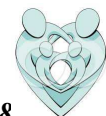




**ST. PATRICK SCHOOL**  
**2018 – 2019**

**PARENT and STUDENT**  
**HANDBOOK**





As of October 3, 2018

**ST. PATRICK SCHOOL  
2018-2019 STAFF**

Pastor - Fr. Jim Merold  
Principal - Mrs. Mary Vitulli  
Instructional Coach - Mrs. Denise Bonds

Secretary - Mrs. Diane Kotlar  
Accounts - Mrs. Susan Grum  
Receptionist - Mrs. Holly Gardner

**TEACHERS**

Preschool Director- Mrs. Linda Schlueter  
PreKJ - Mrs. Julie Johnson  
PreKP - Mrs. Laurie Paterkiewicz  
PreKS - Mrs. Linda Schlueter  
KE - Ms. Linda Esser  
KP - Mrs. Mary Pohl  
1C - Mrs. Jacqueline Cyphers  
1J - Mrs. Suzanne Jarvis  
2S - Mrs. Christine Sulla  
2SW - Miss Bridget Swanson  
3B - Ms. Amy Bukantis  
3U - Mrs. Andrea Uko  
4D - Mrs. Cindy Dziki  
4H - Ms. Janet Hart  
5C - Mrs. Rebecca Chorazy  
5P - Mrs. Laura Parduhn  
6KM - Mrs. Katelynn Miller  
6M - Ms. Rebecca Miekczynski  
7C - Mrs. Lisa Collin  
7R - Ms. Jessica Rigwood  
8A - Mrs. Amy Avona  
8M - Mrs. Lucy McKinnon

**TEACHER AIDES**

PreK - Mrs. Carla Roy  
PreK - Mrs. Linda Frankiewicz  
PreK - Mrs. Linda Frankiewicz  
KE Miss Gina Krell  
KP Mrs. Beth Tobin  
1  
1 Primary Aides:  
2 Mrs. Laura O'Connor  
2 Mrs. Krista Khayat  
3  
3  
4 Intermediate Aides:  
4 Ms. Bridget McKinnon  
5 Mrs. Erin Carrigan  
5  
5  
6  
6  
7 Jr. High Aides:  
7 Mrs. Mary Berrones  
8 Mrs. Terri Furrer  
8

STEM Teacher - Grades 6-8 - Mr. Christopher Garrett  
STEM Teacher – Grades 4-5 - Mr. Nicholas Huffman  
Special Learning Resource Services - Ms. Molly McGillivray  
Reading Specialist - Mrs. Mary Richter  
P.E. Teacher - Mrs. Jenise Floyd  
Music Teacher - Mrs. Dora Trygar  
Social Worker - Mrs. Melissa Ehrsam  
LRC Director / Primary Idea Lab - Mrs. Sheri Jones  
Technology Director / Primary Idea Lab - Mrs. Ann Orchard  
Speech Services - Mrs. Jane Gauger, Gurnee #56  
Athletic Director - Mr. Charles Coe  
Music On The Move (Band Program) - Mr. James Sobacki  
Food Service (Lunch Program) - FSP (Food Service Professionals)  
Maintenance (Day) - Mr. James Stickler  
Maintenance (Evening) - Mr. Reinaldo Gonzalez  
Maintenance (Day/Weekend) - Mr. Phillip Tufo



**St. Patrick School prides itself on a strong Catholic Identity. Our day begins and ends with prayer. Students attend mass twice per month and during liturgical seasons. They share in the Catholic traditions of praying the rosary and Stations of the Cross. On Wednesdays students have the opportunity to attend Adoration. All children have a daily religion class and those students at different grade levels prepare for the Sacraments of Reconciliation, First Holy Communion and Confirmation.**

**Each year the Archdiocese of Chicago's Office of Catholic Schools presents a new theme that they encourage each school to utilize. This year's theme is *Faith to Move Mountains* which will be our theme for the 2018-2019 school year.**

ARCHDIOCESE OF CHICAGO CATHOLIC SCHOOLS  
2018/19 SCHOOL YEAR



**St. Patrick School understands the important partnership it shares with the parents that have entrusted their students into our care. Providing a faith-based environment creates the thread that is woven through all that we say and do. We pray to our Lord for His protection, guidance and blessings.**



## **2018-2019 St. Patrick School Parent/Student Handbook**

### **A message from the Principal:**

Dear Parents,

Welcome to the St. Patrick School family. The administration, faculty and staff are committed to providing a quality Catholic education for each student. Our goal is to partner with our parents in order to instill the morals and values that build solid Christian citizens of the future. Best practices in education are utilized to give our students an academically strong program allowing each child the chance to reach his or her full potential.

We have prepared this handbook to acquaint you with our philosophy, our programs, our policies and procedures. It should prove an easy reference for you and your children whenever any questions on policy or procedures come up. We are sending this to you digitally so you can save it to your desktop. It is also available on our website.

Please read our handbook carefully, discuss the items contained within it with your child(ren) and it is then required that you submit the *Handbook Acknowledgement Google document*. The link can be found on the next page of this handbook. I would ask that you submit this google doc No Later than the first day of school, August 22, 2018.

We hope that the information included will support us in our efforts to communicate well with you, our parents and students. Please note that changes to this year's handbook have been made with purple print. If an answer to a question cannot be found in this book or a concern arises, please contact your child's teacher and of course my door is always open if further assistance is needed.

I look forward to working with you in creating an amazing and memorable school year. Good communication and a clear understanding of expectations are key to the success of each child. All of us at St. Patrick's ask God's blessings on our endeavors.

In peace and gratitude,

*Mrs. Mary Vitulli*  
Principal

# St. Patrick School Parent-Student Handbook

## Acknowledgement Page

*Each year our handbook is edited and important information is added. It is imperative that you take some time to read through after each new publication. As per the Archdiocese of Chicago, Office of Catholic School, parents are required to sign off that you have read the contents of the 2018-19 St. Patrick School Parent-Student Handbook as well as shared the contents with your children.*

*Please pay particular attention to the script written in purple text. These are changes that were made to the handbook for the 2018-2019 school year.*

*Please click on the link below to complete the 2018-19 St. Patrick School Parent/Handbook Acknowledgement page google doc*

<https://goo.gl/forms/vOHjbGtenBGhAAGE2>

*Thank you.*

TABLE OF CONTENTS

- 5 - - - - - Accreditation, Mission, Philosophy, Belief Statement, Vision of the Graduate
- 6 - - - - - Notice of Nondiscrimination, Wellness Policy, Parent/Guardian Conduct, Sexual Harassment

**GENERAL INFORMATION**

- 9 - - - - - School Address /Telephone, Daily Time Schedule, Lunch / Recess Schedule, Visitors-Teacher
- 10 - - - - - Dismissal, Tuition & Fees, Admission Policy
- 12 - - - - - Extended Day, Parent Involvement, K-5 Parties, Photograph / Video Release

**SCHOOL REGULATIONS**

- 13 - - - - - Dress Code, Health Regulations, Attendance
- 18 - - - - - Early Dismissal, Transferring Procedures, Appointments, Messages, Graduation Requirements

**BEHAVIOR EXPECTATIONS & DISCIPLINE**

- 19 - - - - - School wide Expectations, Discipline Plans
- 24 - - - - - Anti-Bullying Policy, Detention Policy, Drug & Alcohol Policy, General School Regulations

**SCHOOL SAFETY**

- 25 - - - - - Pick Up Safety, Adult Cell Phone Usage, General Courtesy, Lunch/Lunchroom  
Lockers
- 27 - - - - - Searches, Transportation, Bus Conduct, Bus Instructions

**GENERAL INFORMATIO**

- 28 - - - - - Personal Property, School Property, Party Invitations/Gift for Staff, Birthdays/Holiday  
Parties, School Closing, Bulletins, Newsletters

**ACADEMIC INFORMATION**

- 29 - - - - - Religious Education, Sacrament Program, School Liturgies, Curriculum
- 30 - - - - - Eligibility for Sports/Extracurricular Activity, Academic Probation, Homework Policy
- 31 - - - - - Academic Integrity, Absent/Make Up Work K-3, Absent/Make Up Work 4-8
- 32 - - - - - Student Vacation Policy, Library Policy, Report Cards
- 33 - - - - - Honor Roll, Reports to Parents, Assessments, Private Testing

**TECHNOLOGY**

- 34 - - - - - Technology & Internet Acceptable Use, Parent / Guardian Consent Form
- 38 - - - - - Chromebook Policies & Procedures for Students
- 43 - - - - - Cell Phone Policy
- 44 - - - - - Frequently Asked Questions About Chromebooks
- 46 - - - - - Field Trips, Student Council

**ST. PATRICK BOARDS**

- 47 - - - - - Board of Specified Jurisdiction, BSJ Board Members, Board Policies
- 49 - - - - - Boosters, Parents Association

## **ACCREDITATION**

St. Patrick School is accredited by both the Chicago Archdiocese Office of Catholic Schools and the Illinois State Board of Education.

Once every five to seven years the school undergoes an evaluation by the State of Illinois. Included in this evaluation are the review of records, teacher certification, building safety, policies and procedures, and a complete review of curriculum. Our last evaluation took place in the spring of 2015 in which we passed with no violations.

In February 2016 we were evaluated by OCS through the ongoing AdvancEd process the Archdiocese of Chicago has undertaken. Our excellent faculty, staff, programs, curricula, policies and procedures were validated.

## **MISSION STATEMENT**

St. Patrick School is a Catholic, child-centered, elementary school where the staff, parents and parish community educate the whole child spiritually and academically to live as an active Catholic in a rapidly changing society.

## **PHILOSOPHY**

We are a Catholic School. We commit ourselves to the belief that each of our students is a child of God. As a staff, we dedicate ourselves to modeling Gospel values and thus fashioning a community of learning that will incorporate both parents and the larger parish family. Together we seek to achieve academic excellence. We create a warm, nurturing environment from which students will emerge with a disciplined, joyful image of themselves as the beloved children of God.

## **BELIEF STATEMENT**

In the words of Pope John Paul II, the mission of all Catholic schools is “to communicate Christ.” The faculty and staff of St. Patrick School believe as followers of Christ, we:

- ❖ Strive to model Christian morals and values, including prayer and service as an important part of our spiritual development.
- ❖ Treat each other as children of God with compassion, dignity, and respect.
- ❖ Believe academic integrity is based upon fairness, honesty, respect, responsibility, and trust.

## **VISION OF THE GRADUATE**

Graduates of St. Patrick School hold Catholic Faith and Values as the integral part of their total person. They understand, believe, and exhibit a Catholic Faith Life with reverence and compassion. They make this evident by acting responsibly with personal integrity and in building a sense of self-worth while respecting the unique giftedness of others.

With knowledge gleaned from religious studies, students realize that an understanding of church history, doctrine, and scripture empowers them to more fully experience Christ’s presence in their lives. They further know that by sharing in the Holy Mass and receiving the sacraments they are able to encounter Christ in a more personal way. Combined with an acceptance of Christ’s message to

follow his teachings and commandments, they are able to put into practice a true faith relationship with God; one that is communal as well as personal.

In Language Arts, graduates utilize critical thinking skills, read and write for a variety of purposes and express themselves using Standard English in a grammatical, well-organized, and coherent manner. They are also experienced in reading, interpreting, and analyzing various genres of literature.

In application of the scientific method, graduates recognize and investigate problems, as well as formulate solutions by reason and evidence. They are then able to express and interpret their findings while making connections between science and the world they live in relative to individual, social, environmental, and technological concerns.

In math, graduates are problem solvers who think and communicate mathematically. They understand the value of mathematics and have an understanding of the problem-solving process. This is demonstrated in their knowledge of numbers and their representations in a broad range of theoretical and practical situations. They are conversant with how to investigate, represent, and solve problems using number facts, operations and their properties, and algorithmic relationships displayed with appropriate and rigorous mathematic vocabulary.

Graduates understand how political, economic, social, and environmental situations affect history and foreign policy both in the past and present. They are familiar with the function of government, the election process, and the responsibility of citizenship. Graduates also demonstrate a knowledge of the different geographical and cultural regions of the United States and the world.

Graduates understand the responsibility and value of using technological resources for research and educational purpose. When working with technology students will display digital citizenship and academic honesty.

As cooperative and responsible participants of group physical activities, graduates model an attitude of fair play and sportsmanship while exhibiting movement skills and the concepts necessary to engage in health-enhancing physical activity.

As stewards of God's earth, St. Patrick graduates recognize their custodial responsibility to act in harmony with God's creation. They also realize that to do this they must put their beliefs and attitudes in practice throughout their lives and remain open to spiritual growth.

### **NOTICE OF NONDISCRIMINATION**

St. Patrick School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Patrick School admits students of any race, color, sex, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students in this school. While St. Patrick School is not in full compliance of the American with Disabilities Act, the school does provide ramp access to the building entrance and the gym.

While St. Patrick School does not meet the Individuals with Disabilities Education Improvement Act in its totality, it does provide for the student body an excellent resource team made up of a full-time learning resource teacher, part-time reading resource and math resource teachers, a part-time speech & language pathologist and a part-time social worker. Parents should confirm with the school principal if the school's resource team can meet the needs of their child.

It is the policy of St. Patrick School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

### **WELLNESS POLICY**

### **BELIEF STATEMENT**

St. Patrick School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.



## INTENT

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of Public Act 194-0199.

## RATIONALE

Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

## GOALS FOR NUTRITION EDUCATION

- Students in grades 6 through 8 shall receive nutrition education as part of a sequential program that is coordinated within a comprehensive health education curriculum. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.
- To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into the standards-based lesson plans for students in preschool through 5<sup>th</sup> grade.

## GOALS FOR PHYSICAL ACTIVITY

- Students in preschool through grade 8 shall participate in daily physical activity (on occasion this is not possible due to weather conditions or use of the gym and at the discretion of administration and staff) that enables them to achieve and maintain a high level of personal fitness.
- Elementary and middle school students shall participate in physical education.
- The school shall provide a daily supervised recess period to elementary and middle school students. *(On occasion students may temporarily sit out of recess for a certain number of minutes to regroup due to a behavior issue. We will also be providing a "Lunch Bunch" if on occasion a student needs to complete or make-up homework in 4<sup>th</sup> – 8<sup>th</sup> grade.)*
- Students shall be provided opportunities for physical activity through a range of before- and after-school programs including intramurals, interscholastic athletics, and physical activity during our after-care program..

## GOALS FOR OTHER SCHOOL-BASED ACTIVITIES

### *Parent Partnerships*

- The school shall support parents' efforts to provide a healthy diet and daily physical activity for their children. This support shall begin in elementary school and continue through middle school.
- Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives. This information may be provided in the form of handouts or postings on the school website.

### *Healthy Eating Programs*

- The school's hot lunch program is subsidized by the government and contracted by the Archdiocese of Chicago. For more information about our hot lunch program, visit [www.fspro.com](http://www.fspro.com).
- **The school has eliminated sweet treats during the holiday classroom parties and as a celebration of birthdays.**

### *Physical Activity*

- Physical education shall be provided by trained staff members certified to teach physical education.
- Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.
- Physical activity facilities and equipment on school grounds shall be safe.

- The school is encouraged to work with the community to create a community environment that is safe and supportive of students walking or biking to school.

*Food or Physical Activity as a Reward or Punishment*

- School personnel shall be encouraged to use nonfood incentives or rewards with students and shall not withhold food from students as a consequence for student's actions.
- **It is up to the discretion of school personnel whether there is a reason to withhold participation in recess as a consequence for student's actions. It is the policy of St. Patrick School not to use this strategy regularly.**

**PARENT/GUARDIAN CONDUCT**

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

**SEXUAL HARASSMENT**

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

## GENERAL INFORMATION

### SCHOOL ADDRESS AND TELEPHONE

St. Patrick School  
15020 W. Wadsworth Road  
Wadsworth, IL 60083-9502

Phone: (847) 623-8446  
FAX: (847) 623-3119  
e-mail: [sps@stpatrickwadsworth.org](mailto:sps@stpatrickwadsworth.org)  
Web address: [www.spswadsworth.org](http://www.spswadsworth.org)

Absences MUST BE reported: (847) 623-8446, **Ext. 201** or e-mail teacher/office  
Innovation Learning (before & after school programs) telephone line: (847) 625-0034, **Ext. 211**, 2:30-6:00 PM

### DAILY TIME SCHEDULE

School Hours: 7:30 AM - 2:45 PM  
St. Patrick School Office is open from 7:30 AM-4:00 PM

### Arrival Schedule

- 7:30-7:50 a.m. / Official Drop-Off Time
- 7:50-7:55 a.m. /Late Arrival Drop-Off / School staff assistance will end at 7:55 a.m.
- **DROP OFF PROCEDURE:**
  - **7:30-7:50 (Official Drop-Off Time) - All families will be a part of our drop off line along the side of the building. Please follow the direction of supervisory staff waiting to assist students.**
  - **DO NOT PARK IN THE CENTER LOT**
  - Always have your student exit from the passenger side of the car so your child does not exit the car into moving traffic.
  - If your student needs assistance open his or her window. This is the cue for staff to come to your car to help your child. Please stay in your car so you are not stepping into moving traffic.
- **After 7:55 a.m.** there will be **NO St. Patrick School staff** at the drop-off along the building.
  - You may continue to drop-off along the side of the school building, watching to make sure your child enters the main school entrance safely.
  - **OR** you may park your car in the west Historic Church parking lot and walk your young child safely into the building. **DO NOT park in center parking lot.**
- 8:00 a.m. / Students who arrive after this bell **MUST** check-in at the school office for a tardy slip.
- 8:10 a.m. / Parent or guardian **MUST sign-in** a student who arrives after this time.

***Reminder: Students who are chronically tardy miss learning time and disrupt the classroom. If a student accrues more than two hours of tardy minutes in a trimester, the time may be made up after school. Please adjust your schedule in the morning so that students are on time.***

### Lunch / Recess Schedule

K-1 Recess	11:15-11:35	K-1 Lunch	11:35-12:00
2-3 Recess	11:45-12:05	2-3 Lunch	12:05-12:25
4-5 Recess	12:25-12:45	4-5 Lunch	12:05-12:25
6-7 Recess	11:50-12:10	6-7 Lunch	11:30-11:50
8 Recess	11:15-11:35	8 Lunch	11:35-11:55

### VISITORS & TEACHER MEETINGS

We welcome parents/guardians to visit our school, but each visitor must sign in at the office window and wear a visitor badge throughout the entire visit. First time visitors will be asked to show a driver's license. The office will photocopy it for our records. Meetings with teachers need to be scheduled to ensure that they are available at the time you stop by. Meetings can be arranged by email or through the school office.

**PARENTS ATTENDING SCHOOL TIME EVENTS**

We ask parents attending any event during school hours (i.e. K-5 parties, band concert, music assemblies) use the normal dismissal and pick up procedure rather than taking their student(s) at the end of the event. This reduces disruption to the classroom and maintains the safety of each child. Please do not stop by your students’ classrooms. Teachers are busy preparing for the end of the day.

**DISMISSAL**

Students are dismissed at 2:45. Students will be dismissed from their classrooms. Parents will park their vehicle, wait in line and enter through the stage door. *If you arrive at 3:00 p.m. or after, you must go to the office to pick up or child.*

**DISMISSAL SIGNS:** During our afternoon dismissal, ANYONE picking up students must have a colored St. Patrick School entrance sign to be allowed in the building. Make sure grandparents, babysitters, and both parents have a sign. For the security of our building and the safety of our children, if someone does not have a sign, they will not be allowed to enter. They must go to the front office to receive a sign after showing identification. They then can get back in line to retrieve their child or they may wait in the office if it is close to 3:00 p.m. Should that be the case, when all student names have been called through our dismissal procedure, the child will be paged to come to the office for pick up.

**\*PLEASE NOTE:** Afternoon supervision is provided until 3:00 PM. We allow 2 emergency “late pick-ups” (after 3:00 p.m.) If you registered with the after school program, Innovation Learning, your child will be sent to the program. We highly encourage all our families to sign up for this program. It could be very helpful to you in certain circumstances when you may be late. If you have not signed up with Innovation Learning and you have used your 2 emergency days, you will then be charged a \$25 late fee on your FACTS account.

**BUSSERS:** Bus students will be dismissed first. Students riding the bus MUST wait by the sign with their bus number on it. If students have a difficult time remembering their bus, they will be assigned a bus buddy.

**WALKER/RIDERS:** At the 2:45 bell the school will conclude the day with prayer and parents will be allowed into the Boehm Center doors at the Bell Tower (the stage doors). Please bring your family sign in with you. Your name will be called out and you will proceed around the gym to the middle doors (the Boehm Center doors). Your child(ren) will be waiting for you at those doors. You may then proceed to your car with your student(s).

**AFTER SCHOOL CARE:** Students in after school program, Innovation Learning, will be called to Dyer Hall and will follow the procedure of the program. *Innovation Learning has an afternoon program which runs from 2:45-6:00 PM. If you are unable to pick up by 3:00 PM please register for this program.*

**TUITION AND FEES**

**Registration Fees for Enrollment:**

- Family Enrollment: \$150
- Book Fees per child: \$200
- Technology Maintenance per child: **\$115**
  - These fees are subject to change each year.
  - There are additional fees at the beginning of the school such as Chromebook fees.

**Tuition is as follows:**

<b><u>ST. PATRICK PARISHISHER</u></b>		<b><u>ST. PATICK NON- PARISHISHER</u></b>	
One Child	\$ 3,650.00		\$ 5,775.00
Two Children	\$ 6,400.00		\$10,680.00
Three Children	\$ 8,725.00		\$15,585.00
Four Children +	\$10,925.00		\$21.695.00

### **St. Patrick Parishioner Tuition Rates:**

A "Parishioner" tuition rate is available for families who demonstrate a commitment to St. Patrick Parish. First and foremost, a Parishioner family regularly participates in the mass and the sacraments available to a Catholic family. A trimester report is prepared on participation in the mass (by reviewing utilization of offertory envelopes), total parish giving, and service in various ministries.

### **Required Parent Contract Commitments:**

ALL school families are required to participate in a St. Patrick School Parent Tuition Agreement Event. Tuition payments only cover two-thirds the operating costs of St. Patrick School. The remaining revenue is generated through various fundraising efforts. All school families are required to volunteer time to fund-raising activities and commit to this through the Parent Tuition Agreement with the school. This fundraising activity, as outlined in the agreement, does not fulfill any requirements needed for families to qualify for the Parishioner tuition rate.

Tuition payments are to be made in accordance with the schedule each family chose through the FACTS tuition program. This year all required beginning of the year school fees will be withdrawn from a family's FACTS account on August 15<sup>th</sup>. All families must set up an automatic withdrawal system.

1. Any circumstances prohibiting timely tuition payment MUST be brought to the attention of Susan Grum and are handled on an individual basis.
2. Tuition is due in accordance of your selected FACTS program. If tuition is not paid by the due date, a late fee will be charged (\$25 for each month.)
3. Families whose tuition is not current at the end of ANY term (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) will have chosen non-attendance for their child/children for the following term. Children will NOT be allowed to attend school until payment is made.
4. In January, pre-registration for the following school year will be accepted only if the tuition account is current.
5. Tuition packets for a new school year will be mailed in July to families whose accounts are paid in full.
6. Final tuition for all families is due in accordance with your selected FACTS payment plan. Report cards, awards, and diplomas will not be released until all accounts are paid in full.
7. Families of 8<sup>th</sup> graders whose tuition is not paid in full in accordance with your FACTS payment plan will not receive their student's diploma or report card.

This is what is in the tuition Contract:

1. ANY circumstances prohibiting timely tuition payment MUST be brought to the attention of Susan Grum and are handled on an individual basis.
2. Tuition is due in accordance with your selected FACTS program. If tuition is not paid by the due date, a late fee will be charged (\$25 for each month).
3. Pre-registration in January for the following school year will be accepted only if the tuition account is current.
4. Tuition packets for the following school year will be mailed during the month of July to families whose accounts are paid in full.
5. Final tuition for all families is due in April in accordance with your selected FACTS payment plan. Report cards, awards, and diplomas will not be released until all accounts are paid in full.
6. Families of 8<sup>th</sup> graders whose tuition is not paid in full in accordance with your FACTS payment plan will not receive a report card or a diploma.
7. **Afternoon supervision is provided until 3:00 p.m. If your child is not picked up by that time, you are not signed up with our After School program and you have used your 2 emergency late days, you will be charged \$25 to your FACTS tuition account**

### **ADMISSION POLICY**

St. Patrick School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. In admitting students to the school, preference will be given to parishioner families. Archdiocesan rules and regulations must be met.

It is the responsibility of the parent(s) to provide the school with a copy of their child(ren)'s baptismal certificate. The certified birth certificate is needed for each child entering St. Patrick School. The certified birth certificate must be the original from the county in which the child was born (not the hospital copy). Children entering Kindergarten must be 5 years of age on or before September 1.

Transfer student's records will be reviewed by the principal and teacher(s) before full-time student status is given. Ordinarily, 6th, 7th, and 8th graders will not be admitted unless new to the area or transferring from another Catholic school.

### **Priority of acceptance for Grades K-8**

Students in Grades K-8 will be admitted to St. Patrick School according to the following priority:

1. Children of parishioner families who have children already in attendance at St. Patrick School (includes Preschool).
2. Children of non-parishioner families who have children already enrolled in St. Patrick School.
3. Children of parishioner families according to length of active membership with St. Patrick Parish. The following criteria are taken into consideration: attends our preschool program, frequents Mass and the Sacraments, and regularly uses the parish weekly tithing envelopes.
4. Children of Catholic non-parishioner families from:
  - St. Patrick Preschool
  - other Catholic schools;
  - schools that are merging, consolidating, or closing;
  - schools not offering full programs or parishes with no school.
6. Children of Non-Catholic families – St. Patrick Preschool families given first priority.

### **SPECIAL CONSIDERATIONS**

St. Patrick School recognizes that in some instances, alternative educational placement must be considered. In the event that the Principal, in consultation with the Pastor and the teacher, determines that a regular classroom placement at St. Patrick School does not meet the child's educational needs, the parent(s) will be required to find alternative appropriate educational placement and/or services for their child, which may necessitate the child's removal from St. Patrick School. The child will not be allowed to reenroll in St. Patrick School unless it is determined by the Principal that the school can meet the educational needs of the child within a regular classroom setting, in conjunction with special services provided by a public agency if eligible. St. Patrick School shall follow all Archdiocesan Guidelines that govern such matters.

### **EXTENDED DAY THRU INNOVATIVE LEARNING**

St. Patrick School provides a Before and After School Program to our school families. They have a morning program from 6:30 – 7:30 AM. and an afternoon program from 2:45-6:00 PM. The program is held in Dyer Hall. Further information is available through the school website or in the main office.

### **AFTER SCHOOL CLUBS:**

St. Patrick School partners with Young Rembrandts (Art), Chess Scholars (Chess) and Afterschool Enrichment Solutions (Let's Build It) to provide students in Grades K-8 after school programs that enhance their learning experiences.

### **PARENT INVOLVEMENT**

Parents provide a large and indispensable contribution in making our school a productive educational experience. Our parents may volunteer as: classroom helpers, pizza day helpers, field trip chaperones, coaches, and/or room parents. Parents are asked to refrain from bringing their younger children with them when volunteering during the school day. We ask this so that your full attention is paid to school-age children.

As per the Archdiocese of Chicago's Office of Catholic Schools, all parents volunteering to interact with the students in the school or for a school function MUST fill out a Criminal Background Check, a CANTS form (DCFS background check), a Code of Conduct form AND go through a Virtus training session. \*Directions are posted on our website. (Guest speakers are excluded.) There may be times during the school year that parents are welcomed into the classrooms. Meeting this requirement allows you to participate in any classroom special event.

It is important to note that parents working in classrooms have access to confidential information concerning the behavioral and academic progress of our children. Discretion should be used in discussing the difficulties involved in that progress. ***Parents should not use their cell phones or take pictures or video of students while working in the classroom.*** It is recommended that parents work in a classroom other than that of their child/children. The teachers also make room mother/father selections in order that the opportunity may be rotated to those interested parents. The responsibilities of the room mothers/fathers and the events in which they aid the teachers are outlined in the following section.

Room mothers/fathers act as coordinators for parties which Grades K through 5 have during the course of the year. Each teacher will contact his/her room mothers/fathers to arrange a meeting to discuss topics such as planning and playing games, physical presence at parties, etc. The end-of-the year celebrations are called Field Days. Our P.E. teacher solicits volunteers. Parents can also sign up on the Parent Association volunteer form.

**Kindergarten through 5<sup>th</sup> Grade Parties** – Parties will begin at 1:30 PM and end promptly at 2:30 PM. Room Parents are asked to arrive no sooner than 1:15 PM. Parties: Halloween, Christmas, Valentine's Day, St. Patrick's Day. Food and drink treats will no longer be a part of holiday parties due to the number of food allergies **and the Archdiocese of Chicago / St. Patrick School Wellness Policy.**

The 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students do not have class parties. However, they will have the opportunity to participate in school dances (three throughout the school year).

### **PHOTOGRAPH/VIDEO RELEASE**

At times during the school year, students may be photographed or videotaped for use in program displays or in newspaper stories about the school. These materials will be used only for appropriate and legitimate purposes. If you have any questions about, or limitations of this release, you may make a note on the Agreement page of this handbook. St. Patrick School asks that you sign a release form if you desire not to have your child photographed or videotaped.

## **SCHOOL REGULATIONS**

### **DRESS CODE**

At St. Patrick School, we promote a positive atmosphere that respects the dignity of each person, reduces competition, and directs attention to learning and growing in an environment that supports our Christian values. Grooming & clothing make a statement about a person.

**The staff of St. Patrick School relies on parents to be the first monitors of the student dress code.**

### **ALL STUDENTS WILL BE IN FULL UNIFORM THE FIRST DAY OF SCHOOL.**

Girls must wear the Dennis Uniform skirt (skirt length must stop at the knee) or navy uniform pants (with logo), with a light blue polo or oxford shirt - long or short sleeved- AND a Dennis Uniform navy vest with SPS logo.

Boys must wear Dennis Uniform navy pants (with logo), with a light blue polo or oxford shirt - long or short sleeved- AND a Dennis Uniform navy vest with SPS logo.

### **GIRLS**

#### **Kindergarten-Fifth Grade**

Dennis Campbell plaid skirt (additional 4 inch length available if length does not stop at the knee) OR Dennis navy pants (with logo), Dennis navy vest with SPS logo, Powder blue polo shirt or oxford shirt (long or short sleeved)

## **GIRLS**

### **Sixth-Eighth Grade**

Dennis navy skirt (additional 4 inch length available if length does not stop at the knee) OR

Dennis navy pants with logo, Dennis navy vest with SPS logo, Powder blue polo shirt or oxford shirt (long or short sleeved)

## **BOYS**

### **Kindergarten- Eighth Grade**

Dennis navy pants with logo- any style, Dennis navy vest with SPS logo, Powder blue polo shirt or oxford shirt (long or short sleeved)

**Cardigans/Sweatshirts (optional):** Boys/Girls: Dennis navy cardigan sweater with SPS logo may be worn in place of vest. **Blue polo shirt must be worn under cardigan.**

Boys/Girls: Dennis navy ¼ –zip sweatshirt with SPS logo may be worn in place of vest. **Blue polo shirt must be worn under sweatshirt.**

**If the weather is extremely hot or cold, adjustments to the policy will be made.**

**Shorts (optional):** Boys/Girls: Dennis Uniform shorts only (navy) may be worn from May 1<sup>st</sup> September 30<sup>th</sup>.

**Shoes:** ***Solid black, low cut, well maintained athletic, tie shoes or rubber-soled, black leather Mary Jane shoes. No other color will be allowed in logos, striping, shoelaces or sole.*** (Kindergarten thru 2<sup>nd</sup> grade may wear Velcro closures.) Students must change into their gym shoes for PE class.

**Socks:** white, navy, gray or black socks – girls may wear white, navy or gray knee-high socks or tights (no layering). **Minor color trim at the tops of socks will be allowed. Leggings and flannel pants are allowed only during recess for warmth.**

**Undershirts:** If a student wears a t-shirt or undershirt under their clothing, it must be solid white without any imprinting **and it must be short-sleeved.**

**Name Tags:** The name tag is part of the dress code and all students must wear their name tags every day. All students must wear their name tag on their collar. They will be given out in the morning in the classrooms and then will be collected at the end of the school day. Students are asked to be responsible for their own name tag. The first name tag is provided free to the student. However, there will be a \$5.00 charge for a replacement (damaged or defaced). There will be no decorating of the name tag.

**Jewelry:** Simple items such as a watch, bracelet, necklace (religious medal) and a ring may be worn. Girls may wear button earrings ***only***. Boys may not wear earrings.

**Maintenance and Fit:** Uniforms must fit properly, including skirts which **comes at least to the knee**. Oversized and tight-fitting clothing is not permitted. **Worn or ripped clothing must be replaced.** All polos/oxfords should be long enough to be tucked into the waistbands. Hem lines need to be mended when they begin to fall. Uniforms need to be laundered regularly.

**All clothing should be labeled with the student's name. Uniform clothing must be kept neat and laundered. Torn, stained, or faded uniforms must be replaced or repaired.**

**Grooming:** **Girls:** Hair must be natural color, no artificial coloring or color streaks. (Students will be referred to the principal if they do not comply.) Hair must be kept clean, neat, and well groomed. No colored extenders or hair feathers. Headbands and bows are acceptable. Clear nail polish only in K-5.

**Boys:** Hair must be a traditional cut, natural color, clean and well-groomed. A traditional haircut means hair must be tapered at the sides and back by no more than 1-2", less at the neck, at



least ½ of the ear is visible and no longer than the middle of the forehead. Boys developing a mustache/beard should shave. Students will be given a warning and are expected to comply within five days of the request.

**Both:** **Extreme** or **fad** hairstyles are unacceptable.

**Junior High Girls** may wear foundation, cover-up. NO MASCARA, EYESHADOW, LIPSTICK. **Girls in 6-8<sup>th</sup> grade may wear nail polish.**

**Gym Uniforms:** Grades 6-8: The gym uniform must be purchased through Dennis Uniform Company. It consists of a gray t-shirt and navy mesh shorts OR sweatpants, with the school logo. Choose which pieces your child will be comfortable in for indoor or outdoor gym class. ALL PHYSICAL EDUCATION APPAREL MUST FIT PROPERLY. Improperly fitting clothing (excessively tight, loose or too short) will affect their ability to fully participate in gym class. School shoes are not allowed to be worn for gym class. A clean pair of non-marking athletic shoes is required. They must tie; slip-ons are not allowed (velcro closure sneakers are acceptable for kindergarten). Uniforms should be laundered on a weekly basis. Gym classes will be held outside from August through November and then again from March through June, weather permitting. We ask that you send your child dressed appropriately.

**Scout Uniforms:** Only scout uniform tops or vests may be worn to school on scout days.

It is the desire of the administration and the Board of Specified Jurisdiction to incorporate a uniform policy that provides structure (uniformity) and ensures compliance on the part of parents and students.

If there is a question, you may contact the office. Final decisions rest with the administration. Students are to arrive and depart the school grounds in their school uniforms. Exceptions will be made for those students participating in some **school-sponsored** field trips or sports immediately following school hours.

If a student is not in compliance with any part of the uniform policy, he/she will be (1<sup>st</sup> Time) be given a warning by homeroom or classroom teacher (2<sup>nd</sup> Time) an email notice will be sent to parents (3<sup>rd</sup> Time) student will be sent to the office in the morning. Parents will then either receive an e-mail or phone call requesting that the clothing or other issue (hair, shoes, etc...) be adjusted. In some cases, parents may be called immediately to bring a new uniform to school. Families will have one week to comply with the uniform code. After one week, if the student is not in compliance, further action will be taken.

**Dress Down – TOPS Only Days:** Dress Down –TOPS Only Days coincide with our monthly pizza days on the first Friday of every month (with the occasional exception.) Uniform pants/shirts/shorts including socks and shoes will be worn with tops of students' choice. Shirts must extend below the waist and include sleeved/crew necked t-shirts with appropriate neckline, and shirt material must be solid, not sheer. Messages on shirts should be positive and Christian. St. Patrick School spirit wear is encouraged.

**Special Non-Uniform Days:** On occasions students will be given special non-uniform days. Clothing on these special non-uniform days may **include jeans, sweats, athletic shoes and sandals with backs.** During the **appropriate seasons (May 1 – September 30), only uniform shorts** may be worn. Shirts must extend below the waist and include sleeved/crew necked t-shirts with appropriate neckline, and shirt material must be solid, not sheer. Messages on shirts should be positive and Christian. St. Patrick School spirit wear is encouraged. Pants should fit properly (not tight, oversized, or wide-legged). **If girls choose to wear a skirt/dress to school, it must not come more than 1” above the knee. Shorts, yoga pants, leggings, are NOT allowed.** Sports/wind pants, sweatpants, capris and jeans are allowed. Parents will be called if clothing is not appropriate for school.

**School Function Dress Code:** (i.e.: religious ceremonies, band concerts, Mass, etc.): St. Patrick School encourages students and their families to dress appropriately (boys – dress shirt, pants, and a tie; girls – pants, modest dresses or skirts). Please remember that your choice of dress is a reflection of the family and school.

**Field Trips:** School uniforms are generally worn on all field trips. Should certain trips allow for non-uniforms, students should follow the *Special Non-Uniform Code* written above. The 8<sup>th</sup> Grade End-of-Year Class Trip requires students to also follow the *Special Non-Uniform Code*. More information will be given prior to the trip.

## SCHOOL HEALTH REGULATIONS

All children need to be in full compliance with the following State Legislation and Immunization Timetable:

1. Physical examination plus immunization for whooping cough, tetanus, diphtheria, measles, German measles, mumps, polio, chickenpox, and lead screening for each child immediately prior to, or upon their entrance into Kindergarten or the first grade.
2. Physical examination plus booster doses of the below immunizations for all children entering sixth grade.
3. The physicals should include a tuberculin test.
4. Report of dental examination is mandatory for children entering kindergarten, second and sixth grades. These reports are due by May 30<sup>th</sup> of the present school year.
5. Report of eye examination is mandatory for children entering kindergarten and any school-age students new to Illinois. These reports are due by October 1<sup>st</sup> of the present school year.

### Immunization Timetable

IMMUNIZATIONS	PRIOR TO PRE-SCHOOL OR NEW TO ILLINOIS	PRIOR TO KINDERGARTEN OR NEW TO ILLINOIS	PRIOR TO 6 <sup>TH</sup> GRADE OR NEW TO ILLINOIS
Diphtheria, Tetanus, Pertussis DTP/DTaP Tdap	4 Total Doses --	5 Total Doses --	5 Total Doses 1 Dose ( <b>Tdap</b> )
Polio IPV or OPV	3 Total Doses	4 Total Doses	4 Total Doses
Measles, Mumps, Rubella MMR	1 Dose	2 Total Doses	2 Total Doses
Haemophilus influenzae type b Hib	Refer to ACIP Hib series schedule for Children 24-59 mos. <b>Children without series must have one dose after 15 months of age</b>	No Requirements	No Requirements
Pneumococcal Conjugate Vaccine PCV 13	Refer to ACIP PCV series schedule for Children 24-59 mos. <b>Children without series must have one dose after 24 months of age</b>	No Requirements	No Requirements
Hepatitis B	3 Total Doses	No Requirements	3 Total Doses
Chicken Pox Varicella	1 Dose	2 Total Doses	2 Total Doses
Meningococcal Conjugate	No Requirements	No Requirements	1 Dose

If there are any further questions about vaccine schedules or requirements for Illinois please refer to the IDPH website or consult your pediatrician.

The above schedule includes the current recommendations. Any dose not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. The

combined vaccine is usually preferred over separate injections of its equivalent component vaccines (MMR). Dose considerations should include assessments made by your provider.

There is a new Physical form with the following changes:

**Lead Risk Questionnaire:** Required for Kindergarten and if indicated a blood test to be done.

**Emergency Action:** For those with urgent medical conditions (Seizure, asthma, allergy, bleeding problem, heart condition, diabetes) to be completed by your Physician.

**Physical Education:** Must be completed by your medical provider for your child to participate in any interscholastic sport at St. Patrick for this year. Please also make sure to entirely complete the **Parent Questionnaire/Health History** on the back of the Physical Form. If a child has to miss a physical education class, a doctor's note must be provided.

While it is not required by law that parents release information regarding their child's medical conditions, please keep in mind that some of this information may be beneficial to provide to the school as the child is in the school's care for a large portion of the day.

### **HEALTH AND SAFETY**

To attend our Preschool or Kindergarten classes all students must be toilet trained.

Vision and hearing tests are provided each year by the Lake County Public Health Department. We ask that you comply with their recommendation if further examination is required.

#### **Illness:**

A child who has symptoms of a **communicable disease** should be kept at home. Parents should notify the Lake County Health Department and the school principal when there is even a suspected case of contagious disease. If your child is found to have a contagious/communicable illness, the school requires a doctor's note for readmission to school, i.e. strep requires your child to be on medication for 24 hours before coming back to school.

**When a child has been out sick and / or with a fever, the child should be fever free and / or vomit, diarrhea free (without medication) for 24 hours before returning to school.**

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment but successful treatment should kill crawling lice.

When a child is suspected of having **conjunctivitis (pinkeye) or having impetigo**, the parents are asked to remove the child from school and get immediate treatment. A child with pinkeye needs to be on medication for at least 24 hours before returning to school, AND no redness or discharge can be present in the eye or outside the eye. A child with impetigo needs to be on oral medication for at least 24 hours or topical ointments for at least 48 hours.

If your child **becomes sick at school or has an accident**, you will be notified. Each child is required to have an Emergency Information Card on file in the school office.

***The Archdiocese has a policy against any school dispensing medication to a child in school. The only type of medication that will be dispensed is in lifesaving situations. Other medications such as antibiotics should be dosed before and after school hours. Children are not allowed to bring any medication (including cough drops, aspirin, etc.) to school. Parents are allowed to come to the school office in order to give their child(ren) medication including Dramamine before a field trip.***

***If a student requires a medical aid such as crutches, boots, slings, etc., a doctor's note must be provided to the school.***

## **Diabetes Medical Management Plan:**

(as described by the Center of Disease Control and Prevention)

No two people manage their diabetes in the exact same way. Some students manage their diabetes independently. But younger or newly diagnosed students may need help with all aspects of their diabetes care. For this reason, doctor's orders for school care need to be specific for student. The American Diabetes Association has partnered with the National Diabetes Education Program to create a DMMP template that can be customized for every student.

- [Download the sample DMMP as a PDF.](#)

When using one of these templates, make sure that you modify it for the student and take out portions that do not apply to your student. The DMMP should be updated annually or whenever the child's regimen, level of self-management, or school circumstances change.

Parents/guardians are responsible for getting their child's completed and signed Diabetes Medical Management Plan (or doctor's orders) from their child's diabetes care provider. They should then give the DMMP to their child's school to implement and carry out doctor's orders. It should explain all the necessary elements of care and assistance.

## **Concussion Management Plan:**

A concussion is a type of traumatic brain injury that can have a serious effect on a young, developing brain. While most children and teens with a concussion recover quickly and fully, some will have concussion symptoms that last for days, weeks, or even months. A concussion can happen at home, school, or play. St. Patrick School follows the State of Illinois' policy on concussion management.

**Education:** St. Patrick School educates our Athletic Director, coaches, administration and staff through a concussion information sheet. Our *St. Patrick School Athletic Handbook* has specific definitions on concussion symptoms and guidelines on concussion protocols that are to be followed concerning our athletes.

**Remove Athlete from Play:** An athlete who is believed to have a concussion is to be removed from play right away. A student who may indicate symptoms of a concussion from an accident during school hours will have their parents notified and depending on their condition may be sent home. Those diagnosed with a concussion need to have a concussion plan from their doctor as to what a student is able to handle as an athlete and/or with school work.

**Obtain Permission to Return to Learn / Play:** A student/ athlete can only return to play or practice after at least 24 hours and with permission from a health care professional.

## **ATTENDANCE**

### **DAILY ATTENDANCE**

We stress very strongly the importance of children attending school on a daily basis. Frequent absences jeopardize the effectiveness of any educational program. We realize some absences are unavoidable and indeed necessary for the child's health; however, we do ask that parents be aware of the importance of daily attendance at school for the academic and social development of their children. We also stress the importance of arriving to school on time. It is vital to the peaceful start of a student's day that students arrive between 7:30-7:50 a.m.

### **COMPULSORY SCHOOL ATTENDANCE LAW**

Parents need to know that all students in Lake County area schools are expected to attend school every day. The Compulsory School Attendance Law states that whoever has custody or control of any child between the ages of 6 and 16 years must send the child to a public or private day school on a regular basis.

## **UNEXCUSED ABSENCES**

Valid causes for an absence include illness, observation of a religious holiday, shadowing at Catholic high school, death in the family, a family emergency and doctor or dentist appointments (try to avoid scheduling appointments during the school day.)

Students with excessive absences will be referred to the Lake County Superintendent of Schools' PROJECT P.A.S.S. ***If a child exceeds the 5% limit***, a doctor's note will be required for any absence thereafter or depending on the number of absences, retention may be recommended. We do ask that parents try to plan vacations during scheduled school breaks. Although the parents must make the final decision regarding a child's absence, the principal and the teacher are glad to discuss the probable effects upon the child.

Students who participate in the "Take Your Child to Work" day will be marked absent for the **day**. Students who shadow at a Catholic high school or who attend a funeral will receive an excused absence.

## **PARTICIPATION IN AFTER SCHOOL EVENTS**

Students who are absent from school for all or any part of the school day because of a doctor or dentist appointment will be allowed to participate in any practices or school-sponsored activities held after school or during the evening of the day of the absence without the principal's permission. If a student is absent for a full or partial school day for any other reason they may not participate.

**Students who are not allowed to participate in P.E. class due to an illness or injury, may not participate in a sporting event held after school.**

## **EMERGENCY DAYS**

Remember to take into consideration the Emergency Days scheduled at the end of the school year and avoid making any plans on those days. They are there in case school days must be made up due to possible school cancellations throughout the year.

## **TARDINESS**

Students must be at their desks by 8:00 A.M. If students enter after this time, they will be marked tardy. Morning announcements and morning prayer begin promptly at 8:00 AM. If students miss class work due to tardiness, it is their responsibility to make up the work.

Our last morning bell rings at 7:55 A.M. Our school day is dependent on public school bus transportation. Therefore, we ask that children be brought to school prior to the bell. Coming late to school disturbs the other students, delays the teachers, and fails to set a positive example of promptness. Chronic tardiness will be addressed in a phone call from the school office. (\*See Attendance paragraph above.) There will be NO school personnel outside after 7:55 a.m. Parents must take responsibility of ensuring their child enters the school building safely after the 7:55 a.m. bell.

Students will be marked tardy as of 8:00 a.m. Students that continue to be excessively late to school will be reported to the Lake County Superintendent of Schools' Office as a truant for further action. School administration may decide that a student make up the time after school.

## **EARLY DISMISSAL**

A written request, phone call (or email) for early dismissal is necessary.

## **TRANSFERRING PROCEDURES**

If it is necessary to transfer your child from St. Patrick School, a release of records form must be signed at the new school of attendance. Records will be forwarded upon the receipt of this form. All fees must be paid before records are sent.

## **APPOINTMENTS**

If you would like to meet with a teacher or the principal, please e-mail the staff member directly. Our teachers meet as a team with parents who request a conference. The number of teachers present depends on the grade level. This provides a parent with a comprehensive report of a student's progress in all areas. Our conference schedule is very busy before and after school. **Therefore, it is important to schedule the conference (no drop-ins please). Your promptness is appreciated.**

## MESSAGES

Teachers are not called to the phone during school hours. Parents should leave word with the school office if they wish to have a teacher call. Messages to children must be limited to emergencies. All arrangements for lunch, after school play, and special appointments are to be made with the child before he/she leaves home.

## GRADUATION REQUIREMENTS

All tuition, book fees, and library fines, etc. must be paid in full and all academic requirements must have been fulfilled in order to graduate (this includes passing both the U.S. Constitution Test and the State of Illinois Constitution Test with at least 66%).

## BEHAVIOR EXPECTATIONS

### SCHOOLWIDE EXPECTATIONS:

**Respect:** Students are expected to conduct themselves in a Christian manner. Good manners, courtesy, and proper etiquette are expected when collaborating and interacting with peers, guests, and authority figures. School and other personal property should also be treated with care and consideration at all times.

**Responsibility:** Complying with expectations, accepting the consequences of one's actions, and making appropriate choices are crucial to developing self-discipline. This includes being on time for school and classes, completing homework and assignments on time, being prepared with all necessary instruction materials, following school rules and participating in class discussions and activities.

**Safety:** Being responsible for one's own safety and the safety of others is crucial to creating a healthy atmosphere. Following school policies in the classroom, lunchroom, playground, hallways, bus, and church allows for a safe climate necessary in a positive environment.

**Kindness:** Children are expected to understand the virtue of kindness and compassion for others. This is shown in a variety of ways. At all times students should treat others the way they want to be treated. *This is simply, "The Golden Rule" and leads to a more PEACEFUL environment.*

**Honesty:** Truthful representation and integrity is essential to creating a positive school community. This includes telling the truth, taking ownership of one's actions, and refraining from cheating and plagiarizing. Cheating includes copying another's assignments/notes/quizzes/tests, allowing another to copy off of you, or using any material on a test/assignment not specifically allowed by the teacher. Plagiarizing includes presenting others' work as your own or using published/copyrighted work without giving credit to the author or publisher.

### **Behavior Expectations for Peaceful Environment:**

#### **Classrooms:**

- Each teacher is to develop his or her behavior expectations based on the age of their students.
- Grades K-3 and 4-8 are to develop similar Discipline Plans for their classrooms.

#### **Arrival:**

- The bell will ring at 7:48 which will signal all homeroom / classroom teachers to go to the Boehm Center to pick up their students and have them in their wings by 7:50.
- No Chromebooks, Toys, Games, Food or Water Bottles are allowed while students wait. They may take out a book to read or sit and "chit chat" with classmates.
- Students will sit in the Boehm Center with their grade level.
- Students will line up by their homeroom / classroom teacher and walk out of the gym.

**Dismissal:**

- Bell rings at 2:35 for students to prepare for dismissal. Bus students are dismissed at 2:40
- Students return to their classrooms and sit down... No wandering around the classroom, hallway or blocking the doorway. No trips to the bathroom.
- Students remain seated for prayer at 2:45.
- Teachers will stand in their doorways to monitor both students in their classrooms and those leaving.
- Doors close at 3:00 and all other students going to after school programs leave.
- 3:05 all other students are sent to the office.

**Hallway:**

- When changing classes in the JH and 4/5 hallway students must keep a normal voice.
- When all students are in common hallways, the noise level should be a whisper.
- K-3 teachers can use the finger signal to indicate quiet.
- All students must stay to the right to alleviate congestion.
- Tell students to use the right handrail when coming down the stairs.
- Teach children to make eye contact with adults and greet someone when they speak to them.

**Lunchroom:**

- Students may sit where they like UNLESS they do not use appropriate behavior and then teachers may move a student.
- They should use level 3 / conversation voices.
- They may not throw food or drink.
- They are to clean up their personal area before leaving the lunchroom
- They are to raise their hand to ask for help or permission to get up.
- Grades K-5 garbage will come to them.

**Playground:**

- Students are to keep their hands and feet to themselves. Physical pushing, shoving or any harmful actions are not allowed. Logical consequence is to be removed for a period of time. Students physically fighting should be sent to the office.
- JH recess...students are not allowed to play on the rectory grass, in the church garden or on the concrete along the Boehm Center.
- Students are not allowed to go past the cones (by the flagpole) to play or to retrieve balls. Students are to inform teacher to retrieve balls.
- NO food or drink is allowed outside
- Outside voices are allowed
- When the whistle blows all students are to line up by homeroom / classroom.
- Students walk into the school in a line with (hallway) whisper (Level 1) voices.

**Church:**

- Student buddies are to use whisper voice level. Older buddies are to help their little friends to whisper.
- Students are to bless themselves when they enter the church, genuflect and wait quietly for instructions from musical director.
- Musical director will tell students to kneel down for a brief moment of prayer before Mass starts.
- Kneelers are to stay down until students get up for communion.

- Students should create prayerful hands going to and from receiving communion. Raise hand up to receive the Eucharist.
- We will genuflect as one group. We will dismiss by class. Students are to leave quietly.

### **Bathrooms:**

- Use the facilities quickly and respectfully. Flash the toilet.
- Students are to wash their hands and throw paper towels away in receptacles.
- Teachers / Aides should randomly check bathrooms.

## **SOCIAL – EMOTIONAL LEARNING PROGRAM**

### **SECOND STEP**

St. Patrick School will be implementing a new Social-Emotional Learning curriculum, *Second Step*. *Second Step* is a research-based social-emotional learning program that has improved the lives of over 14 million students worldwide every year. In our classrooms from early learning through grade 8, students will be taught invaluable skills that will help them navigate their way through school as well as their community. *Second Step*'s age-appropriate games, activities, and media will engage students and set children on a path to lifelong success.

*Second Step*'s Social-Emotional Learning (SEL) will give students the tools to excel in and out of the classroom. The program has been known to see even the most challenging students make progress in emotion management, situational awareness, and academic achievement. When students are better equipped to manage their own emotions, form healthy relationships, make good decisions, and cope with everyday social and academic challenges, they're better equipped to learn.

## **DISCIPLINE PLANS**

### **DISCIPLINE PHILOSOPHY- Revised June, 2015**

God has entrusted us with His children and charges us to prepare them to be responsible, effective members of the Roman Catholic Church and citizens of the United States. Discipline is at the very core of this educational enterprise. The administration, faculty and parents create a partnership in teaching the students of St. Patrick School the expected and appropriate behaviors. Those behavioral concepts are listed above. When students make a poor choice the appropriate and natural consequence will be given based on grade levels. St. Patrick's goal is to make both our behavior matrixes and discipline plans flow from grade level to grade level so expectations and consequences are age appropriate.

### **Disciplinary policy for grades K-3**

Our goal is to create optimum learning opportunities in which all students can feel safe and succeed in gaining knowledge and growth.

**Step One:** Teacher and students will collaborate on a set of rules necessary for the safety and well-being of the students. These rules cover our school-wide expectations of Respect, Responsibility, Honesty and Safety. They are discussed and explained in developmentally appropriate terms.

**Positive Behavior Incentives:** The students (or class) that display values consistent with our rules and Christian values will have opportunities to earn rewards such as prizes, certificates, tickets, free time, classroom privileges, etc.



**When dealing with rule infractions such as:**

- Disrespect of others or their property
- Disrespect of school property
- Excessive or loud talking at inappropriate times
- Loud or inappropriate behavior in the hall, classroom or lunchroom
- Purposeful disregard of classroom rules and policies

Teachers will issue a verbal warning or visual reminder (such as a clip chart, a color card chart, punch cards, or check mark system) and redirect the students involved. Consequences due to excessive inappropriate behavior may include:

- Loss of classroom privileges
- Parent contact or notification when behaviors have become excessive or when deemed necessary to best help students achieve success.

**4-8 Grade Discipline Plan**

In keeping with the expectations of the Archdiocese of Chicago, the goals of our discipline policy are to form and guide students' conduct to help them take responsibility for their actions and to serve as Christian models to help them make appropriate choices. Our disciplinary policy for 4-8 graders consists of positive reinforcement for proper behavior, and redirection and logical consequences for poor behavior choices. Our goal is to establish a peaceful learning community in which all students are provided with an opportunity to gain knowledge and become productive members of our school society.

**First Step – warnings and redirection:** In dealing with minor behavior infractions, teachers will issue a reminder of expected behavior to the class or individual student, and an explanation of why this expected behavior is essential to the school environment. The teacher will then determine and implement a logical consequence for any individual behavior. For example, if a student is talking excessively in class, the logical consequence is that his/her seat is moved away from his/her classmates. The logical consequence of loud or inappropriate behavior in the lunchroom is loss of the privilege of eating in the lunchroom. Parents will not be informed of these minor infractions, redirections and logical consequences unless further infractions occur.

**Step 2 – demerits:** Demerits will be issued if a student fails to comply with a teacher's warning and redirection. A demerit is a formal, written warning that will be emailed home to the child's parents. For example, if a student is talking excessively in class and has already experienced the logical consequence of being moved away from his/her classmates, but he/she continues to talk and disrupt the class, a demerit will be issued. The email sent home will include a description of the initial incident, an explanation of the redirection and logical consequence, and a description of the continued behavior, which led to the demerit.

The following behaviors have been reviewed multiple times with students as unsafe or disrespectful, and are grounds for an automatic demerit without redirection. They include but are not limited to:

- Swearing
- Abusing the school, church, and playground environment, or the personal space or property of others
- Gum Chewing
- Going to locker/bathroom/drinking fountain/any other area of the school at an inappropriate time or without permission
- Failure to comply during emergency drills
- Failure to comply with teachers' warnings and re-directions
- Irreverent behavior at mass
- Behavior so disruptive as to require removal from the classroom

**Step 3 – detentions:** A student will be required to serve a detention once three demerits have accumulated. Detentions may also be issued for even one occurrence of more serious offenses, including but not limited to:

- Excessive/extreme disrespect toward another student or teacher
- Having a cell phone on one's person during the school day
- Inflicting harm upon other students, or other reckless behavior
- Cheating/Plagiarism (other consequences are discussed in a section on Academic Honesty)
- Theft
- Damage to either school or personal property
- Misusing either school or personal electronic devices

Parents will be notified of the date and time of detentions through email. Detentions are held on Thursdays from 3:00-4:00 PM. Students will spend their detention time filling out a self-conduct form that will be used for goals for self-improvement. The detention teacher will hold a conference with the student to discuss the new plan of action. Additionally, if a student is on a sports team, the detention will cause that student to be ineligible for the following week, from Monday through Sunday.

**Step 4 – Disciplinary Conference:** For every three (3) detentions a student is issued during a single trimester, or for serious infractions of school policy, the student and his/her parents will have a Disciplinary Conference with the Principal. The Conference will determine a course of action that may include suspension or expulsion. This will also result in the removal from any sports team. Certain behaviors may require immediate suspension. These decisions are made by the administration. Serious infractions include, but are not limited to:

- Accumulation of three (3) detentions (or 9 demerits)
- Battery, physical fighting, or aggression
- Arson/attempted arson
- Bomb threats
- Distribution, use, or possession of any illegal substances, including alcohol, prescription or nonprescription drugs, and paraphernalia
- Possession, exploration, or distribution of pornographic material in any manner
- Sexual harassment
- Sexual misconduct
- Indecent exposure
- Inciting violent acts
- Misuse of fire alarms or safety protocols
- Possession or use of weapons or any device intended to inflict or threaten harm

In the event a serious behavior infraction occurs, the following disciplinary measures may be imposed, progressively or simultaneously as the situation warrants, by the administration, with assistance from teachers, other school personnel, pastor, parents, and local authorities, as necessary.

- Immediate contact with appropriate authorities and parent/guardian
- Appropriate documentation of event will be completed. This documentation will be retained in the student's file throughout his/her tenure at St. Patrick School.
- Withdrawal of school privileges
- Athletic/Extracurricular ineligibility
- Up to 5 days of in or out of school suspension
- Restitution
- Consultation/Referral to appropriate sources: outside agency or civil/legal authority
- Grade adjustment (for academic violation)
- Probation
- Required psychological evaluation
- Expulsion

**Academic Honesty:** Because of the seriousness of this issue, cheating and/or plagiarizing will be handled in a different manner. All students caught cheating (giving or receiving answers) or plagiarizing will be given an automatic detention and will receive a grade reduction on the assignment at the discretion of the teacher, taking into account the severity of the violation. Multiple instances of cheating or plagiarizing will result in a Disciplinary Conference.

**Late/Missing Work Policy:** Students are expected to turn in their homework on time. Students who do not have their homework assignment on its due date will receive a 10% reduction in grade. If the assignment is not turned in the following day, they will be required to attend Homework Room during lunch and recess. Students must turn in all work at the end of the lunch/recess period in order to receive any credit. Parents and students should check Powerschool and homework website/apps regularly to be aware of upcoming and missing assignments. Teachers ask that parents contact their child's teacher should there be any unforeseen circumstances the night before or if a student has spent more than 2 hours on homework and was not able to complete everything. *Participating in sports or other extracurricular activities is not an excuse for incomplete homework.*

**Uniform Compliance:** Students are expected to comply with the requirements outlined in the handbook. Teachers will follow the procedure outlined in that section for students who fail to comply. If a problem continues after parents have been notified by the office, the student will lose the privilege of participating in the following month's Pizza Day Dress-Down Day.

#### **POSITIVE BEHAVIOR INCENTIVES: Invest in Your Education**

The 4-8 teachers have developed a system of positive behavior incentives to encourage and reward students who display personal responsibility and behavior consistent with our Christian values.

At the start of each trimester, students will receive 12 "Buzz Bucks." These "Buzz Bucks" can be used in two ways:

1. Students can use these "Buzz Bucks" as locker, bathroom, or hall passes, at the discretion of the teacher.
2. At the end of the trimester, students may put any remaining "Buzz Bucks" into raffles for one of several prizes that will be raffled off. Examples of prizes may include a small gift card, a dress down day, or first choice seating on the bus for the next field trip.

In addition to the "Buzz Bucks" received at the start of each trimester, students will be able to earn additional "bucks" for exceeding their teacher's expectations.

### **ANTI-BULLYING POLICY**

Bullying is contrary to Gospel values and has no place in any Catholic school. As Catholics we believe in the dignity and respect of each individual created in the image of God. Intimidation or disrespect of any person is unacceptable in the Catholic school community. **Bullying is not to be confused with peer conflict which is generally considered normal disagreements that occur as children interact with other children.** Illinois House Bill 5707 states that all schools must define bullying behavior and clearly state it is contrary to state law and school policy.

**Bullying Definitions:** At St. Patrick School bullying is defined as a persistent, repeated, and/or chronic pattern of aggressive physical, verbal, written, and/or psychological behavior that is intended to harm another. Bullying can take many forms including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation of asserting or alleging an act of bullying.

**Cyber bullying** can include all of the above as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos, or videos.

Included in this definition are alternate forms of aggression to include relational, indirect, and social aggression.

- Relational aggression includes acts that “harm others through damage (or the threat of damage) to relationships or feelings of acceptance, friendship, or group inclusion.”
- Indirect aggression allows the perpetrator to avoid confronting their target.
- Social aggression is intended to damage self-esteem or social status within a group.

**ANTI-BULLYING POLICY – BULLYING WILL NOT BE TOLERATED AT ST. PATRICK SCHOOL**

School personnel intervene daily in the lives of students, reminding them of school rules, establishing limits, and imposing sanctions and consequences when appropriate. However, because bullying behaviors are malicious, often covert, and usually repeated over time; dealing effectively with such behavior demands a consistent school wide response as well as parental involvement. Both teachers and parents should be in regular contact with one another if bullying issues occur at school.

Strategies: The ultimate goal of the intervention plan is to change the child’s behavior. The St. Patrick School plan uses specific strategies including reflective activities, social learning activities, and restorative activities to help students who have been involved in bullying incidents. Intervention activities, practical strategies, and procedures for implementation are outlined in the faculty handbook.

It is important that parents contact the school if there is any suspicion of bullying that may be occurring. The school will determine the facts regarding all allegations of bullying in as prompt and confidential manner as possible. All allegations of bullying must be taken seriously and dealt with appropriately by the administration and staff of the school.

**DETENTION POLICY**

A detention or other consequence can be given to support the learning process or to modify behavior. Notice of detentions will emailed home to parent/guardian. If a student fails to bring the signed detention slip the day after it is assigned, parents will be called. Detentions must be served on Thursday from 3:00-4:00 PM and the student needs to be picked up at that time. For serious infractions, a detention may be given at the discretion of any adult in authority.

**DRUG AND ALCOHOL POLICY – ZERO (0) TOLERANCE - NO NEGOTIATION – NO EXCEPTIONS**

The abuse of drugs and alcohol is counterproductive to the Christian social and academic climate of St. Patrick School. The use and/or sale of chemical substances by a student shall be dealt with seriously. Students will be held accountable if reasonable cause exists to believe that a student may possess or claim to possess, use, or is under the influence of narcotics, marijuana, or any related substances, hallucinogenic drugs, intoxicants such as alcohol or toxic vapors, or nonprescription drugs of medication, or paraphernalia for any of the foregoing, on school premises or at school related activities, on the school bus, or at a bus stop, or in transit to and from school. The following course of action will be taken:

1. The student(s) shall immediately be removed from the class, activity, or event.
2. The student(s) will be questioned and observed by the person responsible.
3. A member of the administration shall be notified as soon as possible.  
(Possible police notification)
4. We reserve the right to inspect all school and/or personal property.

**GENERAL SCHOOL REGULATIONS:**

- MP3 Players, I-Pods, and electronic gaming devices, should not be brought on the bus or to school. If a parent permits a student to carry these items, the school is not responsible for loss or theft.
- Trading cards of any kind are not allowed.
- Children need written permission to leave the school grounds and signed out by a parent or guardian listed on the emergency card.
- No snowball throwing.
- No climbing on snow hills near Wadsworth Road.

- No skateboards, sleds, or scooters will be allowed on the premises.
- Toy weapons or guns are not allowed at school.
- No ball playing of any kind will be allowed near the windows or against the building walls.
- Children are to remain on the playground during lunch hour.
- Bicycles may not be ridden on the playground during school hours.
- Food and candy may not be eaten on the playground or in classrooms.
- Gum or gum chewing is not allowed on school property.
- Bats and baseballs are not permitted on the playground.
- Off-Limit Areas When on Playground: inside the church, the front of the church, the street, near the Rectory, and the wooded areas adjacent to the school.
- Ordinarily, the parents of the offending child will pay for broken windows and any damage to school property.

## **SCHOOL SAFETY**

### **PICK UP SAFETY**

In the interest of keeping all students and staff members safe, we ask you to follow these guidelines when picking up students at the end of the day:

- pets riding in cars should be leashed
- cell phone usage is prohibited in school zones in the State of Illinois. It is the law.
- drivers should be licensed (no student driver, please)

### **THE FOLLOWING IS A STRONG RECOMMENDATION MADE BY THE LAKE COUNTY SHERIFF**

-- We ask that cars not arrive on the premises for dismissal prior to 2:30 PM. If you arrive before 2:30 PM you will be asked to leave. Parking is not allowed in the front east lot in front of the parish office. It is a detriment to the facility to have a number of cars blocking free use of the parking lots.

### **ADULT CELL PHONE USAGE**

Cell phone use by adults is prohibited while dropping off or picking up students. It is the law to refrain from cell phone use while driving in a school zone. *They are also a distraction while walking through the parking lot so we are requesting that all adults refrain from using their cell phones while walking during our arrival and dismissal times. If you must take a phone call we ask that you remain in your PARKED car.*

### **GENERAL COURTESY IS NOT OLD FASHIONED**

Each student is expected to reflect the good training in courtesy that he/she has received at home, whether he/she is at school, on the playground, on the bus, on the street, or wherever he/she goes. Common courtesies to be observed:

1. Holding doors and greeting teachers and visitors.
2. Speaking politely to everyone.
3. Cleaning up after one self.
4. Taking one's turn in line.
5. Helping others when in need.
6. Being quiet in halls and classrooms so as not to disturb others.
7. Taking good care of school and personal property.
8. Remembering to use "please" and "thank you" and "excuse me."
9. Being considerate of others, especially the little ones.
10. Keep desks and lockers orderly and clean.
11. Keep classroom, bathroom, hallway, desk and locker walls clean of destruction.

### **LUNCH / LUNCHROOM MANNERS**

Children eat lunch with their classes in either Dyer Hall or the Boehm Center. Please give your child only what he or she will eat. Also, put the child's name on the bag. Children may bring a sack lunch or order hot lunch through FSP by the month. Milk may also be purchased monthly.

Sometimes children forget their lunch and we must call home to have a lunch delivered. We ask that you refrain from fast food lunches such as McDonald's, Burger King, Subway, etc. Students will not be permitted to eat these lunches in the lunchroom; rather they will be asked to eat in the office.

Children should only bring lunch for themselves and not provide for others.

**Policy requests good table manners and good conduct while eating.** It is unacceptable to throw food or to leave a mess on lunchroom tables or floor. Students are to speak with inside voices and are expected to respond to the lunchroom attendant for instruction to line up, etc...

### **PLAYGROUND**

The children go out for lunchtime recess except in bitter cold or severe weather. They should wear appropriate clothing at all times. Children with serious colds who cannot go outside should be kept at home until they are well. It is difficult for us to provide indoor supervision during the lunch time. Please check your children occasionally to see that they still have mitten and boots. These items are lost so quickly and we don't want to send children outside without them.

### **LOCKERS**

Each student in Grades 4-8 will be assigned to a locker on the first day of school. The ownership of the locker is maintained by St. Patrick School. No locker decorations of any kind are allowed. Only magnetic items may be used inside a locker (i.e mirrors, containers.)

**STUDENT LOCKERS ARE TO BE LOCKED AT ALL TIMES IN JUNIOR HIGH.** The student is granted limited use of the locker with these regulations:

1. The assignment of a locker to a student and the use thereof by the students is subject to the right of the school administration to have access to the locker at any time.
2. The only items that may be placed in the locker are articles of clothing, school books and supplies relating to school use, lunches, and personal items which the student is legally entitled to have in his or her possession. Money and/or expensive items should not be kept in lockers, but should be taken to the office for safe keeping.
3. Students in grades 6-8 are to purchase a lock (from the school) for use on their lockers.
4. Jr. High students will lock their Chromebooks in their locker when they go to lunch/recess and special classes such as P.E.
5. The school is not responsible for lost or stolen property.

### **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

**The following notice must be published in school/parent/student handbooks.**

**Directive from: *Archdiocese of Chicago Office of Catholic Schools Administrative Handbook***

#### **Searches of School Property:**

**All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. School personnel should always have another school authority present when conducting a search.**

### **TRANSPORTATION**

Children must ride their own bus home. If a child who rides the bus needs to be picked up, a note from the parent is required. Only call during the last minutes of the school day if there is an emergency in change of plans for your child. Calling late in the day creates confusion and can result in miscommunication. The safety of your child is of the utmost importance to us. If a note does not accompany the child to school, the child will use the usual mode of transportation home. Only children who do not ride the bus must be picked up after school by 3:00 P.M.

### **BUS CONDUCT**

All children riding the bus must act with courtesy and respect just as would be expected on St. Patrick School campus. Regulations are for the safety of the passengers; therefore, a child who endangers the safety of the others may be removed from the bus for a determined period of time. We will cooperate with the public schools

completely and follow their recommendations. If a student continues to disobey these rules and/or other directives given by the bus driver, that student and their parents may have to seek alternative transportation to and from school.

### **BUS INSTRUCTIONS**

1. Be on time at the designated stop. Stay off the road.
2. Wait until the bus stops before attempting to enter or leave.
3. Keep hands and head inside the bus at all times. Nothing is to be thrown from the bus or inside the bus.
4. Food and gum are not permitted on the bus.
5. Remember loud talking will distract the driver. Yelling is never allowed.
6. Remain in seat while the bus is in motion. Keep aisles clear of feet, backpacks and other items at all times.
7. Be absolutely silent when approaching a railroad crossing.
8. Bus drivers will stop at authorized stops only. To get off at a different stop, the child must have a note.
9. Do not cross in back of the bus--cross in front of the bus.
10. OBEY THE BUS DRIVER AT ALL TIMES.

### **Policy regarding Bus Infractions**

*Please be aware that all buses are equipped with video cameras that record all actions on the bus every day. Students have been informed that they are being videotaped while riding the bus.*

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | - the student will receive a verbal warning.  |
| 2 <sup>nd</sup> Offense | - Letter of apology to the bus driver<br>- Three-day suspension from the bus<br>- Phone call to parents |
| 3 <sup>rd</sup> Offense | - Five-day suspension from the bus<br>- Phone call to parents   |
| 4 <sup>th</sup> Offense | - Suspension from bus for the rest of the school year   |

Bussing to/from St. Pat's is available from certain areas:

If you reside in the Gurnee School District, bussing is available.

If you reside in the Woodland School District, bussing is only available in Woodland's district north of Grand Avenue (Route 132) either from your home or a babysitter's. \*\*Woodland School District will not provide bus service on days they are not in session. On those days, it is the parent's responsibility to bring your child(ren) to and from school. Those days will be posted in the school calendar.

## **GENERAL INFORMATION**

### **PERSONAL PROPERTY**

Parents are asked to **MARK CHILD'S NAME** on clothing, lunches, books, equipment, etc. St. Patrick's is not responsible for personal items brought to school by the child. A "lost and found" will be provided for lost articles. Please ask your child to check this area if something is missing. Lost articles will be displayed periodically throughout the year. Unclaimed articles will be discarded. Children should not carry valuable items or large amounts of money to school. In the event that anything of value is brought, please caution your child to keep the item on his person. Since books are used on a rental basis, it would be advisable for students to have waterproof book bags. School owned materials which are damaged will be paid for by the responsible student. Book covers must be put on all hard covered books. Do not use contact paper to cover books or tape the covers to the books.

### **SCHOOL PROPERTY**

Due to the fact that we are not state funded for replacement of any of our educational material or supplies, we have instituted a policy for replacement. If a student marks or defaces in any way desks or other school property

(computer software, library books, windows, textbooks, etc.), he/she is liable for replacement cost. Parents will be notified and are liable for any vandalism to school desks or property.

### **PARTY INVITATIONS / GIFTS FOR STAFF**

At St. Patrick School we place a premium on instructional time. We ask that party invitations be sent through the mail. Invitations will not be distributed at school.

We are asking our parents to refrain from collecting money from parents in their class for teacher gifts. Parents have several financial obligations to meet throughout the school year. Gifts should be left to the discretion of individual families and may not exceed \$25.00.

### **FIELD TRIPS**

The Chicago area and surrounding areas offer many opportunities for field trips. Teachers are asked to plan their field trips for the coming school year at the end of the year prior. Once a trip has been selected, check with the Principal's permission before scheduling. Field trips should correlate with the curriculum. Trips should be well planned and well supervised. Also, please consider the cost burden to the parents.

If parents are asked to chaperone a field trip, please check with the office to make sure all volunteers are in compliance with Archdiocesan guidelines and be sure to provide proper information and direction for them. Toddlers should not be included on the trip. Each student must return a permission slip signed by the parent for each trip. Beginning in the 2018-2019 school year, we are seeking one permission slip for each grade level scheduled field trips. A teacher may choose to add a field trip during the year with the permission of the principal.

All students in grades K-5 are required to ride to and from the field trip on the bus provided by the school. The eighth grade trip will be limited to one day.

### **BIRTHDAYS / HOLIDAY PARTIES**

In keeping with the Wellness Policy and due to the increased number of food allergies, the K-5 birthday bash will not be celebrated with food treats. Instead each teacher will decide how students will be recognized in each individual classroom. The summer month birthdays will be celebrated during the months of September and May. For all students, on their special day, their birthday will be announced during morning announcements and they will be sent to the office for a special birthday surprise from the principal.

Due to the number of food allergies, food treats will not be a part of the four holiday parties. A holiday craft will be provided by the school instead. Room parents will provide games and prizes and will work with students on creating the craft.

### **STUDENT COUNCIL**

Two students from each classroom in grades 4-8 will be asked to serve on the Student Council. These students should be academically responsible and exhibit positive leadership skills. Selected students who do not maintain their academic responsibility or continue to exhibit positive behavior may be asked to relinquish their position. The Student Council meets with the principal or the principal's designate. Membership on the Student Council is considered a privilege.

### **SCHOOL CLOSING**

In the event that school must close due to bad weather or power failure, the principal will send out a Parent Alert through your phone system as well as the announcement being carried on the following radio and television stations: FM radio - WLS (94.7), B96 (96.3), WXLC (102.3), WBBM (105.9); AM radio - WMAQ (670), WGN (720), WBBM (780), WLS (890), WKRS (1220); TV/Cable - WMAQ (5), WGN (9), FOX (32 or 12 on U.S. Cable), CLTV (39 on U.S. Cable).

For those parents who opted in to the text messaging notice option, you will receive a text message on your cell phone.



We will also post a School Closing section on our home page of the website. Please do not call the radio stations or the school! If the public school districts that bus our students close, we close also.

### **WEEKLY BULLETINS**

A bulletin is e-mailed to all families every week and is also posted on the school website. This bulletin is designed to keep parents abreast of changes in the calendar and to give current information.

It is vitally important that parents read this bulletin each week. Only call the office if a question cannot be answered using this form of communication. Also remember that important dates can be found on the school's calendar. You can access the school's calendar by going to the school's website and click on the News/Events drop menu. Each family also received a hard copy school calendar at Fee Day.

### **PRINCIPAL MONTHLY NEWSLETTER**

On the first of every month the principal will send a newsletter that shares upcoming events and ongoing information. In addition, parents will be able to see articles and pictures on activities from the previous month.

## **ACADEMIC INFORMATION**

### **RELIGIOUS EDUCATION**

The religious education component of our school program is vital to our identity as a Catholic school. We teach religion on a daily basis, centering our curriculum on the major areas of faith development: scripture, dogma, liturgy, prayer, and sacraments. Our teachers use materials that include *The Catechism of the Catholic Church*, the Bible and grade-level appropriate textbooks.

Our staff is concerned not only with the intellectual development of our students but with their moral and spiritual formation as well. The Principal opens each day with Morning Prayer over the PA system, reminding students that they are God's well-loved children and urging them to care for one another. Teachers engage students in prayer before and after religion class, before meals and after meals, and at appropriate times during a school day. They also involve their students in preparing for and participating in the liturgies and prayer services that are part of school life. Children are instinctively imitative. For this reason, the staff of St. Patrick School makes a conscious effort to model what they teach, to offer the children an example of a community of Catholic adults dedicated to the development of their charges. The Mission and Philosophy statements outlined in the handbook are the milestones we follow in shaping the religious education of our students.

### **SACRAMENTAL PROGRAM**

Our children receive the Sacrament of Reconciliation in Grade 2, the Holy Eucharist in Grade 3, and Confirmation in Grade 8.

Catholics are a sacramental people. As Catholics, we are aware that the Sacraments introduce us to and accompany us all through our religious lives. For this reason we place great emphasis on our sacramental programs and especially upon the important role that our parents play in them. Here as elsewhere in the curriculum the partnership of parent and teacher is of paramount importance. Obviously the participation of the parents at sacramental meetings and prayer services is crucial. We will also provide them with informational bulletins whenever these are needed.

### **SCHOOL LITURGIES**

Our moral and religious life is made up of "practices", habits of the heart. For this reason our students attend Mass on a regular basis, on holy days, and special times in the church or school year. Through these religious experiences children develop and deepen a faith relationship with God. The liturgy schedule is posted on our school website.

### **CURRICULUM**

Curriculum is established by the state and the Catholic School Office. Textbooks are selected by the school leadership team in consultation with the guidelines of the Office of Catholic Schools.

Program content is continually upgraded through faculty study programs, research, and through the recommendations of the Catholic School Office.

The Family Life Program is taught in accordance with the Religion curriculum. The unit covers five strands: family living, personal growth, respect for life, social living, and Christian sexuality.

### **ELIGIBILITY - STUDENTS IN SPORTS/EXTRACURRICULAR ACTIVITIES (GRADES 5-8)**

Academics are a priority at St. Patrick School. Eligibility applies to the academics of only those students who are involved in any extracurricular activities sponsored by the school including but not limited to sports, cheerleading, drama, robotics, student council, or any other future clubs the school may sponsor. It is the faculty's intent to help each child achieve a balance between his/her academic affairs and extracurricular activities and to help a student remain eligible throughout the year. Faculty members shall determine a student's academic performance on a continuous basis throughout the trimester. If a student has an average of 74 or less in any subject area, he/she will be ineligible. The student may not participate in or attend the next week's games, practices, clubs (the Monday through Sunday following notification of ineligibility). The following should be noted concerning this policy:

1. Eligibility begins with the first practice of the season and/or beginning of a club.
2. Parents will be notified by e-mail if the student becomes ineligible.
3. ***For grades 6-8, eligibility shall be determined every 3 weeks based on the student's average grade on the Wednesday of that week or if a child receives a detention. For 5<sup>th</sup> grade, eligibility shall be determined at the mid-term and end of each trimester.***
4. Three weeks of ineligibility for students in 7<sup>th</sup> & 8<sup>th</sup> grade (during one season) will automatically eliminate that student from the sport/club in which he/she is currently participating. Four weeks of ineligibility for students in 5<sup>th</sup> & 6<sup>th</sup> grade (during one season) will automatically eliminate that student from the sport/club in which he/she is currently participating.
5. If there have been extenuating circumstances, a conference with the school staff may be called.

### **EXCUSED FROM P.E. CLASS:**

**To be excused from participation in P.E. class, the teacher must receive a note/email from a parent or a doctor's letter describing an injury. Students who are not allowed to participate in P.E. class due to an illness or injury, may not participate in a sporting event held after school until they have returned to their P.E. class.**

### **ACADEMIC PROBATION**

The St. Patrick staff continuously works with every student at St. Patrick School to reach their academic potential. If it is determined that a student is not academically performing to their potential or has earned a failing grade in a core subject, he/she will be placed on academic probation. Academic probation means that a remedial plan will be written by the teachers and school staff and completed by the student. The academic probation plan may include required tutoring by an accredited tutor or other remedial programs in the core subject of issue. Upon completion of the work, an evaluation from the accredited tutor or program will be submitted to the school. The report will be reviewed by the school staff, student and parents. At that time, it will be determined if the student has met the requirements to be removed from academic probation. Promotion to the next grade level and / or Re-enrollment the following year is always contingent upon meeting the rigorous academic standards of St. Patrick School.

### **HOMEWORK POLICY**

Homework is an integral part of our curriculum in Grades 4-8. Students in Grades K-3 may receive some homework throughout the week. Homework is the natural outgrowth of a class activity. It is designed to help students review, understand, extend, or enrich the subject matter presented in class. Homework can also be an invaluable DIAGNOSTIC TOOL for the student and the teacher.

### **HOMEWORK EXPECTATIONS**

Students are expected to do some homework daily. Depending on the subject matter it could include but not limited to written work, math problems, reading and studying. ***An Assignment Notebook is provided to each student in Grades 3-5 to help them stay organized and responsible with homework. Students in Grades 6-8 find their assignments through Google Classroom.*** The amount of time spent on homework varies based on the grade level and will vary with each student's needs. Teachers may provide class time to begin homework. Students need to make good use of class time.

### **MISSING HOMEWORK**

Students are required to return homework the next day unless a teacher assigns long range projects. In the event a student comes without homework completed in grades 4-5, ***a warning will be given and the parents will be contacted.*** If the problem persists a conference will be requested with the parents and student to discuss the problem.

Teachers in grades 6-8 encourage students to develop a responsible routine with homework. They will receive 10% reduction in grade for each day an assignment is late. All late work must be turned in by the following Monday to receive any credit. Teachers ask parents to write a note should there be any unforeseen circumstances the night before or if a student has spent more than 2 hours on homework and was not able to complete everything. *Participating in sports is not an excuse for incomplete homework.*

### **PARENTAL COOPERATION**

The school and the home are partners in a student's progress. It is recommended that each child make his/her home study a regular nightly routine. This encourages good study habits. Parents can help in this by:

- Providing the child with a quiet place to study.
- Setting aside a regular time each night.
- Assignment pads for daily homework are an excellent way for parents to see what work has been given and if it has been completed.
- Checking teachers' web pages /homework page
- Parents may be asked to sign tests as directed by the teacher.

### **LONG RANGE HOMEWORK BENEFITS**

St. Patrick School takes pride in teaching our students not only all the academic skills necessary for being a successful student but the life skills needed also. The following are important to a student's development:

- Effective budgeting of time.
- Development of good work habit (particularly needed as students move to high school.)
- Opportunities for more self direction.
- Greater use of community resources
- Personal growth in responsibility

We are confident a positive working relationship between home and school will enrich the educational experiences of our children. Your support and cooperation is essential in this matter.

### **ACADEMIC INTEGRITY**

Integrity is of the utmost importance as part of a child's academic growth; therefore, school work and homework should ALWAYS be completed by the student. If a student copies or plagiarizes work on any assignment, he/she

may receive a lowered grade on the assignment, or be asked to re-do the assignment under the supervision of the teacher. (Further consequences are at the discretion of the faculty and administration.) Multiple offenses of dishonesty may result in suspension or expulsion.

### **ABSENT/MAKE-UP WORK POLICY, GRADES K-3**

For short absences due to illness or injury, make-up work will be available upon return to school. Work should be completed as soon as possible (ordinarily within a week). Missed tests will be made up at the discretion of the teacher. If a parent requests homework when they call/email that their child will be absent in the morning, every effort will be made to have the homework ready at dismissal time.

For long-term absences due to illness or injury (**vacation does not apply**), completion of make-up work and tests will be determined on a case-by-case basis by the teacher in consultation with the parent. Make-up work will be available upon return to school. Work should be completed as soon as possible (ordinarily within a week). Missed tests will be made up at the discretion of the teacher.

### **ABSENT/MAKE-UP WORK POLICY, GRADES 4-8**

**Most assignments can be found on teachers' web pages.** Absentee work for those absent one or two days will be given when the student returns to school. One make-up day per day absent will be given. The points for the assignments may depreciate after this time. For those students who are absent for an extended time (three days or more), the teacher will advise the student which assignments need to be completed.

After three days of the child being absent, parents may pick up books after school at the office (please call the school office early in the day to arrange this). Teachers should be given ample time to gather work missed. Because the upper grade books are heavy and we do value instructional time, homework will not be sent home with siblings.

Make-up tests will be arranged with the teacher. Students will report to the designated room and will take the test under the supervision of a faculty member.

### **STUDENT VACATION POLICY**

*It is highly recommended that parents avoid taking students out of school for family vacations.*

Homework will not be given prior to a vacation. Students may take books and their own Chromebooks or laptops to check the online teacher communication tool for daily assignments. The student should meet with teachers upon his/her return and request missing work and tests. No tests will be administered prior to the trip. If the student returns from a trip prior to the end of the trimester the student may make up missing work and tests within a reasonable amount of time, (discuss with the teacher). Keep in mind when planning. If the trimester ends while the student is on vacation, a zero will be given on all missing assignments and tests due to gradebook closure dates. Please check end of trimester dates and plan vacations accordingly.

### **LIBRARY POLICY**

Our library is an essential aspect of our school. The library extends our curriculum into research and enrichment areas. Each class K through 3 has a weekly library session. The Intermediate and Jr. High units will use the library to acquire reading materials or work on research for special projects or assignments.

If a book is damaged or lost, the parent will be notified of the cost to replace it. If the book is later found, no refund will be given, you are to keep the book. A student will not be able to check out any additional books until all overdue books have been returned or all replacement fees have been paid.

The number of books that may be checked out is as follows:

K & 1st	1 book
2nd, 3rd	2 books
4 <sup>th</sup> – 5th	3 books

### **REPORT CARDS**

Report cards are issued every trimester. At the end of the first and second trimester, report cards are sent home with the students in grades K-8. Parents are asked to sign the envelope and return it to school immediately. Third trimester report cards will be mailed home the week after school lets out. Report cards will be held and/or PowerSchool access will be terminated until outstanding fees are paid in full.

### **GRADES:**

Grades will be determined by the student's classroom participation, homework, and periodic tests. The grading scale for Grades 4, 5, 6, 7, & 8 is as follows:

- |                     |              |
|---------------------|--------------|
| ➤ A = 90 – 100%     | B = 80 – 89% |
| ➤ C = 70 – 79 %     | D = 60-69%   |
| ➤ F = 59 % or below |              |

**Grades for Gym:** 3 points for skills, effort and active participation; 3 points for behavior (Follows directions, stays on task etc.) and 4 points for sportsmanship.

**Grades for Music:** 3 points for active participation and effort; 3 points for behavior; 4 points for performance etiquette and encouraging others for their efforts.

### **HONOR ROLL**

Honor roll will be for students in grades 4 through 8. The various honor rolls are: A honor roll (all A's), A-B honor roll (all A's and/or B's).

### **REPORTS TO PARENTS**

Required conferences are held every year in November. Conferences at the teacher's request will be in February. The time assigned for conferences in K-8 should be strictly adhered to. Both parents should be in attendance, whenever possible. Students in grades 4-8 are highly encouraged to attend with their parents.

In the event that the parent or teacher feels the need for a special conference, one can be scheduled at any time throughout the year. The teachers are available by appointment before and after school. Conferences have specific starting and ending times, which will be determined when the conference is scheduled. Both parties are expected to be prompt. If the parents are late, the conference may need to be rescheduled.

Mid-term grades are available on Power School gradebook each trimester to all parents in grades 4-8. This allows sufficient time for students to improve their progress before report cards are issued. For grades 4-8, PowerSchool is also updated weekly.

### **ASSESSMENTS**

Three times per year all students in grades 1-8 will take the progress monitoring assessment, MAP. These online assessments are meant to give the teachers a snapshot of where the student's skill levels are at that moment in time. Using that data, teachers are able to provide the necessary instruction for each child to reach his or her potential.

Each year in the spring students in Grades 3-8 take the Aspire Standardized Test written by ACT. This test provides the school with valuable data on each student in those grade levels and also on the programs of the school. We ask that parents remember that while these tests are important, they are one snapshot of our child's abilities.

### **PRIVATE EDUCATIONAL TESTING FOR LEARNING DISABILITIES**

It is most important that if you suspect learning problems, you discuss your concerns with your child's teacher. The teacher can often advise and implement classroom strategies to address your concerns. If the child continues to struggle, the teacher may confer with Special Education teacher or reading specialist for a screening. Additional interventions may then be attempted or an Intervention Team meeting may be scheduled. If educational testing is warranted, District #56 will be contacted by St. Patrick School. District #56 has access to a multidisciplinary team of testing specialists. Private testing is not recommended. If you choose to have your child tested privately for learning disabilities, we will request an additional referral through District #56. The support system offered by the public school district is invaluable to us as we prepare an individualized educational plan for our eligible students.



## **TECHNOLOGY AND INTERNET ACCEPTABLE USE**

### **Scope of Policy**

St. Patrick School will provide technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers/Chromebooks/iPads provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers/Chromebooks/iPads, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the technology resources and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer/Chromebook/iPad and network usage at St. Patrick School.

### **Ownership of Devices**

All devices are the property of St. Patrick School. To ensure their use as a positive learning tool in coordination with the school's curriculum, St. Patrick School administrative staff and faculty retain the right to collect and /or inspect any school owned device at any time, including via electronic remote access and to alter, add or delete installed software or hardware during a student's enrollment at St. Patrick School.

### **Access to Electronic Local Area Network (LAN)**

The Board of Specified Jurisdiction and the administration have a duty to insure that the manner in which the LAN is used does not conflict with the basic educational mission of St. Patrick School. Use of the St. Patrick School's LAN may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, St. Patrick School shall not permit use of the LAN which: (a) disrupts the proper and orderly operation and discipline of St. Patrick School; (b) threatens the integrity or efficient operation of the St Patrick School's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is intended as an immediate solicitation of funds, unless approved by the Pastor, Principal or designee for school-related purposes; (f) violates federal, state, or local law, including but not limited to copyright laws; or (g) constitutes gross disobedience or misconduct. St. Patrick School also shall implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

St Patrick School is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, St Patrick School will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Internet Safety**

St. Patrick School administration is authorized to implement the Internet Safety Policy and its Procedures. The administration also may promulgate additional procedures, and other terms and

conditions of its local area computer network use as may be necessary to ensure the safe, proper, and efficient operation of the computer network.

The administration or designees shall include measures in this policy's implementation plan to address the following: 1. Ensure staff supervision of student access to online electronic networks, 2. Restrict student access to inappropriate matter as well as restricting access to harmful materials, 3. Ensure student and staff privacy, safety, and security when using electronic communications, 4. Restrict unauthorized access, including "hacking" and other unlawful activities, and 5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### **Use of the Local Area Network (LAN) and Internet**

St. Patrick School utilizes a Local Area Network (LAN) and the Internet for use by faculty and students. The school shall encourage students to use such tools by establishing individual email and online accounts, which may be used at the discretion of the school. Such use shall be limited to times and circumstances that will not interfere with the scheduled education programs of school and consistent with acceptable use policies of the school.

Any person who is granted an email and online account shall be referred to herein as an "account holder." Unless transmitted to others by the account holder or with the account holder's permission, the information created by the email and online account holder shall be deemed confidential information of the account holder. St. Patrick School reserves the right to monitor the information contained in any user account.

St. Patrick School refers to the school's administration, St. Patrick School Technology Office and the Board of Specified Jurisdiction.

Email and online accounts are for educational purposes. Any use of an email or online account inconsistent with such educational purposes shall be grounds for terminating the account and / or confiscating the information saved in the account.

### **Use of Under Age 13 Applications for Educational Purposes**

Your student under the age of 13 may be asked to create user accounts on digital applications or websites for educational purposes as they relate to classroom instruction. **These are applications or websites that have been approved for students under the age of 13.** Classroom teachers as well as the Technology Coordinator will be familiar with the Terms of Service on these applications to ensure the safety of our students. The account creation will be under the direct supervision of the classroom teacher. Student information required to create such an account is typically limited to school email address, username, or birthdate for age verification. No other personal information will be shared with these digital applications.

### **Technology Resources Restrictions**

Use of the technology resources that are prohibited include, but are not limited to:

- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials onto any school owned device;
- storing unacceptable materials within any Google Drive under the spwstudent.org domain;
- re-posting personal communication without the author's prior consent;
- violating copyright law;
- using school technology resources for political lobbying, commercial activities, product advertisement, financial gain, credit card fraud, electronic forgery, or other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;

- changing or attempting to alter any configuration, program or password on any computer or school devices;
- the use of another's account or passwords;
- using the Internet for unauthorized purchases;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using school technology to download pictures of staff and/or students;
- using school technology to download pictures of staff and/or students and modify them in any way;
- transmitting over of its computers and the computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- attempting to log on to Internet as a system administrator;
- use of games and activities played on the Internet or LAN that are not educationally related;
- the use of any Google App under the spwstudent.org domain including, but not limited to, Docs, Slides, and Sheets for inappropriate, non-educational related activities, such as student social group chats.

Technology Resources include but are not limited to the LAN, Internet, fax, email, desktop computers, Chromebooks, iPads, Mimio equipment and telephones. Students who do not comply with the St. Patrick School Technology Acceptable Use Policies will be subject to loss of privileges, detention, suspension, and /or expulsion at the discretion of the school administration.

### **Cell Phone/Smart Device Policy**

Cell phone use and/or the use of any smart device is not allowed during school hours. Smart devices include, but are not limited to, devices such as cell phones, smart watches, and iPads. For this reason we highly recommend that students not bring any smart devices to school, however, if a student has permission to bring a cell phone or other smart device to school by having their parent sign the appropriate form, the student must turn in the phone and any other smart device to their homeroom teacher upon arrival. Any phone or smart device will be returned to the student at dismissal. Requesting to bring a cell phone and/or any other smart device to school places liability of the phone on the student and parents. Students not complying with the cell phone/smart device policy will have their phone/smart device taken away, and a parent must pick up any confiscated devices from the principal's office.

### **School Responsibility**

The school is primarily responsible for:

- applying blockage to visual depictions of material deemed obscene or to any material deemed harmful to minors as determined by the school administration;
- teaching proper techniques and standards for Internet participation;
- guiding student access to appropriate areas of the Internet;
- informing students that misuse of the Internet in school could result in loss of access privileges and / or further disciplinary action;
- monitoring privacy, software policy, copyright laws, email etiquette, approved/intended use of the school's Internet resource; and
- disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

### **The School is Not Responsible For:**

- unauthorized costs or charges that are incurred by students over the Internet;
- any damages the student may incur, including loss of data; and
- the accuracy or quality of any information obtained through any school Internet connection.



### **Encounter of Controversial Material**

Users may encounter material which is controversial and which the user, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data and users may discover controversial material. Users must notify the instructor, classroom teacher, St. Patrick School Technology Office or an administrator of any inappropriate material. It is the user's responsibility not to initiate access to such material. Any decision by St. Patrick School to restrict access to Internet material shall not be deemed to impose any duty on the school to regulate the content of material on the Internet.

### **Vandalism and Harassment**

Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email, the sharing of inappropriate/ harmful comments and pictures via Google Apps for Education.

- Vandalism and harassment will not be tolerated
- **Parents are responsible for any charges incurred due to the intentional damage of a school owned device (Desk Top Computer, iPad, Chromebook)**



**ST. PATRICK  
CATHOLIC SCHOOL**

**Parent/Guardian Consent Form  
Acceptable Use of School Technology and Internet by Student  
Grades K-8**

I / We have read the school technology guidelines and have discussed them with my child(ren). In consideration of the privilege of my child(ren) using the school’s electronic communications system\* and in consideration of having access to the public networks, I / we hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system, including, without limitation, the types of damage identified in the Acceptable Use Procedures (AUP).

I / We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system, and other electronic devices and programs. \*

I / We have read the school’s technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I / We also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

**Parent/Guardian: (Please initial in space provided below)**

\_\_\_\_\_ I / We do give permission for my child to participate in the school’s electronic communications system including the Internet and certify that the information contained on this form is correct.

**Student: (Please initial in space provided below)**

\_\_\_\_\_ I have discussed, with my parent/guardian, how I may appropriately use the school’s technology tools.

**ELECTRONIC MEDIA RELEASE FORM**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_ I / We hereby give permission to St. Patrick School to use sound, video and photographic images of my son/daughter for news releases, brochures, social media and other school related productions. Additionally, I give permission for my son’s/daughter’s image, work, and first name to be used on the school web page. No last names will be used on the website.

\_\_\_\_\_  
**Student Name & Grade**

\_\_\_\_\_  
**Student Name & Grade**

\_\_\_\_\_  
**Print name of parent/guardian**

\_\_\_\_\_  
**Signature of parent/guardian**

**Date** \_\_\_\_\_

*\*Including but not limited to Internet access, fax, e-mail, desk top computers, Chromebooks, iPads, Mimio classroom equipment and telephones. The parent/guardian is responsible for any damage caused through the student’s inappropriate use of the school’s devices and Internet system.*

*\*\*This document will be on file at the school for the duration of the student's attendance. Please notify the office should changes need to be made to this form.*

**(Place additional student names, grade and their initials indicating they have read and agree to the SPS technology Acceptable Use Policy on the back of this form.)**

\_\_\_\_\_  
**Student Name & Grade**

\_\_\_\_\_  
**Print name of parent/guardian**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Student Name & Grade**

\_\_\_\_\_  
**Signature of parent/guardian**

\_\_\_\_\_  
**Student Name & Grade**

\_\_\_\_\_  
**Print name of parent/guardian**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Student Name & Grade**

\_\_\_\_\_  
**Signature of parent/guardian**

\_\_\_\_\_  
**Student Name & Grade**

\_\_\_\_\_  
**Print name of parent/guardian**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Student Name & Grade**

\_\_\_\_\_  
**Signature of parent/guardian**



### **Chromebook Policies and Procedures Grades 6-8**

At St. Patrick School, we envision technology as a learning tool that fosters skills necessary for our students to be career and college ready. We recognize that technology enhances the connection between teaching and learning. We also understand that technology is most effectively used when teachers have consistent access to meaningful, ongoing, and curriculum-specific professional development in its application. Through proper implementation of technology, all students will have greater access to the curriculum, and teachers will have a wider array of methodologies to use in the delivery of instruction. Technology also provides for a more-developed source for communication between parents/guardians, teachers, students, and the greater Archdiocesan community.

#### **Cost/Ownership of Chromebook**

- Guardian/Parents/Students are responsible for paying \$150 leasing cost per device per year. Upon payment students will be issued a Chromebook that will be used by them for the entire school year. Chromebooks will be collected at the end of the school year. When students graduate from St. Patrick School, St. Patrick School takes ownership of the Chromebook. If the student ceases to be enrolled at any point in the 2018-19 school year at St. Patrick School, the student must return his/her device to St. Patrick School. The original leasing fee is nonrefundable.

#### **No Expectation of Privacy**

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of St. Patrick School. By leasing and using a St. Patrick School Chromebook, students agree to such access, monitoring, and recording of their use.
- Teachers, school administrators, and the technology department staff **will be using two different monitoring software programs, *Securly and GoGuardian*, during the 2018-19 school year. These programs allow faculty to view the screens and activity on student Chromebooks at all times.**

#### **CHROMEBOOK CARE**

Students are responsible for the care and security of their Chromebook. Chromebooks that are broken or fail to work properly must be taken to the Computer Lab/Mrs. Orchard as soon as possible so it can be repaired.

#### **General Precautions**

- No food or drink should be near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in where the cord may be a tripping hazard.
- Heavy objects should never be placed on top of the Chromebook.
- Never leave Chromebook in an unsecure location.
- Any identification tags must not be interfered with.
- No stickers of any kind are to be placed on the keyboard, screen, or on the outside of the Chromebook.

- When the Chromebook is being transported or not in use, the device needs to be covered by a protective case.
- Chromebooks should be stacked on top of books, not under them.

### **Protective Cases**

- Each 6<sup>th</sup> Grade student upon entering Jr. High and any new 7<sup>th</sup> or 8<sup>th</sup> grade student, must purchase a protective case through St. Patrick School. Students in Grade 8 may still use a neoprene sleeve, as we did not implement the new case policy until the 2017-18 school year.
- Although the cases are reinforced to help protect the Chromebook, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their device.

### **Transporting your Chromebook**

- Always transport the Chromebook with care and in its case.
- Never lift the Chromebook by the screen.
- Never carry the Chromebook with the screen open
- Chromebooks should be stacked on top of books, not under them.

### **Screen Care**

The Chromebook screen is a touch screen. Use only your fingers and no other objects when utilizing the touch screen. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of the Chromebook when it is closed
- Do not store a Chromebook with the screen open
- Do not place anything in the protective case that will press against the cover
- Make sure there is nothing on the keyboard before closing the screen (pens, pencils, etc.)

**Please note:** Any student observed violating any of the above care procedures, will lose the use of their device for the remainder of the school day.

## **STUDENT EXPECTATIONS FOR USING YOUR CHROMEBOOK AT SCHOOL**

Students are expected to bring their fully charged Chromebook to school every day and to bring the Chromebook to all classes unless specifically advised not to do so by their teacher.

### **If a student does not bring his/her Chromebook to school**

- The student may come to Mrs. Orchard's office after morning prayer and check out a loaner for the day.
- The student will be responsible for any damage to or loss of the issued device
- A record will be kept of the number of times a loaner is issued to each student. Excessive occurrences will result in the decline of a loaner and notification home to parents.
- The loaner Chromebook must be returned to Mrs. Orchard's office before 2:45 pm on the date it was borrowed.

### **Printing**

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up Google Cloud Print to print from their Chromebooks at home. Information about Google Cloud Print can be found here: <http://www.google.com/cloudprint/learn/>

### **Managing and Saving Your Digital Work with a Chromebook**

- The majority of student work will be stored in Internet/Cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- St Patrick School will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or have multiple copies stored in different Internet storage solutions.

## USING THE CHROMEBOOK OUTSIDE OF SCHOOL

### **Operating System and Security**

- **Updates:** The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system.
- **Virus Protection:** Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

### **Content Filter**

- St. Patrick School utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks used in the school will have all Internet activity protected by the same firewall.
- In addition Google provides a lockdown component that is part of their licensing per device. This allows the school to determine access to only the sites that will be used for educational purposes.
- Also included in each device's annual leasing cost is a subscription to *Securly*, a monitoring software. **For the 2018-19 school year we will also be adding, GoGuardian, an additional monitoring software, at the cost of \$14.00 per device, payable in August 2018. Securly along with GoGuardian allows teachers to see exactly everything a student is doing on their Chromebook at any time.** This gives St. Patrick School the added benefit of securing our students' online activities and safety. Both security features will work at school and at home.

### **Software**

- **Google Apps for Education:** Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets, Presentations, Drawings, Sites and Forms
- All work is stored in the cloud.

### **Chrome Web Apps and Extensions**

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store **only when instructed by their teachers**. Most apps and extensions are managed by the Administrator on our Google Apps for Education Account.
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

## CHROMEBOOK REPAIR

### **Repair of your Chromebook**

- If a student's Chromebook needs repair, the student should bring it to Mrs. Orchard's office. If the repair is under warranty, it will be repaired at no cost. The limited warranty covers normal use, mechanical breakdown and faulty construction for one year. The vendor will provide normal replacement parts to repair the Chromebook, or, if required, a Chromebook replacement. The vendor warranty does not warrant against damage caused by misuse, abuse or accidents.

- St. Patrick School has arranged for coverage through Worth Ave. Group. This policy is included in the student's annual leasing cost from the school. *The insurance plan will cover accidental damage (drops/cracked screens/liquid spills), liquid submersion, theft, fire/flood damage, natural disasters, and power surge due to lightning.* Families will be charged for parts when there is a mechanical issue.
- Loss of the device will result in the student being charged full replacement cost in addition to the outstanding balance of their original Chromebook.
- **A replacement fee of \$20.00 will be charged for any power cord that is lost or damaged.**
- **Any key repairs/replacements that are not the result of accidental damage, are the responsibility of the student/parent. Cost is dependent upon the quote from the selected repair facility.**

#### **Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the Computer Lab.
- The student will be responsible for any damage to or loss of the issued device.
- Chromebooks on loan while a student's device is being repaired may be taken home.
- The student will be contacted once their Chromebook is repaired and available to pick up.

**Please return this signature page to Mrs. Orchard by August 22, 2018**

Signatures below indicate that the parties, both parent and student, have read the Chromebook Policies and Procedures and understand the responsibilities pertaining to the proper care and utilization of the Chromebook issued by St. Patrick School.

Student Name \_\_\_\_\_ Student Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





St. Patrick School is devoted to giving our students and teachers the tools they need to succeed in an ever changing digital world. We have a one-to-one Chromebook environment for our middle school (Jr. High) students and will continue our shared access program for students in grades 2-5. Students in Kindergarten and first grade will have access to iPads. Our goal is to provide a blended learning environment that combines traditional strategies with the use of digital tools.

### **Frequently Asked Questions about a Chromebook Environment:**

#### ***What is the cost to students/parents?***

The Chromebook, Google license, Lockdown software and insurance for 3 years will cost a total of \$450 per device. Parents of middle school students will lease a Chromebook per student from St. Patrick School at \$150 per device per year. Parents of students in grades K- 5 will have a device technology fee of \$85 per year.

#### ***Will this decrease textbooks/materials costs?***

The availability of textbooks in electronic format may bring costs down slightly. However, St. Patrick School cannot guarantee cost savings.

#### ***What is the difference between leasing a Chromebook from the school and purchasing my own device or using one I already own?***

St. Patrick School must own the Chromebooks to control what a student can and cannot do with their Chromebook. These devices are meant for educational purposes only. All personal sites will be prohibited.

#### ***Will my student be able to take his or her Chromebook home?***

All students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will lease a Chromebook and it will be theirs for the year. They may use it both at school and at home. Students in grades 2-5 will not be leasing their Chromebooks. Their devices will be used in school only.

#### ***Is a case required?***

Yes. All Jr. High students need a case for their Chromebook. Beginning with the 2017-18 school year, all incoming 6<sup>th</sup> grade students and new students to grades 7 & 8 will need to purchase cases from St. Patrick School. These cases will be paid for in August and distributed during the first week of school. **If you have an incoming 8<sup>th</sup> grader this year**, you do not have to purchase a new case from the school, neoprene cases are still acceptable. However, **PLASTIC CASES ARE NO LONGER PERMITTED.**

#### ***What happens if the Chromebook is damaged or stolen?***

Each Chromebook has a **1 year manufacturer warranty**. Included in the annual leasing cost is insurance on each Chromebook through Worth Ave. Group. **The insurance plan will cover accidental damage (drops/cracked screens/liquid spills), liquid submersion, theft, fire/flood damage, vandalism, natural disasters, and power surge due to lightning.** A Chromebook loaner will be provided for the student while his or her Chromebook is sent out for repair. **The student is responsible for any damage**

***to or loss of the loaned device.*** This device may be taken home. Habitual use of the loaner system is not acceptable and will not be allowed.

***What happens if the Chromebook is misused and needs repair not covered under the insurance?***

The student and his or her parents/guardians will be responsible for any charges incurred from misuse of the Chromebook and not covered under the Chromebook insurance.

***What happens if the Chromebook is lost?***

The student and his or her parents/guardians will be responsible for the balance of the lost Chromebook and then must purchase a replacement for the lost Chromebook.

***Will students keep their Chromebooks over the summer?***

No. Students will turn in their Chromebooks in June and they will be reassigned to them the following August.

***What will happen to the Chromebooks after students graduate?***

The Chromebooks are the property of St. Patrick School and will be recycled to other students at St. Patrick School.

***Charging and battery life?***

Unless otherwise instructed, the Chromebooks are intended for use at school each day. Students are responsible for bringing their fully charged Chromebook to school every day. A fully charge Chromebook should last at least 8 hours.

***Will students be able to print?***

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Jr. High students may set up Google Cloud Print to print from their Chromebooks at home. Information about Google Cloud Print can be found here:

<http://www.google.com/cloudprint/learn>

***Can the wireless network in the school manage the load?***

Yes. We have worked over the summer to upgrade our Internet access points in each classroom that will be using Chromebooks this year.

***How does the school plan to limit the use of the Chromebook to keep students focused on school?***

Google provides a lockdown component that is part of their licensing per device. This allows the school to determine access to only the sites that will be used for educational purposes. Also included in each device's annual leasing cost is a subscription to *Securly*. *GoGuardian*, an additional monitoring software, has been added for the 2018-19 school year. *Securly* and *Go Guardian* allow teachers to see exactly what a student is doing on their Chromebook at any time. This gives St. Patrick School the added benefit of securing our students online activities and safety. Both security features will work at school and at home.

***How then will students be able to research if the lockdown software is in place?***

Part of our one-to-one initiative is to teach our students good digital citizenship. As we move into phase II and III of our initiative, we will determine how much responsibility students will be able to handle. St. Patrick School has a firewall for Internet safety on all school computer devices so at school we **MAY** offer more independent research if administration and staff believe students are prepared to do so.

***When will Chromebooks be distributed?***

Chromebooks will be distributed to our Jr. High students during the first week of school. The leasing fee must be paid, and both the Chromebook Policy Agreement and the Acceptable Use Policy must be signed and turned in before a student receives their Chromebook.

July 20, 2018



### Cell Phone/Smart Device/ Policy

Cell phone use and/or the use of any smart device is not allowed between the school hours of 7:30 a.m. and 3:30 p.m. Smart devices include, but are not limited to, devices such as cell phones, smart watches, and iPads. ***We highly recommend that students not bring their phones or any other smart device to school. However, if a parent wants a student to have their phone or other smart device for before or after school activities, the parent and child must sign the permission slip below... understanding and agreeing to the following:***

- If a parent / student returns the permission slip, the student must turn in their cell phone/smart device to their homeroom teacher upon arrival.
- The cell phone/smart device will be secured by the teacher for the day.
- The phone/smart device will be returned to the student at dismissal, and they must place the phone in their backpacks immediately.
- Students not complying with the cell phone/smart device policy will have their phone/smart device taken away, and a parent must pick up the phone/smart device from the principal's office. The student will receive an automatic detention.
- Students may not use their cell phone/smart device on the bus unless the bus driver gives them permission to use it.
- ***Requesting to bring a cell phone/smart device to school places liability of the phone/smart device on the student and parents.***

-----

I, \_\_\_\_\_ request that my student \_\_\_\_\_  
Parent's Name Student's Name

brings her/his **cell phone or other smart device** to school during the 2018-2019 school year. **Please list all smart devices that the student will have on campus.** 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_. Remember, all smart devices will be secured by the homeroom teacher daily.

Date: \_\_\_\_\_ Student Homeroom: \_\_\_\_\_ Student Cell Phone Number: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Student Signature \_\_\_\_\_

## **BOARD OF SPECIFIED JURISDICTION**

St. Patrick School has a Board of Specified Jurisdiction whose primary function is Ministry Effectiveness, Member Development, Policy Development and Planning, Fiscal Management (Financial Resources; Physical Resources), Institutional Advancement (Communication; Development; Marketing; Enrollment/Recruitment and Retention) and the establishment of school policies. Policies are then implemented by the principal.

Open Board of Specified Jurisdiction meetings are held every month with the exception of December and July. The meeting dates and times are listed in the school calendar and on the Board of Specified Jurisdiction page on the school website. Anyone may attend these meetings.

The Board of Specified Jurisdiction is not a grievance committee for settling parent-teacher problems. Parent-teacher problems are handled via the principal in the school office.

If you wish to address the Board, please call the school office or the Board President to be placed on the agenda. The Board Agenda is prepared one week before each Board Meeting.

## **2018-2019 BOARD OF SPECIFIED JURISDICTION**

### **Board Members**

Chairperson	Mrs. Monica Jansen
Ex-Officio Member	Father Jim Merold (Pastor)
Ex-Officio Member	Mrs. Mary Vitulli (Principal)
Ex-Officio Member	Mrs. Krista Khayat (Parent Association President)
Ex-Officio Member	Mr. Charles Coe (Athletic Director)
Member	Maria Anguiano
Member	Christina Bawcum
Member	William Buholzer
Member	Brigid Del Carmen
Member	Christopher Finkel
Member	Sheila Grabowski
Member	Michelle Lobo
Member	Cathy Monahan
Member	Cathy Monroe
Member	Kelly Reyes
Member	Brent Reynolds
Member	Zenona Stergiou
Member	Joel Zwiefelhofer

## **BOARD OF SPECIFIED JURISDICTION POLICIES**

It is policy of the Board of Specified Jurisdiction of St. Patrick School that:

- 1-11 All students will abide by the School Dress Code covering uniforms and general appearance. All students will conform to the School's Appearance Code. The Principal will form a committee consisting of parents and teachers to establish standards. Changes, with consideration of fiscal impact on families, will be subject to approval by the Board of Specified Jurisdiction. (Policy and Planning, Fiscal Management)
- 2-02 Each year the Board shall provide a vehicle for parents to give feedback to the Board on matters of importance relating to the School. This may take the form of an Open Forum, a questionnaire, or other vehicles that the Board feels are appropriate. (Institutional Advancement)
- 3-11 A member of the Development Committee of the Board of Specified Jurisdiction will serve, as a liaison to the Parish Finance Council in order to promote the advancement of school needs. This shall include but not be limited to, endowment, scholarship, and capital improvement. (Institutional Advancement)
- 4-11 The principal will form a committee of faculty members to annually review and update the Parent Handbook so that policies and regulations are current to the school year. This shall be brought to the Board of Specified Jurisdiction in May of the current school year for review and approval for the next school year at the June meeting. (Policy and Planning)
- 5-02 St. Patrick School may be used for non-related school organizations or functions according to Archdiocese regulations. The Principal and Pastor may collect a user fee and/or a security deposit for the use of our school. (Fiscal Management)
- 6-11 The Board of Specified Jurisdiction shall set and administer the school admission policy as stated in the approved Parent Handbook. (Policy and Planning, Institutional Advancement)
- 7-11 Budget procedures for the school shall start in the fall. The budget must be approved by the Board of Specified Jurisdiction. A member of the Board of Specified Jurisdiction shall present the approved budget to the Parish Finance Council to receive their approval. Final approval by the Pastor will occur to coincide with the submission of the Parish Budget to the Archdiocese. (Fiscal Management)
- 8-11 Tuition, as determined by the School's Board of Specified Jurisdiction during the budget determination process with ultimate approval by the parish finance council, shall be paid by all students at St. Patrick School. Tuition payments shall be made in a timely manner as outlined in the Parent and Student Handbook. (Fiscal Management)
- 9-02 Class size shall be determined according to Archdiocese policies, Kindergarten through 8th Grade: 35 students with a full-time teacher's aide. Class size may be amended the by Board. (Institutional Advancement)
- 10-11 All students must comply with current state legislation passed regarding physical, dental, and vision examinations as well as immunizations. (Policy and Planning)
- 11-02 Organizations, including but not limited to Booster Club and Parent's Association that are accountable to the Board of Specified Jurisdiction shall pay their "accounts payable" in a timely manner. A "timely manner" includes:
- A. Due upon receipt.
  - B. Within 30 (thirty) days of invoice.
  - C. Contract sale, in writing, stipulating:
    1. Date of purchase.
    2. Date of receipt of goods.
    3. Date of payment(s).
    4. No "credit charges" for delayed payment will be allowed.
    5. Date of "paid in full" must be stipulated and should not exceed 9 (nine) months. (Fiscal Management)
- 12-11 Organizations accountable to the Board of Specified Jurisdiction:

- A. Will have constitutions, bylaws, procedures, handbooks, and minutes consistent with parish policies. Handbooks will be approved by the Board of Specified Jurisdiction and will be made available to parents through the St. Patrick School Website.
- B. Shall bring any proposed changes to constitutions, bylaws, procedures, and handbooks, or requests for policies to the Board of Specified Jurisdiction for approval.
- C. Shall not make policies, as this is the responsibility of the Board.
- D. Will set up checking accounts with measures to assure “Accountability.”
- E. May only deposit funds in existing and approved accounts.
- F. Will handle cash in a manner in which the treasurer and the members collecting the cash will be accountable to the organization.
- G. May only spend funds approved in their yearly budget.
  - 1. A maximum expenditure variance of \$500 from the approved budget will be allowed without submitting a revised budget.
  - 2. Organizations will set limits in their by-laws to limit members not to exceed a \$50 expenditure without prior approval of the organization.
- H. Will not limit membership to school families or active members of the parish, as the Board does not require this.
- I. Shall make reports at the end of each trimester to the Board of Specified Jurisdiction, including a Treasurer's report. (Fiscal Management, Policy and Planning)

13-11 Review of active and inactive parishioners (Stewardship and non-stewardship families) as it pertains to tuition rate.

St. Patrick School has two posted tuition rates, one for stewardship families and one for non-stewardship families. In general this distinction is only applied when a family, for whatever reason, declares themselves as a non-stewardship family or a non Catholic Family. As per the “Parent Tuition Agreement”, rates for tuition will be determined by active participation of the family in parish life. This includes but is not limited to participation in the mass and sacraments, ministry involvement, and living the stewardship way of life. The Pastor and/or his designated associate(s) will use this information to determine, on an individual basis, if the family participates in the parish community. If the Pastor concludes that this family is not an active parishioner (Stewardship family), the tuition for the following year will be increased to the non-parishioner rate. (Fiscal Management)

### **BOOSTER CLUB**

The Booster Club is an organization headed by the Athletic Director and assisted by school parents and other adult members of the parish who volunteer to coordinate, supervise, and fund the various athletic activities of the school. This includes boys/girls basketball, boys/girls volleyball, cheerleading, and track. The Club is responsible to the Board of Specified Jurisdiction, and thus subscribes to their philosophy of the St. Patrick Athletic Program, as follows:

The athletic program of St. Patrick School strives to develop young Christian athletes. Participants place their relationship with God before individual and team accomplishments. They are taught to play their best as they demonstrate the qualities of good sportsmanship and fair play.

The following developmental objectives are consistent with this philosophy:

1. Student athletes develop **SPIRITUALLY** by applying Christian principles of fair play and positive regard for others in practice and competition.
2. Student athletes develop **PHYSICALLY** by promoting good health habits for self and family, improving physical fitness, and learning new skills.
3. Student athletes develop **PSYCHOLOGICALLY** by increasing their feelings of self-worth, and by improving their self-discipline and sense of responsibility.

4. Student athletes develop SOCIALLY by practicing good sportsmanship, by developing improved cooperation with others as part of a team, and by learning effects of competition in playing to win yet learning from defeat.

Parents of athletes participating on St. Patrick School teams are required to volunteer their services to assist in various club activities and fund raising projects. Activities include chaperoning games, communications, and occasional meetings.

One of the Club's greatest responsibilities is to select coaches with expertise in their sport who are positive role models for our students. We wholeheartedly acknowledge our coaches as fine leaders and motivators, and support their policies and practices. It is imperative that all players be at every practice and game on time unless excused for illness or other legitimate reason. Only players who compete in league games can practice with the team. The coach has the ultimate responsibility to determine player eligibility on the basis of attendance and punctuality. Coaches, too, have the responsibility to end practices on time so that players can be picked up immediately.

There is a \$55 Activity Fee per student (5<sup>th</sup> – 8<sup>th</sup> grades) for each sport your child participates in, including cheerleading. There is a \$25.00 Activity Fee per student (4<sup>th</sup> grade) for instructional basketball. All parents are urged to attend their son's and daughter's games so as to lend both their physical and moral support to our students' efforts. Any serious concern parents or students have about the athletic program should be addressed directly to the Booster Club Athletic Director. Booster Club meetings will be held the third Wednesday of every month. All meetings will begin at 7:00 P.M.

#### **2018-2019 Booster Club Board**

Athletic Director	Mr. Charles Coe
Treasurer	Mrs. Robin Fabry
Faculty Member	Mr. Nick Huffman
Faculty Member	Mrs. Jenise Floyd
Ex-Officio Member	Father Jim Merold (Pastor)
Ex-Officio Member	Mrs. Mary Vitulli (Principal)

#### **ST. PATRICK PARENT'S ASSOCIATION**

The St. Patrick Parent's Association is dedicated to strengthening the partnership between home and school. It provides an organized and effective vehicle for ongoing parent-school collaboration. Membership in the association is open to all parents, faculty, and parish members. The organization consists of an executive board and several committee chairpersons.

#### **PRINCIPAL'S RIGHT TO AMEND PARENT/ STUDENT HANDBOOK**

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep the parent/guardian informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances possible to assist you in finding adequate services.