

2009-2010

AGREEMENT

We have read and will comply with the St. Patrick School Parent/Student Handbook including the Internet Agreement and Photograph/Video Release. We recognize the right and responsibility of the school to make rules and enforce them.

Date: \_\_\_\_\_  
Parent Signature

Date: \_\_\_\_\_  
Parent Signature

Date: \_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Family Name - Please Print

**(Please sign this sheet and return to school with your child on the first day of school.)**

MISSION STATEMENT

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

PHILOSOPHY

We are a Catholic School. We commit ourselves to the Good News that each of our students is a child of God and so a unique and vital part of our school community. 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 propose to achieve academic excellence. We further propose to create a warm, nurturing environment from which students will emerge with a disciplined, joyful image of themselves as the beloved children of God.

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.

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.

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

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

## NOTICE OF NONDISCRIMINATION

St. Patrick School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Patrick School admits students of any race, color, sex, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students in this school.

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 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](http://www.fspro.com).

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### *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 punishment.
- School personnel shall not use physical activity as a punishment or withhold participation in recess or physical education class as a punishment.

## 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.

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SCHOOL ADDRESS AND TELEPHONE

St. Patrick School Phone: (847) 623-8446  
 15020 Wadsworth Road FAX: (847) 623-3119  
 Wadsworth, IL 60083 e-mail: sps@stpatrickwadsworth.org  
 Web address: www.spswadsworth.org

Absences MUST BE reported: (847) 623-8446, Ext. 33  
 Extended Day telephone line, (847) 625-0034, 2:30-6:00 PM

DAILY TIME SCHEDULE

Grades K-8 begin at 8:00 AM and dismiss at 2:40 PM. Lunch begins at 11:15 AM for Kindergarten; 11:30 AM for Grade 5; 11:50 AM for Grades 1-2 and 6-8; and 12:10 PM for Grades 3-4.

TUITION AND FEES

Each family is asked to pre-register during the pre-registration week in March. A \$75 registration fee per family, \$200 book fee per child, and a \$60 technology fee per child is due at that time. Both fees are nonrefundable. Tuition fees are as follows:

	<u>PARISHIONERS OF ST. PATRICK PARISH</u>	<u>NON- PARISHIONERS</u>
1 child	\$2,575	\$ 4,000
2 children	\$4,510	\$ 7,400
3 children	\$6,180	\$10,800
4 children	\$7,725	\$14,200
5 children	\$9,015	

Since St. Patrick parishioners also subsidize school income via their weekly church donation, non-parishioners are billed, in justice, at a higher rate. Parishioners are reminded, however, that their obligation is to use the Sunday envelopes (the average contribution for St. Patrick Parish is \$20 per week).

Tuition may be paid monthly, quarterly, or all at once. Families wishing to pay on a monthly basis are required to pay two months' tuition at registration and on the first of each month (October through April). Quarterly payments are made at the time of registration, October 1, January 1, and April 1. If it is financially possible to pay all amounts in advance, it would provide St. Patrick School with a reserve to meet any unanticipated expense. Anyone who is financially unable to meet these expenses should contact the principal.

1. A tuition contract was developed and implemented in the Fall 1987. The contract must be completed at the time of registration. The Tuition Contract was designed for two very important reasons. First of all, to remind parents that tuition needs to be paid in a timely manner. Our operating budget depends on regular income. Secondly, the contract enlists the help of parents to work on one of our annual fund-raising activities. Parents are asked to consider one of the following activities: The Big Raffle, Auction, Scrip Program, Market Day, Pancake Breakfasts, Pasta Nights, and classroom volunteers.
2. If tuition is not paid by the 10th of the month, a late fee will be charged (\$10 for each month).
3. A \$25 fee will be charged for any bounced check returned to the school.
4. Families with tuition in arrears 30 days will be notified by mail.

5. Grades will not be released or graduation granted to anyone with tuition and fees in arrears 60 days.
6. Any circumstances prohibiting timely tuition payment must be brought to the attention of the principal and is handled on an individual basis.
7. Final tuition is due on April 1.
8. Pre-registration in February will be accepted only if the tuition account is current.
9. New school year registration will **not be allowed by any family with any tuition** outstanding from any previous year(s).
10. Final report cards and awards are not released until accounts are paid in full.

#### 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 parishioners. 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 Kindergarten

Kindergarten students will be admitted to St. Patrick School according to School Board policy 8-05:

1. Children of active parishioner families who have children already in attendance at St. Patrick School.
2. Children of non-parishioner families who have children already in attendance at St. Patrick School.
3. Children of parishioner families according to length of active membership. The following criteria is taken into consideration: frequents Mass and the Sacraments, regularly uses the parish weekly tithing envelope, and service in the parish.
4. Children of catholic non-parishioner families from:
  - 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.

Priority of acceptance for Grades 1-8 is according to School Board policy 8-05.

#### ST. PAUL THE APOSTLE /ST. RAPHAEL THE ARCHANGEL

St. Patrick School welcomes children from both St. Paul and St. Raphael parishes. The pastors of these respective parishes should be contacted for registration information and procedures.

#### EXTENDED DAY PROGRAM

St. Patrick School provides an Extended Day Program to our school families. The program is held in Dyer Hall from 2:30-6:00 PM. This service is provided on full school days only. The cost is \$9.25 per day for the first child and \$7.25 per day for each additional child. Further information is available through the school office.

#### 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, 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, parents volunteering 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.

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. It is recommended that parents work in a classroom other than that of their child/children. The teachers also make room mother selections in order that the opportunity may be rotated to those interested parents. The responsibilities of the room moms 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 4 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.

Kindergarten through 4<sup>th</sup> Grade Parties - (Parties will begin at 1:00 PM and end promptly at 2:00 PM. Room Parents are asked to arrive no sooner than 12:45 PM.) Parties: Halloween, Christmas, Valentine's Day, St. Patrick's Day

The 5<sup>th</sup> & 6<sup>th</sup> grade students do not have class parties or dances. However, they may be offered alternative celebrations.

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

The 7<sup>th</sup> grade Room Mothers/Fathers are asked to help the teachers in the following ways: plan and host the Graduation Banquet.

We certainly appreciate the invaluable assistance which parents provide each 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.

#### SCHOOL REGULATIONS

#### SCHOOL HEALTH REGULATIONS

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

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

### Immunization Timetable

<u>At This Age:</u>	<u>Your Child Should Have Received</u>
2 months old	1st DPT immunization
	1st polio immunization
4 months old	2nd DPT immunization
	2nd polio immunization
6 months old	3rd DPT immunization
12 months old	****Chickenpox (varicella vaccination)
*15 months old	**1st measles immunization**
	**mumps immunization
	**rubella immunization
18 months old or older	4th DPT immunization
	3rd polio immunization
	**2nd measles immunization**
4 to 6 years, before starting school	DPT booster (the 5th immunization)
	Polio booster (the 4th immunization)
	Lead poisoning screening
	****Hepatitis B (series of 3 injections)
	****Chickenpox (varicella) vaccination
Thereafter	Tetanus-Diphtheria (TD) booster should be given every 10 years or following a dirty wound if a booster has not been given in the preceding 5 years.

\*In 1983, this age was changed from 12 months to 15 months.

\*\*These vaccines can be given in a single injection (MMR).

\*\*\*Effective fall of 1993, all students enrolling in any grade must provide acceptable documentation of two doses of live measles virus vaccine, with the first dose administered not earlier than 12 months of age and the second dose no less than one month after the first dose.

\*\*\*\*Effective fall of 1997, this series of inoculations is required of all children entering 5th Grade and children two years of age or older entering a school operated program.

\*\*\*\*\*Beginning in Fall 2002, children entering any school-operated program at kindergarten level and below will be required to show proof of having received one dose of chickenpox vaccine on or after their first birthday.

Children requiring physicals (Grades K and 6) must have the completed health form by the beginning of school in August. We ask that all students be in compliance with the State health laws before school opens.

### HEALTH AND SAFETY

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.

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. 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.

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.

When a child has been out with a fever, the child should be fever free for 24 hours before returning to school.

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.

### 2009-2010 DRESS CODE

Grooming & clothing make a statement about a person. 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. **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.**

#### Kindergarten – Second Grade

Girls must wear the uniform white plaid jumper or navy blue dress pants with a light blue polo shirt, short or long-sleeved. They may add a sweatshirt or a navy cardigan w/school emblem over their school shirt.

Boys must wear navy blue pants with a light blue polo shirt, short or long-sleeved. They may add a navy sweatshirt worn over their school polo shirt.

#### Third – Fifth Grade

Same as K-2 except for the girls, a uniform white plaid skirt or white plaid skirt replaces the jumper.

#### Sixth – Eighth Grade

Boys must wear navy blue pants and a light blue oxford shirt or polo shirt, short or long-sleeved, with a navy vest or a navy sweatshirt.

Girls must wear navy blue pants or culottes with a light blue oxford shirt or polo shirt, short or long sleeved, with a navy vest or a navy sweatshirt.

**PLEASE NOTE:** There are different styles you may choose from regarding the jumpers, skirts, skorts, and pants which will be noted on the Land's End website.

**ALL STUDENTS:** The following items must be purchased from Land's End and will have the school logo on each: Pants, shorts, sweater vest, and the cardigan sweater. The cardigan sweater is optional. The jumpers, skirts and skorts/culottes must also be purchased through Land's End. While supplies last: polos, sweatshirts, gym uniforms may be purchased through the school office.

**Shoes:** Plain solid black, low-cut, well-maintained, leather, athletic, tie shoes. (Kindergarten may wear Velcro closures.) Students must change into their gym shoes for gym class. As of May 1, any athletic, tie shoe may be worn (excluding those with platform or large high heels or sandals). Please do not ask us to make an exception to the May 1<sup>st</sup> date. If other shoes are worn to school, a parent will be called to bring the correct shoes to school.

**Socks:** For Girls: White or blue socks **OR** white or blue tights (no layering)  
For Boys: White, blue or black socks

**Shorts:** Navy blue shorts may be worn from the first day of school through September 30 and from May 1 through the last day of school.

**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. 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 \$1.00 charge for any part of the name tag needing 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. Girls may wear button earrings. Boys may not wear earrings.

**Maintenance and Fit:** Uniforms must fit properly, including jumpers, skirts, and culottes which should come to the knee or below (oversized and tight-fitting clothing is not permitted). **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 a natural color and must be kept neat, clean, and well-groomed. **Boys:** Hair must be a natural color and must be clean and well-groomed. Hair should be tapered at the sides and back so that at least ½ of the ear is visible; it must be above the top of a regular shirt collar and no longer than the middle of the forehead. Boys developing a mustache/beard should be shaved. Students that do not comply with the policy will be sent home that day for a haircut. **Both: Extreme or fad** hairstyles are unacceptable. Students may not wear make-up, colored nail polish, or artificial nails.

**Gym Uniforms:** Grades 4-8: The gym uniform must be purchased through Land's End. It consists of a cobalt blue t-shirt and shorts. School shoes are not allowed to be worn for gym class. A clean pair of non-marking athletic shoes is needed. They must tie; slip-ons are not allowed (velcro closure sneakers are acceptable for kindergarten.). Uniforms should be laundered on a weekly basis.

**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 School Board to incorporate a uniform policy that provides structure (uniformity) and ensures compliance on the part of parents and students. Even though our policy is well defined in content, sometimes "judgment calls" must be made. If your child is not in compliance with the

uniform policy, you will either receive a letter or phone call requesting that the clothing or other issue be adjusted. **In some situations, parents may be asked to bring the needed article of clothing to school.** If there is a question, you may contact the office. Decisions and/or "judgment calls" 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 **school-sponsored** sports immediately following school hours.

**Nonuniform Days:** In order to participate in nonuniform days, everyone is asked to bring in a canned good for the food pantries. Clothing on nonuniform days may include jeans, sweats, sleeved/crew necked t-shirts, and athletic shoes. Pants should fit properly (not tight, oversized, or wide-legged). Shirts must extend below the waist and shirt material must be solid, not sheer. If girls choose to wear a skirt to school, it must extend below the knee (no miniskirts). Messages on shirts should be positive and Christian. Shorts, spandex pants, tights with an oversized shirt, and sandals will not be allowed. Parents will be called if clothing is not appropriate for school.

**School Function Dress Code:** Dress for all school-related events should be modest and appropriate. The dress code for these occasions will be discussed in detail with the group participating prior to each event.

### 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. Students with excessive absences will be referred to the Lake County Superintendent of Schools' PROJECT P.A.S.S. If a child exceeds the 10% 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. If parents choose to remove their child for vacation, the make-up work may be given to the student at the discretion of the teacher.

Students who participate in the "Take Your Child to Work" day will be marked absent for the day. We recommend that you take your child to work during the summer.

Students who are absent from school for all or any part of the school day are not 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.

### TARDINESS

Our morning bell rings at 7:50 A.M. Our school day is curtailed by our dependence 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.) Excessive tardiness may result in retention. We also ask that children be left on the playground and not escorted into the school building. If the child arrives later than 8:15 AM, the parent must accompany the child into the school office. 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.

### EARLY DISMISSAL

A written request for early dismissal is necessary and must be authorized by the principal.

### 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. If it is necessary to obtain a copy of your child's records in order to gain admission into another school, a \$2.50 fee will be charged.

### 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 secretary 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.

Many times children ask to use the phone. It is important to keep the lines open for school business. Children will not be permitted to use the school phone.

### GRADUATION REQUIREMENTS

All tuition, book fees, and library fines 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 70%).

### DISCIPLINE PHILOSOPHY- Revised June, 1997

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.

Discipline is a teaching/learning process. Teaching students the basic behavioral patterns they will need to succeed in an academic setting is at the center of this process. It also means making concrete in their lives the command Christ gave us to love one another. When a child finds difficulty in meeting these expectations, teachers respond by stressing the importance of behavior that is appropriate and necessary in a setting that is both academic and Catholic. These priorities govern the document we call *Disciplinary Process and Procedure* of St. Patrick School.

St. Patrick School's Discipline Policy draws on the best of Social Learning Theory. It can offer, therefore, a consistent framework in which children can grow into self-controlled and motivated students who behave well and perform effectively in an academic environment.

Parents obviously play an essential role in discipline, since they provide the foundational structures of the child's behavior. As school parents, it is essential that they reinforce their child's understanding of the behavior expected at St. Patrick School, stressing both its importance and its value.

### DISCIPLINE POLICY- Revised June, 1999

The aim at St. Patrick School is to provide an atmosphere with a disciplined environment. Rules and regulations are established on the basis of safety, logic, and good educational principles and are intended to aid the child in his/her development as a self-disciplined being. Discipline, as well as academics, is part of the education process.

A student's willingness to conduct himself or herself with a spirit of cooperation, courtesy, and consideration of others, is of primary importance at St. Patrick.

### DISCIPLINARY PROCEDURE (K-8)

The faculty and staff expect good conduct and personal order in classrooms, halls, library, and playground. When a student presents a serious discipline problem:

1. The teacher and student will meet and discuss the offense, and a course of action will be planned. The student may receive a detention at this time.
2. If a second repeated or unrelated incident occurs: the teacher communicates the problem to the parents. The student may be assigned a detention as well.
3. If a third repeated or unrelated incident occurs: the teacher will confer with the administration regarding the student's actions and a parent conference will be required.
4. If further discipline is required, the student may have to serve an in or an out of school suspension for a period of time determined by the administration and readmitted only after the student, parents, teachers, and administration confer. The suspension includes exclusion from all school activities including sporting events, and credit may be given for class work or tests that are missed.
5. Expulsion: If all interventions fail and a student has been suspended three times, parents may be told to remove their student from St. Patrick School.

**PLEASE NOTE:** Parents of a suspended student will receive written notification, a copy of which must be signed and returned to the school office.

Certain behavior may require immediate suspension and in some cases immediate expulsion. These are situations and decisions made by the administration.

### ANTI-BULLYING POLICY

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.

**Definitions:** At St. Patrick School bullying is defined as a persistent, repeated, and/or chronic pattern of aggressive physical, verbal, and/or psychological behavior that is intended to harm another. 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.

**Strategies:** A system for responding to students who bully should take into account that bullying behavior among children ranges from an isolated incident to chronic and persistent. 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.

### DETENTION POLICY

A detention or other consequence can be given to support the learning process or to modify behavior. Notice of detentions will be given to the student and must be signed by parent/guardian and returned to the teacher the next day. If a student fails to bring the signed detention slip the day after it is assigned, parents will be called. Detentions will last until 3:30 and the student needs to be picked up at that time. A detention may be given at the discretion of any adult in authority. Morning and lunch-time detentions may also be given.

### DRUG AND ALCOHOL POLICY

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, 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.

### **ZERO (0) TOLERANCE - NO NEGOTIATION.**

### SCHOOL REGULATIONS

- MP3 Players, I-Pods, electronic games, and cell phones should not be brought on the bus or to school.
- Trading cards of any kind are not allowed.
- Children need written permission to leave the school grounds.
- 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.
- Blacktop and grass areas are to be used for play (during dry weather).
- Bicycles may not be ridden on the playground during school hours.
- Food and candy may not be eaten on the playground.
- 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, broken windows and any damage to school property will be paid for by the parents of the offending child.

### SCHOOL 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
- refrain from using cell phones when children are present

--drivers should be licensed (no student driver, please)

-- surnames of students should be posted in car windows at dismissal

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

-- cars will not be allowed on the property until 2:00 PM for pickup at dismissal

### 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. Allowing ladies to enter a room first.
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.

### 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 rather than 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.

### CELL PHONE USAGE

We ask that parents refrain from using cell phones while dropping off or picking up students. Cell phones are a distraction to drivers while children are waiting for rides or boarding their vehicles. Safety first, please.

### PERSONAL PROPERTY

Parents are asked to mark child's name on clothing, lunches, books, equipment, etc. 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 at the end of each quarter. 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.

## LUNCH / LUNCHROOM MANNERS

Children eat lunch with their classes either in the classroom, Dyer Hall, or 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 by the month. Milk may also be purchased monthly. Policy requests good table manners and good conduct while eating.

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. It is difficult for others to eat peanut butter and jelly when the smell of french fries is in the air.

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

## PLAYGROUND

The children go out at noon except in severe weather. They should wear appropriate clothing at all times. Children with serious colds who cannot go out for half an hour should be kept at home until they are well. It is difficult for us to provide indoor supervision during the lunch hour. 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.

Children who do not ride the bus must be picked up after school by 3:00 P.M. Children not picked up by 3:00 will be included in our Extended Day Program. The daily fee applies. Supervision on the playground is provided only until 3:00 PM.

## 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. If a note does not accompany the child to school, the child will use the usual mode of transportation home.

## BUS CONDUCT

All children must act with courtesy and respect. Regulations are for the safety of the passengers; therefore, a child who endangers the safety of the others may be put off the bus for two weeks. 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.

PLEASE NOTE: Children are to ride their designated bus only and are subject to the disciplinary procedures of St. Patrick 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.
6. Remain in seat while the bus is in motion. Keep aisles clear at all times.
7. Be quiet 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

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | - the student will receive a verbal warning. |
| 2 <sup>nd</sup> Offense | - Letter of apology to the bus driver        |
|                         | - Three-day suspension from the bus**        |

- |                         |   |
|-------------------------|---|
|                         | - Phone call to parents                                 |
| 3 <sup>rd</sup> Offense | - Five-day suspension from the bus**                    |
|                         | - Phone call to parents                                 |
| 4 <sup>th</sup> Offense | - Suspension from bus for the rest of the school year** |

\*\*In the event a student is suspended from riding the bus, he/she will not be permitted to attend the Extended Day Program at St. Patrick School. While this may provide some degree of inconvenience, students are only suspended from riding the bus for infractions deemed to be of serious concern.

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.

## 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); 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). 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 two out of three of the public school districts that bus our students close, we close also.

## 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 paraliturgies 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 principal in consultation with staff members.

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 (GRADES 5-8)

Eligibility applies to the academics of only those students who are involved in sports or cheerleading. 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 a sports season. Faculty members shall determine a student's academic performance on a continuous basis throughout the quarter. If a student has an average of 76 or less in any subject area, the teacher will determine the student ineligible. The student may not participate in or attend the next week's games or practices (the Monday through Sunday following notification of ineligibility). The following should be noted concerning this policy:

1. For grades 6-8, eligibility shall be determined every Thursday. For 5<sup>th</sup> grade, eligibility shall be determined at the mid-term and end of each quarter.
2. Parents will be notified by mail if the student becomes ineligible.
3. Eligibility begins with the first practice of the season.
4. Three weeks of ineligibility for students in 7<sup>th</sup> & 8<sup>th</sup> grade (during one season or quarter) will automatically eliminate that student from the sport in which he/she is currently participating. Four weeks of ineligibility for students in 5<sup>th</sup> & 6<sup>th</sup> grade (during one season or quarter) will automatically eliminate that student from the sport in which he/she is currently participating.

#### RETENTION POLICY

A blanket policy will not fit all individual situations for promotion and retention; however, insofar as it is possible, the following guide shall be in effect.

1. Promotion rather than retention is the objective to seek; however, automatic promotion of all pupils is not justified.
2. Possible retention cases should be studied with a view toward making the best possible decision for the child. Each case should be decided on its own merits.
3. In the consideration of a child's retention or promotion, the items which should be studied, not necessarily in order of their importance, are:
  - 1) chronological age,
  - 2) academic achievement,
  - 3) mental capacity,
  - 4) social adjustment,
  - 5) emotional stability,
  - 6) physical development,

- 7) work habits,
- 8) requirements of the next grade, and
- 9) frequent or prolonged absence.

4. Automatic retention because of failure to reach certain academic standards without regard to all factors as listed above can seldom be justified.
5. The school will incorporate the following timeline:  
January (end of 2nd Quarter) - A parent-teacher conference will be called by the principal to warn parents of the possibility of retention. Testing and recommendations for remediation involving both home and school will be considered. A written summary of the meeting will be signed by the participants and kept in the student's cumulative folder.  
February (middle of 3rd Quarter) - A mid-term report will be mailed home describing progress, or lack thereof, accompanied by a principal's letter of possible retention.  
March (end of 3rd Quarter) - A parent-teacher conference will be called by the principal to discuss the progress and need for continued remediation. This is the time for the teacher to make the recommendation for retention. Third quarter grades will be used as a guide, but there is still one more quarter to go.

#### SUMMER SCHOOL POLICY

If a student fails two quarters of any subject, that student will be required to attend and pass summer school (accredited program) in order to be promoted to the next grade level. A minimum of thirty hours of instruction is required and an evaluation must be sent to the school upon completion of the course. This form is provided by St. Patrick School and must be completed by the accredited instructor. The school will notify the parents that the student has met the requirements.

#### HOMEWORK POLICY

Homework is an integral part of our curriculum in Grades 3-8. The amount of homework depends upon the student's needs. Teachers may provide class time to begin homework. Students need to make good use of class time. In the event a student comes ill-prepared on a frequent basis, the parents will be contacted. If the problem persists, a conference will be requested with the parents and student to discuss the problem. Exceptions will be made for illness or unforeseen circumstances.

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:

1. Providing the child with a quiet place to study.
2. Setting aside a regular time each night.
3. Assignment pads for daily homework are an excellent way for parents to see what work has been given and if it has been completed.
4. Parents may be asked to sign tests as directed by the teacher.

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.

#### ABSENT/MAKE-UP WORK POLICY, GRADES K-4

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.

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 5-8

Absentee work for those absent one or two days will be given when the student returns to school. Sufficient make-up time will be allowed. For those students who are absent for an extended time, the teacher will advise the student which assignments need to be completed. 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 given every Thursday morning at 7:15 for grades 6-8, unless otherwise 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 the vacation. The child is to meet with the teacher(s) upon his/her return and request all of the missing work. If the quarter ends while the student is on vacation, a zero will be given on all missing assignments and tests. No tests will be administered prior to the trip.

### 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 5 has a weekly library session. Junior High will use the library to acquire reading materials or work on research for special projects or assignments.

There is a fine system of \$.10 per day per book for all children. Fines accumulate each day excluding weekends and holidays, beginning the day the book is due. 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. When a child is absent on his/her library day, the book may be sent to school with another family member or friend. If this is not possible, your child is encouraged to bring the book back to school when he/she returns from the absence with no fine accumulated. A fine will be assessed if the library book is not returned on the day the child returns to school. A student will not be able to check out any additional books unless all previously checked out books have been returned or paid for.

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

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

### REPORT CARDS

Report cards are issued every quarter. At the end of the second, third, and fourth quarters, report cards are sent home with the students. Parents are asked to sign the envelope and return it to school immediately. 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=100%-93%, B=85%-92%, C=77%-84%, D=70%-76%, F=below 70%.

### HONOR ROLL

Honor roll will be for students in grades 6 through 8. The various honor rolls are: A honor roll (all A's), A-B honor roll (all A's and/or B's) and Effort honor roll (teacher's discretion).

### REPORTS TO PARENTS

Conferences are held every year. The time assigned for conferences in K-3 should be strictly adhered to. Both parents should be in attendance. In the event that a parent feels the need for a special conference, the teachers are available in their classrooms until 3:15 P.M. We ask, however, that you phone the school office for an appointment.

Mid-term reports are sent out midway through the quarter to parents of students not maintaining a C average. This allows sufficient time for students to improve their progress before report cards are issued.

### 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 educational testing is warranted, please proceed through your local public school. Public schools have 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 your public school. The support system offered by the public school districts is invaluable to us as we prepare an individualized educational plan for our eligible students.

### TECHNOLOGY STATEMENT

St. Patrick School is committed to integrating technology into the curriculum as well as developing the technological skills of our students. We continue to offer computer experiences in the classroom and in the computer lab. The St. Patrick School technology program is a curriculum driven program designed to enhance and support classroom instruction. Technology provides our faculty with a tool to meet the needs and learning styles of individual students while preparing them for the future. Parents and students will receive and will be required to sign the "Policy on Student Acceptable Use of St. Patrick School Technology Resources" upon entry to the school. A copy of this policy can be found on the school website, [www.spswadsworth.org](http://www.spswadsworth.org). The agreement will be kept at the school for the duration of the student's attendance.

#### ***POLICY ON STUDENT ACCEPTABLE USE OF ST. PATRICK SCHOOL TECHNOLOGY RESOURCES***

*This agreement will be kept at the school for the duration of the student's attendance.*

#### **PURPOSE:**

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

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of our Catholic school community. St. Patrick School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school. Content filtering software is being utilized to minimize this risk.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of St. Patrick School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage.

#### **POLICY TEXT:**

I. USE OF ST. PATRICK SCHOOL'S TECHNOLOGY RESOURCES\*  
Improper use of St. Patrick School Technology Resources is prohibited. Users of St. Patrick School Technology Resources that are prohibited include, but are not limited to:

1. Violating students' and faculty members' rights to privacy/confidentiality.
2. Attempting any unauthorized access to any computer system.
3. Downloading unacceptable materials.
4. Re-posting personal communication without the author's prior consent.
5. Violating copyright law.

6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes.
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program, or password on any computer or system.
9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
10. Using inappropriate language, pictures, or gestures in any form on the internet.
11. Using the Internet for entertainment or limited self-discovery function.
12. Using the Internet for unauthorized purchases.

\***Technology Resources** include but are not limited to the Intranet, Internet, fax, E-mail, stand- alone computer, and telephone.

## II. GENERAL INFORMATION

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system.

The school provides internet access to students as a means to facilitate resource sharing, innovation, and communication. Information gathered from the internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

School personnel provide guidance to the student in internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, we encourage parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

School personnel will:

- Teach proper techniques and standards for internet participation.
- Guide student access to appropriate areas of internet.
- Assure that students understand that misuses of the internet could result in loss of access privileges.
- Monitor related concerns...privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's internet resource sources.

The student and parent/guardian must sign this agreement before the student is given access to the school's internet resources. This agreement will be signed and kept at the school for the duration of the student's attendance. School personnel or the parent/guardian may withdraw student internet access at any time.

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes. The parent/guardian is responsible for any damage caused by the student's inappropriate use of the internet system.

## WEEKLY BULLETINS

A bulletin is posted on the web site mid-week. This bulletin is designed to keep parents abreast of changes in the calendar and to give current information.

## 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 preschoolers 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.

## 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, and 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. The school is not responsible for lost or stolen property.

## 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 an elected Board of Specified Jurisdiction whose primary function is the selection of a principal and the establishment of school policy. (Policies are then implemented by the principal.)

Open Board meetings are held on the fourth Monday of each month with the exception of December and March. They are held at 7:00 P.M. Anyone may attend these meetings. The Board meeting dates are listed in the school calendar and on our website.

It is important to note that the Board 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.

2009-2010 BOARD OF SPECIFIED JURISDICTION

Elected  
Mr. Michael Kloss, Pres.  
Mrs. Maria Monroe  
Mrs. Janelle Pitzo  
Mr. Patrick Cepon  
Mr. Ben Martindale

Ex-Officio  
Rev. Patrick Cecil, Pastor  
Executive Officer  
Mrs. Marcie Bosnak, Principal

BOARD POLICIES

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

- 1-90 The School will undergo an evaluation under the auspices of the Archdiocese no less than every five years; departmental evaluations may be desired whenever the need arises.
- 2-83 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 subject to the approval of the Board.
- 3-02 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.
- 4-02 Fund raisers shall be managed in such a fashion that funds raised in excess of the total annual fund raising budget are placed in the "St. Patrick School Project Fund." The Principal, Pastor, and Parish Business Manager will determine the ultimate use of such funds, with the approval of the Board. Some of the uses of the funds raised in excess of the annual budget may be, but shall not be limited to, endowment, scholarship, and capital improvement.
- 5-02 The faculty shall periodically update the parent handbook so that policies and regulations are current to the school year.
- 6-02 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.
- 7-02 Discipline should be positive in nature to ensure respect for one's self and others. Both the teacher and parent handbooks shall state guidelines for the enforcement of the rules and regulations.
- 8-05 ADMISSION POLICY  
(a) 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 is given to parishioners. Archdiocesan rules and regulations must be met.  
(b) Parents shall provide the school a copy of their child(ren)'s baptismal certificate if their child(ren) was (were) not baptized at St. Patrick Church. If their child(ren) was (were) baptized at St. Patrick Church, parents shall provide the school the date of baptism. Parents shall also provide a certified birth certificate for each child entering St. Patrick School. The certified birth certificate must be from the county in which the child was born. The hospital copy is not an acceptable substitute. Children entering Kindergarten must be 5 years of age on or before September 1. The principal and teacher(s) will review transfer students' records before full-time student status is given. Ordinarily, 6th, 7th, and 8th grade students will not be admitted unless new to the area or transferring from another Catholic school.  
(c) Priority of Acceptance for Kindergarten  
Kindergarten students will be admitted to St. Patrick School according to the following priority:

1. Children of active parishioner families who have children already in attendance at St. Patrick School.
  2. Children of non-parishioner families who have children already in attendance at St. Patrick School.
  3. Children of parishioner families according to length of active membership. The following criteria is taken into consideration: frequents Mass and the Sacraments, regularly uses the parish tithing envelopes, and service in the parish.
  4. Children of Catholic non-parishioner families from:
    - a. other Catholic schools;
    - b. schools that are merging, consolidating, or closing;
    - c. schools not offering full programs or parishes with no school.
  5. Children of non-catholic families.
- (d) Priority of Acceptance for Grades 1-8
1. Children of parishioner families who have children already in attendance at St. Patrick School.
  2. Children of non-parishioner families who have children already enrolled in St. Patrick School.
  3. Children of parishioner families according to length of active membership. The following criteria is taken into consideration: 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:
    - a. other Catholic schools;
    - b. schools that are merging, consolidating, or closing;
    - c. schools not offering full programs or parishes with no school.
  5. Children of non-catholic families.
- 9-02 Budget procedures for the school should start as early as November. The School Budget must be approved by the Board Finance Committee and receive final approval from the Parish Finance Committee. Final approval by the Pastor will occur in February to coincide with the submission of the Parish Budget to the Archdiocese.
- 10-02 Class size shall be determined according to Archdiocese policies, Kindergarten through 8th Grade: 35 students with a full-time teacher's aide. Class size may be amended the by Board.
- 11-02 Each year the bus transportation policy should be reviewed and/or renegotiated with the Public School Districts so as to be in the best interest of St. Patrick School.
- 12-02 Tuition, as determined by the Board of Specified Jurisdiction, should be paid by all students at St. Patrick School. Tuition payments shall be timely. Tuition not paid on time should be dealt with on an individual basis by the Principal or Pastor.
- 13-02 All students comply with current state legislation passed regarding physical examinations and immunization. Saint Patrick School encourages routine dental examinations for students.
- 14-83 The eighth grade trip will be limited to one day.
- 15-02 Organizations, including but not limited to, Booster Club and Parent's Association, that are accountable to the Board 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.

- 16-02 Organizations accountable to the Board:
- A. Will have constitutions, bylaws, procedures, handbooks, and minutes consistent with parish policies.
  - B. Shall not make policies, as this is the responsibility of the Board.
  - C. Will set up checking accounts with measures to assure "Accountability."
  - D. May only deposit funds in existing and approved accounts.
  - E. Will handle cash in a manner in which the treasurer and the members collecting the cash will be accountable to the organization.
  - F. 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.
  - G. Will not limit membership to school families or active members of the parish, as the Board does not require this.
  - H. Shall make monthly reports, including a Treasurer's Report, to the Board.
- 17-02 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.
- 18-95 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.
- PROCEDURE:
- 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.
- 19-02 Review of active and inactive parishioners as it pertains to tuition rate.
- St. Patrick School has two posted tuition rates, one for parish families and one for non-parish families. In general this distinction is only applied when a family, for whatever reason, declares themselves as a non-parish family. The St. Patrick parish office will also conduct an audit of church attendance based upon the use of family tithing envelopes. This audit will occur each November. 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, the tuition for the following year will be increased to the non-parishioner rate.

## 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 \$45 Activity Fee per student for each sport your child participates in, including cheerleading. 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.

## 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.

Rachel Priebe  
Tracy Kane  
Monica Gabler  
Lucianne DeMarco  
Marcie Bosnak

**2009-2010 Executive Board**

President  
Vice President  
Treasurer  
Secretary  
Principal

Hospitality  
Catholic Schools Week  
New Family Welcome  
Welcome Back Coffee  
Helping Hands  
Political Action  
Room Parent Coordinator  
PEP  
School Decorating  
Fall Fest  
Restaurant Nights  
Parent/Child Events

**Committee Chairpersons**

Jackie Goff, April Pearson  
Nancy Harrington, Maureen Kotek  
Deb Jasnoch, Stacey Zupec  
Dorie Kloss  
Patti Antony, Karen Herubin  
Douglas O'Brien  
Margaret Cloe, Terri Furrer  
Elvia Strutzel, Peri Kerber, Bryan McNulty  
Barb Berkowicz  
Meg Fontana, Tammy Bertucci, Rich Zielinski  
Ranya Dietzen  
Mother/Daughter: Ranya Dietzen, Kathy Habenicht  
Father/Son: Jennifer Corr, Shari Munro



**ST. PATRICK SCHOOL**  
**2009 ~ 2010**

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