

**St. Patrick School**  
**A Ministry of Ss. James & Patrick Parish**  
**Student – Parent Handbook and School Calendar**  
**412 North Jackson St.**  
**Decatur, IL 62523**

**School Phone: (217) 423-4351                      School Fax: (217) 423-7288**  
**[www.decaturstpatrick.org](http://www.decaturstpatrick.org)**

**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 values of faith, hope, and love.

**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 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.

## 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. All school students receive a box of stewardship envelopes to be used for their weekly church contributions. 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 4:00 pm; Sunday 8:30 am  
@Saint Patrick Church: Saturday 5:30 pm; Sunday 10:00 am

### **Weekday Mass Schedule**

@St. James Church: Monday & Wednesday 8:00 am  
@St. Patrick Church: Tuesday & Thursday 8:00 am (Children attend)  
@St. Patrick Church: Friday 11:15 am

## **PRAYERS**

### **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**

Oh my God, I am sorry for my sins.  
In choosing to sin and failing to do good,  
I have sinned against You and Your Church.  
I firmly intend with the help of Your Son  
to do penance and to sin no more. Amen.

### **Morning Offering**

God, our Father, I offer You my day.  
I offer You my prayers, thoughts, words, actions,  
joys, and sufferings  
in union with the Heart of Jesus,  
who continues to offer Himself in the Eucharist  
for the salvation of the world.  
May the Holy Spirit, Who guided Jesus,  
be my guide and my strength today  
so that I may witness to your love.  
With Mary,  
the mother of our Lord and the Church,  
I pray for all Apostles of Prayer  
and for the prayer intentions  
proposed by 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 John Burnette, *Pastor* [frjohn@ssjpparish.com](mailto:frjohn@ssjpparish.com)  
Jan Sweet, *Principal* [sweetj@ssjpparish.com](mailto:sweetj@ssjpparish.com)  
Jody Neibuhr, *Secretary* [neibuhrj@ssjpparish.com](mailto:neibuhrj@ssjpparish.com)  
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Stacy Marksberry, *Grade 4* [marksberrys@ssjpparish.com](mailto:marksberrys@ssjpparish.com)  
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Billie Shay, *Music, Computer K-8, & Band* [shayb@ssjpparish.com](mailto:shayb@ssjpparish.com)  
  
Carolyn Ankrom, *Part-time Secretary*  
Dawn Schuerman, *Preschool Aide* [schuermamd@ssjpparish.com](mailto:schuermamd@ssjpparish.com)  
  
Lisa Collins, *Cafeteria Manager* [collinsl@ssjpparish.com](mailto:collinsl@ssjpparish.com)  
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Gene Velchek, *Maintenance* [velchekg@ssjpparish.com](mailto:velchekg@ssjpparish.com)  
Dawn Brosamer, *Custodian*  
Pete Brosamer, *Custodian*  
Paula Leffler, *Title I Reading*  
Kathy Luecke, *Special Education*  
Nancy Andrews, *Speech*

## **HOME AND SCHOOL ASSOCIATION**

Fr. John Burnette	Pastor
Jan Sweet	Principal
Amber Chapman	President
Roxanne Blankenship	Vice-President
Susanne Mayfield	Treasurer
Sharon Schilawski	Secretary
Adriene Bean	Hospitality Chair
Shannon Weaver	Ways & Means Co-Chair
Brianna Cunningham	Ways & Means Co-Chair
Heather Martin	General Room Co-Chair
Shannon Brand	General Room Co-Chair
Lauren Roberts	Social Co-Chair
Elizabeth Keto	Social Co-Chair
Cianta Hogan	Publicity Co-Chair
Marie Vercellino	Publicity Co-Chair
Traci Friel	Boxtops Chair

## **ADVISORY BOARD**

Fr. John Burnette	Pastor
Jan Sweet	Principal
Dr. Suzy Kistner-Davis	President
Laura Hunt	Vice President, Secretary
Marcia Comerford	Courtney Long
Eileen Braden	Paula Veach
Kim Hainline	John Schilawski
Joel Reedy	

## **ATHLETIC ASSOCIATION BOARD**

Fr. John Burnette	Pastor
Jan Sweet	Principal
Brian Summers	Basketball
Elton Jackson	Basketball
Chrissy Hollingsworth	Scholastic Bowl

## **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.

## **ADMISSION AND REGISTRATION**

### **Non Discriminatory Policy**

*St. Patrick School admits students of any sex, race, color, 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 on the basis of sex, race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarships and loan programs and athletic and school-administered programs.*

### **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.

### **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. 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.

### **Kindergarten Screening**

The Scholastic Kindergarten Readiness Test (SKRT) 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.

### **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)
- Original **Social Security Card** (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 17, 2016. Registration will be held in May and August.

### **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 meets the state-required 176 days of pupil attendance and exceeds the required 880 hours of instructional time. The daily schedule is:

<b>6:30am</b>	Morning Extended Care opens
<b>7:30am</b>	School doors open; students may go to the library then enter classrooms at 7:45
<b>7:55am</b>	Tardy bell rings/School day starts
<b>11:20-11:50</b>	Lunch for 6, 7, 8
<b>11:30am</b>	Pre-K dismissal Pre-K 3 & half day Pre-K 4
<b>11:00-11:40</b>	Lunch/recess for Pre-K 4 & K
<b>11:20-11:50</b>	Lunch/recess for Grades 6, 7, & 8
<b>11:40-12:20</b>	Lunch/recess for Grades 1 & 2
<b>12:00-12:40</b>	Lunch/recess for 3, 4, & 5
<b>2:50pm</b>	Dismissal/Extended Care begins
<b>5:30pm</b>	Extended Care closes

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. Absences not verified by the parent/guardian will be documented as unexcused.

Students at St. Patrick are granted 8 days of excused absence per semester. **Excused absences** include:

- absence because of student illness
- absence because of 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 class work 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 the absence, including 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.

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 afterschool 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. The Assistant Regional Superintendent of Schools will be notified. Appropriate procedures for referring truancy cases to the court will be employed.

## **ARRIVAL & DISMISSAL PROCEDURES**

### **Arrival**

Reminder for safety: **Drivers may not use cell phones in a school zone while 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. See page 10 for more information on this service.

Beginning at 7:30am, children may be dropped off to enter the main school building. Drivers should use one of the following drop-off sites:

1. Jackson street with drop-off at the main door; or
2. the "U" on the north side of the main building, with drop-off for Junior High at the "top of the hill" and elementary at the sidewalk at the end of the "U."

At 7:45 elementary students will go directly to their classrooms using the main entrance to St. Patrick School (Jackson Street side). Junior High students will use the west entry to Shamrock Hall. The tardy bell rings at 7:55am, and all students are to be in their classrooms at that time. If a student arrives after the tardy bell, s/he must go directly to the school office. Jr. High students must receive an admit note from the school office in order to be admitted to class. If a pattern of tardiness develops, the principal may request a parent conference.

### **Dismissal**

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

At 2:50pm, all students will be dismissed.

**Students riding in cars/vans** are to be picked up in the parking lot east of the main school building. Vehicles will park in lined parking places in rows facing north. Cooperation to fill the parking spaces in the designated order is necessary to facilitate dismissal. Parking on North Street is only in marked city parking spaces. **Parents/Guardians who choose not to park in the east parking lot are to walk to the South entrance of the school to get their child(ren).** Parents needing to conduct School Office business should park by the east or south fence area, in case business is not concluded by the time the car line is dismissed. Only when all students are safely in their cars and the teacher on duty has removed the chain barricade will the cars be dismissed.

**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 on the city buses at all times.

**Afterschool Extended Care students** will meet in the hallway by the Preschool room 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 in the parking lot until 3:10. At that time, any students who have not been picked up will be escorted to the **Extended Care program** in the church basement. See page 10 for more information on this program.

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.

## **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.

- No kicking of any equipment.
- No fighting, tripping, or tackling another student.
- No gum, candy, or leftover lunch items are to be eaten outside or in the rectory basement.
- No carrying of another child for any reason.
- No playing in the water or snow or sliding on ice.
- Never leave the playground area without permission from the adult supervisors, even if you think it is an emergency.

### **Playground Equipment Rules:**

- No game of any kind is to be played on the playground equipment.
- Sit down when using the slide.
- No jumping off the top of the equipment or "bridge".
- Wood chip play area is limited to Grades Pre-K through 3.
- No throwing wood chips.

### **Indoor Recess/Classroom Recess:**

- Activities are directed by the supervisor

- "Inside" voices are to be used.
- Restroom usage is allowed with permission of supervisor.

### **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.

**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 in 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, announcement will be made on radio station WSOY-Y103 and TV station



WAND. 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, notification 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.

### **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 on the diocesan website: [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, will be dismissed from school after a hearing with the parent/guardian, principal and pastor. Possession of a gun on school property is illegal.

### **Harassment and Bullying**

St. Patrick School strives to provide a safe and secure environment in which each student can learn and grow. Because we are committed to preserving the dignity of each student, harassment of any individual by another individual or group of individuals will not be tolerated.

*Harassment* is defined as repeated unkind, derogatory, demeaning, violent or inappropriate remarks or conduct directed toward a student. It includes, but is not limited to, the intentional blocking of normal movements, or the intentional interference with work, study, or play.

*Bullying* is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend

themselves. Bullying may be physical, verbal or indirect by spreading rumors or excluding someone from a social group.

In cases where harassment or bullying is found to exist, the full measure of the school discipline policy, including the extreme measure of expulsion, may be invoked, depending on the severity of the circumstances. Penalties will be at the sole discretion of the principal and pastor.

### **Threats**

Any student who threatens the safety of himself or herself, another student, teacher, 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 AND WILL BE INVESTIGATED.**

### **Sexual Harassment**

St. Patrick School strives to provide a safe, positive learning environment 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 includes, but is not limited to the following behaviors:

- the use of sexually explicit language, including but not limited to sexually-oriented epithets, sexually derogatory jokes, comments, 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.

### **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 will be:

1. Immediate removal from class
2. Call to parent/guardian
3. Removal from school for a 24-hour “cooling off” period
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.

Children in grades Pre-K through 2 are beginning to learn self-discipline; the consequences for infractions are adapted to the child’s age and grade.

### **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. **Gum is 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 in nature and are approved in advance by the school principal. Field trips are privileges. Students may be denied participation if they fail to meet academic or behavioral requirements. This will be determined by the principal or classroom teacher. 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. The 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. By Diocesan guidelines, St. Patrick School is not permitted to issue a “blanket” or generic permission slip that could be used for all field trips. For reasons of liability, each field trip must have its own permission slip containing the details of that particular trip.

#### **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.

#### **Scouts**

Scout activities are sponsored if an adult is willing to coordinate and be a leader. Check with the school office.

**Cub Scouts:** grade 1 - Tiger Scouts; grade 2 -Wolf Den; grade 3 - Bear Den; grades 4 & 5 - Webelos Den.

**Boy Scouts:** grades 6, 7, and 8.

**Girl Scouts:** grades 1, 2, and 3 – Brownies; grades 4, 5, & 6 - Junior Girl Scouts; grades 7 and 8 – Cadets.

#### **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 2 consecutive weeks, the child(ren) will 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.

### **Before School Care**

Morning Extended Care hours are from 6:30am to 7:45am. 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 his/her child as the student enters Extended Care. At 7:45am, the supervisor will escort the students to the school building. The cost is \$3.00 per day, which includes breakfast and child care. Students who are in the National Free Breakfast Program pay \$1.00 for Extended Care. Students who are in the National Reduced Breakfast Program pay \$1.20 for Extended Care and Breakfast.

### **Afterschool Extended Care**

Afterschool Extended Care hours begin at school dismissal (whether regular or early dismissal) and end at 5:30pm. Students attending the program will be dismissed from their classrooms at the end of the school day and will wait in the hallway by the Preschool room. 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: \$7.20 per day + 80¢ for snack & milk
- 2 students in a family: \$12.40 + \$1.60 for snack & milk
- 3 or more students in a family: \$15.60 + \$2.40 for snack & milk

Fees for early dismissal days are as follows:

- 1 student: \$14.40 per day + \$1.60 for snack & milk
- 2 students: \$24.80 per day + \$3.20 for snack & milk
- 3 or more students: \$31.20 per day + \$4.80 for snack & milk

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

- 1 student in Free Lunch Program: \$7.20
- 1 student in Reduced Lunch Program: \$7.35

## **COMMUNICATION**

### **Weekly School Folder**

Each Monday a folder will be sent home with the family's youngest child. This folder will contain a letter from the office, announcements, information about current and upcoming 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, sign the folder, and return any forms requiring signature or payments in the folder. The folder is to be returned the next day. A paperless version is available upon request.

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 of 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. Written note addressed to the teacher or principal sent in Monday Folder
2. Phone call (school office: 423-4351; parish office: 429-5363)
3. FastDirect. Response will be made promptly.

### **FastDirect**

Through this service, parents have online access to daily attendance and report cards as well as a convenient way to contact teachers. Activation information is available at registration. Families without internet access are encouraged to use the school library computer.

## **DISCIPLINE POLICY**

### **Self-Discipline**

The goal of any discipline policy is self-discipline, 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: teachers, parents, administrators, and all other school personnel.

### **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. The behavior expectations 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.

### **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)

### **Consequences for Misconduct**

#### ***Detention***

This is time spent with a supervisor after school, before school, or during a lunch/recess period which prohibits the student from being with peers. The teacher or principal will notify the parent/guardian verbally or by written note.

#### ***Behavior Contract***

This results in the student losing some privileges. While under a Behavior Contract, the student will: 1) have lunch away from his/her peers; 2) not be allowed to go on field trips; and 3) not be granted any non-uniform days. The student must exemplify the four Behavior Expectations to earn back each privilege, one week at a time. Parent(s)/Guardian(s) will be notified of such a consequence, and a conference will be necessary to write the behavior contract. The use of a behavior contract will be determined by the teacher and/or principal.

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

More serious misconduct leading to in-school suspension includes but is not limited to: chronic misbehavior, disrespect, defiance of authority, vulgar language, 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 4512 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. A Behavior Contract will be implemented.

#### ***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, the school will give prior notification to the parent(s)/guardian(s). This method of suspension requires that the parent(s)/guardian(s) are to be responsible for the student while not in attendance at school. Assignments will be given to the suspended student. All work, assignments, and tests that are missed will be recorded.

#### ***Expulsion***

Expulsion is a very serious punishment. Section 4613 of the Diocesan Handbook states the following situations which demand removal of a student from school:

- Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other pupils.
- Chronic or incorrigible misbehavior which undermines classroom discipline and impedes academic progress of the entire class.

Expulsion from school is determined by the principal and pastor. Expulsion is permanent. No re-admittance to St. Patrick School is permitted.

#### **Corporal Punishment**

St. Patrick does not employ any type of corporal punishment, in accordance with #4214 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.*

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

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.

### **FUNDRAISERS AND SCHOOL PROJECTS**

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, Scrip/Gift Certificates, 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.

**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.

**Scrip/Gift Card & Certificate Program:** St. Patrick School sells gift cards and certificates for many popular retail stores and restaurants, receiving a percentage of the face value of the card. The money received from the sale is applied toward the school and toward the tuition account of the family that made the sale. Scrip can be purchased by filling out an order home sent by St. Patrick School or calling 217 429-5363.

**St. Patrick Auction:** This annual event raises money to offset some of our large expenses such as new boilers, iPads, 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.

### **ACADEMICS**

#### **Report Card Grading Key**

100+	= A+
99.9 - 94.5	= A
94.4 - 92.5	= A-
92.4 - 90.5	= B+
90.4 - 86.5	= B
86.4 - 84.5	= B-
84.4 - 82.5	= C+
82.4 - 77.5	= C
77.4 - 75.5	= C-
75.4 - 73.5	= D+
73.4 - 71.5	= D
71.4 - 69.5	= D-
69.4 - 0	= F

#### **Effort/Conduct**

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

### **Special Classes: Music & Physical Education**

Students are expected to participate and attempt the skill or lesson in special area subjects to the best of their ability

**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.

### **Student Responsibility**

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

**Parent-Teacher-Student Conferences** are formally scheduled twice per year for all students in grades PreK-8. Grades are available on FastDirect.

**Report card grades** are entered every Sunday evening by midnight. They are also entered and recorded quarterly and at the semester. Parents can view grades any time on FastDirect. A paper copy will be printed upon request by parent/guardian. Paper versions of final report cards are distributed at year-end to all students whose accounts are paid in full and contracts are up-to-date.

### **Honor Roll**

Students in sixth, seventh, and eighth grade are eligible for the Honor Roll. The Honor Roll will be published.

Students must exhibit satisfactory effort and conduct in order to be considered for any level of the Honor Roll. Additional 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
- Improvement Honors: Student's grades must exceed his/her previous grades in 2 subject areas without going down in any other subject area. Student may not have any F's in any subject area.

### **Graduation Requirements**

Eighth grade students must pass all subjects 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 3-8 participate in this testing. Students in Grades 5 and 8 also participate in the ACRE religion standardized assessment mandated by the Springfield Diocese.

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

Retention is to be considered in three (3) 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 in Grades K-5 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 in grade 6 or 7 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.

### **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.

### **MEALS**

#### **Breakfast**

Breakfast is served in Before School Care. See p. 10 for information on that service.

#### **Lunch**

St. Patrick School offers hot lunches for \$2.50 which includes milk. Students who bring a bag lunch may purchase milk for \$0.50 a carton. Lunch fees may accrue up to \$40.00 per family. After that the family will be asked to send a bag lunch until the bill is paid. Adult lunches are \$2.75.

#### **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.

### **LEGAL MATTERS**

#### **No Child Left Behind Notice**

In compliance with the *No Child Left Behind Act*, 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; and
- d) whether the child is provided service by paraprofessionals, and if so, 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.

#### **No-Smoking Policy**

St. Patrick School is a non-smoking environment. All public enclosed 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.

#### **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 laser pointers, tablets, pagers, beepers, radios, cassettes, headphones, 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. Any cell phone not in a locker or backpack will be confiscated. Cell phones must be turned off at all times. Cell phones may be used only with a supervisor's permission and outside of school hours. When using a cell phone, the following rules apply:

- Harassing or threatening of any person is not permitted.
- Game playing, accessing email or the internet, electronic messaging (including texting), gambling, or making purchases are not permitted.
- Taking pictures is not permitted.

Violation of this 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: 1 detention plus the device confiscated and must be picked up by the parent;

- 3<sup>rd</sup> offense: 1 day in-school suspension and the device confiscated and must be picked up by the parent.

### **Search and Seizure**

#### **Search of school property**

In the interest of safety and in keeping with the standards expected of students in St. Patrick School, the school reserves the right to regulate the type of materials which students bring to school or have in their possession while in the school building. Lockers, desks, coat closets, storage cubicles are, and at all times shall remain, the property of the school. The school reserves the right to search them at any time without notice and without cause. Any material which, in the sole discretion of the principal or pastor, is inappropriate to be in the possession of a student, or which poses a threat or risk to the safety and wellbeing of other persons or property, including the school building, will be seized. The return of any material seized will be within the sole discretion of the principal.

#### **Search of student belongings**

The principal, pastor or teacher may, at any time, ask a student to empty the contents of book bags, purses, coats, pockets, or other personal accessories, either worn or carried, if within his/her sole discretion, he/she reasonably believe that the student is in possession of inappropriate material.

#### **Search of students**

The search of a student's person shall occur only where the principal or pastor deems it necessary for the safety of the student or other persons and their property. In that event the parent/guardian will be called to the school to conduct the search. If a parent or legal guardian is unavailable, the student will be separated from the other students at school until such time that the parent/guardian can be reached. In the event that it becomes necessary to separate the student from the other students, the pastor and the Diocesan Office for Catholic Education will be notified.

### **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.

### **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 person, e.g., business firms, insurance companies, fund raising organizations, etc.

There shall not be 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 are satisfied.

## **STUDENT HEALTH POLICIES**

### **Illness at School**

If a student becomes ill at school, s/he will be sent to the school office. If the illness appears to warrant it, 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.

### **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.

### **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

## **Health Exam and Immunization Records**

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

Students entering 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.

### Medicine

Students should not have any drugs or medicine of any kind, whether prescription or non-prescription, in their possession or on the school grounds at any time.

### 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 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 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.

### 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.

### SCHOOL INSURANCE

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.

### TECHNOLOGY

#### Computer/iPad Acceptable Use Policy

Computers and iPads are used to support, extend, and enhance learning and instruction. Networks allow people to interact with many computers. The Internet links computers around the world, giving students and teachers access to a wide variety of information resources.

It is the policy of St. Patrick School that all computer resources, including the Internet, are to be used in a responsible, efficient, ethical, and legal manner. The following guidelines have been developed to outline the manner in which the Internet is to be used by St. Patrick School students and staff. Failure to use the computer network in the manner described below will result in revocation of access privileges. The complete policy is on the school website. Parents and students sign an acceptable use and iPad agreement.

#### Acceptable Use of the Computer Network:

The Internet will be used only for instructional purposes directly related to learning goals set by the classroom teacher and the curriculum objectives established by the school administration.

**Access to the Internet:**

Students and staff will have access to the Internet through their classroom computers on a limited basis utilizing information resources which will be pre-approved by faculty/staff and the school administration.

**Unacceptable Use of the Technology:**

Unacceptable communications or actions involving the Internet include, but are not limited to the following:

- Unauthorized searching and browsing within Internet information resources.
- Using profanity, obscenity, or other language in messages which may be offensive to others.
- Sending messages that attack or insult others.
- Sending messages to someone after you have been told to stop, by the receiver or by school personnel.
- Posting personal communication without the author's consent
- Posting anonymous messages.
- Posting messages with personal contact information about yourself or others.
- Agreeing to meet with someone you have met on-line.
- Damaging computers, iPads, computer systems or networks, including the data of others.
- Sharing your password with others.
- Any type of hacking or damaging of systems through the introduction of viruses.
- Using the network for any illegal activity, including violation of copyright laws or other software contracts.
- Using the network for financial or commercial gain or for political lobbying.
- Any use of the school's hardware or software which is found to be objectionable at the sole discretion of the pastor, parochial vicar, and/or school administration.
- Activating chat-rooms, e-mail (students), downloading of games or music, and/or other non-curricular-based applications while on the Internet unless supervised by a teacher.

Any damages incurred by the student will be reimbursed by the parent/guardian.

**E-mail:**

Only staff members are given e-mail accounts. Students are not allowed to use e-mail of any type at school.

**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 computer network access and/or Internet access, revocation of computer network access and/or Internet access, school expulsion, or a referral to legal authorities.

**Student/Staff Responsibilities**

- Your access to the Computer Network and Internet is a privilege, not a right. Continued access to the network is based on compliance with the guidelines set out in this policy.
- The manner in which you use the Computer Network and the Internet reflects on the reputation of St. Patrick School and your own reputation. It is mandatory that this reflection be unblemished and that all users conduct themselves with the utmost respect and courtesy at all times.
- You should expect only limited privacy in the contents of files on individual data disks or on the hard drive of any computer. They are subject to the Search and Seizure policy described in the Parent-Student Handbook.
- St. Patrick School may restrict your use of the Computer Network and Internet if your communications are not directly related to the learning goals set by the classroom teacher and the curriculum objectives established by the school administration.
- Parents have the right to request to see the contents of their student's personal files or individual data disks at any time.

**Modification of Computer Network Use Policy:**

St. Patrick School reserves the right to modify or amend this policy at any time in order to meet changing conditions in the field of computer and Internet technology or to address unforeseen situations which may arise. Notification of modifications to this policy will be published to the school community in a timely fashion.

### **TELEPHONE USE**

Students will not, as a rule, be allowed to make phone calls from the school telephone. All arrangements for transportation and afterschool 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. (See Field Trips p. 10).

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.

### **FINANCIAL MATTERS**

The actual cost of educating a student at St. Patrick School is over \$5,500.00, an amount that is far greater than tuition and book fees.

#### **Tuition and Fees 2016-17**

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

\$25.00

##### **Kindergarten – 8<sup>th</sup> Grades:** see volunteer discount page 21

Tuition: \$2350.00 for one child

Tuition: \$3750.00 for two or more

Textbook fee (per child): \$160.00

Computer fee (per child): \$ 40.00

##### **Pre-School 4 Year Olds:**

\$1235.00 for five days per week

(8:00am – 11:30am)

\$2400.00 for five days per week all day

(8:00am to 2:50pm)

##### **Pre-School 3 Year Olds:**

\$1050 for three days per week

(8:00am – 11:30am)

Materials Fee for Preschool: \$100.00

### **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 Judy Rooney in the parish Finance Office (429-5363) for questions or to enroll in FACTS. Parents will be able to access their account records online at 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 and Financial Aid**

Scholarships and Financial Aid packages are awarded in the spring. It is expected that those who apply will complete the required Private School Aid Service (PSAS) form and submit it to the company with payment for processing by the company deadline. 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 to reward families who complete 20 hours (K-8) or 10 hours (Pre-K) of volunteer service with lower tuition than the families who do not volunteer. The lower tuition amount is two hundred dollars (\$200) less than the standard rate for K-8 and one hundred dollars (\$100) less than the standard rate for Pre-School. It is the responsibility of each family to provide documentation of volunteer service.

### **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. Refund 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.

## **UNIFORMS & DRESS CODE**

### **School Uniforms**

All students are required to wear the approved school uniform beginning on the first day of pupil attendance for the school year. If a child comes to school and is not dressed according to policy, the parents will be contacted and the child will not be allowed in class until the uniform is corrected. 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.

### **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 short and pants ARE NOT ALLOWED
- All clothing worn under uniform shirts must be solid white and both must be tucked in
- Plain socks with no logo in white, navy or black
- School logo sweatshirts

- Cardigan, V-neck sweater or sweatshirt in solid navy
  - Hooded sweatshirts may only be worn as outerwear in grades 6-8
- Plain tennis shoes
  - Snow boots or fashion boots may be worn OUTSIDE when there is snow or ice on the ground, but regulation shoes must be worn indoors.
  - Shoe laces must be tightly laced and tied
  - Shoes that blink, light up or have spinners are not allowed

#### **K-5**

- Navy blue traditional dress slacks or walking shorts
- Dark green polo shirt with no brand logo, long or short sleeved, purchased from Kohl's, Walmart, Old Navy or Custom Trophies
- Custom Trophy shirts are sold at St. Patrick School and may have the St. Patrick school logo added for a small fee.

#### **3-8**

- Belts in plain navy blue, brown or black must be worn.

#### **6-8**

- Khaki traditional dress slacks from Dennis Uniform or Luers Family Shoes. Walking shorts. **NO** low rise or hip huggers
- Navy blue long or short sleeved polo shirt with no brand logo

#### **Girls: K-5**

- Uniform jumpers and skorts may be worn in either Dennis Uniform Christopher Plaid or Luers Uniform Becky Thatcher Plaid.
  - 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** navy, white, or green
  - **NO** capri leggings or yoga pants may be worn under the jumper/skort
  - **2016-2017 is the last year for navy blue skorts**

#### **Girls: 6-8**

- Uniform skirts may be worn in either Dennis Uniform Christopher Plaid or Luers Uniform Becky Thatcher Plaid.

- Skirts/skortis may be no more than 2" above the knee and may only be worn in the uniform plaid
- **NO** capri leggings or yoga pants may be worn under the skirt
- **No navy or khaki skirt or skort is allowed**

## **P.E. Uniforms**

### **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.

- **St. Patrick P.E. shorts**
- **St. Patrick P.E. shirt**
  - Uniform shorts and shirts must be ordered at school registration.
- **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**

The following guidelines apply to all K-8 students **at all times, including non-uniform days.**

### *Grooming*

- Hair must be neatly trimmed and combed.
- Extreme hairstyles and/or extreme hair color are not allowed.
- Hats, do-rags, and bandannas are not allowed.
- Facial hair (mustache, goatee, beard) are not allowed.
- Make-up may not be worn at school.
- Lip gloss, perfume, cologne and/or body spray are not allowed.
- Artificial or acrylic nails are not allowed.
- Nail polish may not be worn.

### *Jewelry/Accessories*

- Nose rings, lip studs, tongue studs, hoop earrings of any size, and/or dangling earrings are not allowed.
- Earrings of any sort are not permitted for boys.
- Excessive or gaudy jewelry is not allowed. No bling.

- Wrist bands of any kind may not be worn.
- Dark glasses or gloves may not be worn indoors.
- No bracelets or necklaces, including choker necklaces, may be worn.

### *Piercings/Tattoos*

- The only piercing allowed will be traditionally pierced earlobes.
- Tattoos, including temporary tattoos, are not allowed.

### *Clothing*

- Clothing, including belts, may not have spikes.
- Skinny jeans or skinny pants may not be worn.
- Bag, sag, drag, low-rise slacks or hip-huggers may not be worn.
- Designer socks, Capri leggings, or yoga pants may not be worn.
- Platform/stacked shoes, moccasins, house-slippers, high heels, sandals, clogs, open-toed shoes, sling-back shoes, or Heelys (shoes with wheels) may not be worn.
- Bare midriffs, spaghetti straps, micro-miniskirts, tank tops are not allowed.
- Pajama bottoms, cargo pants, cargo shorts, or jeans with holes or paint splatters may not be worn.

## **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 21 & 22 must be followed.

## **Spirit Day**

Days that are marked "Spirit Day" on the calendar throughout the year are days that students may wear their Spirit Wear shirts with the uniform pants. This includes pink, green, black, or gray T-shirts with St. Patrick School logo; pink, grey, navy, green, and white sweatshirts with hoods (for K-5) or without hoods (for K-8) with St. Patrick School logo; 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. Uniform pants, skirts, or jumpers are to be worn accompanied by a St. Patrick logo shirt.

### **VISITORS**

All visitors 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.

### **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.
- **Classroom volunteers** help teachers with copy machine work, bulletin boards, and listening to students read.
- **Room parent volunteers** organize treats and help with room parties.
- **School office** volunteers help with office-related needs, such as using the copy machine, laminating, stapling, stuffing envelopes, etc.
- **Playground volunteers** help supervise and monitor outdoor and indoor recess play during the lunch hour.

## **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), and 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.



## **ST. PATRICK SCHOOL ATHLETIC ASSOCIATION**

St. Patrick Athletic Association is responsible for athletics at St. Patrick School including soccer for grades 1-8, basketball for boys and girls in grades 5-8, and girls' volleyball for grades 5-8. 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.

Registration fee for sports is \$25.00 for each sport played. Fee 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 1 through 8 who participate in athletics are bound by the following eligibility policy.

- Rating of "ineligible" pertains to all sports.
- Students must have passing grades to be eligible to participate on a St. Patrick School team or a Co-op team. Students not passing one or more subjects will be ineligible.
- The period of ineligibility will last one week. Determination will be made by the teachers. 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 dress and sit on the bench during games, to encourage their teammates and continue to foster the team experience.
- When a student is absent from school, 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. Players will be allowed to play a minimum of 6 minutes of each game.

### **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 "St. Patrick Athletic Handbook" from a member of the Association Board listed on p. 4 of this handbook or call the school office.

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

### **Purpose:**

The purpose of the Association shall be to assist in the spiritual and educational development in a program of Catholic child instruction. To achieve this purpose, the Association shall encourage an understanding between parents and teachers, assist parents in achieving their mission as educators of their children through information programs, and help foster and maintain a greater appreciation of the Catholic education process.

### **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.

- Hospitality: Extends a personal welcome to new members of the school and Association.
- General Room Chair: Recruits room volunteers for each grade and arranges room parties.
- Publicity: Coordinates information to be published in the Church bulletin and sent home in the Monday family folders and advertises events with relevant sources.
- Social Volunteer: Recruits volunteers to help with programs that are not necessarily academic, but are viable programs.

## **CLASSROOM SUPPLY LIST**

### **For PRE-SCHOOL 3 & 4**

- 1 paint smock
- 1 box 8 crayons
- 1 package white card stock
- 3 rolls of paper towels
- 2 boxes of Kleenex
- 1 package napkins
- 1 package paper plates
- 2 containers of baby wipes
- 2 containers of Clorox wipes
- 1 bottle hand sanitizer
- 4 glue sticks
- 1 book bag (no wheels)

Snack at the beginning of each month – enough for entire class

2 **Complete** changes of clothing, in Ziploc Bag marked with your child's name that can be left at school

- Pre-K 4 year old only**
- 1 new white t-shirt
  - 1" **white** 3 ring binder
  - 1 pocket folder
  - 2 packages drinking straws

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### **For PHYSICAL EDUCATION**

**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**

**PLEASE MARK ALL P.E. CLOTHING WITH YOUR CHILD'S NAME**

### **For KINDERGARTEN**

- 1 **plastic** pencil box
- 2 **plastic** pocket folders
- 4 LARGE glue sticks
- 8 pencils (yellow/gold color only—NO DESIGNS PLEASE)
- 1 pair blunt metal scissors
- 1 pink eraser
- 1 roll paper towels
- 1 container baby wipes
- 3 boxes 24-count crayons
- 3 large boxes Kleenex
- 2 packages drinking straws
- 1 Lysol disinfecting wipes
- 1 backpack marked with name
- 1 package napkins

### **For GRADES 1 & 2**

- 1 box of colored pencils
- 1 zipped pencil bag
- 1 pkg. washable markers – unscented
- 2 plastic pocket folders
- 1 box crayons (24-count)
- 2 large glue sticks
- 8 pencils (yellow/gold color only – no designs please)
- 1 blunt pair scissors (not plastic)
- 2 pink erasers
- 1 book bag (marked with name)
- 2 boxes Kleenex
- 1 container baby wipes
- 1 plastic 3-pronged folder (grade 1)

**For GRADES 3, 4, and 5**

**AN ASSIGNMENT NOTEBOOK MUST BE PURCHASED FROM SCHOOL AT \$3.50 EACH**

- 1 1½" binder (Grades 4 & 5)
- 1 pack tabs (Grades 4 & 5)
- 1 yellow folder (Grade 4 only)
- 12 #2 pencils\*
- 4 red ink pens (Grades 4 & 5)
- 1 eraser
- 1 box colored pencils (no more than 16)
- 1 pair of scissors (Grade 3: children's size; Grades 4 & 5: regular size)
- 1 box washable markers (standard colors, no more than 10)
- 1 box 24-count crayons
- 1 small bottle of glue (Grade 3 only)
- 1 glue stick
- 1 zippered pencil case
- 2 highlighters (yellow)
- 2 pkgs of wide-line loose leaf paper\*
- 3 folders (1 plain blue, 1 plain green, 1 plain red)
- 5 **JUMBO** size book socks (Grades 4 & 5)
- 1 backpack MARKED WITH NAME
- 4 LARGE boxes of Kleenex\*
- 1 container of anti-bacterial wipes\*
- P.E. bag with name
- 1 bottle hand sanitizer
- 1 roll paper towel

\* Replenish throughout the year

NO TRAPPER  
NO WHITE OUT  
NO GEL PENS

PLEASE LABEL ALL ITEMS

**For GRADES 6, 7, and 8**

**ASSIGNMENT NOTEBOOK MUST BE PURCHASED FROM SCHOOL AT \$3.50 EACH**

- 3 2-pocket plastic folders with 3 prongs
- 1 zippered pencil case with 3 holes for binder
- 6 composition notebooks (NO SPIRAL NOTEBOOKS)
- 1 pack of 24 colored pencils
- 1 pack WASHABLE markers
- 1 TI-30 calculator
- 5 Jumbo size book socks
- 1 1½" heavy duty binder (no Trapper Keepers)

**The following necessary supplies will need to be purchased and replenished throughout the school year:**

- packages of wide-lined loose leaf paper (NO SPIRAL NOTEBOOKS with detachable pages)
- 5 ballpoint pens in blue or black only
- 2 red ink ballpoint pens (no gel pens)
- 5 #2 pencils
- 2 Erasers
- 2 packages of 3x5 LINED note cards
- highlighters
- 1 4 oz. glue bottle
- poster board as needed
- 1 handheld pencil sharpener

**Classroom Supplies**

- 1 roll of paper towels
- 1 container of disinfecting wipes
- 3 large boxes of facial tissue
- 4th Quarter Gr. 8 supplies for church project

**\*PLEASE NOTE:** Some materials such as poster boards will be needed throughout the year for various projects. Also, 8<sup>th</sup> graders will be building churches in the 4<sup>th</sup> quarter and materials may be needed at that time.

Jr. High students (Grades 6, 7, & 8) will be given combination locks for the lockers in Shamrock Hall.

**IMPORTANT NOTE:** The locker is less than 12" wide and 12" deep. Oversized items, i.e. wheeled backpacks will not fit.

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