ST. PATRICK SCHOOL STAFF
   PASTOR
   PRINCIPAL
   PARISH BOARD OF EDUCATION

ST. PATRICK SCHOOL BACKGROUND
   ST. PATRICK FULL-TIME PARISH SCHOOL
   MISSION
   PHILOSOPHY STATEMENT

PARENT WITNESS STATEMENT

ADMISSIONS
   ADMISSIONS POLICY
   ADMISSION PRIORITIES AND APPLICATION
   ANNUAL REGISTRATION FEES
      TUITION
      OTHER FEES
      HOME & SCHOOL OBLIGATION
      EARLY WITHDRAWAL
      FINANCIAL COMMITMENT
      ACCIDENT INSURANCE
   PROCEDURE
   STUDENT RECORDS
   TRANSFER OF RECORDS

ACADEMIC POLICIES
   SPIRITUAL DEVELOPMENT
   FAITH FAMILIES
   GOALS

ADMISSION POLICIES
   ACADEMIC HONESTY
   GRADING PROCEDURES
   HOMEWORK
   INSTRUCTION
   STANDARDIZED TESTING
   FIELD TRIPS
   EXTRA-CURRICULAR ACTIVITIES
   SPECIAL NEEDS ACCEPTANCE AND ASSESSMENT
   USE OF COPYRIGHTED MATERIAL

BACK-TO-SCHOOL ACTIVITIES
BACK-TO-SCHOOL PACKETS
SUPPLY DROP OFF
OPEN HOUSE
SCHOOL SUPPLIES

ATTENDANCE
SCHOOL HOURS
ABSENCES
TARDY
MORNING & AFTER CARE

GENERAL SCHOOL DAY POLICIES
CARPOOL GUIDELINES
LUNCH AND RECESS
OTHER
PARTIES AND CELEBRATIONS
TELEPHONE CALLS
EMERGENCY SCHOOL CLOSINGS
GENERAL HEALTH PROCEDURES
ADMINISTRATION OF MEDICATION
STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS
CARE TEAM AND COUNSELING

UNIFORM POLICY
GENERAL APPEARANCE
UNIFORM GUIDELINES
HAIR
COSMETICS AND JEWELRY
PHYSICAL EDUCATION UNIFORM
SPIRIT DAYS AND FREE DRESS DAYS
SPIRIT DAYS
FREE DRESS DAYS

DISCIPLINE POLICY
CHOICE CARDS (Grades 6-8)
DETENTION
SERIOUS DISCIPLINARY CONSEQUENCES
SUSPENSION
PROBATION
WITHDRAWAL FOR CAUSE

SAFE LEARNING ENVIRONMENT
DRUGS, VIOLENCE, WEAPONS
HARASSMENT, PDA(S), BULLYING
The purpose of the Family Handbook is to provide parents with a reference guide to the policies and practices of St. Patrick Catholic School and school administration. The interpretation of handbook policies is the discretion of school administration, including the pastor, principal, and assistant principal. The handbook does not cover all eventualities, circumstances, or consequences and thus school administration makes all decisions in the best interest of the mission of the school.

St. Patrick School families are asked to sign the Family Handbook form sent home in the Back to School packet.
2022-2023

Dear St. Patrick School Family,

Blessings to you and your family! Welcome to St. Patrick School! I am excited that you are here and are a part of our school family.

Our patron saint, St. Patrick was captured by Irish pirates and taken to Ireland where he was enslaved to herd and tend sheep. During this time, he turned to God and his love for Him grew. We ask St. Patrick to intercede for us as we embark on another school year. We promote virtues that help grow your child's faith, intelligence, and goodness. The growth in these areas will help your child form into a faith-filled and wise person who seeks to evangelize, live as an informed citizen, listen to God's call in their heart and promote a peace-filled and unified community.

Your child is your most prized possession; they are a treasure. We will cherish your treasure, and we seek to cooperate with you in the growth of your child. Here at St. Patrick School, we seek to support you as parents. We fully recognize parents as the primary educators of their children in the ways of faith and seek to partner with you for the betterment of your child(ren). We are committed to building a school of academic curriculum and promoting a personal prayer life that is rooted in Catholic virtues. This handbook has been created to assist you in raising your child in virtue. We ask that you partner with us and commit your family to follow the policies and practices outlined in this handbook.

Trusting in God's Loving Care,

Jill Gould
Principal
ST. PATRICK SCHOOL STAFF
2022-2023

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.

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 fosters Christian growth and formation within the total school community.

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 (PSR).

Father Brian Fischer       Pastor
Father Gerson Parra        Associate Pastor
Father David Skillman      Associate Pastor
Jill Gould                 Principal
Zachary Morrison           Assistant Principal

Valerie Langford           Secretary/Director Morning/After Care (3:00pm – 6:00pm)
Margie Kettler             Secretary
Dani Van Deven             School Nurse/Secretary
Marian Lang                Preschool/Pre-kindergarten Teacher
Elissa Gould               Preschool/Pre-kindergarten Aide
Jenna Reinhardt            Preschool/Pre-kindergarten Teacher
Sue Crank                  Preschool/Pre-kindergarten Aide
Christine McKenzie         Pre-kindergarten Teacher
TBD                        Pre-kindergarten Aide
Elizabeth Essmyer          Prekindergarten Teacher
Chrisissy Schantz          Pre-kindergarten Aide
Erin Phelan                Preschool/Pre-kindergarten Floating Aide
Michelle Amidon            Kindergarten Teacher (KA)
Denise Givogue             Kindergarten Instructional Aide
Monica Wood                Kindergarten Teacher (KW)
Barb Bray  Kindergarten Instructional Aide
Jennifer Santistevan  Kindergarten Teacher (KS)
Jill Luetkenhaus  First Grade Teacher (1L)
Kristin Swann  First Grade Teacher (1S)
Laurie Niehaus  First Grade Instructional Aide
Jackie Doerr  Second Grade Teacher (2D)
Melissa Olexa  Second Grade Teacher (2M)
Pam Klemme  Second Grade Instructional Aide
Janice Bellanca  Third Grade Teacher (3B)
Cindy May  Third Grade Teacher (3M)
Karen Kirchner  Third Grade Instructional Aide
Karen Horack  Fourth Grade Teacher (4H)
Dana Blessing  Fourth Grade Teacher (4B)
Allison Bradley  Fourth Grade Instructional Aide
Megan Doerr  Fifth Grade Teacher (5D)
Betsy Schnettgoecke  Fifth Grade Teacher (5S)
Lisa Stoker  Sixth Grade Homeroom Teacher, ELA & Social Studies (6S)
Lisa Delicath  Sixth Grade Homeroom Teacher, 6, 7, 8 Math (6D)
Jessica Graslie  Seventh Grade Homeroom Teacher, ELA, & Social Studies (7L)
Kelli Prade  Seventh Grade Homeroom Teacher, Gr 6, 7, & 8 Science (7P)
Kim Dyer  Eighth Grade Homeroom Teacher, ELA & Social Studies (8D)
Christine Eckert  Eighth Grade Homeroom, Gr 6, 7, & 8 Religion, CRE (8E)
Bridget Harr  Learning Resource Teacher
Dawn Franzen  Learning Resource Teacher
Marie Alsmeyer  Gr 6, 7, & 8 Math/Reading Learning Resource Teacher
Anne Edwards  Art and Makerspace Teacher
Tim Roe  STEM Teacher
Vicki Olson  Music Teacher
Michelle Kiefer  Physical Education Teacher
Jodi Martinez  Gr 2-8 Spanish Teacher
Elizabeth Gebelein  SPP Therapist
Rita Molitor  Cafeteria Director
Brandon Overstreet  Beginner & Advanced Band
Sarah Norton  SCRIP Coordinator/Parish Secretary
Carrie Piotrowski  Liturgical Music Director
Mike Doyel  Maintenance Supervisor
Kelly Redoutey  Home and School President
Kim Franer  Home and School Vice President
Rachel Haney  Home and School Secretary
Cindy Hagenhoff  Home and School Treasurer
Sharon Woelbling  School Board President
ST. PATRICK SCHOOL BACKGROUND

ST. PATRICK FULL-TIME PARISH SCHOOL

St. Patrick School is the full-time parish school of St. Patrick Parish. St. Patrick Parish is a school within the Archdiocese of St. Louis and is accredited by the Missouri Nonpublic School Accrediting Association. Accreditation is reviewed and renewed annually. Missouri Nonpublic School Accrediting Association is a chapter of the National Federation of Nonpublic School State Accrediting Associations.

Missouri Nonpublic School Accrediting Association - [www.moqualityschools.org](http://www.moqualityschools.org)
Archdiocese of St. Louis - [www.archstl.org](http://www.archstl.org)
St. Patrick School Full-Time Parish School – [www.stpatrickwentzville.org/school](http://www.stpatrickwentzville.org/school)

MISSION

The mission of St. Patrick School is to provide quality education in a Catholic environment that promotes the 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 educators, we provide formal instruction in religious truths and Gospel values and integrate these values into 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.
PARENT WITNESS STATEMENT

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents, who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors god and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here is summarized.

You have asked to have your child baptized. In doing so, you are accepting the responsibility of training him/her in the practice of the faith. It will be your duty to bring him/her up to keep God’s commandments as Christ taught us, by loving God and our neighbor....You will be the first teachers of your child in the ways of the faith. May you also be the best of teacher, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

It is no wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic school and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with reverent awe for that responsibility which is mine, I commit myself to be in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.
- Commit to speaking more with my children about God and to include prayer in our daily home life.
- Participate in and cooperate with School or Parish programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.
- Teach my children by word and example to have a love and concern for the needs of others.
- Meet my financial responsibilities in supporting St. Patrick School by sharing my Time, Talent, and Treasure.
ADMISSIONS

ADMISSIONS POLICY

A child is eligible for kindergarten at St. Patrick Catholic School when the child is five years of age before August 1. A child who is six years of age before August 1st may be admitted to grade one. Children who fulfill the age requirement for kindergarten or grade one, but after sufficient examination are found lacking in maturity or readiness, determined through readiness screening for kindergarten and primary grades, will not be admitted. (Archdiocese #4102) All student transfers are subject to review by the principal in consultation with the pastor. Students will not be considered for transfer until all records have been reviewed.

St. Patrick Catholic School admits students of any race, gender, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students of this school. St. Patrick Catholic School does not discriminate on the basis of race, gender, color, national or ethnic origin, in admission policies, financial programs, athletic activities, or any other school-administered programs not mentioned.

The principal, in proper consultation with the pastor, will admit students to the school according to the norms set by the Archdiocesan Board of Education. Also, the principal and pastor, in collaboration with the school board, will periodically review school policies, including admission.

Families applying to St. Patrick Catholic School should have a desire to educate their children in a school where Catholic teaching and moral formation are an integral part of the school philosophy and environment. Consideration for admission is partially based on:

- Participation in the spiritual and community life of St. Patrick or another parish, including regular Mass attendance.
- Continuous support of the concepts detailed in the Parent Witness Statement. Failure to uphold the concepts may result in additional discussions with the administration and pastor which could result in the need for re-admittance to the school.
- Agreement and willingness to follow the policies and procedures of St. Patrick Catholic School and the Archdiocese of St. Louis.
- Demonstrate willingness or future commitment to provide regular and ongoing financial support to the parish and school.
- Willingness to cooperate with the teachers and administration in the psychological, emotional, spiritual, intellectual, and academic development of their child.

ADMISSION PRIORITIES AND APPLICATION

It is our expectation and hope that students entering St. Patrick’s preschool program, or any grade thereafter, will remain at St. Patrick Parish School through 8th grade. Priority for admission will be given to families who express the intention to continue the education of their children at St. Patrick School from
the first day of enrollment through 8th-grade graduation. In addition to this expectation, admission will be based upon the following guidelines:

1. 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.
2. The school may admit students from non-Catholic families, but only if space is available after students from Catholic families have been admitted. After a designated amount of time, non-Catholic families will be accepted. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Students 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.
9. Parents will be expected to demonstrate a desire for Catholic education for their children, procure appropriate sacraments for their children, and to fulfill the role as primary educators of their children.
10. Families are expected to be involved in parish and school activities and functions.
11. 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.
12. 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

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.

OTHER FEES

To offset the costs of textbooks, learning materials, testing, archdiocesan fees, and general expenses, a non-refundable fee of $150 for one child or $200 for two, $250 for three, and $300 for four or more must accompany registration. No child will be admitted to school without having met the financial obligations.

HOME & SCHOOL OBLIGATION

Each school family has a Home & School obligation, which can be met by generating fundraising profit via school fundraisers and/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.

The SCRIP program is a fundraiser where parishioners, families, and friends are able purchase gift cards at face value and earn a credit towards several opportunities. The SCRIP you purchase through our program generates rebates from the participating retailers. The SCRIP program helps each family offset their Home and School Obligation of $200 for the current school year. Once a $200 SCRIP credit (not Obligation) has been met, 50% of the SCRIP rebates earned will be used to offset tuition charges for the 2022-2023 school year at St. Patrick School. The balance of your earned credit will be applied to tuition and allocated to your designated student. If your family participates in any other school fundraiser (e.g. cookie and pizza sales), please note that those funds raised go towards the $200 obligation only and tuition credits are not earned from those fundraisers. Visit SCRIP Program for more information.

EARLY WITHDRAWAL

There will be a $100 fee assessed by the parish if a student withdraws during the school year.

FINANCIAL COMMITMENT

Families must remain current on their financial commitments. Current financial commitment means full payment on or before July 31, 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. Your cooperation is imperative to the status of your child’s place in school. The administration is always open to discuss crisis situations.

ACCIDENT INSURANCE

Student accident insurance is available to any interested family. Coverage is offered through K&K Insurance Group. To obtain information about the program contact the school office or access www.studentinsurance-kk.com, or email info@studentinsurrance-kk.com.

PROCEDURE

1. Registration will be accepted for the following school year if all financial commitments are current.
2. Registration information for current school families is 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.
3. Screening is administered to students entering Kindergarten.
4. Registration is complete upon receipt of completed registration forms, submitted immunization record, and if applicable, receipt and review of transferred records from the previous school and baptismal certificate.

STUDENT RECORDS

1. 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.
2. 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 to 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.
3. 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

1. 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.

2. 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.

3. All financial obligations to the school must be met before any transfer of records can occur.

4. 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.

5. 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.

6. 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

SPIRITUAL DEVELOPMENT

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

**FAITH FAMILIES**

Students in Kindergarten through 8th grade are grouped together into Faith Families. Each year 2-3 new students will be added to the family and will “grow up” with this spiritual group. These small groups meet throughout the year to grow in faith together and foster a community of one spirit. These relationships will extend beyond the Faith Family time into the overall school experience. They give students additional people to reach out to and look up to within the school community. Our middle school students will have the opportunity to teach/lead younger children and to model the habits and faith they have learned for the younger children and prepare for their later roles as spiritual leaders in their own families. The mission of St. Patrick Catholic School is empowering students, through love and virtue, to develop their Catholic faith, their intellect, and a community of one Spirit in Christ Jesus. It is our hope that within a Faith Family, students can grow in their knowledge of God, serve others, and enjoy the community of other believers.

**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**

**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 will result in disciplinary action.
GRADING PROCEDURES

1. All St. Patrick School families must be signed up in the RenWeb Parents Web system to obtain online reports.

2. Gradebook is available for viewing through our online communication program, FACTS. Report cards are issued online 4 times during the school year at the end of each quarter. Dates are noted on the school calendar. The first report will be discussed with parents at conferences, and the final report can be accessed online after all outstanding fees are paid.

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

   - A+ 97-100
   - A 93-96
   - B+ 89-92
   - B 85-88
   - C+ 82-84
   - C 78-81
   - D+ 74-77
   - D 70-73
   - F 69-0

4. Marking Codes will vary at grade levels. Please see the report card for the specific key.

5. 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.

6. 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 and who have modeled exemplary behavior. “High” Honors is given to students with straight A's, “A” Honors is given to students with all A's and one B. “B” Honors is given to students with B's and higher. Honor Roll is based on grades in core subject areas.

HOMEWORK

1. 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.

2. 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.
3. 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.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 1 and 2</td>
<td>15 to 20 minutes</td>
</tr>
<tr>
<td>Grade 3</td>
<td>30 to 45 minutes</td>
</tr>
<tr>
<td>Grades 4 and 5</td>
<td>30 to 60 minutes</td>
</tr>
<tr>
<td>Grades 6, 7, and 8</td>
<td>60 to 90 minutes</td>
</tr>
</tbody>
</table>

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.

4. **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.

5. **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.

6. **Homework/Vacation for All Grades** - Long-range assignments and expected daily work can be completed on vacation. Assignments will be given to the student prior to leaving for a vacation during scheduled school days at the discretion of the teacher. All assignments and/or tests shall be made up by the child using the guidelines listed in (e.) above for Homework/Sickness. Parents, as co-teachers of the children, are responsible for teaching material to children absent for a vacation. Specific subject assignments may be given when they return.

7. **Homework/Grades 6-8** is posted daily in FACTS SIS under the “Homework” tab. Parents and students have access to this information. Students in grades 6-8 are expected to check FACTS SIS for assignments when absent. Teachers do their best to post assignments no later than 4 p.m. daily.
8. Students 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.

9. All students are required to have a school bag or backpack to protect their textbooks, papers, notebooks, etc. when traveling to and from school.

10. Students, who damage chrome books or textbooks beyond reasonable wear, will be required to pay a fine up to the cost of the book/device. All hardcover books MUST have book covers. Stretch book covers destroy the corners of textbooks and are not permitted.

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.

STANDARDIZED TESTING

The Iowa Test of Basic Skills (IA) is administered to students in Grades 3 through 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.

We ask that parents not schedule routine medical appointments at the times of these tests. The test results are given to parents during the fall semester.

FIELD TRIPS

1. 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 most class field trips. A field trip permission form must be signed by a parent before a student can participate in the activity.

2. 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.

3. Any parent acting as a chaperone on a school field trip must be in compliance with the Safe Environment Program through the Archdiocese of St. Louis. Any chaperone that is driving
students to a field trip must also submit a copy of their insurance card and driver’s 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.

4. 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 such as:

● Student Council offers an opportunity for leadership in Grades 6-8.
● Speech Team (Grades 5-8) competes in the Bellarmine Speech League.
● The St. Patrick School Choir, Grades 6-8.
● Read, Right, Run is available for Grades 2-8.
● Lego Club is available for Grades 2-4.
● 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 have an academic/behavioral concern and/or suspect a disability, arrangements may 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 a 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, multimedia presentations, and Internet websites 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

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.

SUPPLY DROP OFF

Preschool through grade 8 are encouraged to attend the School Supply Drop-Off day on Sunday, August 14. At this time, parents and students are encouraged to bring in their classroom supplies and socialize with other St. Patrick families. Mass in the gym and a social gathering will follow.

OPEN HOUSE

Open House and a Home & School meeting are scheduled in the month of August (see school calendar link 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.

SCHOOL SUPPLIES

Teachers require students to have certain supplies for their classes. A list of necessary supplies for the new school year will be included in the newsletter. The Supply List can also be found on the St. Patrick School website (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 prepackaged school supplies at each grade level through a designated company. Information regarding this option can be obtained through the school office. Supplies may need to be replenished throughout the school year.

ATTENDANCE

SCHOOL HOURS

Doors Open: 7:15 a.m.
Tardy: 7:45 a.m.
Dismissal PS/PK: 2:30 p.m.
Dismissal K-8: 3:00 p.m.

The school day begins at 7:45 a.m. and ends at 3:00 p.m. Students should not be dropped off at school before 7:15 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. Both Morning Care and After Care charges must be paid in full before final report cards or transcripts are released.

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.

**ABSENCES**

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 retaining the student in current grade level or continued enrollment in the school.

A student who is absent for the purpose of “Shadowing” is considered absent from school.

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.

*When a child is absent without prior notification, a parent is to call or email the school office by 9:00 a.m. at 636-332-9913, ext. 1511, office@stpatsch.org, or a call will be placed to the parent if the child is not reported sick.*

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.

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.

**TARDY**

A child will be considered tardy if he/she is not in his/her homeroom by 7:45 a.m.. When a child is tardy, he/she must report to the office and sign in.

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.

Any child needing to be dismissed early must contact the school office via phone call, email, or written note stating the reason for early dismissal. The student must be signed out of the school.
Parents are encouraged to schedule doctor and dentist appointments after school and to avoid vacations during scheduled school days.

**MORNING & AFTER CARE**

All parents must sign their children into the school's Morning Care program and sign them out of our After Care program. Parents utilizing the morning and/or after-care program must complete an emergency contact form and an additional charge will apply.

**GENERAL SCHOOL DAY POLICIES**

**CARPOOL GUIDELINES**

1. 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 ensure the safety of everyone. We appreciate your understanding and courtesy toward these helpers.
2. For the safety of students and staff, the active use of cell phones while driving in the school parking lot is not permitted.
3. **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.
4. **Morning Drop-off** - All parents dropping children off at school beginning at 7:15 a.m. need to follow carpool procedures. Carpool Procedures are posted in the back of the handbook and 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.
5. **Afternoon Pick-up** - All parents picking children up from school at 3:00 p.m. need to follow carpool procedures. Carpool Procedures included in the Back-to-School Packet each year.
   - The school parking lot will be open at 2:30 p.m. 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 should 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 the 3:00 p.m. dismissal are asked to pick them up by 2:45 p.m. if at all possible.
6. Kindergarten through 8th-grade students not picked up by the last carpool at 3:20 p.m. will be taken to After Care, and fees will apply.
7. Preschool/Pre-Kindergarten students that are not picked up by 2:45 p.m will be taken to After Care, and fees will apply.

8. St. Patrick School follows the archdiocesan guidelines concerning the 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 to 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.

9. 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.

10. No student may be dropped off or 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

1. The St. Patrick School Lunch Program provides nutritionally balanced lunches to children as part of their regular school day. Menus are published in the monthly newsletters and posted on the website. The cost of lunch for kindergarten through grade 8 students is $3.75, which includes a choice of main entrée, single trip to the salad bar, milk, and/or juice. The cost of lunch for preschool and pre-kindergarten students is $3.25. (revised 7/2022)

2. Students wishing to purchase a second entree’ will be charged $.75.

3. Snacks/milk/ice cream can be purchased for $0.75 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 ($7.50) 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.

4. Every family is asked to deposit a minimum of $5.00 in their lunch account in the event that their child forgets to bring lunch on a given day throughout the school year.

5. During the course of the school year if money is owed to your account a summary will be emailed to you with the amount that is due. At the end of the school year if there is an unpaid balance the student's report card will be held until the account is paid in full.

6. 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 the last child in the family graduating from our school will be applied to any outstanding balances or if non-applicable, amounts over $5.00 will be refunded.

7. Food Allergy Policy/Procedures
   ● The parent turns in a statement to our school office making us aware of the 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 exposure to the described allergen
   ● An Emergency Action Plan is required from the child’s doctor.
   ● Students are 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.)
   ● Cafeteria monitors will cleanse the Allergy-Free table at the end of each lunch period.

8. Table manners and inside voices are expected during lunch. 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 of their lunch period.

9. **Soda/Energy Drinks are never allowed during lunch or recess.**

10. Parents, faculty and staff members supervise the playground and lunchroom for the lunch periods. Supervising parents must be in compliance with the Archdiocese Prevent and Protect program.

11. 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.

12. Teachers and parent volunteers will be on the playground during lunch recess. Parent volunteers handle routine problems; more serious problems are brought to the attention of a teacher on duty. 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 in when fulfilling this duty. We also ask all of our parents to refrain from cell phone usage in order to devote the utmost attention to our students’ safety.
13. 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.

14. St. Patrick Catholic Church and School provide equal employment opportunities (EEO) to all employees and applicants without regard to their age, color, disability status, national or ethnic origin, race, religion, sex, veteran status, or any other class protected by state or federal law. As a Catholic school, St. Patrick Catholic Church and School reserve the right to use religion as a hiring criterion for selected positions, as permitted by law. Employment offers are contingent on the satisfactory outcome of a standard background screening.

15. To view our Local Wellness Policy, [click here](#).

**OTHER**

- Gum chewing is never allowed on the school premises.
- Energy drinks are never allowed on the school premises.
- Eating and drinking are not allowed in the safety box during dismissal.
- Cell phones should not be taken out of student book bags in the safety box during school dismissal. Students should wait until they are in their cars to access their devices.
- Eating snacks or candy during the school day (except during lunch) is only allowed when students have been given permission by a faculty or staff member.
- Water bottles are allowed; however, may be filled with water only. Bottles should be clear and have a spill-proof lid.

**PARTIES AND CELEBRATIONS**

Halloween, Christmas, and Valentine parties are coordinated by the administration, room parents, and classroom teachers. It is not recommended siblings attend these functions, as parent volunteers are needed to assist the teacher in supervising the children attending our school. All celebrations are allowed at the initiation of the teacher and with the approval of the principal.

Birthdays are celebrated by letting students have a “free dress day” on their birthday. See the Free Dress Day guidelines when selecting your outfit. In adherence to the school’s wellness plan, birthday treats and gifts may not be brought to school to share with the class. Flowers, balloons, etc. should not be brought to school for birthdays.

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**
Teachers or students will not 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.

**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 (FACTS), 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 the 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 the 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**

1. The Emergency Health form and Additional Information Report is in the back-to-school packet and is to be completely filled out and returned to school by the first 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.

2. A student may not 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.

3. 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.

4. 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.

5. 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 parent-provided emergency information.

6. 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.

7. A nurse is on duty full time. Also, staff members are trained through Cardinal Glennon Hospital in Medication Administration and participate in current First Aid and CPR training programs.

8. 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.

9. 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.

10. St. Patrick School has been designated a smoke-free environment.

11. 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
   - All medication sent to the school will be secured in a locked cabinet under the supervision of the administration.
   - Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school.
   - 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 (depending on the severity of the allergy).

6. Non-prescription medicine, i.e., Acetaminophen (Tylenol), Ibuprofen (Advil/Motrin), topical medications, etc, 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, non-prescription medication cannot be dispensed. For your convenience, a form is in the back-to-school packet.

7. Non-prescription cough drops and chapstick 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 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 school requires a standard uniform for both boys and girls. A student’s appearance at school reflects
an attitude of pride in self, school, and the community. Uniforms are an important part of the school
setting. Uniforms allow students to focus on their education and not be distracted by dress fads or
accessories. Uniforms allow the teachers to focus on teaching.

It is not the responsibility of the school or school staff to see that children are in proper uniform each day.
It is the responsibility of the parents and the child. St. Patrick School requests assistance, in accordance
with the school’s mission, to cooperate and support the school dress code. It is the parent’s responsibility
to ensure children are dressed in accordance with the dress code. All clothing should be neat, cleaned,
pressed, and mended when necessary.

A reminder note home, a choice card signature, or a parent notification will be given for failure to comply
with the school uniform policy.

GENERAL APPEARANCE

- 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.
- All items must be marked with the family name to help recover lost items.

UNIFORM GUIDELINES

K-5 girls - Plaid jumper from Fischer Apparel to be worn no more than 2 inches above the knee. Shorts
must be worn under jumpers.

6-8 girls - Plaid skirts from Fischer Apparel to be worn no more than 2 inches above the knee. Skirts may
not be rolled. Shorts must be worn under skirts.

Slacks - Dress navy blue slacks. (No knit, corduroy, carpenter, cargo or patch pocket.)

Shorts - Dress navy blue walking shorts may be worn year round. Shorts may be no shorter than two
inches above the knee 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.

Shirts - Solid white blouse or shirt with collar (no frills), with long or short sleeves, in knit or cotton. Solid
white turtlenecks (no mock) are acceptable. No logos, trademarks or monograms. Green collared shirt
with St. Patrick emblem purchased from Sportsprint. Note: 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.

**Sweatshirt/Sweater** - Quarter zip long-sleeved sweatshirt with St. Patrick logo purchased through Sportsprint, solid navy blue cardigan sweater.

**Socks/Leggings** – Solid white, black, dark navy blue or gray socks that are visible when worn with shoes must be worn. Only small logos are allowed. Socks must be matching.

**Leggings** – Basic, solid navy blue leggings or tights worn underneath the standard uniform jumper or skirt will be acceptable attire for girls. Girls wearing leggings will still be required to wear the regular school socks. No long pants may be worn under skirts or jumpers.

- Exception: Grades 8 and 7 students assisting with morning or afternoon patrol during colder temperatures may wear sweatpants under skirts.

**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.

**Shoes** – Shoes must be safe for active wear and fit snuggly. Shoes with shoelaces must be tied tightly at all times. All shoes must have non-scuffing soles. Standard hi/mid/low top shoes are acceptable as long as they fit properly. Shoestrings should be a solid color and match. No blinking lights, roller shoes, oversize shoes, boots, Sperry/deck shoes, Vans, sandals, heels, platforms, wedges, flats, open toe, or open back or strap back shoes of any kind.

- Athletic shoes must be worn for P.E. classes.

**HAIR**

Hair must be neat and clean. All hairstyles must be in keeping with the total image the uniform represents - that is, no extreme hairstyles. Unnatural contrasts in color are not acceptable. Hairstyles involving shaving patterns or lines, hair extensions, wraps, fauxhawks, etc. are not permitted. Gels and fixatives should be used sparingly. If any student is non-compliant, they will be sent home and not allowed to return until the hairstyle/color is corrected. Final determination as to what is acceptable will be determined by the administration.

**Boys** - Boys' hair should be kept out of the eyes and not hanging over the eyes. Hair must be no longer than touching the collar. Boys must be clean shaven.

**Girls** - Girls' hair should be kept out of the eyes and not hanging over the eyes. Simple bows, headbands, or ribbons may be worn in girls' hair. No beads, feathers, sequins or unusual adornments are permitted.

**COSMETICS AND JEWELRY**
1. Cosmetic makeup of any kind is not allowed for grades K through 6. Girls in grades 7 and 8 may wear a small amount of concealer. Full-coverage makeup, including any eye makeup, is not allowed in any grade.

2. Colored nail polish, artificial nails, and French manicures are not allowed in any grade. Clear nail polish is acceptable.

3. 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.

4. Earrings/Piercings: Girls may wear small post earrings, only one stud earring per earlobe. Earrings hanging below the earlobe or multiple earrings in one ear are not permitted. Girls may not have any other piercings. Boys may not wear earrings or have any other piercings.

5. Bracelets, necklaces, and rings are not allowed with the exception of a small religious necklace (i.e. cross or medal) on either a chain or leather cord worn underneath the uniform.

6. Watches: Boys and girls may wear wrist watches without beepers or alarms. Apple watches, Smart watches, or other watches that are an extension of a cell phone may not be worn during the school day. Students wearing these to school will be required to store the item in their book bag during the school day to minimize the distraction of said item in the classroom environment.

7. Perfume, scented lotions, scented Germ-X, aerosol deodorant, etc. should not be reapplied at school. Heavily scented products become an irritant for individuals in close proximity. In these situations, individuals will be required to limit or discontinue use of said product.

**PHYSICAL EDUCATION UNIFORM**

- Grades 6-8 will be required to change for P.E. classes. Lower grade girls should wear shorts under their jumpers.
- Students in Grades 6-8 shall purchase the P.E. uniform of shorts and t-shirts through Sportsprint. 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 DAYS AND FREE DRESS DAYS**

Student attire contributes to the atmosphere of the school. While dress out days are a break from the traditional uniform, 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.

**SPIRIT DAYS**
Spirit Days are offered on monthly half days and other designated days throughout the school year. St. Patrick Spirit Days and other themed spirit days are offered such as Valentine’s Day, Halloween, Cardinals Day, etc. **Spirit wear bottoms guidelines are required for all designated Spirit Days.**

The following are **Spirit Day** guidelines:

**Shirts**

- Must include a St. Patrick School logo such as a St. Patrick related team or club shirt, or uniform shirt.
- Shirts on announced “themed” spirit days must include a shirt that aligns with the theme of the day (Valentine’s Day, Halloween, Cardinals, etc.). If a student does not have a shirt fitting the theme a St. Patrick spirit shirt or a uniform shirt should be worn.

**Bottoms (Pants/Slacks/Shorts)**

- Pants must be an acceptable pant - **loose-fitting only** - i.e. khakis, dress slacks, jeans, athletic pants
- Shorts must be uniform shorts or Spirit Shorts purchased from Sportsprint. **These are the only shorts allowed.**
  - **Exception:** Grades 6-8 are also allowed to wear P.E. uniform shorts.
- All shorts should fit properly and not be too small, short, and/or tight.

**Shoes**

- Athletic shoes must be worn that fit snugly on the feet and are secured by Velcro or shoelaces (see uniform guidelines).

**FREE DRESS DAYS**

The following are guidelines to be followed for specially designated **Free Dress Days.** This would include birthday, picture day, and any other special day as designated by the administration.

- All shirts must be long enough to be tucked into pants or skirts and
- Necklines should not be revealing or form fitting.
- Pants must be acceptable, pants - loose-fitting only i.e. khakis, dress slacks, jeans, and athletic pants.
- Skirts or shorts should be no shorter than two inches above the knee.
- Leggings are only 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 snuggly and stay on feet when walking. Boots without heels and slip-on shoes such as Vans, Sperry or flats are only allowed on Free Dress Days. (Athletic shoes must be worn for P.E. classes.).
● All clothing worn on free dress days must be in good taste and must be able to be worn for all normal school activities.

The following are **NEVER PERMITTED**:

● Clothing and/or personal possessions that reference drugs, alcohol, sexual connotations or exhibit double meanings; advertise alcoholic beverages, tobacco, bars, rock bands and their activities; promote gangs, political movements or a political candidate or party; or promote values contrary to the Catholic Church.
● Tight fitting or revealing tops, pants, shorts, or clothing of any kind. (i.e. body suits, leggings, yoga pants, tight jeggings)
● Low-cut, off-the-shoulder, spaghetti strap, tank, or t-strap shirts or dresses
● Skirts or shorts shorter than 2 inches above the middle of the knee
● Clothing with holes, frays, or stains
● Pajama pants
● Sandals, open backed shoes with or without straps, and heels higher than one inch.

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**

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 while following the expectations of the school. Successful regulation of the school environment requires the cooperation and active participation of all students, parents, and faculty.

**CHOICE CARDS (Grades 6-8)**

Choice cards are used in grades six, seven, and eight for uniform violations, class unpreparedness, and minor behavior issues.
● When a student receives three signatures on his or her choice card, a parent notification will be sent via email communication from the homeroom teacher.
● A more serious behavior issue may result in an automatic parent notification directly from the involved faculty member with notation on the choice card.
● Students are expected to have their choice cards with them at all times. Failure to produce or loss of a choice card will result in an automatic parent notification.
● Parents will be asked to acknowledge receipt of all parent notifications.
● If a student receives three parent notifications, an after school detention will be scheduled to be served.

DETECTION

● Detentions will be held weekly on Wednesdays
  ○ Grades 1-3 serving a 25-minute detention until 3:25 p.m
  ○ Grades 4-8 serving a 45-minute detention until 3:45 p.m.
  ○ Detentions must be served on the designated Wednesday usually immediately following the detention’s issuance.
● Parents will be given a 24-hour minimum notice for detentions.
● Grade 6 - 8 - Detentions will be issued from a culmination of three parent notifications or an automatic detention may be issued for a more serious offense.
● One detention served in a quarter automatically equates to an “NI” (needs improvement) in general conduct for the report card, and two detentions or more equates to a “U” (unsatisfactory) in general conduct with a parent/teacher and/or principal conference.
● Detention is not the only criteria determining general conduct.
● Failure to serve a detention could result in Withdrawal for Cause.

SERIOUS DISCIPLINARY CONSEQUENCES

The administration, with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student which may include in-school suspension, out-of-school suspension, probation or withdrawal for cause. The following conduct may lead to serious disciplinary consequences:

● An individual infraction of a major school rule
● Disrespect of authority
● Repeated truancy
● Repeated violations of school rules
● Disruption of the learning environment
● Theft, vandalism, destruction of school property or the property of students, staff, or others
● Harassment, threats, or physical acts against others
● Out-of-school conduct which seriously detracts from the reputation of the school
**SUSPENSION**

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.

**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.

**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.

**PROBATION**

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.

**WITHDRAWAL FOR CAUSE**

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**

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.

**DRUGS, VIOLENCE, WEAPONS**

1. **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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. If a student engages in serious, threatening, or violent behavior the following steps will be taken:
   ● The student will be removed from the classroom or school environment, parents notified, and a parent conference scheduled to communicate the consequences.
   ● Appropriate diocesan officials contacted. (Staff of the Catholic Education Office)
   ● 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”.

9. 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:
   ● 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.

- 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.
- 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.

HARASSMENT, PDA(S), BULLYING

1. **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.

2. **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.

3. **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.

4. **There will be no tolerance at school or at school-sponsored activities for the following:**
   - Fighting - including punching, kicking, pushing, hitting or biting.
- Foul, vulgar, or profane language; obscene gestures or pictures, whether written, spoken, or acted out.
- Sexual misconduct or harassment - including physical contact, indecent exposure, teasing with sexual innuendo or demeaning notes, emails or inappropriate actions.
- 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**

1. 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 7:15 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.
2. 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 fees will apply.
3. The safety of students and staff is a high priority for all staff members, including clerical, maintenance staff, 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.

4. 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.

5. 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

1. 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.

2. **Please present your Driver’s License** upon signing-in. You will be given a volunteer or visitor badge to be worn while in the building. 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.

3. 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.

TECHNOLOGY

CELL PHONES AND ELECTRONIC DEVICES

1. **Cell Phones/Smart Watch** - Students are allowed to bring cell phones/smart watches to school for before or after school use only. However, if a parent chooses to allow a cell phone/smart watch with their child during the school day, it must remain with power off and safely stored in a backpack during the school day (7:15-3:20). Students may not have the phone on vibrate or in their pocket during the day, this includes recess and lunch times.

Cell phones/smart watches are not permitted for any school-sponsored activity on or off school property. Students who use a cell phone or smartwatch without permission from a staff member will have their device turned into the administration and will serve a consequence such as a choice card signed. Their device will be returned at the end of the school day. A second offense of this rule will result in an automatic detention being served. Any third offense may result in an out-of-school suspension. St. Patrick Parish is not responsible for loss of stolen property including cell phones.

*Parents are asked to contact their child by contacting the school office. Please do not use the cell phone.*
2. **Additional Electronic Devices** - Students shall not have any electronic device designated for gaming or recreational purposes during the school day or on field trips.

3. **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.

4. 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**

1. Any paper correspondence, including a reminder of events, will be sent home with the youngest child on Wednesdays. The Principal’s Newsletter will be sent weekly, via email. 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.

2. 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

1. Parents are given an opportunity for a formal conference with their child’s teacher at the end of the first quarter.
2. 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

1. 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.
2. 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

1. 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.
2. 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.
3. In a case in which the parents of a student are separated or divorced and one retains primary custody:
   - Both parents are entitled to access information.
   - Both parents shall be afforded the access to the child normally afforded parents of all the children.
• 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.

4. 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.

PREVENT AND PROTECT STL

PROTECTING GOD’S CHILDREN

The Archdiocese of St. Louis has developed a Safe Environment Program called Prevent and Protect STL. All adult employees and volunteers who minister or work with or near minors and/or vulnerable adults are required and asked to register in the new system, including those new to service and those who are currently in service. All volunteers and employees who work with children and vulnerable adults at St. Patrick School and/or Church must be in full compliance with Prevent and Protect STL (Safe Environment Program).

This includes:

1. Complete Background Check information online
2. Attend a "Protecting God’s Children" workshop
3. Complete a "Mandated Reporter" online training module
4. Complete a "Code of Conduct" online training module
5. Sign the "Code of Conduct" online

For a list of PGC Workshops, visit https://www.preventandprotectstl.org/s/stlouis/pgc.htm.

There is no cost to you. St. Patrick pays for the cost of the background checks.

Please go to www.preventandprotectstl.org and use passcode: stlprotect to start the registration process.

Every adult volunteer, 18 or older and out of high school, must have completed the program to volunteer or work at St. Patrick.

For more information about the Safe Environment Program, visit www.stpatrickwentzville.org/sep or contact Rebecca Stoehner, Child Safety Coordinator, 636-332-9225 x221, rebecca@stpatsch.org.

REPORTING ABUSE

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.
If you suspect child abuse or neglect, please report it immediately. HOTLINE (800) 392-3738

The Children’s Division staff this hotline 24 hours a day, 7 days a week, 365 days a year. They will take information from you and respond to and investigate child abuse and neglect.

The most important reason to report child abuse is to protect the child from further abuse. Children have few resources for changing the circumstances of their lives and children who are being hurt by their caretakers rely upon the intervention of others who protect them. Reporting abuse is also a way to ensure that parents who need help but are not able or do not know how to ask for it are offered parenting resources.

To report current sexual abuse of a minor by a member of clergy, an Archdiocesan employee, or a volunteer, your first call is to the Missouri Department of Social Services Children’s Division Child Abuse and Neglect Hotline at 1-800-392-3738. After you have reported to the authorities, please call the Office of Child and Youth Protection at 314-792-7704.

To report current abuse of a vulnerable adult by a member of clergy, an Archdiocesan employee, or a volunteer, your first call is to the Missouri Department of Health & Senior Services Adult Abuse and Neglect Hotline at 1-800-392-0210. After you have reported to the authorities, please call the Office of Child and Youth Protection at 314-792-7704.

To report the historical abuse of an adult survivor who was victimized as a child, please call the Office of Child and Youth Protection 314-792-7704. The Archdiocese of St. Louis encourages adult victims to report historical crimes of abuse to the authorities and will support and assist individuals in doing so. The Archdiocese will cooperate fully with any investigation that may result and continue to provide support to the individual.

Anyone wishing to make a complaint against a bishop of sexual abuse or other related misconduct may make such a report at ReportBishopAbuse.org or by calling toll-free 1-800-276-1562. For more information please visit https://www.archstl.org/promise.

**MASS SCHEDULE**

**VIEW MASSES ONLINE**

**WEEND MASSES**

- Saturday Vigil: 5:00 p.m.
- Sunday: 7:00 a.m., 9:00 a.m., 11:00 a.m. 1:00 p.m. (Spanish), & 5:00 p.m.

**DAILY MASSES**

- Monday - Friday: 6:30 a.m. & 8:00 a.m.
Holy Day Masses - Please check the bulletin or call the parish office at 636-332-9225 for times.

If restrictions keep you from coming to church, we will be happy to bring the Eucharist to you. Please call the parish office at 636-332-9225.

All daily and weekend Masses will be held in Church. The Chapel is open for private prayer 24/7 and Eucharistic Adoration is Mon-Fri, 7 a.m.-8 p.m.

RECONCILIATION

- Thursdays • 5:00-6:00 p.m.
- Saturdays • 4:00-4:45 p.m.
- Or by appointment

The Sacrament of Reconciliation is celebrated in the church confessionals located inside St. Patrick Church. To schedule an appointment, please call the parish office at 636-332-9225; Fr. Brian Ext. 226; Fr. Gerson Ext. 282; Fr. Skillman Ext. 223.

LINKS

SCHOOL WEBSITE

SCHOOL FACEBOOK

2022-2023 SCHOOL CALENDAR

SCHOOL SUPPLY LIST

SCRIP PROGRAM

ST. PATRICK ATHLETICS

SCHOOL NEWSLETTERS

EARLY CHILDHOOD PROGRAM (PS/PK)