

# **St. Patrick School**

## ***Parent-Student Handbook***

### **2020-2021**



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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 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.

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 look forward to working with you to promote academic excellence and spiritual development in the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Doreen Shipman  
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 illumined 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 and White

### ***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!

### ***School Motto***

“Reverence, Respect, Responsibility...  
Excellence in Academics and in Faith Formation”



## **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 Team (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 the handbook after reviewing these school regulations with their children as a part of the online enrollment process for the next school year. Manual sign-off forms are available in the School Office and will be due in the school office Enrollment/Re-Enrollment is considered to be complete if not already signed electronically. Parents agree to abide all that is in the *Parent-Student Handbook* and the parent signature whether electronical or manual 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 online enrollment procedures.

The policies and regulations presented in this Handbook have been reviewedd by the Faith in Our Future Team (Commission on Education).

*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 receive full accreditation from the AdvancED North Central Association Commission on Accreditation and School Improvement (NCA CASI). St. Patrick School will continue to maintain high standards, implement an annual school improvement plan. Currently, St. Patrick School is part of the AdvanceED accreditation process through the Office of Catholic schools in the Diocese of Peoria.

St. Patrick School has also obtained 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 April 12, 2018. St. Patrick School again met or exceeded the standards set by ISBE.

St. Patrick has received National Blue Ribbon School status in the year 2012 from the United States Department of Education in Washington, D.C. as an exemplary and high performing school. St. Patrick School placed in the top fifteen percent in the nation academically in the areas of reading and mathematics. The school was among 50 private schools and 264 public schools receiving the award.

## **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 (*Basic Document*, p. 14). 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).

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, were reassigned to Maryvale-Valley City, North Dakota. However, the charism that the Sisters brought with them continues to flourish at St. Patrick School.

In the fall of 2014, St. Patrick School will welcomed two sisters from the Franciscan Apostolic Order to assist with religion classes and other duties within the school.

## **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 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;
- Completes assignments on time; and
- Has a paid hot lunch or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

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

To notify the school with a written note when the student has been 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;

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 attend Mass and teach the Catholic faith by word and example;

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.

### **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. Talking 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 grades he/she has earned and 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.



## **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, national 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](http://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)** (Commission on Education, approved: 5/98; Faith in Our Future Team revised: 6/09)

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 wish that their children attend St. Patrick School should register with the parish first and then apply to the Principal 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 may be available after completion of the financial aid application process.

### **Pre-Kindergarten Enrollment Criteria** (Faith Our Future Team/ Commission on Education, issued: 6/07)

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

Any child enrolled after the registration period will be placed in the morning class or the afternoon class on a first come, first served based on the date 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 15<sup>th</sup> 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 September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1. Students enrolled into kindergarten shall be five years of age on or before September 1. 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 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. 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 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 and for the privilege of a parent’s child/children to participate in special incentives at the end of the school year. Parents will be notified of the enrollment dates via the Irish Messenger and email. Parents can check the dates on St. Patrick School Calendar, too.

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

1. All application 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, vision forms.
5. Parents have completed online Safe Environment program from Catholic Mutual.
6. Parents have completed online Defensive Driving program from Catholic Mutual.
7. Parishioner has completed registration with the Parish Office.

### **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 below.

#### **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 and active participant in the parish RCIA
- 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 ministry or committee
- A contributor of treasure, beyond tuition, to the parish according to the means of the family

#### **Families to be 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-Catholic, non-parishioners
- Non-Active Parishioner

The published tuition rates and payment terms are posted on the school website.

### **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 DPT, polio, measles, mumps, rubella and 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](http://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 15<sup>th</sup> 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 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.

Students withdrawing from St. Patrick School will have tuition reimbursement prorated minus \$300 applied to textbooks and fees.

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 minus \$300 textbook and fees will be handled through the business office of St. Patrick Church.
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. The enrollment and placement of a student, transferring to St. Patrick School from another school or from a home school setting, will be on a probationary level until all requested student records have been received, observation as needed, and possible placement testing have been completed and analyzed.
8. 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 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' presence in prayer and worship.
3. Experienced community by witnessing to 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 is 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.
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 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 also attend Exposition, Adoration and Benediction of the Blessed Sacrament on the First Fridays of each month and are given the opportunity to receive the Sacrament of Reconciliation throughout the school year. Each class takes a turn attending Adoration of the 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, and classroom saint celebrations throughout the school year. Additionally, students participate in classroom and school service learning projects.

### **Religion Assessment**

A diocesan faith assessment (IFG – Information for Growth) is given in the 5<sup>th</sup> and 8<sup>th</sup> grades each year as directed by the Diocese. 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 strongly encouraged. 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. Parents have an opportunity to ask questions about the program at the “Meet the Teacher Night” scheduled at the beginning of each school year.

### **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**

### **Assignment Notebooks**

St. Patrick School will provide students in grades 1-4 with an assignment notebook as an additional means of communication between the school and the home. Students in Grades 5-8 will have the option to purchase an assignment notebook on their own as noted on the school supply list.

### **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 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 school.

Report cards will be available on ParentsWeb 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 their individual grading procedures to parents at "Meet the Teacher" night, including the expectations of when homework, tests, quizzes, and other classroom work will be graded and sent home.

### **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.
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 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 requested 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'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 school schedule from 8:00 a.m. until 3:30 p.m.

### **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 teacher.
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 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 an indefinite 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 appropriate doctor for the Accommodation/Service Plan to be written. Students wanting academic accommodations will need to be assessed by Washington Township Services for 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 teacher-parent 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 assessments (Star Early Literacy, Star Reading and Star Math) are benchmarked to students four times during the school year. MAP assessments from NWEA are benchmarked three times a year in the areas of math and reading. The assessments will be a component used in determination of tiered intervention for reading and math as needed. Finally, 8<sup>th</sup> 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, Social Studies/History. Additionally, Wellness/Physical Education, Spanish, and Technology, are taught. Classes are minimally fifty minute class periods. The school day is in session from 8:00 am until 3:30 pm to allow for extended class periods and to help meet the demands of twenty-first century learning.

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 includes a Literacy Center. Grades fifth through eighth English Language Arts have a double fifty-five minute class period. Writing is emphasized across the curriculum in all grades. Accelerated Reader program is available to all students to work on goals at individual levels and improve reading.

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. Accelerated Math is available to all students with the capability to work at differentiated individual levels and to strengthen opportunities in the math program.

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 to keep current with today's ever changing world and to increase availability of resources for enriched learning.

Spanish is offered twice 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 once a week in Grades Fifth through Eighth. Students have the use of 1:1 technology for their classwork as well as the availability of a Computer Lab. All students are taught digital safety and media literacy within their classes and across the curriculum.

Health education is incorporated in Science, Wellness/P.E., and other classes across the curriculum. The D.A.R.E. program through the Washington Police Department has been made available to Fifth Grade 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 can participate in the athletic activities. Some athletic programs are available to Fifth Grade as well.

Art classes are available twice each month for students in grades Kindergarten through Fourth Grade. Fifth through Eighth Grade incorporate art once each month.

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 five to eight. An introductory choir experience has been made available for interested students.

Response to Intervention (RtI) is provide to students who need extra remediation in reading or math. Student differentiation is also provided through Accelerated Math, Accelerated Reader and educational software subscriptions.

## **Academic Recognition and 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.

### **Academic and Athletic Awards**

Athletic awards are given to students at the “Sports Award Night” in May. Occasionally, students perform exemplary service in some area during their education at St. Patrick School such as, but not limited to, citizenship, community service, school spirit, and technology. Students may also be recognized and honored at the “Academic Awards Night.” The Administration and faculty will determine requirements.

### **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. 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.

### **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.

### **Accelerated Reader and Accelerated Math Award**

Reading and math incentive program awards are given in three categories at the annual “Academic Awards Night” in May: First, second, and third place medals are given in each classroom for the students who have accumulated the most points in reading. First, second and third place medals are given in each classroom for objectives mastered in math (which may include test accuracy criteria in event of multiple ties) during the course of the year in each classroom. Classes who have not participated sufficiently in the Accelerated Reader and Math programs will be eliminated from the awards program at the decision of the Administration in consultation and communication of standards to be met with the classroom teacher and students of the class.

## **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 any member of the diocese 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 is not a sufficient condition for appeal.

### **G-111, AR-CDOP**

The individual or group desiring the appeal or the review of a decision must make that request known to the governing Pastor or Pastors' Board 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 local vicar and 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 governing Pastor or Pastors' board, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the governing Pastor or Pastors' board is final. However, those who have requested the appeal or review may further appeal the decision of the governing Pastor or Pastors' board to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Superintendent of Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Superintendent of Schools.

## **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 extra-curricular 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 concussion form prior to participation. Coaches or teachers have the right to request suspension from athletic and extra-curricular activities, and the Principal will have the authority to take the necessary action after consideration of the facts.

Participation in athletic and co/extra-curricular 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 extra-curricular activities are dependent on coaches and supervisors. If an activity does not have 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 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 ParentsWeb by 3:45 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.
5. Students who become ineligible three times may no longer be a part of the team or participate in the activity.
6. 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.
7. 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.

### **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 a 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 and signed by the parent, in the event of an absence from practice or game.
4. **To notify the 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 pay the cost or replacement for any damaged uniform.
7. To take proper care of all equipment used.
8. To cooperate with and show respect to all coaches, supervisors, and school personnel, referees, and opponents.
9. To show good sportsmanship at all times.
10. To play or cheer to the best of their ability.
11. Use of vulgar language or outburst of temper will not be tolerated.
12. Use of tobacco, alcohol, or substance abuse will disqualify the participant from team membership.
13. To abide by the above listed eligibility rules.
14. To abide by the coach's rules within the various sports.
15. To promote a positive work ethic for personal growth and team development.

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. Fourth grade students will be introduced to instrumental music (recorders) during the second semester of the school year.

### **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. 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.

### **Spanish Club – el Club de Español**

The Spanish Club at St. Patrick School will be for students in grades 5-8. The club will normally meet about once a month after school. Students will engage in culture and conversation that goes beyond the classroom with the possibility of a service projects throughout the year. After school field trips to cultural activities may be a possibility as the opportunity arises with the approval of the school Administration.

### **Junior High Choir**

Students in grades sixth through eighth may participate in the Junior High Choir. 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 a special weekend Masses at St. Monica's or St. Patrick. 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 7<sup>th</sup> and 8<sup>th</sup>, and 5<sup>th</sup> and 6<sup>th</sup>. Teams practice from August until January and 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 at Bradley 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, RenWeb.

### **Arrival and Dismissal**

Students should not arrive at school before 7:50 a.m. They may come directly into the school building when the 7:50 a.m. bell rings. On extremely cold days or inclement weather, students may enter Door 5 and wait at the landing for the 7:50 a.m. bell to ring before going to their classrooms. Students will be sent to Before-Care if they arrive earlier than 7:50 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 7:50 a.m. The school day begins at 8:00 a.m. with the first bell ringing at 7:50 a.m. for entry into the school building.

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. Families are asked to keep the flow of traffic moving on the right hand side of Cedar 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 use the LEFT side of Cedar Street or park along an adjacent street in order to walk their child(ren) onto school property safely. Harvey Street shall be kept clear for school buses and faculty/staff parking. 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 walking to school or 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 7:50 a.m., walkers and/or bicycle riders shall park their bikes in the racks and enter the building through Door 5 and proceed to before-care.

Walkers and bike riders shall leave the school grounds immediately after dismissal of the school day. Once the final bell rings at 3:30 p.m. and buses leave, there is no longer any supervision provided by the school except in After-Care. All other students will be sent to After-Care and will be billed accordingly. The school day ends at 3:25 p.m. for bus riders and 3:30 p.m. for all others.

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 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 the school at 444-4345 (press “0”) by 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 3:30 pm and will be placed on the bookshelves inside the main office after 3:30, 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, co/extra-curricular 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 or visits with friends and relatives 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 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 will receive their student’s/students’ homework on the last day of attendance before the vacation. 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 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: 5/10).

### **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 so 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 written request 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 insure that their child(ren) arrive(s) on time to school.

The first bell rings at 7:50 a.m. to allow children to go to their classrooms. The second bell (warning) rings at 7:55 a.m. 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, dependent 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), the homeroom teacher will notify the Principal and a detention will be issued to the student. 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 an 7<sup>th</sup> tardy 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.

## **Before-and-After-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 3:30 p.m. 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 Before and After-care programs will be through Door 5 which is secured via a key fob access system 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 *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 should 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.

### 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 weekly via the “Irish Messenger”.*** 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). The electronic sign-off is part of the online enrollment/re-enrollment process.

Parents are highly encouraged to keep current calendars, tuition, program fees, and 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 St. Pat's employees share that responsibility. All St. Pat's 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.

## **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.

## **Detention, Suspension, 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 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. A *Saturday School* detention may be assigned to a student. 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.

### **Suspension**

Suspension is defined as removal from all or part of the school activities for a definite period. 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.
- Or due to disciplinary infractions.

## **Discipline**

### **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.

### **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. (D-146, P-CDOP)

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 a call to 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.
6. Behavior notifications and consequences will be sent to parents through the school's student information system.
2. 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 of the misbehavior.
3. If the student does not report for detention by 3:35 p.m., the parent will be notified and an additional detention will be assigned.
  4. Detentions may be served on Mondays, Tuesdays, Wednesdays, Thursdays, Fridays, and Saturdays, following the issuance of the detention.
  5. The detention begins at 3:35 p.m. and ends at 4:15 p.m. and will be assigned and supervised by the Principal, or other designated school personnel. Saturday detention time will be served at the discretion of the Principal or Detention Supervisor.
  6. 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 a detention.
  7. A detention that is missed due to an excused student absence will be reassigned to the next detention period.
  8. Warnings and detentions will be cleared at the end of each grading period and begin to accumulate at the beginning of a new grading period.
  9. The student will lose the privilege to attend or participate in the next co/extra-curricular, 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.
  10. 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 "Reverence, Respect, Responsibility..."*

### **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. Failure to lock lockers at the end of the school day.
7. Misbehavior outside the confines of the classroom.
8. Disturbances on the bus.
9. Dress code violations.
10. Disrespect.
11. Disrespect towards others in school, on playground, or at school-sponsored events.
12. 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.*

### **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 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 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 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 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.
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 student. 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 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. Adopted 7/2018 CDOP

### **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 CDOP

### **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 anytime 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 CDOP

**Policy Note:** The discipline policy reflects current practice and is subject to change through administrative decision. 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 8<sup>th</sup> 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 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, 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, rev. 6/15).

### Shirts

- Short or long sleeve
- Solid white or navy blue
- Solid hunter green that must be purchased at **Team Works** (located in Sunnyland)
- Oxford or polo style with plain collar
- The only logo shirt allowed will be available for purchase at **Team Works**
- 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 **Team Works** 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
- Dress pants with waistband and zipper
- No cargo styles
- No denim-like material allowed

- If pants or slacks have belt loops, then a belt must be worn; Belt loops must not be cut off or removed

*Dress pants must be purchased in the “**uniform section**” of only the following stores: Target, Kohl’s, JC Penney, Sears, Wal-Mart, Old Navy, Land’s End, L.L Bean, French Toast Uniforms, and Team Works.*

### **Shorts/Capris**

- Solid navy or khaki walking shorts with waistband and zipper
- Shorts may not be no shorter than 3 inches above knee
- No cargo styles
- No denim-like material allowed
- Girls only: capris- solid navy or khaki, no cargo styles
- 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

*Shorts/Capris must be purchased in the “**uniform section**” of only the following stores: Target, Kohl’s, JC Penney, Sears, Wal-Mart, Old Navy, Land’s End, L.L Bean, French Toast Uniforms, and Team Works.*

### **Socks/Tights/Leggings**

- Socks\* must be solid white, navy, or black
- No lace or embellishments or logos on socks
- Socks must be worn at all times

### **Jumpers/Skirts**

- Khaki or navy
- Skirts may not be shorter than 3 inches above knee
- No denim-like material allowed
- Solid navy “biker” shorts must be worn under jumpers and skirts

*Jumpers/Skirts must be purchased in the “**uniform section**” of only the following stores: Target, Kohl’s, JC Penney, Sears, Wal-Mart, Old Navy, Land’s End, L.L Bean, French Toast Uniforms, and Team Works.*

### **Belts**

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

### **Sweaters**

- Solid navy or white

- Vests, cardigans, V-neck, or crewed neck
- Solid hunter green that must be purchased at **Team Works**
- Only the St. Patrick logo purchased from **Team Works** will be allowed
- The St. Patrick logo will be available at **Team Works** for white, hunter green, and navy polo shirts as well as sweaters and fleeces
- other logos will be allowed on sweaters
- No sweatshirts are allowed unless used as outerwear and must be removed when in building

### **Fleece Jackets**

- Only solid navy or hunter green fleeces must be purchased at **Team Works** with the St. Patrick logo; no other logos
- Fleece jackets may be worn in class

### **Sweatshirts**

- Only solid gray, white, or hunter green sweatshirts with St. Patrick School logo purchased at **Team Works** may be worn over a dress code shirt or dress code polo shirt.

### **Jewelry**

- One non-dangling post earring in each ear for girls
- One religious necklace or scapular allowed; non-religious necklace, chains, or corded types are not allowed
- Simple watches\* permitted;

**\*Computerized watches may not be worn (such as but not limit to Apple Watch, Android Watch,**

### **Smart Watches, etc.)**

- One religious bracelet\* allowed
- Only one colored rubber-like silicone bracelet with appropriate saying may be worn
- Boys may not wear earrings

### **Hair**

- Clean, well groomed, and conservative hair style
- No distracting hair color or “fad” styles; hair color must be one’s natural hair coloring
- Simple hair bows (no larger than 4 inches)
- 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: hair must be 3 inches or shorter

### **Shoes**

- Tennis shoes are allowed
- Solid brown, black, or navy dress shoes are allowed\*

**\*No bling or ornamentation on dress shoes**

- No boots or moccasins will be allowed in the classroom

### **Make-Up**

- Acne/blemish cover-up allowed
- Girls': clear fingernail polish only
- Girls': black mascara allowed

### **Tattoos/Body Piercing**

- No body art or piercing or facsimile of any kind

### **Approved Uniform Stores:**

#### *Team Works*

2168 Washington Rd,  
Washington, IL, US, 61571  
(309) 745-9924  
<http://teamworkswashington.com/>

#### *Old Navy (Grand Prairie Mall)*

5201 West War Memorial  
Peoria, Illinois 61615  
(309)692-3672  
[www.oldnavy.com](http://www.oldnavy.com)

#### *Target*

5001 North Big Hollow  
Peoria, IL 61615  
(309)691-9030  
[www.target.com](http://www.target.com)

#### *Walmart-Washington*

1750 Washington Road  
Washington, IL 61571  
(309)745-3339  
[www.walmart.com](http://www.walmart.com)

#### *L.L. Bean*

(800) 441-5713  
[www.llbean.com](http://www.llbean.com)

#### *Kohl's*

401 North Main St  
East Peoria, Illinois 61611  
(309) 694-9124  
[www.kohls.com](http://www.kohls.com)

#### *J.C. Penney (Northwoods Mall)*

2200 West War Memorial Drive  
Peoria, Illinois 61615  
[www.jcpenney.com](http://www.jcpenney.com)

#### *Sears (Northwoods Mall)*

2200 West War Memorial Drive  
Peoria, IL 61615  
(309)681-3100  
[www.sears.com](http://www.sears.com)

#### *Land's End*

2 Lands' End Lane  
Dodgeville, WI 53595-0001  
(800) 469-2222  
[www.landsend.com](http://www.landsend.com)

#### *French Toast Uniforms*

(800) frenchtoast  
[www.frenchtoast.com](http://www.frenchtoast.com)

### **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.

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. 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 in specific grades will also 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 use 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 the 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, tablets, and Chromebooks for instructional purposes.

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 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 disciplinary action involving law enforcement agencies, if necessary. Students who lose such privilege will be required to complete assignments by other means as assigned by the teacher and/or Principal.

#### **Computer Software Use and the Federal Copyright Law** C-404 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

### **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. 7/2018 CDOP

### **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.

Since the library is located in the Annex building adjacent to the school, students in grades K-4 will be accompanied by their classroom teacher or another faculty/staff member or library volunteer when going to and from the library. Students in grades 5-8 may be allowed to go to and from the library without direct supervision. Entrance to the library will be through the secured building entrance door located off of the garage/building driveway (Annex tan 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 “Discovery Education” to provide quality and current videos to supplement classroom instruction. Teachers may incorporate into their lessons age-appropriate DVDs/videos that are included in the school library. Teachers may also select DVDs and videos which are not the property of St. Patrick School; however, these materials should contain a “G” (general) rating. 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 prearranged 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.

***Severe Weather/Shelter-In-Place Drills.*** 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 head count 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.

***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.

### **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 dismisses 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.

The automated telephone notification system will be activated and the parish/school Facebook account 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 impassible. Rural parents or families living an extended distance from the 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 shall be cancelled. 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 cancelled, 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 via the automated Parent Alert telephone notification system.

## **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 complaint 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 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, gender, 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 7/2018 Revised 7/2018 CDOP

St. Patrick School is in compliance with all federal and state non-discrimination and equal opportunity laws regarding enrollment and employment stated in the policies of the Diocese of Peoria.

## **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, 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, 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, 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 CDOP

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.*

## **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.

### **Hot Lunch**

Students may purchase a lunch or a milk online through the hot lunch program. Refer to the section entitled "Lunch Program and Cafeteria Procedures."

### **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 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 pro-rated and refunded based on the days attended in the current school year. A certain portion of the tuition (\$300) 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 (lunch, 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 lunches, 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.

### **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.



## **Lunch Program and Cafeteria Procedures**

The hot lunch and milk program begins on the first full day of school and continues every full day thereafter unless otherwise designated. Those students bringing sack lunches may purchase milk. Prices may fluctuate as a result of changes in government subsidy. If there is a change in prices, parents will be notified.

Parents are not permitted to take their child home for lunch. 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.

### **Hot Lunch and Milk Purchases**

Parents should follow the subsequent procedures to ensure a smooth and effective flow for lunchroom operation. Lunch in the cafeteria with students is not permitted except on approved open house days.

Purchases of lunches and milk may be completed in the F.A.C.Ts./RenWeb Student Information System.

Free or reduced meals are available to children if the family income qualifies under government guidelines. Information and forms for applying for free and reduced meal status are sent home at the beginning of the school year and are available in the school office.

Menus are published on the school website, and in the in the school newsletter.

### **Cafeteria Procedures**

- Cafeteria workers and assigned school personnel will maintain order in the cafeteria during lunchtime.
- Teachers in grades K-4 should accompany their classes until they are through the service line.
- 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 the cafeteria.

## **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° 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 in to 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.

### **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 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.
8. St. Patrick School does not allow a nurse or administrator to administer medical cannabis infused products.

### **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 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 #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.

### **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 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 7:50 a.m. to 3:30 p.m. School personnel oversee supervision. Inappropriate behavior on the playground may be discussed with the student's classroom teacher and/or Administration. All injuries need to be 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 noon break 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 7:40 a.m.
2. Students are to enter and leave the building in a polite manner.
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 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 snowballing or throwing of snow.
  12. Throwing rocks, sticks, etc., is forbidden.
  13. Throwing of rubber mulch in the play yard area is forbidden.
  14. Students using bad language, being disrespectful to anyone, leaving others out of a game deliberately, grabbing onto other's 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."
  15. No student is to have food, soda, gum, or candy on the playground, unless the Administration gives permission.
  16. Tackling, wrestling, fighting using strong, aggressive actions, or "pretend fighting" will not be tolerated.
  17. Students who do not come in on time from noon recess run the risk of an unexcused tardy and can be given a tardy slip.
  18. Vandalism will be reported to the Washington Police Department.
  19. Warnings and/or detentions may be written for inappropriate playground or play yard behavior.

### **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 go to school with the appropriate clothing for the weather.

At noon hour when the weather is rainy or severely cold, the students are kept indoors. Students in the lower grades students will be kept indoors when the wind-chill reaches 15 degrees Fahrenheit or for the upper grades when the wind-chill reaches 10 degrees Fahrenheit.

In snowy weather, students need snow pants, mittens/gloves, and boots before being allowed to play in the snow. Students without snow pants and boots will be required to play on the cleared area of blacktop or designated area. Students should have a hat or a hood and scarf for added protection.

## **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, or in any way damage 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. Students in grades 6-8 are required to purchase a combination lock from the school. Students are required to lock their lockers before leaving school at the end-of-the-day dismissal and are subject to written warnings if they do not comply.

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 insuring 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 and visitors must check in at the office and sign the registry.
5. Volunteers must sign in at the office. This is for the safety of the volunteer and of the children.
6. Running in hallways, classrooms, stairs, or cafeteria is not allowed.
7. Safety is a rule at all times.

### **Catholic Mutual's Safe Environment and Driver Training Programs**

Parents are required to take the trainings 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, written daily announcements are prepared each morning at the start of the school day 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.

### **Electronic Devices** (Faith in Our Future Team; revised: 11/2011)

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 possession and use of **cell phones, electronic watches** and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
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.
3. They may not be used in any manner that will cause disruption to the school environment or will otherwise violate student conduct rules; otherwise, disciplinary action may result.
4. Disciplinary action will be issued.

Examples of electronic devices include, but are not limited to, laptop computers, hand-held electronic games, CD players, MP3 players, DVD players, AM/FM radios, iPods® and cellular telephones and electronic wristwatches.

St. Patrick School is not responsible for the loss or theft of any electronic device brought to school.

### **E-Reader Devices** (Commission on Education; adopted: 11/2011)

Privately owned e-reader devices are allowed at school. 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 remaining 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 the 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.

### **Short Schedule**

During the first weeks of school before Labor Day, the Short Schedule will be in effect at St. Pat's with dismissal is at 2:00 pm. Short Schedule will be used the second (2<sup>nd</sup>) Wednesday of each month. A 2:00 p.m. dismissal is schedule each 2<sup>nd</sup> Wednesday of the month for faculty meetings and professional development. Aftercare will be available.

### **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 1-8 except for special situations such as celebrating a birthday. Preschool and kindergarteners 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.

A simple birthday party treat may be given to the children in their room or homeroom at a time designated by the teacher, preferably in the afternoon. Students are highly encouraged to bring a healthy treat versus a sugary/high calorie treat for their birthday celebration. Invitations to parties that do not include all the students in the class may not be distributed at school.

Room parents will assist the teacher to plan age-appropriate parties on designated days. Parents wishing to help with school parties should sign up with Room Parent Sub-Committee of the Faith in Our Future Team.

### **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.

### **Personal Property**

Valuable items and personal property that is 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**

Within the first month of the school year, 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.

### **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 is discouraged.

### **Visitors, Volunteers, and Parents**

Visitors, volunteers, and parents must first report to the school office and *sign in* 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 at the classroom teacher's discretion. Water bottles and food are not permitted in the Computer Lab or near the tablets or Chromebooks.

## **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 is posted on the school website.

### **Faith in Our Future Team**

The Commission on Education and Parent-Teacher- Committee was restructured to The Faith in Our Future Team (June, 2015) to meet the mandates set by the Diocese involving the school's strategic planning. The Faith in Our Future Team was renamed to Faith in Our Future Commission on Education in June of 2019 and 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 is composed of several "legs" with chairs appointed by the Pastor. The Committees on the Team are: Marketing, Enrollment, Catholic Identity, Academic Excellence, Finance, Facilities, and Development. The purpose of the Faith in Our Future Commission on Education is to implement the St. Patrick School Strategic Plan as directed by the Diocesan Office of Catholic Schools. Meetings are held generally on the first Tuesday during the months of August, September, November, January, March, and May.

### **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.

## **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 Family Folder or through e-mail communication.