

## SCHOOL POLICIES

*The following provisions of this handbook address only the specific areas referenced. New situations may arise during the school year than may require the implementation of additional policies and disciplinary actions as well as adjustments of existing policies and procedures. The administration expressly reserves the right to draft, institute and enforce any new policies and to adjust existing policies in order to better effectuate the education of our students. The students and their parents expressly waive any right to contest the administrations right to adopt new policies, approve additional disciplinary actions, and change existing policies.*

**ABSENCES:** When a student is unable to attend school, parents should call in between 8:00 and 8:30 A.M. The school office number is 345-4546. Parents should give the student's name, student's grade, and reason for the student's absence. A signed excuse is required upon the student's return.

**ACADEMIC NOTICES:** Notices of academic conduct/performance will be mailed out to parents after the fourth week of each quarter. Parents are encouraged to contact a student's teacher at any time regarding questions of academic/conduct performance.

**ADMISSIONS/TRANSFERS:** A child must be **five years of age** on or before July 31 to be admitted to kindergarten.

### **VACCINATION POLICY**

Students must be vaccinated according to state requirements in order to be enrolled in the Diocese of Lincoln Catholic Schools. The only exceptions acknowledged by the diocese are those for medical reasons and for which a physician has signed a waiver form. No religious or philosophical waivers will be accepted by the Diocese of Lincoln. Whenever possible, vaccinations derived from sources other than human fetuses must be used. In the event of a disease outbreak, an unvaccinated child will be asked to leave the building (without prejudice to academic standing) until the disease is contained.

The Nebraska Department of Health immunization requirements are:

1. Two to five (2-5) year olds enrolled in a school based program not licensed as a child care provider.
  - a. 4 doses of DTaP, DTP, or DT vaccine; 3 doses of Polio vaccine; 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age; 3 doses of pediatric Hepatitis B vaccine; 1 dose of MMR or MMRV given on or after 12 months of age; 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted; and 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.
2. Students entering school for the first time, regardless of grade, students entering 7th grade, transfer students from outside the State of Nebraska, regardless of grade and any foreign students.

- b. 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday; 3 doses of Polio vaccine; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age; 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month; and 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
3. Additionally, for 7th Grade only:
- c. 1 dose of Tdap (must contain pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.)

Any **child who has not met the requirements** for immunization under state law must be excluded from school.

A certified copy of the student’s birth certificate must be presented within **30 days of registration**.

A physical examination is required upon entrance to school in kindergarten, upon entrance to 7th grade, for all transfer students from outside the State of Nebraska, regardless of grade, and for all home schooled students entering school for the first time, regardless of grade.

All first time students into the school system must provide proof of a vision evaluation: this includes kindergartners, transfer students from outside the State of Nebraska, and students entering school for the first time.

Other level students who are transferring from another school should arrange to provide copies of their school/academic records to insure proper admission including the following:

- a. Registration Form
- b. Copy of Certified Birth Certificate
- c. Proof of Immunization
- d. Physical Examination Report
- e. Medical Information Form

**ARRIVAL & DISMISSAL:** Parents delivering and picking up students at school are asked to use the south main entrance to the school building. **Students should arrive at school no earlier than 7:30 A.M. and should leave for home promptly at 3:25 P.M.** The school day begins at 7:50 A.M. After a short period in classroom/homeroom, students will go to the Church for Mass at 8:00 A.M. Students participating in sports after school **may remain in the supervised area of practice only.**

**ATTENDANCE:** Regular attendance is essential to a student’s success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. If a student is absent beyond **10** days or more per semester or more than **20** days in a given school year, he/she will be considered for retention should his/her school work have fallen behind. Absences due to long-term illness will be considered on a case by case basis. Other

consequence may include: parent conferences, referral to local law enforcement agencies and referral to social services for educational neglect. The following circumstances: personal illness, family illness and death in the family are recognized excuses for school absence.

From time to time there are special events where attendance is expected and counts as part of the class grade (examples: music program, science fair, etc.)

The student is required to give advance notice to the school in order to be excused for any other type of absence. Makeup work is the responsibility of the student.

**TARDINESS:** Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. A student (grades K - 8) will be marked tardy if they are not at Mass by 8:00 A.M. Students, who leave the building for lunch, will be marked tardy if they arrive late for afternoon classes. Afternoon classes for grades K - 2 start at 11:50 a.m., grades 3 - 4 start at 12:00 p.m. and grades 5 - 8 start at 1:00 p.m. Tardiness should not become habitual. A tardy will be marked, yet be excused, if it is for good reason and a note accompanies the student upon arrival. The appropriateness /validity of the reason for the tardiness is the decision of the school administration. A student will not be marked tardy if the bus is late or for very inclement weather. Students having more than three unexcused tardies during a quarter will be required to make up time after school for each tardy exceeding the third tardy as follows: Kindergarten through fourth grades - 20 minutes; fifth through eighth grades - 30 minutes.

**TRUANCY:** Truancy is being absent without prior knowledge or approval of parents or the leaving of the school grounds without school approval. This behavior constitutes a major offense which results in an in house suspension. Truancy will be handled according to the Diocesan Policy and the laws of the State of Nebraska.

**BAND:** St. Patrick School offers a single basic symphonic band program which is available to students in the 5th through the 8th grades. New students should plan to meet with the band director prior to the start of the semester in order to determine their skill level and degree of interest for band participation.

It is the expectation of St. Patrick School that those students who chose to participate in band will be enrolled on a semester basis. If a student chooses to discontinue band for a very serious reason before the end of the semester, the student's parents must discuss this with the principal and get the principals permission to drop band and enroll in a different class.

**BOOK FEES:** No tuition is charged at St. Patrick School for parishioners of St. Patrick, St. Ann or Sacred Heart. Tuition will be charged for children who are not parishioners of St. Patrick, St. Ann, or Sacred Heart unless other arrangements have been made with the Pastor. The tuition fee will be \$600 per child per year for grades K - 8. Upon registration, \$300 per child must be paid. The balance of \$300 per child must be paid by the first day of school, and then each following year the \$600 tuition must be paid by the first day of school.

The following book fee is required for parishioners and non-parishioners:

K - 8: \$750.00 for one student, \$150.00 for second student, \$100.00 for third student, from a family. If there is a problem, contact Fr. Brethour.

The book fee per family shall not exceed \$1000.00. (For the fourth student or more, there is no additional book fee.)

An annual Diocesan Education Fee of \$25.00 per student will be charged for the 2018-2019 school year.

**BULLYING POLICY:** It is the belief of St. Patrick School that every student has the right to an education in a safe environment. Bullying and intimidation has a negative effect on the social, emotional, spiritual and academic development of our students. It is the policy of St. Patrick School that any form of bullying behavior, whether in the classroom, on school property or at school sponsored events, is unacceptable. Students who engage in such behavior are subject to disciplinary action. The severity of the offense and the age of the child dictate the appropriateness of the consequences. Corrective action may include parent notification, counseling, detention, short or long term suspension or any other appropriate consequence. Police may be contacted and charges may be filed for serious infractions. It is at the discretion of the administration to determine whether bullying has occurred.

**CELL PHONES:** Cell phones while a convenient device are not without problems in an educational setting. Cell phones can cause disruptions, may be used for cheating, inappropriate picture taking, etc. If a student brings a cell phone to school, it must be turned off and be kept in their pocket or in the school office. St. Patrick School discourages keeping valuables (like a cell phone) in lockers as we do not allow locks on the lockers. St. Patrick School is not responsible for the loss of cell phones (or other valuables.).

Use of cell phones during school hours (including text messaging) is forbidden. Failure to comply for the **first offense** will result in the cell phone being turned into the school office, the parents picking up the cell phone from the administration, and the student serving a one hour detention. For the **second offense** the student will serve a one hour detention, the cell phone will be turned into the school office and **kept for a period of one week** after which the parents may pick it up following a conference with school administration.

**CONSULTATION WITH PARENTS:** Teachers will be happy to make appointments to conference with parents at any time regarding their child's academic and/or behavior performance. Parents are encouraged to make appointments with the teachers for this purpose at times which are mutually convenient. All teachers are generally available right after school between 3:30 and 4:00 P.M.

Parent/teacher conferences are held two times a year after the first and third quarters.

**COPIES:** When students need copies for lost assignments or worksheets, the cost is **25¢** for each side copied. If copies are needed for research, science projects, reports, etc. the cost is **10¢** for each side copied.

**DAMAGED PROPERTY:** No student may **intentionally damage or destroy** school, parish, or private property. The student will be **required to pay the replacement cost of any such destruction.**

A student who **accidentally damages or destroys** school, parish, or private property will be **required to pay the replacement cost of any destruction** without any disciplinary action.

**DEPARTMENTAL PROGRAM:** Grades five (5) through eight (8) operate on a departmental basis. Individual teachers are assigned to special areas of study and conduct all the classes for the 5th, 6th, 7th and 8th grades in that particular subject area.

## **ST. PATRICK SCHOOL - WIDE DISCIPLINE PLAN**

**(Grades K - 8)**

**DISCIPLINE:** The discipline policy of our school is developed to create an environment for our student that is safe and conducive to learning. The policy of our school is designed to encourage goodness and discourage misbehavior. The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Three Knight's Rules govern the daily interaction and success of all members of the St. Patrick School Community. They are:

- 1. Respect God, yourself, others, and your school.**
- 2. Contribute to the learning environment.**
- 3. Follow school and classroom procedures.**

### **GENERAL SCHOOL BEHAVIOR:**

1. Talk quietly in halls.
2. Be courteous to all students and staff of St. Patrick's.
3. Lunchroom and playground rules will be observed or privileges will be revoked.
4. Show respect towards all school personnel and property.
5. Follow all teacher's/administrator's/staff's directives.

### **CLASSROOM:**

1. Follow directions.
2. Speak and listen courteously.
3. Keep hands, feet, etc. to yourself.
4. Raise hand to speak or leave seat.
5. Work quietly.

In the case that students need to receive disciplinary action for their misbehavior, the school will use a combination of time out, time after school, or detention. All teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies are established school-wide, and we will make a concerted effort to enforce the discipline policy consistently.

As your students' teachers, they will not tolerate any student stopping them from teaching, OR, stopping any other student from learning.

### **CONSEQUENCES (Grades K - 8)**

Teachers may skip a step or steps as deemed necessary.

1. Name recorded - warning - no consequence.
2. One Check
  - Time out (1 - 5 minutes)(K - 1)
  - 10 minutes (2 - 3)
  - 20 minutes (4)
  - 30 minutes (5 - 8)
3. Two Checks
  - Time after school and note, or phone call to parents/guardians from the staff member initiating the disciplinary action.
4. Three Checks
  - Time after school and conference with parents/guardians.
5. Four Checks
  - Removal from class. (Student goes to the office.) Time after school and conference with parents/guardians.

### **DETENTIONS:**

When the behavior of students is deemed worthy of a detention, students will spend one (1) hour after school under the supervision of the teacher who issued the detention. Detentions will be served as soon as possible. Students receiving a detention will be given a "pink slip" describing the behavior that called for this punishment. A copy of this detention slip will be sent to the parents.

The following are those behaviors which would suggest detention:

1. Consistent lack of preparation for class, (including incomplete homework assignments, coming to class without books, pencils, assignments, etc.).
2. Rude and inappropriate behavior with regard to authority/students.
3. Use of profanity.
4. Cheating, or copying another's work - daily/tests.
5. Improper Lunchroom/Hallway use.
6. Poor Sportsmanship.

## **DISCIPLINARY PROCESS:**

1. After a student has received three detentions, he/she will be asked to meet with the Chief Administrative Officer and Principal. Parents will be notified, through a letter, that the student will be meeting with the administration and that they will be invited to attend the meeting.
2. When a student receives a sixth detention, the student and parents are required to meet with the Chief Administrative Officer and Principal. The conferees will review the detentions; ask questions concerning reasons for discipline problems and the student's intention toward correction of behavior. They will also recommend options to help the student adjust behavior to meet school discipline requirements.
3. When a student receives a seventh detention he/she will be placed on two days of in-school suspension and the principal will send home a letter informing the parents of the situation.
4. When a student receives an eighth detention, the student will be placed on out-of-school or in-school suspension, as determined by the administration, for a minimum of three days. A conference with the student, parents and the administration will be held.
5. When a student has received nine detentions, the student will be placed on out-of-school suspension for a minimum of three days and he/she will not be allowed further participation in athletics or other school activities (this can also include eighth grade graduation ceremony) for the remainder of the school year.
6. When the student receives a tenth detention, the Chief Administrative Officer:
  - a. dismisses the student on the grounds that the student is failing to take responsibility for self-discipline and behavior. After repeated conferences and attempts to help, the student is deemed detrimental to the maintenance of a favorable learning atmosphere in the school for self and other students.
  - b. following consultation with the Principal may outline a special probationary program for the remainder of the school year listing the conditions under which the student may continue to be enrolled at St. Patrick's. A copy of this will be given to both the student and the parents. Failure to abide by the terms of the contract will result in automatic dismissal.
  - c. If at anytime it is deemed necessary, a student may be recommended by the administration for evaluation by an outside professional.



## **SUSPENSION/DISMISSAL:**

A student can be suspended from school for any major offense. There are two kinds of suspension: a) in-school and b) out of school.

- a) In-school suspension means the administration regulates or curtails the student's schedule during the day. The parents and pastor will be informed of the action being taken.

Participation in school related activities during the period of in-school suspension is subject to the decision of the administration.

- b) Out of school suspension means that the student is not allowed to attend school and to participate in school related activities during the period of time he/she is suspended. Parents and pastor will be informed of any suspension and parents will be asked to come for a conference prior to the student's re-admission. The student will be re-admitted to school after he/she has rectified the situation causing the suspension and indicated his/her willingness and determination to abide by school regulations.

The school administration reserves the right to suspend or dismiss any student whose conduct or effort is considered detrimental to self or others.

## **SOME BUT NOT ALL REASONS STUDENTS MAY BE EXPELLED:**

**Physical contact** by a student that can be reasonably construed as improper should be avoided at all times.

No student may have in his possession, on school property or in proximity of the school at any time, any kind of **weapon, explosive, or other potentially dangerous items**.

No student may intentionally damage or destroy school, parish or private property. (See damaged property section.)

No student may have in his possession, on school property at any time, **illegal controlled substances, such as illegal drugs, alcoholic beverages, tobacco or e-cigarettes**.

Teachers, administrators and staff have the **right to search** desks, lockers and personal belongings such as but not limited to cell phones, backpacks, gym bags and purses at any time for sufficient reason. Any items found which are inconsistent with the Catholic goals of the school may be removed.



## RE-ADMISSION:

Students dismissed from St. Patrick School may apply for re-admission the following semester provided they have not been dismissed for criminal or violent acts. Re-admission will be based on acceptable levels of behavior and academic work in the school attended after St. Patrick School.

**DRESS CODE:** Research reveals that the type of clothing worn by students affects their performance, attitude and discipline in the classroom. Therefore, St. Patrick Elementary School does have a dress code, governed by norms of good taste and decency, and promoting dress appropriate for the “work” of education.

Clothing that is clean, neat, attractive and modest is always encouraged at school, as it promotes self-respect as well as an atmosphere of respect for others.

Modesty: “Purity requires modesty, an integral part of temperance. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden.” (CCC #2521) “Modesty is decency. It inspires one’s choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet.” (CCC #2522) (Catechism of the Catholic Church - CCC)

For all students K – 8, coats and jackets are to be kept in cubbies or lockers during instructional time. Solid color cardigan sweaters with no hoods are allowed in classrooms.

All students in grade K-8 need to have a green St. Patrick Polo shirt. These are worn at programs, field trips, special occasions, etc.

### APPROPRIATE ACCORDING TO THE DRESS CODE

Button polo shirts (long or short sleeve) of any solid color and/or stripes **without logo or brand insignia or other writing,** and our St. Pat’s solid green polo shirt. The shirt should be worn buttoned up, with just the top button open. Short sleeves should be long enough to cover the shoulder and come down to the mid bicep.

During cold weather, a turtle neck, or long sleeve T-shirt can be worn under the polo shirt as long as it is **free of any lettering and advertisement anywhere on shirt (ie neck and/or sleeves).** (No waffle style thermal shirts under the polo.) **Solid color cardigans can be worn without a hood.**

Dress pants/slacks in navy, tan, or black without cargo pockets. **NO denim or cargo pocket style slacks/pants. NO stretchy/spandex/jegging pants/slacks. All shorts/capris/pants must have zippers.**

Corduroys in navy, khaki/tan, or black **WITHOUT** cargo pockets.

Dress Capris (**no denim**) in navy, tan/khaki, black **WITHOUT** cargo pockets (must be below the knee) and may be worn **ONLY** from April 15 through October 15.

**UNIFORM SHORTS ONLY** in tan, navy or black can be worn only from April 1 through October 31. ANY brand of uniform shorts may be found on many sites, including Wal-Mart, Target, Old Navy to Lands End, and all are acceptable. Shorts may be plain front or pleated and are usually described as school uniform shorts or uniform Bermudas. **REMEMBER:** Bermuda shorts must be solid colors only in TAN, NAVY, or BLACK. The appropriate length of shorts is no shorter than 3 inches above the top of the knee nor longer than the knee. **NO CARGO POCKETS AND NO DENIM MATERIAL/ FABRIC. NO STRETCHY/SPANDEX/JEGGING PANTS/SLACKS. ALL SHORTS/ CAPRIS/PANTS MUST HAVE ZIPPERS.** If you want to order pants or shorts from Dennis Uniform Company (dennisuniform.com) our school code is BASICS.

Shoes of your choice. **(NO FLIP FLOPS)**

Socks/stockings are required at all times in the school.

NO open toe socks, no half socks. (The foot and toes must be covered.)

Non marking tennis shoes for use in the gymnasium.

### **INAPPROPRIATE ACCORDING TO THE DRESS CODE**

NO dresses, skirts, button up dress shirts/blouses except on the occasional special dress up day. Students will be notified when these days are.

NO low cut shirts/blouses/dresses; modest shirts, blouses, dresses, and skirts only (must be no more than 1 to 2 inches above the knees at any time including when seated). (Shoulders/arms are to be covered to mid bicep).

**NO logo or brand insignia or other writing on polo shirts.** All polo shirts must be long enough that when a student bends over or raises their arms over their head, the shirt does not reveal their midriff, or worse.

NO tight form-fitting clothes.

**NO denim or cargo pocket style slacks, pants, jeans, shorts, and capris. No stretchy/spandex/jegging pants/slacks. All shorts/ capris/pants must have zippers.** All slacks, pants, capris, and shorts should be worn around the waist. No saggy slacks, pants, capris, and shorts. Belts are not mandatory, but recommended. Belts are required if the slacks/pants cannot stay up where they should be without a belt.

NO skorts, scooter skirts, board shorts, crop pants, cargo pants, wind pants, leggings, warm ups, tear-away pants, zip-off pants, sweat pants, any and all types of athletic pants, baggy pants, pants that are too big around the waist, pants that are too long (dragging on the floor), hip huggers, low riders, etc.

**NO pins, broaches or stickers can be on polo shirts.**

**NO tying back of shirts with ponytail or rubber bands.**

If a student comes to school wearing inappropriate clothing, they will be given a polo shirt to put on over their clothing. This should be a rare situation. **First offense:** the parent will be called to bring a change of clothes. **Second offense:** the parent will be called to bring a change of clothes and time after school will be served. (See Consequences on pages 11 and 12.) **Third offense and so forth:** automatic hour detention and parent conference with administration. Please help us set

the proper tone, even before your student leaves the house. Catholic education is blessed and vitally important. Modesty is essential to follow Christ. Christ is at the heart of our school.

**Body Piercing and Tattoos Not Allowed** - The 5th commandment includes reverence for our bodies.

**Ear Rings** - Girls may have ear rings that are not excessive or a distraction. Boys may not wear ear rings.

**Colored Hair** - Hair must not be a distraction from a learning environment.

**Hair Styles** - Boys hair is to be trimmed neatly in a simple style - not to touch the shirt collar or fall below the eyebrow. Hair styles that can be a distraction in a school environment, such as Mohawks, are not allowed.

**FINES:** Sometimes a penalty or a fine is the only effective deterrent for certain types of student behavior.

St. Patrick School assesses a fine of **\$1.00 against students throwing snowballs, rocks, etc. and for chewing gum and eating candy.**

**Students who fail to bring a COVERED textbook to class will be fined \$1.00 per day, per book.**

**FIRE/TORNADO DRILLS:** Fire drills are held at least once a month, in accordance with State Law. Civil Defense and Tornado Drills are held periodically during the school year.

**GRADING:** The grades students receive never place a value on the person since God is our creator, and we are good and beautiful in His sight. Grading is a measurement of the student's competency in a particular area of study. The following scale will be used for grading:

A+	99-100%	C+	83-84%
A	95-98%	C	79-82%
A-	93-94%	C-	77-78%
B+	91-92%	D+	75-76%
B	87-90%	D	72-74%
B-	85-86%	D-	70-71%
		F	Below 70%

**GYM SHOES:** Each student must have at school a pair of non-marking tennis shoes that are used any time the student uses the gym. This pair of shoes should be used only in the gym and not be worn elsewhere. Failure to have these shoes will eliminate the student from participating in the gym activity. In the case of P.E. class, this will negatively affect their grade.

**HOMEWORK:** Homework provides your child with an excellent opportunity to master various skills. Therefore, homework is a necessary and important part of the learning process. The teachers of our school assign homework that will reinforce the concepts and lessons given in the classroom. Grading and assessment of homework provides the teacher with important information to help your child learn as much as possible. If students have difficulty with homework assignments, our teaching staff is available to further instruct and encourage children to master the

assigned material. In the case that a student does not complete his/her homework, our teachers will follow the proper avenues through our Opportunity to Improve (O.T.I.) Program.

### **OPPORTUNITY TO IMPROVE (O.T.I.) PROGRAM:**

The O.T.I. Program was implemented by our school for grades 5-8 to help students develop good study habits and accountability for assigned homework. The program will take place Monday through Friday. The program is designed to encourage students to get their work in on time, all the time. The consequences for late work will result in the student participating in the O.T.I. program and a 10% same day grade reduction on the assigned work or a 20% grade reduction the next morning. Our ultimate goal is to have every student come to class prepared with their books and assignments and get all of his or her assigned work completed and turned in when it is due.

### **GUIDELINES (O.T.I.):**

The following detailed description will help explain how the O.T.I. program will work. When a student fails to turn in a completed assignment at the time it was due, the following occurs:

- The student's teacher will fill out and sign a triplicate O.T.I. form. The white copy of the form will be given to the student to bring home. The other copies go to the O.T.I. teacher and classroom teacher.
- The student will telephone a parent/guardian to inform them he/she will be participating in the O.T.I. program.
- There will be no intercom message reminding students that they have O.T.I. It is the student's responsibility to be in the O.T.I. room by 3:30.
- The student must serve a one time O.T.I. after school that day.
- When the student is assigned O.T.I., he/she will stay for a minimum of thirty minutes regardless if the student completes his/her assignment prior to the O.T.I. period or during the first few minutes of O.T.I. The student will be allowed to read a book or work on something else once he/she has shown that assignment is complete.
- Attendance will be taken by the O.T.I. supervisor and assignments will be completed and turned into the supervisor by 4:00 p.m. and receive a grade reduction of 10%. If an assignment is not completed by 4:00 p.m., the student must complete the assignment at home. The completed assignment must then be turned into the classroom teacher before school starts the next morning and receive a grade reduction of 20%.
- If the assignment is not completed the next morning, the student will need to participate in the O.T.I. program again that day with a grade reduction of 20%.
- Parents are responsible to ensure their son or daughter has a place to go after O.T.I., or make arrangements to pick them up. The O.T.I. supervisor will leave by 4:15 p.m.
- The student will stay busy the entire period for the O.T.I. time to count. Any misbehavior or disrespect shown by a student during the O.T.I. period will result in discipline consequences.
- If a student fails to attend an O.T.I. session or complete the above guidelines he/she will receive a "Double". A Double requires a student to attend an additional two sessions the following two days regardless if there is an athletic contest. The grade reduction remains at 20%. After the following two days the grade will be a zero.

- If a student fails to complete a Double then he/she will attend an O.T.I. session that day. The student will also receive a 60 minute detention (3:20 p.m. - 4:20 p.m.) as soon as possible.

### **FAILED CLASSES (O.T.I.):**

Any student failing two or more classes will attend O.T.I. for a minimum of one week. As long as the student grades remain below 70% in two or more classes he/she will be required to attend O.T.I.

### **ABSENSES/ILLNESS (O.T.I.):**

If a student is absent due to illness for a full day, it is the student's responsibility to make up any work or tests missed due to absences. Student will be given two days for make-up for each day they are absent. For example, if a student is sick on Tuesday, the assignments for that day will be due on Thursday. If those assignments are not turned in by Thursday, the student will participate in the O.T.I. program.

If a student comes to school late (whether due to illness or appointment), they are expected to get the work they missed. That work will be due the next day.

### **COUPONS (O.T.I.):**

Each student in grades 5 through 8 will receive one coupon per semester that may be redeemed for one assignment throughout the year. If a student has a late assignment on a certain day, he/she may use a coupon and not stay for the O.T.I. program. The student will still receive the 10% reduction if the paper is turned in the same day or a 20% reduction if the paper is turned in the next school day. Students are encouraged to save their coupon for emergency situations. Students will also be given 3 locker passes for forgotten work for each semester.

### **GAME DAYS AND O.T.I.:**

If a student receives on O.T.I. on a day of a game, the student may attend the game if eligible but must serve the O.T.I. the next day. If a student receives a "Double" on a game day, the student will not be able to go to the game with the team and must serve their O.T.I. after school.

### **CHANGES (O.T.I.):**

The administration and staff reserves the right to make changes to the O.T.I. program during the school year to insure that the program benefits students. Any changes made will be announced to students in advance. Also teachers will have discretion with student assignments and involvement with the O.T.I. program.

### **CONCLUSION (O.T.I.):**

The O.T.I. program will begin on the Monday, of the first full week of school. Our goal with the O.T.I. program is to help ensure students at Saint Patrick get the best education possible. Helping students develop responsibility and accountability in the classroom will make them more productive, happier, and self-fulfilled individuals in God's kingdom.

## HONOR ROLL

The following subjects in 5th through 8th grade will count toward the Honor Roll: English, Math, Reading, Religion, Science, and Social Studies (these six subjects students have five times per week).

An honor roll will be determined for each quarter. The honor roll divisions are:

- 1) **St Patrick Scholars**. To qualify, students must have an “A” in the six subjects listed above. No grades in the six core classes may be below a 95%.
- 2) **“A” Honors**. Students who qualify for “A” Honors must have an “A” average with no grade below 93% in the six core subjects.
- 3) **“A-B” Honors**. Students must have no grade below 85% in the six core subjects.

**Students cannot have any grade in any subject C- or below C- to qualify for the above honor roll categories.**

- 4) **Knight’s Honorable Mention**: Qualification for the Knight’s Honorable Mention: Four grades of at least A- or B- for the respective Honor Rolls. **No Grade in any subject C- or lower.**

**LIBRARY/MEDIA CENTER**: The Library/Media Center is open every day. Every student is encouraged to visit the library. A library paraprofessional is always ready to assist. Students who have overdue library books will be fined **5¢ per day**. The following are guidelines to be followed in the use of materials from the Library/Media Center:

- Two books may be checked out for a period of one week.
- Books may be renewed for one week.
- Fines must be paid and overdue books returned before students may check out more books.
- Magazines may not be checked out.
- Students may only use reference books in the Library/Media center.
- Students requesting copies off of the computer must pay **10¢** for each page printed and **50¢** for each picture printed.

**LUNCH**: Students may eat lunch either at school or at their homes. The school office is to be notified if students will be going to their homes for lunch, by a written note from the parent prior to the student’s leaving. All students are welcome to participate in our Hot Lunch Program at St. Patrick’s. Lunches for students in grades K - 5 cost \$2.80 and \$2.95 for grades 6 – 8 plus 50¢ for an extra milk and 50¢ for seconds. The cost for an adult is \$4.00. **No restaurant/fast food or pop may be brought into the cafeteria during Hot Lunch Program operating hours.** Parents start a student lunch account by writing a check to St. Patrick’s Cafeteria at the beginning of the year and the cost of the lunches will be deducted from the account. Parents are asked to send money on a regular basis. If your account has a negative balance, a notice will be sent home with your child. **We reserve the right to discontinue lunches for chronic non-payment.** Free and reduced lunches will be issued when the correct forms are filled out by parents and returned to the school office for approval. Please check to see if you qualify for free or reduced lunches. Many grants base their qualification on the number of students receiving free or reduced lunches.



**MEDICATION:** Prescription drugs and over-the counter medicine should, whenever possible, be dispensed by a parent or guardian. **Three times a day dosage may be given before school, after school and at bedtime.** All prescription and/or over-the counter medication must be in the original, labeled container when brought to the school office. The prescribing doctor's name must be on all prescriptions.

**NO** prescription and/or over-the counter medication will be administered **unless accompanied by the completely filled out Medication Permission Form** with the following information:

Student's Name and Date

- Complete Name of Prescription/Medicine
- Amount of Dosage
- Times to be given/how often to be given.
- The length of time the student will be taking
- Authorized parent/guardian signature giving permission to dispense.

Students will not be permitted to keep any medication in his/her desk/locker. All medications are locked in the Sick Room.

**MEDIA/PUBLICATIONS RELEASE:** Occasionally, the students of St. Patrick School are chosen to publish their writing/artwork in contests and events. In addition, events arise where students may be photographed or recorded for television, newspaper, website, or radio coverage. If a parent objects to this, please indicate on the permission form at the beginning of the year.

**NEWSLETTER:** A school newsletter containing items of interest to students and parents will be distributed the first of each month. The newsletter usually features information regarding the different facets of our Catholic School Program and includes monthly menus and timely information as well.

Classroom and individual notices and reminders will be sent home periodically.

**PARENT VOLUNTEERS:** St. Patrick School considers its parent volunteers as a very significant and special resource. Each family is encouraged to perform at least 20 hours of school service tracking hours in a binder in the school office. Parents are always encouraged to help in all classrooms, programs and extra-curricular activities. Parents please drop in or call the office if you have time or skills you can donate to make our school a better place for students to grow and learn. Areas where parents could help are: correct papers, help in classroom, lunch room help and supervision, clean, sponsor activities, etc.

**PERSONAL PROPERTY:** Electronic devices - game boys, cell phones, I-pods, etc. are very expensive. St. Patrick School is not responsible for the loss of such items. They cannot be used during school hours.

**PROMOTIONS AND RETENTIONS:** A student shall be promoted or retained according to the possibility of academic growth. A student who does not complete the required course of study for the year should be retained in the same course or grade and be given another year if needed, to learn the material. If the student has already taken a second year to acquire the skills and



knowledge for a given grade level, and is still deficient, he will be **PLACED** rather than promoted, so that the receiving school knows the extent of education the student has received in the diocesan system. Parents will be involved in any retention decision. At times when a student has not successfully completed a grade level, circumstances may warrant the student being **PLACED** rather than promoted into the next grade level and not repeat the present grade level.

**RELEASE OF RECORDS:** St. Patrick School maintains records on all students. Parents in accordance with the Freedom of Information Act, may review their child's permanent file.

Records are sent to the receiving school at the time of transfer or graduation when a request of records is signed by a parent or guardian.

**REPORT CARDS:** Report Cards are issued following the completion of each nine weeks grading period. Information pertaining to each student's academic progress, behavior and attendance is contained in this report. Parents should carefully review their child's progress and contact the school if there are questions regarding grades or performance.

**SCHOOL CLOSING INFORMATION:** In the event of inclement weather, the school will close. Ordinarily we will close whenever the McCook Public Schools close, however, it is at the discretion of our administration. Parents are urged to listen to a local radio station for an announcement of closing when conditions are threatening. **THE REMIND TEXT MESSAGE ALERT SYSTEM WILL BE USED TO NOTIFY YOU OF SCHOOL CLOSURE/OR LATE START.** Please make sure your phone numbers are current in the school office.

**SCHOOL SPONSORED SOCIALS:** St. Patrick School encourages students to participate in age-appropriate parties/socials, which neither encourage premature dating nor ignore the necessity of wholesome socialization.

The following guidelines will apply to all school-sponsored parties:

- Only St. Patrick students in Grades 6th, 7th and 8th will be admitted to the parties.
- No early departures or re-admissions.
- Sponsors should consist of at least four adults and school personnel.
- One adult sponsor should be stationed at the entrance area.
- Parties shall end no later than 10:00 P.M.

**SPORTS ACTIVITIES:** St. Patrick School offers a variety of girls and boys athletic activities which are made available to students in grades 6, 7 and 8. St. Patrick School is proud of the students, coaches, sponsors and moderators who make our school's activities a success. Success cannot always be measured by the wins and losses, but must be measured by the satisfaction and educational experiences received by the participants.

These sporting events are important to the educational experience of the athletes and to promoting school spirit and school pride. Participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the Church. In their performance and in their conduct, they are representing all these groups. As representatives of St. Patrick School, participants are expected to conduct themselves in a manner, which exemplifies good manners, respect and sportsmanship at all practices and contests.

Students are required to have a physical examination prior to participation in our sports programs. No athlete will be able to participate in practice until his/her completed physical examination form has been turned in to the head coach or school office.

Attendance at all practices is required, unless special arrangements have been made with the coach and/or administration of St. Patrick School. If a student is unable to attend practice, he/she must contact the coach before practice begins. Each coach may have specific attendance requirements according to the demands of the activity.

Students are eligible to participate in games when academic work is at least 70% in every class (examples: P.E., Band, Art, Religion, Math, English, etc.) If academic work is below 70% they will be ineligible to play in the contests but are still on the team. **(Down slips are due every Monday. If a student receives a down slip on Monday, they are ineligible to play from Wednesday through the next Tuesday.)** The ineligible student athlete shall be expected to attend practices but not at the expense of remedial academic work with the teacher if deemed necessary or as outlined in our O.T.I. If failing two or more classes they will attend O.T.I. for a minimum of one week. Please make proper arrangements with the teacher (s) and head coach regarding after school help and attendance at practice.

All equipment checked out to a student is his/her responsibility. Upon completion of the season, the equipment will be checked in. If there is an item missing or damaged, it must be paid for by the student.

We have a cooperative arrangement with the McCook Junior High so that St. Patrick School's 7th and 8th grade athletes may participate in the sports we do not offer. Our athletes go over to the Junior High and practice with and are a member of the McCook Junior High team. This arrangement is for boy's tackle football, wrestling and cross country.

Only the students participating in the athletic activity may be excused from school to attend when events occur during the school day. **Ineligible students and students serving a "Double" for O.T.I. will remain at school.**

**ST. PATRICK SCHOOL ADVISORY BOARD:** Parents need the opportunity to interact with the administration and teaching staff of the school. To this end, a School Advisory Board is organized to provide the forum for this kind of wholesome inter-leadership, and to give assistance in the programs and activities of St. Patrick School. Membership to the Association is automatic upon registration of a child at St. Patrick School. A board to direct this Association is elected from the members of the Association for a three-year term.

**TELEPHONE:** The school office telephone is a business phone and ordinarily is not to be used by students, except in an emergency. However, messages may be delivered to the school office in matters of importance at any time.

Students will not be allowed to use the phone to make personal arrangements, (such as requesting permission to go to another child's home after school, forgotten homework, band instruments, P.E. shoes, library books, etc.).

**TESTING PROGRAM:** Students will take the norm referenced test Iowa Assessment Complete Battery Plus in Grades 1 - 8. Student academic progress is evaluated by quarterly grades issued in the various subjects and by achievement tests administered throughout the year.

**TREATS:** Children (K - 5) may bring treats to school for special occasions (birthdays, parties, special events) after obtaining permission from their classroom teacher. Please be sure that each treat is individually packaged.

With the approval of the principal, grades 6, 7, and 8 may bring treats for very special occasions.

Treats must be eaten in the classroom in which they are given.

**VISITORS:** Parents are welcome to visit their child's classroom for part of the school day. These occasional visits must be arranged in advance, and parents, as all visitors, are to report first to the office where they are asked to sign in and receive a visitor sticker badge that must be worn during school visit.

Students from another school who wish to eat with one of our students must be accompanied by an adult, make arrangements with the cafeteria (345-5542), and pay for the lunch.

## **Appendix A**

### **NOTIFICATION LETTER FOR ST. PATRICK, MCCOOK**

TO: Parents/Employees of St. Patrick School

As you may recall from previous year's notifications, the Institute for Environmental Assessment (IEA) inspected St. Patrick School in 1988 and reinspected St. Patrick School in 1991, 1994, 1997, 2008, 2009 and October 12, 2011 and found no asbestos containing material in the building. However, some areas in the Church Basement contain asbestos. Specifically, asbestos containing material was found in thermal pipe joint connections and pipe insulation.

A substantial amount of asbestos pipe wrap was removed from the Church Basement by certified contractors in 1988. Additional asbestos pipe wrap was removed from the food storage room adjacent to the Kitchen in the Church Basement in June of 1992 and more material was removed in 2009. The remaining asbestos containing material is in a good state of repair.

In continuing to follow the management plan developed by IEA for our school, we are confident that we are complying with the Environmental Protection Agency's rules and regulations while we protect the health of St. Patrick's students and staff. Detailed descriptions of St. Patrick's operations and management activities are available for review both at the school office and the Diocesan Chancery.

The asbestos program manager for St. Patrick's School is Fr. Thomas MacLean, P.O. Box 80328, Lincoln, NE 68501 (402) 435-2125

## Appendix B

### INSTRUCTIONAL TIME

St. Patrick School defines instructional time as:

- a. Instruction in all academic areas.
- b. Library time.
- c. Afternoon and morning recess for grades K-4 serving to enhance social development.
- d. Field trips and convocations functioning as an extension of classroom instruction in their entirety.
- e. Daily prayer and spiritual exercises, attendance at daily Mass and on other special occasions that assist in the formation of the Christian student as defined in the school's philosophy.
- f. Participation in school sponsored sporting events scheduled during the school day.

Time that is not included as Instructional time:

- a. Lunch period which includes eating and the recreational time following lunch.
- b. Dismissal time.
- c. Travel time to and from sporting events scheduled during the school day.

## Appendix C

### PRIVACY RIGHTS AND MAINTENANCE OF RECORDS

November 2, 1976

The following policy statements are adopted by the Diocese of Lincoln in recognition of the requirements of the Family Education Rights and Privacy Act of 1974 and Nebraska State Statutes Section 79-4157.

The Diocese of Lincoln, Office of Education recognizes the right of the student, parent or legal guardian to have access to the contents of student's records, and to examine and challenge the accuracy of information contained therein.

The Principal of each school shall be responsible for maintaining, securing and protecting the confidentiality of all student records.

1. **Cumulative Records:** The Cumulative record of each student shall be accessible to student, parent or guardian for examination, interpretation or challenge. The record shall contain:
  - (a) Legal name, birth date and place, sex.
  - (b) Parents or guardians' names, addresses and telephone numbers.
  - (c) Attendance data.
  - (d) Grades and academic work completed.
  - (e) Scores on standardized achievement, aptitude or interest tests.

These records shall be maintained permanently. Any other materials regarding students, such as disciplinary records, psychological testing, etc., shall be maintained separately and destroyed when the student graduates or leaves school.

2. **Access to Records:** Only the following have access to records:
  - (a) Teachers and counselors, to serve the best educational interests of the students.
  - (b) Secretaries and aides as designated by the principal to maintain, record, and file information.
  - (c) Employers, other schools, agencies, and institutions of higher learning, upon the written request of parent or guardian.
  - (d) Officials of the Judicial system, upon properly issued subpoena or court order. In such case, parents are to be notified of such legal action.
3. **Release of Records:** Procedures for the release of records is to be established by the Board of Education in compliance with the general requirements of the above stated federal and state statutes. Procedures must include:
  - (a) Provision for written parental permission before release of any records.
  - (b) A system or recording to whom records were released.
  - (c) A system of recording school personnel who have used student records.

### **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

The St. Patrick School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, policies, scholarship and loan programs, and athletic and other school-administered programs.

### **NONDISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State and local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Discrimination Complaint Form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter

addresses to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Prayer for God's Protection

And Christ's Presence

May Christ shield me today...

Christ with me, Christ before me,

Christ behind me,

Christ in me, Christ beneath me,

Christ above me,

Christ on my right, Christ on my left,

Christ when I lie down, Christ when I sit,

Christ when I stand,

Christ in the heart of everyone

who thinks of me,

Christ in the mouth of everyone

who speaks of me,

Christ in every eye that sees me,

Christ in every ear that hears me.

St. Patrick of Ireland (385-461)

Bishop and Missionary

