ST. PATRICK SCHOOL
2016 – 2017

PARENT and STUDENT HANDBOOK
## ST. PATRICK SCHOOL
### 2016-17 STAFF

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastor</td>
<td>Fr. Jim Merold</td>
</tr>
<tr>
<td>Principal</td>
<td>Mrs. Mary Vitulli</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mrs. Diane Kotlar</td>
</tr>
<tr>
<td>Accounts</td>
<td>Mrs. Susan Grum</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Mrs. Robin Fabry</td>
</tr>
</tbody>
</table>

### TEACHERS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreK</td>
<td>Mrs. Julie Johnson</td>
</tr>
<tr>
<td>PreK</td>
<td>Mrs. Laurie Paterkiewicz</td>
</tr>
<tr>
<td>PreK</td>
<td>Mrs. Linda Schluter</td>
</tr>
<tr>
<td>KB</td>
<td>Ms. Linda Esser</td>
</tr>
<tr>
<td>KP</td>
<td>Mrs. Mary Pohl</td>
</tr>
<tr>
<td>1J</td>
<td>Mrs. Suzanne Jarvis</td>
</tr>
<tr>
<td>1Z</td>
<td>Ms. Jacqueline Zientara</td>
</tr>
<tr>
<td>2D</td>
<td>Mr. Timothy Dowling</td>
</tr>
<tr>
<td>2S</td>
<td>Mrs. Christine Sulla</td>
</tr>
<tr>
<td>3M</td>
<td>Ms. Amy Bukantis</td>
</tr>
<tr>
<td>3U</td>
<td>Mrs. Andrea Uko</td>
</tr>
<tr>
<td>4D</td>
<td>Mrs. Cindy Dziki</td>
</tr>
<tr>
<td>4J</td>
<td>Mrs. Nan Johnson</td>
</tr>
<tr>
<td>5H</td>
<td>Mrs. Janet Hart</td>
</tr>
<tr>
<td>5P</td>
<td>Mrs. Laura Parduhn</td>
</tr>
<tr>
<td>6KM</td>
<td>Mrs. Katelynn Miller</td>
</tr>
<tr>
<td>6RM</td>
<td>Ms. Rebecca Mieczynski</td>
</tr>
<tr>
<td>7R</td>
<td>Ms. Jessica Rigwood</td>
</tr>
<tr>
<td>7H</td>
<td>Mr. Nicholas Huffman</td>
</tr>
<tr>
<td>8A</td>
<td>Mrs. Amy Avona</td>
</tr>
<tr>
<td>8M</td>
<td>Mrs. Lucy McKinnon</td>
</tr>
</tbody>
</table>

### TEACHER AIDES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Aide</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreK</td>
<td>Mrs. Carla Roy / Mrs. Jackie Goff</td>
</tr>
<tr>
<td>PreK</td>
<td>Mrs. Linda Frankiewicz</td>
</tr>
<tr>
<td>PreK</td>
<td>Mrs. Linda Frankiewicz</td>
</tr>
<tr>
<td>KB</td>
<td>Miss Gina Krell</td>
</tr>
<tr>
<td>KP</td>
<td>Mrs. Beth Tobin</td>
</tr>
<tr>
<td>5H</td>
<td>Mrs. Laura O'Connor</td>
</tr>
<tr>
<td>5P</td>
<td>Mrs. Sheri Jones</td>
</tr>
<tr>
<td>5P</td>
<td>Mrs. Laura Parduhn</td>
</tr>
</tbody>
</table>

### Support Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Services</td>
<td>Ms. Molly McGillivray</td>
</tr>
<tr>
<td>Reading Specialist</td>
<td>Mrs. Mary Richter</td>
</tr>
<tr>
<td>P.E. Teacher</td>
<td>Mrs. Jenise Floyd</td>
</tr>
<tr>
<td>STEM Teacher</td>
<td>Mr. Christopher Garrett</td>
</tr>
<tr>
<td>Spanish Teacher</td>
<td>Mrs. Laura Bond, Spanish</td>
</tr>
<tr>
<td>Music Teacher</td>
<td>Mrs. Dora Trygar</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Mrs. Melissa Ehrsam</td>
</tr>
<tr>
<td>LRC Director / K-5 Computers</td>
<td>Mrs. Ann Orchard</td>
</tr>
<tr>
<td>Speech Services</td>
<td>Mrs. Jane Gauger, Gurnee #56</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Mr. Nicholas Huffman</td>
</tr>
<tr>
<td>Music On The Move (Band Program)</td>
<td>Mr. James Sobacki</td>
</tr>
<tr>
<td>Food Service (Lunch Program)</td>
<td>FSP (Food Service Professionals)</td>
</tr>
<tr>
<td>Maintenance (Day)</td>
<td>Mr. James Stickler</td>
</tr>
<tr>
<td>Maintenance (Evening)</td>
<td>Mr. Reinaldo Gonzalez</td>
</tr>
<tr>
<td>Maintenance (Day/Weekend)</td>
<td>Mr. Phillip Tufo</td>
</tr>
</tbody>
</table>

A message from the Principal:

Dear Parents,

Welcome to the St. Patrick School family and another exciting new school year. 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 several new initiatives planned for the coming school year. Our teachers have selected the McGraw-Hill My Math as our new math series and curriculum. We excited about the many new features of this program… watch for more information to come on this as the school year begins. We are also providing an accredited Spanish teacher/program and a STEM teacher/program for our middle school students. Finally, we are bringing one-to-one Chromebooks for our middle school students and a new classroom set of Chromebooks for our 4th and 5th graders. This then allows us to take all our current iPads and give them to our students in preschool – 3rd grade for their daily use. There is so much good news happening at St. Pat’s!

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 question on policy or procedures arise. We are sending this to you digitally so you can save it to your desktop. It is also available on our website. Please read it carefully and discuss the items contained in the handbook with your child(ren).

We hope that the information included in the handbook will support us in our efforts to communicate well with you, our parents and students. If an answer to a question cannot be found in this book or a concern arises, please then 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
# TABLE OF CONTENTS

5 - - - - - - Accreditation, Mission, Philosophy, Belief Statement, Vision of the Graduate  
6 - - - - - - St. Patrick Parish Call to Discipleship, Notice of Nondiscrimination, Wellness Policy, Parent/Guardian Conduct, Sexual Harassment

## GENERAL INFORMATION

10 - - - - - - School Address / Telephone, Daily Time Schedule, Lunch / Recess Schedule  
11 - - - - - - Visitors / Teacher Mtg., Bussers, After School Care, Walkers / Riders, Tuition & Fees  
12 - - - - - - Admission Policy, After School Club, Parent Involvement, K-5 Parties, Photograph / Video Release

## SCHOOL REGULATIONS

14 - - - - - - Dress Code, Health Regulations, Attendance  
20 - - - - - - Early Dismissal, Transferring Procedures, Appointments, Messages, Graduation Requirements

## BEHAVIOR EXPECTATIONS & DISCIPLINE

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

## SCHOOL SAFETY

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

## GENERAL INFORMATION

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

## ACADEMIC INFORMATION

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

## TECHNOLOGY

36 - - - - - - Technology & Internet Acceptable Use, Parent / Guardian Consent Form  
40 - - - - - - Chromebook Policies & Procedures for Students  
43 - - - - - - Frequently Asked Questions About Chromebooks  
45 - - - - - - Chromebook Agreements  
49 - - - - - - Field Trips, Student Council

## ST. PATRICK BOARDS

49 - - - - - - Board of Specified Jurisdiction, BSJ Board Members, Board Policies  
52 - - - - - - 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.

MISSION STATEMENT

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.

St. Patrick School is a Catholic, child-centered, Preschool-8th grade school where the staff, parents, and entire parish community educate the whole child spiritually and academically to continue to be a Disciple of Christ and actively participate in their Catholic faith.

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.

**ST. PATRICK PARISH: THE CALL TO DISCIPLESHIP**

A Christian Disciple is one who responds to Christ’s call, follows Jesus, and shapes his or her life in imitation of Christ. A Christian Steward is one who receives God’s gifts gratefully, cherishes and tends them in a responsible and accountable manner, shares them in justice and love with others, and returns them with increase to the Lord. Becoming a disciple of Christ leads naturally to the practice of stewardship. This Christ-centered way of living has its beginning in Baptism, the sacrament of Faith. Faith joins individuals and the community of Jesus’ followers in intimacy with their Lord and leads them to live as his disciples. As Catholics, from baptism, we are all called to be Christian disciples and live the stewardship way of life. (From the U.S. Bishops pastoral letter on stewardship 2002.

**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.

St. Patrick School does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of educational policies, admission policies, athletic, or other school-administrated programs.

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 grade 5.

**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.
- Students shall be provided opportunities for physical activity through a range of before- and after-school programs including intramurals, interscholastic athletics, and physical activity clubs.
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.

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.
- The school is encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- 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 if there is 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 Phone: (847) 623-8446
15020 W. Wadsworth Road FAX: (847) 623-3119
Wadsworth, IL  60083-9502 e-mail: sps@stpatrickwadsworth.org
                                             Web address: www.spswadsworth.org

Absences MUST BE reported: (847) 623-8446, Ext. 32 or e-mail teacher/office
After School Club telephone line: (847) 625-0034, Ext. 37, 2:30-6:00 PM

DAILY TIME SCHEDULE

School Hours
St. Patrick School Office is open from 7:30-4:00 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 CHANGE:
  - 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

11:20 Grades 2/3 Lunch in Dyer Hall / Grades K-1 Recess Back Parking Lot
11:40 Grades K-1 Lunch in Dyer Hall / Grades 2-3 Recess Back Parking Lot
11:25 Grades 6-8 Lunch in Boehm Center / 11:42 Grades 6-8 Recess Front Parking Lot
11:42 Grades 4-5 Lunch in Boehm Center / 12:02 Grades 4-5 Recess Back Parking Lot
2:45 Dismissal Bell
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.

DISMISSAL
Students are dismissed at 2:45. Students will line up in three lines in their hallway: Bussers, Walker/Rider and After School Care. School staff will escort each group to the appropriate spot.

BUSSERS: 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.

AFTER SCHOOL CARE: Students in After School Care will be escorted to Dyer Hall and will follow the procedure of the program.

WALKER/RIDERS: Students who are picked up will be gathered in the Boehm Center. Drivers are asked to park in the lot no earlier than 2:30. At the 2:45 bell, you will be allowed into the Boehm Center by the 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).

*PLEASE NOTE: Afternoon supervision is provided until 3:00 PM. If your student is not picked up by that time, you will be charged $25 to your tuition account. If you registered with the After School Club program, your child will be sent to the program. After School Club 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
Each family is asked to pre-register during the pre-registration week in January. A $100 registration fee per family, $200 book fee per child, and an $100 technology fee per child are due at that time. These fees are subject to change each year. Both fees are nonrefundable. Tuition fees are as follows:

<table>
<thead>
<tr>
<th></th>
<th>STEWARDSHIP FAMILIES OF ST. PATRICK PARISH</th>
<th>NON-STEWARDSHIP FAMILIES OF ST. PATRICK PARISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Child</td>
<td>$ 3,300.00</td>
<td>$ 5,240.00</td>
</tr>
<tr>
<td>Two Children</td>
<td>$ 5,790.00</td>
<td>$ 9,685.00</td>
</tr>
<tr>
<td>Three Children</td>
<td>$ 7,915.00</td>
<td>$14,130.00</td>
</tr>
<tr>
<td>Four Children</td>
<td>$ 9,900.00</td>
<td>$19,674.00</td>
</tr>
</tbody>
</table>

St. Patrick Stewardship Tuition Rates: A "Stewardship family" tuition rate is available for families who demonstrate commitment to the stewardship way of life by sharing their time, talent and treasure within St. Patrick Parish. First and foremost, a Stewardship family regularly participates in the mass and the sacraments available to a Catholic family. A Stewardship family also participates in the Annual Stewardship Renewal by returning a commitment card with at least one commitment in each area of Time, Talent, and Treasure and follows through on their commitment faithfully throughout the year.
A trimester report is prepared on participation in the mass (by reviewing utilization of offertory envelopes), total parish giving, and service in various ministries. Families receiving the stewardship tuition rate but not meeting the expected levels of parish participation will receive consultation calls from the parish following which their tuition rate may be increased to the non-stewardship rate after review.

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 fund raising 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 Stewardship Family tuition rate.

Tuition payments are to be made in accordance with the schedule each family chose through the FACTS tuition program.

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 (1st, 2nd, 3rd) 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. Pre-registration in January for the following school year will be accepted only if the tuition account is current.
5. Tuition packets for the following school year will be mailed in June 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 8th graders whose tuition is not paid in full in accordance with your FACTS payment plan will have chosen non-participation for their child/children in all graduation activities. Children will NOT be allowed to participate in the class trip or graduation banquet.
8. Families receiving the "Stewardship Family Tuition Rate" may have this changed to the "Non-Stewardship Family Tuition Rate" if participation in parish life is not met, measured by the frequent use of offertory envelopes and return of a completed Stewardship Commitment Card.

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 Stewardship 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 stewardship families who have children already in attendance at St. Patrick School (includes Preschool).
2. Children of non-stewardship families who have children already enrolled in St. Patrick School.
3. Children of stewardship 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, regularly uses the parish weekly tithing envelopes, and service in the parish.
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.
5. 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.

ST. PAUL THE APOSTLE/ST. RAPHAEL THE ARCHANGEL/ST. DISMAS
St. Patrick School welcomes children from St. Paul the Apostle, St. Raphael the Archangel, and St. Dismas parishes. The pastors of these respective parishes should be contacted for registration information and procedures.

AFTER SCHOOL CLUB
St. Patrick School provides an After School Club 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.

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, 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.)

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 and for the Olympic Day at the end of the school 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.

It is required by the Archdiocese of Chicago and St. Patrick School that ALL parents who volunteer/visit in classrooms participate in the one-time Virtus Training program prior to volunteering. The program includes: Virtus Training session, criminal background check, DCFS background check, and Code of Conduct. 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.

**Kindergarten through 5th 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.

The 6th, 7th and 8th 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.
Boys/Girls: Dennis navy ¼ –zip sweatshirt with SPS logo may be worn in place of vest.

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 1st
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 2nd 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)
Undershirts:  If a student wears a t-shirt or undershirt under their clothing, it must be solid white
without any imprinting.

Name Tags:  The name tag is part of the dress code and all students must wear their name tags every
day. Students in K-5 grade must wear their name tag on their collar. Jr. High students will wear their
name tags on a St. Patrick School (only) lanyard. They will be given out in the mornings 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. 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.

**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 Students** may wear foundation, cover-up. NO MASCARA, EYESHADOW, LIPSTICK or ARTIFICIAL NAILS ARE ALLOWED.

**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 (1st Time) be given a warning by homeroom or classroom teacher (2nd Time) an email notice will be sent to parents (3rd 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 Days:** Dress Down Days coincide with our monthly pizza days on the first Friday of every month (with the occasional exception.) Uniform pants 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, and athletic shoes. During the appropriate seasons, 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.

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 30th 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 1st of the present school year.

Immunization Timetable

<table>
<thead>
<tr>
<th>Immunizations</th>
<th>Prior to Kindergarten OR New to Illinois</th>
<th>Prior to 6th Grade OR New to Illinois</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTP-DTaP</td>
<td>2mo-4mo-6mo-18mo-4yr</td>
<td>1 Dose</td>
</tr>
<tr>
<td>Tdap-Td-DT</td>
<td>Total: 5 Doses</td>
<td>Total: 6 Doses</td>
</tr>
<tr>
<td>Polio</td>
<td>2mo-4mo-18mo-4yr</td>
<td>None required if current.</td>
</tr>
<tr>
<td>IPV or OPV</td>
<td>Total: 4 Doses</td>
<td>Total: 4 Doses</td>
</tr>
<tr>
<td>HiB</td>
<td>2mo-4mo-6mo-12mo</td>
<td>None required if current.</td>
</tr>
<tr>
<td>Haemophilus Influenza B</td>
<td>Total: 4 Doses</td>
<td>Total: 4 Doses</td>
</tr>
<tr>
<td>HB</td>
<td>Birth-2mo-12mo</td>
<td>None required if 3-Series was completed.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3 Series Total Completed</td>
<td></td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>1 Dose OR</td>
<td>1 Dose</td>
</tr>
<tr>
<td>Varicella</td>
<td>Documented Disease</td>
<td>Total: 2 Doses</td>
</tr>
<tr>
<td>MMR</td>
<td>12mo-4yr</td>
<td>None required if current.</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella</td>
<td>Total: 2 Doses</td>
<td>Total: 2 Doses</td>
</tr>
<tr>
<td>Health Physical</td>
<td>Completed before start of school.</td>
<td>Completed before start of school.</td>
</tr>
</tbody>
</table>

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.**

Children exhibiting symptoms of **head lice or nits (eggs)** will be excluded from school until all nits have been removed from the hair in addition to using the shampoo formulated to kill head lice and their eggs. Upon returning to school after treatment for head lice, the student will be reexamined before entering the classroom.

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.

**ATTENDANCE**

**REGULAR ATTENDANCE**

We stress very strongly the importance of children attending school on a regular 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, 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 conference will be held and a doctor’s note will be required for any absence thereafter or 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 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.

**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.

**Kind:** 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.
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.

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.

PRIMARY 1-3 BEHAVIOR / DISCIPLINE PLAN

We are committed to a positive reinforcement policy in which students will earn reinforcements such as tickets, ticket punches, or points. These positive rewards will be collected and turned in for prizes or privileges during the course of the year.

Disrespectful or disruptive behavior will result in progressive consequences. First offense will result in a warning. Second offense will be a meeting with the teacher and loss of points or tickets. Third offense will result in loss of some recess or free time. Fourth offense will result in parent contact. These, of course will be up to the discretion of the teacher.

INTERMEDIATE 4-5 BEHAVIOR/DISCIPLINE PLAN

We expect students to exhibit respectful, responsible, safe, kind and honest behavior on a daily basis. Teachers encourage students in a positive and nurturing manner to make appropriate choices. Students who are struggling in these areas and disrupting the learning environment will be given the following consequences:

- Students will receive 2 verbal warning and redirection from a teacher and if they do not change their behavior, they will receive a referral. Parents will be notified of the referral by email.
- Students who receive a referral will be given a Think Sheet to be completed at home and returned the following day with a parent’s signature. If the Think Sheet is not returned the following day, the student will be required to miss 10 minutes of recess. Students who don’t return a Think Sheet for a third day will need to speak to the principal.
- Students who receive 5 referrals for lack of respect, responsibility, safety, kindness or honesty will serve a detention on the Thursday of that week from 3:00-4:00 PM.

Detention: 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 talk about the new plan of action. Parents will be notified by email when a detention has been issued. If the detention is issued on a Thursday and the parent cannot be contacted before the end of the school day, the detention will be served the following week.

At St. Patrick School, we want students to learn that they are in control of their own behavior and will be held accountable for the choices they make. This discipline plan provides a consistent and fair way to help guide
students toward developing positive learning habits. God has given all of us the gift of free will and as educators we will encourage personal accountability.

JUNIOR HIGH 6-8 DISCIPLINE PLAN

DISCIPLINE POLICY:

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 of their actions and to serve as Christian models to help them make appropriate choices. Our disciplinary policy for 6-8 graders consists of positive reinforcement for proper behavior, and redirection and logical consequences for poor behavior choices.

In an effort to encourage positive academic and behavioral habits in our students and foster a nurturing and collaborative community, there will be three community building activities - one at the end of each trimester. These activities will serve as rewards for students who regularly show good study habits and positive, Christian behaviors, academic achievements and positive behavior will also be rewarded in a variety of other ways throughout the year both in individual classrooms and school wide.

LOGICAL CONSEQUENCES:

In order to enforce the rules and encourage personal accountability, discipline with logical consequences will be issued for behavior that disrupts the learning environment or does not meet the expectations listed below.

First Step – warnings and redirection: In dealing with minor behavior infractions, teachers will issue a reminder of expected behavior to the student, and an explanation of why this expected behavior is essential to the school environment. These infractions cover the four school-wide expectations (Respect, Responsibility, Honesty, and Safety) which include, but are not limited to:

- Inappropriate language
- Abusing the school environment or the personal property of others
- Excessive/loud talking at inappropriate times
- Inattentiveness
- Failure to come to class prepared for instruction
- Creating an unsafe or distracting environment for oneself or others
- Gum Chewing
- Class Tardiness
- Going to locker/bathroom/drinking fountain/any other area of the school at an inappropriate time or without permission
- Loud/inappropriate behavior in the hall or lunchroom
- Failure to comply during emergency drills

For the above infractions, the teachers will issue a verbal warning and redirection to the student. The teacher will determine and implement a logical consequence for each 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 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.
Note: Students will no longer receive demerits for late and/or missing homework. Students will receive a 10% reduction in grade for each day an assignment is late. All late work must be turned in by the following Monday in order to receive any credit. Parents and students should check Powerschool and homework website regularly to be aware of upcoming and missing assignments.

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
- Pushing/jumping on 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.

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. Any Disciplinary Conference will result in being unable to participate in the end of trimester field trip. 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 non-prescription drugs, and paraphernalia
- Possession, exploration, or distribution of pornographic material in any manner – hand-drawn, electronic or otherwise
- 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
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.

POSITIVE BEHAVIOR INCENTIVES: Invest in Your Education

The Junior High has developed and will implement 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 “dollars.” These “dollars” can be used in two ways:

1. Students can use these “dollars” as locker, bathroom, or hall passes, at the discretion of the teacher. If a student needs to use the bathroom or get a drink during class, or if a student leaves necessary materials in his/her locker, he/she may use a “dollar” to leave class.
2. At the end of the trimester, students may put any remaining “dollars” into raffles for one of several prizes that will be raffled off. Examples of prizes may include a gift card, a dress down day, or the seat at the back of the bus for the next field trip.

In addition to the “dollars” received at the start of each trimester, students will be able to earn additional “dollars” 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 DEPT.
-- 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. Remember, it is the law. Cell phones are a distraction to drivers while children are waiting for rides or boarding their vehicles. Safety first, please. Teachers and staff are not to allow a child into a vehicle in which the driver is speaking on a cell phone.

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 oneself.
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. Students are to speak with inside voices and are expected to respond to the “Silent Signal” 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 mittens 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.


<table>
<thead>
<tr>
<th>Searches of School Property:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**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 upmost 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.

1st Offense – the student will receive a verbal warning.
2nd Offense – Letter of apology to the bus driver
- Three-day suspension from the bus
- Phone call to parents
3rd Offense – Five-day suspension from the bus
- Phone call to parents
4th 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.

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.

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 other based on the student’s average grade on the Wednesday of that week. For 5th grade, eligibility shall be determined at the mid-term and end of each trimester.
4. Three weeks of ineligibility for students in 7th & 8th 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 5th & 6th 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.

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. Reenrollment 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. 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 order to help them stay organized and responsible with homework. 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

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

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
- 4th – 8th: 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, Scholastic Reading Inventory and Scholastic Math Inventory. 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.
**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.

**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.

**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;
- 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;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for unauthorized purchases;
- transmitting over of its computers and the computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- the use of another’s account or passwords;
- 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.

Technology Resources include but are not limited to the LAN, Internet, fax, email, stand alone computer, Chromebooks, iPads, Mimio equipment and telephone. Students who do not comply with the St. Patrick School Technology Acceptable Use Policies will be subject to loss of privileges.

**Cell Phone Policy**

Cell phone use is not allowed during school hours. For this reason we highly recommend that students not bring their phones to school however if a student has permission to bring a cell phone to school by having their parent sign the appropriate form, the student must turn in their phone to the homeroom teacher upon arrival. The phone will be returned to the student at dismissal. Requesting to bring a cell phone to school places liability of the phone on the student and parents. Students not complying with the cell phone policy will have their phone taken away and a parent must pick up the phone 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.

- Vandalism and harassment will not be tolerated
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.

I / we do not 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.

Name of Student ___________________________ Grade ___________________________

Print name of parent/guardian ___________________________ Signature of parent/guardian ___________________________

Print name of parent/guardian ___________________________ Signature of parent/guardian ___________________________

Date ___________________________

*(Including but not limited to Internet access, fax, e-mail, stand-alone computer, Chromebook, iPad, Mimio classroom equipment and telephone. The parent/guardian is responsible for any damage caused through the student’s inappropriate use of the school’s devices and Internet system.

(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.)

July 15, 2016
Cell Phone Policy

Student cell phone use is not allowed on the St. Patrick School campus between the school hours of 7:30 a.m. and 3:30 p.m.

For this reason we highly recommend that students not bring their phones to school. However, if a parent wants a student to have their phone 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 to the homeroom / classroom teacher upon arrival.
- The cell phone will be secured by the teacher for the day.
- The phone 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 policy will have their phone taken away and a parent must pick up the phone from the principal’s office. The student will receive an automatic detention.
- Students may not use their cell phone on the bus unless the bus driver gives them permission to use it.
- Parent & student must sign a new permission slip each year.
- Requesting to bring a cell phone to school places liability of the phone on the student and parents.

I, _________________________ request that my student ________________________

Parent’s Name

brings her/his cell phone to school during the 2016-2017 school year. My student is in ______________________

Grade

and is in ________________________ Homeroom or Classroom.

Homeroom or Classroom Teacher Name

Parent Name: ________________________ Student Name: ________________________

Parent Signature: ________________________ Student Signature: ________________________

Date: ________________________ Phone Number: ________________________
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.

**CHROMEBOOK DISTRIBUTION**

**Chromebook Distribution:**
Following the $150 leasing fee payment to St. Patrick School, Jr. High school students (6th, 7th, and 8th graders) will receive their Chromebooks at our Meet and Greet on August 18th but definitely no later than the first week of school.

**Transfer/New Student Distribution:**
Following the $150 leasing fee payment to St. Patrick School, students who transfer in after the start of the school year will receive their Chromebooks directly from the Technology Office.

**Transfer Students Leaving St. Patrick School:**
Student’s Chromebook must be returned to the Technology Office/Computer Lab. The leasing fee is non-refundable.

*IMPORTANT:* Please do not throw away the original box the Chromebook comes in. We ask that you return your Chromebook in its original box for storage each summer.

**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 Technology Office 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.

**Cases**
- Each student must provide their own protective case that should be used whenever the Chromebook is being transported or not in use. Here is one website with suggested case that covers the Chromebook: [http://www.volumecases.com/#home](http://www.volumecases.com/#home).
- [Here is another link to a protective Chromebook sleeve:](https://www.amazon.com/Evecase-11-6-Inch-Neoprene-Accessory-Chromebook) [https://www.amazon.com/Evecase-11-6-Inch-Neoprene-Accessory-Chromebook](https://www.amazon.com/Evecase-11-6-Inch-Neoprene-Accessory-Chromebook) (Don’t forget to use Amazon Smile when ordering on Amazon.)
- 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.
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 lid (pens, pencils, etc.)

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 stop by the Technology office and check out a loaner for the day
- The student must sign a loaner agreement and 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 a demerit referral
- The loaner Chromebook must be returned to the Technology office before 2:45 pm on the date it was borrowed

Chromebooks being repaired
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the Technology Office
- The student must sign a loaner agreement and will be responsible for any damage to or loss of the loaned 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

Printing
- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate
- Each school will make arrangements for student printing only when absolutely necessary.
- 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/](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
- Students should always remember to save frequently when working on digital media
- 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, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- **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. Securly 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.
- 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**

**Chromebook Identification**
- The school will maintain a log of all Chromebooks that includes the Chromebook serial number and name of the student assigned to the device.

**Repair of your Chromebook**
- If a student's Chromebook needs repair, the student should bring it to the Technology 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. 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, vandalism, 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.

**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 may use monitoring software that allows them to view the screens and activity on student Chromebooks.
Frequently Asked Questions About Chromebooks

St. Patrick School is devoted to giving our students and teachers the tools they need to succeed in an ever changing digital world. This school year we roll-out our one-to-one Chromebook initiative for our middle school (Jr. High) students and we will provide one-to-one classroom access for students in grades 4 and 5. Our goal is to provide a blended learning environment that combines traditional strategies with the use of digital tools.

Frequently Asked Questions:

*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 the Chromebooks from St. Patrick School at $150 per device per year. Parents of students in grades 4 and 5 will have an increase in their 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, 7, and 8th 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 4 and 5 will not be leasing their Chromebooks. Their devices will be used in school only.

*Is a case required?*
Yes. St. Patrick School requires each family to purchase some form of a protective case. Here is one website with a suggested case that covers the Chromebook: [http://www.volumecases.com/#home](http://www.volumecases.com/#home).

Another form of a protective case/sleeve: [https://www.amazon.com/Evecase-11-6-Inch-Neoprene-Accessory-Chromebook](https://www.amazon.com/Evecase-11-6-Inch-Neoprene-Accessory-Chromebook)

(Don’t forget to use Amazon Smile when ordering on Amazon.)

*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 must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. This device may be taken home.

*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 replacement of the Chromebook.

*Will students keep their Chromebooks over the summer?*
At this time the decision is no. Students will turn in their Chromebooks in June and they will be reassigned to them the following August. Chromebooks must be returned in their original box. It’s important that the student keeps the original box to provide storage for the device over the summer.
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. 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. Securly 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.

In addition, our faculty has been working this summer to prepare for the use of Chromebooks in their classrooms. Classroom activities will leave little time for anything else. Teachers will be trained to monitor student use so that they are appropriately engaged in the learning process.

How then will students be able to research on their own?
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.

When will Chromebooks be distributed?
Families are asked to pay their technology/leasing fee at Fee Day. Chromebooks will be distributed to our Jr. High student at our annual Meet and Greet. The leasing fee must be paid, both Chromebook Agreements (parent and student) and the Acceptable Use of School Technology by Student document must be signed before a Chromebook will be given to a student.
Giving our students and teachers the tools they need to succeed in a digital world is an important endeavor for St. Patrick School. To be college and career ready, our students will need to be adept at using technology for critical thinking, problem-solving, collaboration, multi-media research and sharing, and as an essential tool for interaction in a global environment.

We are excited to launch our 1:1 initiative in support of these goals, in which each 6th, 7th and 8th grader will lease a Chromebook at the beginning of the 2016-17 school year. To help our students successfully navigate the 1:1 learning environment and take full advantage of the investment in this technology as a tool for learning and engagement, St. Patrick School has developed the following guidelines. It is vital that all students and their parents understand and abide by these guidelines.

**Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with St. Patrick School’s Use of Technology Policy.
- 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. (Note: A fully charged Chromebook should last at least 8 hours).
- Students should treat their device with care and never leave it in an unsecured location.
- Devices must be kept in a protective case or sleeve. Please see the Frequently Asked Questions document or the Chromebook Policies and Procedures for Students document for links to examples.
- Students must promptly report any problems with their Chromebook to their homeroom teacher.
- The serial number and other identification tags, which include the student’s name, grade and ID number, must not be removed or interfered with. If a student loses a Chromebook while at school, it will be returned to either the student’s homeroom teacher or to Mrs. Orchard.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system.
- The devices should be kept clean, and nothing (ie. pen, pencil, etc.) should touch the screen other than approved computer screen cleaners. Chromebooks are touch-screen devices and must be treated with care. Careful closure of the Chromebook includes not leaving any items on the keyboard which causes breakage.

**Chromebook Care**

- Do not place heavy items including textbooks on the Chromebook. Remember do to do this when placed in backpacks.
- Keep food and liquids away from the Chromebook.
- Cords, cables and removable storage devices must be inserted and removed carefully.
- Never lift the Chromebook by the screen or carry the device with the screen open.
- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids.
- Do not put pressure on the top of the Chromebook when closed.
- Do not store the Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (pens, pencils, etc.)

**Spare Equipment and Lending**

If a student’s Chromebook is inoperable, the school has a limited number of devices for use while the student’s Chromebook is repaired or replaced. These guidelines remain in effect for loaner computers. Students must have a fully functional Chromebook to work with at all times. If a student experiences problems with his/her Chromebook, they must immediately report the issue and request a spare device. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher.
Ownership of the Chromebook
Chromebooks 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 Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware during their school enrollment.

Warranty and Insurance
The Chromebook includes a one year hardware warranty from the manufacturer. This does not cover accidental breakage or theft. The cost of most breakages and repairs will be covered by the 3 year insurance policy through Worth Ave. Group. The cost of 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, vandalism, 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.

Cost 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 before summer vacation. When students graduate from St. Patrick School, St Patrick School takes ownership of the Chromebook. If the student ceases to be enrolled in St. Patrick School, the student must return his/her device to St. Patrick School in its original box. The original leasing fee is nonrefundable.

*IMPORTANT: Please do not throw away the original box the Chromebook comes in. We ask that you return your Chromebook in its original box for storage each summer. July 15, 2016

Signatures below indicate that the parties have read the AUP document and understand their responsibilities pertaining to the ownership and proper utilization of the Chromebook.

Parent/Guardian Name________________________________________________________
Parent/Guardian Signature ______________________________________Date __________

Student Name ___________________________________ Student Grade___________
Student Signature ___________________________________ Date __________

Student Name ___________________________________ Student Grade___________
Student Signature ___________________________________ Date __________
FIELD TRIPS

Field trips provide valuable learning experiences for children. Both in-house and off-site field trips are incorporated into our educational program. Due to the rising cost of bus charters and liability concerns, off-site field trips are kept to a minimum. Permission slips are required whenever children leave our school property. Children are given approximately one week to return the form. At times, parents are needed to serve as chaperones. Depending on the nature of the trip, chaperones may be limited to a specific number. In these cases, the teachers will select parent chaperones using a lottery system. Parents need to devote their full attention to the children in their care. We are unable to accommodate additional family members on field trips. On the day of the trip chaperones are asked to report to the teacher upon arrival at school for directions and additional information.

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.

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.

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.

2016-2017 BOARD OF SPECIFIED JURISDICTION

Board Members
Chairperson Mrs. Caryn Reuland
Vice Chairperson Mr. Brian Dieringer
Ex-Officio Member Father Jim Merold (Interim Pastor)
Ex-Officio Member Mrs. Mary Vitulli (Principal)
Ex-Officio Member Mrs. Holly Gardner (President-PTO)
Ex-Officio Member Mr. Nicholas Huffman, Athletic Director
Member Mrs. Peri Booth
Member Mrs. Laura Coe
Member Mrs. Kim Gibbons
Member Mrs. Erin Ginn
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)
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 by the Board. (Institutional Advancement)

All students must comply with current state legislation passed regarding physical, dental, and vision examinations as well as immunizations. (Policy and Planning)

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)

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)

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 (5th – 8th grades) for each sport your child participates in, including cheerleading. There is a $25.00 Activity Fee per student (4th 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.
2016-2017 Booster Club Board

Athletic Director  Mr. Nicholas Huffman
Treasurer  Mrs. Robin Fabry
Ex-Officio Member  Father Jim Merold  (Interim 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.

2015-2016 Executive Board  Committee Chairpersons
President  Holly Gardner  Hospitality  Krista Khayat
Vice President  Betsy Pankau  Welcome Back Coffee  Tina Long
Secretary  Jenny Larsen  Helping Hands  Karen Herubin
Principal  Mary Vitulli  Room Parent Coordinator  Vesper Miller

Fall Fest  Restaurant Nights  Kim Gibbons
Kindergarten Coffee  Andrea Miranda, Krista Khayat Parent/Child Events  Laura Coe
Teacher Appreciation Week: Maria Monroe

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.