministry of Catholic education.

Each child is a unique person, called to happiness with God now and in eternity and gifted with developing talents. These talents – religious, intellectual, moral, physical, emotional, and social – will be developed to their greatest potential in a positive learning environment where love and trust call forth in each child an understanding of his/her own dignity as a baptized Catholic.

The teachers strive to provide a well-balanced program, maintaining a priority of objectives and a scale of values consistent with the ministry entrusted to them by the Church. Their integrated approach to learning and living their own lives shall exemplify authentic Catholic living. Through instructional and creative activities, the student experiences the integration of faith and service within the context of the classroom and school community.

Working together, parents, teachers, students, and the members of Ss. James and Patrick Parish make St. Patrick School a Catholic community of faith, enriching the Church and the world.

St. Patrick Catholic School is committed to building a culture founded on Gospel values. Catholic teachings will be imparted to all students and all students are expected to enhance the school's Catholic mission. To this end, parents, students, faculty, staff, and visitors are all called to ensure that all members of the community are consistently treated with dignity and respect as made in the image and likeness of God.

## STATEMENT OF OBJECTIVES

### **Religious:**

- encouraging full, conscious and active participation in liturgy, incorporating the best in liturgical music
- striving to awaken in the students a sense of mission in the form of service to their fellow human beings, in their own lives and worldwide
- maintaining a religion program that is sequential and well-balanced in its doctrinal and scriptural emphasis

### **Academic:**

- incorporating into our curriculum specific goals to be developed in the basic subject areas for grades Pre-Kindergarten through 8
- striving for excellence in academic areas in accord with each student's capability
- using a variety of resource materials and techniques
- striving for continual personal growth for faculty and staff through in-service workshops and professional reading
- educating the whole child, mind and spirit, by fostering creativity, intellectual curiosity, and an inquisitiveness toward problem-solving through STREAM projects
- building a source of students' faith and academic achievement by developing a positive self-image, attitude and spirit that will enable them to become active and conscious citizens through implementing the Character Counts program

### **Community:**

- maintaining among the faculty, administration and parish a strong spirit of unity and understanding
- sharing this unity with our students through example and direct teaching
- helping students accept themselves and each other as loved children of God
- including parents in the varied school activities
- maintaining open communication with parents through conferences, letters, FastDirect, email, and/or phone calls

### **PARISH SUPPORT**

- St. Patrick School exists primarily for the religious education of the young people of Ss. James and Patrick Parish. All parent(s)/guardian(s) who are parishioners of Ss. James & Patrick Parish are expected to attend weekend Mass regularly with their children.
- The parish is the primary source of funding for St. Patrick School. Parents who are members of the parish are expected to make weekly church contributions as part of their stewardship of Ss. James and Patrick Parish. The ability of St. Patrick School to continue offering quality educational opportunities for children depends on parent(s)/guardian(s) financially supporting the church and the school to the best of their ability.
- St. Patrick School students are expected to contribute to Ss. James and Patrick Parish. We encourage all parents to discuss the importance of stewardship with their child(ren) and to help them make a commitment to support the parish.
- Catholic Education begins with Sunday Mass.

### **Sunday Mass Schedule:**

@Saint James Church: Saturday 4:30 pm (Mar-Aug); Sunday 8:30 am

@Saint Patrick Church: Saturday 4:30 pm (Sep-Feb) Sunday 10:15 am

### **Weekday Mass Schedule**

@St. James Church: Monday & Wednesday 8:00 am

@St. Patrick Church: Tuesday (Children attend) 8:00am

@St. Patrick Church: Friday 11:15 am

### **Apostles' Creed**

I believe in God, the Father almighty,  
Creator of heaven and earth,  
and in Jesus Christ, his only Son, our Lord,  
who was conceived by the Holy Spirit,  
born of the Virgin Mary,  
suffered under Pontius Pilate,  
was crucified, died and was buried;  
he descended into hell;  
the third day he rose again from the dead;  
he ascended into heaven,  
and is seated at the right hand  
of God the Father almighty;  
from there He will come  
to judge the living and the dead.  
I believe in the Holy Spirit,  
the holy catholic Church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and life everlasting. Amen.

### **Our Father**

Our Father, who art in heaven,  
hallowed be thy name;  
thy kingdom come,  
thy will be done on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses,  
as we forgive those  
who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

### **Hail Mary**

Hail Mary, full of grace, the Lord is with thee.  
Blessed art thou among women,  
and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death. Amen.

### **Glory Be**

Glory be to the Father,  
and to the Son,  
and to the Holy Spirit,  
as it was in the beginning, is now,  
and ever shall be, world without end. Amen.

### **Peace Prayer**

Lord, make me an instrument of your peace.  
Where there is hatred, let me sow love  
where there is injury, pardon;  
where there is doubt, faith;  
where there is despair, hope;  
where there is darkness, light;  
and where there is sadness, joy.

O Divine Master,  
grant that I may not so much  
seek to be consoled as to console;  
to be understood as to understand;  
to be loved as to love.  
For it is in giving that we receive;  
it is in pardoning that we are pardoned;  
and it is in dying that we are born to eternal life.  
Amen.

### **The Jesus Prayer**

Lord, Jesus Christ, Son of God,  
have mercy on me, a sinner. Amen.

### **Act of Contrition**

My God,  
I am sorry for my sins with all my heart.  
In choosing to do wrong and failing to do good,  
I have sinned against you whom I should love  
above all things.  
I firmly intend, with your help, to do penance, to sin  
no more, and to avoid whatever leads me to sin.  
Our Savior Jesus Christ suffered and died for us.  
In his name, my God, have mercy.  
Amen.

### **Morning Offering**

O Jesus, through the Immaculate Heart of Mary,  
I offer you my prayers, works, joys, and sufferings  
of this day  
for all the intentions of your Sacred Heart,  
in union with the Holy Sacrifice of the Mass  
throughout the world,  
for the salvation of souls, the reparations of sins,  
the reunion of all Christians,  
and in particular for the intentions of the Holy  
Father this month.  
Amen

### **From the Breastplate of St. Patrick**

Christ with me, Christ before me,  
Christ behind me, Christ in me,  
Christ beneath me, Christ above me,  
Christ on my right, Christ on my left,  
Christ in breadth, Christ in length,  
Christ in height,  
Christ in the heart of everyone who thinks of me,  
Christ in the mouth of everyone who speaks of  
me,  
Christ in every eye that sees me,  
Christ in every ear that hears me

## **FACULTY & STAFF**

Father Chris Comerford, *Pastor* [frchris@ssjpparish.com](mailto:frchris@ssjpparish.com)  
Traci Friel, *Principal* [frielt@decaturstpatrick.org](mailto:frielt@decaturstpatrick.org)  
Michelle Gillespie, *Secretary* [gillespiem@ssjpparish.com](mailto:gillespiem@ssjpparish.com)  
Kara Morse, *Pre-K 3* [morsek@decaturstpatrick.org](mailto:morsek@decaturstpatrick.org)  
Annie Moore, *Pre-K 3 Aide*  
Julie Hettinger, *Pre-K 4* [hettingerj@decaturstpatrick.org](mailto:hettingerj@decaturstpatrick.org)  
Sister Rosemary, *AM Aide*  
, *PM Aide*  
Lara Vespa, *Kindergarten* [vespal@decaturstpatrick.org](mailto:vespal@decaturstpatrick.org)  
Michele Montgomery, *1<sup>st</sup> Grade* [montgomerym@decaturstpatrick.org](mailto:montgomerym@decaturstpatrick.org)  
Lisa Cervantes, *2<sup>nd</sup> Grade* [cervantesl@decaturstpatrick.org](mailto:cervantesl@decaturstpatrick.org)  
Pamela Martin-Hull, *3<sup>rd</sup> Grade* [martinhullp@decaturstpatrick.org](mailto:martinhullp@decaturstpatrick.org)  
Megan Hull, *4<sup>th</sup> Grade* [hullm@decaturstpatrick.org](mailto:hullm@decaturstpatrick.org)  
, *5<sup>th</sup> Grade*  
Susie Conway, [conways@decaturstpatrick.org](mailto:conways@decaturstpatrick.org)  
    *6<sup>th</sup> H.R. 6<sup>th</sup>-8<sup>th</sup> ELA*  
  
    *7<sup>th</sup> H.R. 6<sup>th</sup>-8<sup>th</sup> Religion, Science*  
Jerry Spain, [spainj@decaturstpatrick.org](mailto:spainj@decaturstpatrick.org)  
    *8<sup>th</sup> H.R. 6<sup>th</sup>-8<sup>th</sup> Math & History*  
Billie Shay, *Music/Technology* [shayb@decaturstpatrick.org](mailto:shayb@decaturstpatrick.org)  
Jessica Hoerdeman, *Art* [hoerdemanj@decaturstpatrick.org](mailto:hoerdemanj@decaturstpatrick.org)  
Amber Hooker, *Library/Aide* [hookera@decaturstpatrick.org](mailto:hookera@decaturstpatrick.org)  
Ashley Glidewell, *PE/Aide* [glidewella@decaturstpatrick.org](mailto:glidewella@decaturstpatrick.org)  
Lisa Collins, *Cafeteria Manager* [collinsl@ssjpparish.com](mailto:collinsl@ssjpparish.com)  
Carla Hahn, *Finance* [hahnc@ssjpparish.com](mailto:hahnc@ssjpparish.com)  
Robin Canary, *Tuition/Lunch* [canaryr@ssjpparish.com](mailto:canaryr@ssjpparish.com)  
Pete Brosamer, *Maintenance*  
Hugh Good, *Custodian*  
Paula Leffler, *Title I Reading*  
Mallory Johnson, *Speech*

## **HOME AND SCHOOL ASSOCIATION**

Fr. Chris Comerford      Pastor  
Traci Friel                  Principal  
Jill Andrews                President  
Erica Johnson                Secretary  
Michelle Gillespie          Treasurer  
Eric Allen                    General  
                                    General

## **ADVISORY BOARD**

Fr. Chris Comerford      Pastor  
Traci Friel                  Principal  
Katy Henkel-Slade        Chair  
Tegan Brown                General  
Sarah Davis                 General  
Dawn Feltes                General  
Tisha Hess                  General  
Daniel Feltes                General  
Shannon Weaver          General  
Billie Shay                 Teacher Representative

## **ST. PATRICK SCHOOL STUDENT/PARENT HANDBOOK**

St. Patrick School is state-recognized and is governed by the policy of the Springfield Diocesan Handbook of Catholic Educational Policies. The school handbook and calendar have been designed to uphold those policies.

The St. Patrick School Handbook and Calendar is provided to all parents and guardians of St. Patrick School students. It is intended that parents and guardians share with the school the responsibility of helping the students understand the school's philosophy. It is expected that this handbook will be discussed by the parent(s)/guardian(s) with their child(ren).

The pastor and /or principal retain the right to amend this handbook for just cause, and parents will be given prompt notification if changes are made.

Great effort has been taken to make this handbook as inclusive as possible and to keep all rules clear and practical. If there is a need for an explanation of anything in this handbook, please call the school office at 423-4351.

### **Statement of Respect for Dignity of All**

Parents, students, faculty, and staff make up the school community and are always representatives of St. Patrick Catholic School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at St. Patrick Catholic School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect

may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

## **RESPONSIBILITIES OF SCHOOL, PARENTS, AND STUDENTS**

St. Patrick Catholic School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

### **School Responsibilities**

When enrolling your child in a Catholic school, the school accepts certain important responsibilities, including the following:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner
4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social and emotional growth of students through various activities and opportunities

### **Parent Responsibilities**

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

1. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible.
2. To be a partner with the school in the education of your child
3. To consistently treat all school personnel with respect and courtesy
4. To work with the school in the administration of student discipline
5. To understand and support the religious nature of the school
6. To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request



- clarification, when necessary
7. To know who your child's teachers are and to observe mandatory parent-teacher conference dates and any special requests for meetings
  8. To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first inquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.
  9. To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible
  10. To promote St. Patrick Catholic School and to speak well of it to others
  11. To meet financial obligations in a timely manner
  12. To support the fundraising efforts of the school when possible
  13. To appreciate that Catholic education is a privilege that many persons do not have

### **Student Responsibilities**

When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel
3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself with dignity and to always show respect for all school personnel and students.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to

attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **FINANCIAL MATTERS**

The actual cost of educating a student at St. Patrick School is over \$7,000.00, which is greater than tuition and book fees.

#### **Tuition and Fees 2024-2025**

##### **Family (non-refundable) registration fee:**

\$50.00

##### **Kindergarten – 8<sup>th</sup> Grades: active parishioners**

Tuition: \$3,100.00 for one child

\$5,600.00 for two children

\$7,500.00 for three or more children

Book/Material fee (per child): \$300.00

##### **Kindergarten - 8<sup>th</sup> Grades: Non-active parishioners**

Tuition: \$4,000 for one child

\$6,400 for two children

\$8,300 for three or more children

Book/Material fee (per child): \$300.00

##### **Pre-School 3/4 Half-Day:**

\$2,500.00 for five days per week

(8:00am – 11:30am)

Materials Fee for Preschool (per child): \$150.00

##### **Pre-School 3/4 Full-Day:**

\$4,400.00 for five days per week

(8:00am to 2:50pm)

Materials Fee for Preschool (per child): \$150.00

### **FACTS & Payment Options**

All families will be enrolled in FACTS, the financial management company used by St. Patrick School, for tuition payments and accounting.

Four options for tuition payment exist:

1. Annually in July with no additional fees

2. Semi-annually on the 5th or 20th of the month in July and January with a \$5.00 charge per payment or in August and February with a \$5.00 charge per payment to FACTS
3. Quarterly in July, Oct., Jan., and April on the 5th or the 20th of the month with a \$35.00 payment fee to FACTS
4. Monthly (10 payments) on the 5th or the 20th of the month with a \$35.00 payment fee to FACTS

Please contact Robin Canary, tuition manager, in the parish Finance Office (429-5363) for questions or to enroll in FACTS. Parents will be able to access their account records on FACTS as needed. They will also be able to print their payment history for income tax filing whenever they like. Those without access to computers/printers may call the Finance Office to have copies prepared or mailed to them.

### **Scholarships & Financial Aid**

Scholarships and Financial Aid packages are awarded in the spring. It is expected that those who apply will complete the required FACTS form and submit it to the company with payment for processing by the company deadline and also apply to Empower Illinois. Tuition payments should be current and pre-registration should be completed by those seeking scholarships or financial aid.

### **Volunteer Discount**

It is the policy of St. Patrick School for all families to complete 20 hours (K-8) or 10 hours (Pre-K) of volunteer service each school year. There will be a \$400 additional charge to the family balance if the hours are not met. It is the responsibility of each family to document with the individual(s) running the event(s). At all service hour events, there will be a sign in/out sheet to track these hours.

### **Volunteer Opportunities**

St. Patrick School proudly recognizes the reputation it maintains for having involved and interested parent(s)/guardian(s). We are a community that acknowledges the importance of Catholic education and a Christian environment for our children. We realize that much is required to keep our school alive and excellent. St. Patrick School is a community expecting you as a parent/guardian to become involved in your child's education in a wide variety of ways.

Any parent, grandparent, or other adult family member/friend is invited to volunteer after having completed the necessary safe environment training. See p. 9 for information on the Bishop's mandate for Protecting God's Children training and a background check. Volunteers are needed in the following areas:

- **Fundraiser volunteers** help with the Auction and Annual Fund.
- **School office** volunteers help with office-related needs, such as using the copy machine, laminating, stuffing envelopes, etc.
- **Playground volunteers** help supervise and monitor outdoor and indoor recess play during the lunch hour
- **Bingo** held at the Macon County Fairgrounds on Monday evenings

### **Referral Discount**

St. Patrick offers a reduction in tuition for those families who refer a new family to the school. That reduction is applied as a tuition credit for the referring family when the student(s) of the new family remains for a full year and the new family meets its financial obligations for fees and tuition. The credit is issued for the next school year.

### **Refunds**

Students who withdraw from St. Patrick School and request a refund will be directed to the parish office. Refunds of tuition will be determined by the parish office. A fee will be charged.

### **Returned Checks**

If St. Patrick School receives a returned check from a parent/guardian due to insufficient funds, a \$25 NSF fee will be charged. Subsequent payments must be made in either cash or money order.

### **Year-end Responsibilities**

Students who have any outstanding obligations will not receive report cards until all debts are paid. This includes returning library books, athletic uniforms, financial obligations, etc. Eighth graders will not be allowed to graduate or attend graduation activities and ceremonies unless all obligations are met.

## **EXTENDED CARE PROGRAM**

St. Patrick School offers supervised care for students before and after school in the church basement. Students may enroll at any time. There is a one-time \$10 enrollment fee per family in addition to the daily attendance fees. Fees are to be paid at the end of each week. If payment is late for two consecutive weeks, the child(ren) may be dismissed from the program. If financial difficulties arise, call the school office at 423-4351. All school disciplinary regulations apply during Extended Care times. **There will be no Extended Care on early dismissal days. (Except faculty meeting days)**

### **Before School Care**

Morning Care hours are from 6:30 am to 7:30 am. Any student who arrives on the school campus for morning extended care should be dropped off in the church basement. A parent/guardian must sign in their child as the student enters. At 7:30am, the supervisor will escort the students to morning recess. \$3.00 per student if they arrive before 7:30am

### **Afterschool Extended Care**

Afterschool Extended Care hours begin at school dismissal (whether regular or early dismissal) and end at 5:00pm. Students attending the program will be dismissed from their classrooms at the end of the school day and will wait in the library. The students will be escorted to the church basement by the supervisor.

Fees for Afterschool Extended Care, snack and a milk for each child on regular attendance days are as follows:

- 1 student: \$8.20 per day + 80¢ for snack & milk
- 2 students in a family: \$14.40 + \$1.60 for snack & milk
- 3 students in a family: \$18.60 + \$2.40 for snack & milk
- 4 students in a family: \$26.80 + \$3.20 for snack & milk
- 5 students in a family: \$35.00 + \$4.00 for snack & milk

Adjusted fees for those students participating in the Free or Reduced Lunch Program are:

- 1 student in Free Lunch Program: \$8.20
- 1 student in Reduced Lunch Program: \$8.35

## **MEALS**

### **Breakfast**

Students may purchase breakfast on the go for \$1.25 at the beginning of the school day. Breakfast is served no later than 8:15am. If your child is late to school, they may miss their opportunity to pay for and receive breakfast.

### **Lunch**

St. Patrick School offers hot lunches for \$3.10 which includes milk. An extra entree may be purchased for an extra \$1.50 (\$4.60 total). Students who bring a bag lunch may purchase milk for \$0.50 a carton. Lunch fees may accrue up to \$30.00 per family. After that, students who have outstanding balances may lose their privilege of field trips, class events, etc. All accounts need to be checked weekly and kept up to date.

### **Free/Reduced Breakfast/Lunch Program**

St. Patrick School participates in the National Free or Reduced Breakfast/Lunch program. Applications for free or reduced meals are available in the registration packet or from the school office. If a participating student orders a double lunch, the first is free or reduced; the second will cost \$1.50. Note: If all school lunches are free by government ruling, the normal portion is free. If a student orders a double entree, their lunch account will be charged \$1.50.

## **ADMISSION AND REGISTRATION**

### **Non Discriminatory Policy**

St. Patrick School admits students of any race, color, sex or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

The pastor and school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

St. Patrick Catholic School does not discriminate against immigrant students lacking legal documentation/status via Plyer vs. Doe. Any conflicts or disputes on interpretation of this policy will be resolved by the Pastor and/or Principal.

### **Catholic Identity**

St. Patrick School has a responsibility and obligation to meet the school needs of its Catholic parishioners. Therefore, St. Patrick School will continue to monitor its enrollment in order to perpetuate itself as a Catholic school. Parishioners and other Catholic families will have a preference for available space during spring registration. In the event that the recommended class size is not reached at registration, space will be made available to non-Catholic students.

### **Students With Learning Disabilities**

Students with special educational needs may be admitted to St. Patrick Catholic School as long as adequate adjustments in the educational setting can be provided to meet the educational needs of the student. The decisions for admission of a student will be made on a case-by-case basis. Parents/guardians MUST disclose special needs and if a student has an Individualized Education Plan (IEP), documentation must be provided to the principal prior to an admission or enrollment decision to ensure the program is able to meet the needs of the student/family. Failure to make this disclosure may result in termination of admission. St. Patrick Catholic School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance. Students with learning disabilities receive services provided by Decatur Public School #61 Special Education, Title I and Title II.

### **Transfer Students**

New students will be evaluated by the principal and/or pastor at 3 weeks, 6 weeks and 9 weeks. This probationary period provides time for the student to adjust to a new school setting and to demonstrate academic commitment and responsible behavior consistent with St. Patrick Catholic School's standards. In the event that a student does not demonstrate satisfactory academic commitment and responsible behavior during this probationary time, the student may be required to withdraw from the school.

### **Admission Guidelines**

The administration of St. Patrick School has a responsibility to monitor student entrants so as not to jeopardize or compromise the religious and curricular education of all its students. All students will be admitted to St. Patrick School on the basis of space available and subject to the discretion and agreement of the pastor and principal. All new students must be in good standing from their prior school. They will be given a trial period to prove social and academic progress. If within this period any problem arises, the student will be asked to withdraw his or her attendance. St. Patrick School will not become a haven for anyone, of any faith, wanting to escape racial integration or any problems in the public school. The student seeking admission under any of these circumstances or motives will be denied admission.

### **Pre-K 3 and Pre-K 4 Guidelines**

All students entering PreK 3 and PreK 4 classes must be potty trained. We will not accept any students who are not potty trained. All students who attend St. Patrick Catholic School are required to be potty trained before being enrolled. Should a student be enrolled that is not potty trained, they will be unenrolled immediately. No diapers allowed.

### **Kindergarten Screening**

A Kindergarten Screening will be administered to all children seeking entrance to St. Patrick who will be five years of age on or before September 1 of the year in which they are seeking admittance. The test is a screening process which includes performance based assessment and teacher observation. Questions regarding test administration or scoring are discussed with parents at the time of testing. Screening does not guarantee admission.

### **Registration Documents/Information**

Students entering St. Patrick School for the first time at any grade level need to furnish the following at registration time:

- **Certified birth certificate** (a copy will be made at the time of registration)
- **Baptismal certificate** (obtained from the church of Baptism)
- Records of any other **sacraments received**
- Certification of the following examinations, tests, and immunization requirements :
  - physical; dental; vision; proof of immunizations
- **Contact information** including home address, parent/guardian name(s) and phone numbers (home, cell and work), email addresses, and other emergency data

### **Registration Dates**

School begins August 16, 2024. Registration is held year round and can be completed by calling the school office.

### **Gender Identity**

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

### **AIDS**

Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish Religious Education Programs. Students who are known to have AIDS should be individually evaluated by the Pastor, appropriate administrator(s), physician(s), and other professional personnel in order to determine if their behavior or physical condition poses high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student. -Handbook of Catholic Educational Policies No. 4715

### **ATTENDANCE**

St. Patrick School exceeds the state-required 880 hours of instructional time. Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school during the entire time school is in

session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Daily attendance is required by St. Patrick School.

The daily schedule is:

|                      |   |
|----------------------|---|
| <b>6:30am</b>        | Morning Extended Care Opens                     |
| <b>7:30am</b>        | Morning Recess                                  |
| <b>7:45am</b>        | School Doors Open/Students Enter Classrooms     |
| <b>7:55am</b>        | <b>School Day Starts (7:50 for Junior High)</b> |
| <b>11:30am</b>       | Half-Day PreK Dismissal                         |
| <b>10:35-11:15am</b> | Recess/Lunch for Pre-K 3 & 4                    |
| <b>11:00-11:50am</b> | Recess/Lunch for Grades K, 1, & 2               |
| <b>11:15-11:50am</b> | Lunch for Grades 6, 7, & 8                      |
| <b>11:30-12:15pm</b> | Recess/Lunch for 3, 4, & 5                      |
| <b>2:50pm</b>        | Dismissal/Extended Care Begins (2:55pm)         |
| <b>5:00pm</b>        | Extended Care Closes                            |

### **Pledge/Prayers**

After daily morning announcements/prayer, the Pledge of Allegiance is recited. Students learn about the American flag and how to care for the flag properly.

### **Absence**

If your child is going to be absent from class, state law requires that you call the school (423-4351). If the parent/guardian has not called school by 9:30am, the school will contact the parent/guardian to verify the child's absence. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. Absences not verified by the parent/guardian will be documented as unexcused. We use this data to help determine systems of support to help promote daily attendance and student success.

Students at St. Patrick Catholic School are granted 8 days of excused absence per semester (more detail discussed at the end of this section). **Excused absences** include:

- absence because of student illness, including the mental or behavioral health of the student
- absence because of a family member's death, serious illness, or emergency
- absence due to doctor's or dentist's appointment
- absence for personal reasons arranged in advance with the office

Upon returning to school, the student will be admitted to class with a written excuse signed by the parent/guardian or doctor. At this time, the child should request directly from the teacher any missed classwork or homework assignments. Students are allowed one day grace period for each day absent to turn in missed work. If more time is needed, arrangements can be made directly with the teacher.

Students who are absent from school are not permitted to participate in afterschool or evening school-sponsored activities on the day of their absence. This includes sports, concerts, dances, plays, and other performances.

In general, family vacation trips during school time are discouraged since they are disruptive to the learning process. If a vacation trip is necessary during school time, the parent/guardian must write to the principal and teacher informing them of the plan. **Homework will be given when the student returns to school.** If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Any absence beyond the 8<sup>th</sup> day needs to be documented with a doctor's excuse. Students with excessive absences and/or tardiness may be prohibited from after-school athletic activities, field trips, lead roles in music programs, or other activities outside the core curriculum as deemed necessary by the Principal. Any child who is absent more than 30 days in one school year may be considered for retention in the same grade for the next year. If a student is absent without valid cause (an unexcused absence) for a school day or a portion of the school day, s/he is considered truant. Upon documentation of a student's unexcused absence, the child's parent/guardian will be informed and a meeting with the principal will be held. Supportive services may be put

in place such as parent conferences, student/family counseling, and information regarding community services for support. The Assistant Regional Superintendent of Schools will be notified. Appropriate procedures for referring truancy cases to the court will be employed.

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (gr 6-12 only), or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

#### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This

review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Catholic Instruction**

St. Patrick Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, St. Patrick Catholic School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

### **COMMUNICATION**

#### **Change of Address and Communication Records for the School**

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the student's needs at this transitional time.

### **Communications**

Open communication between home and school is essential for a child's school success. Classroom teachers communicate through classroom newsletters, electronic messaging through the school database (Fast Direct), emails and phone calls to parents. Administration and faculty will also contact you with questions and concerns. Please feel free to call upon your child's teachers using their individual classroom system, emails (Fast Direct), or phone calls whenever you have any question or concern. **Whenever a problem concerning your child arises, the first person to be contacted is the classroom teacher.** If you need to speak with a teacher, please call ahead for an appointment so that you will know when the teacher will be available. Teachers are preparing for their day in the morning and often have meetings and scheduled appointments after school, so they cannot always be available on a "walk in" basis. After meeting with the teacher, if the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, contact the pastor.

The administration will also keep parents informed of school news through a frequent newsletter that is sent through Fast Direct and in the Church bulletin during the school year. Newsletters and other flyers with pertinent information will be emailed to parents, or hard copies will be sent home with the youngest child in the family upon request. Additionally, the school information is available on the school website, [www.decaturstpatrick.org](http://www.decaturstpatrick.org), and the Church bulletin is available on the parish website, [www.sspparish.com](http://www.sspparish.com).

At St. Patrick Catholic School, the norms for communications are based on decorum and the Golden Rule. This is the frame for the messages we send out to our school families. We therefore aim to be honest and direct but consistently respectful, professional, and constructive in our messages to parents and guardians. For this reason, we also insist that messages sent to faculty and staff are likewise courteous, kind, and helpful. These norms are not only in keeping with our Christian character, but also are the basis for all effective communications since most problems do not get better through an adversarial approach.

### **Weekly School Folder**

Each Monday a FastDirect will be sent with upcoming events. St. Patrick Catholic School will also send home a weekly folder with information.

This message will contain a letter from the office, announcements, information about events and activities, gift certificate order forms, Extended Care statements, Home & School notes, athletic notes and other office communication.

Parents/Guardians are asked to read the items and return any forms requiring signature or payments in the folder.

St. Patrick School organizations wishing to send notes home with students need to have their prepared messages to the school office by Friday prior to the week the information is to be sent. Messages need to be typed and proofed. Approval by the principal is needed for all notes sent home.

### **Contacting a Teacher, Principal or Pastor**

Parents/Guardians may contact a teacher, the principal, or the pastor in any of the following ways:

1. FastDirect Mail
2. Phone call (school office: 423-4351; parish office: 429-5363)

Please, be sure to **contact your child's teacher first if there is a classroom issue.** If that issue is unresolved, then contact the principal. Teachers will check FastDirect in the morning and before they leave the school. Responses will be sent within 24 hours if Monday-Thursday. If teachers/admin receive emails after 3pm on Friday, they will respond the following week. For times during the holiday(s), teachers and administration will respond within 24 hours of returning from break.

### **FastDirect**

Through this service, parents have online access to daily attendance and report cards as well as a convenient way to contact teachers. Contact the office to acquire your username and password. Families without internet access are allowed to use the school library computer.

### **Policy Making**

The policies of the administration and educational mission of St. Patrick



Catholic School are enacted and thereby formalized by the Pastor. The School Advisory Board is advised of the formation of such policies by the Principal, the Pastor, or other members of the Board. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

## **ACADEMICS**

### **Effort/Conduct**

S = Satisfactory

N = Needs Improvement

U= Unsatisfactory

### **Report Card Grading Key**

A 90-100

B 80 – 89

C 70 – 79

D 60 – 69

F 59 and below

### **Books**

Students are responsible for the care of their textbooks and school library books. A fee will be charged for books that are lost or damaged. Books should be brought to and from school in a book bag. It is required that textbooks be covered to prevent damage.

### **Curriculum**

Curriculum standards are available for review in the office. All subject areas are taught in English. Students receive daily instruction in religion, reading/literature, language arts, writing, science, social studies, and history. Students will also receive instruction in music/band/choir, physical education, art, health, and technology.

### **Eligibility**

A student may be deemed “ineligible” for any extra-curricular activity (sports, field trips, etc.) if the student’s cumulative grade is below a 60% in any subject. Eligibility is determined every Monday, and the student-athlete will be ineligible until the next Monday. A student’s effort, amount of grades, and a plan of action may be considered with only one “D”. Students must be in school by 11:30am to participate in extracurricular activities for that day. The principal may grant an exception for special circumstances.

### **Special Classes: Music, Computers, Physical Education, & Art**

Students are expected to participate and attempt the skill or lesson in special area subjects to the best of their ability. Students will earn a grade in these classes based on effort, preparedness, and ability to attempt new skills being taught.

**Homework/Classwork** is an integral part of the St. Patrick academic process. Incomplete and late homework/classwork will affect a student’s grade. Teachers have the right to request a parent/guardian signature on a homework/classwork assignment or test. Failure to return signed work may result in a lower grade. Programs specifically designed for students with learning differences will be applied.

### **Student Responsibility**

Students are responsible for organizing the books and materials to complete their assignments. Materials brought to students after arrival will be kept in the office. Parent(s)/guardian(s) and students will not be permitted to return to the classroom to retrieve forgotten materials or books after 3:15pm.

### **Service Hours**

Students in grades 4–8 are required to perform 20 hours (5 per quarter) of outside service in the community. As a school, we participate in various activities to raise money for Missionary Childhood Association, and the sharing of talents by performing at local nursing homes and service organizations. Throughout the year, students also make cards for shut-ins and veterans. If students do not complete their hours, their Religion grade for the quarter will be lowered one letter grade.

**Parent-Teacher-Student Conferences** are scheduled once per year for all students in grades PreK-8. Additional conferences may be scheduled upon teacher/parent request.

**Grades** are entered every Sunday evening by midnight. Teachers must provide at least two assignments throughout the week. They are also entered and recorded quarterly and at the semester. Parents can view grades any time on FastDirect. Since grades are available on FastDirect at any time, paper copies of midterms/report cards will not be handed out to all students. A paper copy will be printed upon

request by parent/guardian. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **Retention & Promotion of Students**

Retention is to be considered in four (4) situations:

1. Any student who has been absent for more than 30 days in one school year is liable for retention in the same grade the following year.
2. A student who has not yet reached the maturity level needed to do the schoolwork required for a given grade level may be recommended for retention. Parents have the option of placing their child in the next grade if they disagree with the recommendation. However, the child will be *transferred*, not *promoted*, and may struggle in the following grade. When a student is transferred over the advice of the professional staff, parents must sign a statement acknowledging that the transfer occurred against the advice of the professional staff. If a child is recommended for retention for a second time, in a different grade, after the parents have insisted on a higher placement, the decision will rest with the principal.
3. A student who receives an F average in one or more major subjects will be retained at the same grade level for the following year. Parents will be notified by the principal when there is danger of failure so that remediation can be pursued, which could include tutoring and/or summer school. If a student fails one or more major subjects in spite of the warning and recommendations for remediation, the student will be retained in the same grade for the following year. Eighth-grade students must pass all subjects in order to graduate.
4. Students will not be socially promoted.

### **Honor Roll**

Students in sixth, seventh, and eighth grade are eligible for the Honor Roll. Requirements for each level are:

- High Honors: All As in all subject areas
- Honors: All As and Bs
- Honorable Mention: All As and Bs with 1 C

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy). It is strongly encouraged that all students in grades 3-8 purchase a school planner to utilize for writing down homework assignments daily.

### **Graduation Requirements**

Eighth-grade students must pass all subjects and the Illinois and U.S. Constitution tests in order to graduate. In addition, all tuition, fees, and accounts must be paid in full.

### **Standardized Testing**

Students at St. Patrick School will follow the testing program outlined by the Office of Catholic Education. This testing program requires both achievement and ability testing of students. All students at St. Patrick in grades K-8 participate in this testing. Students in Grades 5 and 8 also participate in the ACRE religion standardized assessment mandated by the Springfield Diocese.

Parents or guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially demonstrated through the school's ability to prove its success through standardized tests. Parents or guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;

4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **Theology of the Body**

Theology of the Body, taught at the Jr. High level, is a comprehensive program to teach self-respect. Parents are to attend a meeting about the program. Families receive a handbook that coordinates with the program and helps assist with their discussion at home.

### **ARRIVAL & DISMISSAL PROCEDURES**

#### **Arrival**

Reminder for safety: **Drivers may not use cell phones in a school zone while the car engine is running.**

Students who arrive at school between 6:30am and 7:30am will go to Morning Extended Care in the church basement.

Beginning at 7:30am, K-8th grade children may be dropped off for morning recess. Children may be dropped off at the south end of the church. From 7:45-7:55 am, PreK3-5 students may be dropped off at the main entrance to school (off of Jackson Street). Loved ones are to stay in their vehicles. A teacher/admin will be outside to escort students into the building to their appropriate classroom. Loved ones will not be allowed in the building before school begins to drop off students.

At 7:45, elementary students will be allowed to go to their classrooms using the main entrance to St. Patrick School (Jackson Street side). The main entrance will be the only entrance used for entry. Loved ones will remain in their cars while dropping off students. The car-line in the front of the school will be a continuously moving line for drop off. Loved ones will not be allowed in the building during school drop off times.

Junior High students will use the west entry to Shamrock Hall. All students will be dropped off at the front of the school (off Jackson Street).

Tardy will be marked at 7:55am in the main building for grades K-5 and 7:50am for Junior High, and all students are to be in their classrooms at that time. If a student arrives after the tardy time, s/he must go directly to the school office. All students must receive an admit note from the school office in order to be admitted to class. If a pattern of tardiness develops, the student will be held for "8th hour" sessions that will begin at 3pm and end at 3:30pm. This will be with a St. Patrick Teacher. This time allows the student who was late to school the opportunity to get missed work from the morning, submit work that was collected while they were out that morning, etc. Loved ones will be able to pick up their student(s) from the main entrance of the school (off Jackson Street). The teacher will escort the student out to the car at 3:30pm..

#### **Dismissal**

**Reminder for safety: Drivers may not use cell phones in a school zone while the car engine is running. No double parking on North St. Please, always pull to the curb to pick up your child.**

At 2:30 pm PreK students will begin to be dismissed. At 2:50pm grades K-8 will begin to be dismissed. All loved ones will need to remain in their vehicles. Teachers will escort students to the cars for dismissal. No loved ones will be allowed in the school during dismissal.

#### **Students riding in cars/vans**

**Loved ones who choose not to partake in the car-line dismissal must park in the KC Hall parking lot, or Civic Center Parking Lot.**

**Students riding the city bus** will go directly to the south doors on North Street to wait for a teacher who will escort them to the Transfer Station. Bus riders are to conduct themselves appropriately at all times.

**Afterschool Extended Care students** will meet in the library in the main building and wait until they are escorted to the church basement.

**Students who are going home by transport other than car/van or city bus** must have a written permission note on file with the school office. This written permission must be signed by parent/guardian and will be kept on file in the school office for the school year. Please contact the school office for the appropriate form to complete.

**Students waiting for late rides** will remain with a teacher until 2:55. At that time, any students who have not been picked up will be escorted to Extended Care in the library for attendance.

Some important dismissal reminders:

- All students are to respect and obey the supervising teacher and wait in the designated area.
- Students are not to run, play games, or play ball anywhere on the school grounds at dismissal.
- Dismissal time is not an appropriate time for parents/guardians to engage a teacher in a “conference.”
- No student will be permitted to go to the Civic Center.
- Changes in a student’s usual transportation routine need to be arranged by the parent/guardian and sent in writing to the school office that day. Students will not be permitted to make changes in their after-school plans or their own alternate arrangements for after school rides. Only in situations designated as an emergency by the school office will permission to make such changes be accepted from the parent/guardian over the phone.
- No pets are allowed on school property.

## **STUDENT SAFETY**

### **Asbestos Management**

St. Patrick School has completed the Asbestos Management Plan in accordance with Federal Government regulations and a copy is on file at the school office for public inspection. Regulations require that this notification be made annually to all parents and staff. The tri-annual re-inspection has been completed and is on file in the School Management Plan. Six-month periodic surveillance requirements and additional re-inspections will be completed as required by Federal regulations.

### **Crisis Plan**

St. Patrick School faculty and staff have developed a crisis management plan for implementation in the case of natural, technological, and civil disasters which might endanger student safety and welfare. This well-developed plan provides the school with an All-School Phone Tree, managed by the office, which will be used only in case of emergency during school hours to notify parents/guardians

about the whereabouts of their children and the procedure to follow in order to secure them.

### **Playground/Recess Safety Rules**

The following rules apply to all children any time they are on the playground or in the rectory basement. Those students who choose not to follow the rules and directions of the playground will sit out the rest of the recess.

- Keep hands and feet to ourselves.
- Store food items away while not in the cafeteria.
- Keep out of puddles, ice, or snow.
- Stay in the playground area with the supervising adult at all times.

### **Playground Equipment Rules:**

- Sit down when using the slide.
- Treat playground equipment with respect
- Keep wood chips on the ground.

### **Personal Playground Items**

Children are not encouraged to bring their own playground equipment to school. The school cannot be responsible for items which are lost, stolen, or damaged. If a student chooses to bring such items to school, the student assumes full responsibility for them. The student's equipment may be confiscated by a teacher or the principal if it is being used at the wrong time, in an inappropriate manner, or anywhere other than the playground. Items should be labeled clearly with the owner's name. If there is a discrepancy as to ownership, the item will become property of the school.

### **Safety Drills**

All students and teachers practice procedures to use in case of disasters. The saving of lives may depend on obedience to instructions. There should be absolutely no talking during drills, as it may be necessary for the teacher to give different emergency instructions.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown

drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

**Fire drills** are held at regular intervals. The signal for the fire drill is a steady sounding of the fire horn. Procedures to be followed in case of a fire drill are posted in all classrooms and discussed with the students by each teacher. When the fire alarm is sounded, all work should be stopped immediately, and people should move to the exit indicated and out of the building in a quiet and orderly manner.

If a student should accidentally turn on a false alarm, he/she must report to the office immediately and give the location of the broken fire box. If a student deliberately pulls a false fire alarm, the punishment for such an offense may include suspension and/or expulsion from school, as well as being turned over to the police.

**Tornado drills** are held at regular intervals. Procedures are posted in each classroom and discussed with the students by the teacher. In case of a tornado drill or alert, the principal will give information over the intercom, or by messenger in case of power failure. All students will move to an area considered safer than the classroom.

**Earthquake drills** will be conducted. Earthquake procedures are posted in each classroom and reviewed with the students by the teacher.

#### Emergency School Closings

If school is closed due to weather or other emergency conditions, announcements will be made on the radio station WSOY-Y103, TV station WAND, St. Patrick School Facebook page, Families of St. Patrick School Facebook Page, and FastDirect. In the event students are already present and inclement or hazardous weather forces an early closure of school, the All-School FastDirect program will be used. In addition, notifications will also be broadcast over WSOY-Y103 and WAND-TV. Please, do not call the school office to check on closings. This ties up the phone lines and makes it difficult for us to reach the news media and necessary contacts.

#### **Toxic Art Supplies and Required Eye Protection**

Toxic art supplies are not used in grades K-6. Art supplies containing toxic substances are not used in grades 7 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

#### **Diocesan Safe Environment Requirement**

Bishop Thomas J. Paprocki has mandated that all adults 18 and older in the Springfield Diocese who work or volunteer in parishes or schools must attend the safe environment training, *Protecting God's Children for Adults*, and have a background check. Every parent/guardian, family member, friend, or supporter who volunteers in any way in our school must have this training. The training provided by the diocese is one element in our shared responsibility to keep children safe from sexual abuse. Contact the St. Patrick School office at (217) 423-4351 for dates and locations of training sessions offered at our parish. A diocesan-wide schedule of training sessions is available: [www.dio.org](http://www.dio.org).

#### **Drugs/Weapons**

Any student found smoking or in possession of drugs/alcohol, or participating in any way with drugs/alcohol or in possession of a weapon and/or ammunition of any kind, while at school or at a school-related or school-sponsored activity, may be dismissed from school after a hearing with the parent/guardian, principal, and pastor. Firearms are prohibited on school premises. St. Patrick School is mandated by law to report the presence/visibility of a firearm on school premises as well as any incidents of violence/attacks on school personnel to law enforcement officials. The principal will notify the Illinois State Board of Education of such incidents through the School Incident Reporting System (SIRS).

### **Firearms and Other Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a “billy” club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

### **Firearms, Drugs, Battery, and Student Information Reporting System**

St. Patrick Catholic School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and the chief school administrator shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS).

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student’s parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

### **Gang Activity Prohibited**

A “gang” is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or

whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Bullying, Intimidation, and Harassment**

Because St. Patrick Catholic School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

**Bullying** includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Cyberbullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

### **Sexual Harassment**

St. Patrick School strives to provide a safe, positive learning domain for everyone in our school. For this reason, and in keeping with the

objectives of maintaining the dignity of the human person, sexual harassment is expressly prohibited anywhere within the school environment. Sexual harassment may include:

- the use of sexually explicit language, including but not limited to sexually-oriented epithets, sexually derogatory jokes, comments or slurs
- the open display of any sexually explicit or inappropriate posters, photographs, cartoons, drawings or physical gestures
- the unwanted and inappropriate touching or threatening of oneself and/or another person in a suggestive or aggressive manner

Any act of retaliation against any person for reporting sexual harassment, assisting in making a sexual harassment complaint, or cooperation in a sexual harassment investigation is strictly forbidden.

### **Harassment and Teen Dating Violence Prohibited** **Harassment Prohibited**

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and

federal law.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics



- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

#### Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

#### **Warning Signs of Grooming Behaviors**

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student

- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents or guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

#### **Warning Signs of Boundary Violations**

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student

- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

### **Sex Offender and Violent Offender Community Notification Laws**

State law requires schools to notify parents or guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public

on the Illinois State Police (ISP) department website. The ISP website contains the following:

1. Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>
2. Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>
3. Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

## **DISCIPLINE POLICY**

### **Behavior Expectations**

Students will: be prompt and prepared; respect authority; respect others; respect property; and follow the six pillars of Character Counts (trustworthiness, respect, responsibility, fairness, caring and citizenship).

### **Self-Discipline**

The goal of any discipline policy is self-discipline. Self-discipline is the ability to control one's own behavior and make appropriate choices in order to improve and grow. The best means of developing self-discipline in our students is to model a consistent and strong collaborative spirit among all who share in their education.

### **Behavior Expectations at School and Off Campus**

The teachers and principal of St. Patrick School have established the following classroom behavior expectations and consequences for non-compliance. Behavior expectations, rules, and consequences are posted in each teacher's classroom. The behavior expectations and rules will be taught to the students. This plan will be implemented by all responsible personnel in instructional situations. Consequences for failure to comply with these expectations will be posted in each classroom. The administration reserves the right to discipline students for off-campus conduct when involved in school-sponsored activities.

Discipline is fundamental to Catholic Education, but it should be positive and constructive. Corporal punishment, humiliation, sarcasm or deliberate embarrassment is forbidden. Students should not be sent into the halls or into an empty room unsupervised. An entire group should not be punished because of the conduct of a few students. All persons in the employ of or working on behalf of the school shall:

- Respect the dignity of the student at all times – avoid personal indignities such as striking, pulling hair or ears; avoid sarcasm, ridicule, nagging, name calling or public humiliation.
- Provide a classroom that is conducive to learning: order and discipline are an outgrowth of good teaching.
- Deal with each individual student discipline problem – avoid indiscriminate punishment of all in the class for misconduct of one or a few students.
- Help the student to see clearly the consequences of various behaviors and to realize that choosing certain behaviors means accepting the responsibility for the consequences of those behaviors – the consequences should always be logical and appropriate to the behavior.
- Discuss the classroom regulations and procedures as well as the consequences of violating these regulations and procedures.

### **Prohibited Student Conduct**

Enrollment at St. Patrick Catholic School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable

person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students,

staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent or guardian to administer or consent to

the administration of psychotropic or psychostimulant medication to the student.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

### **Disciplinary Measures**

St. Patrick Catholic School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. St. Patrick Catholic School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.

5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before, during or after-school study or detention, provided the student's parent or guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges (if applicable).
11. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion. A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

### ***In-School Suspension***

More serious misconduct leading to in-school suspension includes but is not limited to: chronic misbehavior, defacing school property, disrespect, defiance of authority, vulgar language, displays of affection, and dishonesty (cheating, plagiarism, forgery, etc.). In-school suspension can be from 1 to 3 days and requires the student to be present during regular school hours (7:50am-2:50pm). The student will be separated from his/her peer group and will be given assignments,

which are to be completed according to the teacher's specifications. The in-school suspension will not be considered served until required academic work is completed. In keeping with section 407.2 of the Diocesan Handbook, the date(s) of the in-school suspension and a summary of the parent conference shall be kept on file at the school office but not part of the student's permanent record.

#### ***Out-of-School Suspension***

Out-of-school suspension may be given at the discretion of the principal or pastor when other measures have proven to be ineffective or when immediate removal from the school setting is necessary in the best interests of the school. In the event such a penalty is to be enforced, parent(s)/guardian(s) will be given prior notification from the school. Parent(s)/guardian(s) are to be responsible for the student while not in attendance at school in order to keep this method of suspension successful. Assignments will be given to the suspended student. Work, assignments, and tests that are missed will be recorded.

#### ***Expulsion***

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

1. A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.
2. A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed one week.

2. The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.

3. The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.

4. If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if possible, that would accept the student on a probationary basis.

5. If expulsion is necessary, the date of withdrawal and the word "misconduct" are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).

#### ***Personal Belongings***

Students are encouraged to leave personal belongings at home, as the school cannot assume the responsibility for loss or damage. Students may not bring to school laser pointers, tablets, pagers, beepers, radios, cassettes, cassette or CD players, video games, skateboards, iPods, MP3 players or any other electronic device, with the exception of cell phones as outlined below, to school. These devices will be confiscated if found on school property. Only on occasion and for use on an assignment or in a program may other personal items be brought to school. In such cases, the student should secure explicit permission from the teacher before bringing the item. Items found with no name on them or for which there is a discrepancy as to ownership will become property of the school.

**Cell Phones:** Cell phones are allowed on school premises but must be kept in lockers at the junior high level and in backpacks at all other grade levels. Cell phones must be turned off at all times. Any cell phone not in a locker or backpack will be confiscated. Cell phones may be used only with faculty/staff permission inside of school hours. When using a cell phone, students may not:

- Harass, threaten, humiliate or intimidate other people or be used in a manner that otherwise violates local state or federal laws.
- Play games, access email or the internet, send messages, gamble, or make purchases
- Take pictures unless authorized by the teacher

Violation of the cell phone policy will result in the following:

- 1<sup>st</sup> offense: device confiscated and must be picked up by parent
- 2<sup>nd</sup> offense: lunch/recess detention plus the device will be confiscated and must be picked up by the parent;
- 3<sup>rd</sup> offense: 1 day in-school suspension. The device will be confiscated and must be picked up by the parent.

### **Personal Safety Notification**

Students will be participating in Personal Safety, Cyber Safety, Intellectual Property, Acceptable internet use, cyber bullying, and online predator safety. Students will also be participating in the Springfield Diocese Safe Environment training that includes Virtus Program concerning bullying and sexual abuse. To find out more about these programs, go to [www.virtus.org](http://www.virtus.org). Parents receive this information and opt -in/out sheet as part of the Parent and Student annual complaint forms in the family folders. All compliance forms must be returned with complete information and signature by the first day of each school year in August.

In accordance with Federal and State requirements, our students will be informed of the parameters of the Abandoned Newborn Infant Protection Act in health class during their eighth grade year.

### **Video and Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

### **Corporal Punishment**

St. Patrick does not employ any type of corporal punishment, in accordance with #402.4 in the Handbook of Catholic Education Policies, which states:

*All persons who are active in the educational mission and youth ministry programs of the diocese are to respect the dignity of the persons entrusted to their care. They shall avoid personal indignities such as sarcasm, ridicule, nagging, name-calling, and other public humiliation. Such persons shall never employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care.*

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **Grievance/Conflict Resolution Procedure/Appeals**

A grievance is a difference of opinion or dispute raised by students and/or parents concerning the policies and procedures of the school. The primary purpose of a grievance procedure is to secure, at the lowest possible administrative level and in the most informal manner possible, equitable solutions to problems which may arise affecting student learning/disciplinary concerns. Problems relating to general school policies and procedures should be addressed to the principal. Problems relating to student-teacher relations should be addressed as follows:



**Step 1:** The student should make an appointment to talk directly with the teacher in order to determine the cause of any academic or behavior problems and work toward a joint solution.

**Step 2:** Parent(s)/guardian(s) should contact the teacher by phoning the school or sending a private note expressing any concerns and indicating interest in discussing the problem and working on a solution.

**Step 3:** The parent(s)/guardian(s), teacher, and student should arrange a conference to discuss progress and formulate a plan, in writing if necessary, for dealing with the problem and following up on the effectiveness of the plan.

It is expected that during these steps, all parties involved will refrain from counterproductive and inappropriate conversations with other teachers or parents about the situation. In the majority of cases, grievances can be equitably resolved at some point in Steps 1-3. If the situation remains unresolved, the principal will become involved.

**Step 4:** The principal will initially determine whether Steps 1-3 have properly occurred. Next, the principal will arrange a conference among all concerned parties and will attempt to mediate an acceptable solution which is both fair and faithful to the school's academic and disciplinary policies. The arrangement may be verbal or in writing. A schedule of follow-up conferences to check progress will be formulated by the principal with attendance by all parties expected. The principal will inform the pastor of the situation. If all parties follow through on the agreement, improvement should be obvious by the end of the follow-up period. Again, respect for privacy and the reputation of all parties should preclude any public discussion of this process.

**Step 5:** If Steps 1-4 do not secure a satisfactory resolution, the matter will be brought to the pastor. As with all issues concerning the parish or the school, the pastor will make a final decision to resolve the situation.

### **LEGAL MATTERS INVOLVING STUDENTS**

Following Federal Law, St. Patrick School hereby notifies parents that they have the right to request the following information regarding the professional qualifications of the teachers:

- a) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas taught
- b) whether the teacher is teaching under emergency or other provisional status

- c) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the subject area of the certification or degree
- d) if the child is provided service by paraprofessionals, their qualifications.

### **Non-Custodial Parents**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Transfer of Records**

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

### **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use

of specially trained dogs.

### **Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Questioning of Students Suspected of Committing Criminal Activity**

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's

parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **Legal Proceedings Involving Students**

Any time that a student of St. Patrick School becomes involved in, or concerned with, or the subject of, any aspect of any legal proceeding of any type or nature whatsoever (including but not specifically limited to, any criminal, family, marital, civil and any and all other types of legal proceedings as well as the questioning of the student and the service of legal process or papers upon him or her) while attending school or on school or parish grounds, the following steps will be followed immediately:

1. The adult supervisor will alert the principal of the situation without leaving the student's presence.
2. The principal will, to the best of his/her ability:
  - a. notify the pastor and one of the student's parents/guardians;
  - b. go to the student's location and request that all further legal activity, questioning, identifications, the service of process or the student's arrest and/or removal from the premises, be stopped until the pastor or the student's parent/guardian arrives;
  - c. advise the student to remain silent and to not sign any papers or documents until a parent/guardian is present;
  - d. attempt to see that the student's legal rights and personal safety are protected until a parent/guardian is present;
  - e. remain with the student at all times and attempt to isolate the student in the principal's office until a parent/guardian is present;
  - f. advise and instruct all parties involved and that it is the policy of St. Patrick School to encourage its students to be good citizens but also to protect the legal rights of the student and his/her parent/guardian and to let the parent/guardian handle such matters;
  - g. keep all other students out of the immediate area involved and honor the student's rights to privacy and confidentiality.

#### Police Questioning and Apprehension Procedures-

The following steps shall be taken to cooperate with the authorities:

- a. The officer shall properly identify him/herself.
- b. The parent(s) or legal guardian shall be notified immediately of the intent of the law enforcement authorities.
- c. The student's parent(s) or legal guardian have (has) a right to be present if the conference is held in the parish or school.
- d. If the student's parent(s) or legal guardian cannot be located, authorities are not to confer with the student unless they produce a warrant.
- e. If there is a warrant or if it is possible for the parent(s) or legal guardian to be present, the catechetical administrator or designee may be a witness to the conference held in the parish or school at the request of the parent(s) or legal guardian.
- f. Legal counsel should be called as needed if officers come to the parish or school.

#### **Student Records**

##### **Parent/Guardian Access**

The parent(s) or guardian(s) have/has the right of access to the student's school records. Any parent wanting to view his/her child's school records must make a written request 24 hours in advance to the school office.

##### **Release of Records**

Names and addresses of students and their parents or guardians and other information in school records are confidential data. They will not be released to unauthorized persons, e.g., business firms, insurance companies, fundraising organizations, etc.

There shall not be a release of personally identifiable school records without the prior written consent of the parent(s) or guardian, except in the following cases:

- to other school officials, including teachers and counselors within the school or school system who have a legitimate interest
- to officials of other schools in which the student intends to enroll, provided that the parent(s) or guardian are notified of the release of the records, are provided a copy of the record (if they desire it), and are given, if necessary, an opportunity to challenge the record;

- to federal auditors who are auditing a performance of federally funded programs;
- a court order authorizing release to the FBI, government officials, juvenile officers, lawyers, and/or police

If a student transfers to another school, information sufficient to ensure adequate placement of a student will be released within ten (10) days of receipt of a records request from the school of transfer. However, full official school records will not be released until all financial obligations to St. Patrick School is satisfied.

St. Patrick Catholic School checks the website <https://www.missingkids.org/> upon notification by the Illinois State Police of an enrolled or previously enrolled person. St. Patrick Catholic School shall flag the record with a sticky note indicating that this individual is considered a missing person. Whenever a copy of the information regarding the record is requested, St. Patrick Catholic School faculty shall be alerted to the fact that the record is that of a missing person. St. Patrick Catholic School shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the flag shall be removed from the person's record.

#### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access. The school charges **[\$.35]** per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information.**

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or**

**make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

**FAITH'S LAW**

Pursuant to Illinois' Faith's Law requirements, the Diocese of Springfield adopts this Code of Professional conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Springfield, but are restated as a Code of Conduct for School Employees to comply with the law.

Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for school employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

Illinois State Board of Education - Sexual Abuse Response and Prevention Resource Guide.

**I. Educator Code of Conduct**

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

**PRINCIPLE 1: RESPONSIBILITY TO STUDENTS** - The Illinois educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes

their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators are committed to embodying the Standards for the School Service Personnel Certificate (23 Ill. Adm. Code 23), the Illinois Professional Teaching Standards (23 Ill. Adm. Code 24), and Standards for Administrative Certification (23 Ill. Adm. Code 29), as applicable to the educator, in the learning environment; Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socioeconomic status; Maintain a professional relationship with students at all times; Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaptation of effective instruction; and Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

PRINCIPLE 2: RESPONSIBILITY TO SELF - The Illinois Educator is committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois Educators: Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and currency in both content knowledge and professional practice; Develop and implement personal and professional goals with attention to professional standards through a process of self assessment and professional development; Represent their professional credentials and qualifications accurately; and Demonstrate a high level of professional judgment.

PRINCIPLE 3: RESPONSIBILITY TO COLLEAGUES AND THE PROFESSION - The Illinois Educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Illinois Educators: Illinois Educator Code of Ethics collaborate with colleagues in the local school and district to meet local and state educational standards; Work together to create a respectful,

professional and supportive school climate that allows all educators to maintain their individual professional integrity; Seek out and engage in activities that contribute to the ongoing development of the profession; Promote participation in educational decision making processes; Encourage promising candidates to enter the education profession; and Support the preparation, induction, mentoring and professional development of educators.

PRINCIPLE 4: RESPONSIBILITY TO PARENTS, FAMILIES AND COMMUNITIES - The Illinois Educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois Educators: Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments; Encourage and advocate for fair and equal educational opportunities for each student; Develop and maintain professional relationships with parents, families, and communities; Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and Cooperate with community agencies that provide resources and services to enhance the learning environment.

PRINCIPLE 5: RESPONSIBILITY TO THE ISBE - The Illinois Educator is committed to supporting the Administrative and School Codes, state and federal laws and regulations, and the Illinois State Board of Education's standards for highly qualified educators. Illinois Educators: Provide accurate communication to the Illinois State Board of Education concerning all certification matters; Maintain appropriate certification for employment; and Comply with state and federal codes, laws, and regulations

## **II. Sexual Misconduct**

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual

abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a Minor:

Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102-0676, 105 ILCS 5/22-85.5).

Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

### **III. EXPECTATIONS OF SCHOOL EMPLOYEES**

The Springfield Diocese restates here the Diocese's expectations of all its employees, including employees who work at parish elementary schools and Diocesan high schools in the Diocese of Springfield :

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact. This includes meeting with a student or contacting a student outside of the employee's professional role.

While the school does not provide transportation on a regular basis, special circumstances (i.e. field trips) create the need for private transportation of students. While it is preferred to utilize volunteer adult chaperones to provide transportation for students, sometimes employees are also needed to provide this service. Employees are to follow the same guidelines as volunteer chaperones when transporting students, and it is recommended that an employee refrains from transporting a single student, and rather has a group of students, unless an emergency arises. In this case, the employee should notify the school office of the transportation needs before leaving.

In addition, employees will take particular care in taking or possessing a photo or a video of a student. Parents/guardians should first give permission for photos and videos to be taken by employees of the school. Photos and videos of students should serve an educational purpose, and the employee should only maintain those photos and videos for as long as the educational purpose requires. Once the purpose is met, the employee should no longer maintain the photos and videos.

Expectations are also set forth in detail in the following:

- Diocese's Code for the Pastoral Use of Technology and Social Media;
- Diocese's Code of Pastoral Conduct;
- Diocese's Guidelines for Youth and Those Working with Youth Employee, Volunteer, and Youth Participant General Guidelines and Boundaries Expectations;
- Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment;
- Illinois DCFS Acknowledgement of Mandated Reporter Status form; and the following trainings:
  - Virtus Protecting God's Children or Safe Environment Training;
  - Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and
  - State of Illinois' Prohibition of Sexual Harassment training.

#### **IV. SCHOOL EMPLOYEES ARE MANDATED REPORTERS**

The Springfield Diocese restates here the Diocese's requirement that its employees, including employees who work at parish elementary schools and Diocesan high schools in the Diocese of Springfield, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services.

Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

This requirement is contained in the following:

- Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment;
- Illinois DCFS Acknowledgement of Mandated Reporter Status form; and the following trainings:
  - Virtus Protecting God's Children or Safe Environment Training;
  - Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and
  - State of Illinois' Prohibition of Sexual Harassment training.

#### **V. EMPLOYEE TRAINING RELATED TO CHILD ABUSE AND EDUCATOR ETHICS**

The Springfield Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training.

Those requirements are set forth in the school's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors.

#### References:

Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment;  
Illinois DCFS Acknowledgement of Mandated Reporter Status form;  
Diocese's Code for the Pastoral Use of Technology and Social Media;  
Diocese's Code of Pastoral Conduct; the Diocese's Guidelines for Youth and Those Working with Youth Employee, Volunteer, and Youth Participant General Guidelines and Boundaries Expectations;  
Virtus Protecting God's Children training and Safe Environment Training;  
Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and State of Illinois' Prohibition of Sexual Harassment training;  
Effective 7/1/2023

#### Missing Children Act 325ILCS50

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.



### **Threats**

Any student who threatens the safety of himself/herself, another student, or staff member of the school through words or actions will be removed from the school pending a hearing with parent/guardian, principal, and pastor. A psychiatric evaluation which states that the child is safe to self and others may also be required before re-entry to school. All threats will be taken seriously/investigated.

### **Illinois Sex Offender Registry**

Pursuant to Public Act 94-994, a school district is required to notify the parents of children attending school within the district that they may access information regarding registered sex offenders that is available to the public. This law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the information available to them. For your information, the Illinois Sex Offender Registry is available through a link on the Illinois State Police website at <http://www.isp.state.il.us/sor>.

### **Physical Assault**

The faculty has defined physical assault, including but not limited to, as any attempt directed at harming another, such as hitting, throwing punches, kicking, fighting, or physical contact/harm of any kind. The consequences for individuals involved in an altercation can include:

1. Immediate removal from class
2. Call to parent/guardian
3. A "cooling off" period away from students
4. Parent/Guardian-Principal-Student meeting to determine consequences upon return to school
5. A behavior contract, suspension, or dismissal to be determined by the principal and pastor

The consequences for infractions are adapted to the child's age and grade.

### **Child Abuse Mandatory Reporting**

All suspected abuse must be reported by any school personnel having knowledge of the alleged abuse.. "All teachers, catechists, and others who come in contact with students in all programs and activities sponsored by the school/parish, whether these persons are salaried or volunteers, are to: • Complete the diocesan-mandated CMG online safe

environment training program which educates adults regarding the warning signs of victims of abuse and their predators. • Submit to a Background Check • Sign a Statement of Certification and Authorization relative to child and sexual abuse • Sign a statement acknowledging awareness of the policies and insurance ramifications relative to child abuse." The Statement of Certification and Authorizations is used diocesan wide and must be signed by candidates for employment prior to interviewing or volunteering. ABUSE HOTLINE: 1-800-25-ABUSE is the number that staff will utilize in the event a case of abuse is suspected. All staff is involved in the DCFS Mandated Reporter training each year and certification is kept on file in the office.

### **STUDENT HEALTH POLICIES**

#### **Returning to School after Illness**

Students who have been kept home during an illness may return to school when they feel well and the following guidelines have been met:

- the student has registered a normal temperature for 24 hours
- the student has taken a 48-hour course of antibiotics and is no longer considered contagious
- the student has had no vomiting or intestinal upsets for 24 hours
- the need for medication no longer exists
- the student's physician has given the OK to return following a contagious rash, eye infection, or other contagious condition
- in the case of lice, the nits and/or eggs are no longer present in the hair

#### **Anaphylaxis Prevention**

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

*Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all*

*necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, St. Patrick Catholic School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.*

### **Communicable Diseases**

Students with communicable diseases shall get an evaluation from a doctor and share it with the Principal or designee before they can attend school or a catechetical program. Child shall be sent home from a school/ parish program upon displaying symptoms of a communicable disease, having a temperature of 100 degrees or above, having vomited or having experienced an accident requiring a doctor's attention. Parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone number, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current should emergencies arise.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
3. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Counseling and Guidance**

The school currently does not provide a guidance and counseling program for students. Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community. The school's educators and administrators will contact loved ones if anything is noticed warranting counseling and guidance.

### **Diabetes Care for Students**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for authorized School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

### **Head Lice and Nits**

The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school office or nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school office staff or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are

prohibited from riding the bus to school to be checked for head lice.

### **Injuries and Accidents**

If an injury occurs, soap and water will be used to clean the injured area. A change of clothing (e.g. P.E. clothes) is required in the event of a blood contamination. Accidents and injuries will be reported immediately to the parent/guardian for determination of response and action. All reported injuries and accidents will be documented by the school office.

### **Medical Conditions**

Parents of students with special medical conditions (e.g. hemophilia, allergies, diabetes, epilepsy, AIDS, etc.) should inform the secretary, school nurse, classroom teacher, and principal so that appropriate action may be taken when and if necessary. Information pertaining to health conditions and physical restrictions should be supplied by the student's physician.

### **Health Exam Requirements**

St. Patrick School complies with the state of Illinois and the Department of Public Health in requiring all students to have a physical examination, dental examination, and proof of immunization prior to entrance. The following are required:

- **All students new to St. Patrick:**
  - Physical, dental, vision, proof of immunizations
- **Kindergarten students:**
  - Physical, dental, vision, lead blood screening, proof of immunizations
- **Grade 2 students:**
  - Dental
- **Grade 6 students:**
  - Physical, dental, proof of immunizations

### **Immunization Records**

Students entering PreK, Kindergarten, and 6<sup>th</sup> grade must have their immunization records updated and physical examination completed by **October 15**. If not in compliance by that date, the student will be sent home and documented as truant.

### **Immunization Requirements (Pre-K)**

- **DPT/DTAP** – at least 4 doses by 2 years of age. 6 months required between 3<sup>rd</sup> and 4<sup>th</sup> dose.
- **Polio** – 3 doses with 3<sup>rd</sup> dose by 2<sup>nd</sup> birthday.
- **MMR** – 1 dose at 12 months of age or older
- **Hepatitis B** – Children 2 and older must have had 3 doses with the first 2 doses at least 4 weeks apart, and at least 2 months between the 2<sup>nd</sup> and 3<sup>rd</sup> dose.
- **HIB** – At least 1 dose at age 15 months or older.
- **Varicella** – Children 2 years old or older must show evidence of having one dose on or after the 1<sup>st</sup> birthday, or provide evidence of disease by their doctor.

### **Immunization Requirements (K-12)**

- **DPT/DTAP** – at least 4 doses with the last dose being given on or after the 4<sup>th</sup> birthday. If 10 years has elapsed since last booster, an additional booster is required.
- **Polio** – 3 or more doses with the last dose given on or after the 4<sup>th</sup> birthday.
- **MMR** – Measles = 2 doses; Mumps = 1 dose; Rubella = 1 dose. (Note – usually done as an MMR with 2 doses given.)
- **Hepatitis B** – Grades K-4: not required. Grades 6-12: three doses required. First 2 doses at least 4 weeks apart, and at least 2 months between the 2<sup>nd</sup> and 3<sup>rd</sup> dose.
- **HIB** – Not recommended for children 60 months or older.
- **Varicella** – Children who enter Kindergarten on or after July 1, 2002 must show evidence of having had the vaccine on or after the 1<sup>st</sup> birthday, or provide evidence of disease by their physician.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the

current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

### **Insurance**

It is required that schools offer a student accident insurance plan. The school shall make certain that the parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

St. Patrick School has a Student Accident Plan available at registration. Parents are required to take the insurance unless they have other adequate insurance to cover possible school accidents. Checks are payable to the insurance company. Parent(s)/guardian(s) will be expected to indicate their insurance arrangements at registration.

### **Medicine**

Students should not have non-prescription drugs in their possession or on the school grounds at any time. Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Prescription Medicine**

If a student has a health condition that requires prescription medicine to be administered during school hours, the following policy will be enforced:

- The school must receive written orders from the physician detailing the name of the drug, the dosage, and the time interval the medication is taken.
- The school must receive a written request and permission from the parent/guardian of the student to comply with the physician's orders.
- Medication must be brought to school in its original container with the written directions of the pharmacist.

- Every medication given must be recorded in the school's medical log which includes date, time, dosage, and signature of the person dispensing the medication.
- Only the persons designated by the principal shall be allowed to dispense the oral medication in the school office pursuant to the physician's orders and then that person shall make the notations required in the medical log.
- Written medicine requests must be completed every school year.
- The school allows self-administration and self-carry of asthma medication, diabetes medications, and/or epinephrine auto injectors per doctor's orders.

This policy does not prevent a staff member from helping in a life-threatening situation. School personnel incur no liability for injuries occurring when administering medications, including asthma medication, an epinephrine auto-injector or an opioid antagonist. Parents/guardians must sign a statement acknowledging this protection. Using an authorized standing order from a licensed health provider, St. Patrick Catholic School will maintain a current undesignated epinephrine auto-injector and an undesignated opioid antagonist for emergency use.

The only exception to this policy will be for students who require diabetes medication or a rescue inhaler for asthma or an EpiPen for severe allergies. A signed parent Medication Authorization Form and a copy of the prescription must be returned to the office. Parents whose child has a rescue inhaler must provide an asthma plan updated annually by a medical professional. This document will be maintained in the school files. Upon receipt of the Medication Authorization and a copy of the prescription, the self-administration and self-carry of diabetes medication, asthma medication, seizure medication or epinephrine auto-injectors will be permitted.

Upon administration of an undesignated epi auto injector or an opioid antagonist, the school will immediately notify EMS, the student's parent or emergency contact within 24 hours the licensed provider of the standing order. Within 3 days of administration of the undesignated epi pen or opioid antagonist, the school will notify ISBE.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student

attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents or guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents or guardians should consult their own physician regarding these medication(s). The school follows all requirements for reporting the supply of undesignated prescription medications and any administration of undesignated prescription medications.

### **Non-prescription Medicine**

Non-prescription medication, such as Tylenol, aspirin, antacid, cough drops, antihistamines, etc., will not be dispensed in our school. If a child needs medication, the parent/guardian will be contacted and asked to bring medicine to the child.

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Pregnancy**

St. Patrick Catholic School affirms the moral teaching of the Catholic Church including the teaching of holiness and the giftedness of life and equally asserts the values of forgiveness and compassion. Believing that the truly Christian response to a student facing adult situations and decisions is focused on the person, the administration will deal with each student involved in pregnancy/parenting in a sensitive and faith-filled manner on an individual basis. A conference will be held with the student, parents, principal, and pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

### **Wellness Policy**

St. Patrick Catholic School follows the Student Wellness Policy of the Diocese of Springfield in Illinois since the school participates in the National School Lunch Program and/or School Breakfast Program. A copy of the policy may be requested from the school office.

### **TECHNOLOGY**

\*All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies..

#### **Telephone Use**

Students will not, as a rule, be allowed to make phone calls from the school telephone. All arrangements for transportation and after school activities are to be taken care of before school. If an afterschool activity is canceled during the school day, students will be allowed to call to make alternate transportation arrangements.

Phone calls to obtain permission at the last minute to attend field trips or activities will not be allowed.

In order to encourage responsibility, students will not be allowed to use the school phone for forgotten assignments, books, P.E. clothes etc. In addition, parents/guardians are asked to cooperate by not delivering forgotten assignments, books, P.E. clothes, etc.

#### **Computer/iPad/Chromebook Acceptable Use Policy** **Acceptable Use of the School's Electronic Networks**

All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

#### **Terms and Conditions**

The term *electronic networks* includes all the school's technology resources, including, but not limited to:

1. The school's local-area and wide-area networks, including wireless networks (Wi-Fi), school-provided Wi-Fi hotspots, and any school servers or other networking infrastructure;

2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location;
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** - Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the school's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by school or diocesan policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone

- that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his or her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the school's electronic networks are not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via electronic networks to be private property.

**No Warranties** - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service

interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - By using the school's electronic networks, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Telephone Charges** - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also

include the web address of the original source.

b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.

d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent or guardian and student.

**Use of Email** - The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any



internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the school's email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures.

Each school computer with internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and Building Principal shall monitor student internet access. *Please keep in mind that it is impossible for school staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access.* As digital citizens, students are responsible for their own actions at all times. The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

### **Access to Student Social Networking Passwords and Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

**Any damages incurred by the student will be reimbursed by the parent/guardian. If an iPad, Chromebook, computer, etc. are broken, the student's family will replace the item at market value.**

### **Student Photos/Information**

Student photographs and names will be used in the paper, on the internet or where appropriate unless a written objection is received from the parent or legal guardian.

### **Sanctions**

If a student intentionally engages in any of the prohibited acts listed, the student may be subject to the following disciplinary action: suspension of network access and/or Internet access, revocation of network access and/or Internet access, suspension, school expulsion, or a referral to legal authorities.

### **Student Use of Cell Phones and Other Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's accommodation plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this policy are subject to the following consequences:

1. First Offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office.
3. Third Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and Subsequent Offense – The device will be confiscated. The student will be assigned a detention and

will be prohibited from bringing the device to school for the remainder of the school year. The student's parent or guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

#### **Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act**

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information

- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

### **Unauthorized Use of Artificial Intelligence**

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from

a teacher or an administrator to do so. Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

### **VISITORS/PARENTS**

All visitors/parents to the school building must report to the school office/secretary upon entering. Permission to visit any classroom must be given by the principal. This policy is done to ensure minimal disruption to the students’ educational process. Visitors may be asked to wear an identification badge during their stay in the building.

### **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or

obscene language.

3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

### **Volunteers**

Volunteers represent and serve the Church and School. They are therefore expected to always show support for the school and its governing policies. Diocesan policies bind all volunteers with respect to confidentiality. School administration may remove any volunteer who fails to uphold the policies and procedures of the school, including those related to behavior, confidentiality, and attire. All comments and concerns regarding volunteers or volunteering at St. Patrick Catholic School should be addressed to the administration.

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building office or principal. Volunteers are required to check in and out at the main office.

## **BUILDING AND GROUNDS ACCESS POLICY**

### **Purpose of the Policy**

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending St. Patrick Catholic School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5§800 *Diocesan, Parish, School, and Agency Facilities Use*.

### **No-Smoking Policy**

St. Patrick School is a non-smoking environment. All areas of Ss. James & Patrick Parish are non-smoking areas. Possession and/or use of tobacco products or paraphernalia on premises or at school events and functions is prohibited.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **Access to and Security of the School Building**

On all school days provided by the academic calendar, the St. Patrick Catholic School building shall be available for authorized access by parents and authorized visitors from 7:45am until thirty (30) minutes past the scheduled dismissal time for that day.. All parents and visitors to the school building must report to the school office for access during this period. Entry to the school building shall be through the front door of the school off the parking lot.

### **Access to and Security of the School Grounds**

On all school days provided by the academic calendar, St. Patrick

Catholic School grounds, including the school cafeteria, shall be available for authorized access by students, parents, faculty members, and authorized visitors from 7:30am until thirty (30) minutes past the scheduled dismissal time for that day.. Except for children enrolled in a before-school or after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Assigned faculty members shall be available from 7:45am until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise children present near the school. Those faculty members assigned shall station themselves so that all areas of the school and the area between the Church and school building are observable by at least one faculty member.

#### **Access to School Classrooms during Instructional Periods**

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving on campus.

#### **Parishioners on School Grounds during School Hours**

Parishioners who are not parents of currently enrolled school children are requested to avoid the school building and playground area during, before, and after school, during lunch hours, and during recess periods. The entrances to the rectory and church are available during these periods for access to those facilities. Parking for both the rectory and Church is available.

#### **Removal of Unauthorized Persons from School Grounds and**

#### **Building**

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

#### **Building Conduct**

The following actions and attitudes should characterize everyone studying at St. Patrick Catholic School, and failure to abide by the expectations may result in discipline:

- Students arrive at school in the appropriate full and clean uniform. A student's personal presentation should reflect respect for others as well as respect for himself or herself.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
- Students are expected to act appropriately during class changes, both in the school buildings and across campus. Student conduct in the corridors will be appropriate and quiet. Students must walk—not run—to and from class.
- All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by school staff. Students are expected to keep the grounds neat and litter free.
- Each student should respect others and their property as the student would want to be respected.
- Personal belongings should be kept in good form. Uniform

items, books, binders, folders, jackets, and backpacks must be free of any inappropriate writing or decoration.

- Standard cafeteria norms are to be practiced at all times according to the directives given by school staff. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
- When participating in school activities like playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (younger students typically have snack time in class). The only exception permitted to this policy is that students may, to ensure adequate hydration during the day, bring a water bottle to school, if it is shatter-proof (i.e., not glass) and has a threaded, non-spill cap. Nothing other than water is to be brought in the container. Chewing gum is not permitted during the academic day.

### **Unauthorized Items**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained. Hand-held video games, portable stereos, laser pointers, pagers, etc. are not permitted at school (please see Building Conduct and Student Use of Cell Phones and Other Electronic Devices).

### **SPECIAL EVENTS AND ACTIVITIES**

#### **Birthdays**

Students receive a non-uniform day on the day their birthday is celebrated at school. Please follow non-uniform day guidelines in the Uniform Dress Code section (p. 22 & 23). If a child wishes to bring treats for the class, please check with the teacher concerning the treat and the time of celebration. Treats should be simple such as a mini

cupcake or cookies. Gum or treat bags are never allowed as a treat or party favor. Balloons, flower bouquets, or other extravagant gifts are not appropriate at school. If delivered to school, they will be kept in the office until dismissal.

If invitations to outside of school activities (i.e. birthday parties) are distributed at school, all classroom students MUST be invited.

### **Field Trips and Off-Campus Travel**

All field trips for students of St. Patrick School are educational or catechetical in nature and are approved in advance by the school principal. Field trips are privileges. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent or guardian or teacher;
2. Failure to complete appropriate coursework (must have D or higher in all subjects to attend);
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois.

An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event.

Administration reserves the right to discipline students for off-campus behavior. The cost of purchased tickets and transportation is not refundable if a student is absent the day of the field trip. Cell phones are allowed on extended field trips only with permission from the teacher or chaperone.

#### **Field Trip Permission Slips**

The permission slip provided by St. Patrick School for each field trip is the only acceptable method of parent/guardian permission. No authorization by phone or in any other written form will be accepted. **Each student must return the proper permission slip, signed by parent/guardian, 24 hours prior to the trip, or the student will not be allowed to attend the field trip.** If turned in as a family, each child's name must be written on the permission slip.

#### **Field Trip Transportation**

All students will be transported on field trips by 1) a bus arranged through the school office or 2) on occasion a car driven by a licensed and insured driver. The driver must be 21 years of age or older and drive an insured vehicle with enough seat belts and/or car seats for each passenger. All drivers are required to have proof of insurance on file in the school office. All drivers must comply with the Diocesan safe environment requirements of attending a Protecting God's Children class and submitting to a background check.

#### **Field Trip Code of Behavior**

Violations should be brought to the trip supervisor or principal immediately. Consequences for the violation(s) will be appropriate and may include, but not limited to, the following: expulsion from the trip and/or future trips, monetary restitution for damages, etc.

### **EXTRACURRICULAR & ATHLETIC ACTIVITIES**

#### **Activities Code of Conduct**

This Extracurricular and Athletic Activities Code of Conduct applies,

where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

#### **Athletic Programs**

Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

#### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IHSA's or IESA's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.

#### **Academic Eligibility**

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. To be eligible to participate in extracurricular and athletic activities, a student must have all passing grades of a D or higher.. Any

student failing to meet academic requirements will be suspended from the sport or activity for 1 week or until all academic requirements are met, whichever is longer.

#### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

#### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

The student shall not:

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object

that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;

6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

**Hazing** is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. **Bullying** includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred



or prejudice of one of the characteristics stated above.

### **Violating the Code of Conduct**

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

a. Sanctions for violations other than those related to drugs and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

- A specified period of time or percentage of performances, activities or competitions;

- The remainder of the season or for the next season; or

- The remainder of the student's school career.

b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia, or any other illegal substance, will be based on the following:

#### ***First Violation***

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.

- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

#### ***Second Violation***

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.

- The student may be required to practice with the group (unless suspended or expelled from school).

#### ***Third Violation***

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee. All students remain subject to all the school's policies and the school's Student and Parent Handbook.

### **Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

### **Clubs**

All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor or school-appointed leader and a list of membership with the administration.

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High

School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school's return-to-play and return-to-learn protocols. The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach.

### **FUNDRAISERS, SCHOOL PROJECTS, AND FACILITY USE**

St. Patrick School families will receive a list of approved fundraisers for the year at registration. With the exception of the normal school fundraisers,(i.e. Annual School Fund Drive, Auction, Athletic Association Candy Drive, and Missions), all other fundraisers must be presented to the Principal, School Advisory Board, and be approved by the pastor. For scheduling facility usage, contact the school and parish offices.

**Annual School Fund Drive:** Each year St. Patrick School attempts to offset its operating expenses through an Annual School Fund Drive. This campaign reaches out to the parents, parishioners, alumni, faculty, grandparents, friends and the community for their support. All are encouraged to be receptive to pledging prayers for our students and staff and in doing whatever else is possible through service, donations or other financial gifts.

**St. Patrick Auction:** This annual event raises money to offset some of our large expenses such as new technology, building updates, textbooks, etc. It is held in the spring and many volunteers work throughout the year to make it a success.

**St. Teresa High School Annual Mega Raffle:** St. Patrick School participates in the annual St. Teresa High School Mega Raffle. Ten dollars out of each \$100 ticket that is sold by a St. Patrick family is returned to St. Patrick School. Information and tickets are available in the spring.

### **UNIFORMS & DRESS CODE** **Student Appearance**

The dress code for St. Patrick Catholic School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on St. Patrick Catholic School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **School Uniforms**

All students are required to wear the approved school uniform beginning on the first day of pupil attendance for the school year. Any violation of the uniform policy can result in: a lunch/recess detention, students being held out of class until parents bring proper uniform attire to school, in-school suspension, etc. Parents may purchase uniforms online at [www.dennisuniform.com](http://www.dennisuniform.com) or from Luers Family Shoes located at 1520 South MacArthur Blvd in Springfield. Uniforms may also be purchased from Target, Old Navy, Walmart, etc. All uniform items should be free from logos. The St. Patrick School logo is allowed on uniform items, but it is not required.

All students are expected to wear the full, appropriate uniform each day and maintain it throughout the entire school day. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

### **General Uniform Requirements – Boys and Girls**

#### **K-8**

- Shorts may be worn from the first day of school until November 1 and from April 1 to the end of the school year
- Shorts may not be more than 2" above/below the knee
- Cargo shorts and pants are not allowed
- All clothing worn under uniform shirts must be solid white, gray, navy, hunter green, or black and both must be tucked in
- Plain socks in white, gray, navy, or black
- School logo, crew neck sweatshirts
- Cardigan, sweater or crew neck sweatshirt in solid white, gray, navy, hunter green, or black
- Hooded sweatshirts may only be worn as outerwear
- Plain tennis shoes
- Shoe laces must be tightly laced and tied
- Shoes that blink/light-up excessively or have spinners are highly discouraged. Parents may be called to replace if they are a distraction to the learning environment
- Headbands must be flat and without anything extending from them

- Navy blue traditional dress slacks or walking shorts
- Navy, heather gray, or hunter green polo shirts with no brand logo, long or short sleeved, these can be found at Old Navy, Target, Kohl's, Walmart, Custom Trophies, etc.
- Maverik Marketing shirts are sold at St. Patrick School and may have the St. Patrick School logo added for a small fee
- Traditional khaki or navy blue dress slacks or uniform shorts  
No low rise or hip huggers may be worn
- Belts in plain navy, brown, khaki, gray, or black must be worn in 4th-8th grades

#### **Girls: K-8**

- Uniform jumpers and skorts must be worn in Luers Uniform Becky Thatcher Plaid. Navy or khaki skorts are also allowed
- Jumpers may not be more than 2" above the knee and may only be in the uniform plaid
- Girls must wear shorts under their jumpers
- Girls may wear tights in solid white, gray, navy, hunter green, or black under their jumper
- Uniform skirts may be worn in Luers Uniform Becky Thatcher Plaid.
- No capris may be worn under the jumper/skort

#### **P.E. Uniform**

##### **K-8**

- Tennis shoes

##### **4-8**

All students in grades 4-8 must wear a P.E. uniform to participate. All P.E. clothing should be marked with the student's name. The PE uniforms can be purchased from the main office.

- St. Patrick P.E. shorts
- St. Patrick P.E. shirt
- Plain navy blue or gray sweatshirt and/or sweatpants-no logos, stripes, etc.
- Drawstring gym bag for carrying P.E. clothing

#### **Dress Code for Uniform or Non-uniform Days K-8**

- St. Patrick Catholic School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to hairstyles such as braids, locks, or twists.

#### **Grooming (Not Allowed)**

- Extreme hairstyles

- Hair may be dyed, but hair color must be a natural color
- Hats, do-rags, and bandanas
- Facial hair
- Make-up
- Lip stick, perfume, cologne and/or body spray
- Artificial or acrylic nails

#### **Jewelry/Accessories (Not Allowed)**

- Nose rings, lip studs, tongue studs, hoop earrings of any size, and/or dangling earrings
- Sunglasses, gloves, or smart watches

#### **Piercings/Tattoos (Not Allowed)**

- Tattoos, including temporary tattoos

#### **Clothing (Not Allowed)**

- Clothing, including belts, may not have spikes
- Skinny jeans or skinny pants, and leggings may not be worn
- Bag, sag, drag, low-rise slacks or hip-huggers may not be worn
- Platform/stacked shoes, moccasins, house-slippers, high heels, sandals, clogs, open-toed shoes, sling-back shoes, Uggs, crocs of any kind, or Heelys (shoes with wheels) may not be worn

#### **Spirit Days**

Days that are marked "Spirit Day" on the calendar throughout the year are days that students may wear their Spirit Wear shirts with a uniform bottom. This includes pink, green, black, or gray T-shirts with St. Patrick School logo; pink, gray, navy, green, and white crewneck sweatshirts with St. Patrick School logo; pink, gray, navy, green, and white hooded sweatshirts with St. Patrick School logo for (K-5); green slick pullover with St. Patrick School logo; and navy blue fleece with St. Patrick School logo. Students may also opt to wear the regular uniform shirt. Spirit Days are not non-uniform days. They may also wear items fitting these descriptions with a Decatur Catholic logo.

#### **Non-Uniform Days**

Students may be excused from wearing uniforms on special occasions or for special events. Parents will be notified in advance for each of these occasions. A non-uniform day is allowed for each student on the day s/he celebrates his/her birthday in school. For every non-uniform day, the Dress Code General Guidelines found on pages 55 & 56 must

be followed.

- Pajama bottoms, cargo pants, cargo shorts, or pants/shorts with holes or paint splatters may not be worn
- Bare midriffs, spaghetti straps, micro-miniskirts, tank tops are not allowed
- Jeans with holes or simulated holes

**Student and Family Handbook Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

**Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and Diocesan rules, policies, and procedures.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

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

\_\_\_\_\_  
Date

**Parent or Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School/Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**ST. PATRICK SCHOOL ADVISORY BOARD**

This Board is an advisory body consisting of the following members: Pastor, School Principal, teacher representative (all ex-officio/non-voting members), for a total of 10 voting members. All members must comply with the diocesan safe-environment requirements as outlined on page 9.

Section 1: The purpose of the Board is advisory and consultative in matters pertaining to educational programs and facilities of the school.

Section 2: The Board shall be aware of all aspects of the formal educational programs of the school.

Section 3: The functions of this Board shall be:

- a) To advise the Pastor in the formation of a statement of mission for educational programs of the school.
  - b) To advise the principal/faculty in the formation of a philosophy and goals for the educational programs and to ensure that there is an ongoing evaluation of these.
  - c) To evaluate the needs of the educational programs of the school.
  - d) To advise in the coordination of school programs.
  - e) To ensure that the policies of the Diocesan Board are implemented at the local level.
  - f) To advise in the formation of additional policies that are necessary.
  - g) To seek a better understanding and wider support of Catholic education within the parish and local community.
  - h) To establish and coordinate long-range planning.
  - i) To establish a program that will provide the necessary resources to implement programs and activities.
- Any concerns or suggestions of members of the school and parish, and school parents/guardians are welcome.
  - Written requests or issues to be addressed by the Board will be accepted by any Board member or principal by the 15th of the month in order to set the meeting agenda.
  - The right of visitors to address the Board shall be limited to those whose written request received approval.

All meetings of the Board are open to members of the school, school parents, and parish. The Board meets on the fourth Tuesday of most months during the school year and at other times as deemed necessary by the Pastor or President of the Board. Minutes of past meetings are available upon request from the Board Secretary or are on the school website.

## **DECATUR CATHOLIC ATHLETIC ASSOCIATION**

Decatur Catholic Athletic Association is responsible for athletics at St. Patrick School including soccer for grades K-8; boys' and girls' basketball, girls' volleyball, coed cross-country and track, scholastic bowl for grades 5-8; and baseball and softball for grades 6-8. Other sports may be available if there is interest and coaches are available. All members must comply with the diocesan safe-environment requirements as outlined on page 9. St. Patrick School is a member of the IESA and abides by its rules and regulations. St. Patrick Catholic School is in compliance with Title IX.

Registration fee for sports is \$75.00 for each sport played. Fees must be paid before the season begins. No pay, no play.

Physicals are required of all students who participate in any sport at St. Patrick School.

### **Eligibility for All Sports**

All students in grades K through 8 who participate in athletics are bound by the following eligibility policy.

- Rating of "ineligible" pertains to all sports.
- Overall grades must be 60% or higher to be eligible to participate on a St. Patrick School Decatur Catholic team.
- The period of ineligibility will last one week. Determination will be made by the principal based on grades. The Athletic Director will be notified on Monday morning. Students are considered ineligible from Monday morning to the following Monday morning.
- Students who are ineligible and are allowed to play will be permanently suspended from the team.
- Students who are ineligible may practice, but may not play. Ineligible students are encouraged to sit on the bench during games, to encourage their teammates and continue to foster the team experience. They may not wear their uniform to the game.
- When a student is absent from school or arrives after 11:30, s/he is considered ineligible to participate in the game that evening.
- Every student who qualifies under the above rules and cooperates with the coach through effort and practice will be allowed to play in every game in which s/he is eligible.

### **General Rules for All Sports**

- Coaches will have the authority to make decisions affecting play at practice and games and may bench students from a game or practice for misconduct or failure to cooperate.
- A coach does not have to play a player who is not present ten minutes before a game, or a player who has not attended a sufficient number of practices prior to the game.
- Notice must be given to the coach, prior to the game, if a student is going to be absent or s/he may be penalized one game.
- Uniforms are to be returned on the day of the last game. Students are responsible for lost, damaged, or no return of uniforms. The current replacement cost is \$100.00 per uniform.
- Concussion policy according to NFHS requires any player who exhibits signs consistent with a concussion shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.

For more details about the Athletic Association and the By-Laws, please request a copy of the "Decatur Catholic Athletic Handbook" from the school office.



## **ST. PATRICK HOME AND SCHOOL ASSOCIATION**

### **Purpose:**

The purpose of The Association shall be to support the spiritual and educational experience of Catholic education at St. Patrick School.

The Association serves to:

- Foster a stronger relationship between parents and school faculty, staff and administration.
- Assist in managing activities and projects to raise funds in support of the school.
- Review The Association budget, at each meeting, and by-laws, annually.
- Support and encourage volunteerism among school parents/guardians and the parish community to further the mission of St. Patrick School.

### **Membership:**

Any parishioner of Ss. James & Patrick and/or legal guardian of a student enrolled at St. Patrick School interested in the development of Catholic youth in St. Patrick School is eligible for membership in this Association. All members must comply with the diocesan safe-environment requirements as outlined on page 9.

### **General Information:**

Meetings are held regularly throughout the year. Interesting programs with speakers may be planned as well as open house, book fairs, children's displays, etc.

It's a great time to meet people, learn more about school and other ways to become involved during the year.

### **Committees:**

The Home & School Association provides a number of committee and volunteer services which support school activities.

- President: Leads meetings, plans major events, relays all relevant information to the principal.
- General Room Chair: Recruits, volunteers, and arranges parties.
- Vice President: Fills in duties where the President may need help. Helps plan and organize events.
- Secretary: Takes notes during meetings and ensures quorum.
- Treasurer: Tracks money and creates the yearly budget.

## **ST. PATRICK SCHOOL WELLNESS POLICY**

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus – in accordance with Federal and State nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits;
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

*The complete Wellness Policy can be found on the school website: [www.decaturstpatrick.org](http://www.decaturstpatrick.org)*

# Catholic Diocese of Springfield in Illinois

## Family School Agreement – Basic Plan for 2023-2024

What does discipleship and stewardship ask of active parish stewards? It expects:

- an active witness to the Catholic faith by our daily teaching and living, making discipleship a way of life;
- the entire family’s participation at Mass in the parish every Sunday and Holy Day of Obligation;
- active involvement in the various parish ministries, each according to his or her time and talents;
- a respect for and cooperation with those who actually provide Catholic education – the priests, parishioners, and all school personnel – and their policies;
- each family to aspire to the biblical ideal of tithing, as our Diocesan Synod will be considering the goal of all parishioners giving a certain percentage of their income to the parish; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

As parents we ask the parish to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the pastor of our Catholic parish ways in which we could. We further accept a commitment to the stewardship way of life as practiced in our parish. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)’s commitment to this agreement.

|   |           |
|---|-----------|
| Father/ Adoptive Parent/Legal Guardian’s Name | Signature |
| Mother/ Adoptive Parent/Legal Guardian’s Name | Signature |
| Student’s Name Grade                          | Signature |
| Student’s Name Grade                          | Signature |
| Student’s Name Grade                          | Signature |
| Student’s Name Grade                          | Signature |
| Student’s Name Grade                          | Signature |

Parish accepts your request for a Catholic education and your commitment to the discipleship and stewardship way of life. The Parish is committed to subsidize your child(ren)’s tuition as our Diocesan Synod considers the goal of providing Catholic education without charging tuition to parents. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the Catholic faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

\_\_\_\_\_  
Pastor’s Signature

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_ School Year



Addendum # 1

RELEASE / REQUEST FORM – STANDARD ACTIVITY

Grade \_\_\_\_\_

When: \_\_\_\_\_

Where: \_\_\_\_\_

Activity: \_\_\_\_\_

Time: \_\_\_\_\_

Cost: \_\_\_\_\_

We request that our child \_\_\_\_\_ be allowed to go on the field trip to local with St. Patrick School (hereafter the "Organization") presently scheduled to depart on \_\_\_\_\_ / / \_\_\_\_\_ and to return on \_\_\_\_\_ / / \_\_\_\_\_ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip and we have discussed these with our child. In consideration for making the arrangements for this trip, we hereby release and save harmless the Organization and all its employees from any and all liability arising to my child as a result of this trip.

Our child has been informed that he/she is to abide by the rules and regulations including the directions and instructions from the school's administrators, instructors, and supervisors as imposed on students while participating in the program or activities. This shall include his/her participation in the planning and information sessions and meeting all the prerequisites prior to his/her participation in the activity or program.

In the event that our child fails to abide by the rules and regulations imposed on the student while participating in the program or activities, disciplinary action may either require that he/she not participate in the program or activity, or that I will be contacted to have him/her picked up or transported home at my own expense.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

**In the event of an emergency, we hereby grant permission to the adults supervising the program or activity, or any licensed hospital or physician, to authorize immediate emergency medical treatment for our child. Additionally we give permission to transport our child for emergency treatment. We wish to be advised prior to any further treatment by the hospital or doctor.**

**Emergency Contact / Medical Information:** (Please Print)

Father/Guardian: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Other Contact Person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_

Company Address: \_\_\_\_\_ Policy #: \_\_\_\_\_

Medical Conditions/Allergies: \_\_\_\_\_

**Family Doctor:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**We hereby also give our consent for photographs of our child to be taken and released.**

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum # 2



St. Patrick School

Service Hours Form

Each year, middle school students are required to complete 5 service hours each quarter. There will be many opportunities throughout the year for students to participate both in and out of the classroom to help those in need. Students may also work with family members to meet this requirement. All sections of this form must be filled out or no credit will be given for any hours. If you do not complete the Service hours within the Quarter, your letter grade will be dropped a whole letter grade. FYI, Babysitting does not count as Service hours. Also remember you CAN NOT get paid for the service. You CAN NOT bankroll service hours. You may use up to 5 hours from summer help for the first 9 weeks. CAN NOT use more for any other quarter. No exceptions.

Student completing Service: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Date of Service: \_\_\_\_\_

Place Service was completed: \_\_\_\_\_

Number of Service hours: \_\_\_\_\_

Adult Signature: \_\_\_\_\_

Personal Reflection

Description of Service: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What I learned from this Service experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Addendum # 3

St. Patrick School, 412 N. Jackson, Decatur, IL 62523

2023-2024 School Year

This agreement must be signed by all parents, including step and non-custodial parents who participate in any way in their child(ren)'s school life.

**Video/Social Media Approval**

\_\_\_\_ Yes, I give my permission for my child/children to be included in any interviews, photographs, or videotapes with respect to school news stories or instructional/informational projects and programs that may be published in newspapers, quarterly newsletters, and other school publications. This includes social media posts.

\_\_\_\_ No, I do not give permission for my child to be included in any interviews, photographs, or social media posts.

**Computer Network Student Acceptance and Parent Consent**

**Parent/Guardian Consent:**

\_\_\_\_ Yes, I have read and agree to support my child's compliance with the St. Patrick School Acceptable Internet Use policy. Further, I understand that the Internet is a worldwide group of countless computer networks and that St. Patrick School does not control the contents of those Internet networks. When using the Internet, I realize that my student may find and read material that I find controversial or offensive in spite of the school's best efforts to avoid this situation. Even so, I request that St. Patrick School permit my child Internet access for the aforementioned educational purposes. I further understand that my child will continue to use these resources only so long as the guidelines in this Internet Use policy are followed. The decision to deny access is at the sole discretion of the pastor, and/or school administration.

**Denial of Consent:**

\_\_\_\_ No, I will not permit my child to use the Internet at school and request that St. Patrick School does not allow my child such access.

**Statement of Video Usage in the Classroom**

Videos are used to enhance the classroom environment. Videos may be shown to help introduce a concept, provide further viewpoints, or reward a class for their hard work. Videos will be reviewed by teachers before they are shown to students. Videos with the ratings G and PG will not require a note to be sent home each time they are viewed. Any other rating will require a permission slip sent home.

(Read both sides, provide information, and sign)

**CERTIFICATION OF MEDICAL AND INDEMNITY AGREEMENT**

The undersigned, as parent(s) or guardians of \_\_\_\_\_  
Student(s)

\_\_\_\_\_ Student(s)

do certify to ST. PATRICK SCHOOL and the Catholic Diocese of Springfield in Illinois the following:

\_\_\_\_ Yes, the child(ren) is/are covered under a medical insurance policy or health care plan.

\_\_\_\_ No, the child(ren) are not covered by medical insurance. I / We agree to obtain Student Accident Insurance which is offered through the school.

I / We further understand that St. Patrick School does not provide any medical insurance coverage for the child(ren), and that I/we assume all responsibility for payment of any medical expenses (including, but not limited to, doctors' fees, hospital charges, or any another medical or related charges) incurred by the child(ren) due to any injury or illness that occurs while the child(ren) is in attendance at St. Patrick School or participating in any St. Patrick School-sponsored activity, including athletic events.

I / We hereby agree to hold harmless and indemnify St. Patrick School, St. James and Patrick Parish, and the Catholic Diocese of Springfield in Illinois including their employees, volunteers, clergy, and religious, from any claims for medical expenses described above.

I / We have read the above Agreement and fully understand the terms contained herein, and agree to abide by its terms.

**Statement of Acceptance of School Handbook Policies**

I have read and agree that my child(ren) and I will abide by the policies and procedures outlined in the 2023-2024 St. Patrick School Parent-Student Handbook, found on our school's website. I understand that compliance with the School's policies and procedures is a condition of enrollment.

Parent/Guardian's Signature and Date: \_\_\_\_\_

Parent/Guardian's Signature and Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

(Read both sides, provide information, and sign)

## **SUPPLY LISTS FOR CLASSROOMS**

### **PreK-3**

- 1 box 8 crayons (Crayola Large Size, Not Jumbo)
- 2 rolls of paper towels
- 2 boxes of tissues
- 1 book bag (no wheels)
- 2 **Complete** changes of clothing, in Ziploc Bag, marked with your child's name that can be left at school
- 1 paint smock or apron
- 1 pocket folder
- 1 pack of 10 crayola washable markers (broadline)
- 1 pack of paper plates
- 1 pack baby wipes

### **PreK-4**

- 1 box 8 crayons (Crayola Large Size, Not Jumbo)
- 2 rolls of paper towels
- 1 box of tissues
- 1 book bag (no wheels)
- 2 **Complete** changes of clothing, in Ziploc Bag, marked with your child's name that can be left at school
- 1 pocket folder
- 1 pack of 10 Crayola washable markers (broadline)
- 1 pack of baby wipes

### **Kindergarten**

- 1 Large glue stick
- 1 roll of paper towels
- 1 pair of Fiskars scissors
- 3 boxes of 24-count Crayola crayons
- 1 large box of tissues
- 1 pack of Lysol disinfecting wipes - large
- 1 backpack marked with student's name
- 1 large Pencil bag- no boxes
- 1 pack of baby wipes

### **1st Grade**

- 1 5x7 snap-close pencil box
- 1 plastic green/blue pocket folder
- 1 box of crayons (24-count)
- 6 glue sticks
- 10-12 #2 pencils- Ticonderoga recommended

- 1 blunt pair of scissors (not plastic)
- 4-6 pink erasers
- 1 book bag (marked with name)
- 2 boxes of tissues
- 1 container of Lysol/Clorox wipes
- 2 boxes Kleenex
- 2 packs of water color paints (set of 8)
- 2 primary composition K-2 writing tablets
- Headphones for iPad- No ears/objects that extend from headphones

### **2nd Grade**

- 1 5x7 snap-close pencil box
- 1 pack washable markers (unscented)
- 1 box colored pencils
- 1 plastic pocket folder
- 1 box of crayons (24-count)
- 6 glue sticks
- 24 #2 pencils- Ticonderoga recommended
- 1 blunt pair of scissors (not plastic)
- 2 pink erasers
- 1 book bag (marked with name)
- 2 boxes of tissues
- 1 container of Lysol/Clorox wipes
- 2 boxes Kleenex
- 1 container of baby wipes
- 1 packs of water color paints (set of 8)
- 1 package of page protectors
- 1 composition notebook (wide ruled)
- 1 spiral notebook (wide ruled)
- 1 white binder (½" only)
- Hand held pencil sharpener
- Headphones for iPad- No ears/objects that extend from headphones

### **3rd Grade**

**An assignment notebook must be purchased from school for \$3.50 each \*\* Required**

- 2 boxes of tissues
- 1 roll of paper towels
- 12 #2 pencils
- 1 box colored pencils (no more than 16)
- 1 pair of scissors (child size)
- 1 box of washable markers (standard colors, no more than 10)
- 1 box of 24-count crayons

1 small bottle of glue  
4 glue sticks  
1 eraser  
1 zippered pencil case- with 3-hole to put in binder  
2 highlighters (yellow)  
1 pack of wide-line loose leaf paper  
4 folders with pockets  
1 backpack marked with student's name  
1 container of anti-bacterial wipes  
1 stick of deodorant for P.E.  
Over-ear headphones- No ears/objects that extend from headphones

#### **4th Grade**

**An assignment notebook must be purchased from school for \$3.50 each \*\* Required**

2 boxes of tissues  
1 roll of paper towels  
1 container of hand sanitizer  
2 packs of pencils  
2 boxes of colored pencils  
1 pair of scissors (regular size)  
1 box of washable markers (standard colors, no more than 10)  
1 box of 24-count crayons  
1 small bottle of glue  
4 glue sticks  
1 zippered pencil case- with 3-hole to put in binder  
2 packs of wide-line loose leaf paper\*  
3 folders with pockets-hole punched for binder  
1 backpack marked with student's name  
1 container of anti-bacterial wipes  
1 1" WHITE binder  
1 stick of deodorant for P.E.  
Over-ear headphones- No ears/objects that extend from headphones  
4 black composition notebooks  
P.E. bag with student's name  
1 container of Play-Doh modeling compound  
1 bag Jolly Ranchers (to be given to the students throughout the year)

#### **5th Grade**

**An assignment notebook must be purchased from school for \$3.50 each \*\* Required**

3 boxes of tissues

2 roll of paper towels  
1 container of hand sanitizer  
12 #2 pencils  
1 boxes of colored pencils (no more than 16)  
1 pair of scissors (regular size)  
1 box of washable markers (standard colors, no more than 24)  
1 box of 24-count crayons  
1 small bottle of glue  
2 glue sticks  
2 zippered pencil case- with 3-hole to put in binder  
1 packs of wide-line loose leaf paper\*  
2 folders with pockets-hole punched for binder  
1 black folder with prongs  
1 yellow highlighter  
1 transparent tape refill  
1 pink eraser  
2 red ink pens  
1 backpack marked with student's name  
2 container of anti-bacterial wipes  
1 stick of deodorant for P.E.  
Over-ear headphones- No ears/objects that extend from headphones  
4 composition notebooks (different colors)  
1 7-pocket expandable accordion file folder  
4 JUMBO size book covers  
1 bag of jolly ranchers OR bag of your favorite individually wrapped (small) candy  
P.E. bag with student's name

#### **6th, 7th, and 8th Grades**

**An assignment notebook must be purchased from school for \$3.50 each \*\*Required**

1 zippered pencil case  
6 composition notebooks (NO SPIRAL NOTEBOOKS)  
2 packs of 24 colored pencils  
1 7 or more pocket accordion binder  
4 highlighters  
1 pair earbuds  
1 3 subject notebook  
1 24 pack multi-colored gel pens  
1 12" ruler



**The following necessary supplies will be kept in their lockers and used when needed:**

- 3 packages of college or wide-ruled loose-leaf paper
- 10 or more ballpoint pens in blue or black only
- 24 #2 pencils or mechanical pencils
- 4 erasers
- 8 rolls of transparent tape
- 4 packs of 3x5 index cards

**Classroom Supplies**

2 rolls of paper towels  
2 containers of disinfecting wipes  
4 large boxes of facial tissue  
1 bottle of hand sanitizer

**IMPORTANT NOTE: The locker is less than 12” wide and 12” deep. Oversized items, i.e. wheeled backpacks will not fit. *Please do not put any names on school supplies.***

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**For PHYSICAL EDUCATION- Only 4th through 8th grade students are required to change for Physical Education at this time.**

**P.E. Shirts/Shorts – Grades 4-8:** ALL STUDENTS IN GRADES 4-8 must wear PE uniform. P.E. uniform consists of a shirt and shorts. Ordering for uniforms will be available at **Registration** in May and August and during the first week of school.

**P. E. Shoes – Grades K-8:** Tennis shoes must be worn in order to participate in P.E.

**P.E. Sweatshirts/Sweatpants:** NAVY BLUE or GRAY sweatshirts or sweatpants may be worn. (No other colors or P.E. clothes will be accepted for class participation.)

**1 drawstring gym bag to carry P.E. clothes AND deodorant.**

**Please, mark all P.E. clothes with student’s name**

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**For ART CLASS -**

Each student will need to bring 1 pack of baby wipes for art. PreK 3 will also need a paint smock or apron.