

Handbook Policy Agreement Form

This handbook lists and explains the policies and general operation of St. Patrick Catholic School. Policy statements are necessarily general and the administration reserves the right to make a specific application as circumstances arises.

Parents/guardians are asked to sign the form below and return it to the school on or before September 15th of each of each school year.

I have read the St. Patrick Catholic School Parent/Student Handbook and support the policies that govern St. Patrick Catholic School. Please complete the form below and return it to school with your child by the 15th of September.

Parent/Guardian

Signature_____

Child/ren_____

I. MISSION, GOALS, AND ACCOUNTABILITY

St. Patrick is a Catholic School committed to academic excellence in a structured, nurturing environment, where family involvement is essential to developing productive citizens and leaders.

St. Patrick is a learning environment open to children and families of all races and creeds within the community. We seek to give our students a variety of learning experiences which root them in Jesus' message: they are loved and respected.

We believe: That each child is unique, special and precious, not only in the sight of God, but also to us. Each child has the basic right to be treated with dignity, respect and compassion by both peer and persons in authority. Reverence for life must be experienced by students; this leads to the development of a sense of justice tempered with mercy. The compassion of persons and places influences their relationship both now and in the future.

We believe: That children with positive self-images are less likely to exhibit prejudice and more likely to achieve success in whatever endeavors they undertake.

We believe: That active participation of parents and guardians is absolutely essential in the education experience because they serve as their children's primary role models.

We believe: That education of the total person is a necessity. We therefore consider the spiritual, emotional, physical development of our students and attempt to provide them with opportunities to work, learn and play together in a loving environment.

We believe: That our students are a vital part of the future of our world. We expect them to become goal oriented, responsible individuals whose values, ideas and actions will lead their generation in making our world a better place to live.

We believe all of this reflects the 4-fold dimensions of Catholic Education: message, community, service and liturgy.

Goals

- *The students will be provided a foundation in the knowledge and practice of the Catholic faith for life-long spiritual growth.
- *The students will develop a knowledge base enabling them to strive for academic excellence.
- *The students will be provided an atmosphere conducive to the development of a realistic and positive self-image enabling them to draw on their God-given inner strengths.

Accountability

To achieve the mission and goals of St. Patrick Catholic School, the Principal, Staff, Board of Directors, and Parents/Guardians will be accountable for seeing the students take advantage of the school community. To achieve the mission of our school, the following interdisciplinary learning outcomes will be pursued.

Students will:

- *Practice Christian values in a Catholic atmosphere.
- *Show respect for individual differences in order to grow together as a community.

- *Demonstrate excellent Reading and Language Arts Skills with every child learning to read well and on grade level by the end of the third grade.
- *Demonstrate essential math skills to meet evolving demands of society.
- *Relate knowledge of the natural sciences to appreciate and preserve God's creation.
- *Utilize current technology and information resources to become informed individuals.
- *Apply critical thinking skills needed for problem solving.
- *Exhibit knowledge of the various art forms in order to promote an appreciation of the fine arts.
- *Demonstrate physical skills and development appropriate for a healthy learning environment.

Absence

When a child is absent for any reason, the parent/guardian is required to notify the school by the day of the absence. If a child is absent without communication from the parent/guardian, the school will call the parent/guardian.

If a child is to be dismissed for an appointment during the school day, the child is to bring a note to the teacher. It will then be sent to the office where it is recorded.

Parents/Guardians may pick up the child in the office. The child will be sent for after the parent/guardian arrives. Children returning to school after an appointment must report to the office. When a child is gone for less than 30 minutes, no absence is recorded: an absence of more than 30 minutes is recorded as a half-day absence.

If a child is late for school for any reason, the child reports to the office before going to the classroom. Being late less than 30 minutes, is recorded as a tardy. Being late more than 30 minutes is recorded as a half-day absence.

When children are away from school, they are required to make up the work which they have missed.

Family vacations, which take students out of the school, are discouraged. Teachers are not required to make assignments in advance for those students going on extended vacations.

Abuse and Neglect

All staff, and others who come in contact with students in programs and activities sponsored by St. Patrick Catholic School, whether these persons are salaried or volunteers, must sign (1) Statement of Certification and Authorization,

(2) Acknowledgement of Child and Sexual Abuse Policy, and (3) Statement of Certification and Authorization for Background Checks relative to child and sexual abuse. All adults who work with children at the school must attend the "Protecting All God's Children" two-hour seminar.

Admissions

St. Patrick Catholic School admits students of any race, color, sex, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of this school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admission policies, scholarships, athletic and or/other school-administered programs.

Children entering kindergarten are to be five years of age on or before September 1. Children entering pre-kindergarten are to be four years of age on or before September 1. Students not fulfilling the age requirement, but who, after adequate examination, are found to possess sufficient maturity to enter Pre-kindergarten or kindergarten may be accepted if there is room within the grade and if it seems advisable.

A physical examination, including a record of immunization, is required by State Law prior to entrance into pre-K and Kindergarten and in the fifth grade and is expected no later than October 15th of each new year. Proof of lead screening is also required. All health forms must have the signature of

the doctor and a parent. Physical examination forms may be obtained from the school. Upon entrance or transfer to St. Patrick, records will be required from the school a child previously attended. Kindergarten and second grade students should also have dental exams on file before May 15th.

Parents/Guardians who enroll their children in St. Patrick Catholic School are encouraged to practice their faith.

As a condition for enrolling or re-enrolling any child at St. Patrick Catholic School, Parents/Guardians must sign and submit the Tuition/Policy Agreement. By signing the agreement, Parents/Guardians agree to abide by all policies and provisions set forth in this handbook.

The ideal grade size is between 15 and 20 students. When a grade's enrollment is reached, a waiting list will be established. Students on the waiting list will be called during the first week of school if an opening occurs.

The Principal will review the suitability of all transfer students as to whether the student should be admitted to the school.

After School Care

An After Care Program is offered during the school year. The cost per child will be \$25.00 per month beginning in August and ending with the May payment. Parents can pay the fee with their tuition or every four weeks from the beginning of the first day of attendance. This is a total of \$250.00 for the school year.

The program will run from 3:30 to 5:30 p.m. on regular school days; from 2:30 to 5:30 on 60 minute early dismissal days, and 12:00-5:30 p.m. on noon dismissal days. There will be no After Care on days when children are not in school.

AIDS

Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or the parish religious education program. Students who are known to have

AIDS will be individually evaluated by a physician (s), and other professional personnel in order to determine if their behavior or physical condition poses a high risk for spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student. Knowledge that a student has AIDS will be confined to those persons with direct right to know.

Arrival and Dismissal

Students may begin to arrive at school at 7:50 a.m. for breakfast. Upon arrival students are to report directly to the gym for breakfast. Students who arrive after 8:30 should come to the front door and ring the doorbell. Once inside, students proceed to their classroom.

Extreme care must be taken in both dropping off and picking up children.

All children are expected to participate in the morning activities beginning at 8:15 a.m.

Dismissal will be from the front entrance. Parents may come into the front entrance and wait for children to be dismissed to them. Parents may remain in cars and wait for children. As soon as the front entrance is clear, we will check cars for those parents waiting for children.

Asbestos

St. Patrick School is in complete compliance of all OSHA policies and regulations. An asbestos management plan is on file in the principal's office and is available for review during the regular business hours in accordance with federal regulations.

Athletics

St. Patrick will follow the directives of the Springfield Catholic Athletic Association and/or the IESA. A policy regarding eligibility will be handled on a weekly basis as needed after the first report card is issued. Students are to keep grades at a

passing level – an F in achievement or failing in conduct and /or effort are unaccepted and will affect a student’s eligibility to play. Volunteer coaches are expected to adhere to the rules of the SCCAA and/ or IESA, under the direction of the Catholic’s Athletic Director.

Athletic programs available at St. Patrick School include:

- Basketball for boys and girls of Grades 3, 4, and 5
- Track for boys and girls of Grades 5
- Volleyball for Grade 4/5 girls

Authority

The immediate direction of the school and its instructional program is delegated to the principal. All teachers and staff members have the authority to correct any/all children enrolled in St. Patrick School as the need arises. Mutual respect is to be shown by all. If children fail to respond to the correction of a teacher, staff member and /or principal, the parent will be notified.

The line of authority in the school is parents/guardians-teacher-principal. If a parent/guardian has a problem regarding a teacher, the parent/guardian should bring the problem to the teacher. If the problem cannot be resolved with the teacher, the parent/guardian may bring it to the principal's attention. The principal reserves the right to amend this handbook. If the problem cannot be resolved at the building level, the principal can contact the President of the Board for resolution.

Bicycles

Bikes are to be walked at all times on school grounds. They must be parked in the bicycle racks and locked. The school accepts no responsibility for lost, stolen or damaged bicycles.

Birthday Treats

Students may bring only one simple store bought treat for their birthday. The treats are for the child's current classroom only. If

a child has a sibling in another classroom, and with the permission of both teachers involved, the child may share the treats.

Bloodborne Pathogens

In accord with O.S.H.A. regulations, St. Patrick Catholic Control Plan School has in place a plan for minimizing the risk of the spread of pathogens through blood or other potentially infectious materials. The plan is available for viewing in the principal's office during regular school hours.

Board of Directors

St. Patrick Catholic School is governed by a Board of Directors consisting of 17 members. The committees of the Board are Executive, Finance, Development, Strategic Planning, Community Relations, Diocesan Relations, and Board Retention. The Board meets every first Tuesday of every month at St. Patrick.

Bus

Should students ride city buses to school, they may purchase tickets in the school office. It is expected that students riding buses (city/Laidlaw) will exhibit Christian values of courtesy and respect. Bus drivers should not have to deal with rudeness or inconsiderate actions of student riders. If problems arise and the school is notified, students will be asked to find another mode of transportation to and from school.

Calendar

Illinois State Code requires that school be open for instruction 176 days (880 hours). A calendar is included in this school policy book. Additional information will be sent as activities, not included in the calendar, are presented.

Change of name, marital status, address and/or phone number

Parents are to notify the school office immediately concerning any change of name, address and /or phone numbers (s). If parents are divorcing or separating, the school needs to be

notified so that school personnel can better meet the student's needs at this difficult time.

St. Patrick adheres to and abides by the provisions of the Buckley Amendment with respect to the rights of **NON-CUSTODIAL** parents with access to the academic records and to other school-related information regarding the child. A request for information will be responded to in a timely manner in order to keep the parent informed regarding the progress, etc., of a child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Communicable Diseases

The principal will notify the Department of Public Health when a student is sent home because of suspected communicable diseases. In the case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled, must be presented when the student returns to school.

Classroom Parties

Simple parties are held for Halloween, Christmas, St. Valentine's Day, and St. Patrick's Day. Parties will begin at 2:45 p.m. and end at 3:20 p.m. in order to allow for clean up and prayers. Parents/Guardians will be asked to send store bought treats for the parties.

Communication

It is highly recommended that parents and teachers keep in touch in order to monitor a child's progress in school. Reports are sent home every two weeks, noting achievement, conduct and effort for each child. A parent may call or send a note if further clarification is necessary. Parents may call the school and leave a message for a teacher, who will call back as soon as possible.

Parents may also call the office if they have questions or concerns that need to be addressed.

Conduct

Respect, courtesy, loyalty, cooperation and orderliness are expected in every classroom. It is the responsibility of each student to learn the specific regulations that his/her teacher requires and to follow class directives conscientiously.

Acceptable behavior is expected in classrooms, corridors, restrooms, in the lunchroom, on the playground, at school assemblies and in church. All teachers have authority to discipline any student or group of students regardless of the age or grade of students.

Specific efforts are to be made in the lunchroom and on the playground to be kind and considerate of others. There are to be no "put-downs", hurtful words or actions and positively no physical contact – such as pushing, hitting or fighting. Outward manifestation of affection is not acceptable.

Conferences

Formal parent/teacher conferences are scheduled for either October or November of each year. Detailed information regarding conferences will be sent home prior to the actual meetings. Parents/Guardians are encouraged to contact teachers at school if questions arise at any time during the course of the year. Teachers are encouraged to contact parents/guardians, whenever there is a need.

Corporal Punishment

The use of corporal punishment is forbidden. At no time will teachers use corporal punishment as a means to discipline any student.

Counseling Services

Professional psychological and social counseling services for students may be available at St. Patrick Catholic School. Please

contact the principal or your child's teacher for more information.

Crisis Management Plan

A Crisis Plan is in place for every type of emergency. If severe weather warnings are given for our area, the children will be kept in a safe and protected area until parents are able to come for them. They will not be dismissed from school, even if District #186 dismisses classes early due to weather conditions.

Teachers and staff members are knowledgeable about what to do in case of emergencies of any kind. Our first and foremost rule is to protect the children and keep them safe.

Daily Schedule

Arrival 7:50 a.m..Students enter gym door for breakfast

8:15 a.m.Prayer/announcements class begin

11:00-11:15 PreK, Kdg. and 4/5 recess

11:15-11:30 recess for 1st, 2/3

11:30-12:00 Lunch for all students

12:00-12:15 DEAR(Drop Everything and Read)

3:30Dismissal.

Discipline

Helping the child to grow in self-discipline and a respectful attitude toward authority should be the constant aim of both parents and staff. Our disciplinary code is designed :

- * to maintain order, not regimentation, so that an atmosphere conducive to study may prevail;
- * to teach respect for self and others and the rights of all individuals;
- * to develop good characters traits;
- *to provide opportunities for the development of leadership; to assist in forming intelligent and virtuous Christian citizens.

Each student is expected to maintain good conduct in school. Since almost every instance of misbehavior in school detracts from someone else's education, an infringement of school rules is an abuse of the rights of others. Our goal is to maintain order so that learning can take place and to help each child grow in self-discipline and develop a sense of personal responsibility.

In order to do this, the children must learn that their actions, good or bad, will bring about some specific effect. Basic moral and social values are taught in the home through parental attitude and example. Therefore, when it is necessary that disciplinary measures be resorted to by the principal or the teacher, they will be effective only to the extent that we have the cooperation of parents/guardians. Your attitude of respect for authority, good judgment, and effort of the school is directly reflected in the attitude of your child.

Certain types of general good behavior are expected of all students at all times. In addition, teachers make more specific rules in their classrooms depending on the age and circumstances of the children for whom they are responsible. The principal supports the teacher in creating a controlled classroom in which teaching and learning can take place.

Students at St. Patrick Catholic School will be expected to respect themselves, respect others, and respect the environment/property. To this end the following rules will be enforced.

Pre K-5 Behavior Expectations

A. Be prompt and prepared.

1. Come on time.
2. Come with needed materials.
3. Come with assignments complete.
4. Come in proper attire.

B. Respect Authority.

1. Listen to authority.
2. Follow directions promptly.

3. Accept responsibility for behavior.
- C. Respect rights of others.
1. Use appropriate voice and language.
 2. Listen to speaker.
 3. Respect opinion and points of others.
 4. Refrain from bothering others.
- D. Respect Property.
1. Respect property of others.
 2. Respect own property.
 3. Use school materials and equipment appropriately.
- E. Display a concern for learning.
1. Remain on task.
 2. Allow others to remain on task.
- F. Display appropriate social skills.
1. Deal appropriately with your own feelings.
 2. Display courtesy and tact.
 3. Think before you speak and act.
 4. Interact with others appropriately.
- G. Display Christian character.
1. Be positive.
 2. Be productive.
 3. Treat others as you want others to treat you.

Threat Fight Pledge

I promise to do my best
To be "threat/fight-free".
To respect myself
And others in word and deed.
Working together,
St. Patrick will be
"threat/fight-free.

Every classroom has a flag. The goal is to keep the flag on display at all times. If the majority of the classrooms flags stay up for the day, the school flag will remain up in the front hallway.

If a student threatens or picks a fight with another student, their classroom flag comes down for the rest of that day. If the other

student threatens back or fights back, then the classroom flag AND the school flag come down. All threats and fights are immediately reported to the principal.

If the school flag stays up for 15 consecutive days, all students get a special treat from the principal. If the school flag stays up for 30 consecutive days, all students will get a treat and special activity from the principal.

There will be monthly rewards for all children who are most cooperative in the classroom/school. These rewards will be at the classroom teacher's discretion and may include an extra play period, game time, special video, treats, or the like.

However, weekly consequences for inappropriate behavior will be as follows:

Step One:

1 - 2 checks Conference between teacher and student

3 checks Student will compose a note to his/her parents explaining the situation, the teacher will check and sign the note. A parent must sign the note and send it back the following school day. (Failure to do so will result in the next check, and so on.)

Step Two

4 - 5 checks Conference between teacher and student

6 checks Parents will be notified by telephone

Step Three

7 - 8 checks Conference between principal and student
9 checks A behavior contract will be drawn up and signed by the student and a parent.

Step Four: Detention

- Step Five :** Conference -Student/Parent/Teacher
Step Six: Conference
Student/Parent/Teacher/Principal

Suspension In the event that the Principal determines it necessary, a student may be suspended for up to five days. A suspension will be preceded by a parent/guardian conference, either by phone or in person. The date of the suspension and a summation of the parent//guardian conference will be kept on file.

Expulsion

St. Patrick School will follow Diocesan guidelines in the event expulsion is being considered. The general situations which demand expulsion of a student from the school can be reduced to two:

- * Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other pupils.
- *Chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic progress of the entire class.

Examples of behavior which could result in expulsion include:

- *harassment of a student or adult
- *bullying
- *possession of a weapon of any kind
- *possession or use of tobacco, alcohol or illegal drugs
- *severe or chronic misbehavior
- *vandalism

When expulsion is being considered:

- *The student will be suspended for a period not to exceed one week.
- *The parent/guardian of the student will be allowed a

conference with the principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.

*The principal will make the final decision and communicate this decision to the parent/guardian.

*If expulsion is necessary, the date of withdrawal and the word "withdrew" will be placed on the child's permanent record.

Delinquent Behavior Off of School Grounds

In the event that a student's delinquent or immoral behavior off of school grounds is brought to the attention of the administration through its direct or indirect impact on the school, St. Patrick School reserves the right to contact the parents/guardians of those students in question, take any actions (including disciplinary) appropriate to the nature and frequency of the offense and contact the appropriate authorities if necessary.

Emergency Closings

Emergency closing is a rare occurrence. If school is to be canceled due to severe weather, the closing will be announced over local radio and television stations. Parents/Guardians are always welcome to pick up their children early when the weather is severe.

Emergency File

A special file is kept in the office which includes the names of persons to be notified if a parent/guardian cannot. Please notify the office if there is a change in the emergency numbers. It is essential that these numbers are ALWAYS up to date.

Emergency Procedures

Emergency Drills: St. Patrick Catholic School has a Crisis management Plan for emergencies. Fire drills and tornado drills are held periodically during the school year. Drill procedures are posted in every classroom.

Field Trips

Fieldtrips are a privilege and not a right. Fieldtrips are an extension of the learning process. The principal will encourage only those fieldtrips that are appropriate educational experiences. On fieldtrips, there will be at least one (1) adult chaperone for every eight (8) students. This is a school policy. Permission, in writing, must be secured from parents or guardian of the students who go on scheduled trips. Information to the parents or guardian will include the date, purpose, destination, expected students behavior, and time of return.

Field trips must be approved by the principal before plans are made. The office will supply permission slips and arrange bus transportation. Each child must have a signed permission slip in order to go on a fieldtrip.

Grading System

The following marking code is used for Grades 1-5

Achievement	Percentile	Conduct and Effort
A- Outstanding	100-93	1-Outsatnding
B-Above Average	85-92	2-Very Good
C- Average	77-84	3- Satisfactory
D- Below Average	70-76	4- Little Effort
F- Failure	69 or below	5- No Effort

S- Remedial for subjects so noted-indicates child is not on grade level, but working to the best of his/her ability.

Graduation

There are no graduation ceremonies at St. Patrick.

Harassment

St. Patrick Catholic School shall maintain an environment free from any type of harassment. No member of the school community shall be subjected to any type of harassment.

Homework

Homework consists of reinforcement of material already taught, completion of incomplete assignments, and/or make-up work. Teachers may assign long range assignments as appropriate. Parent/Guardians are asked to make certain that students come to school prepared for class.

Grades K-5: Students will be expected to complete daily seat work assignments and return from home any notes/assignments requested by the teacher. If the student consistently fails to meet these expectations, the parent/guardian will be contacted by the teacher. Failure to improve will be reflected on the report card.

Approximately amount of homework per night:

Grade K	Homework optional
Grades-1-2	20-30 minutes per night as needed
Grades 3-5	45-50 minutes whenever possible

Insurance

Insurance envelopes are distributed to the Parents/Guardians on registration day. These are to be returned by the Friday after Labor Day whether or not you wish to insure your child. Those interested in school insurance are to fill out the form and return it with a check payable to the insurance company. If you do not want the school insurance, please return the envelope marked "NO" and signed. We are required to have on file your decision regarding school insurance.

Internet

Internet access is available to students at St. Patrick Catholic School. As students have access to the Internet, our Internet Use

Agreement , issued by the computer teacher, will be explained to the students. The students will sign an Internet Agreement form and will bring the agreement form home for a parent/guardian signature.

Lunch Program

Hot lunch tickets will be sold daily in the office. Parents of students receiving free/reduced lunch must complete a form at registration. Those forms are audited periodically and parents/guardians will be asked to cooperate in the audit.

Mass

Students attend an all-school Mass whenever possible. Children actively participate by singing, reading and praying. A Priest visits with the St. Patrick students whenever possible.

Media Policy

The criteria for selecting a video for use in the classroom are (1) the film's intrinsic educational or recreational value, (2) its actual fit into the curriculum, and (3) its harmony with Catholic faith and morals. These three points presuppose that the teacher has previewed the video so as to be able to make a sound judgment.

Medication

As a general principle, medication will not be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

Students are not allowed to have any drugs in their possession on school grounds, with the exception of an asthma inhaler.

Special circumstances exist for a health problem that can be expected to be of long duration. When such a condition exists, the following policy will be adhered to:

A. Prescription Medication: To ensure school attendance for students who must use medication in the treatment of chronic disabilities or illness, any student who is required to take oral medication during the regular school day must comply with the following regulations:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval that medication is to be taken. (Request form from the office)
2. Written request and permission from the parent/guardian of the student requesting that the school comply with the physicians' orders. (See office for form)
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Every medication will be recorded on a medication log which includes date, time, dosage, and signature of person giving medication.
5. Only the person designated by the principal or a registered nurse shall be allowed to dispense the oral medications pursuant to the physician's orders and then that person shall make notations required in #4 above. The school secretary, principal or other office worker is designated to dispense all medications.

B. Non-Prescription Medication is not dispensed at school. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used.

If injury occurs, we will use soap and water and inform the parent/guardian. If the child needs further treatment or needs to be sent home, parents/guardians will be called.

It is the parents/guardians responsibility to seek further medical help or to inform the physician of any complications.

It is the parents/guardians responsibility to inform the school of any physical abnormalities, for example: birth defects, allergies, epilepsy, diabetes, asthma, etc.

Open House

The staff will host an Open House for the parents/guardians and the community at the beginning of the school year and during Catholic Schools Week at the end of January. At least one parent/guardian of each child is expected to attend open house.

Parent Teacher Organization (PTO)

The parent teacher organization is a viable organization of St. Patrick School. The organization exists to support the mission of the school by providing financial support. Throughout the year, the organization raises funds to help support the educational needs of the students, purchases technology supplies, sponsor fieldtrips, helps with snacks and basically help where needed. The PTO meets once a month, usually on third Monday night at 6:30 at the school. All parents are members of the PTO and are encouraged to be active participants in this organization.

Playground Policy

Every child, unless excused by specific circumstances, is expected to participate in the playground activities. When it is raining or severely cold, the children are kept in during the lunch period. The play period is an excellent opportunity for learning good sportsmanship, thoughtfulness, and consideration for others.

Organized play helps to curtail the number of serious accidents, prevent children from isolating themselves from the group, and makes for a more manageable program for supervision. Food, candy, and toys from home are not allowed on the playground. Children are expected to show respect, courtesy, and obedience to the playground supervisors at all times.

Police Questioning

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he or she is not under the jurisdiction of the school, if this can be arranged.

The following steps will be taken to cooperate with the authorities:

- *The officer shall properly identify him/herself.
- *The parent/guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
- *The student's parent/guardian has a right to be present if the conference is held at school.
- *If the student's parent/guardian cannot be located, the authorities are not to confer with the student unless they produce a warrant.
- *If there is a warrant or if it is impossible for the parent/guardian to be present and they request it, the principal will be a witness to the conference held in the school.

Policy Making

The policies of the administrative and educational mission of St. Patrick Catholic School are enacted and thereby formalized by the St. Patrick Board of Directors. The board is advised of the formation of such policies by the principal or other members of the board. The execution and implementation of the policies are the responsibility of the school principal.

Pregnancy/Parenting Policy

St. Patrick affirms the moral teaching of the Catholic Church including the teaching of holiness and the giftedness of life. St. Patrick Catholic School equally asserts the values of forgiveness and compassion. Believing that the truly Christian response to adolescent boy/girl facing adult situations and decisions is forced on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with

the student, his/her parent, the principal, and the President of the Board of Directors, to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

Privacy-

Students may not reveal any personal data about themselves, their family members, or any other members of the St. Patrick School Community in an online log or journal ("blogging") or via e-mail or any other type of transmission. Furthermore, students are not to threaten or defame others in the school community or use the name or logo of St. Patrick in a "blog" or in other online communication. Due to overriding safety issues, students violating this rule are subject to disciplinary action and consequences by the school, whether such conduct takes place inside or outside the school.

Promotion/Retention

Students completing a grade's work to the extent of their ability shall be promoted to the next grade. Should a teacher and/or parent/guardian feel that retention of a child would be beneficial to the child, they should meet several times during the course of the year and discuss the child's attitude and academic progress.

Records

Parents/Guardian may view their child's permanent record upon 24 hours written notice. When a student transfers, the permanent cumulative record is placed in the inactive file. It contains attendance records, academic records, teacher's names, promotion/retention, standardized test results, health and immunization records, and any other pertinent information.

When a student transfers to another school, a duplicate copy of the student's permanent cumulative record will be sent. The original will be placed in the inactive file. Records are sent within three days of a request from another school.

Rules

There are five basic rules that apply to all of the students:

1. Be on time for school and be in uniform
2. Listen when someone is talking
3. Raise your hand to speak
4. Obey the adults in charge
5. Respect yourself, each other, adults, and all property

Search and Seizure

For the safety and welfare of everyone in the school, St. Patrick Catholic School retains the right to conduct searches of school property and/or student property on school grounds. Contrabands found may be seized and appropriate authorities notified.

School Books

Books carried to and from school must be in some type of protective carrier such as gym bag or backpack.

Telephone Calls

Telephone calls to the teachers should be made through the school. In emergencies, given to the students, but this should be a rare occasion. Children use the phone only with the permission of their teacher and the office.

Testing

St. Patrick Catholic School cooperates with District 186 in the identification and testing of students who qualify for special educational services. Kindergarten students take the Iowa Test of Basic Skills, a nationally-norm standardized test. Students in grades 1-5 take the Terra Nova test. Results for individual achievement are shared with their parent/guardian.

Truancy

If a student is found to be truant, his/her parents will be contacted immediately. If the matter is not resolved between the family and the school administration, the truant officer with the local public school will be notified and asked to assist our school in addressing this matter.

Tuition

The cost per child is \$700, \$300 for the second child, and \$50 for additional children. Payments will be made on a ten month basis beginning in August. All payments are due the 15th of the month beginning August 15th and ending May 15th. Tuition shall be reimbursed to those who have paid in advance upon notification of a transfer. The amount refunded shall be determined as to the length of time the student has attended school for that year.

No student is to be deprived of a Catholic education due to lack of finances. However, parents who are able should make every effort to take care of their responsibilities in this area.

Uniform/Dress Code

All student will wear uniforms.

- *Uniforms are to be worn from the first day of school and every day unless otherwise noted.
- *A note of explanation is required if a child comes to school out of uniform.
- *Please label your child's clothing with his or her name.

The uniform consists of navy blue twill or corduroy pants, walking shorts, skirts or jumpers; plain white turtlenecks or plain white uniform shirts/blouses-oxfords or polo shirts, in long or short sleeved styles with rounded or pointed COLLARS-WITHOUT logos, lace, or other distinguishing features; white socks; and sturdy shoes. Only WHITE t-shirts may be worn under the collared shirt/blouse-no other colors. The St. Patrick Catholic School sweatshirt is the ONLY sweatshirt allowed during the school day. In cold weather, sweaters are optional wear. Plain navy blue sweaters in all styles

are acceptable, but should not have logos.

No other colors may be worn: no sandals, slides, platform shoes, etc. No baggy pants, only minimal pockets, and no SHORT or SKIN TIGHT shorts, skorts, or skirts.

1. Shirts are to be tucked in at all times.
2. Belts are optional wear, but, if worn, must be black or navy blue.
3. Shoes with laces must be laced properly and tied. Velcro closing must be strapped shut and zippers zipped.
4. Scout uniforms may be worn on the day of a scout meeting.

If a student is not in uniform, the parent/guardian will be called and required to come and bring the proper uniform for their child.

Non-uniform days may be allowed at the discretion of the Principal. Non-uniforms clothes should always be in good condition and appropriate. Unacceptable are short or skin tight shorts, skorts, or skirts, un-hemmed shorts, tanks, midriffs, halters, t-shirts with inappropriate messages, and anything which offends against modesty or good taste.

Use of Student Information/pictures

From time to time student photo/pictures are used in press releases, brochures, pamphlets and media coverage are used to promote St. Patrick Catholic School. However, it is only with the permission of the parents that the school will allow this information to be used. Release forms will be given to parents and signs at registration.

Visits to Classrooms

Visitors must report to the office upon entering the school building. Only school personnel are authorized to go into the classrooms when school is in session. Parents/Guardians who

wish to observe in a classroom are welcome, but need to first schedule their visit with the office and the classroom teacher.

Violence

St. Patrick Catholic School shall provide a safe learning environment for all members of the school community. Violence of any kind will not be tolerated. Threats of violence will be taken seriously.

Violation of Alcohol/drugs

Use of alcohol or other drugs by students (or abuse of prescribed medications) Substance use/abuse at school or at any school related activity is strictly forbidden.

Possession or sale and violence issues of illegal drugs, controlled substance or alcohol at school or at any school related activity is against school policy. Being under the influence of illegal drugs or other controlled substances or alcohol at school or at any school related activity is also against school policy.

Aggressive and violent behavior will not be tolerated. Harmful verbal or physical abuse is totally unacceptable. Weapons of any sort (including pocketknives) are strictly forbidden on school property. Any/all of the above may result in suspension and/or expulsion from school.

Volunteers

Parents/Guardians are most welcome to help in the school. Volunteers are to be given the same respect as any other adult in the building. All volunteers are to report to the school office before going to the classroom or the cafeteria. All volunteers are required to sign the Diocesan Child Abuse Policy Statement and attend the "Protecting All God's Children" seminar.

Withdrawal

The office needs to be notified when a student is withdrawing so that records may be transferred easily and efficiently. Once a

student leaves St. Patrick's to attend another school in the Springfield area, s/he may not return. Any exception is at the discretion of the principal.

APPENDIX I

Internet access is available now to teachers and students at St. Patrick Catholic School. Our goal in providing the Internet is to promote educational excellence in the school and the opportunity to expand access to information, innovation in teaching and learning, and communication.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of our school. Families should be warned that some material obtained on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive; we have taken precaution to limit or restrict access to controversial materials. However, it is impossible to totally control all materials and an industrious user may discover controversial information either by accident or deliberately.

Because of the young age of the students at St. Patrick Catholic School (PreK-5), they will be closely monitored when accessing the Internet.

Rules for use of the Internet at St. Patrick Catholic School:

1. The Internet at St. Patrick Catholic School is provided for students and teachers to conduct research and communication with others. Internet users will only review or download information needed for research, computer software or images that are school related and have an educational value consistent with educational goals at St. Patrick Catholic School. Games

shall not be played unless the activity is directed by the teacher and is related to academics.

2. Computing resources and the Internet may not be used for commercial purposes, product advertising or political purposes.

3. Users may not transmit, knowingly receive, submit or publish defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or known illegal materials.

4. Inappropriate use of the Internet may result in a suspension or cancellation of Internet privileges. The computer system administrator will determine inappropriate use and his decision is final.

5. Any costs associated with inappropriate use will be billed directly to the user.

6. Users may not use another person's password or trespass in another's folders, work or files without written permission.

7. All communication and information accessible via the computer system shall be regarded as private property. However, the system administrator may review files and messages to maintain system integrity.

Medication Request (see the office for original form)

Request for Administering Medication at School and Release from Liability Form

I/We , the undersigned parent/guardian of the minor child _____, a student at St. Patrick Catholic School, hereby request St. Patrick Catholic School to allow said child to attend school in spite of his/her special health problem and to give medication prescribed by:

Dr. _____

From _____ To _____

Under the supervision of school personnel, the medicine is to be furnished by me and labeled by the physician or pharmacist with the said child's name, doctor, drug store, name of drug and the specific time it is to be given at school.

I/We assume all responsibility for any mistake in furnishing an incorrect dosage.

For and in consideration of allowing said child to attend school in spite of the special problem, I/We hereby release, relieve, and discharge St. Patrick catholic School and/or any of its agents or employees, from any and all liability for injury or damage to the health of said child arising out of, or resulting from, the necessity of said child having to take medication during school hours. I/We have read, understand and agree to the school's regulations concerning giving medication at school.

Signature _____
_ Date _____

Address _____

Telephone Number _____
This form must be returned to St. Patrick School when the child returns with medication

Name of Student _____
Date _____

Diagnosis _____ Name of Medication _____

Dosage _____

Time of Administration _____

Method of Administration _____

Date to Discontinue _____

Contraindications _____

Physician's Signature _____

*****Pick up original forms from the office.

Permission form

Release/Request-Standard Activity

Student

Name _____ Grade: _____

We request that our child _____ be allowed to go on the field trip to ___ with St. Patrick Catholic School presently to depart on and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by St. Patrick Catholic School will apply to this trip and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child traveling to, from and during this trip. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for St. Patrick Catholic School to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles which may or may not be covered by insurance. With this knowledge, we hereby consent to our child traveling to, from and during this trip in either of these manners.

We further understand that St. Patrick Catholic School is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release St. Patrick Catholic School and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

Emergency Contact/Medical Information: (Please Print)

Father/Guardian:_____Daytime Phone:

Mother/Guardian:_____Daytime

Phone:_____

Address:_____

____ Home Phone:_____

Other Contact

Person:_____

Phone:_____

Medical Insurance Company:_____

Company Address:_____Policy

No.:_____

Blood Type:_____ Medical Conditions/Allergies:_____ **We hereby also**

give our consent for our child to receive emergency medical

care during this trip. We hereby also give our consent for

photographs of our child to be taken and released.

Signature of
parent/guardian:_____

_____Date:_____