

St. Patrick School  
Handbook

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\*\*All Changes Are Underlined\*\*

## ST. PATRICK SCHOOL

801 W. Jefferson St.  
Ottawa, IL 61350

### CATHOLIC SCHOOL STATEMENT OF PURPOSE

*"From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom.."*

#### **The Religious Dimension of Education in a Catholic School, #25**

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is "the Way, the Truth, and the Life" (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school's curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

*"It is crucial that the policies and procedures of Catholic schools reflect the primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised."*

**Sister Mary Angela Shaughnessy, SCN, J.D. Ph.D.**

### STATE RECOGNITION

St. Patrick School obtains Full Recognition by the State of Illinois under the guidelines for Recognition of Non-public Elementary Schools.

### MISSION STATEMENT

St. Patrick School is an educational institution which, recognizing that every person is created in the image and likeness of God and having an eternal destiny, strives to provide the spiritual, academic, social, emotional and physical formation necessary for each student to discern and faithfully live his or her personal vocation in this life and come one day to the joys of Heaven.

## **NON-DISCRIMINATION POLICY**

No student shall be refused admission to St. Patrick School on the basis of race, color, gender, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

## **STATEMENT OF PHILOSOPHY**

St. Patrick School is a co-educational elementary school affiliated with St. Patrick Parish and the Catholic Diocese of Peoria.

At St. Patrick School we educate the *whole person*. What we do is as much *formation* as it is education. Our interest is not merely in the *what* but in the *who*. Certainly we want our graduates to be successful, but we are more interested in *what kind of persons they become*. Because we are convinced that *character* is extremely important, we believe the ultimate value is not that they succeed but that they become *good* men and women in the sight of God and their fellow citizens.

St. Patrick School fosters the educational and spiritual development of children from Kindergarten through Eighth Grade through a program emphasizing competence in basic skills throughout the core curriculum, the fine arts, physical fitness, religious education, and the Gospel value of service.

Because we believe that *parents* are the *primary educators* of their children, we intend to complement, reinforce and extend what begins at home. This is a co-operative commitment based on frequent student, parent, faculty and staff communication.

We believe that every person has a personal vocation given to them by God along with the gifts and talents needed to live that vocation. Our purpose is to encourage the student to recognize the fact that he or she has a vocation and to begin to discern what that vocation may be. We further intend to help each student develop the skills (academic and otherwise) needed to live that vocation.

St. Patrick School is committed to integrating the Gospel values throughout the school. This commitment flows from Bishop Myers' pastoral letter *To Reach Full Knowledge of the Truth*. This is part of our overall commitment to and fulsome communion with the Magisterium of the Roman Catholic Church.

Living as we do in a culture that increasingly has less reverence for God, less respect for human life and less appreciation for self-sacrifice and heroism, we boldly proclaim that the human person is more valuable for what he *is* than for what he *has*. This is why Catholic education – formation of the whole person – includes formation in virtue. We actively teach and promote the virtues of generosity, fortitude, optimism, responsibility, loyalty, chastity, and – of course – faith, hope and charity. We believe that it is the virtuous, disciplined, giving person that achieves happiness and that the human person finds himself only by the sincere gift of himself. Formation in virtue is not merely an academic exercise. While we don't do it perfectly we make a sincere effort to model what we teach.

We embrace the statement Pope John Paul II made to Catholic educators in New Orleans (9/12/87): "The ultimate goal of all Catholic education is salvation in Jesus Christ. Catholic educators effectively work for the coming of Christ's Kingdom; this includes transmitting clearly and in full the message of salvation, which elicits the response of faith. In faith we know God, and the hidden purpose of His will. In faith we truly come to know ourselves. By sharing our faith we communicate a complete vision of the whole of reality and a commitment to truth and goodness. This vision and this commitment draw the strands of life into a purposeful pattern. By enriching your students' lives with the fullness of Christ's message and by inviting them to accept with all their hearts Christ's work, which is the Church, you promote most effectively their integral human development and you help them build a community of faith, hope and love."

## **FACULTY GOALS**

1. To promote the goals of Catholic education, namely
  - a. to communicate the message of the gospel,
  - b. to teach the religious truths of the Catholic Church,

- c. to develop a faith community and provide worship activities and
  - d. to motivate the student to service.
2. To respect the uniqueness and gifts of each teacher in supportive collaboration and service in the ministry of education.
  3. To accept the students as they are, take them from where they are and challenge them to know they can do more.
  4. To assist each student in feeling secure and self-confident in his/her abilities.
  5. To introduce children to varied educational experiences in the basic core curriculum, as mandated by the State of Illinois and the Diocese of Peoria, and to give them meaningful responsibilities which lead to self-discipline so that the individual can achieve growth and maturity – spiritually, morally, psychologically, physically, academically and socially.
  6. To encourage the student to share with his/her family the gospel values being developed in his/her life at St. Patrick School.
  7. To reach out to students and parents in a spirit of warmth, welcome, understanding and compassion.

## **PARENT RESPONSIBILITIES**

Because the education of children is the primary responsibility of the parents, it is essential that the parent:

- \* Be a Christian example.
- \* Assume prime responsibility for guiding and disciplining the child in moral and spiritual growth.
- \* Teach basic prayers before entrance into school.
- \* Pray with the child in family prayer and at Sunday liturgy.
- \* Teach respect for authority and the rights of others.
- \* Participate in sacramental preparation programs.
- \* Encourage the child to accept and be friendly with all children.
- \* Respect each child's abilities by not comparing him/her to others.
- \* Be alert to moments when one can praise and compliment the child.
- \* Develop open lines of communication with children and teachers that allow for mutual sharing of positive experiences or of difficulties.
- \* Provide time, place and atmosphere in the home that allows for mutual sharing of positive experiences or of difficulties.
- \* Share with the child the evaluation of the student's progress as indicated in reports and conferences, thereby encouraging continued success.
- \* Support school policies by helping the child to understand the rules and by enforcing those rules.
- \* Attend scheduled parent-teacher-student conferences.
- \* Approach the teacher initially with questions and/or problems relating to students; exercise discretion in discussing these with the child or others.
- \* Assume responsibility for the conduct of one's child(ren) when present with them at school activities.
- \* Support the Parent's Club through attendance at meetings and participation in activities.
- \* Protocol when dealing with concerns: When parents wish to discuss a concern, please contact the teacher, either in writing or by telephone/voice mail, stating your concern. The teacher will address your

concern and reply either in writing or by a telephone call. Most concerns will be resolved in this manner. If the concern is not resolved, you may contact the Principal .

- \* School Visitation by Parents: “Parent”, unless otherwise specified, shall not include a non-custodial parent – for example, regarding visitation rights, requests for dismissal of students, etc. If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with an official copy of any court orders. Non-custodial parent visitations are not permitted at school.

St. Patrick School administration reserves the right to designate special days when parents, including non-custodial parents, grandparents, or others, may visit with the students during an open house, cafeteria luncheon, or similar events. Lunch in the cafeteria with students is not permitted except on approved open house days.

## **ADMINISTRATION**

**Pastor:** By direction of the Bishop and canon law, the Pastor is directly responsible for all parish ministries. One such ministry is the parish school. The Pastor provides service and leadership to the parish and school as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners to advance the Catholic formation of the parish's children. He is responsible for the renewal or non renewal of the employment agreements for the Principal, faculty, and other staff members. The Pastor is the final recourse in disciplinary matters.

**Principal:** The Principal has the primary responsibility for shaping within the school a climate of Catholic values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. The Principal collaborates with the Pastor and diocesan personnel in planning the policies and programs of the school. The Principal is responsible for implementing school and diocesan policies, supervising faculty and students, and ensuring compliance with state and federal regulations. The Principal is the main arbiter in disciplinary matters.

## **ADMISSION POLICY:**

Admission to St. Patrick School usually occurs at the beginning of the school year. New families moving into St. Patrick Parish are generally accepted at the time they apply. Parents are made aware that the purpose of this Catholic School is for the Christian formation and academic development of students.

Students from other parishes and students of other religious denominations may be admitted at the beginning of the year when there is space available. These students also attend religion classes and fulfill assignments in these classes.

Student/family requests for admission, as a new or transfer student who require minor adjustments in academic programs, will be considered on an individual basis. Determinations will take into account the needs of the students and the resources of St. Patrick School. Any such admission shall include a trial period with timely review of progress during the first semester of attendance. In all matters regarding policy or procedure, the decision of the Pastor is final.

### **Eligibility requirements for Admission**

1. Students not belonging to St. Patrick Parish must have a signed Financial Agreement from their pastor prior to August registration.
2. Age requirements are fulfilled:
  - \* Students entering kindergarten must be five years of age on or before September 1 of the school year.
  - \* Students entering at first grade level must be six years of age by September 1.

3. Verification of age is provided by means of the birth and baptismal certificates for children entering school for the first time.
4. Physical exams are necessary for all students entering preschool, kindergarten, sixth grade, and for all new students. State law requires that kindergarten, second grade, and sixth grade students receive dental exams and have those completed forms on file at the school. State law also requires all kindergarten students and new students from out of state to receive eye examinations.
5. Students entering kindergarten must be given the chickenpox vaccine (Varicella) at the time of their physical. If the child has had chickenpox, the doctor must write a signed note on the physical report verifying this fact.
6. Transfer students are interviewed on an individual basis before decision for entry is made. The student's cumulative records are requested from the school last attended.

### **ATHLETIC PROGRAM:**

St. Patrick School will sponsor an athletic/academic program that will include boys and girls in grades 5 through 8. This program will include basketball, volleyball, cross-country, cheerleading, and scholastic bowl. If there are not enough students to support a team, 4<sup>th</sup> graders may be invited to participate.

All qualified students may participate on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Not everyone on the team will play in all games or given equal time. The decision of the coach is final. (See Appendix H - Athletic Policy)

### **Eligibility and Participation**

Students must be academically eligible to participate and must display a positive social and academic attitude in all school classes and activities. To remain eligible, the following guidelines will be followed:

- Students earning one (1) F per week shall be ineligible for the next week's practices and games.
- Students who are absent from school one (1) full day may not participate in a practice or a game on the same day unless approved by the Principal.

### **ATTENDANCE/ABSENCE POLICY**

It is the legal responsibility of the parent/guardian to make reasonable efforts to insure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code and to inform the school of any absence/tardiness and their causes.

In keeping with Section 26-2a of the Illinois School Code, the following circumstances are considered to be valid causes for a student's absence:

- A. Illness
- B. Death in the Immediate Family
- C. Family Emergencies
- D. Other situations approved by the school principal

Under the guidelines of the Truancy Intervention/Prevention Program of LaSalle County Educational Service, a letter will be sent home when a student has missed 10 days of school, which is considered to be the maximum amount to miss during any school year. The County Truancy Officer will also receive a copy of the letter as a matter of policy.

While a great deal of learning can take place during travel, we discourage parents or guardians from taking students on vacation during periods when school is in session. It is difficult to gain the same level of understanding when a child is not in the classroom.

The school will expect that assignments which it deems to be essential and appropriate, which are missed during any period of absence, will be made up by the student within a reasonable amount of time.

### **Guidelines to be followed when an absence occurs:**

- A. A phone call from a parent/guardian is required for all absences. The parent/guardian should call the school office between 7:30 AM and 8:30 AM.
- B. If a student arrives after 8:10am he/she is considered tardy. A student is given credit for a half-day attendance if he/she is in school at least 2 ½ hours (2 hours kindergarten). A student is given credit for a full day attendance if he/she is in school at least 5 hours (4 hours kindergarten).
- C. If possible, appointments for health requirements should be made for out of school hours.
- D. **Students will be released from school only on presentation of a written request from the parent/guardian.** Students will not be sent home for any reason unless the parent/guardian has been notified.
- E. Students will not be penalized for his/her absence, but will be required to make up all work deemed necessary and appropriate by the classroom teacher.
- F. Students will have the same number of school days to make up the work as the days of school missed.
- G. A student is tardy if he or she is not in his/her homeroom at 8:10 am and shall be considered unexcused unless the parents clear it with the office staff. When students are late for school, they need to sign in at the office before going to class.

The following resources and supportive services are available to students with attendance problems and to their parents or guardians:

- Parent-teacher conferences
- Counseling services by counselor and/or social worker
- Psychological testing
- Alternative Educational Program/School Placement
- Community Agency services as available

If such support services have been offered to the student and these measures prove ineffective and the behavior persists, the Principal may call upon the resources of other outside agencies such as the juvenile officer of the local police department or the truant officer of the Educational Service Region.

Students who are absent from school without parental or school consent shall be considered truant.

In accordance with the School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action shall be taken against a chronic truant (a child subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous 176 regular attendance days) for his or her truancy unless available supportive services and other school resources have been provided to the student.

### **BICYCLES**

Only those students who live more than five blocks from school may ride their bicycles to school. All bicycles should be properly parked and locked. The school will not be responsible for damaged or stolen bicycles.

Bicycles should be walked on and off the playground and across intersections.

Only one rider is permitted on a bicycle. Bicycle riders should obey all Rules of the Road.

## **BOOK FEES & MATERIALS:**

The book fee of \$250.00 per student is to be paid at the time of registration in August.

All textbooks must be covered.

All students are required to carry their books to and from school in a protective bag.

## **BUS STUDENTS:**

Only those students who live one and one half (1½) miles or more from school are eligible for transportation by the Ottawa Public School bus according to State Law.

It is the duty of the public school official to see that the busses are not overloaded. Therefore, students may not ride a bus other than the one assigned to them. Non-bus riders may not choose to ride a bus to a friend's home.

Bus riders may not leave the playground after school before getting on the bus, nor before school begins in the morning. The following regulations and penalties for unacceptable behavior have been formulated in conjunction with the Public School District in order to provide the greatest assurance for each rider's rights and safety.

Rowdiness, standing when the bus is in motion, excessive noise, rude/discourteous behavior, non-compliance with the bus driver's requests, abusive/vulgar language, smoking, shooting or throwing projectiles, lighting matches or lighters, fighting, snowballing, destruction of property, etc. are not permitted on buses. Students are not to bring radios or tape players, DVD s, or electronic devices on the bus. The Ottawa Public School Transportation Office also prohibits gum, candy, pop, and balloons. Please discuss this policy with your child/children.

### **The following bus penalties will be assessed:**

1 <sup>st</sup> offense	Warning - parents notified
2 <sup>nd</sup> offense	3-5 days bus off the bus
3 <sup>rd</sup> offense	Bus report and 10 days off the bus
4 <sup>th</sup> offense	Off the bus for the rest of the year

## **CHRISTIAN SERVICE PHILOSOPHY AND PROGRAM**

St. Patrick School has a philosophy based on the gospel message – community service and worship. To give form to the goal of service, all within this community are called to develop means of sharing Christ's life and spirit with others within and beyond the school community. Service activities will draw from the love of Christ that is fostered at home and school and will become visible gifts from the heart- not seeking reward, but sharing love.

St. Patrick faculty invites and encourages student participation and involvement in Christian service activities at all grade levels. Service projects are determined according to school goals.

## **COMMUNICATIONS:**

Students will not be permitted to use the school telephone except for special needs. Homework, books, gym shoes, field trip permission slips or other forgotten items will not be considered sufficient reason for telephoning. Students in grades 5-8 need a written note from their teacher to use the phone. Parents may call to leave messages for a teacher of their child(ren), but we do not call students or teachers from class to answer the telephone except for an emergency. Whenever there is a change in a child's school routine, please write a note.

## **CONFIDENTIALITY**

Generally, schools must have written permission from the parent or legal guardian before releasing any information from the student's record. However, the law allows school to disclose records, without consent, to the following parties.

- School employees who have a legitimate educational interest;
- Other school to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Organizations conducting certain studies for the school where the student's identity is not disclosed;
- Accrediting organizations (i.e. colleges, universities);
- Individuals who have obtained court orders with notice;
- Persons who need to know in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific law

A school may also disclose, without consent, "directory" type of information such as a student's name, parents' name, address, telephone number, date and place of birth, awards, and dates of attendance. Parents have the opportunity to request that the school not release this information. Contact the school's office if you prefer the "directory" type information not be released for newspaper articles, parents' club director, etc.

## **CONFLICT RESOLUTION FOR LOCAL AND DIOCESAN ROLES:**

The Diocese shall provide a process for the resolution of conflicts, disputes and disagreements which arise between any person or group in conflict with any person, group or institution exercising a function in the educational ministry of the Church in the Diocese of Peoria.

The diocesan process will become effective after local efforts as outlined by the Diocese have been exhausted.

The process at the Diocesan level is available to any member of the Diocese.

Both the local and Diocesan process are the first remedy for employment claims. (c.f. Employment Agreement).

### **Conflict Resolution for Local and Diocesan Process:**

#### **Statement of Policy:**

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- \* The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- \* The decision violates or is in conflict with an applicable diocesan policy, or
- \* The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- \* The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

#### **Statement of Process**

The individual or group desiring the appeal or the review must make that request known to the competent authority whose decision they question in the form of a letter. As a matter of record, a copy of that letter is to

be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese of Peoria and to the local vicar by the competent authority.

This letter must clearly cover each of the following points:

- \* The decision that is being questioned and which competent authority made it.
- \* The grounds for the appeal or the review with specific reference to one (1) or more of the four (4) conditions listed above, and
- \* The proposed resolution.

The governing pastor or pastors' board, having received the request for appeal or review, is to respond in writing to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the Pastor or pastors is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local Vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar-General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.

It is at the sole discretion of the Bishop of the Catholic Diocese of Peoria to intervene in any matter at any time and to modify, reverse, or rescind any action taken by the above-referenced officials.

**Catholic Diocese of Peoria, Administrative Regulation issued: 1/03**

### **Conflict Resolution Process:**

The primary purpose is to secure at the lowest possible administrative level, equitable solutions to conflicts affecting the school/parish which may arise from time to time.

1. The presenter and respondent shall meet informally within ten (10) days of the conflict to attempt to obtain a solution. If a solution is not obtained through efforts, the conflict must be presented to the administrator in writing within ten (10) days of the informal meeting and must specify the nature of the controversy, the issue to be presented and the remedy sought.
2. Within ten (10) days upon receipt of the formal written presentation of the conflict, the Administrator will review the issue and respond in writing to the petitioner.
3. If the conflict is not resolved, the petitioner notifies the Administrator of the intent to proceed to the next step and forward a copy of the written presentation to the Chairperson of the local Commission/Board.
4. Within ten (10) days upon the receipt of the written presentation, the Chairperson shall appoint a Conflict Resolution Committee, name a Presiding Officer who shall preside at all meetings and set a formal meeting date.
5. The procedure for a formal meeting shall be as follows:
  - a. Before the first speaker is recognized, the presiding officer may set time limits for speakers if determined to be necessary.
  - b. A written record of the proceedings shall be kept.

- c. The petitioner may make a statement, either orally or in writing, relating to the problem.
- d. The respondent may make a statement in response to the petitioner

## **COUNSELING SERVICES**

Catholic Charities of the Diocese of Peoria is a comprehensive professional social service agency serving all people in Christ's name and according to His teachings. Catholic Charities provides a full range of services to children and their families. Catholic Charities can be contacted through the school or calling 223-4007.

## **COURTESY AND RESPECT**

Faculty, parents and students are encouraged to:

- \* Welcome others with a smile and friendly greeting.
- \* Use the person's name when possible: "Good morning, Father"; "Hello, Mrs. Smith".
- \* Use the proper title for a Priest, Sister, Teacher, Staff Member, and Volunteer.
- \* Show a visitor to the office if she/he appears to need direction.
- \* Hold doors open for adults and each other.
- \* Use "please" and "thank you".
- \* Wait for others to finish speaking instead of interrupting.
- \* Walk around people, not in front of them.
- \* Walk quietly in the halls and on the stairs.
- \* Keep to the right on stairs.
- \* Laugh with others and not at them.
- \* Respect the property of other students.
- \* Respect school property.
- \* Rude and/or abusive language will not be tolerated.

## **DISCIPLINE**

Discipline is an essential aspect of Christian development and is to be considered an aspect of moral guidance, not a form of punishment. The purpose of discipline is to:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• provide a classroom conducive to teaching and learning</li> <li>• educate students to an appreciation of the importance of developing responsibility and self-control</li> <li>• increase student awareness of respect due to the individual student, peers, school</li> </ul> | <ul style="list-style-type: none"> <li>personnel, family members, and the greater family of God</li> <li>• strengthen a “sense of belonging” within the student</li> <li>• provide a safe environment</li> </ul> |
|---|--|

A person is self-disciplined when he or she can:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Listen</li> <li>• Follow instructions</li> <li>• Ask questions when something is not understood</li> <li>• Share time, space, people, things</li> <li>• Practice the essentials of social skills</li> <li>• Work cooperatively with others</li> <li>• Understand and explain the reasons for rules</li> <li>• Distinguish fact from feeling</li> <li>• Sacrifice and serve others</li> </ul> | <ul style="list-style-type: none"> <li>• Select and develop procedures for accomplishing a goal</li> <li>• Be a leader</li> <li>• Communicate effectively</li> <li>• Organize time, space, things</li> <li>• Work together to resolve problems of mutual concern</li> <li>• Take the initiative to resolve problems</li> </ul> |
|---|--|

St. Patrick School expects every student to act in a Christian manner with administrative staff and other students. As a Catholic school, we challenge all students to live up to the moral ideals given to us by Jesus Christ. Any student who engages in conduct, whether inside or outside of school, which is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

Discipline problems are handled by each teacher who is responsible to the Principal. Mutual interest, cooperation, and frequent communication between parents and teachers is essential to the successful solution of more serious problems. The principal is informed of serious problems. The Pastor is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his discretion.

Discipline will be administered when necessary to protect students, school employees, and/or property to maintain essential order and discipline. Students will be treated in a fair and equitable manner. Discipline will be based upon careful assessment of circumstances of each case. Factors for consideration will include:

- a. Seriousness of the offense
- b. Student's age
- c. Frequency of misconduct
- d. Student's attitude
- e. Potential effect of the misconduct on the school environment.

Classroom discipline is handled by the classroom teacher. When a student disregards the rules of proper behavior or disrupts a classroom, disciplinary action must be taken. The Jr. High students (grades 5-8) follow a demerit system for consistent classroom discipline procedures.

Classroom discipline policies are on file in the Principal's office. Corporal punishment is never allowed under any circumstances.

#### 1. Suspension

The following offenses may result in an immediate suspension:

- a. Physical fighting
- b. Offensive/lewd behavior – written or verbal
- c. Other serious offenses

The child is suspended for the rest of that day. The following day the parents must meet with the Pastor/Principal. The student will not be permitted to return to class until the parents have met with the Pastor or the Principal.

The work missed by the student (assigned during the suspension) must be picked up at school by the parent/guardian and will be completed. It is required the student complete the work to keep up with classmates and be prepared for the upcoming test or quiz. However, the recorded grade for any assignment given during the suspension will be zero (0). If a test was given during the suspension, the classroom teacher may at their option give a re-test to the suspended student for one-half credit if they feel mastery of the topic is necessary to progress to the next objective. Major class projects that were due on a day of suspension will be accepted for full credit on the first day the student returns to class. Students will not be permitted to attend any athletic activities, school assemblies or field trips during the duration of the suspension

Parents have always been an integral part of the success of St. Patrick School. In order for this disciplinary policy to work, the administration, faculty, and staff need and depend upon the continued support of parents.

If a student receives an in-school suspension, he/she will serve the suspension at the discretion of the principal. The student will also lose the next fieldtrip privilege. It is possible that if a student receives an in-school suspension all fieldtrips for the remainder of the school year will be lost. That will depend on the seriousness of the offense and at the discretion of the principal.

## 2. Permanent Dismissal

The permanent termination of a student's enrollment is a most serious matter and is invoked only as a last resort. Preferably, it should be preceded by at least one (1) suspension. Prior to permanent dismissal, the student and his/her parent(s) or guardian must be granted a hearing by the principal, pastor, and teacher(s) involved with consideration given to the extent of the school's previous efforts to remedy the problem.

Students must abide by the discipline policies of the school, and parents are expected to uphold these policies. Disregard of the discipline rules of the school will result in non-acceptance or dismissal of the student.

If, in the judgement of the Pastor, the educational process is severely hindered by the presence of either a student or the student's parent(s)/guardian, the Pastor may exercise his right to refuse to register or remove a registered student from the school.

## DRESS CODE

- A. Proper dress for St. Patrick students is important. The uniform and the traditions it conveys demonstrate our commitment to quality in Catholic education. It is an expression of unity that eliminates materialistic competition and creates a sense of belonging which strengthens our academic focus and discipline.

The primary responsibility for complying with the dress code lies with the parent(s). We must have your support and cooperation. We do not want to waste our faculty's valuable time and effort in dealing with dress code violations. We ask every parent to carefully read and adhere to the following regulations.

The administration reserves the right to determine appropriateness of attire in relation to the dress code in particular instances, such as "Out of Uniform Day" and "Spirit Day Fridays".

### B. General Regulations

1. Students are expected to be clean, well-groomed and wear clothing neatly. Shirts and blouses are to be tucked in at all times.
2. Hair should be neatly styled and of reasonable length. It should not be cut in a manner that is a distraction to other students. Boys' hair must be neatly groomed. The cut needs to be well above the collar, above the eyebrows, and above the ear lobe.
3. All shirts worn under the collared shirts and blouse need to be plain white.
4. Students must wear socks or tights AT ALL TIMES. These socks/tights must be white, blue, or tan.
5. Students are required to bring a written excuse from a parent if an exception to the dress code becomes necessary. This note is presented to the homeroom teacher and forwarded to the principal.
6. Girl Scouts, Boy Scouts, Brownies and Cub Scouts may wear their full Scout Uniform on meeting days. Students participating in the D.A.R.E. program may wear their t-shirts with or without their collared uniform shirts on D.A.R.E. days.

### C. Uniform Dress Code

1. Solid navy or khaki slacks, jumpers, skirts (*these must touch the top of the knee*) and loose fitting knit slacks and pants throughout the year.

2. Solid navy (*not denim*) or khaki shorts, culottes, skorts or capris (*these must touch the top of the knee*) with ankle and golf socks may be worn starting April 15<sup>th</sup> until the end of the school year and at the beginning of the school year until October 15<sup>th</sup>.
3. Solid white or solid green colored shirts or blouses with a collar are to be worn throughout the year. Turtlenecks and mock turtlenecks are acceptable. T-shirts and Henley's are not acceptable even with St. Pat's, Marquette, or Notre Dame logos.
4. Plain navy blue, white, gray, or green sweatshirts/sweaters or navy blue, white, gray, or green sweatshirts/sweaters with St. Patrick, Marquette, or Notre Dame logos may be worn over collared shirts or blouses.
5. Solid navy, gray, or green vests may also be worn.
6. A shirt with a collar must be worn under sweatshirts or sweaters.
7. All shirts and blouses must be tucked in. Do not leave these hanging out - even under a sweatshirt or sweater.
8. Acceptable jewelry - wristwatches, simple functional hair accessories, small earrings (no dangles), and religious necklaces. No rings.
9. No make-up or nail polish may be worn.
10. Shoes: Students' feet must be completely covered at all times. No clogs or sandals may be worn. Students are permitted to wear Crocs during the warm weather dress period, as long as they have a back strap, the toes are covered, and socks are worn.
11. During the winter months, students must have shoes to wear and may not wear boots or shoe boots for classes. Socks must be worn.
12. The school reserves the right to decide whether or not certain dress accessories and hairstyles are appropriate for its students.

**These items may not be worn:**

Sweatpants, bib-overalls, mini-skirts, jogging suits, leggings, painter and stirrup pants, bermudas, sleeveless tops, tank tops, sundresses and any plaid NOT designated for "uniform" may not be worn. All clothing is to be loose fitting.

These items may not be brought to school without the written permission of the classroom teacher and/or principal:

CD players, DVD players, IPODS, cell phone/pagers, Gameboys, or any other electronic devices.

If a student brings one or more of the above devices to school, the school is not responsible for them being lost or damaged.

If a student is caught using a cell phone or pager during school hours without the permission of the classroom teacher or principal, it will be taken away until a parent/guardian contacts the principal to make arrangements for its return. It is possible that the cell phone/pager will not be returned until the end of the school year.

Weapons or look alike weapons are not allowed to be brought to school.

**Uniform Violation Policy:**

1. Any student who does not comply with the dress code will be given demerits.
2. A phone call to the parents/guardian will be made by the student to bring proper clothes to school. If the parents/guardian cannot be reached, the student will be given clothes from the uniforms in storage..

## EMERGENCY PLANNING

### 1. Emergency Management Plan:

St. Patrick School's Emergency Management Plan is available in the school office.

### 2. Emergency Dismissals:

In case of an emergency dismissal, children should have an alternate place to go should a parent not be at home. Parents are asked to discuss an alternative plan with their child(ren) and to make appropriate arrangements for use of the plan.

### 3. Fire Drills:

Fire drills are conducted periodically during the school year as required by State Code. Students are instructed in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill. Students are asked to comply strictly with the rules of quiet and walking at times of emergency drills.

### 4. Tornado Warnings:

In the event of a tornado warning, children will be told to go to an assigned area for their class. Periodic drills are conducted for these routines.

If an actual tornado warning occurs near the end of a school day, children will not be dismissed until the "all clear" signal is given. No student will be dismissed except by personal parent request.

### 5. Diagrams of Procedure:

Diagrams of procedures for fire, tornado and earthquake evacuations are posted in each room. These reminders are appropriate to all who may be located in the school if an event occurs.

### 6. Weather Dismissals:

In the event that school cannot be held due to snow, ice, extreme cold or heat, announcements will be given over Ottawa radio station WCMY (1430 AM). Ordinarily, St. Patrick School follows District #141's announcements. If a parent needs to take children out of school before an announced time, please communicate first to the office.

## FIELD TRIPS:

1. All field trips shall have the approval of the Principal.
2. Transportation shall be provided by a bus company unless private transportation is authorized by the principal.
3. All drivers of cars must complete a form: Driver Proof of Insurance/Licenses and Liability. This form requires a copy of Driver's License and a proof of liability insurance. The form and required attachments are to be submitted to the homeroom teacher, who will forward them to the office. This process is required for each driving event.
4. On bus trips, a fee may be set to defray the cost of transportation. This fee will be based on a quote from the bus company.
5. All field trips will be adequately supervised by faculty members and other approved adults. **Only those persons who have completed the Adult Safe Environment Program, and have had their background checks and fingerprints completed, will be allowed to chaperone school-sponsored field trips.**

### Responsibilities of Chaperones:

- a. Parents/guardians may be asked to serve as chaperones on all school trips.
  - b. The teacher will assign each chaperone a group of students. The chaperones are required to be physically and mentally present to their assigned group.
  - c. Non-school aged children will not be allowed since chaperones will need to provide full attention to their assigned students on the trip.
  - d. Remind students if they become separated from the group to seek help from a Guide, Police Officer, or employee of the facility.
  - e. Children will be allowed to go to the restroom only when accompanied by an adult.
  - f. When appropriate, "Bus Rules" include: No eating, Keep noise to a minimum, Remain seated at all times, No radios, No head-sets, No electronic game systems, and No IPOD players.
  - g. All chaperones must wear labels identifying their name (the name you wish to be called by students) and the school name and address.
  - h. As a representative of St. Patrick School, please assist the teacher in any way needed or requested by that supervising teacher.
6. Parents will be notified of the date, time and details of the trip.
  7. Parental permission, in writing, must be obtained before the student will be allowed to attend the field trip. Verbal permission will not be accepted in lieu of written permission. If a student fails to return a written permission slip, that student will not be permitted to attend the field trip and will remain at the school.
  8. The parent or guardian will be required to sign a release and agreement to indemnify and hold harmless the Parish, the School, the School's employees and agents, the Diocese of Peoria, and the volunteers assisting the School, from any and all liability for injuries, medical expenses or any other loss suffered to your child or your family due to the child's participation in this activity.
  9. Students who have accumulated 36 demerits in a single 9-week period will not be allowed to attend the next field trip.. Attending a field trip is considered a privilege, not a right.

### **FOREIGN LANGUAGE:**

Spanish will be taught to our students through teachers and/or computers.

### **HARASSMENT AND BULLYING POLICY**

The term "harassment" includes, but is not limited to slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status or mental handicap.

Harassment, as defined above, is opposed to the mission of St. Patrick School and will not be tolerated. Harassment of any person on school grounds or by any employee, while acting as a representative of this institution, is not acceptable. Any individual judged to harass another will be subject to appropriate disciplinary action.

A student who feels he/she has been harassed must notify the parent and a faculty member. The matter must also be reported to the Principal who will inform the Pastor as soon as possible. An investigation of the incident will take place. In the case of substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation. Offensive/lewd behavior, written or verbal, will not be tolerated in the school. The complete Bullying Policy of the diocese can be found on the Diocesan website [www.cdop.org](http://www.cdop.org). Click on Catholic Schools. Click on policies.

## **HOME-SCHOOL ORGANIZATIONS:**

### Education Commission:

St. Patrick Education Commission exists to serve the total educational needs of our parish. It has been established to promote the participation of members of the parish in the educational mission of the church, and in particular of our Parish, to encourage dialogue between the Pastor and members of the Parish and to recommend to the Pastor policy on educational matters.

### Parents' Club

All parents of children enrolled at St. Patrick School shall be automatically members of the Parents' Club and any person interested in the development of Catholic youth in St. Patrick Parish is eligible for membership.

The purpose of the St. Patrick Parent-Teacher Organization is:

- \* To support the school financially through fundraising events.
- \* To assist at any school function as requested by the administrator and faculty.
- \* To encourage family support of the school through their participation in Parents' Club and school events.

Dues are \$20.00 per family and must be paid to the club's treasurer, or school office in the fall of each school year. Meetings are scheduled periodically during the year for all to attend.

### Booster Club

St. Patrick School Boosters' Club has been established to promote the participation of members in the athletic program for the students of St. Patrick School.

- \* The Boosters' Club, recognizing that athletic participation and competition is a worthwhile and valuable activity, has been formed to promote and organize such athletic activities that will contribute to the student body's spiritual, mental physical and social growth.
- \* All parents who have a child participating in the athletic program are members of the club.
- \* The Boosters' Club supports the sports program through fundraising activities.

## **HOMEWORK:**

Homework is a crucial aspect of the learning process for St. Patrick School students. Since it is an important component to help young people become responsible persons, homework is used to teach appropriate responsibility and to assist parents in being aware of what the child is learning in school.

Homework is given to:

- \* reinforce and evaluate skills taught in class;
- \* complete unfinished class assignments;

- \* study for tests;
- \* prepare special reports or long-range projects.

Ordinarily, the following time allotment is considered adequate:

PRIMARY . . . . .	20/30 minutes
INTERMEDIATE . . . . .	30/45 minutes
JUNIOR HIGH . . . . .	60/90 minutes

Homework Pick-up: If your child is absent, please phone the office if you wish to pick up his/her homework, or if you wish another student to bring your child's homework home. You may pick up the homework at the office anytime prior to 2:30 P.M. (prior to 2:00 P.M. on Tuesdays).

Homework Policy:

If a student fails to complete a homework assignment, a 10 point reduction will be taken off that assignment and the student will receive four (4) demerits. On the second day, the failure to turn in that assignment will result in an additional ten (10) point reduction and the student will receive four (4) more demerits. On the third day, the assignment will receive a 0 if not turned in and the student will receive an additional four (4) demerits.

Homework passes can be used to defer the above rule for one day only. After the pass is used, the next day the rule will be enforced.

### **ILLNESS, ACCIDENTS, OR DISEASE EXPOSURE**

If a child becomes ill or injured, the parent/guardian will be notified immediately. If the parent is not available, persons listed on the emergency card will be contacted. This process is channeled through the office.

Parents are notified by note if a child has been exposed to lice or other contagious contact.

### **INSPECTION POLICY**

Individuals entering upon the premises of the school, whether students, employees, or guests, are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the administration reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included with this Policy is the right to inspect the following:

- desks
- bookbags, knapsacks, briefcases, athletic bags or similar carriers brought onto or existing on the school premises.
- vehicles on school premises
- clothing (with appropriate safeguards for the individual's personal privacy)
- other property (whether school, student, visitor) existing on school premises.

### **INSURANCE**

Student accident and dental insurance is available for any parent who wishes to subscribe to it. Envelopes are provided on the day of registration in August.

## **INTEGRATED PEST MANAGEMENT**

St. Patrick School is contracted with Orkin for pest management. Orkin visits the school the third Tuesday of every month. All services are performed before 8:00 am. If you would like further information regarding this service please contact the office.

## **LIBRARY**

Library books may be signed out for use and taken home. A fine of \$.10 per day will be charged for an overdue book. Students may not check books out of the library until fines are paid in full. Additionally, all fines must be paid in full by the last day of school in order to receive report cards.

## **LUNCH HOUR**

Lunch period for grades K-4 is 11:00 am to 11:30 am; for grades 5-8, it is 11:30 am to 12:00 noon.

All students will remain at school for lunch. Students may never leave the playground during lunch period. All lunches will be paid concurrently with tuition payments by the method selected at the time of registration.

A free or reduced price lunch is available for those who qualify according to Federal regulations. If your state of finances should decrease due to strikes, lay-offs, or unforeseen medical bills, do not hesitate to make an application for free or reduced-price lunches.

A doctor's written order is to be presented if milk or other food is to be substituted.

## **Cafeteria Procedures**

Students pray the Blessing Before Meals in the classrooms prior to lunch. Students come to the cafeteria in single file. Each teacher accompanies his/her class until they have their trays. Students who misbehave in line will be asked to go to the end of the line.

In order to minimize waste, students who possess a sack lunch will be allowed to refuse all or part of the school's lunch.

All students are expected to practice good manners:

- \* Use courteous responses: "Please" and "Thank you"
- \* Wait for turn in line without pushing or taking "cuts"
- \* Subdued talking in the line and at the tables.
- \* Spend at least ten minutes eating at the table.
- \* Raise hand to let Supervisor know you need assistance.
- \* Leave table clean and place trays or lunch boxes in assigned place in cafeteria.
- \* Proceed directly to playground through the cafeteria door when going outside, or return to the classroom in inclement weather.

The following will not be permitted:

- \* Throwing of food
- \* Popping of sacks
- \* Taking food outside
- \* Sharing of food.
- \* Chewing gum (any place)
- \* Changing places at table
- \* Disrespect to anyone

All classroom/school rules and policies apply in the cafeteria.

## **MEDICATION**

If it is determined by a doctor that it is necessary for a child to take medication during school hours, the following procedure is to be used:

1. Written orders must be provided to the school from the doctor giving the name of the medication, the dosage, and the times it is to be taken.
2. A written request from the parent authorizing the administering of any prescribed medication at school.
3. Medication must be brought to school by the parent/guardian in a container appropriately labeled by the druggist or pharmacy.
4. Any student self-administering asthma medication or using an Epi-pen prescribed by a physician must have a completed and signed authorization form in the school office. These must be updated annually.

Medical Authorization forms and a copy of the school's Administrative Regulations Governing Non Emergency Administration of Student Medication can be picked up at the school office.

It is recommended that parents administer all medications either before or after school hours when doctor's orders comply. This includes aspirin, cough drops and Tylenol. School personnel cannot administer medications to students without parent's signatures on the appropriate forms. See the Medication Policy found in the office.

## **NON-CUSTODIAL PARENTS**

St. Patrick School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **NON-PROMOTION**

If it is determined that retention (non-promotion) is to be considered as a necessary action for the benefit of the student, the teacher will keep the parent(s) informed of student progress throughout the year. The teacher will offer a variety of remedial work to aid the student and include diagnostic testing. Communication will be maintained between conferences and progress reports.

The teacher informs the principal of the potential need for retaining a student prior to or by the third quarter and will then communicate with the parent(s) regarding the need/possibility of retention and gives rationale for proposing it.

Parents may also request or discuss retention with the teacher at any time, particularly if they become aware of anxiety, frustration or failure in the student due to learning difficulties.

If there is disagreement or uncertainty about retention between the teacher and parents, the principal meets in joint conference with them. The pastor is kept fully informed during this process. The principal makes the final decision regarding the placement of a student after having seriously considered the input of both parents and teacher. The principal may choose to place a note in the student's file describing the circumstances and decision regarding placement. This note is presented to the parents/guardians for signature. The pastor is informed of the outcome.

Summer school is available to students living within the Ottawa Elementary School District. Paperwork is sent home with the weekly family envelopes in the spring. Class sizes are limited; therefore time constraints are put on registration forms.

### **PARENT-TEACHER CONFERENCES**

Conferences are scheduled at the end of the first quarter for all parents. Additional conferences may be arranged at the request of parent or teacher.

### **PHYSICAL EDUCATION PROGRAM**

A Physical Education Program will be offered to grades K-8 twice a week.

PE clothes are required for students in grades 5-8. Students have the option of purchasing a PE uniform, or wearing plain green cotton shorts and a plain white t-shirt. It is advised that the student's first initial and last name be printed on the inside tag of the t-shirt and on the front right hem of the shorts.

Students are required to wear a good pair of athletic shoes to school that tie to fasten, which will also be worn for the PE Program. Girls in grades K-4 should not wear skirts or jumpers on PE days. Unexcused reasons for not having appropriate clothes will not be tolerated; ten (10) points will be deducted for that day.

### **PHYSICAL EXAMINATIONS AND TESTING**

Students entering kindergarten or sixth grade must have a physical examination before entering that grade. Kindergarten students are also required to have an eye examination.

All children in kindergarten and the second and sixth grades shall have a dental examination. Each of these children shall present proof of having been examined by a dentist by May 15<sup>th</sup> of the school year. If a child in the second or sixth grade fails to present proof by May 15<sup>th</sup>, the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed dental examination of (ii) the child presents proof that a dental examination will take place within 60 days after May 15<sup>th</sup>.

A complete record of required dental exams, vision exams, physical exams, and immunizations will be kept on file for each student. Students are excluded from school beginning October 16<sup>th</sup> if requirements for health examinations, immunizations, and vision examinations have not been met.

All students entering St. Patrick School from outside the local school districts must have these examinations regardless of grades being entered. Dates of all immunizations must be recorded on the physical examination forms according to State Law.

Children entering the 6th grade for the first time after July, 1990, entering 9th grade for the first time after July, 1991, and entering any grade level after July, 1993, will be required to show evidence of having received two doses of live measles virus vaccine, the first dose at least 12 months of age and the second dose no less than 1 month after the first or other proof of immunity described in this Part. Kindergarten students are also required to show proof of Chickenpox disease or obtain the vaccine.

Hearing and Vision Testing: The LaSalle County Health Department technicians test hearing and vision annually. Teacher or parent may test students on referral. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Vision and hearing screening is mandated in the State of Illinois.

The following policy will be observed regarding head lice:

Parents will be notified immediately if a child is suspected of having head lice. The child will be sent home after the parents are notified. Parents will be instructed to begin treatment or contact their physician.

A child found to be infested with head lice may be re-admitted to school upon presentation of proof of appropriate treatment (i.e., a note from physician, copy of prescription, or proof of purchase of an over-the-counter product).

The date is recorded when a child is sent home and a second inspection is made after ten days or earlier if deemed necessary.

There will be periodic inspections of the entire school by the Health Department and/or the Office personnel and/or any trained designee.

## **PLAYGROUND**

Rough playing, tackling, wrestling, fighting, "pretend fighting," name calling, spitting, strong aggressive actions, etc. are not permitted on the playground. Students who offend in this manner will be denied playground privileges for a specified period of time depending on the nature of the action.

Offensive/lewd behavior, written or verbal, will not be tolerated.

Gum chewing or food is not permitted in the building or on the playground without special permission from classroom teacher or principal.

Throwing of snowballs or kicking snow at others is inappropriate behavior. Playing on top of snow mounds or on ice patches is not allowed.

Students are instructed by the supervisors as to the location of their play areas. Children remain in playground areas until the bell rings. Appropriate use of balls and playground equipment during the congested times will be monitored by the supervisor.

Leaving the playground without the permission of the principal or coming back into the building without permission will not be permitted. Each homeroom is responsible for its own equipment. Students are asked to walk to assigned areas when bell rings and quietly enter the building.

All classroom/school rules and policies apply on the playground.

## **PROGRESS REPORTS**

Four weeks prior to report card time, parents/guardians will be notified by mail if a student is falling behind in his/her work, providing an opportunity for students to improve before report cards are issued.

## **REPORT CARDS**

Report Cards will be given out four (4) times during the school year.

Parents are asked to review the report card and sign the report card before returning the envelope to the teacher. The report card needs to be returned in the envelope. A new report card will NOT be issued each quarter.

Progress Report Dates and Report Card Schedules will be given to the students at the start of each school year.

## Grading

Students in Grades 1-3 will be marked according to the following code:

VG - Very Good. Unusually fine work      S - Satisfactory. Average      I – Improvement Needed  
G - Good      P - Passing (Special Subjects)

Students in Grade 4 will be marked according to the following code:

A - 90-100      B - 80-89      C - 70-79      D - 60-69      F - 59 ↓

Students in Grades 5-8 will be marked according to the following code:

A+ - 100      B+ - 92-93      C+ - 83-84      D+ - 74-75      F - 69 ↓  
A - 97-99      B - 88-91      C - 79-82      D - 72-73  
A- - 94-96      B- - 85-87      C- - 76-78      D- - 70-71

All students will be marked according to the effort expended. This mark will appear in the Effort column next to the specific academic subject.

We call attention to the fact that an "S" or "C" grade indicates that a student is mastering the work expected on the grade level. Some students are Above Average, and only a small number of students rank in the "A - Excellent" category. All students will be encouraged to work to their potential.

Academic Honor Roll: - To be included on the school honor roll, a student must accumulate a grade point average of 85% or higher for all graded subjects during the 9-week quarter. Students will not be placed on the honor roll if they have received any grades of D or F.

Conduct Honor Roll: To be included on the school conduct honor roll, a student must receive at least a "B" in Christian conduct and not receive any detentions during the 9-week quarter.

## SCHOOL COMMUNICATIONS

The youngest child in each family is designated to take communication notes from the office to the home. Parents are asked to check with this student regularly. The School Newsletter (Shamrock Scoop) is sent home weekly.

A Family Envelope will be sent home each week containing information that requires your attention. Please check for this envelope on Thursdays. In order to be certain that all parents receive school communications we ask that you return the Family Envelope with your signature. Since this is our best method of communication with all parents, the return envelope assures us that our message has reached you.

## SCHOOL FUNCTIONS

Parent assistance and supervision are needed to guarantee both student safety and better control at school functions. All students should be aware that their conduct represents St. Patrick School and that good conduct is required to make any event successful. Children should be made aware that the blacktop near the gym door is not a play area while it is being used as a parking lot, nor is it a safe play area after dark.

Students attending school and other-sponsored events at school are expected to remain in the building and not wander in and out during the time of the event. Students in the fourth grade or younger must be accompanied by an adult at late afternoon and evening extra-curricular activities (such as volleyball and basketball games).

## **SCHOOL HOURS:**

<u>Doors are opened . . . . . 8:00 am</u>	<u>Lunch, K-4 . . . . . 11:00 am - 11:30 am</u>
<u>Tardy Bell. . . . . 8:10 am</u>	<u>Lunch, 5-8 . . . . . 11:30 am - 12:00 pm</u>
<u>Every Tuesday's Dismissal . . 2:00 pm</u>	<u>Regular Daily Dismissal . . . 2:30 pm</u>
<u>1/2 day dismissal . . . . . 11:45 am</u>	

Students should not arrive at school before doors open at 8:00 am. in the interest of safety and prevention of discipline problems that may arise on the playground before school.

In consideration for the children's safety and other's property, students must be instructed to:

- \* Cross streets only at the corner, and obey your school patrol. WALK, don't run.
- \* Never walk on any person's lawn.
- \* Never accept a ride from a stranger. Report to your principal, teacher, secretary or parent, any offer of a ride made by a stranger or any kind of communication from any person you do not know.

Parents are asked to schedule medical and dental appointments for non-school hours whenever possible. All parental requests for an early dismissal are expected to be in writing and must be shown to the homeroom teacher and any other teacher involved at the time in question. Children will be released from school only on the personal or written request of parent or guardian and signed out in the office by the responsible adult picking the student up early or bringing the student in late.

## **SCHOOL PICTURES**

School pictures are usually scheduled in the autumn of the year. Announcements are sent home informing parents of the date. Pictures must be paid for at the return of the order. Retakes are scheduled to insure parent satisfaction. Students may wear dress clothes on "picture day" and throughout the year as group pictures are scheduled.

## **SCHOOL SAFETY GUIDELINES**

1. St. Patrick School prohibits the use of tobacco in the school, gym and cafeteria.
2. Supervision of students is maintained at all times and the policy is clearly expressed in the Faculty Handbook.
3. Lunch time activity is supervised at all times by adult personnel. Teachers and supervisors inform students of specific recess/noon-time playground rules.
4. Student participation in extra-curricular activities is supervised by adults who must inform parents of scheduled times for activities.
5. Indoor and outdoor premises are properly maintained during inclement weather to insure the safety of children and adults.
6. All handrails, steps in corridors and stairwells are regularly checked for safety. All are encouraged to report potential hazards to the office.
7. Playground areas, school and gym equipment are periodically checked for safe performance and hazardous conditions.
8. Parents should inform the principal/teacher if there is any medical reason why their child cannot participate in gym class or in other particular activities.

9. An emergency card file is maintained in the office. Parent or guardian fills out a family card, indicating who to call in an emergency.
10. If a child becomes ill or injured, parent(s) or delegated persons are notified immediately.
11. Medication for students is maintained in the school office with the exception of an inhaler for asthma. Parents must authorize the administration and are responsible for keeping the supply renewed according to their doctor's guidelines.
12. Parents are asked to have an alternative plan for children to use in case of emergency dismissal. As requested earlier in this handbook, parents should discuss this plan with their child(ren) and make appropriate arrangements in the event that a parent may not be home if an emergency occurs.
13. Tornado drills are annually conducted and children are prepared by word and practice. Drill routes are likewise posted. Earthquake procedures are also reviewed and posted.
14. Fire drills are held regularly according to state and local regulations. Evacuation includes all persons from the building. Students have emergency procedures thoroughly explained to them. Drill routes are posted in each room and office.
15. Signed field trip permission slips are obtained for each student before a trip is taken and the teacher keeps these on file.

### **SECULAR TEXT BOOK PROGRAM**

This program is funded by the State of Illinois. Each parent in the school has signed a request for this program. Each year certain grades, kindergarten through high school, are funded for the purchase of one text per student. As a result, the amount of funding we receive each year depends on the State rotation plan.

### **STUDENT PATROL**

Patrol guards will be on duty at the corners of Pine and Jefferson, and on Pine and Madison. Students will cross the streets at these corners whether walking home or to a waiting car. Please advise students not to cross without patrol on duty.

### **SWIM PROGRAM**

The Ottawa Public School System sponsors this program which provides an opportunity for students in grade 2 to obtain eight (8) swimming lessons at the YMCA during the year. Three (3) instructors work with our students for one half hour. The public school provides transportation to the lessons.

### **TARDY POLICY**

When a child is late arriving in the classroom, the instruction or activity of the entire class is interrupted. Such interruptions rob all the students of learning time. A student is tardy if he or she is not in his/her homeroom at 8:10 am. All tardies will be considered unexcused unless the parents clear it with the office staff. When students are late for school, a parent or person providing transportation should sign them in at the office. The following discipline action will be taken for unexcused tardies within one quarter.

1-2 Tardies . . . No action

3 Tardies . . . Warning letter sent home grades K-4 from the teacher (See below for grades 5-8)

5+ Tardies . . . Students will make up for lost time during their lunch recess (K-4)

Students in grades 5-8 receive 2 demerits for each tardy infraction beginning with the 3<sup>rd</sup> tardy and each tardy following the third tardy

## **TESTING PROGRAM**

All students in grades 3, through 8 are scheduled to take the Iowa Tests of Basic Skills Achievement Test and the Cognitive Ability Tests during the month of September. Students in grades 4 and 7 are scheduled to take a Writing Assessment in March. Students in Grade 5 and 8 will take the Faith Assessment in January to evaluate our religious education program. Please prepare the students by getting them to bed on time and by providing them with a substantial breakfast.

The parents/guardians will receive the results of the Iowa Tests of Basic Skills Achievement Test at the 1st conference in November. The Writing Assessment and Faith Assessment results will be sent home.

## **TITLE I PROGRAM**

Title I is a federally funded program which gives extra help to students who need assistance to achieve learning goals.

## **TRANSFER OF RECORDS**

Parents must fill out the Diocesan Student Transfer Form when student records are to be transferred. St. Patrick School will forward within 10 days of the receipt of the request a record of the student's grades, health records, and a most current set of standardized test reports to the school that the student is transferring.

All students' permanent and temporary records are kept on file by the office after the students graduate, transfer, or withdrawal from the school. Copies of these records may be requested at any time.

## **TUITION:**

In the case of non-payment of tuition and/or fees, the parent/guardian will be notified by written letter. The letter will state that unless the tuition balance/fee is paid in full, or a payment plan is submitted and approved by the principal and/or pastor by the first Tuesday of the following month, the student(s) will not be allowed to return to school until the tuition/fee is current. If a submitted payment plan is not followed, the account will be considered delinquent. Families with delinquent accounts will be asked to remove their children from school and will be required to pay future year's tuition in advance in addition to any and all delinquent amounts. Individual cases may be reviewed and waivers issued where appropriate.

In the event that bills/fees are not paid by the last day of school:

- Registration for the following year will be rescinded until arrangements for payments are made.
- Student records will not be forwarded to other schools until arrangements for payment are made.
- Final Report Cards will not be issued.
- Eighth graders will not receive diplomas, although they may participate in graduation activities.

When unused tuition is due a student, the amount will be calculated on a daily basis and any prepaid tuition due will be refunded.

## **VISITORS:**

Parents and visitors are welcome at St. Patrick School. Visitors are asked to use the Jefferson St. entrance and proceed to the office to obtain an identification tag to wear while in the building. If it is necessary to deliver a message or item to a student, please come to the office to have it delivered to the student. Classes should not be disturbed during school hours.

All persons coming into the building must report to the office.

All persons who pick up a student because of illness or for an appointment must come to the office to meet the student. Please have student sign out and sign in on return to school.

## **VOLUNTEERS**

St. Patrick School recognizes the value of volunteers in the overall function of the school and encourages their involvement. These volunteers enrich educational experiences. We welcome talented individuals with skills, knowledge, services and time to share with students and staff.

Volunteers may be parents, grandparents, high school and college students, or any other interested persons. They play a vital role in the total education program of the school as classroom assistants, teacher aides, office help, chaperones and supervisors. All volunteers will receive orientation that will inform them of their expected duties, school rules, etc.

All volunteers who engage in activities with the students of St. Patrick School are also requested to comply with the philosophy and policies of the school. State and DCFS background checks are necessary. (*Forms are available in the school office*) All volunteers must also attend an Adult Safe Environment Program.

## **WELLNESS PLAN**

The Wellness Plan is on file in the School Office and may be reviewed at any time upon request.

The Administration reserves the right to amend this Parent-Student Handbook. The Pastor of St. Patrick Parish is the final recourse in all disciplinary situations and, after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be promptly notified if changes are made.