

St. Patrick School

Parent-Student Handbook

2024-2025



100 Harvey Street
Washington, IL 61571
(309) 444-4345

Website: <https://school.stpatswashington.com/>
Email: schooloffice@stpatswashington.com

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Parent-Student Handbook 2023-2024

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Welcome to St. Patrick School

Dear Parents and Students,

Welcome to St. Patrick Catholic School! In choosing St. Patrick School, you have demonstrated a commitment to the values and philosophy of a Catholic education along with the faculty and staff.

We are thrilled to have the opportunity to instill Catholic education in each child. There is a saying that, “If we don’t teach our children to follow Jesus, the world will teach them not to.” We have a critical role as teachers and parents to foster a greater love of Jesus and his teachings. We have a strong curriculum base coupled with extensive extracurricular activities. Our solid faith-filled environment and the witnessing of Catholic beliefs will influence our students’ daily lives and their future.

The Parent/Student Handbook reflects the policies of St. Patrick School for each school year. Please read this document carefully. You will be required to electronically sign the agreement as part of the online enrollment process stating that you will abide by the policies of St. Patrick School.

The faculty and staff of St. Patrick School welcome you and look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. We uphold the “Mission of St. Patrick School” each day through teaching and living our school motto of reverence, respect, and responsibility. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Cassi Smith
Principal

Fr. John Steffen
Pastor

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Catholic School Statement of Purpose

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom...”

(The Religious Dimension of Education in a Catholic School, #25)

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools that wish to take advantage of opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in their daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

St. Patrick School Mission Statement

“The mission of St. Patrick School is to foster the spiritual growth and academic life of its students, faculty, and staff and to teach children, with the cooperation of parents, a Catholic way of life.”

School Colors

Green, White, Black

School Mascot

Fighting Irish

School Song

Let's give a cheer for our St. Patrick School!
For loyalty and team know all the rules.
Our colors green and white we'll proudly tell,
And with a cheer we'll give a yell, a yell, a yell.
We will win but if our match we meet,
We'll show our sportsmanship in all defeats.
We'll always prove that we are loyal to our own St. Patrick School!

The Philosophy of St. Patrick School

St. Patrick School is a unique Christian community organized to foster the spiritual, moral, intellectual, social, emotional, and physical growth of each person in a spirit of dedication, freedom, and love that is based on the Gospel message.

We strive to give each child the necessary fundamentals of their faith to become good Christian adults. We realize that each child is special, possessing his or her own talents. We hope to develop these talents to their potential by teaching our students to have a respectful and responsible attitude, to think creatively and independently, to strive for excellence, and to be a faithful servant of our Lord.

Believing that the parents are the first and foremost educators of their children, we cooperate with and supplement the home in providing leadership (social graces) in the formal Catholic education of their children. As a faculty we work together, each developing our own subject area with professional competence, but sensitive to those opportunities to aid students in all aspects of their lives.

Religious themes arise naturally throughout each teaching day. Our attention to these themes help our students grow in knowledge and commitment to God, to the parish, and to the world in which we all live.

School Policy

The *Parent-Student Handbook* reflects current policy. The formation of local school policy is the direct responsibility of the Administration that will follow policies established by the Diocese of Peoria, Bishop of Peoria, and the Office of Catholic Schools.

The Faith in Our Future Commission on Education is an advisory group that promotes the participation of St. Patrick School in the educational mission of the Church. They are composed of sub-groups that will work to complete and continue the goals of the St. Patrick School Strategic Plan. They may make recommendations to the Pastor about how to fulfill this mission. The Principal, in consultation with the Pastor of the parish, has the right to establish or change policy as deemed necessary. Parents and students will be notified of such changes.

Parents are required to read the *Parent-Student Handbook* each school year. This handbook is posted on the school website. A printed copy can be given to families, if requested. Parents are required to sign electronically that they have read the handbook after reviewing these school regulations with their children as a part of the online enrollment process for the next school year. Enrollment/Re-Enrollment is considered to be complete when online enrollment/re-enrollment forms are completed and electronically signed as well as the registration payment is made. Parents agree to abide all that is in the *Parent-Student Handbook*. The parent signature, whether electronic (part of the online registration/re-enrollment process) or manually, confirms agreement of acceptance of the *Parent-Student Handbook*. Parents of students transferring in at later times during the school year will be given ample time to read the *Handbook* and sign electronically or manually as a part of the enrollment procedures.

Note: Parent/Guardian in this Handbook, unless otherwise designated, shall be referred to as Parent(s).

Right to Life Statement

St. Patrick School shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of all human life including the rights of the unborn.

Accreditation and Recognition

St. Patrick School continues to maintain high standards and implement an annual school improvement plan.

St. Patrick School is in Full Recognition by the State of Illinois under the guidelines for Recognition of Non-Public Elementary Schools in Illinois. The school has met or exceeded the standards set by the Illinois State Board of Education (ISBE) and fulfilled application requirements. The last onsite visit by the ISBE Non-Public Schools Recognition team was held on February 21, 2024. St. Patrick School again met or exceeded the standards set by ISBE.

School History

Formerly under the guidance and leadership of the Sisters of Mary of the Presentation of Maryvale-Valley City, North Dakota, this religious community witnessed to the world the values of the dignity of man and the community of Faith, Hope, and Love. Charismatically signed, the Sisters gave concrete expression to the spirit of Mother St. Louis by “Proclaiming the Kingdom of God and teaching the truth about the Lord Jesus Christ” (Acts 28:31).

St. Patrick School was opened September 10, 1951 under the direction of Fr. Henry Schubach employed the Sisters of Mary of Presentation from Maryvale-Valley City, North Dakota. The first six grades were enrolled that year with a total of 118 students attending. Classrooms were located in the two classrooms of the little white church and in the basement of the former rectory (more recently the former convent and now the preschool building). The first phase of the new school building was completed in the fall of 1952 with 173 students enrolled. The students attended class in the first four classrooms in the new building (now used as the primary wing) of St. Patrick School. The building was dedicated on November 9, 1952 by Bishop William E. Cousins, Bishop of the Diocese of Peoria. The second floor was built in 1954 adding four more classrooms for a total of eight classrooms. A new wing was built in 1962 on the north side of the building, thus giving the school six more classrooms, a gym, a kitchen, office space, and a library.

In 2003, the leadership at St. Patrick School was transferred to a lay Principal. In the summer of 2005, all members of the Sisters of Mary of the Presentation, who assisted in the parish and school, went back to Maryvale-Valley City, North Dakota (their motherhouse) and took new assignments. However, the charisma that the Sisters brought with them continues to flourish at St. Patrick School. Sr. Mary Ann Schmitz had been the Principal of St. Patrick School for forty years from 1963-2003.

In the fall of 2012, St. Patrick School received the National Blue Ribbon Schools Award under the leadership of Dr. Sharon Weiss, Principal and Pastor, Msgr. John Prendergast.

On November 17, 2013, an EF-4 tornado went through Washington approximately at 11:00 a.m. The tornado began developing over the southeast portion of East Peoria and headed northeast through Washington and continued northeast for almost 35 miles. Many families of St. Patrick School either lost or suffered severe damage to their homes. The school was not affected and served as a holding site for meals and providing necessities to families affected by the tornado.

Fr. Stephen Willard was able to enlist two sisters in the fall of 2014. St. Patrick School welcomed these sisters from the Franciscan Apostolic Order located in Peoria to assist with religion classes and other duties within the school.

On March 14, 2020 the Covid-19 pandemic caused schools and businesses to be shut down statewide. Over the next two and half years St. Patrick School experienced several shutdowns and various restrictions involving in-person learning. Remote learning was provided to students at home through . School resumed to a more “pre-Covid” normalcy in the fall of 2022 and we brought back events and activities that had to be put on hold during the pandemic.

Administration

Administration in this *Handbook* shall be referred to as Pastor and Principal. By Canon Law, the Pastor has authority over the operation of the parish and where applicable, over the parish school. The Principal serves in the capacity of educational, spiritual, and managerial leader of the school. The Principal reports directly to the Pastor.

St. Patrick School Partnership

Parents As Partners

As partners in the educational process at St. Patrick School, we ask parents:

To attend Mass on Sundays and Holy Days of Obligation, and to teach the Catholic faith by word and example;

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Takes prescribed medication;
- Completes assignments on time; and
- Has a nutritional lunch every day.

To abide by the School Mission of St. Patrick School.

To actively participate in school activities;

To see that the student pays for any damage to Chromebooks, school books, or property due to carelessness or neglect on the part of the student;

To notify the school with a written note, email, or phone call when the student is absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly and by due dates;

To read school notes, newsletters, parent alerts, texts and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To monitor children's use of the Internet and social media venues;

To fulfill their responsibilities as a parent of their child(ren);

To not post negative comments about students, teachers, or administrators on any social media.

In the event of a pandemic, catastrophe, or other event that may require the school to be closed for a period of time, the school may offer e-learning. In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

Parent's Role in Education

We, at St. Patrick School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Patrick School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Patrick School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for the grades he/she has earned. **Student grades are earned not given by the teacher** and students should be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. **Parents are**

encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Admissions - Application, Enrollment, and Transfers

Non-Discrimination in Student Enrollment Policies

No student shall be refused enrollment into St. Patrick School on the basis of race, color, gender, nationality or ethnic origin. *St. Patrick School* complies with applicable federal and state laws prohibiting discrimination, including but not limited to Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Improvement Act, the Age Discrimination in Employment Act of 1967, Title VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Illinois School Code, and relevant case law including Plyler v. Doe (1982). All schools in the Catholic Diocese of Peoria are subject to the policies of the Catholic Diocese of Peoria, including Policy A-105 (Non-Discrimination in Employment) and Policy D-111 (Non-Discrimination in Admissions). The Diocesan Policy Manual can be found on the Diocesan website at www.cdop.org. Students of religious denominations other than Catholic may be admitted according to local policy. Application and enrollment of students are checked by the School Office and approved by the Administration. Administration ensures policies are followed.

Eligibility for Enrollment (K-8)

1. All children entering kindergarten must be five years of age on or before September 1.
2. Enrollment will be determined on the basis of the following criteria:
 - a. Children of active parishioners; this includes siblings currently enrolled, children reaching school age, and children from families moving into the parish.
 - b. Children of active parishioners currently enrolled in public schools wishing to transfer.
 - c. Children of Catholics (non-parishioners) with students currently enrolled.
 - d. Children of Catholics (non-parishioners) without students currently enrolled.
 - e. Children of non-Catholic families desiring a Catholic education.
3. Parents who are Catholic and who wish that their children attend St. Patrick School should register with the parish first and then apply for admittance of children to the parish school.
4. Parents must meet the financial obligations set up by the Pastor and Parish Finance Committee.
5. Tuition assistance will be determined and may be available after completion of the financial aid application process.

Pre-Kindergarten Enrollment

If there is a waiting list for enrollment into the preschool program at St. Patrick School, the following criteria will be used for enrollment:

1. St. Patrick Church registered parish family;
2. Older siblings enrolled in St. Patrick School;
3. St. Patrick School Alumni (mother, father and/or extended family);
4. Attended age 3 preschool (for age 4 applicants only);
5. Registration completed on time within the registration period;
6. Date and time registration is completed.

Any child enrolled after the registration period will be placed in the class on a first come, first served basis based on the date and time of completed registration.

State of Illinois Requirements

1. Kindergarten students must be five years of age on or before September 1. This is verifiable by a certified birth certificate. The School Office will verify the certificate, make a copy, and keep it on file.
2. Original certified birth certificates (or government-issued documents for children of another country) are required for enrollment into St. Patrick School and will be verified by the school office administration.
3. St. Patrick School complies with the “Missing Children’s Act” (325 ILCS 50/5) and will notify appropriate law enforcement officials.
4. Failure to produce a certified birth certificate the students' records will be flagged and appropriate law enforcement will be contacted in accordance with the “Missing Children’s Registration Law” (325 ILCS 55/5).
5. Current physical examinations and required immunizations are necessary for all students entering kindergarten, sixth grade, and all students new to the State of Illinois. Students will be excluded from school after October 15th if not in compliance for health exams and immunizations. In addition, a dental examination is required in kindergarten, second and sixth grades. A vision examination is required for kindergarten students and any student enrolling in the school for the first time.

Enrollment Age

Children enrolled in a three-year-old preschool program shall be three years of age on or before the first day of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before the first day of the academic year. Students enrolled into kindergarten shall be five years of age on or before September 1 according to the state law. Students entering first grade shall be six years of age on or before September 1 of the given school year.

For children entering school for the first time, age shall be verified through a copy of the official certified birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.

Application and Enrollment Process

Admission to St. Patrick School is a two part process involving application and enrollment. The application process is available online to interested families. The link can be found on the school website <https://school.stpatswashington.com/> . Once the application is completed and approved, parents will be notified. If the application has been approved, then parents can complete the enrollment process through the online student management system. Inquiries to application and enrollment can be made at any time. Enrollment in St. Patrick School is not complete until all requirements by the school and the State of Illinois are met.

Enrollment at St. Patrick School will automatically be considered ongoing each year unless the school is informed differently by parents/guardians. Enrollment updates for the next school year must be completed online by the designated deadlines to avoid late fee assessment. Parents will be notified of the enrollment dates via the *Irish Messenger* and email. Parents can check the dates on the St. Patrick School Calendar, too.

A student is considered enrolled when all of the following have been completed:

1. All applications for admission steps online have been completed.
2. All enrollment steps online have been completed after application for admission has been approved.

3. Registration fee has been paid.
4. All formal paperwork has been completed and turned in, including but not limited to, certified birth certificate, physical, dental, and vision forms.
5. Parents have completed an online Safe Environment program from Catholic Mutual if planning to volunteer in any activities or events at the school.
6. Parents have completed an online Defensive Driving program from Catholic Mutual if planning to carpool or drive students other than their own child to school activities and events.
7. Parishioner has completed registration with the Parish Office.
8. Transfer students and family meet with the Pastor and/or Principal prior to enrollment completion.

Tuition Policy for Enrollment (adopted: 1/19)

Discounted tuition rates reflect significant financial support from the overall St. Patrick Parish community. These tuition rates are much lower than the actual Cost to Educate (CTE). The discounted tuition rate is available to those families that meet the eligibility criteria that are outlined below in the **Registration Procedures**. The published tuition rates and payment terms are posted on the school website.

Registration Procedures

Families Eligible for Active Parishioner Discounted Rate

- A registered family of St. Patrick Parish
- At least one parent or legal guardian being a baptized Catholic in good standing with the church or at least one parent or legal guardian being an active participant in the parish RCIA program
- A regular attendee of weekend Vigil Mass or Sunday Mass and Holy Days of Obligation
- Giving of time and talent, participating in at least one parish or school ministry or committee
- A contributor of treasure, beyond tuition, to the parish according to the means of the family

Note: The parishioner rate is discounted because the Parish of St. Patrick Catholic Church subsidizes the portion of tuition that would be equal to The Cost to Educate (CTE).

Families Charged the Cost to Educate (CTE)

- Catholic non-parishioners
 - Note: Catholic non-parishioners can request tuition support from their own parish to offset a portion of the full CTE tuition rate.
- Non-parishioner
- Non-Active Parishioner

Payment Information

- Tuition, Extended Care, and bus rates are approved by the parish Finance Council after careful analysis, dialogue, and review and in collaboration with school administration. A Technology fee of \$150 per family per year helps keep

the technology program current including Chromebooks, Interactive Boards, servers, and software programs for classroom instruction. This technology meets a direct student benefit and classroom need. Chromebooks must meet current software requirements required to operate the programs and assessments used in the curriculum. It is important for us to keep tuition and other school programs affordable while continuing to provide and enhance our outstanding Catholic Education curriculum and programs.

- **These rates apply to active, participating, contributing members of St. Patrick Parish. Non-active, non-participating, non-contributing families will be charged the non-parishioner rates.**
- The multi-student discount applies to Grades K-8 only. Our Preschool Program is self-funding.
 - Option 1 is a single payment made by cash or check on or before July 1st. (Full amount less the pre-paid registration fee.)
 - Option 2 is a twice yearly payment made by automatic withdrawal July 1st and the following January 1st. (One-half tuition amount less pre-paid registration fee).
 - Options 3 and 4 are monthly plans processed through FACTS on the 10th or the 20th of the month as an automatic withdrawal from your checking or savings account. The necessary documentation is included in the registration packet.
- A \$25 late fee will be assessed for any payment received after the due date.

Registration Fees

- A \$100 **non-refundable** registration fee is required at the time of registration at the school office.
- This fee is **per student**.
- This fee is applied to the total tuition bill.
- A late registration fee of \$125 per student will be charged if enrollment is not completed within the two week period of open enrollment. **This \$125 late fee is not refunded and is in addition to tuition.**
- The Technology fee is applied to the total tuition bill and is \$150 per family.
- Re-enrollment registration period will be February 1-February 15 unless otherwise noted.

Health Exams

Illinois State law requires that all students entering K, 6, and 9 (effective as of August, 2008) must have a complete physical. Forms must contain the date (month, day, and year) of every HIB, DPT, polio, measles, mumps, rubella, chicken pox, and hepatitis B immunization that the student has received. All students are required to have measles' shots after 12 months of age; lead screening is a requirement for entrance into Kindergarten. Physical exams are only valid when signed by the physician, and the parent has completed and signed the medical history portion of the exam. In addition, a dental examination is required in grades kindergarten, second, and sixth. A vision examination is required for all kindergarten students. Students entering sixth

grade will be required to provide proof of Tdap vaccination and meningococcal vaccination. Then meningococcal vaccination cannot be given until the child has reached his/her eleventh birthday.

St. Patrick School is also under the direction of the Catholic Diocese of Peoria Policy P-CDOP, D-152, "Health Examinations and Immunizations". The complete policy is located on the diocesan website (www.cdop.org) and includes information about noncompliance with the policy and objections to examinations and/or immunizations.

All parents are requested to share pertinent student health information with school Administration at the time of student registration and whenever needed to update throughout the school year. This information will be handled in a strictly confidential manner and will be shared with school faculty and staff on a "need-to-know" basis.

Students will be excluded from school after October 15th if not in compliance for health exams and immunizations as referenced in CDOP Policy D-152.

Requirements for Enrollment, Withdrawal, and/or Termination of Enrollment

Parents of children enrolled in St. Patrick School are required to inform the school of any health problem, disability, or special needs. The school can only make reasonable accommodations since there is no formal special education program. Special need forms are available in the school office.

If a child disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then St. Patrick School reserves the right to terminate enrollment of the child.

Additionally, if something happens to a child while enrolled in St. Patrick School, such as a serious accident and more than reasonable accommodations are necessary for the education of the child, St. Patrick School reserves the right to review and discuss the continued enrollment of the child. If a child is found to be a danger to himself/herself or to others, the school reserves the right to terminate enrollment of the child.

Parents of students wishing to be admitted to St. Patrick School from other schools who have previously received special education services or special services must sign a waiver from receiving the special education services or special services that St. Patrick School cannot provide.

St. Patrick School reserves the right to terminate enrollment of a student if custodial parents have not disclosed the student's special need.

The enrollment or continued enrollment of any student in St. Patrick School is based on an individual basis that will be made in the best interest of the child and the other students within the school.

Tuition (which includes \$300 towards textbooks and instruction per child) + \$150 technology fee per family = the Total Expenses for the family. Students withdrawing from St. Patrick School will have tuition reimbursement prorated after the \$300 fee is applied to textbooks and other non-returnable curriculum expenses already purchased for instruction and the technology fee are subtracted. The remaining amount will be prorated for refund.

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school Administration reserves the right to require the withdrawal of a student if the Administration determines that the partnership is irretrievably broken.

Re-enrollment, Withdrawal, and Transfers to and from Other Schools

1. If parents find it necessary to transfer their children to another school, they should notify the school well in advance so that all records, reports, and accounts may be taken care of properly.
2. Parents must sign the necessary forms for release of records.
3. Student records will be mailed to the school to which the child is transferring upon request of that school for records.
4. Tuition refund is prorated after \$300 per child (textbooks and instructional supplies) and \$150 technology fees per family have been subtracted from the total cost for the family.
5. An “exit interview” may be conducted with the student and their family either in person or with a written survey.
6. If a student wishes to discontinue enrollment or transfer from St. Patrick School and then return to St. Patrick School, an interview with the student and their family may be scheduled. Re-enrollment back into St. Patrick School is not automatic.
7. **Transfer Students** - All requested student records, observations as needed, and possible placement testing must have been completed and analyzed. Enrollment for transfer students to St. Patrick School is contingent upon the approval of the Principal and Pastor.

Faith Development Program

Goals

The goal of St. Patrick School's religion program is to provide faith formation through instruction and experience in the Catholic faith so that the graduates of St. Patrick School will have:

1. Learned God's message as proclaimed by the Church.
2. Realized Jesus's presence in prayer and worship.
3. Experienced community by witnessing Jesus through word and deed among classmates and the larger community.
4. Learned the essentials of Catholic doctrine.
5. Developed a lifelong Christian attitude and have practiced it with others.
6. Had exposure to sacred music.
7. Had opportunities to perform service at each grade level.

Objectives

The objectives of the religion program are to provide the students learning experiences so that each student and graduate will have a strong Catholic Identity and will have:

1. Planned and participated in prayer services and liturgies.
2. Learned formal prayer and have grown accustomed to praying spontaneously.
3. Learned the principle teachings of the Church as taught by Sacred Scriptures, Tradition, and the Magisterium.
4. Comprehended and been able to explain the life of Jesus and His part in God's plan of salvation.
5. Participated in all-school and/or classroom service projects.
6. Prepared for and received the Sacrament of Reconciliation, the Eucharist, and Confirmation. (For Catholic students only.)
7. Learned the elements of appropriate behavior in Church: reverence, prayer, posture, genuflection, and silence.
8. Gained knowledge and learned to appreciate and respect people of other Christian and non-Christian faiths.

Virtue Formation/Chastity Education

Schools of the Catholic Diocese of Peoria shall integrate programs of virtue formation and chastity education into all areas of the curriculum. (E-142, CDOP)

The SportsLeader Ministry program, "Virtue = Strength," was implemented into athletics beginning in the 2017 school year and is integrated into the classroom curriculum.

Liturgy and Prayer

To achieve the above, several tools are used and experiences planned. Liturgical services and daily prayer are a major part in the life of every St. Patrick's student. All students attend Holy Mass each Friday and on Holy Days of Obligation that occur when school is in session. Students attend Exposition, Adoration, and Benediction as assigned. All students attend Benediction of the Blessed Sacrament on the First Fridays of each month. They are given the opportunity to receive the Sacrament of Reconciliation throughout the school year. Each class may be assigned to attend Adoration of the Blessed Sacrament on Thursday evenings once each

month.

Each school day will begin with all-school prayer during the morning announcements and a prayer will be said before lunch (in the classroom) and after lunch (in cafeteria). Students are encouraged to share their prayer intentions with the school community.

Catholic teachers and religious sisters teach religion every day. The school uses diocesan-approved curriculum and recommended texts for religion and sacramental preparation.

Praying the rosary is highly encouraged, especially during the months of October and May. Students participate in special devotions such as Stations of the Cross during Lent, devotions during Advent, the Living Rosary, May Crowning, St. Nicholas Day, and classroom saint celebrations throughout the school year. Additionally, students participate in classroom and school service learning projects.

Religion Assessment

A diocesan faith assessment may be required as directed by the Office of Catholic Schools in the Diocese of Peoria. During the school year, teachers evaluate students in all grades through written and verbal assignments, reports, tests, and projects. Students are given religion grades on their report card in addition to their other academic work.

Sacramental Program

Parental involvement in the preparation for the reception of the Sacraments of Reconciliation, the Eucharist, and Confirmation is required for Catholic students. Informational meetings for the parents are provided, as well as opportunities for continuing involvement.

1. *Reconciliation*: Children are prepared for their first reception of the Sacrament of Reconciliation during the second grade.
2. *Eucharist*: First Holy Communion preparation occurs during the second grade.
3. *Confirmation*: Preparation takes place during the seventh and eighth grades. It is a two-year program. Students will be confirmed in eighth grade. Parents and sponsors are to be involved in this preparation. Students are required to attend an assigned confirmation retreat prior to the reception of the sacrament.

Safe Environment Program

St. Patrick School incorporates the principles of the diocesan Safe Environment Program into its overall curriculum during the school year. It is part of an ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse.

Spiritual Development Plan

A “Spiritual Development Plan” is written each year for St. Patrick School that is included on the school website.

Academic Program Information

Field Trips

Field trips are the option of the individual teachers. Parents are asked to respect each teacher's freedom to choose or not to choose this option, including selection of chaperones for the field trip.

With the Principal's approval, a teacher may schedule a school-sponsored educational activity for the class. The field trip does not need to include a social outing or last most of the day. St Patrick School will provide buses, if available, unless the field trip is within walking distance.

Permission forms (provided by the school) must be signed by the parents and returned to the homeroom teacher prior to the trip. Students who have not returned these completed forms signed by their parent(s) will not be allowed to go on the field trip.

Participation in field trips is a privilege, not a right, that can be denied for academic or behavioral reasons.

Grading

To achieve a sound educational philosophy and professionalism in reporting student progress, each school shall use the diocesan objectives, criteria, and local policies to monitor student progress. Schools may design a report card for each grade specific to the skills and concepts unique to that curriculum. The following objectives apply:

- The report card is a reflection of the school's educational policy.
- The report card should be an accurate statement of the child's academic, social, fine arts and physical educational development.
- The report card indicates the school's grading practices.
- The report card identifies the child's attendance patterns.
- The report card is presented in a simple, clear, and attractive format.
- The report card uses grading symbols that are clearly defined and consistently used.
- The report card encourages parents' communication with the school.

Report cards will be available on the school's Student Information System each of the four grading periods for grades K-8. Dates of report card distribution can be found on the school calendar that is posted on the school website.

Each classroom teacher will explain his/her individual grading procedures to parents via a syllabus distributed to parents at "Meet the Teacher" night or a separate mailing, including the expectations of when homework, tests, quizzes, and other classroom work will be graded and sent home.

Grading Scales

- **For Grades K-2: – Standards Based – Based on Illinois Learning Standards:**

1 = Introducing Skill/Standard

2 = Developing Skill/Standard

3 = Mastered Skill/Standard

- For Grades 3-8:

Grades 3-8 Grading Scale	
A+	100
A	95-99
A-	94
B+	93
B	86-92
B-	85
C+	84
C	77-83
C-	76
D+	75
D	71-74
D-	70
F	0-69
P	Passing
I	Incomplete

Home Assignments

Homework is an extension of classroom work for the purpose of allowing students to work independently. It is a time to review, practice, and reinforce concepts and skills presented in the classroom. The amount of homework will be appropriate to the grade level of the child. The following list is a guideline for homework assignments.

1. Homework is assigned to supplement classroom teaching or for finishing incomplete assignments.
2. Students of grades kindergarten, one, and two should spend some time on drill processes or look for visual material confirming knowledge assimilated during class periods, to listen, and read stories and work on math facts.
3. Intermediate and upper grade students will receive assignments in varied subjects in proportion to their importance in the curriculum.
4. Students should be encouraged to read widely and to broaden their interests. Reading informational text should be highly encouraged in addition to fiction.
5. If a child's homework becomes burdensome, the parent is encouraged to consult with the teacher.
6. Parental interest in each child's homework assignment is deeply appreciated and goes far in encouraging children. However, parents are not to do the work for their child. Giving too much help to the child prevents his/her developing that spirit of independence and self-confidence that is essential in his/her development and training. Research has shown parents who involve their children in rich conversation and reading have a better chance for success in school.

Kindergarten

The purpose of St. Patrick School's Kindergarten is to provide a Christian atmosphere that will help children reach their potential and to prepare them for a more formalized program. This carefully designed program offers experiences for prayer, study, social development, and physical exercise. Students have opportunities to participate in individual and group activities. Kindergarten students attend weekly All School Mass and prayer services with the rest of the school. Kindergarten is a full day program that operates on the regular school schedule.

Non-Promotion Students

St. Patrick School will use the following guidelines concerning the non-promotion of a student:

1. The teacher informs the Principal when a student is not performing at a satisfactory level.
2. There has been ongoing, documented discussion between parents and teachers.
3. A mandatory meeting with parents, teachers, and Administration will occur at the end of the third grading period if non-promotion is being considered for a student.
4. Parent(s), teacher(s), and Administration should arrive at a mutual decision regarding non-promotion.
5. In the event that the teacher and the Principal advocate non-promotion and the parents do not approve, the parents must sign a statement assuming the responsibility for the child's future success at St. Patrick School.

Parent-Teacher-Student Conferences & Appointments

Parents who would like an appointment with the Principal, a teacher, or a staff member should call or email and request an appointment time that is mutually convenient. Parents should discuss student progress with their student's teacher(s) before meeting with the Principal.

A required parent-teacher conference is scheduled after the first grading period.

Probation and Transfer Students

All transfer students entering St. Patrick School will be placed on probation for a period of time to be set at the discretion of the Administration. Students and parents are responsible for the standards of St. Patrick Catholic School. St. Patrick School's position is established primarily for the formation of students in preparation for their life as Catholic adults within a community inspired by faith. The school is not a refuge for those who wish to escape problems relating to their former school environment.

Special Services

St. Patrick School does not have a special education program. Some services of the Washington public school districts are available to eligible students at St. Patrick School. Any concerns in this area must be forwarded to the Principal. Students requiring medical accommodations will need to have written proof from an appropriate doctor for the Accommodation/Service Plan to be written. Students wanting academic accommodations will need to be assessed by Washington Township Services for an Accommodation/Service before a plan is developed for academic accommodations.

Testing and Assessments

Classroom teachers provide quizzes and tests for chapters and units in subject matter. Teachers may use assessments that come with a textbook series or create their own.

Specific assessments may be required by the Diocese of Peoria. Assessments required by the Office of Catholic Schools will be communicated to families when directives are made known. Results of the tests usually are shared with the parents on or before required parent-teacher fall conferences and are used as a diagnostic tool for school improvement planning. The results of these tests are studied by the Principal and the Faculty and used in planning curriculum and instruction and school improvement. Reading and math are benchmarked three times during the school year through MAP from NWEA. The assessments may be a component used in determination of tiered intervention for reading and math as needed. Finally, 8th graders may be assessed for Peoria Notre Dame High School and Washington Community High School, each high school with their own criteria, for freshmen placement.

Education Curriculum of Studies

St. Patrick School curriculum of studies for all grades Kindergarten through Eighth Grade includes core classes of Religion, English Language Arts, Science, Mathematics, and Social Studies/History. Additionally, Wellness/Physical Education, Spanish, and Technology, are taught. Upper grade classes are minimally fifty minute class periods. Supplemental software programs have been made available in math and reading for remediation and enrichment.

Faith Formation through daily Religion classes, service projects, and participation in weekly All School Mass and other liturgical services is a high priority at St. Patrick School. Prayer and religion is encouraged and integrated in all subject areas and extra curricular activities.

Primary English Language Arts have class minimally one and one-half to two hours during the day and include a Literacy Center. Grades fifth through eighth English Language Arts have a double fifty minute class period. Writing is emphasized across the curriculum in all grades.

Mathematics is scheduled for minimally fifty minutes of instruction for all grades. Grades seven and eight are tracked and allow eligible students to take the Freshman Honors Algebra if the student meets the requirements.

The Science program is inquiry based, hands-on, and involves collaborative learning. STEM (STREAM) projects are included in the program to help keep current with today's program of learning.

Social Studies/History has moved to a digital textbook in the Junior High to keep current with today's ever changing world and to increase availability of resources for enriched learning.

Spanish is offered each week for all students. The program includes the study of Spanish cultures in addition to the study of the language.

Technology education is provided twice each week for students in grade Kindergarten through Fourth Grade and developed in all junior high classes. Students have the use of 1:1 technology for their classwork. All students are taught digital safety and media literacy within their classes and across the curriculum.

Health education is incorporated into Science, Wellness/P.E., and other classes across the curriculum. When available, the DARE program through the Washington Police Department has been made available to Fifth Grade through Eighth Grade.

Physical Education is provided to all students; daily in the primary grades and twice per week in the upper grades. All classes meet at least minimally the weekly minutes required by the Diocesan Program of Studies and the State of Illinois. Additionally, an active Athletic program is available for students in the upper grades. Students in sixth through eighth grade, and sometimes fifth, can participate in the athletic activities.

Art classes are made available by teachers when possible.

Band is available on an elective basis for students in grades five to eight. Jr. High Choir is also an elective for students in grades six to eight.

Response to Intervention (RtI) is provided to students who need extra remediation in reading or math via small group instruction in Grades K-4. Student differentiation is also provided through educational software subscriptions and Learning Centers. Study Hall in grades 5-8 allows for students to receive RtI when needed.

Academic Recognition and Awards

Academic and Athletic Awards

Academic and Athletic awards are given to students at the “Awards Nights” in May or at Graduation. Occasionally, students perform exemplary service in some area during their education at St. Patrick School such as, but not limited to, citizenship, community service, and school spirit. Awards may be given in religion, reading, math, history, science, Spanish, technology, Lego League Robotics, and Scholastic Bowl. The Administration and faculty will determine requirements for academic awards and coaches determine requirements for athletic awards.

American Legion Award

The American Legion All-Around Athletic Performance Award is presented to an eighth grade boy and girl who has met the requirements. The American Legion also presents the Scholastic (TOP STUDENT) Award. These students are recognized at the “Academic Awards Night” in May.

President’s Education Awards Program

Students in grades 5-8 who have achieved outstanding excellence in education will receive the President’s Education Award. Students will receive this award at the “Academic Awards Night” in May. Criteria for this award are available upon request.

The Kathy Werstein Athletic Volunteer Award

An adult who has exemplified the commitment, dedication, dependability, and passion for athletics will be honored with this award established in the spring of 2012 in honor of Mrs. Kathy Werstein, long-time volunteer, former teacher, current coach and member of the Athletic Committee. The honoree will be chosen by the Administration and will be someone who has given extraordinary volunteer service to the sports program at St. Patrick School.

Honor Roll

Students in grades 6-8 have an opportunity to receive academic recognition on the St. Patrick School Honor Roll each quarter of the school year. All academic subjects will be considered since each is a part of the student’s curriculum at St. Patrick School. The honor roll is published quarterly.

A “**Straight A**” designation is awarded when a student receives “A’s” in all five academic areas and maintains A/B in all Physical Education/Health, Spanish, and Computer Education classes.

A “**High Honors**” designation is awarded when a student receives three or more “A’s” in the five academic areas and no lower than a B in the remaining academic areas. The child must also maintain an A/B in all Physical Education/Health, Spanish, and Computer Education classes.

An “**Honors**” designation is awarded when a student receives fewer than three “A’s” in the five academic areas and no lower than a B in the remaining academic areas. The child must also maintain an A/B in all Physical Education/Health, Spanish, and Computer Education classes.

Landry Foundation Scholarship

The Coach Landry Scholarship Foundation was established by St. Patrick School alumni to reward exceptional student athletes who excel in athletic and academic performance while incorporating faith, reverence, and respect toward coaches, faculty, and classmates.

In recognition of their outstanding performance, and in accordance with high behavioral standards exhibited as set forth by teachers and coaches of the recipient, the recipient will be awarded a scholarship to attend St. Patrick's Grade School.

Accelerated Reader Poster

Students in grades kindergarten through eighth can participate in the Accelerated Reader program. Students read books and take quizzes on them through the program earning certifications. Once a student completes the program, earning a Classic certification, a poster will be made in their honor. Posters hang in the school and are presented to students who receive them in eighth grade at Academic Awards night. Requirements for Classic certification are available on the school website under resources.

Appeal and Review

G-111, P-CDOP

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by an individual who is directly aggrieved by the decision under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision regarding personnel matters can only be appealed by the aggrieved personnel and not third parties, due to issues of confidentiality.

Revised: 7/2018

Reviewed: 6/2020, 7/2021, 7/2022, 1/2024

APPEAL AND REVIEW – Elementary and Consolidated Elementary Schools

The individual desiring the appeal or the review of a decision must make that request known to the pastor/canonical pastor responsible for the school in the form of a written letter. As a matter of record, a copy of the letter is to be forwarded to the Superintendent of Schools.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it.
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and
- The proposed resolution.

The pastor/canonical pastor, having received the request for appeal or review, is to respond to the individual making the request within thirty (30) days of receiving the request. A copy of this response letter is to be forwarded to the Superintendent of Schools.

In most cases, the decision of the pastor/canonical pastor is final. However, the individual who has requested the appeal or review may further appeal the decision of the pastor/canonical pastor to the Superintendent of Schools within thirty (30) days. The Superintendent of Schools has the authority to summarily dismiss the appeal. If the individual requests a further appeal or review of the Superintendent's decision, the individual may forward the appeal to the Vicar General of the Catholic Diocese of Peoria. The Vicar General shall make a final decision on the appeal in such cases.

Revised: 7/2018

Reviewed: 6/2020; 7/2021, 7/2022, 1/2024

Athletic and Co/Extra Curricular Programs

St. Patrick School has outstanding athletic and extra-curricular programs. The school will attempt to provide equal sports opportunities for both boys and girls. Students may participate in athletic and extracurricular activities if they meet eligibility requirements, have a current sports physical examination on file, are adequately covered by insurance, have an acceptable attitude, have completed all paperwork including a concussion form prior to participation. Coaches or teachers have the right to request suspension of a student from athletic and extracurricular activities, and the Principal will have the authority to take the necessary action after consideration of the facts.

Participation in athletic and co/extracurricular programs is a privilege, not a right. Therefore, students forfeit this privilege if behavior, academic standards, and financial obligations are not met. Co/extra-curricular and athletic activities do not take precedence over academics; they work in cooperation with academics.

Athletic and extracurricular activities are dependent on coaches and supervisors. If an activity does not have a qualified coach or supervisor the activity may be suspended or put on hold. Administration will make the necessary decisions, as needed.

Philosophy

The activities program at St. Patrick School adheres to the mission and philosophy of the school and the Diocese of Peoria. The programs are based on the strong belief that athletics and co/extra-curricular activities are educationally sound and that they play an important part in the development of the participant's physical, mental, emotional, and moral growth. The element of competition and winning exists; however, it will not be the sole determining factor in developing the scope and nature of the athletic or other programs. St. Patrick School believes that this is educationally sound, for it offers training for living in a society that is based on cooperativeness and competitiveness. The basic principles of good sportsmanship and high ethical standards should prevail at all times in order to enhance the educational growth of the student participants. St. Patrick School athletics and co/extra-curricular programs emphasize student learning rather than winning games and contests.

The conduct of players, cheerleaders, coaches, and fans should characterize the philosophy of Christian sportsmanship. It is hoped that this philosophy will extend beyond the coaches, players, and cheerleaders, to all students and adult fans at the games, meets, and events.

Policy

St. Patrick School provides the following guidelines for athletic and co/extra-curricular activities:

1. To provide an opportunity for interested students to participate in organized, competitive activities governed by I.E.S.A. guidelines and rules.
2. To provide a coach or supervisor of that activity who will govern the degree of participation by a student, in all activities.
3. To help students establish school pride and spirit.
4. To help students develop physically, mentally, socially, and spiritually.
5. To help students develop the skill of the activity, accept discipline, and build a sense of teamwork.
6. To provide opportunities for fun as students work together towards reaching goals.

7. To learn to accept victory graciously, and defeat without revenge.
8. To provide a wise use of leisure time.

Eligibility Requirements

Requirements for meeting eligibility will include the following:

1. Students participating in co/extra-curricular activities or sports must meet standards set by Illinois Elementary School Association (I.E.S.A.).
2. Eligibility will be taken weekly during the season of the sport or activity and is cumulative per grading period. Grades will be checked at the end of each week from what classroom teachers post on the Student Information System by 3:30 p.m. on Thursday of the week in which eligibility is taken.
3. If the student is failing any subject, he/she will be ineligible the following Monday through Saturday and must raise his/her grade to meet eligibility requirements in order to be reinstated for the following week.
4. Students who do not meet eligibility requirements will not be allowed to participate in their activities the following week including practice and games. He or she may not attend games as a spectator.
5. Students participating in sports and other school activities or groups are expected to behave appropriately in school as well as at events.
6. Students may become ineligible due to multiple misbehaviors, including but not limited to, detentions at school.
7. Students who become ineligible three times may no longer be a part of the team or participate in the activity.
8. The student must be in attendance the last half day of class the day of a game or meet in order to participate. The Principal must approve exceptions. An example of an exception would be if a student must attend a funeral.
9. The Principal only, in consultation with the Pastor, can make exception to eligibility rules within the I.E.S.A regulations, as well as reinstatements.

Participation in Athletics

Currently, St. Patrick School offers the following IESA sports: softball, baseball, cross country, boys basketball, girls basketball, girls volleyball, golf, and track. Students in fifth through eighth grades are eligible to participate in athletics. St. Patrick School does not “cut” students on a team. All students are eligible to participate with the understanding that seventh and eighth graders will most likely field the team first and then sixth and fifth graders. Equal playing time is not guaranteed and is at the discretion of the coaches. Note, however, IESA has specific guidelines for Regionals and Sectionals which state that only 15 players can participate (be on bench).

Cheerleading

Cheerleading has traditionally been an eighth grade girls’ activity. If there are fewer than five eighth grade girls available for a cheerleading team, then seventh grade girls will be eligible to participate in cheerleading to complete a full team for the school year. There are no “cuts” of students from the cheerleading team.

Responsibilities of Student Athletes, Contestants, and Cheerleaders

All student athletes, contestants, and cheerleaders will be expected to maintain standards as defined below:

1. To be in attendance at least the last half day in the classroom the day of the game.
2. To be present at all practice sessions and games unless excused by the coach.
3. To present an explanation, written or emailed by the parent, in the event of an absence from practice or game.
- 4. To notify the school office if student is not riding the bus due to a scheduled practice or game.**
5. To keep his/her uniform neat and clean and to return the uniform at the end of the season.
6. To wear his/her uniform appropriately. Example, but not limited to, uniform shorts must not be hiked up or worn too tight.
7. To pay the cost or replacement for any damaged uniform.
8. To take proper care of all equipment used.
9. To cooperate with and show respect to all coaches, supervisors, school personnel, referees, and opponents.
10. To show good sportsmanship at all times.
11. To play or cheer to the best of their ability.
12. Use of vulgar language or outburst of temper will not be tolerated.
13. Use of tobacco, alcohol, or substance abuse will disqualify the participant from team membership.
14. To abide by the above listed eligibility rules.
15. To abide by the coach's rules within the various sports.
16. To promote a positive work ethic for personal growth and team development.

Concussion - Return to Learn/Return to Play

If a student athlete is found to have had a concussion, the oversight team (principal and athletic director) will follow medical guidelines following treatment of the concussion. If a concussion is diagnosed, the student must have a medical note which allows the student to return to playing in the sport and activity. Medical directions will be followed for the learning environment.

St. Patrick School reserves the right to remove individuals from any school-sponsored activity if continuous and/or inappropriate behavior occurs during the event.

Band

Instrumental music lessons and group band lessons are offered to students in the fifth through eighth grades two days a week.

Scholastic Bowl

Students in grades 6-8 may participate in Scholastic Bowl. The supervising coaches will determine the teams for meets. Students will follow I.E.S.A. regulations and eligibility rules will apply.

Geography Bee and Spelling Bee

Students in grades 5-8 may participate in the Geography Bee and in the Spelling Bee when available. Participants will follow regulations for the Geography Bee as set by the National Geography Society. Students participating in the Spelling Bee will follow regulations set by the Principal and the teachers that meet county and conference requirements.

Junior High Choir

Students in grades sixth through eighth may participate in the Junior High Choir when offered. The choir leads the singing for All School Mass each Friday and other special Masses throughout the school year. They may be invited to sing at special weekend Masses at St. Monica's or St. Patrick's. Students generally practice twice each week, once before school and once during an assigned class period.

Lego/Robotics

Teams form in August into grade groups of 7th and 8th, and 5th and 6th. Teams practice from August until January to solve a real world problem as a project. The teams usually meet on Sundays from 3:30-5:00 and also another evening according to the coaches availability. Scrimmages begin in November with teams from the Washington area. Competition involves a project presentation, robot design judging, robot programming games, and core value presentation. A qualifying match takes place in December and STATE is held in January at the University of Illinois.

Attendance

Daily Attendance

Attendance is important to the educational program at St. Patrick School. Daily attendance not only contributes to spiritual development and academic achievement but also to the development of dependability and responsibility. Daily attendance is required and tracked electronically in the St. Patrick School's student data management system, FACTS/RenWeb.

Remote learners are not considered absent and must complete work as directed by the teacher. This may include attending virtually through Google Meet and picking up assignments in a timely manner in the school office as prepared and assigned by the classroom teachers. Assignments picked up from the School Office must also be returned in a timely manner when a student has an extended absence such as being quarantined for an illness. Assignments for students who are absent will be ready for pick-up at the end of the school day.

Arrival and Dismissal

The school day begins at 8:00 a.m. with the first bell ringing at 7:45 a.m. for entry into the school building. Students should not arrive at school before 7:45 a.m. They may come directly into the school building when the 7:45 a.m. bell rings. On extremely cold days or inclement weather, students may enter Door 5 or Door 2 and wait at the landing for the 7:45 a.m. bell to ring before going to their classrooms. Students will be sent to Before-Care if they arrive earlier than 7:45 a.m., and families will be billed accordingly. However, bus students may be the exception to this billing procedure if the bus arrives earlier than 7:45 a.m.

Students must enter the building through their assigned doors. Students must be in the building and in their seats/classroom by 8:00 a.m. to keep from being tardy.

Students will be dropped off and picked up alongside the small playground/parking lot area on Cedar Street or Harvey St. as assigned according to their grade. Families are asked to keep the flow of traffic moving on the right hand side of Cedar Street and Harvey Street by dropping off their child(ren) and then moving back into the flow of traffic. If parents need to stop and/or exit their car, they shall park in the large parking lot of the school. Students should not be dropped off on the south side of Jefferson Street due to buses needing to unload at this point and it ties up traffic.

Students riding bicycles to school shall park and lock up their bicycles in the bike racks provided by the school. After arriving on school property and parking their bicycles, students will enter the building immediately. If arrival is before 7:45 a.m., walkers and/or bicycle riders shall park their bikes in the racks and enter the building through the Main Front Door (Door 1) and proceed to Extended Care. Families will be charged accordingly.

Walkers and bike riders shall leave the school grounds immediately after dismissal of the school day. Once the final bell rings at 3:05 p.m. and buses leave at 3:10 p.m., there is no longer any supervision provided by the school except in Extended Care. All students remaining on school grounds will be sent to Extended Care at 3:10 if not picked up, and families will be billed accordingly.

In compliance with the above noted procedure, no student may remain outdoors unattended before or after school.

Note: Different rules for drop off and pick up may apply to preschool. Please see the Preschool Handbook.

Absences

Attendance is important to the educational program at St. Patrick School. **DAILY attendance is required** and not only contributes to spiritual development and academic achievement, but also to the development of dependability and responsibility. Excused absences with make-up privileges are defined as, but not limited to: personal illness, health/dental appointments, bereavement, quarantine, family emergencies, and written requests approved *in advance* by the Principal. All other absences shall be considered unexcused and considered as truancy, which may be reported to the Pastor, and may be reported to the Washington Police Department.

The procedures are as follows:

1. Parents are required to call or email the school before 10:00 a.m. if there is an absence. The office opens at 7:30 a.m. A signed note by the parent may also be sent with a sibling. If the school has not been informed of the child's absence, St. Patrick School is required to make a reasonable attempt to notify parents of their child's absence by calling them at home or at work.
2. Appointments, including dentist, orthodontist, and doctor appointments should be scheduled outside of school hours as much as possible. If scheduled during the school day, students must have an appointment card when leaving or returning to school for verification of appointment times. This verification is needed for the determination of an "excused" or "unexcused" tardy.
3. Homework may be requested for an excused absent student. The homework will be available after school and will be placed on the table inside the Main Entrance at Door 1 or sent home with a sibling. Parents are asked to please call before 11:00 a.m. for homework as many teachers do not get a chance to go to their mailbox after their lunch period. Homework will need to be picked up prior to the closing of the school office for the day.
4. Students will assume responsibility for make-up work and will be allowed two days for every day of absence (due to illness or excused absence approved by Administration) to make up work.
5. Students and their parents must check in and out at the school office when arriving or leaving at times other than normal procedures.
6. A student missing more than one and one-half hours of class time will be marked as absent for a half day.
7. Students must be in attendance for the last half of the school day in order to participate in athletic or co/extracurricular activities. Emergency situations will be given due consideration by the Principal.
8. If a student needs to miss recesses or PE/wellness classes for more than 2 consecutive days, a doctor's note will be required.
9. Students with an unexcused absence will receive no credit for assignments missed.

Extended Absence

Excessive absence (more than three consecutive absences) due to illness will require written notification from a licensed physician upon return of the student to school.

Excessive absence due to vacations outside of the scheduled vacation times in the school calendar are highly discouraged; excessive absence is very disruptive to the classroom learning environment for the absent student and other students in the classroom. Vacations scheduled

during Diocesan mandated testing, are highly discouraged. ***The Principal must pre-approve in advance any excessive absence due to vacation.*** If approved, students may receive their homework on the last day of attendance before the vacation per teacher discretion. Those assignments must be turned in to the classroom teacher(s) on the day the student returns from vacation in order to receive full credit; the student must also take any tests missed before leaving or on the day of return as well. Assignments turned in on the second day of return from vacation, or tests taken on the second day of return, will result in a 10% deduction from the grade earned; the third day, 20% will be deducted. Assignments and tests will not be accepted or taken beyond the third day of return from vacation to school. (Commission on Education, approved: 5/08, revised: 1/24).

Leave of Absence Before Dismissal

1. The Principal dismisses or approves the dismissal of students who may have contracted any contagious disease or are too ill to remain in school.
2. No child will be dismissed from school unless the parents have been contacted and arrangements for transportation have been made. Therefore, it is suggested that if during the day both parents will be absent from the home for a lengthy period of time, the children should be informed before they come to school in the morning.
3. Parents shall notify the school office if the student needs to be dismissed early and will *not* ride the bus after school.
4. Emergency phone numbers are a requirement. If there is a change in the emergency phone number, it is the responsibility of the custodial parents to notify the school of the change.
5. The Administration or designated person will establish positive identification of any adult who requests dismissal of a student into his/her custody.
6. A call, note, or email from a parent for the school office is required for leave of absence before the time of dismissal.

Tardiness

St. Patrick School requests home cooperation to assure that students arrive on time to begin the school day. Students who arrive tardy to school disrupt their own learning process and those of other students. Tardiness creates an unnecessary burden for the office staff, classroom teacher(s), and other support staff. It is the obligation of the family to ensure that their child(ren) arrive(s) on time to school.

The first bell rings at 7:45 a.m. to allow children to go to their classrooms. The second bell (warning) rings at 7:55 a.m., and the third bell rings at 8:00 a.m. to officially begin the academic day. Morning prayer and announcements begin immediately after the 8:00 a.m. bell. Any student who arrives after the 8:00 a.m. bell must report to the school office to receive a tardy form. Tardy students will not be admitted to class without this form unless given permission by the Principal.

Students must be in their classroom at 8:00 a.m., preferably in their seats, and ready for the class to start to be considered non-tardy.

The school recognizes that sometimes there are circumstances beyond the control of families (inclement weather, power outages, accidents, etc.) that may cause tardiness to school. Therefore, the following policy will apply:

1. Tardiness shall be defined as arrival at school within one hour later than the usual starting time; leaving one hour earlier than the usual ending time; and leaving and returning within one hour during the school day. If a student must leave during the school day and does not adhere to the one-hour time limitation, the student will be marked for either a ½ day absence or a full day absence, depending upon the situation.
2. An excuse is required for tardiness.
3. Students who are late because of bus problems are automatically excused and not counted as tardy.
4. Students who arrive at school late due to medical/dental appointments will be excused if they have proof of the appointment (medical/dental appointment card) upon arrival.
(Commission on Education, approved: 5/08; revised: 6/09)

Excessive Tardiness

Students receiving three unexcused tardies per semester (one semester = two grading periods) will be issued a detention by the Principal. When a student reaches the fourth tardy, a mandatory parent/student/Principal conference will be scheduled with further disciplinary action assigned. If the student receives 7 tardies in one semester, the parent(s), student, Principal, and Pastor will meet to discuss continuation of enrollment at St. Patrick School. (Commission on Education, approved: 5/08) A detention missed, results in an extra detention assigned.

Extended Care Program

Rationale and Goals

St. Patrick School believes that family is of prime importance. Family should provide security and love for every child. In the care center approach, the school does not replace family. St. Patrick School intends to give the family support and supplement it through the care programs. The purpose of the care programs is to meet the needs of the student and the working parent(s).

The goal of the before-and after-care program is to provide a Christian atmosphere in order for children to develop and to grow spiritually, physically, emotionally, mentally, and socially. The learning experiences will be as flexible as possible and as home-like as possible. God and values will be stressed while providing a safe environment when parents are still at work. As an extension of the school, the policies and regulations stated in this handbook will be followed during these extended care programs.

Procedure

The Before-Care program is available at 6:30 a.m. The After-Care program begins at the end of the school day. Parents/guardians or authorized individuals must sign students out of the program and pick up them by 5:30 p.m. Additional late charges will be assessed after 5:30 p.m. See the tuition and fee sheet or posting on the school website for the additional charges. There will be snacks, play time, and study time during the after-care program.

After-Care will be available on most 2:00 p.m. early dismissal days. However, after-care will *not* be available for 11:30 a.m. dismissal days since those days are typically extended teacher in-service days.

Entrance and exit for the Extended Care programs will be through Door 1 which is secured. Access is via ringing the doorbell while these programs are in session.

Communication between Home and School

A variety of means are provided for communication between home and school. The faculty and staff recognize the responsibility to demonstrate open and courteous communication with parents. Communication and expression of concerns must always be conducted in a constructive and Christian manner within an appropriate setting. Rude and/or abusive communication to the faculty and staff members on the part of parents or students will not be tolerated.

Email, phone calls, Parent Alert messages, the school Facebook page, and the *Irish Messenger*, are among some of the ways communication is disseminated. Class Facebook pages, class websites, etc. must include the Principal as an administrator to the accounts.

Conferences may be initiated by parents or teachers at any time and scheduled at the convenience of both parties.

School Visitation

“Parent,” unless otherwise specified, shall not include a non-custodial parent – for example, regarding visitation rights, requests for dismissal of students, etc.

St. Patrick School Administration reserves the right to designate special days when parents, including non-custodial parents, grandparents, or others may visit with the students during an open house, cafeteria luncheon, or similar events. Other classroom visits to view students and instruction are not allowed due to privacy of other students and interruptions/distractions during instructional time.

If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. ***Any changes made in custody agreements must be promptly reported in writing to the Principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office. St. Patrick School complies with the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student.

Lunch in the cafeteria with students is not permitted except on approved open house days. Parental visitation of classes in session is not permitted for the privacy of classmates. Exceptions are made only on approved open house days.

Buckley Amendment

St. Patrick School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

School Information Sent Home

The youngest child in each family is assigned to take communication notes from the school office to home. ***Information is emailed biweekly via the Irish Messenger, special emails, and/or text alerts.*** If parents wish to receive a printed copy of the *Irish Messenger* information, they must notify the school office with this request. It is the responsibility of the parent to read the information. Please do not call the School Office for information that has been communicated already through the *Irish Messenger* or other emails and alerts.

Handbooks

St. Patrick School *Parent-Student Handbook, Preschool Handbook, and Volunteer Handbook* are available on the school website for each family. These handbooks are a guide to regulations and operations of the school. The Administration reserves the right to add or change policy as deemed necessary. A yearly parental sign-off form will be required for reading and reviewing the handbook(s) and can be accomplished through the electronic sign-off that is part of the online enrollment/re-enrollment process.

Parents are highly encouraged to keep current calendars, tuition, program fees, lunch program information, newsletters, and special notes or policy changes of the handbooks for easy accessibility and referral.

Confidentiality and Professional Conduct

All St. Patrick School faculty and staff members are expected to maintain the highest standards of professional conduct when interacting with students, parents, and colleagues. Good public relations for the school are essential and employees share that responsibility. All St. Patrick faculty and staff members are reminded that professional standards for confidentiality should be adhered to at all times. St. Patrick School employees or regular volunteers may learn confidential information about the school or a student. This confidential information shall not be shared with non-employees of the school and may only be shared with school employees on a need-to-know basis. Should there be a question about the confidential nature of information, please see the Principal for clarification. Maintaining good public relations is a job requirement of all St. Patrick School employees.

School Employee Code of Professional Conduct

(Faith's Law)

C-411 P-CDOP

Pursuant to Illinois's Faith's Law requirements, the Diocese of Peoria adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Peoria, but are restated as a Code of Conduct for School Employees to comply with the law. Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

I. Educator Code of Conduct

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

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed

to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee- student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

II. Sexual misconduct

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

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

- a. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102- 0676, (105 ILCS 5/22-85.5).
- b. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

IV. School employees are mandated reporters

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

V. Employee training related to child abuse and educator ethics

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled *DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters*; and the *State of Illinois' Prohibition of Sexual Harassment training*. Those requirements are set forth in the *Diocese's Employee Handbook* and in the *Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers* whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

Effective 7/1/2023

Conflict Resolution

From time to time, equitable solutions to problems may arise that affect staff members, parents, students, or other involved parties of St. Patrick School. Settlement of conflicts will be handled as quickly as possible in a fair and caring manner.

Procedures for solving conflict of interests should begin at the lowest possible level where the point of conflict begins and dealt with as follows:

1. The presenter of the conflict should handle conflict with the classroom teacher, coach, or other party that the complaint is against. An appointment should be made to discuss the matter.
2. If there is dissatisfaction with the conference, then an appeal to the Principal may be initiated. An appointment can be made with the Principal to discuss the matter.
3. If the problem cannot be resolved, then the presenter may proceed to the Pastor. The complaint and remedy should be in writing and signed by the presenter. An appointment should be made.

The Pastor and the Principal may meet to confer or determine an appropriate course of action if necessary. St. Patrick School will follow the diocesan regulations relating to conflict resolution, appeal and review.

Incidents at the School

Incidents of anyone having possession of firearms, weapons, or drugs, etc. will be reported to the police. Parents or guardians of students in possession of such will be notified. Illinois State Police will be notified of such incidents through the School Incident Reporting System.

The school will notify local law enforcement of written complaints from school personnel concerning instances of battery committed against school personnel. An Incident Report form can be obtained in the school office. Illinois State Police will be contacted as required of such incidents.

Discipline – Including Detention, Suspension, Expulsion

Philosophy of Discipline

Discipline is a means of fostering the growth and responsibility of students toward maturity. It is the training that develops self-control, character, orderliness, and efficiency. Discipline underlies the whole educational structure and safety of the students. Parents, students, and faculty alike should understand that one of their first obligations in a Catholic school is to respect the dignity of all members of the school community.

The purpose of rules and guidelines is to define those activities that promote or do not promote a supportive atmosphere for faith development and academic growth of the student. Teachers and/or supervisors are responsible for maintaining, in their areas of responsibility, an atmosphere conducive to the learning and safety of each student.

Ordinarily, each teacher, supervisor, or coach handles discipline problems. Cooperation and frequent communication between parents and teachers, supervisors, and coaches are essential to the successful solution of more serious problems. The Principal is kept informed but is usually involved only with more serious problems, which will also be reported to the Pastor of the parish.

In addition, any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church, may be subject to disciplinary action, including suspension or expulsion.

Detention

Detention is a form of disciplinary action that is a consequence for inappropriate, repeated, excessive, or extreme behavior. The student with a detention will have an email sent to the parent and the student involved via the school's student information system identifying his/her misbehavior, and the date/time at which the detention must be served at the convenience of the Principal or supervising faculty/staff member. The Principal, or assigned supervisor, may assign a work detention requiring some form of service to the school, an academic detention where written work will be assigned, or a combination of the two. Participation in athletic and co/extra-curricular activities will not excuse the student from serving the detention. A missed detention results in an extra detention assigned. A student who receives a detention will not be allowed to participate in the first game or extracurricular event following the detention.

Suspension

Suspension is defined as removal from all or part of the school activities for a definite period but may not exceed ten days. It may be "in school" suspension or "out of school" as determined by the Principal and may consist of any or all of the following:

1. Academic work that will/will not be graded and counted.
2. Service work that will be assigned and monitored for completion.
3. Upon re-admittance after a suspension, the parent(s) of the suspended student shall continue contact with the teacher(s) or the Principal, as determined after re-admittance, for the successful continuation of the student's enrollment.

Ordinarily, prior to suspension, the teacher and the Principal will have pursued other alternatives of discipline and will have discussed the problems with the parents.

Any suspension will result in the prohibition of participation, by the student, in any

extra-curricular and co-curricular activities (i.e. field trips) during the grading period in which it was imposed. This includes the loss of privilege from current sports seasons, already in progress, and any sport season initiated during that same grading period.

Expulsion – Permanent Dismissal

Expulsion, the permanent termination of a student's enrollment, is a most serious matter and will be invoked only as a last resort. Prior to expulsion, the student and his/her parents or guardian must be granted a hearing by the Principal and teacher(s) involved. If, thereafter, expulsion is still contemplated, the Principal shall inform the Pastor who will meet in executive session to discuss the seriousness of the matter and the course of action to be pursued. The parents or guardians shall be requested by the Administration (through registered or certified mail) to be present at this executive session. This notice shall state the time, place, and purpose of the meeting.

Based on the evidence heard at the meeting, the Administration shall take action, as it finds appropriate. In judging the justification for expulsion, consideration must be given to the extent of the school's previous efforts to remedy the problem, to the legality of the reason for dismissal, and to the maintenance of the school's philosophy and goals.

In order to protect the reputation of the persons involved, all matters discussed during such an executive session will be held in strict confidence.

If expulsion is determined, the parents or guardian shall be informed by the Administration of the reason(s) and the date on which the expulsion is to become effective. A copy of this notification shall be filed in the school office.

Pastor's Jurisdiction

The Pastor is the final recourse in all disciplinary situations and may waive any disciplinary rule or step for just cause at his discretion.

The Pastor reserves the right to request the withdrawal of a St. Patrick School student:

- For failure of the family to meet financial obligations of the parish.
- Following a determination by the Principal that a student's educational needs can no longer be met by school personnel and by available school resources.
- Due to a failure of a family or student to participate in required activities or to support the mission of the school.
- Due to disciplinary infractions.

Corporal Punishment

Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes, but is not limited to, slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm.

Reviewed 7/2018, 6/2020, 7/2021, 7/2022

St. Patrick School complies with diocesan policy and forbids the use of corporal punishment. Faculty and staff may use reasonable force, as needed, to prevent injury to a student, another staff member, or oneself.

Primary (Grades K-2) Behavior Violation Policy

1. When the student's behavior does not meet expectations, he/she may be given a warning via the school's student information system, or the teacher may choose to call the parents/guardian.
2. If a warning is given it will contain the date, the name of the supervising person, and an explanation of the behavior.
3. Behavior notifications and consequences will be sent to parents through the school's student information system.
4. Additional disciplinary action may be given including detentions.
5. Detentions may be given for excessive tardies and unexcused absences. It is the parent's responsibility to get their children to school on time.

Intermediate (Grades 3-5) and Junior High Behavior Violation Policy (Grades 6-8)

1. When the student's behavior does not meet expectations, he/she will be given a warning.
2. Behavior notifications and consequences will be sent to parents and the student involved through the school's student information system.
3. If the student receives a detention notice, the notice will indicate when the detention is to be served and for what reason. The detention will be communicated through the school's student information system.
4. If the student does not report for detention, the parent will be notified and an additional detention will be assigned.
5. Detentions may be served on school days following the issuance of the detention.
6. The detention on school days begins after school and will end after 4:00. The detention will be supervised by the Principal, or other designated school personnel.
7. Student's parents are expected to provide transportation for the student after serving detention. If transportation causes a problem, students should alter their behavior so they do not receive detentions.
8. A detention that is missed due to an excused student absence will be reassigned to the next detention period.
9. If a student receives three warnings in a grading period, the student will automatically receive a detention.
10. Only warnings will be cleared at the end of each grading period and begin to accumulate at the beginning of a new grading period.
11. The student will lose the privilege to attend or participate in the next co/extracurricular, athletic game, or school event/function following the day the detention is served. Administration will have final say in the loss of privilege to attend or participate.
12. Detentions may be given for excessive tardies and unexcused absences.

Note: Students and parents need to be aware that everyone at St. Patrick School feels there is no need for any student to ever receive a detention if living the school motto "Love, Learn, Lead..."

Minor Acts of Misbehavior

These acts of misbehavior are minor but interfere with normal classroom operation, school operation, and/or bus operation. *Bus drivers may issue warnings.* Types of minor misbehavior include but are not limited to:

1. Classroom disturbance (subject to individual classroom rules).
2. Failure to carry out directions including homework (subject to individual classroom rules).
3. Littering.
4. Chewing gum.
5. Failure to bring textbooks and assignments to class.
6. Misbehavior outside the confines of the classroom.
7. Disturbances on the bus.
8. Dress code violations.
9. Disrespect.
10. Disrespect towards others in school, on the playground, or at school-sponsored events.
11. Violations of the computer “Acceptable Use Policy” and Diocesan Policy C-404, as defined.

Consequences: A warning will be issued. Three warnings merit a detention for grades 3-8. The Administration reserves the right to issue an automatic detention at his/her discretion.

Note: Teachers will decide what constitutes a warning for incomplete homework in his/her own classroom. Students will be made aware of what each teacher expects. Generally, incomplete homework or classroom work is reflected in the grade earned.

Serious or Frequent Misbehavior

Frequent or serious acts that disrupt the learning climate of the classroom, school, and/or bus include, but not limited to, the following:

1. Dishonesty, lying, stealing, and plagiarism.
2. Cheating.
3. Forgery or the use of forged notes or excuses.
4. Insubordination.
5. Profanity (spoken, written, or profane gestures).
6. Any article, which adversely affects or interferes with school functions (such articles will be confiscated and disciplinary action will be taken).
7. Disruptive behavior and intentional failure to follow rules including during emergency drills.
8. Defacing school property, including lockers in the junior high hallway
9. Violations of the computer “Acceptable Use Policy” and Diocesan Policy C-404, as defined.
10. Bullying in school, on the playground, or at school-sponsored events.
11. Misbehavior on the bus.

Consequences: An automatic detention will be issued. The parent will be notified through the school’s student information system and, in addition, parents may be notified by a phone call.

Additional Action: Teachers or administrators may take additional action at his/her discretion based on individual situations. Law enforcement will be notified when appropriate.

Misbehavior in Violation of the Law

These acts are directed against persons or property that may endanger the health and safety of others in the school, which may be in violation of the law, and include, but are not limited to:

1. Student use of tobacco on or adjacent to the school property.
2. Possession, use, or under the influence of alcohol.
3. Possession or use of controlled substances, drugs and/or drug paraphernalia.
4. Fighting.
5. Vandalism.
6. Trespassing.
7. Stealing.
8. Violations of the computer “Acceptable Use Policy” and Diocesan Policy C-404, as defined.
9. Damage to the bus.
10. Plagiarism

Consequences: The student is immediately referred to the Principal for disciplinary action. The Principal will meet with the student, necessary personnel, and parent to determine the consequences. The Principal will consult with and report violations of the law to the Pastor of the parish. Law enforcement will be notified through the School Incident Reporting System (SIRS) in IWAS when appropriate.

Additional Action: Any one or more of the following may occur:

1. Temporary removal from class.
2. Detentions.
3. Denial of privileges.
4. Financial restitution.
5. Referral to an outside agency.
6. Suspension of bus privileges.
7. Contact of proper authority.

Misbehavior Requiring Suspension or Expulsion

Behaviors so serious as to require action that will result in at least the temporary removal of the student from school include the following:

1. Furnishing or selling controlled substances.
2. Possession or use of weapons.
3. Setting fires.
4. Setting false alarms.
5. Bomb threats and other threats of violence.
6. Acts of misconduct, which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.
7. Any instrument or item used in school dangerously, or on school property, or at school events.

Consequences: The student will be immediately referred to the Principal. The Principal verifies the offense, confers with the Pastor of the parish, other necessary personnel and students. The student will be removed from the school property as soon as possible and the parents will be notified. The Principal will contact law enforcement through the School Incident Reporting System (SIRS) in IWAS and diocesan officials when appropriate.

Additional Action: Any one or more of the following may occur:

1. Suspension from school (not to exceed 10 school days).
2. Expulsion.

Policy Note: Bus Drivers, Playground, and Cafeteria Supervisors, in consultation with the Principal, may issue warnings. The Administration may remove any student from the bus immediately should that decision be made for the interest and safety of all bus students and the driver.

Multiple Detentions

Consistent detentions (5 or more) throughout the school year may result in a conference with the Principal, parents, teacher-supervisor, and student. Any one or more of the following may occur:

1. Additional detention.
2. Suspension.
3. Loss of privileges (class picnic, field trips, etc.).
4. Meeting with the Pastor.

Bullying (D-147, C-DOP)

All elementary and secondary schools in the Catholic Diocese of Peoria shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited.

Although religious schools are exempt from the Illinois law and its application to bullying situations, for the purpose of *this* policy, Illinois law shall be used to define bullying in our diocesan schools:

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

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; and/or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school (105 ILCS 5/27-23.7b).

Bullying conduct covered under this policy is conduct that occurs on school property or at school sponsored activities or events, while students are being transported or walking to and from school or school sponsored activities or events, while students are waiting at bus stops for transportation to and from school, or cyberbullying as defined hereinafter.

Cyberbullying under this policy is the bullying and/or intimidation of students through the use of the internet and/or social media sites on any electronic devices, whether on or off school campus or during non-school hours.

In regards to cyberbullying and social media use, the school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may, however, conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation.

Adopted 7/2018
Reviewed 6/2020, 7/2021, 7/2022

Bullying Prevention D-147 AR-OCS

Any reported bullying issue shall be promptly brought to the attention of the appropriate party, the pastor or principal or their designee, and thereafter investigated. Any student who engages in bullying and/or cyberbullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Types of Bullying

1. Relational: ostracizing another student, psychological manipulation, and systematic actions to isolate, shun, or exclude.
2. Verbal: name calling, put downs, and/or the spread of rumors.
3. Physical: aggressive acts such as hitting, slapping, choking, kicking, spitting, or pushing, as well as the destruction of property or the writing of offensive notes/graffiti.
4. Cyberbullying: actions associated with one or more types of bullying utilizing email, instant messaging, social networks, text messages, or other means of electronic communications.

Bullying conduct may include but is not limited to:

- Physical acts such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; or destruction or damage to the property of another.
- Written or electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium including but not limited to cell phones, computers, websites, electronic networks, instant messaging, text messages, and emails.
- Verbal threats made to another; blackmail or demands for protection money.

- Non-verbal threats or intimidation such as aggressive or menacing gestures.
- Direct or indirect relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation.
- Blocking access to school property or facilities.
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions.
- Repeated or pervasive taunting, name calling, belittling, mocking, putdowns, or demeaning humor related to a student's race, color, sex, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or create a hostile educational environment for the student.
- Any of the preceding conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

Adopted 7/2018

Reviewed 6/2020, 7/2021, 7/2022

Possession or Use of Weapons or Look Alike Weapons in School (D-150, P-CDOP)

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor/canonical pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.

In cases where there are substantial mitigating circumstances, the pastor/canonical pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at

school or a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at any time whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

Reviewed 7/2018, 6/2020, 7/2022

Policy Note: The discipline policy reflects current practice and is subject to change through administrative decisions. Administrators may make supplemental rules whenever necessary and will notify parents, in writing, of any policy changes.

St. Patrick School Dress Code

St. Patrick School students should be dressed in accordance with the philosophy and spirit of the school, and in accordance with the learning atmosphere, which the school creates and maintains.

School is for education; therefore, students must be attired and groomed modestly in such a manner as not to be a source of distraction or offense to other students while attending school.

This dress code attempts to balance affordability while maintaining a serious learning environment where all can succeed. The dress code is based on the discretion and interpretation of the Administration.

Parents are encouraged to bring in questionable clothing for approval. In other words, “When in doubt, ask,” or better yet, “When in doubt, don’t wear it.” Once a student has been notified that a particular clothing article is not appropriate, that article may not be worn to school again. If an item is not listed in the dress code, it is not a part of our dress code and cannot be worn at school.

Students must be in school dress code each attendance day unless otherwise specified by Administration. For example, a non-dress code day may be permitted for certain field trips depending on the activity students are attending, or such as 8th graders at May Crowning who may wear appropriate dress-up clothes. Approval must be granted by Administration. Dress code for “Spirit Days” will be determined by the Administration.

Students must comply with the school dress code during All School Mass and church services. Students will not be permitted to wear their coats, non-dress code sweatshirts, and other non-dress code clothing during this time. Students may wear approved school fleece jackets, dress code sweatshirt or quarter zips, and sweaters during Mass if they are cold.

The dress code is as follows: (Commission on Education, approved: 5/03; rev. 5/10; rev. 1/12; rev. 5/13; rev. 7/14; Faith in Our Future Team/COE, rev. 6/15).

Shirts

- Short or long sleeve
- Solid white, navy blue, or hunter green
- Oxford or polo style with plain collar
- The only logo shirt allowed will be available for purchase at **Ink Stainz**
- No other logos will be allowed on shirts
- Must be tucked in at all times
- Undershirt or camisole must be solid white
- The St. Patrick logo will be available at **Ink Stainz** for white, hunter green, and navy polo shirts as well as sweaters and fleeces, and approved dress code sweatshirt with school logo

Pants/Slacks

- Solid navy or khaki twill uniform pants
- Twill dress pants with waistband
- Pants must be appropriate size; no tight fitting pants allowed
- No cargo styles

- No denim-like material allowed for pants
- If pants or slacks have belt loops, then a belt must be worn. Belt loops must not be cut off or removed.

Shorts/Capris

- Solid navy or khaki twill shorts with waistband
- Girls only: capris- solid navy or khaki, no cargo styles
- Shorts may not be shorter than 3 inches above knee
- Pants must be appropriate size; no tight fitting shorts or capris allowed
- No cargo styles
- No denim-like material allowed for shorts or capris
- Shorts and capris may not be worn from November 1 to March 1 of any given school year.
- If shorts/capris have belt loops, then a belt must be worn. Belt loops must not be cut off or removed.

Socks/Tights/Leggings

- Must be solid white, navy, or black
- No lace, visible logos, or embellishments
- Socks must be worn at all times

Jumpers/Skirts/Skorts

- Khaki or navy
- Skirts may not be shorter than 3 inches above knee
- Jumpers, skirts, and skorts must be appropriate size; no tight fitting or short skirts, skorts, or jumpers allowed
- No denim-like material allowed
- Solid navy or black “biker” shorts or leggings must be worn under jumpers and skirts. .

Belts

- Solid black, brown, khaki/beige, or navy
- Must be worn if pants/slacks have belt loops

Sweaters

- Solid navy, white, or hunter green
- Vests, cardigans, V-neck, or crewed neck without hoods
- Only the St. Patrick School logo purchased from **Ink Stainz** will be allowed
- The St. Patrick School logo will be available at **Ink Stainz** for white, hunter green, and navy polo shirts as well as sweaters and fleeces
- No other logos will be allowed on polos, sweaters, fleeces, or sweatshirts

Fleece Jackets

- Only solid navy or hunter green fleeces must be purchased at **Ink Stainz** with the St. Patrick School logo; no other logos
- Must be worn over dress code polo shirt
- Uniform Fleece jackets may be worn in class

Sweatshirts and Quarter Zips

- Only solid gray, white, hunter green, or navy sweatshirts or quarter zips (for grades 6-8 only) with St. Patrick School logo purchased at **Ink Stainz** may be worn over a dress code shirt.
- Spiritwear sweatshirts and other sweatshirts may not be worn in the classroom except on specially designated days.

Jewelry

- One non-dangling post earring in each ear for girls
- Boys may not wear earrings
- One religious necklace or scapular allowed; non-religious necklace, chains, or corded types are not allowed
- Only one colored rubber-like silicone bracelet with appropriate saying
- Simple watches permitted; **computerized watches and electronics may not be worn (such as but not limited to Apple Watch, Android Watch, Smart Watches, “Gizmos” etc.)**

Hair

- Clean, well groomed, and conservative hairstyle
- No distracting hair color or “fad” styles; hair color must be one’s natural hair coloring
- Simple hair bows (no larger than 4 inches) in white, navy, or hunter green may be worn; no other colors allowed
- One grosgrain or satin ribbon tie in solid white, navy, or black
- One headband in solid white, navy, black, or hunter green
- “Bobby pins” and hair clips in solid white, navy, black, or brown
- Boys only: neatly trimmed with at least the bottom half of the ears exposed and a length not touching the top of the shirt collar, or covering the eyes.
- The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture.

Shoes

- Tennis shoes are allowed and required to participate in PE.
- Solid brown, black, or navy dress shoes are allowed; ***No bling or ornamentation on dress shoes***
- **No boots, moccasins, or sandals will be allowed**
- **All shoes must cover toes and heels.**

Make-Up

- Acne/blemish cover-up allowed
- Girls': **solid, neutral** fingernail polish only; no artificial nails
- Girls': black mascara allowed

Tattoos/Body Piercing

- No body art or piercing or facsimile of any kind

Violations of the Dress Code

It is the responsibility of the parents to ensure their children dress in accordance with the above policy each day. It is the responsibility of the school to enforce this policy. Violations may result in a call to the parents to bring a change of clothing for the student.

Students wearing attire or hairstyles that may be questionable according to the guidelines stated above or found disruptive to the learning environment will be sent to the office for review by the Administration.

The dress code will be enforced. *To avoid embarrassment to any child, the staff of St. Patrick School asks for parental support.* The code is effective from the first day of school through the last day, unless otherwise notified.

If for some reason a student must attend school out of uniform as detailed above, the parents must write a note to the teacher stating the reason. The note will be forwarded to the Principal. Continued violation of the dress code will result in disciplinary action.

Educational Resources

Technology

St. Patrick School is committed to combining technology and differentiated learning processes within a learning environment that facilitates a student's preparation for the future. This commitment includes proper use of technological tools, skills, and other resources in active and enriching classroom and lab experiences for each student. Chromebooks are integrated into the curriculum to teach and reinforce skills and concepts. Students have network access to the Internet and software programs as directed by the teacher and as authorized by parents in accordance with the "Acceptable Use Student Policy."

All persons using the St. Patrick School computer system are required to read the policy annually. Electronic signatures in the enrollment process are required after reading this *Handbook* also apply to adherence to the Acceptable Use Policy and Diocesan Policy C-404.

Students issued a Chromebook will be required to read and sign the Chromebook Contract as well as their parents before receiving the Chromebook for class use. Chromebooks are not allowed to go home at this time with the exception of an extended absence or quarantine.

Use of the school's computer system is a privilege, not a right. This privilege may be withheld or suspended indefinitely due to misconduct, abuse of the system, or other disciplinary action.

Class Facebook Accounts, Class Websites, and Other Social Media Venues

All class Facebook Accounts, Class Websites, and any other social media venues associated with St. Patrick School must have the School Administrator included as an Administrator of the site. No one may include St. Patrick School's name on a social media site that has not been approved by the Administration of the school.

Acceptable Use Student Policy

Students are expected by St. Patrick School to be responsible for good behavior on the school's Chromebooks and use of the network, just as they are to be responsible in their classrooms or on the playgrounds. School rules and regulations for behavior and communications apply to all aspects of computer hardware, software, and Internet use.

Beginning with the 2015-2016 school year, students in grades 3-8 began using 1:1 Chromebooks for classes. Students in these grades are assigned a Chromebook to be used within school hours. Students in K-2 have access to a Chromebook as needed with 1:1 technology now available to all students. Students will not be allowed to take Chromebooks home at this time with the exception of extended absence or a quarantine. Damage to Chromebooks or replacement of Chromebook will be at the expense of the student. The minimal charge for replacement is \$250-\$400. Students are responsible for the care of the Chromebook they are assigned.

Students will have an internal school email account. This account will be for school use only and cannot be used for email to others outside the school network.

Students will have access to telecommunications enabling exploration of libraries and databases. St. Patrick School realizes access to such rich information resources may enhance learning in ways not previously possible. The school also is aware that telecommunication and electronic information-type resources cannot always be screened prior to student use in the same

way as library materials can be previewed before student use. The mission and the philosophy of the school along with the general school rules and procedures will provide guidance for students in proper use and access to appropriate sites on the Internet.

The purpose of technology is to learn new skills and how to use tools that will enhance educational goals and work toward competencies necessary in today's society. Again, students will be expected to comply with school regulations. Students cannot expect files to be private. Appropriate staff or Administration may review files as necessary to preserve system integrity and to ensure that students are using the system responsibly.

Teachers will guide students in a befitting and dependable manner in the use of technology and the Internet. Supervised class instruction on the use of computers and the Internet will be provided for each student. Each class will have assigned class periods for computer instruction. St. Patrick School, supportive parents, and parishioners have worked hard to make the availability of a networked computer lab, classroom computers, and Chromebooks for instructional purposes possible.

A number of behaviors will not be permitted regarding the use of computers and information systems in the school keeping within the mission and the philosophy of the school:

1. Playing games that are not in alignment with the curriculum of the school.
2. Inappropriate language, and the sending or displaying of offensive messages or pictures will not be tolerated.
3. No checking personal e-mail or instant messaging outside of school network assigned accounts
4. Accessing or viewing pornographic pictures will not be tolerated.
5. Harassing, insulting, or attacking others (seriously or in jest or online) through any of the information systems will not be tolerated.
6. Trespassing into folders or files of other students or staff will not be tolerated.
7. Engagement in online blogs such as, but not limited to, Facebook®, Twitter®, Instagram®, and any number of other social media venues.
8. Violation of copyright laws is not permissible including software applications, illegal retrieval of files from the Internet, or video recordings.
9. Damaging or vandalizing computers, Chromebooks, tablets or operations of computer systems.
10. Wasting resources.
11. Using other students' passwords.
12. Use of school assigned gmail for personal use or anything other than school assignments.
13. Creating surveys, emails, accessing Internet sites that are not a part of assigned school projects or without the approval of the teacher.

Appropriate disciplinary action will be taken when necessary. Disciplinary action will be taken for misuse of any information systems or equipment including, but not limited to, loss of computer privileges directed from the Administration or possible disciplinary action involving law enforcement agencies. Students who lose such privilege will be required to complete assignments by other means as assigned by the teacher and/or Principal.

Blogs

Engagement in online blogs such as, but not limited to Facebook®, Twitter®,

Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent’s blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent may open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official St. Patrick School Facebook® or Twitter®, Instagram® page is the one created and monitored by the St. Patrick School IT Specialist/Technologist. Class Facebook® pages will be maintained by the St. Patrick Parent Ministry chair-leaders with expressed permission and approval of the Administration. The principal will be included in the “friend” list of each such group. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW (C404 P-CDOP)

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained from the institution holding the copyright.

Anyone who illegally copies and/or distributes a software program may face a civil suit for damages, criminal liability, fines, and/or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

Reviewed 7/2018, 6/2020, 7/2021, 7/2022

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW (C-404 AR-CDOP)

The diocese recognizes that software written for all computers is intellectual property, and is protected by copyright rules established by the United States. Further, the diocese recognizes that by protecting the investment of companies that develop computer software, we also protect those companies and allow them to gain a fair return on their development costs, and thus allow those companies to continue to produce enhancements and advancements to software.

The diocese also recognizes that it has a unique position of influence in the community and must make every effort to uphold the law and respect for property, including intellectual property. Therefore, the diocese has established the following guidelines for the moral, ethical, and legal protection of employees and their software property:

1. All software not written by the diocese, but purchased from outside companies, is not owned by the diocese and, therefore, the diocese does not have the right to reproduce it for use on more than one computer unless specific permission has been obtained from the copyright owner.

2. All multi-use software, such as software written for networks, must be used in accordance with the licensing agreement.
3. The diocese understands that, according to the United States copyright laws, illegal reproduction of software may result in civil damages and criminal penalties including fines and imprisonment as defined by federal statutes.
4. No diocesan employee shall knowingly make copies of software without the expressed written permission from the software company. Any copies made without the expressed permission of the software company are illegal copies. The diocese may discipline as appropriate, including possible termination, any employee making illegal copies of copyrighted software.
5. All diocesan software written by the diocese is owned by the diocese and cannot be copied without the expressed permission of the proper diocesan authority.
6. It is the responsibility of all managers, directors, pastors, principals, and other employees in a position of authority in the diocese to audit their employees' computers periodically for unlicensed software. The diocese recognizes that, from time to time, volunteers may bring their own software for the specific purpose of the volunteer's project. However, once the project has been completed and the volunteer has left, the software that the volunteer installed and used must be removed from the computer.
7. If a diocesan office, parish, institution, or school employee disposes of old computers, that office, parish, institution or employee has the responsibility of removing all software (including any operating software) before disposing of the computer.
8. Any employee who determines that there may be a misuse of software shall notify the pastor/canonical pastor, principal, department manager, or immediate supervisor.

Reviewed 7/2018, 6/2020, 7/2021, 7/2022, 1/2024

Library

A school library has been established to serve students and teachers in pre-kindergarten through eighth grades. Included in the library are books about saints, reference materials, fiction, non-fiction books and magazines. Volunteers staff the library.

The library staff supports the use of books and other information sources. The materials complement and enrich textbooks, teaching materials and methodologies. It has been demonstrated that, when librarians and teachers work together, students achieve higher levels of literacy, reading, learning, problem-solving and informational skills.

Library materials are checked out electronically. Students are responsible that all materials checked out be returned on time in an undamaged fashion. Fee for materials lost or damaged beyond reasonable repair will equal the cost of the item or minimally \$10.00. Fines are charged for late return of checked out books. Access to FACTS/RenWeb accounts with unpaid fines over \$10.00 will be suspended.

Since the library is located in the Annex building adjacent to the school, students in grades K-8 must be accompanied by their classroom teacher, another faculty/staff member, or library volunteer when going to and from the library. Entrance to the library will be through the secured building entrance door located off of the garage/building driveway (Annex door) and will be via security access card control obtained by their classroom teacher(s).

DVD, Videos, and Online Streaming

St. Patrick School classrooms and library will be supplied with a wide variety of audio-visual materials and equipment selected to meet student needs. These materials should provide quality learning experiences for the students to enrich and to support the curriculum and to entertain, not only in the classroom, but also at any school-sponsored activity.

St. Patrick School subscribes to a software program to provide quality and current videos to supplement classroom instruction. Teachers may incorporate into their lessons age-appropriate educational DVDs/videos that are included in the school library. Teachers may also select educational DVDs/videos, Internet sites which are not the property of St. Patrick School; however, these materials should contain a “G” (general) rating and must serve educational purposes. If a “PG” (parental guidance) rating or a non-rated DVD/video is not included in the school library and is selected for classroom viewing, the teacher will secure administrative approval prior to showing the DVD/video. The Administration will consider the content of the material and how it pertains to the grade level curriculum before granting approval.

Emergency Procedures

St. Patrick School complies with the emergency crisis management plans of the Washington Township Schools and the Diocese of Peoria.

Classroom Emergency Phones

An emergency intercom phone is placed in each classroom and other related rooms throughout the school building. All Staff and Playground Supervisors will carry two-way radios and cell phones with direct access to the school office.

Emergency Drills

Evacuation Drills. Procedures for evacuating St. Patrick School, such as the event of fire, are posted in conspicuous places on each floor of the building. Fire drills and other evacuation drills will be held frequently and in accordance with local, state, federal, and diocesan regulations. During these drills, children will behave as directed, leaving the buildings or going to their assigned areas in silence and in a pre-arranged orderly fashion. Plans used in vacating the buildings or going to assigned areas in actual emergencies will be formed prior to each school year in conjunction with any city or state fire, civil defense, or rescue official as deemed necessary or desirable. In all instances, whether practice or real, the safety and well-being of the students during evacuation or going to assigned areas shall be given utmost priority.

Bus Drills. A bus evacuation drill will be practiced at the beginning of the school year with all children including instruction in safe bus riding practices.

Law Enforcement Drills. Students will practice these drills, including but not limited to, lockdown and bomb threat drills. Local law enforcement officials may also request on-site drills throughout the school year.

Emergency Procedure Codes

The following codes will be used during an emergency or crisis situation:

1. Code Red – Lockdown of Classrooms
2. Code Yellow – Evacuation of Building
3. Code Blue – Natural Disaster
4. Code White – Danger Exists Within the Community
5. Code Green – Universal All-Clear Signal

Medical Emergencies

In the event of any major emergency involving a child, his or her parents will be notified immediately. Emergency telephone numbers will, therefore, be needed in the school office, especially in a situation where both parents are employed during school hours. Current doctor's telephone numbers and permission to be used, if needed, must be on file. School families will be required to complete this information each year and sign electronically as part of the enrollment process. In the event parents cannot be reached at a given number and/or the family doctor is not available, emergency situations will be handled with the student's well-being kept foremost in mind. This may mean calling for assistance from community agencies dealing with emergency situations.

Severe Weather/Shelter-In-Place Procedures

In the event that a severe weather emergency occurs at or near the end of the school day, the routine procedure is that students will not be dismissed until an “all clear” is sounded. Parents arriving to pick up students will be invited to safe areas of the building. However, should parents wish to have their child(ren) released during the emergency, the parent will be allowed to remove the child(ren) from the school as long as removal does not, in the opinion of the Principal, create a hazardous situation for other children or staff. Parents who have their child (ren) released to them will also need to sign out the child(ren) so that an accurate headcount of remaining children and personnel can be kept. During the emergency, please do not call the school, as it is essential that telephone lines remain open. When the emergency is over, students will be dismissed according to regular procedures.

Snow Days and Inclement Weather

The Washington area high school and grade school superintendents have agreed to cooperative operational procedures regarding closing or dismissal changes due to the weather. Therefore:

1. Any day that the public schools are closed due to inclement weather, St. Patrick School may also be closed.
2. Any day that the public school is dismissed early due to inclement weather or excessive heat, St. Patrick School may also dismiss early.
3. Any day that the public school holds students past dismissal time due to emergencies or impending storms, St. Patrick School may follow similar procedures.
4. St. Patrick School does reserve the right to cancel or dismiss school independent of the cooperative operational procedures with the area public schools.

Text alerts will be sent to inform parents of school emergencies or closures.

Notification may be made through these television stations: WHOI (19), WMBD (31), and WEEK (25). Parents should have an alternate place for their children to stay should parents not be home in case of emergency dismissal and/or in case country roads are impassable. Rural parents or families living an extended distance from the school should arrange with a town family a place for their children to stay, in the event that the student could not be taken home. This information should be given to the school and added to the child’s emergency form.

When school is closed for the day or dismissed early due to inclement weather, all student co/extra-curricular activities and athletic games and/or practices for the day will be canceled unless otherwise noted. On Saturdays when inclement weather conditions exist, the determination of whether to play scheduled games or to practice will be made by the Administration. On days when school may open later than normal, student co/extra-curricular activities, athletic games and/or practices may be canceled, held as normally scheduled, or alternatively scheduled depending on local weather conditions and other pertinent factors. A delayed opening does not automatically cancel an event. The Principal and other local school personnel who are normally involved in scheduling these events shall work out the schedules for days affected by delayed openings.

It is imperative that parents discuss emergency procedures with their children so they are aware of what procedure to follow in such an instance.

Emergency School Closing

In the event that the Administration initiates an emergency school closing after the school day has begun, for example – a power outage occurs - parents will be notified through text or as means are available.

Remote Learning

Should St. Patrick School be closed for inclement weather or for an extended time, parents will be notified of inclement weather day and if remote learning procedures will be put into place. Please see the remote learning plan for more information.

Employment of Faculty and Staff

Background Checks

All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer. This background check must be completed for all personnel working in the schools and is a condition for employment. It is also required for all volunteers. In addition, all employees and volunteers must complete the diocesan Safe Environment program. Reviewed 7/2018 CDOP

Diocese of Peoria Harassment Policy – C-401, P-CDOP

POLICY

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.

DEFINITION

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

Policy Note: Procedural guidelines for this policy may be found on the Diocese of Peoria website.

Hiring/Termination of Teachers (C-111, P-CDOP)

Every reasonable effort shall be made to employ teachers who live and share the Catholic faith and believe in the philosophy of the school. Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school. Catholic schools shall not discriminate on the basis of race, color, national origin, biological sex, age, or physical handicap in the hiring of teachers.

Private tutors who deliver instructional services to students on school property must be employed by the school.

Administrators must contact the Office of Catholic Schools prior to the termination of any teacher.

Reviewed 6/2020, 7/2021, 7/2022
Revised 7/2022

Non-Discrimination in Employment (A-105, P-CDOP)

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria are equal employment opportunity employers and do not discriminate against employees or job applicants on the basis of race, color, biological sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria will:

1. Recruit, hire, train, and promote persons in all job titles without regard to race, color, biological sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.
2. Insure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, biological sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

Reviewed 7/2018, 6/2020, 7/2021, 7/2022
Revised 7/2022

St. Patrick School is in compliance with Diocesan policies relating to non-discrimination in employment.

Diocese of Peoria Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or By Lay Employees or Volunteers (C-402, P-CDOP)

PREAMBLE

In accord with the “Charter for the Protection of Children and Young People”, the United States Conference of Catholic Bishops promulgated “Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons” as approved by the Apostolic See. The Charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers). The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the

Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral/canonical pastor and spiritual care and emotional well-being of those who have been sexually abused and of their families. In addition, the Bishops will work with civil authorities, parents, educators, and various organizations in the community to make and maintain the safest possible environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people. The Diocese of Peoria will implement these Norms diligently, compassionately, and fairly. This Policy and the procedures set forth herein will be reviewed on a regular basis, at least annually, by competent Diocesan authorities and Diocesan legal counsel. The following policies and procedures are intended to implement these goals.

Note: Complete diocesan policy may be found on the Diocese of Peoria website.

Revised 6/2020, 7/2021
Reviewed 7/2022, 1/2024

Finances

Books and Supplies

Supply lists are provided for parents before the beginning of the school term. Textbooks, workbooks, and assessments are included in the Tuition and Fees' schedule.

At the beginning of the school year, each child should have a book bag in order that no damage to the books results. Care of books is the student's responsibility. Payment is required when damage results. If books are badly used or damaged, additional remuneration will be charged at the end of the school year.

Supplies that are lost, broken, or used up during the year need to be replaced. Parents and students will be notified.

Hot Lunch/Sack Lunch

Students may purchase milk online through the FACTS/RENWEB student information system. At this time hot lunches are provided through School Eatery. Families will need to set up an account with School Eatery to order and pay for hot lunches. Students will need to bring a sack lunch when lunch is not provided or if they choose not to get a hot lunch.

Student Insurance

Student accident insurance is offered through a special school policy and paid for through tuition funds.

Refund Policy and Tuition Assistance

The parish community is committed to assisting Catholic families who are unable to meet tuition with the Tuition Assistance Program. Families are encouraged to apply for assistance through the Empower Illinois Tuition Assistance program at <https://empowerillinois.org> and the Diocesan Spalding Scholarship via F.A.C.T.S. Tuition Management <https://online.factsmgt.com/SignIn.aspx?ReturnUrl=%2f>. In cases of genuine need, the family is expected to meet and consult with the Pastor and Principal. Financial agreements are to be arranged prior to enrollment.

If a student withdraws from St. Patrick School tuition is prorated and refunded based on the days attended in the current school year. A certain portion of the tuition (\$300 per student) and the technology fee (\$150 per family) is non-refundable before pro-rating occurs since purchase of textbooks, other instructional supplies and purchase of software for the computer education program are budgeted for the overall operational program of the school.

Published tuition rates for the school year are included on the school website.

If a family has signed up to pay tuition and fees (milk, extended care, bus, etc.) in installments and is late in paying an installment, a late fee will be assessed. Any family who has not paid an outstanding payment or balance shall be notified that their child(ren)'s report card(s) will be retained and access to the school's information system will be blocked until payment is received, whereby the report card may be obtained and access will be reinstated. Students who are transferring to another school will not have an official copy of their St. Patrick School records forwarded until all outstanding tuition and fees are paid. (Commission on Education), approved, 1/07; revised: 5/08, 6/09, 5/10, 5/11).

Money Due to School

When more than \$10.00 is owed to the school for milk, tuition, fees, etc. the family will be denied access to the school's information system until the amount due is paid.

Health and Safety

Health and Safety Concerns

St. Patrick School will promote, as reasonably possible and as regulated by state law and diocesan regulations, the safety and well-being of all students and staff in the educational structure during school activities. This will include, but is not limited to:

1. Maintaining an educational environment as free as possible from physical hazards to life and limb.
2. Teaching an appropriate range of safety subjects within the curriculum to prepare students to live safely in an increasingly technical and dangerous environment.
3. Promotion of essential safety and survival education in the community at large.
4. Cooperating with and coordinating all crisis safety plans and actions with other community agencies dealing with emergency situations such as local Civil Defense units, American Red Cross, Washington Fire Department and Rescue Squads, Washington Police Department, and the Diocese of Peoria.

School Safety

St. Patrick School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) may face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Asbestos Statement

This notice is for your information on AHERA Asbestos Inspections. St. Patrick School has complied with all LEA rules and responsibilities under Illinois 763.84. The operation and management plans that are now in effect are available for your inspection. The plans are located in the school and parish office and can be viewed by appointment only. For an appointment, please contact the Pastor or Principal.

Alcohol, Smoking, and Substance Abuse

St. Patrick School is an alcohol, substance abuse, and smoke free environment for its students, which applies to all functions, gatherings, outings, socials, and events associated with the parish school, including transporting students and from school and parish activities. To disregard this will be considered a serious matter and may be subject to the intervention of law enforcement agencies.

Wellness Policy

St. Patrick School follows diocesan policy D-151, P-CDOP and implements a local student wellness plan.

Cafeteria Procedures

Parents are not permitted to take their child home for lunch or attend lunch with their child(ren). Parents may not have lunch delivered to the school for their child(ren). The lunch hour provides a wonderful opportunity for students to interact and to learn to behave properly in a social setting by using good manners with their classmates.

Lunch Purchases

Parents may order and pay for lunches through the School Eatery website. School Eatery may be contacted for any information in regards to the hot lunch program.

Milk Purchases

The milk program begins on the first full day of school and continues every full day thereafter unless otherwise designated. Students who bring a sack lunch may purchase milk. No soda is allowed. Milk must be purchased through the school student information system.

Cafeteria Procedures

- Lunch supervisors will maintain order in the cafeteria during lunchtime.
- Teachers in grades Preschool-2 should accompany their classes until they are in the cafeteria at their tables.
- Courteous conduct is expected of all children in the line and at the tables.
- All food must be eaten in the cafeteria at the table. No food is to be taken outside or to the classroom, unless the Administration grants permission.
- Soda is not allowed in student lunches.

Medical Care

Illness, Accidents, or Disease Exposure

St. Patrick School does not have a school nurse. In the absence of a medical professional, the following protocol will be followed:

1. If a child becomes ill or injured, the parent will be telephoned immediately if (a) the illness or injury involves the child's head; (b) the pain is reported internally; (c) injury is a bee sting; or (d) the child has a temperature.
2. A child shall be fever free for a minimum of 24 hours before returning to school. A fever will be defined as a temperature of anything 100.4° and above.
3. External injuries will be judged subjectively, and the person attending the child will make the decision. If the Principal is present, the Principal will make the final decision as to whether or not the child's parent will be notified by phone.
4. If a child comes into the office with an illness complaint, the child's temperature will be taken. If the temperature is in the normal range, the child will sit in the medical treatment area for a period not to exceed ten minutes. A determination will be made at this time whether to send the child back to the classroom or call the parents.
5. If a child comes to the office for an ice pack, that child will sit in the office for a short period of time and then return to class. Ice packs will be kept in the office.
6. In any case, the school staff will attempt to act for the safety of the child to the best of their ability and is committed to meeting the needs of all students, in so far as possible. There are some conditions, however, for which the school cannot provide the necessary resources.

A log book is kept in the office for medical-related visits to the school office. For illnesses or injuries, a "Medical Information Note" will be sent home with the child for the parent describing any medical attention that the child may have received at school. (Commission on Education, approved: 11/05; revised: 6/07, 5/08, 6/09)

First Aid

Basic first aid for minor wounds will consist of cleaning the wound with soap and water and a covering with a bandage to prevent contamination. Since the use of antiseptic sprays and creams may result in allergic reactions, no type of medication will be used unless authorized by the student's physician.

Covid-19 Pandemic Protocols

St. Patrick School will follow the directives from the Illinois Department of Public Health, Tazewell County Health Department, Office of Catholic Schools, and the ISBE. Protocols change periodically and communication will be sent to families regarding changes and current mandates.

Lice and Contagious Diseases

Parents are notified if a child has been exposed to lice or other contagious contact. Students found to have head lice/eggs/nits will be sent home immediately. A student may return to school when found to be free of lice and nits. The school does require the student to be re-checked upon re-entry to school, either by a doctor, a licensed hair professional, nurse, an

assigned teacher, or other designated person at the school. Furthermore, authorized personnel will make regular, random, or all-school inspections throughout the school year.

If your child contacts a communicable disease, please notify the school office. Schools are required to report communicable diseases to the Tazewell County Health Department.

Medications

No over-the-counter medications will be administered, unless parents have secured a written notice by their physician stating that their student(s) may receive the listed over-the-counter medication(s).

If it is determined that the student should receive prescribed or over-the-counter medication(s) at school, the procedures are as follows:

1. All medications must be provided by the parents in their original container and labeled specifically for the child intended.
2. For prescription medication, written orders are to be provided to the school from the physician detailing:
 - a. Name of the student.
 - b. Type of disorder.
 - c. Name of the drug.
 - d. Dosage amount.
 - e. Time interval in which the medication is to be taken.
 - f. An emergency number where the physician can be reached.
3. In addition to the physician's order, the custodial parent or guardian must complete and return to the school office the "Authorization for Administering Medication" form.
4. All medications are brought to the school office, one week at a time. Liquid medication must be sent each day in the prescribed dosage. If medication requires refrigeration, the office personnel will make arrangements.
5. Medication may not be kept in book bags, lunchboxes, or classrooms. Asthma inhalers or prescribed epipens are the exception.
6. Students using cough drops need to have a written note given to their teacher which should include how many and how often cough drops may be taken.
7. St. Patrick School allows a parent/guardian or other caregiver to administer a medical cannabis infused product to a student who is a registered and qualifying patient. A school administrator or school nurse may administer the product. A qualifying student may also self-administer a medical cannabis infused product under the supervision of a school administrator or school nurse. Updated 105 ILCS 5/22-33
8. St. Patrick School and St. Patrick School personnel incur no liability for injuries occurring such as, but not limited to, administering asthma medication, an epinephrine auto injector, etc. Parents or guardians must sign the statement acknowledging this protection on the "Authorization for Administering Medication" form.

Allergy Policy

St. Patrick School recognizes that an allergy is an important condition affecting many school children and positively welcomes all students with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear

policy that is understood by school staff and students. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from someone who has had specialized training.

1. Asthma/Allergy Medication Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.
2. Record Keeping At the beginning of each school year, or when a child joins St. Patrick School, parents are asked to submit a child's medical record action plan. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.
3. The School Environment The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. Patrick School makes no claim to be an allergen or peanut-free school.
4. Food Allergy Policy St. Patrick School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Patrick School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.
5. Classrooms
 - Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.
 - In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
 - The classrooms have easy communication with the school office. Teachers on playground duty can contact the office via the emergency phone system (two-way radios)
 - Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
 - All teachers and substitutes will be educated about the risk of allergies.
 - A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
 - Tables will be washed with soap and water following any food related events held in the classroom.

- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.
6. Field Trips Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Patrick School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

Medication: Asthma Inhalers

Students may be permitted to have custody and self-administer asthma medication as prescribed by the student's physician. In order to allow this, the school in accord with the state statute, requires all of the following before it can give effect to request and authorization:

1. A written authorization from the parent/guardians of the student.
2. A dated parent/guardian signature agreeing to the statement, contained in *St. Patrick School Authorization for Administering Medication* form.
3. A written statement from the physician, physician assistant, or advanced practice registered nurse containing the following information:
 - a. The name of the student/patient.
 - b. The name and purpose of the medication.
 - c. The prescribed dosage.
 - d. The time or times at which (or the special circumstances under which) the medication is to be administered.
4. As stated in Medications #7 above: St. Patrick School and St. Patrick School personnel incur no liability for injuries occurring such as, but not limited to, administering asthma medication, an epinephrine auto injector, etc. Parents or guardians must sign the statement acknowledging this protection on the "Authorization for Administering Medication" form.

Forms for request and authorization of this medication may be obtained in the registration packet or in the school office. This information will be kept on file in the school office. Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of other students as a result of possessing this medicine may result in disciplinary action by St. Patrick School.

Counseling Services

St. Patrick School does not have counseling services. However, should a parent feel that there is a need for such services the Principal will help suggest agencies that could be of service. The pastor may be brought in to assist with needs. Students are encouraged to talk to a teacher and/or the principal at any time.

Child Abuse Laws

St. Patrick School abides by the Child Abuse laws of the State of Illinois. This law

mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Children and Family Services.

Drug Prevention Education

St. Patrick School incorporates into its curriculum program guidelines and experiences that inform and encourage moral choices and positive self-development. The faculty, using internal and external resources, strives to help students achieve growth in self-awareness, self-esteem, and making good choices.

Hearing and Vision

The Tazewell County Health Department no longer provides hearing and vision screening annually for preschool students. Parents of PreK-8 students are encouraged to have vision and hearing screenings through their health care provider.

Immunizations and Health Examinations

Parents should refer to the items in State of Illinois Requirements and the Catholic Diocese of Peoria found in the enrollment section relating to immunization and physical examination requirements. Students not complying with health examination and immunization requirements by October 15th will be excluded from school. Students participating in athletics are required to have yearly physical examinations.

Special Needs

Parents and guardians of children enrolled in St. Patrick School are required to inform the school of any health problems or special needs. Some special needs may include, but are not limited to, food allergies, high blood pressure, ADHD, ADD, autism, asthma, diabetes, etc. St. Patrick School can only make reasonable accommodations. Health problems or special needs designation forms are available in the school office.

If something happens to a child while enrolled in St. Patrick School, such as a serious accident, and if more than reasonable accommodations are necessary for the education of the child, St. Patrick School reserves the right to review and discuss the continued enrollment of the child. If a child is found to be a danger to himself/herself or to others, the school reserves the right to terminate enrollment. Parents and guardians are required to inform the school of changes in health problems or special needs.

Playground Rules

Safety for all is our concern during all games and activities. The playground and physical education periods are excellent opportunities for training students in good sportsmanship, thoughtfulness, and Christian consideration for others. Every student, unless excused by reason of ill health, is expected to participate.

Playground and Play Yard Areas

Students are allowed to play on the playground (blacktop parking lots) and play yard area. Students need to get permission from an adult to leave the playground area to go into the school building for any reason. Any student injury is to be reported to an adult on the playground.

Students may never cross Harvey Street without an adult present. The play yard will not be available before school due to the larger volume of cars and bus traffic. Whenever students use the play yard, an adult supervisor will be present in the designated play yard area.

Playground Supervision

Supervision of students is provided on school days from 7:45 a.m. through dismissal (3:00 and 3:05 p.m.). School personnel and qualified volunteers oversee supervision. Inappropriate behavior on the playground may be discussed with the student's classroom teacher and/or Administration. All injuries are reported to the school office.

The playground is not supervised during non-school hours. Parents are responsible for their children during non-school hours.

Recess and Noon Break

Playground conduct is based on each student's right to a healthy, enjoyable break from classroom studies. Activities that are dangerous to others and activities that interfere with a student's sense of well-being are not allowed. Such activities include, but are not limited to, running through groups and games, kicking and throwing balls with excessive force or into another group or game, pushing, shoving, and tackling.

Other activities that interfere with a student's sense of well-being that will not be tolerated include, but are not limited to, taunting, name calling, and targeting individuals in tag games. Appropriateness of activities will be judged by supervising personnel. Repeat offenders will be required to meet with the Principal, and disciplinary consequences may result.

Students cannot leave the school grounds during the lunch hour and recess periods. All students will go outside for a break from their studies during these times, weather permitting. Exceptions will only be allowed for students who have a pass from a teacher or a written request from the parent and family physician if there is a health reason.

Parents who need to talk to or see their student are asked to first come to the school office and the student will be brought to them at that time. Please do not use playground recess or physical education class time to do this.

General Rules

1. There is no supervision before 7:45 a.m.
2. Students are to enter and leave the building in a polite manner and through their assigned doors.

3. Playground equipment should be taken on the way out to recess. All equipment taken out should be brought back into the building after recess.
4. Students are to play in designated areas that will be defined to all students at the beginning of each school year.
5. All games are open to classmates; no one is to be excluded from playing. All students are to play in a cooperative manner.
6. Students are asked to not bring personal toys to school, *i.e.* dolls, books, etc. to play with on the playground. St. Patrick School is not responsible for play equipment brought from home.
7. Students are to show courtesy to supervising personnel. Actions of discourtesy will be reported to the classroom teacher and a warning/detention issued.
8. Rough games or unsafe games will not be allowed.
9. Keep hands off of others.
10. Behaviors that are never allowed include abusive or obscene language, fighting, spitting, kicking, and tripping.
11. There is to be no throwing of snow or playing on the snow piles because this damages the fence.
12. Throwing rocks, sticks, etc., is forbidden.
13. Throwing of rubber mulch in the play yard area is forbidden.
14. No student is to have food, soda, gum, or candy on the playground, unless the Administration gives permission.
15. Tackling, wrestling, fighting using strong, aggressive actions, or “pretend fighting” will not be tolerated.
16. Vandalism will be reported to the Washington Police Department.
17. Students using bad language, being disrespectful to anyone, leaving others out of a game deliberately, grabbing onto others clothing, shoving or pushing others, throwing rocks, snow, or sticks will be removed from the playground and referred to the Principal, no matter if the situation is for real or the student claims “just pretending.” Further disciplinary action may be issued. Warnings or detentions may be given for poor behavior on the playground.

Weather

Students will be going outside for recesses, weather permitting; therefore, it is important that students dress appropriately for the weather. Weather can change rapidly during the school day. It is the responsibility of the parents to make sure their children come to school with the appropriate clothing for the weather.

At noon recess when the weather is rainy or severely cold, the students are kept indoors. Students will be kept indoors when the wind-chill reaches 20 degrees or below.

School Property

Care of Textbooks

At the beginning of the school year each child should have a book bag so that no damage to the books results. Care of books is the pupil's responsibility. Payment is required when damage results.

Each child will have one set of books to use. If books are badly used or damaged, additional remuneration will be charged.

Textbooks and Chromebooks are on a loan basis. Students may be charged replacement costs for damaged or lost textbooks, workbooks, Chromebooks, and library books.

Care of School Property Including Desks, Tables, and Chairs

Students are responsible for good care of their desks, tables, and chairs. No one is allowed to sit on desks or tables. Desks and lockers should not be overfilled or desktop hinges may break. Students will be asked to remove excess items in overfilled desks and lockers.

Students may not hang on doors, overhead pipes, and basketball rims, pranks in the restrooms, or in any way damage to school property, Windows must be handled with care under the supervision of teachers or designated staff. Only teachers may adjust blinds and curtains.

If any school property is used in a manner beyond normal wear and tear, students will be referred to the school office. Consequences include, but are not limited to, detention, referral to the Pastor, and monetary compensation.

Desks and Lockers

All students' desks and lockers are the property of St. Patrick School and school personnel reserve the right to inspect desks and lockers at any time. In addition, since the security of each student's materials is always of prime concern, the sharing of locker combinations is prohibited.

There is to be no writing on or around desks or lockers. Any damage to school desks and lockers is considered vandalism.

Drug Free Environment

St. Patrick School prohibits student use of tobacco, alcohol, or any controlled substance in the entire school, gymnasium, cafeteria, and on the school grounds and functions.

Transportation

Bicycles

1. Bicycles are to be parked in the appropriate bike racks on school grounds.
2. State law prohibits riding double on a bicycle. Doing so will disqualify a child from riding his/her bicycle to school.
3. Bicycles should be provided with the safety equipment required by state law and local regulations.
4. It is highly recommended that students riding bicycles also use a bicycle helmet.
5. For safety reasons, students should walk bicycles on the sidewalks next to the school.
6. Students who violate these procedures will be informed that they may not ride their bikes to school until further notification.

Bus Transportation

Bus transportation is available to all children attending St. Patrick School who live within established bus route boundaries. Anyone who wishes to use this service must have contacted the school office before the first day of the new school year, upon enrollment during the school year or if transportation needs change anytime throughout the school year.

Bus Rules

If students are passengers on school buses, they must observe all bus regulations. Bus drivers can give written transportation warnings. Discourteous, unruly conduct, yelling, and disobedience on the bus cannot and will not be tolerated. Consistent misbehavior on the school bus will result in disciplinary action. Written excuses must be presented to the office when a student is not riding the bus from the school to his/her residence; said excuses are to be signed by the parent and subject to approval by the Principal. The instructions for bus students are as follows:

1. Students have been assigned a specific route number and it is necessary for them to check the pick-up point and the time the bus is to arrive.
2. Students may not ride a bus that has not been assigned to them, unless the Principal has granted previous permission.
3. Be on time at the designated bus stop, at least 8-10 minutes before the scheduled time to help keep the bus on schedule.
4. Stay off the road at all times while waiting for the bus.
5. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
6. Students will be assigned seats on the bus and are not to stand up or leave their seats while the bus is in motion.
7. Be alert to a danger signal from the driver.
8. Students are to remain in the bus in the event of a road emergency until the driver gives instructions.
9. Students are to keep their knees and legs out of the aisle and are to keep their hands and heads inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
10. Loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
11. When approaching a railroad-crossing stop, students are to be quiet.

12. Never tamper with the bus or any of its equipment.
13. No eating is allowed on the bus.
14. No animals are allowed on the bus.
15. Keep books, lunches or other articles out of the aisles.
16. Leave no books, lunches or other articles on the bus.
17. Be courteous to fellow pupils and the bus driver.
18. Older students are to look after the safety and comfort of smaller children.
19. Students are not allowed to ask the bus driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from the Administration.
20. Observe safety precautions at discharge points. Students are not to go behind the bus for any reason. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting the student to cross. Parents are asked to practice this routine with their child.
21. All students will be instructed in a bus evacuation drill after the school year has started.

Walkers

1. Walkers are expected to conduct themselves with good behavior as they walk to and from school each day.
2. Walkers are required to cross the street if and where a crossing guard is present.
3. The Principal will notify parents if a phone call is received from local residents regarding the behavior of walkers. It is the responsibility of the parents to settle such problems.
4. Students who walk home from school should leave promptly after dismissal.
5. If there is no adult crossing guard present to assist walkers, the school assumes no liability. Parents are responsible for ensuring that their child arrives to and departs safely from school property.

Additional School Regulations and Operations

General School Directives

1. Students will stand and greet the Pastor, parochial vicar, religious as a matter of courtesy and respect whenever they enter the classroom.
2. School is a place of business, the business of education. Parents and other visitors may not roam the hallways or disrupt classrooms.
3. No loitering in restrooms. Restrooms are not playrooms or conversation rooms.
4. All parents, visitors, and volunteers must check in at the office and sign the registry. This is for the safety of visitors and of the children.
5. Running in hallways, classrooms, stairs, or cafeteria is not allowed.
6. Safety is a rule at all times.

Catholic Mutual's Safe Environment and Driver Training Programs

Parents are required to take the training offered by Catholic Mutual for Safe Environment and for Driving. The trainings are available online at: <https://cmgconnect.org/> These trainings are necessary if parents and guardians volunteer in any activity involving the school or drive students for any of the activities involving the school.

Catholic Schools' Week

The last Sunday of January begins the national celebration of Catholic Schools' Week. During the week students participate in a variety of planned activities. Notification of these activities will be sent home prior to Catholic Schools' Week.

Daily Announcements

Generally, daily announcements are prepared each morning and shared with teachers, staff, and students over the intercom system. The system may also be used for relaying announcements or emergency information throughout the school day.

Cell Phones and Other Electronic Devices

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Administration specifically grants permission.

The use of **cell phones and other electronic devices** are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack or locker and never kept on the student during the day.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used during an emergency or for school purposes.
3. They may not be used in any manner that will cause disruption to the school environment.
4. A student caught with a cell phone on their person will receive a warning, the phone will be confiscated, and must be picked up by a parent or guardian from the office. Multiple offenses may result in further disciplinary actions.

Examples of electronic devices include, but are not limited to, laptops, hand-held electronic games, cell phones, tablets, and electronic wristwatches. St. Patrick School is not responsible for the loss or theft of any electronic device brought to school.

E-Reader Devices

Privately owned e-reader devices are allowed at school without teacher approval. Devices intended to be used to play games, watch videos, or navigate the Internet are not allowed. Use of the device must adhere to the school's *Acceptable Use Policy*.

The school assumes no responsibility for the loss of, theft of or damage to any personal device. No privately owned student devices may be attached to the school's network or Internet services.

Students must obtain teacher permission before using the e-reader device in class. Students must turn off and put away the device when requested by a teacher. Students may use the device in adult supervised areas only, such as the library or classrooms with a teacher present and on the bus *with teacher, staff and/or bus driver permission*. The school may examine a student's personal device and search its contents if there is a reason to believe that the school policies, regulations, or guidelines for use of the device have been violated.

Inappropriate use or violation of *Acceptable Use Policy* on personal equipment may also result in disciplinary action. When a student misuses a device, the school may do the following, matching the severity of the school's action to the seriousness of the student's misuse of the device:

- Warn the student, verbally and/or in writing.
- Take away the device. Depending upon the offense, the school may keep the device for the remainder of the school day or longer. The school may require the parents/guardians to pick up the device.
- Suspend the privilege of using the device at school.
- Deny the student the privilege of participating in extracurricular and athletic activities.
- Contact the student's parents/guardians or the police.
- Suspend or expel the student from school in accord with student discipline procedure.

Usage Examples

- Examples of appropriate use:
 - reading eBooks, looking up words for assignments, highlighting text.
- Examples of inappropriate use:
 - accessing unauthorized sites on the Internet without permission, Facebook®, etc.
 - playing video games, listening to music, watching unauthorized videos, sending unauthorized messages or pictures,
 - or use of the device in any way that is not commensurate with the classroom instruction.

Flowers and Bouquets

Special delivery of flower and balloon bouquets to students is not permitted. Students who ride the bus will not be permitted to transport flowers and/or bouquets on the bus.

Lost and Found

Lost and found items are turned in to the school office. Students and parents are encouraged to check the "Lost and Found" container outside the gymnasium for lost articles. Unclaimed items will be given to charity.

Parent Service Requirements

St. Patrick School depends on the generous time, talent, and treasure that parents donate to the school on a volunteer basis. Specific areas for volunteering are described in the *Volunteer Handbook* on the school website. At this time, there are no parent service requirements at St. Patrick School. However, anyone who volunteers or serves in the school must be in compliance with all diocesan mandates.

Snacks, Parties and Treats

St. Patrick School has a Wellness Program/Policy in place. Snacks are not allowed during the school day for Grades K-8 unless a teacher informs parent otherwise. Preschool students may have a healthy snack as provided by the teacher. Students do not eat a good lunch when allowed to snack throughout the day and this is not in keeping with the Wellness Policy.

Room parents will assist the teacher to plan age-appropriate parties on designated days. Safety and health precautions will be in place. Parents wishing to help with school parties should sign up with the Parent Ministry at the beginning of the year.

Pets

Pets brought to school for “show and tell,” must first be cleared through the office. Pets, even leashed pets, should not be on the playground when students are present, especially at arrival and dismissal time. Classroom pets are not allowed. Many students today have allergies that can become problematic with classroom pets.

Emotional Support Animals

No emotional support animals will be permitted in school.

Personal Property

Valuable items and personal property that are not necessary for the student’s learning at St. Patrick School should not be brought to school. St. Patrick School will not be responsible for lost, stolen, or damaged items belonging to students. School supplies and personal items should be labeled with the student’s name and grade.

School Directory

A Student Directory listing students’ and parents’ names, addresses, and home phone numbers will be posted on the student information system. The Student Directory should be used to acquaint parents with names of their child(ren)’s classmates and parents. These directories may not be used or sold for other purposes.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Student Records

A parent who requests to examine the records of their child may do so by contacting the Principal. The Principal will be present during the examination of records by the parent. Upon completion of the examination, the parent and the Principal sign a form indicating that such review has taken place. This form is filed.

Telephone Calls

Only in approved situations are children called to the telephone. In other cases, the message is relayed to the pupil through the respective teacher or designated person.

Students wishing to use the phone must receive permission from school personnel.

Use of School and Parish Facilities

Individuals or groups who wish to use any part of the school or parish facilities, including the cafeteria and gymnasium are discouraged. In cases where Administration allows the use of facilities from an outside organization, they will need to supply a certificate of insurance.

Visitors, Volunteers, and Parents

Visitors, volunteers, and parents must first report to the school office and *sign* the school registry. A visitor's identity tag will be issued while in the building. Visitors must then *sign out* in the school registry. Not only does this help provide safety for students and school personnel, but also provides important information needed in case of fire, tornado, or other emergencies.

Diocesan mandates will be followed regarding volunteers, parents, and visitors who regularly participate in activities within the school building throughout the school year.

Parents and guardians may not visit classrooms for observation of instruction, etc. This is in violation of other students' privacy.

Water Bottles

Water bottles containing only water are permitted in the classroom and at lunch. Please make sure water bottles are leak proof and not glass.

St. Patrick School Support

Athletic Committee

The Athletic Committee provides support for the school's athletic program and discusses matters that will maintain the organizational and financial needs of the program. Meetings are open and a schedule of the meetings during the school year will be posted on the school website.

Commission on Education

The Commission on Education is an advisory committee, appointed by the Pastor, which promotes the participation of St. Patrick Parish in the educational mission of the Church and in keeping with the Parish mission. The group may include additional sub-committees as needed and appointed by the Administration such as: Marketing, Enrollment, Catholic Identity, Academic Excellence, Finance, Facilities, and Development.

Parent Ministry

Saints Zélie and Louis Martin were ordinary parents with extraordinary faith. Leading by their example and under their patronage, the parents of St. Patrick School joyfully and faithfully volunteer their time, talent, and treasure to support the growth, development, and well-being of our future saints.

Participation and volunteer opportunities include school wide feast day celebrations, teacher and staff appreciation, room parent opportunities, and support of other administrative and parent-led initiatives.

Support Staff

The school secretaries, teacher aides, classroom/tutoring/reading assistants, substitute teachers, cafeteria personnel, maintenance personnel, parish secretaries, bus drivers, playground supervisors, and school volunteers provide immeasurable services in the effective operation of the school.

All support staff members who engage in activities with the students of St. Patrick School are required to comply with the philosophy and policies of St. Patrick School and with diocesan mandates. These include but are not limited to Safe Environment, Fingerprint, Background Check, Defensive Driver Training, etc.

Right to Amend

Circumstances may arise in which St. Patrick School determines that changes are required in these guidelines and procedures. For this reason, St. Patrick School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook (*per directive from Office of Catholic Schools*). Notice of amendments will be sent to parents via the *Irish Messenger* or through e-mail communication.