



# Family Handbook

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**ST. PATRICK SCHOOL HANDBOOK**  
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## ST. PATRICK SCHOOL STAFF

**THE PASTOR:** The pastor is the spiritual leader and the chief administrator of our parish, and the pastor is ultimately responsible for the educational apostolate of St. Patrick School.

**THE PRINCIPAL:** The principal administers the school according to the general policies of the Archdiocese. The principal is responsible for providing for the spiritual, moral, intellectual, aesthetical, emotional, social, and physical needs of the children in the school. It is the principal's duty to work closely with the pastor, the Board of Education, and the faculty to achieve a climate and program that foster Christian growth and formation within the total school community.

**THE PARISH BOARD OF EDUCATION:** The Parish Board of Education acts in an advisory capacity. They formulate and evaluate policies for the Full Time School and the Parish School of Religion.

|                      |  |
|----------------------|--|
| Father Brian Fischer | Pastor                                       |
| Father Dan Kavanagh  | Associate Pastor                             |
| Jill Gould           | Principal                                    |
| Valerie Langford     | Secretary                                    |
| Margie Kettler       | Secretary                                    |
| Wendy Hunn           | Secretary                                    |
| Elaine Sudbrock      | Secretary                                    |
| Laurie Niehaus       | Preschool Director/Teacher                   |
| Marian Lang          | Preschool Teacher                            |
| Christine McKenzie   | Preschool Teacher                            |
| Susan Carr           | KC   |
| Monica Wood          | KW   |
| Kathy Hem            | 1H   |
| Kristin Swann        | 1S   |
| Janice Bellanca      | 2B   |
| Jackie Doerr         | 2D/ Co-Director After Care (3-6 pm)          |
| Lynn Haarmann        | 3H   |
| Cindy May            | 3M   |
| Karen Horack         | 4H   |
| Karen Kirchner       | 4K   |
| Megan Doerr          | 5D   |
| Betsy Schnettgoecke  | 5S   |
| Lisa Stoker          | 6L   |
| Lisa Delicath        | 6D   |
| Denise Obermeier     | 7D/ Morning Care (6:45-7:40 am)              |
| Stephanie Sabatini   | 7S   |
| Kim Dyer             | 8D   |
| Christine Eckert     | 8E/CRE                                       |
| Diane Vines          | Learning Consultant, K-5                     |
| Kelli Prade          | Resource, 6-8/Aftercare Co-Director (3-6 pm) |
| Anne Edwards         | Art  |
| Pam Palitzsch        | Computer                                     |
| Stacy Terbrock       | Enrichment, 2-3/ G.R.A.S.P., 4-8             |
| Diane Luecke         | Librarian                                    |
| Savannah Arnold      | Music  |
| Andrew Neiner        | Physical Education                           |
| Lori Endres          | Spanish                                      |
| Mitch Kalist         | Technology Integrator                        |
| Chrissy Schantz      | Preschool Aide                               |
| LeAnn Ponder         | Preschool Aide                               |

|                   |                                    |
|-------------------|------------------------------------|
| Sharon Kerns      | Preschool Aide                     |
| Denise Givogue    | Kindergarten Aide                  |
| Angela Rhubart    | 1 <sup>st</sup> Grade Aide         |
| Bridget Harr      | 2 <sup>nd</sup> Grade Aide         |
| Tricia Laws       | 3 <sup>rd</sup> Grade Aide         |
| Kelly Vehige      | 4 <sup>th</sup> Grade Aide         |
| Marie Alsmeyer    | 5 <sup>th</sup> Grade Aide         |
| Jennifer Dehner   | Beginner & Advanced Band           |
| Rita Molitor      | Cafeteria Director                 |
| Lisa Tackett      | Catholic Family Services Counselor |
| Kim Schellert     | Home and School President          |
| Aisha Thomassen   | Home and School Vice President     |
| Laura Swindler    | Home and School Secretary          |
| Kim Grobbe        | Home and School Treasurer          |
| Tina Van Booven   | SCRIP Coordinator                  |
| Carrie Piotrowski | Liturgical Music                   |
| Steve Kettler     | Maintenance Supervisor             |
| Rick Full         | Maintenance Assistant              |

## **ST. PATRICK SCHOOL BACKGROUND**

### **ACCREDITATION**

St. Patrick School is accredited by the Missouri Chapter, National Federation of Nonpublic School State Accrediting Associations, effective 1986 and renewed for the 2018-2019 school year.

### **MISSION**

The mission of St. Patrick School is to provide a quality education in a Catholic environment that promotes love of God, positive self-esteem, personal responsibility, and respect for others and the world around us following the example of Jesus Christ.

### **PHILOSOPHY STATEMENT**

St. Patrick School is committed to providing Catholic education to the children and youth of the parish. This commitment is realized in our elementary school where we strive to be an expression of the mission entrusted by Jesus to the Church.

St. Patrick School believes that every child, created in God's image and likeness, is a unique individual. In the lifelong process of education, this child grows spiritually, intellectually, emotionally, socially, aesthetically, and physically. We endeavor to foster this growth through our teaching ministry by proclaiming the GOSPEL MESSAGE of hope, peace and justice, taught and lived in a FAITH COMMUNITY that worships together and reaches out in SERVICE to others.

St. Patrick School believes that the child can better develop his/her full potential through the efforts of the total Faith Community—the parents aided by and extended through the Church and the school. To assist the parents in their role as primary educator, we provide formal instruction in religious truths and Gospel values and integrate these values in the total curriculum. We strive to maintain academic excellence in all subject areas in order to prepare the child for life in this world. Great emphasis is placed on PERSONAL SAFETY, CIVILITY, and RESPECT within the total school community – student, administration, teacher, and parent.

St. Patrick School's desired outcome is to instill in our students a lifelong love of learning and the confidence to tackle new challenges; to develop in the child a deep personal relationship with Jesus; and foster the virtues and skills of mind and heart which enable him/her to translate the Gospel values into social action and reform.

## **RELIGIOUS ACTIVITIES**

In carrying out the philosophy of St. Patrick School, the faculty strives to form committed Christians by means of a planned program in catechesis and liturgy. To this end, the faculty and students participate in the following religious activities:

- attendance at weekly Mass and participation in the planning of the Liturgy
- daily religious instruction
- the Sacrament of Reconciliation twice during the school year
- preparation and reception of the Sacrament of Reconciliation in the 2nd Grade
- preparation and reception of the Sacrament of Holy Eucharist in the 2nd Grade
- preparation and reception of the Sacrament of Confirmation in the 8th Grade
- Rosary celebrations
- Stations of the Cross in Lent
- experiences in various forms of prayer
- opportunities for participating in the Mass as cantors and/or servers
- daily prayer within each individual classroom
- participation in service projects in school/parish/community
- mission awareness and collections

## **GOALS**

Students will:

- respect God's creation by making moral decisions and acting in accordance with Gospel values
- appreciate the diversity of all people and cultures
- interact positively with others and solve conflicts respecting the dignity of each person
- recognize their own unique talents and appreciate the creative works of others
- pursue or actively participate in setting personal goals
- take advantage of learning opportunities and apply knowledge from the classroom to different areas
- communicate ideas effectively, clearly, and concisely
- apply research techniques and properly access information from a variety of sources
- use technology effectively to enhance, access, and process information

## **ADMISSION POLICIES**

St. Patrick School admission policy follows the general guidelines established by the Archdiocese of St. Louis. All Catholic schools in the archdiocese shall admit, and not discriminate against, students of any race, color, or national and ethnic origin to all rights, programs, and activities generally accorded or made available to students at these schools. The specific eligibility guidelines are as follows:

- a. The school will admit students from Catholic families who are registered in our parish or any neighboring parish which does not have a Catholic school. \*See Board of Education, Policy 7, for order of acceptance guidelines.
- b. The school may admit students from non-Catholic families, but only if space is available after students from Catholic families have been admitted. These families are charged the full cost of educating a child for the year at St. Patrick School. These children will participate in the school's religion program and Mass.
- c. All student transfers are subject to review. Admission and grade placement will be determined by the results of standardized achievement scores, report cards, records from previous schools attended, and by the school's ability to meet students' needs.
- d. Students transferring from other schools are automatically put on a six-month probationary period. If they do not comply with school rules and policies, they could be asked to leave and/or be subject to withdrawal for cause.
- e. Students entering St. Patrick School for the first time are placed in the grade level appropriate to age or previous school's grade level in accordance with archdiocese guidelines.
- f. A child entering Kindergarten must be 5 years old by August 1. A child entering Grade 1 must be 6 years old by August 1. Enrollment is limited to 30 students in grades 1-8. The class size in each kindergarten class will be a maximum of 25 students.

- g. Parents of all children enrolling in Kindergarten must present proof of a physical examination and up to date immunizations. State law requires these to be on file before the first day of class. Immunizations must be kept current. Archdiocese of St. Louis waiver must be signed if choose not to immunize.
- h. Student will be expected to comply with all school regulations and to conduct himself/herself in a manner conducive to a quality learning environment for the entire school community.
- i. Parents will be expected to demonstrate a desire to Catholic education for their children, procure appropriate sacraments for their children, and to fulfill the role as primary educators of their children.
- j. Families are expected to be involved in parish and school activities and functions.
- k. Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students who require special services to be dually enrolled in public schools in order to participate in specialized programs or remedial reading and mathematics services.
- l. Students with special needs will be accepted if the school has the capability to make minor adjustments to meet the student's needs and can provide the resources to do so successfully. Acceptance of students with special needs will be determined by the administration and will be in accordance with archdiocesan guidelines.

### **ANNUAL REGISTRATION FEES & PROCEDURE**

#### **FEES**

- a. **Tuition** - All families are required to pay tuition to St. Patrick Parish through the FACTS Tuition Collection Program or to pay all fees upfront following the guidelines outlined by the Tuition Payment Preference Form.
- b. **Other Fees** - To offset the costs of textbooks, learning materials, testing, archdiocesan fees and general expenses, a non-refundable fee of \$75 must accompany registration along with a book fee of \$100 per child. No child will be admitted to school without having met these financial obligations.
- c. **Home & School Obligation** - Each school family has a Home & School obligation, which can be met by generating fundraising profit via school fundraisers or the SCRIP program. This obligation can also be fulfilled with a one-time payment. All Home & School obligation balances are due by the end of May. Each family is responsible for a \$200 Home & School obligation.
- d. **Families must remain current on their financial commitments.** Current financial commitment means full payment on or before July 1 or timely payment through the FACTS Program. In addition, if a monthly FACTS payment is delinquent and three attempts at collection have been made, the family is required to hand deliver payment by cashier's check, money order, or cash to the rectory within one week of the date after the third notification. All tuition, the Home & School obligation, and all other outstanding fees must be paid in full by the end of May before report cards will be issued, transcripts forwarded, and next year's enrollment assured. In regard to graduating 8th graders, financial obligations must be met in full before the day of graduation in order for that student to participate in graduation ceremonies (Board of Education Policy #10). Your cooperation is imperative to the status of your child's place in school. The administration is always open to discuss crisis situations.
- e. **Early Withdrawal** - There will be a \$100 fee assessed by the parish if a student withdraws during the school year.

#### **PROCEDURE**

- a. Registration will be accepted for the following school year if all financial commitments are current.
- b. Registration packets for current school families are sent out in January each year. All children must be registered annually. Open registration for students new to St. Patrick School takes place in February.
- c. Placement tests are administered for students entering Kindergarten and for students entering Grade 1.
- d. Registration is complete upon receipt of completed registration forms, submitted immunization record, and if applicable, receipt and review of transferred records from previous school.

### **STUDENT RECORDS**

- a. The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.
- b. Parents/guardians have the right to inspect and review the official active file of their children. In the event parents are separated or divorced with joint legal custody of the student, or divorced parents having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.
- c. In the event that the payment of tuition is a shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. Both parents should be aware of the status of payments in arrears in order to prevent a disruption in the student's education.

### **TRANSFER OF RECORDS**

- a. St. Patrick School will not release student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian or the former student if 18 years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.
- b. Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school, or by a court order. This applies to providing both written and/or oral information.
- c. All financial obligations to the school must be met before any transfer of records can occur.
- d. A completed Parent's Authorization Form (available from our office) is required to either request a cumulative record or to forward a student's record to any Catholic parochial school in the Archdiocese of St. Louis.
- e. When a student transfers to a public school or to a Catholic school outside of the Archdiocese of St. Louis, a copy of the cumulative record is sent upon receipt of a signed parent request from the receiving school.
- f. To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations. Financial obligations must be met in full before the day of graduation in order for that student to participate in graduation ceremonies. (Refer to Board of Education Policy #10)

## **ACADEMIC POLICIES**

### **ACADEMIC HONESTY**

Students are expected to be academically honest. Behaviors such as cheating, plagiarism, fabrication, deception, and/or personal misconduct will not be tolerated and could result in disciplinary action.

### **GRADING PROCEDURES**

- a. All St. Patrick School families must be signed up in the RenWeb ParentsWeb system ([www.renweb.com](http://www.renweb.com)) to obtain online reports.
- b. Gradebook is available for viewing 24/7. Report cards are issued online 4 times during the school year at the end of each quarter. Dates are noted on the school calendar. **Parents are asked to print a copy of the online report card for the second and third quarter, sign it and return it to school within a one-week period of time.** The first report will be discussed with parents at conferences, and the final report can be accessed online after all outstanding fees are paid.

- c. The **Academic Grade Equivalencies** for Grades 2-8 are as follows:

|           |               |           |              |           |                    |
|-----------|---------------|-----------|--------------|-----------|--------------------|
| <b>A+</b> | <b>97-100</b> | <b>B</b>  | <b>85-88</b> | <b>D+</b> | <b>74-77</b>       |
| <b>A</b>  | <b>93-96</b>  | <b>C+</b> | <b>82-84</b> | <b>D</b>  | <b>70-73</b>       |
| <b>B+</b> | <b>89-92</b>  | <b>C</b>  | <b>78-81</b> | <b>F</b>  | <b>69 or below</b> |

- d. **Marking Code** is as follows:

|           |   |
|-----------|---|
| <b>S</b>  | <b>GENERALLY SATISFACTORY</b>           |
| <b>I</b>  | <b>IMPROVING</b>                        |
| <b>NI</b> | <b>GENERALLY IN NEED OF IMPROVEMENT</b> |
| <b>X</b>  | <b>AREA OF CONCERN</b>                  |
| <b>U</b>  | <b>GENERALLY UNSATISFACTORY</b>         |
| <b>NA</b> | <b>NOT APPLICABLE</b>                   |

- e. Students advance to each succeeding grade upon the satisfactory completion of work required for the preceding level. In some cases, a child may not be considered mature enough to have mastered the content and skills sufficiently to advance to the next level. If this is the judgment of the principal and teacher(s) involved with the student, the child may be retained or be required to attend and satisfactorily complete an approved summer school or tutoring program before promotion to the next grade level. A final grade of F in 2 major subjects results in failure of the required work for that year. The student in this case will be asked to meet certain requirements before consideration will be given for promotion to the next grade at St. Patrick School.
- f. **Honor Roll** recognition is given to students at the junior high level (Grades 6-8) at the end of each quarter. "Principal's Honors" is given to students with straight A's. "A" Honors is given for all A's and one B. "B" Honors is given for all B's and higher. Honor Roll is based on grades in all subject areas.

### **HOMEWORK**

- a. Assignments for home have a definite relation to work done in school and help to reinforce the concepts presented that day. Parental interest and supervision in written and study assignments are important.
- b. Incomplete assignments must be made up. A grade of "F" or zero may be received if assignments are not satisfactorily completed and submitted by a deadline established by the teacher.
- c. Care is taken that homework is not excessive. Assuming that a regular time and a definite place away from distraction is provided and that the child has used his/her time well in school and at home, the following guidelines should be followed for the time spent on homework.

|                    |                  |
|--------------------|------------------|
| Grades 1 and 2     | 15 to 20 minutes |
| Grade 3            | 30 to 45 minutes |
| Grades 4 and 5     | 30 to 60 minutes |
| Grades 6, 7, and 8 | 60 to 90 minutes |

These are approximate average daily amounts. Some days there will be slightly more, other days slightly less. No homework will normally be given over the weekend with the exception of reading or long-range assignments.

- d. **Homework/Sickness for Grades 1-3** - Because so much of the work assigned is based upon lessons presented during class time, not all work will be sent home. Each teacher will determine the type and amount of work to be sent and may be picked up in the school office after 2:45 p.m. on the day the child is absent due to sickness.
- e. **Homework/Sickness for Grades 4-8** - If a student is absent due to illness, arrangements may be made through friends or siblings to pick up the necessary materials and assignments from the homeroom after 2:45 p.m. When the student returns to school, assignments will be turned in and tests made up **USING THE FOLLOWING GUIDELINES**: For each day the student is absent they have that many days to make up the work. This also includes tests. For example, if your child was ill on Monday and returns on Tuesday, the work is due on Wednesday. If your child is ill on Monday and Tuesday, the work is due on Friday. If there are special considerations, modifications can be made via communication with the teacher.
- f. **Homework/Vacation for All Grades** - With the exception of long-range assignments, assignments **WILL NOT** be given to the student prior to leaving for a vacation during scheduled school days. All assignments and/or tests shall be made up by the child using the guidelines listed in (e.) above for Homework/Sickness. Parents, not teachers, are responsible for re-teaching material to children absent for a vacation.

- g. Students, who have forgotten books at school, may retrieve forgotten materials up to 3:30 p.m. when the school office closes for the day. Students and/or parents must check in at the office before proceeding to a classroom. After Care teachers, detention teachers, or any teachers or teacher aides working after school, will not be able to open classroom doors after 3:30 p.m.
- h. All students are required to have a school bag or backpack to protect their textbooks, papers, notebooks, etc. Students, who damage books beyond reasonable wear, will be required to pay a fine up to the cost of the book. All hard cover books MUST have book covers. Stretch book covers destroy the corners of textbooks, and are prohibited.

### **INSTRUCTION**

Students at St. Patrick School receive instruction in all core subject areas and are generally in accordance with the time allotments suggested by the Catholic Education Office. Curriculum, text selection, teaching materials, and modes of instruction are continually being enhanced to meet archdiocesan guidelines, which are based on Missouri Standards. The following subject areas are taught:

### **STANDARDIZED TESTING**

The Iowa Test of Basic Skills (IA) is administered to students in Grades 3-8, and the Cognitive Abilities Test (CogAT) is administered to students in Grades 4, 6, and 8. These tests are administered to the students to help the faculty determine students' strengths and weaknesses, monitor student progress year-to-year, and drive changes in the curriculum and teaching methods. The results of these tests are shared with parents with a reminder that the results are merely guides, and care must be taken not to misinterpret the data. Test results will be available at Parent Conferences.

### **FIELD TRIPS**

- a. Field Trips are safe, well-planned educational experiences. The selection of a class field trip is generally up to the teacher with the principal's approval. Buses will be used as transportation for all class field trips. Discipline issues may remove a student from a field trip. A field trip permission form must be signed by a parent before a student can participate in the activity.
- b. Teachers, teacher aides, and chaperones provide safety for all children involved. Because of the number of requests by parents to accompany children on field trips, a selection process will be utilized by the teachers involved to select chaperones. Parents, who meet the class at the site of a field trip, must allow the teachers and designated chaperones to direct the children. Some field trips are not conducive to unlimited entries, and therefore only chaperones are granted access to the field trip. We appreciate your cooperation in this matter.
- c. Parent chaperones, who drive to field trips, may not transport students to or from the field trip site.
- d. Any parent acting as a chaperone on a school field trip must have completed the Protecting God's Children Program. Any chaperone that is driving students to a field trip must also submit a copy of their insurance card and drivers license to the school office. The role of a chaperone is to help provide for the safety of the students participating in the field trip, therefore other siblings should not accompany the adult chaperone.
- e. Students transported by bus to a field trip experience must return via bus to school. Teachers are not permitted to release students to parents from an off-site location.

### **EXTRA-CURRICULAR ACTIVITIES**

In addition to our academic curriculum, students are given many other extra-curricular opportunities.

- Student Council offers an opportunity for leadership in Grades 6-8.
- Speech Team (Grades 5-8) competes in the Bellarmine Speech League.
- STEM Club meets after school and offers hands-on activities involving critical thinking in science, technology, engineering, and mathematics.
- The St. Patrick School Choir is open to Grades 6-8.

- Read, Right, Run is available for Grades 2-8.
- Lego Club is available for Grades 3-4.
- A+ Art class is available for an additional fee.
- The Band Program is available for (Grades 5-8) for an additional fee
- Girls and boys (Grades 5-8) may serve Mass.
- Scouting programs and athletic programs are available through the parish.

### **SPECIAL NEEDS ACCEPTANCE AND ASSESSMENT**

When parents and/or teachers suspect a situation may exist, which is in some way interfering with a child's learning process, arrangements can be made with the residing school district or other private institution to screen the child and assess the needs. St. Patrick School has developed a workable procedure that is followed before a student is recommended for screening by the public schools. Decisions to meet special needs are made once professional diagnosis has been completed.

St. Patrick School attempts to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. It is important that we fairly evaluate both students' special needs and our own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs is for successful mastery of the regular curriculum in the regular setting. Before admitting students or servicing present students diagnosed with special needs, parents must provide us with complete information from the student's testing and diagnoses and all information from all prior schools before determining what steps are necessary and feasible to meet the student's educational needs and whether we can do so without undue risk to the student seeking admission or to other students or staff. When a special need becomes evident only after a student has already been admitted, St. Patrick School must likewise obtain appropriate information related to the special need. We then ascertain what is necessary to address the need and whether it is feasible for the school to meet the need. Failure of parents/guardians to supply pertinent information may result in denial of admission or discontinuation of enrollment. Some special needs may not be able to be met because the school lacks the resources or facilities to address them successfully.

### **USE OF COPYRIGHTED MATERIAL**

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations. Students and teachers should be made aware of the seriousness of the ethical and legal issues relating to unauthorized copying and software piracy. Individuals or schools that knowingly violate copyright laws are liable to prosecution and fines up to \$150,000.00. Insurance protection of the Archdiocese of St. Louis will not be extended to staff, students, and others who violate copyright laws. The primary purpose of copyright is to protect the right of authors or artists to benefit and profit from their work and to control how their work is used. Literary works, musical works and lyrics, dramatic works and music, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works, sound recordings, and architectural works are protected by copyright. Under current law, almost everything created privately and originally after April 1, 1989 is considered copyrighted. Copyright protection extends to both published and unpublished works in any print, audio, electronic, or digital format, including material on the Internet.

Use of copyright materials, known as "fair use," is allowed for educators. It permits a limited amount of copyrighted material to be used for a specific educational purpose without obtaining the prior permission of the copyright holder. It is considered "fair use" when:

1. the copyright material is used by a teacher for research or class preparation
2. to achieve a specific educational purpose
3. with direct instruction of students in the school setting
4. only portions of the work relevant to the educational objectives are used

The law requires educators to obtain permission of the copyright owner, if there is repeated use of the same copyrighted material. When using copyrighted material of any nature, students and teachers should credit

the sources and include the copyright ownership information that is shown in the original work. Making copies of copyrighted material can never be used to:

1. substitute for the purchase of books or materials or to create anthologies
2. replace consumable materials such as worksheets, standardized tests, or answer sheets

## BACK-TO-SCHOOL ACTIVITIES

- a. **Back-to-School Packets** - Each family will have a packet awaiting pick-up in the back of Church (St. Patrick & IHM) the two weekends prior to the start of school.
- b. **Supply Drop Off** - Grades 1-8 will have a scheduled drop-off. At this time, parents and students are encouraged to bring in their classroom supplies and socialize with other St. Patrick families. Kindergarten will drop off their supplies on the day of Kindergarten Orientation.
- c. **Kindergarten Orientation** - This is scheduled the week prior to the start of the school year. At Kindergarten Orientation, your child will meet his/her teacher and classmates as well as drop off supplies.
- d. **Open House/Home and School Meeting** - Open House and a Home & School meeting are scheduled in the month of August (see school calendar at the end of handbook for specific dates). The Open House evening provides an opportunity for the parents to speak with the teachers, discuss expectations of the classroom, and review goals and objectives for the year.

## SUPPLIES

Teachers require students to have certain supplies for their classes. A list of necessary supplies for the new school year will be included with the June newsletter. The Supply List can also be found on St. Patrick School website ([www.stpatrickwentzville.org/school](http://www.stpatrickwentzville.org/school)). It is the responsibility of each student to have the supplies necessary for classes and to have those supplies with them at all times.

Parents have the option of ordering pre-packaged school supplies at each grade level through EPI. Information regarding this option can be obtained through the school office.

## ATTENDANCE

- a. **School Hours**
  - Doors open: 7:40 a.m.
  - Tardy: 7:55 a.m.
  - Dismissal: 3:00 p.m.
- b. The school day begins at 7:55 a.m. and ends at 3:00 p.m. No student should be dropped off at school before 7:40 a.m. unless they are attending Morning Care, which opens at 6:45 a.m. All students are to be picked up by 3:20 p.m., or they will be sent to After Care where a fee will be charged. All After Care charges must be paid in full before final report cards or transcripts are released.
- c. Students are expected to attend all classes and school activities. This includes but is not limited to standardized testing and school programs involving the specials classes.
- d. Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.
- e. A student who is absent for the purpose of "Shadowing" is considered absent from school.
- f. A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.
- g. When a child is sick, a parent is to call or e-mail the school office by 9:00 a.m. (636-332-9913, ext. 240), or a call will be placed to the parent if the child is not reported sick.
- h. If a child is absent for three days or more, the parents should contact the child's teacher for any make-up work. If a child is absent ten days or more during the quarter, his/her report card will not be issued until all work is satisfactorily completed.

- i. It is the responsibility of each student to go to his/her teacher and ask for the make-up work for an absence, tardy, or early dismissal.
- j. **Tardy:** A child will be considered tardy if he/she is not in his/her homeroom by 7:55 a.m. When a child is tardy, he/she must report to the office and sign in.
- k. Any student arriving after 9:45 a.m. or leaving before 1:15 p.m. will be considered a half-day absent. Any student leaving after 1:15 p.m. but before the end of the school day will be issued an afternoon tardy for that day.
- l. Any child needing to be dismissed early is required to bring a note stating the reason for early dismissal to the teacher. This note will be sent to the office. The student must be signed out in the office by the adult picking up the child. The student must be signed in if returning to the school that same day.
- m. Parents are strongly encouraged to schedule doctor and dentist appointments after school and to avoid vacations during scheduled school days.
- n. After 5 unexcused tardies within the school year, students will be issued a minor infraction for each tardy. Excused tardies include leaving for illness or emergency situations. The accumulation of 5 minor infractions, as detailed in the Discipline Policy, will result in an after school detention. Administrative discretion will govern in emergency/exceptional circumstances. To assure continuous educational growth, the school urges regular attendance.
- o. Excessive absences and/or tardies (over 5 in a quarter) seriously interfere with educational progress. Schools are mandated reporters of child welfare issues, including educational neglect. Schools are required to document attendance issues and to report excessive non-attendance to the Division of Family Services. Before reporting, the school will notify parents by letter requiring dated and signed doctor's note stating the child is too ill to attend school for each absence thereafter. If these steps do not correct the problem, DFS will be notified and additional steps will be taken by the principal and pastor. Teachers are not responsible for re-teaching material from unexcused absences.
- p. If a student is absent on the day of a school social function, they may not attend the function.

## GENERAL SCHOOL DAY POLICIES

### MORNING CARE AND AFTER CARE

All parents must sign their children IN to the school's Morning Care program and sign them OUT of our After Care program. After Care participants must sign up for the program with the program directors, Jackie Doerr or Kelli Prade.

### CARPOOL GUIDELINES

- a. Rules of etiquette for drop-off and pick-up are designed to protect the children. They are not intended to inconvenience any parent. The student safety patrol and teachers are in place to give direction and enforce the rules. We expect your understanding and courtesy toward these helpers.
- b. For the safety of students and staff, the active use of cell phones while driving in the school parking lot is prohibited. This includes receiving and sending calls or texts.
- c. No animals on or off a leash are allowed in the area where children are waiting to be dropped off or picked up. For the safety and health of all students, parents, and staff, pets must remain in cars
- d. **Morning Drop-off** - All parents dropping children off at school at 7:40 a.m. need to follow car pool procedures. *Carpool Procedures are included in the Back-to-School Packet each year.*
  - Children should not be dropped off until carpool personnel are present. The school is not responsible for children dropped off prior to the beginning of carpool.
- e. **Afternoon Pick-up** - All parents picking children up from school at 3:00 p.m. need to follow car pool procedures. *Carpool Procedures are included in the Back-to-School Packet each year.*
  - The school parking lot will be open at 2:30 PM. for afternoon dismissal.
  - No car will be released separately from any parking lot after carpool dismissal begins. This includes the teacher and staff parking lot and the south lot near the office.
  - Parents may not park in the staff parking lot or the south lot near the office unless they have "special parking privileges," such as disabilities, winners of a parking package, safety patrol parents, or parents

who have school business during dismissal.

- Parents who must pick up students prior to 3:00 p.m. dismissal must pick the student up by 2:45 p.m., or students will be released at the regular dismissal time.
- f. Students not picked up by last carpool at 3:20 p.m. will be taken to After Care, and required fees will apply.
- g. St. Patrick School follows the archdiocesan guidelines concerning delivery and release of students from school. This policy states:

The common practice and expectation is that all students are dropped off and picked up from school each day by a parent/legal guardian or by a person appropriately designated by a parent/legal guardian. If a parent/legal guardian wishes to have his/her child walk to school or walk home from school, then the parent/legal guardian must specify this in writing in the form available in the principal's office. If there is inclement weather, the school asks the parent/guardian make appropriate arrangements to ensure the safety and well-being of the student.

Once the school receives the written directive from a parent/legal guardian that the student is to walk home from school, the school will continue to release the student as a walker until further notification from parent/guardian. The school is not responsible for the supervision of the student when the student is not present on school property.

As a condition of allowing the student to walk to school or to walk home after school, the parent/legal guardians of the student agree to indemnify and hold harmless St. Patrick School, St. Patrick Parish, the Archdiocese of St. Louis, its affiliates, and its and their officers, directors, members, employees, volunteers, and agents from any injury to student or damage to or loss of personal property of student related to students walking to or from school.

- h. In accordance with Archdiocese instruction, we may not release students to walk to Dairy Queen unless accompanied by an adult approved on the student's emergency information card.
- i. No student may be picked up in the Church parking lot in lieu of the parent/carpool driver participating in carpool. Students are to be picked up according to carpool procedures.

### **LUNCH AND RECESS**

- a. St. Patrick School participates in the federal lunch program. Menus are published in the monthly newsletters. The cost of lunch is \$3.25, which includes a choice of main entrée, unlimited salad bar, milk, and juice.
- b. Every family is asked to deposit a minimum of \$10.00 in their lunch account in the event that their child forgets to bring a lunch on a given day throughout the school year.
- c. Excess lunch funds at the end of a school year will be applied to the returning family's account for the next school year. Unused lunch funds of last child in the family graduating from our school will be applied to any outstanding balances or if non-applicable, refunded.
- d. Snacks/drinks/ice cream can be purchased for \$0.50 each. A ten-item punch card may be purchased in lieu of sending money for these items. Monies or checks sent in for purchasing a punch card (\$5.00) must be separate from the hot lunch program. Please send these monies specifically marked in a separate envelope. We ask that each sibling have his/her own card. The punch card is non-refundable, and is the sole responsibility of the purchaser. Lost, misplaced, or laundered cards cannot be replaced. It is recommended that the punch card remains in the student's lunch box for easy retrieval.
- e. Food Allergy Policy/Procedures
1. Parent turns into our school office a statement making us aware of child's food allergy. This statement has been and will always be taken as a precaution to notify St. Patrick School of a possible reaction to an exposure to the described allergen.
  2. An Emergency Action Plan is required from the child's doctor
  3. Student is required to sit at the Allergy-Free table during the lunch period. (Exceptions to this procedure must have a doctor's letter specifically stating the child is safe to sit in the open-seating area of the cafeteria. Parents must realize that students seated in the open area are not monitored, as cafeteria monitors have no way of knowing where they are sitting from day-to-day.)
  4. Cafeteria monitors will cleanse the Allergy-Free table at the end of each lunch period.
- f. Parents are welcome to have lunch with their children. We do ask that a healthy choice lunch be provided. Please do not bring outside fast-food lunches to school for your child(ren). If your child wants the benefit of eating with you and their friend(s), we ask that you sit at your child's regular table along with that particular

class. Or you may sit at another table with just your child.

- g. Gum chewing is never allowed on the school premises.
- h. Table manners are required of everyone and moderate tones are used to speak. No food is to be carried out of the cafeteria. Students are expected to clean up their place. Lunch boxes should be placed in baskets before going out to recess. All students will remain in the cafeteria until the bell signifying the end to their lunch period.
- i. Soda is never allowed during lunch or recess.
- j. Parents supervise on the playground and lunchroom for the lunch periods from 11:00 a.m. to 12:30 p.m. Supervising parents must have completed the Protecting God's Children Program. All families are expected to serve 4 turns of lunch supervision or to find someone to take their place. A \$25.00 fee is assessed each family. This fee is due on or before June 1. Each time playground/lunchroom duty is served, \$5.00 is credited to volunteers' Home & School obligation balance.
- k. Unless it is raining or the temperature (factoring in the wind chill) is 28°F or below, the children play outside and should be dressed appropriately for the colder weather. Children in Grades K-3 have a 15- minute recess each morning and also have time after lunch. Children in Grades 4-8 have recess during their lunch period.
- l. A teacher and presiding parents will be on the playground during lunch recess. Presiding parents handle routine problems; more serious problems are brought to the attention of the teacher in charge. Parents performing playground duty are fulfilling a very important job. If younger siblings negatively impact the parent's ability to monitor playground behaviors of our students, we ask that younger siblings not be brought when fulfilling this duty. We also ask all our parents to refrain from cell phone usage in order to devote the utmost attention to our students' safety.
- m. If for health reasons a child is to remain indoors during recess or is prohibited or restricted from PE participation, a signed note from the child's doctor indicating the reason and the duration must be sent to the teacher.

### **PARTIES AND CELEBRATIONS**

- a. Halloween, Christmas and Valentine parties are coordinated by the administration, room parents, and classroom teachers. It is recommended siblings not attend these functions, as parent volunteers are needed to assist the teacher in supervising the children attending our school. All other celebrations are allowed only at the initiation of the teacher with the approval of the principal.
- b. Birthdays--Children may dress out of uniform on their birthdays. Out-of-uniform dress rules apply. Teachers will also honor a student's birthday through special recognition in the classroom, and the student may visit the school offices for a small gift. Teachers will coordinate a special day to celebrate a child's birthday if it should fall on a day school is not in session or during the summer months. In adherence to the school's wellness plan, birthday treats and gifts may not be brought to school to share with the class. This includes all food items and drink and other tangible treats. If these items described above are brought to school, they will be put in the school office to be picked up by the parent. Special lunches, flowers, balloons, etc. should not be brought to school for your child's birthday.
- c. Party invitations may not be passed out at school or on the parking lot unless each child (or at least each boy or each girl) in the student's classroom receives one. The child's teacher should be given the invitations, and the teacher will pass them out. No birthday or special occasion gifts will be passed out at school.

### **TELEPHONE CALLS**

No teacher or child will be called from class for a telephone call. Important messages will be given to a child during the school day. Children will not be given permission to call home for forgotten items, such as homework, P.E. clothes, etc. unless the call is made before the school day begins.

### **EMERGENCY SCHOOL CLOSINGS**

Snow and emergency closings will be sent out as a text message to all phone numbers on file in the school office via our automated system, along with television channels FOX 2, KMOV 4, and KSDK 5. Should hazardous weather conditions develop during the day and it becomes necessary to dismiss early, this information will be announced on the above stations and a phone message will be sent out by text message via our

automated system. **It is imperative that the office records are current on all phone numbers; home, cell, and work.** You can also call school and a message will be on the answering machine indicating the time of dismissal.

PLEASE NOTE OUR SCHOOL DOES NOT ALWAYS FOLLOW PUBLIC SCHOOL CLOSINGS. PLEASE SEE THE ABOVE METHODS OF COMMUNICATION TO CHECK ON ST. PATRICK SCHOOL CLOSURES. It is impossible to make a determination regarding road conditions for all the various areas affecting our school families. If you are concerned about weather and/or road conditions, we encourage you to make your own decision about the arrival time and/or pick up of your child(ren).

### **GENERAL HEALTH PROCEDURES**

- a. The Emergency Health Card and Additional Information Report is in the back-to-school packet and is to be completely filled out and returned to school by the second day of classes. It is kept on file in the office. It is important that the information on this form is kept current. If a family's address or phone number changes during the school year, they should notify the office immediately. If a student is staying with a different caregiver, please inform the school and supply a name and contact numbers.
- b. No child may attend school without up-to-date immunizations and a completed health form. Parents who have questions should contact their doctor or the St. Charles County Health Nurses.
- c. In accordance with the recommendations of the St. Charles County Medical Society, all children are expected to have a completed physical exam on entrance into school, namely Kindergarten. In addition, the Archdiocese of St. Louis recommends physical examinations at the 3rd, 6th, and 9th Grade levels. Forms are available in the school office for your physician to complete.
- d. If a child becomes seriously ill during the school day.
  - The school office will call the child's home first, then contact the parent at his/her office. If a parent cannot be reached, the person named on the Emergency Card will be contacted.
  - The parent will be expected to take the child home or make arrangements for prompt transportation and care if the child is deemed too ill to return to the classroom or if the child has a temperature of 100°F or higher. It is recommended that a student be fever free for 24 hours before returning to school.
  - The school office will inform the child's teacher.
  - A child dismissed for illness on any given day may not return to school until the following day.
- e. In case of a serious injury and the parent cannot be reached, the child will be taken to the hospital at the discretion of the principal according to the information on the Emergency Card.
- f. Regarding illness without fever, even though no fever is present, some ailments such as severe headaches, upset stomachs, etc. preclude the child's ability to learn. Please consider the degree of discomfort and its impact on your child's ability to focus on learning when sending them to school.
- g. No nurse is on duty at school. Staff members are trained through Cardinal Glennon Hospital in Medication Administration and have participated in a current CPR training program.
- h. St. Patrick School follows the recommended policies and procedures on communicable disease including but not restricted to AIDS, hepatitis, cytomegalovirus and head lice as established by the Missouri Department of Health and the Catholic Education Office of the Archdiocese of St. Louis.
- i. Students found to have head lice will have their parents contacted, and they must be promptly taken from school. Proper steps must be taken to treat the family and physical surroundings at home. The archdiocese has no official nit policy. However, St. Patrick School does not allow students to remain in school with nits or lice.
- j. St. Patrick School has been designated a smoke-free environment. (Board of Education Policy #3)
- k. Notes signed by a student's physician limiting physical activity during school hours must include beginning and ending dates for the restriction.

### **ADMINISTRATION OF MEDICATION**

**Ideally, all medication should be given at home. If a student requires prescribed medication during the school day, the following must be in place:**

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container **may serve** as a physician's order and physician's orders may be faxed or mailed to the school.)

2. Written consent of the parent/guardian for school personnel to administer the medication
3. The medication in the original container
  - a. All medication sent to the school will be secured in a locked cabinet under the supervision of the administration.
  - b. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school.
  - c. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.
4. Only physicians, physician assistants, and nurse practitioners have prescriptive rights. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription, nor may the parent/guardian authorize changes in the medication administration. Because all of our office staff personnel have proper training by a registered nurse, they may administer medication. Records are maintained on all medications given. Documentation includes the name of the medication, the student's name, date, time, dosage, and the initials/name of the person administering it.
5. Any parent whose child has been diagnosed with allergies deemed significant enough to require possible anaphylaxis treatment, such as use of an EpiPen® (epinephrine) Auto-Injector, is required to have their pediatrician complete an Emergency Care Plan form and forward to the school office. Two EpiPen Auto-Injector pens prescribed for the child must be kept in the school office or in the teacher's possession (depending on the severity of the allergy).
6. Non-prescription medicine, i.e., Tylenol, Ibuprofen, topical medications, **MUST** have a note on file from the doctor giving permission and dosage. These letters can be sent to the office at the beginning of the school year and kept on file in the office. Without a doctor's note, no non-prescription medication can be dispensed. For your convenience, a form is in the back-to-school packet.
7. Non-prescription cough drops and chap stick do not need a doctor's permission. These items should be brought to the child's teacher along with a note of permission for use from the parent.

### **STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS**

A student enrolled in a St. Patrick School who has a significant or potentially life threatening medical condition may require special consideration. The school will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response, which may be necessary in order to provide the student with a healthy and safe environment. **It is the responsibility of parents to ensure that the school has all of the above mentioned information current and on file in the school office.**

### **CARE TEAM AND COUNSELING**

The St. Patrick CARE TEAM is a group consisting of teachers, guidance counselor, and administrators seeking to make a difference in a struggling child's school experience in order to facilitate; the meeting of developmental and relational needs; adjustment to the demands of school; and access to needed support services (for child, family and school). Our Care Team acts on referrals from the faculty or administration. These efforts are made for the benefit of the child. Community resources and parent workshops are available for family involvement.

St. Patrick School has a qualified school counselor as a resource one day a week during the school year. Student referrals begin with the principal who works closely with the student, counselor, teachers, and often parents of the student(s) involved. Meetings with the counselor are kept confidential unless the health and safety of the student is in jeopardy. In this case, parents or appropriate authorities will be contacted in accordance with the State of Missouri guidelines.

Occasionally, it is determined by the principal and school counselor that additional information from a doctor/counselor is necessary to aid the school in meeting the student's needs. In these cases, parents will be asked to sign a release form authorizing the school to speak to the doctor/counselor. Refusal to give authorization may result in the student being unable to remain at St. Patrick School.

## UNIFORM POLICY

The appearance and dress of students are the primary responsibility of the parents/guardians. However, each Catholic school has the authority to establish policies, guidelines, and regulations for students' appearance. A school uniform acts as the “great equalizer” and allows the entire school community to focus on each child’s academic, spiritual, and emotional well-being. Because students are perceived as representatives of the school, the school has a reason and a right to expect students to dress appropriately and groom themselves at school and all school events.

No dress code can possibly cover all eventualities or possibilities, and it should be understood that the administration will have the final decision as to what is acceptable and what is unacceptable.

### **GENERAL APPEARANCE**

#### **Grades K-8**

- a. Students and their parents are responsible for complying with the uniform policy. Each student must be in complete uniform unless there is a specially designated out-of-uniform day. The uniform is to be neat and clean at all times.
- b. All items must be marked with the family name to help recover lost items.

### **UNIFORM, GRADES K-8**

- a. **K-5 girls** - Plaid jumper from Fischer Apparel of an appropriate length, no shorter than 3 inches above the middle of the knee. (Shorts must be worn under jumpers.)
- b. **6-8 girls** - Plaid skirts from Fischer Apparel of an appropriate length, no shorter than 3 inches above the middle of the knee. Skirts should not be rolled. (Shorts must be worn under skirts.)
- c. **Slacks** - Dress navy blue slacks. (No knit, corduroy, carpenter, cargo or patch pocket.)
- d. **Shorts** - Dress navy blue walking shorts may be worn from April through October. Shorts may be no shorter than three inches above the middle of the knee cap for all grades. No knit, nylon athletic, corduroy, carpenter, cargo, patch pocket, or Capri’s (below the knee). When choosing to wear shorts, please use discretion in regard to weather and temperatures.
- e. **Shirts** - Solid white blouse or shirt with collar (no frills), with long or short sleeves, in knit or cotton. Solid white turtle necks (no mock) are acceptable. No logos, trademarks or monograms. Green collared shirt with St. Patrick emblem from Creative Stitches.
- f. **Sweatshirt** - Solid navy blue cardigan sweater, St. Patrick sweatshirts (navy or grey quarter zip or crewneck forest green colors only).
- g. **Socks** - Solid white, black, or dark navy blue socks that are visible when worn with shoes. Students are permitted to wear logos on their socks. There may be a small logo that is either white or black. No other colors or large size logos will be accepted. Socks must be matching. In addition, girls may wear white or navy blue tights or knee socks. Only leggings with school logo, purchased through Creative Stitches, may be worn under plaid jumpers or skirts.
- h. **Belts** – Solid, dark belts (black, blue, or brown) must be worn with slacks or shorts with belt loops. A belt is not required in Kindergarten if the slacks or shorts have an elastic waist and no belt loops. Grades 1-8 are required to wear a belt.
- i. **Shoes** – Student shoes must be safe for active wear and **non-distracting**. Shoes must have some type of fastener to keep them fitting snugly, i.e. shoelaces or Velcro. All shoes must have non-scuffing soles, and shoelaces must be tied at all times. **No** totally neon, vinyl, blinking lights, sparkles, characters, or bold patterns on shoes. Laces should match the shoe, meaning that the color of the lace should also be on the shoe. **No** heelys, boots, Sperry’s/deck shoes, sandals, heels, platforms, wedges, slip-on, open toe, roller blade, or open back or strap back shoes of any kind. High tops or basketball shoes may be worn. Athletic shoes must be worn for PE classes. **Shoes should be selected with a conservative mindset. Shoes should not be so ostentatious as to draw attention or distract from learning**.

## **HAIR**

- a. Hair must be neat and clean. A hairstyle must be in keeping with the total image the uniform represents – that is, no extreme hairstyles such as dyeing, coloring, highlighting, faux hawks, hair extensions, beach braids, cornrows, wraps, feathers, beading, or any other hairstyle considered to be extreme.
  - **Boys' hair** must be worn in a conservative, non-distracting, above the eyebrows, out of the face, clean-neck style. Boys' hair should not exceed half-way over the ear. Gels and fixatives should be used sparingly. Facial hair is prohibited.
  - **Girls' hair** must be worn such that bangs are not in eyes. Long bangs must be held back with small clips or headbands. Simple, non-distracting bows, headbands or ribbons may be worn in the girls' hair.
- b. **Girls' and boys'** hair should be their God-given unaltered hair color. Students who do not comply with this hair policy will have five calendar days from the day we are made aware of the non-compliance, to make the correction back to the student's natural, God-given hair color. Failure to meet the five-day correction policy will result in the student not being able to return to school until in compliance with school policy.

## **MAKE-UP AND JEWELRY**

- a. Make-up, tattoos, artificial nails, and nail polish, including clear and French-tip, may not be worn. In the interest of health and safety, students are not allowed to deface their body in any way by writing words or drawing pictures or symbols of any kind.
- b. Jewelry: Only small post earrings may be worn by the girls. Earrings hanging below the earlobe or multiple earrings in one ear are not permitted. Boys may not wear earrings. Bracelets of any kind are not allowed. Other jewelry shall be discreet, simple, and limited to a silent watch, a ring, or a tasteful religious symbol on a chain. For safety reasons, these items may need to be removed during P.E. classes. Apple watches are prohibited, as they are an extension of a cell phone.
- c. Perfume, scented lotions, scented Germ-X, or aerosol deodorant should not be re- applied at school. Excessive use of any of these products becomes an irritant for individuals in close proximity. In these situations, individuals will be required to limit or discontinue use of said product.
- d. Shirts must be worn tucked in. School uniform collared shirts must be worn under school sweatshirts. Only plain, white t-shirts may be worn under uniform shirts at any time. Undergarment colors must match the shirt being worn at all times.
- e. Demerits will be given for uniform violations. Three uniform violations equal one infraction. Loss of a student demerit card will result in an automatic infraction in grades 5-8.
- f. All students, grades K- 8, must comply with all uniform policies regarding hair, nails, etc. up to and including their last day of school. Lack of adherence to these policies will result in the student's inability to participate in the special activities scheduled for the last days of school.

## **PHYSICAL EDUCATION UNIFORM**

- a. Only Grades 6-8 will be required to change for P.E. classes. Lower grade girls should wear shorts under their jumpers.
- b. Students in Grades 6-8 shall purchase the P.E. uniform of shorts and t-shirts through the school. It is recommended students purchase two t-shirts in order to keep a clean shirt at school. Sweatshirts and sweatpants may be worn over the P.E. uniform at the discretion of the P.E. teacher. A sweatshirt for P.E. must be kept at school at all times. Athletic shoes and school socks must be worn.

## **SPIRIT DAY/OUT-OF-UNIFORM**

Student attire contributes in large measure to the atmosphere of the school. While dress out days are uniform-free days, the student's attire should always reflect a level of modesty that demonstrates one's commitment to the Catholic values of self-respect and should reflect the dignity of one who is a child of God.

The following are **Spirit Day** guidelines:

- Shirt must be a St. Patrick Spirit Day shirt purchased from Creative Stitches or Sports Print or a collared uniform shirt
- Pants must be an acceptable out-of-uniform pant—loose fitting only (i.e. jeans, athletic pants, khakis or

shorts worn only during April-October, which are no shorter than three inches above the middle of the knee for all grades)

- Athletic shoes must be worn that fit snugly on the feet secured by Velcro or shoelaces.
- Sock of some sort must be worn.
- Be sure to note items below, which are never permitted.

The following are guidelines to be followed for all **Out-of-Uniform** days (birthday, picture day, etc...):

- All shirts must be long enough to be tucked into pants or skirts, and necklines should not be revealing.
- Pants can be khakis, dress slacks, jeans, athletic pants, etc. and fit loosely.
- Shorts (April- October) and skirts should be no shorter than 3 inches above the middle of the knee.
- Leggings are acceptable if worn under appropriate length dress or skirt; leggings are not to be worn with tunics or long shirts.
- Socks of some sort must be worn.
- Shoes must fit snugly and stay on feet when walking. Boots without heels and slip-on shoes are allowed on out-of-uniform days, **not** Spirit Days. (Athletic shoes must be worn for P.E. classes.)
- Girls may wear longer, dangling earrings, but no more than one inch.
- Be sure to note items below which are never permitted.

The following are **NEVER PERMITTED**:

- Clothing and/or personal possessions that reference drugs, alcohol, sexual connotations, or exhibit double meanings; advertise alcoholic beverages, bars, rock bands and their activities, or promote values contrary to the Catholic Church.
- Tight fitting tops, pants, or clothing of any kind.
- Writing across the backside of the pants.
- Low-cut, off-the-shoulder, spaghetti strap, tank, or t-strap shirts or dresses.
- Skirts, shorts, or cut-off shorts that are shorter than 3 inches above the middle of the knee
- Pants or shorts with holes, frays, and stains.
- Yoga pants, pajama pants, and leggings worn as pants, including tight jeggings.
- Sandals, open backed shoes with or without straps, and heels higher than one inch.
- Make-up, nail polish, and artificial nails.
- Hats.

The Uniform Policy has been established to create an environment that minimizes distractions and serves to keep the focus on what is most important: the spiritual and academic development of your son or daughter and instilling in them the values of respect, integrity, and responsibility.

Attire not in compliance with the uniform policy will prompt communication to the parent for an alternative attire to be brought up to school or change into a school-provided uniform if parents are unable to provide an acceptable change of clothes.

Adherence to the uniform policy is a matter of respect for the guidelines established by the school and a matter of fairness to all students. Parental support in upholding the guidelines and policies of St. Patrick School is crucial to the success of our mission.

## DISCIPLINE POLICY

- a. St. Patrick School strives to provide a safe, secure atmosphere that is conducive to positive self-esteem, learning, and respect. The administration and faculty encourage students to recognize their God-given uniqueness and to accept personal responsibility for their actions.
- b. Students are expected to follow all explicit and implicit rules of the school and to accept the consequences for failure to do so.
- c. Effective discipline requires the cooperation and active participation of all students, parents, and faculty. Teachers and staff members recognize the importance of effective discipline by enforcing rules through consequences, as well as rewarding good behavior.

## DETENTION

A policy of infractions leading to detention, automatic detention, in-school suspension, probation and withdrawal for cause will be handled in the following manner:

- Five minor or two major or three minor and one major infractions will result in an after-school detention.
- Detentions will be held weekly on Wednesdays with Grades 1-3 serving a 25-minute detention until 3:25 p.m., and Grades 4-8 serving a 45-minute detention until 3:45 p.m. Detentions must be served on the Wednesday immediately following the detention's issuance. Detentions are not meant to inconvenience; however, the immediate serving of the detention aids the child in connecting the negative behavior with the consequence.
- Parents will be given a 24-hour minimum notice for detentions.
- Upon issuance of a third after-school detention, a review of the student's behavior and a parent conference will be held to discuss the ability of the student to adhere to school policies.
- Infractions are cumulative for the year.
- One detention served in a quarter automatically equates to a "NI" in general conduct for the report card, and 2 detentions in a quarter equates to a "U" in conduct with a parent/teacher conference and/or a principal conference.
- Infraction notices serve as written notifications to the parent of a student's behavior. Signed infraction notices must be returned the following school day or disciplinary actions will result.
- Detention is not the only criteria determining general conduct grades.
- Failure to serve a detention could result in Withdrawal for Cause.
- Concrete examples of major and minor infractions will be posted and discussed in all classrooms at the beginning of the school year.

## SERIOUS DISCIPLINARY CONSEQUENCES

The administration, with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student. The following conduct may lead to serious disciplinary consequences:

1. an individual infraction of a major school rule
  2. disrespect of authority
  3. repeated truancy
  4. repeated infractions of school rules
  5. disruption of the learning environment
  6. theft, vandalism, destruction of school property or the personal property of students, staff, or others
  7. harassment, threats, or physical acts against others
  8. out-of-school conduct which seriously detracts from the reputation of the school
- a. **Suspension** is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor.
1. **In-School Suspension** - When a student is given an in-school suspension, he/she is removed from all classes to a designated area of the school. The student is held responsible for obtaining and completing all school work assigned during the suspension, as well as all classroom/homework assignments given during the period of suspension. The student is responsible for taking all tests that were missed the day he/she returns to class.
  2. **Out-of-School Suspension** - If a student receives an out-of-school suspension, the student will not be given any school work during the suspension period and will not be allowed to make up missed work. An out-of-school suspension may have a serious impact on a student's grades.
- b. **Probation** is the continued enrollment of a student, but with specified conditions. The purpose is to afford the child an opportunity to improve the behavior in question. The student's behavior during the probationary period will have a direct bearing on continued attendance at St. Patrick School.
- c. **Withdrawal for Cause** is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and

parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

## SAFE LEARNING ENVIRONMENT

### DRUGS, VIOLENCE, WEAPONS, HARASSMENT, PDA(S), BULLYING

- a. **Catholic schools shall provide a safe learning environment for all members of the school community.** The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons. This climate requires a respect for oneself and all other people and the rights and responsibilities of all persons.
- b. **The use and abuse of alcohol and other drugs** poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain non-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved. (School Board Policy 1998, amended 2000, 2007)
- c. In order to provide a safe environment, the possession of a **concealed firearm** on the property of St. Patrick School and Parish, including the buildings, parking areas and other premises is strictly prohibited. (May 2004)
- d. **Violence** is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.
- e. **A weapon** is anything used or intended to be used to threaten, intimidate, and/or harm persons. In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Patrick School or church property is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.
- f. All reported or observed instances of threatened or actual violence whether they occurred on or off school premises, must be addressed by the school administration in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff will be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.
- g. Students and parents/guardians are encouraged to report concerns regarding potential acts of violence to an administrator or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.
- h. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident. Actions taken will be guided by the "Emergency Planning Guidelines for Educational Programs", a document published by the Catholic Education Office.
- i. If a student engages in serious, threatening, or violent behavior the following steps will be taken:
  1. The student will be removed from the classroom or school environment, parents notified, and a parent conference scheduled to communicate the consequences.
  2. Appropriate diocesan officials contacted. (Staff of the Catholic Education Office)
  3. A review of the student's behavior will be made to determine if it is grounds for "withdrawal for cause." If so, procedures will be followed according to the guidelines described in "Serious Disciplinary Consequences" Section #19 (e).

- j. If a student is not going to be withdrawn for cause, a student cannot continue to attend or be readmitted to school prior to the administration receiving reasonable assurance that the student does not pose a future danger to self or others. In this case, the following steps will be taken:
  - 1. Parents will be contacted to inform them that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to himself/herself and to others. Appropriate forms for the release of information must be signed to allow communication between school officials and the mental health professional.
  - 2. Police will be notified of any threat involving the handling or any possession, threatened use, or use of a firearm or other weapon by a student. Confiscated weapons will be turned over to the police. Parents of the student who made the threat will be informed that the police have been notified.
  - 3. All staff member(s) or student(s) who may have been the target of the violent threat will be informed of the threat and the actions taken to deal with such threat. Counseling or other needed support will be provided to assist these individuals in coping with the threat.
- a. **Harassment** - Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. (School Board Policy 2000) Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.
- b. **Public Display of Affection** - It is our goal at St. Patrick School to provide an environment where children are focused on deepening their relationship with Jesus Christ and broadening themselves academically. PDA(s) detract from that focus and therefore are not allowed at school. Disciplinary action regarding PDA(s) is at the discretion of the administration and/or supervising faculty or staff personnel.
- c. **Bullying** - Bullying is defined as any unwanted and unwelcome repetitive behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Bullying includes conduct that is verbal, physical, or visual. There are countless ways that bullying occurs: picking on people, putting people down, excluding a person, failing to recognize people's gifts and talents. Eradicating a bullying problem takes a united effort on the part of all adults who deal with children. This includes parents/guardians, teachers, sports coaches, etc. Appropriate action will be taken if any kind of bullying is observed or if it is reported to us. If after investigation, it is determined that bullying has occurred, appropriate disciplinary action will be taken, up to and including parental contact, and/or suspension and withdrawal for cause.
- d. **There will be no tolerance at school or at school-sponsored activities for the following:**
  - 4. Fighting - including punching, kicking, pushing, hitting or biting.
  - 5. Foul, vulgar, or profane language; obscene gestures or pictures, whether written, spoken, or acted out.
  - 6. Sexual misconduct or harassment - including physical contact, indecent exposure, teasing with sexual innuendo or demeaning notes, emails or inappropriate actions.
  - 7. Verbal abuse - written or spoken words that are demeaning to another person, whether student or adult, including intimidation, defiance, or talking back to adults in charge

### **MAINTAINING SCHOOL PRIVACY**

St. Patrick School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff. **Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parents has the express written permission from the school to do so.** This includes but is not limited to online photo-sharing and posting videos to Facebook, Instagram, You-Tube, or any similar application. Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission

of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. **Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent has the express written permission from the school staff member.** This includes but is not limited to online photo-sharing and posting videos to any public Internet-based application.

### **SEARCH AND SEIZURE**

School officials with sufficient reasons to do so may search a student's personal belongings including but not limited to their locker, backpack, or desk and may take place without prior notice to parent or student.

### **SUPERVISION AND SAFETY**

- a. All reasonable efforts are made by the staff of St. Patrick School to provide supervision of every student before, after, and during the regular school day. For students not utilizing our Morning Care or After Care programs, adult supervision is provided on school premises between the hours of 7:40 a.m. and 3:20 p.m. (and at sanctioned after-school functions). Students should not be left unattended by their parents on school premises before or after the official school day.
- b. Siblings of students participating in after school activities, i.e. choir, math club, speech club, detention, etc., **MAY NOT** remain in the buildings or on parish grounds unless they are attending the After Care program. Teachers and staff are responsible **ONLY** for those students participating in the after- school program. Any students remaining in the building or on parish grounds unsupervised will be escorted to After Care and a pick- up fee will be required.
- c. The safety of students and staff is a high priority for all staff members, including clerical, maintenancestaff, and volunteers. St. Patrick School has an effective Crisis Management Plan that is reviewed several times a year with the staff. Parents will be notified of a crisis situation by various school communication avenues that are available at the time including phone call/text, email, radio, and television communication if necessary.
- d. To assure the safety of each student and faculty member in the event of fire, tornado or other potentially hazardous situations, drills are held periodically during the school year to familiarize students and teachers with emergency procedures.
- e. All school rules apply to students from the moment they are dropped off at school to the moment they leave the premises.

### **VOLUNTEERS AND VISITORS**

- a. All volunteers and visitors must come to the school office when entering the building. We strictly adhere to lock-down policy and the only open door to the school is the entrance facing Church Street. Upon signing-in, you are given volunteer or visitor badges. Parents or visitors are asked not to go to any classroom for any reason without first coming to the office. This policy has been established to eliminate disruptions of instructional time, and for the safety and protection of our students, staff, and volunteers.
- b. Volunteers are permitted to park in any available staff parking or in the church parking lot. The school parking area will be closed daily from 8:00 a.m. to 2:30 p.m. for recess and physical education classes.

### **SCHOOL INSURANCE**

Accident insurance for the students will be made available for those who desire it. This coverage is offered through K&K Insurance Group, Inc., a very reputable company that has been dealing with student accident insurance for many years. Their website may be accessed at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). An online enrollment plan is available at this site or you may also obtain printed information through the school office.

## **TECHNOLOGY**

### **CELL PHONES/ELECTRONIC DEVICES**

- a. **Cell Phones** - Students shall not use cell phones during the school day or at any school-sponsored activity on or off school property. Ideally, cell phones are not necessary at school and are highly discouraged. Any

cell phone brought to school may not be on the student's person. If a parent chooses to send a cell phone with their child during the school day, it should be turned off and safely stored in the student's backpack. Non-compliance of the cell phone rule will result in the phone being given to the principal with retrieval by the parent or guardian. A second offense of this rule will result in an automatic detention being served. Any third offense will result in an out-of-school suspension. St. Patrick Parish is not responsible for loss of stolen property including cell phones.

- b. **Electronic Devices** - Students shall not have any electronic device designated for gaming or recreational purposes during the school day or on field trips.
- c. **Electronic Devices for E-books** - Students are permitted to use the E-Readers in school. Usage must be during acceptable times within the class period and for the use of utilizing appropriate reading material. The School takes no responsibility for damage or loss of the device. Students must use any electronic device responsibly and as intended by the teacher within the classroom, whether a personal device or school owned. Students are not allowed to share personal devices.
- d. St. Patrick School, with the support of the Pastor and the St. Patrick School Board of Education, maintains a "No Tolerance Policy" for inappropriate usage of any electronic device. It is the viewpoint of the above named entities that the highest level of respect and responsibility must be demonstrated by our students with regard to technology, its usefulness and power, and those levels will not be a topic of negotiation. Students who do not demonstrate the highest level of respect and responsibility regarding technology will be subject to the full range of consequences up to and including "Withdrawal for Cause."

### **INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community; or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences including withdrawal for cause.

## **PARENTAL GUIDELINES**

### **PARENT/TEACHER COMMUNICATION**

- a. All paper correspondence including a reminder of events will be sent home with the oldest child on Wednesdays. The Principal's Newsletter will be sent on the last Wednesday of each month. Student class work and assessments will be sent home on days designated by each child's teacher, for example "Friday folder." Please check book bags daily, especially every Wednesday.
- b. When using e-mail or voice mail to correspond with administration, staff or teachers, please allow a minimum of 24 hours for a response. Email communication should be limited to simple questions or comments. Any communication that requires a conversation with a staff member should be held over the phone or in person. Communication requiring an immediate response should be directed to the school office.

### **PARENT/TEACHER CONFERENCES**

- a. Parents are given an opportunity for a formal conference with their child's teacher at the end of the first quarter.
- b. Additional conferences may be scheduled throughout the year any time the parent or the teacher feels the need. Arrangements for such conferences are made by calling the school office (636-332-9913) during regular school hours or by sending a written request or e-mail to the teacher or principal. A mutually agreed upon time will be arranged. Faculty members cannot be interrupted during the school day for conferences or phone calls and should not be contacted at their residence.

### **PARENTAL PARTICIPATION RESPONSIBILITIES**

- a. In addition to the direct financial support of the parish school through tuition, every family is expected to participate in school related activities. A volunteer list is sent out with the family packet in August and is to be returned by the first day of school. You will then be contacted to help as a volunteer.
- b. Sign-up sheets for playground/lunchroom supervision will be available at the Open House in August or anytime in the school office.

### **PARENTAL WITNESS STATEMENT**

Each parent is asked to sign and uphold The Parent Witness Statement, which is sent home at the beginning of each school year.

### **PROCEDURE FOR SEPARATED OR DIVORCED PARENTS**

- a. In all cases in which the parents of a student are separated or divorced, the school shall be presented with a copy of the part of the decree relative to custody and visitation rights.
- b. In a case in which parents retain joint custody, both parents shall be afforded equal access to the student and student records. They will both be held responsible for the child, and the school will release the child to either parent.
- c. In a case in which the parents of a student are separated or divorced and one retains primary custody: 1) Both parents are entitled access to information. 2) Both parents shall be afforded the access to the child normally afforded parents of all the children. 3) The student will not be released to a non-custodial parent unless arrangements agreeable to both parents have been made in advance or, in case of emergency, if the non-custodial parent is listed on the emergency form.
- d. If the custodial parent has provided the school with a copy of the restraining order against access to the child by the non-custodial parent, the non-custodial parent will be denied access to both the child and information about the child.

### **PROTECTING GOD'S CHILDREN**

The Archdiocese of St. Louis requires adults who work or volunteer with students of archdiocesan schools to complete the Protecting God's Children Program which includes:

1. a criminal background check
2. signing an Ethical Code of Conduct Agreement
3. attending a Protecting God's Children workshop

The archdiocese ruling states that any parent who volunteers or works for any amount of time in a school or parish must complete the program. Every adult volunteer, 18 or older and out of high school, must have completed the program to volunteer or work at St. Patrick.

See the office or rectory for appropriate forms or the archdiocesan website (archstl.org) for more information on class schedules.

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In accordance with Missouri Law:  
Missouri Law (210.115 RSMo.) requires school personnel to report to the **Missouri Division of Family Services**, if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

## **HANDBOOK STATEMENT**

This Student/Parent Handbook contains established policies and procedures for the 2018-2019 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the school administrator reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may require. When changes are made to the St. Patrick School Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.