



# St. Patricia School

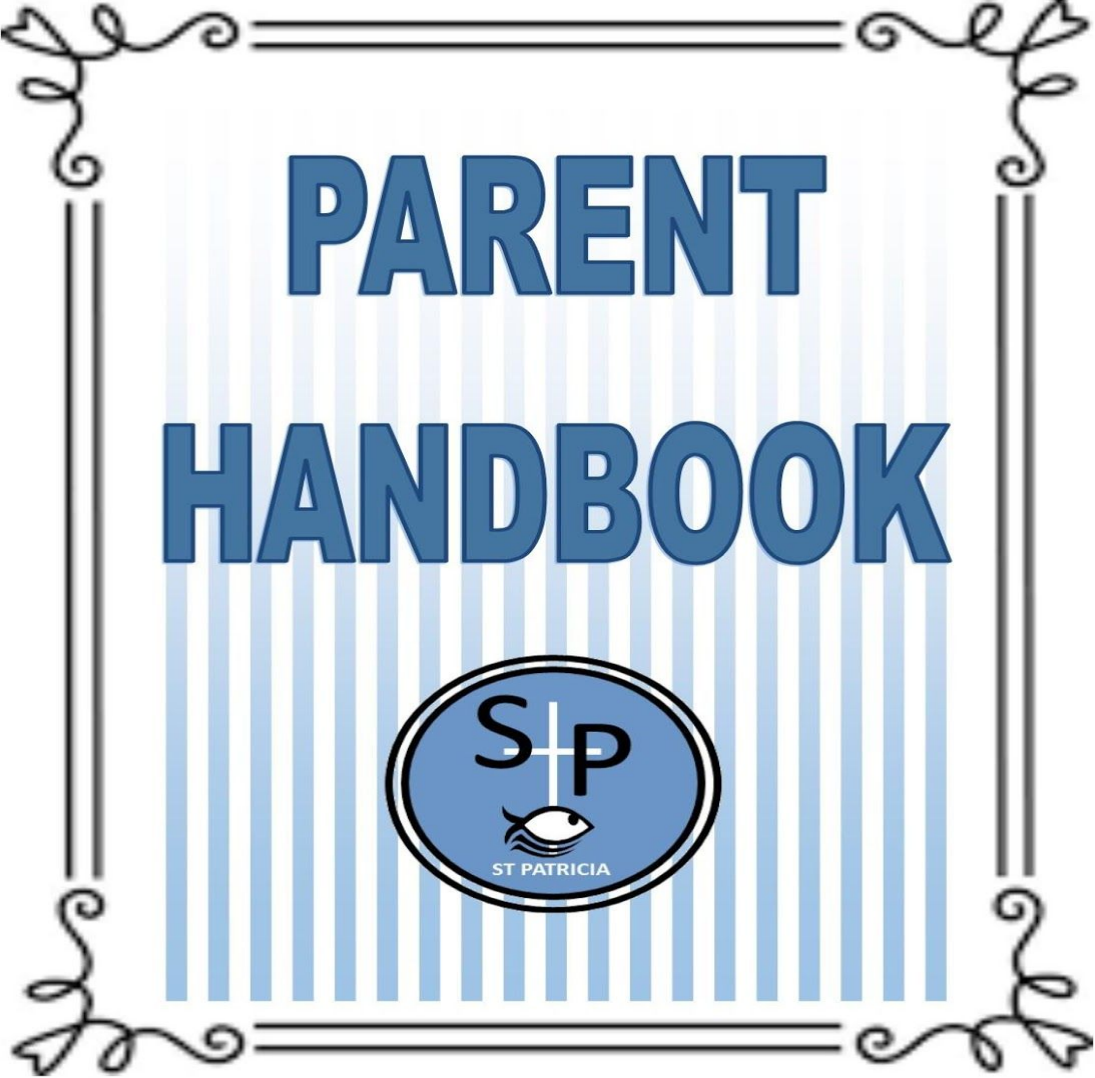
9000 S. 86th Ave  
Hickory Hills, IL 60457

Mrs. Jamie Nowinski, Principal  
[www.stpatriciaschool.org](http://www.stpatriciaschool.org)

Ph: (708) 598-8200  
Fax: (708) 598-8233

**Character • Academics • Compassion • Values**

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# PARENT HANDBOOK





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## **WELCOME TO ST. PATRICIA SCHOOL**

St. Patricia School is committed to providing a quality Catholic education for our students. Together with our parents, we foster a learning environment in which students will grow spiritually and academically. We recognize and respect the individuality of each child, and we strive to provide opportunities for our students to use their gifts and skills, to grow in their faith, and become responsible individuals.

## **PURPOSE OF HANDBOOK**

This handbook explains the general operation and policies of St. Patricia School based upon the teachings of the Catholic Church, the laws of the State of Illinois, and the directives of the Archdiocese of Chicago's Office of Catholic Schools. Statements are general, and the administration reserves the right to make specific amendments as circumstances arise. The school will attempt to keep parents informed of all changes as soon as possible. The contents of the handbook may be amended at any time without prior notice.

## **MISSION STATEMENT**

St. Patricia School is called by God and the Catholic community to provide a quality Catholic education for its students by:

- Providing a strong, religious program and a challenging academic environment that fosters the development of each child.
- Complementing the role of the family in nurturing a strong sense of self-worth in the child who then will be prepared to meet the challenges of the present and the future.
- Encouraging positive spiritual, moral, aesthetic, ethical and social sensibilities within the fabric of family, school, parish and community.

## **ST. PATRICIA SCHOOL PHILOSOPHY**

St. Patricia Catholic School is concerned with the development of the whole child, religious, moral, social, academic and physical. The goal is to create a quality Catholic educational community in which students see themselves as unique individuals receiving from and contributing to this community in preparation for their role as mature Catholic adults. In order to provide an environment conducive to the learning process, a partnership with the parents/guardians is welcomed and encouraged.

Together we model Gospel values with an emphasis on peace and justice that assures our students unique opportunities to reach the gift of their potential in response to their Baptismal call. Students strive to achieve a love of God, a sense of Church and a realization of self-worth through active participation in the Liturgy, appreciation of Scriptures, a respect for others, and a basic understanding of global issues.

### **ACCREDITATION AND RECOGNITION**

St. Patricia School has received full accreditation from the Office of Catholic Education of the Archdiocese of Chicago. St. Patricia School has received full recognition from the Illinois State Board of Education.

### **TUITION AND FOR 2018-19**

	1 Child	2 Children	3 Children	4 Children	5+ Children	Pre-K (1 Child)*
Annual	\$4,980	\$7,635	\$10,440	\$11,820	\$14,150	\$4,980
Semi-Annual	\$2,490	\$3,817.50	\$5,220	\$5,910	\$7,075	\$2,490
10 Month	\$498	\$763.50	\$1,044	\$1,182	\$1,415	\$498
12 Month	\$397.50	\$600.50	\$823.08			\$397.50

\*Pre-K (Part-Time) \$2,980.00 annually for 5 half days or 3 full days

\*\* There is no Family Rate for Pre-K

Currently, we are using Smart Tuition. Payments are made directly to Smart Tuition or to the school. There is a yearly processing fee for monthly installments. The current year processing fee is \$29.00. There is no processing fee if you pay annual or semi-annual. Those of you who pay annually by September 1<sup>st</sup> receive a discount of \$50.00. Monthly tuition is due on the 25<sup>th</sup> of each month. A late fee of \$40.00 is accrued if not paid on time. For those paying semiannual, the 2<sup>nd</sup> installment is due by Jan. 25, 2018.

A family wishing financial consideration for the 2017-2018 school year, whether you have or have not previously received tuition aid, is required to contact the principal or business manager and must fill out FACTS before being considered.

All payments due to St. Patricia School after May 25, 2019 must be made in cash, certified check, credit card, or cashier's check. No personal checks will be accepted for payments due after May 31, 2019.

Each family will be required to pay a \$300.00 fund-raising (Lottery Raffle) commitment fee, and a book and technology fee of \$150.00 per student (except Pre-K 3yrs. old Part-time). In addition, all parents are required to volunteer at the school by attending at least one mandatory Parent/Teacher Club meeting and committing to 20 volunteer hours per family in the 2018-2019 school year. A fee of \$10 per hour will be applied to any family

that does not comply with these requirements.

## **ADMINISTRATION**

### **PASTOR**

The Pastor is the primary spiritual leader of the parish. He is responsible for fostering, nurturing, guiding and coordinating the ministries of the parish. He delegates the administration of the school to the Principal, who administers the school in accordance with Archdiocesan policies and guidelines.

Pastor Fr. Marc Pasciak      [mpasciak@stpatriciaparish.com](mailto:mpasciak@stpatriciaparish.com)

### **PRINCIPAL**

The Principal is the administrative official of the school and is responsible for its instructional program, organization, direction and supervision.

Principal Mrs. Jamie Nowinski      [jnowinski@stpatriciaparish.com](mailto:jnowinski@stpatriciaparish.com)

### **FACULTY & STAFF**

The responsibilities of the educators of St. Patricia are as follows:

- To educate students academically in accordance with Catholic doctrine and moral teaching
- To teach and act in accordance with the philosophy, objectives and policies of the Archdiocese and of the School; to lead through example
- To further enhance their own religious and academic competence by means of workshops, courses and readings.

Pre-School	Ms. Lauren Plumb	<a href="mailto:lplumb@stpatriciaparish.com">lplumb@stpatriciaparish.com</a>
Kindergarten	Mrs. Susan Lang	<a href="mailto:slang@stpatriciaparish.com">slang@stpatriciaparish.com</a>
1 <sup>st</sup> Grade	Mrs. Nancy Strauch	<a href="mailto:nstrauch@stpatriciaparish.com">nstrauch@stpatriciaparish.com</a>
2 <sup>nd</sup> Grade	Ms. Kayla Glogowski	<a href="mailto:kglogowski@stpatriciaparish.com">kglogowski@stpatriciaparish.com</a>
3 <sup>rd</sup> Grade	Mrs. Leonora Rodriguez	<a href="mailto:lrodriguez@stpatriciaparish.com">lrodriguez@stpatriciaparish.com</a>
4 <sup>th</sup> Grade	Mrs. Tracey Rewers	<a href="mailto:trewers@stpatriciaparish.com">trewers@stpatriciaparish.com</a>
5 <sup>th</sup> Grade	Mrs. Holly Oszakiewski	<a href="mailto:hollyo@stpatriciaparish.com">hollyo@stpatriciaparish.com</a>
6 <sup>th</sup> Grade	Mrs. Renee Bartley-Bogard	<a href="mailto:rbartley-bogard@stpatriciaparish.com">rbartley-bogard@stpatriciaparish.com</a>
7 <sup>th</sup> Grade	Mrs. Kim Bennett	<a href="mailto:kbennett@stpatriciaparish.com">kbennett@stpatriciaparish.com</a>
8 <sup>th</sup> Grade	Mr. Raymond A. Fischer	<a href="mailto:rfischer@stpatriciaparish.com">rfischer@stpatriciaparish.com</a>
Music	Mrs. Sarah May	<a href="mailto:smay@stpatriciaparish.com">smay@stpatriciaparish.com</a>
Physical Ed.	Mr. Jay McGowan	<a href="mailto:jmccgowan@stpatriciaparish.com">jmccgowan@stpatriciaparish.com</a>
Computers	Mr. David Arias	<a href="mailto:darias@stpatriciaparish.com">darias@stpatriciaparish.com</a>
Art	Katherine Kennedy	<a href="mailto:kkennedy-basick@stpatriciaparish.com">kkennedy-basick@stpatriciaparish.com</a>
Aide	Mrs. Esther Mullan	<a href="mailto:emullan@stpatriciaparish.com">emullan@stpatriciaparish.com</a>
Aide	Mrs. Karen Sykora	<a href="mailto:ksykora@stpatriciaparish.com">ksykora@stpatriciaparish.com</a>
Aide	Mrs. Maria Alvarez	
Library	Mrs. Marge Dillion	<a href="mailto:mdillion@stpatriciaparish.com">mdillion@stpatriciaparish.com</a>
Library Volunteer	Mrs. Pat Fojtik	
Admin. Asst.	Mrs. Tina Glogowski	<a href="mailto:tglogowski@stpatriciaparish.com">tglogowski@stpatriciaparish.com</a>
Admin. Asst.	Mrs. Colleen Mazurek	<a href="mailto:cmazurek@stpatriciaparish.com">cmazurek@stpatriciaparish.com</a>

## **SCHOOL ADVISORY BOARD**

The School Advisory Board serves as an advisory council to the Pastor and Principal. The Board acts as a liaison between the school families, the parish and the community providing policy direction for the educational programs of St. Patricia School in accordance with the policies of the Archdiocese of Chicago and the Office of Catholic Schools. The Board advises the Pastor and Principal in acting as a public relations and marketing arm of the school and its programs, and in promoting and supporting the implementation of local school policies.

The School Board meets monthly. Meetings, except for executive sessions, are open to the public. Minutes from the meetings are posted in the church and school.

A list of School Board members is published yearly in the school newsletter. Elections for new members are held each spring, with members elected for a three-year term. Board officers are chosen annually at the June meeting. Leadership:

Fr. Marc Pasciak, Pastor  
Mrs. Jamie Nowinski, Principal  
Mrs. Julie Villegas-Suarez, Business Manager

School Board Members:

Mrs. Jackie Stasch,

## **ST. PATRICIA ATHLETIC COMMITTEE**

The role of the St. Patricia Athletic Committee is to oversee and coordinate school affiliated sport activities for the children of St. Patricia Parish under one governing body in order to facilitate organization, supervision and financing. The groups encompassed by this supervision shall include all existing teams for boys and girls. The Athletic Board meets monthly during the school year.

The Athletic Committee is an extension of the school and is subject to the authority of the Pastor and Principal. Minutes are posted in the church and school.

Athletic Director Mr. Jay McGowan      [jmcgowan@stpatriciaparish.com](mailto:jmcgowan@stpatriciaparish.com)

## **PARENT'S ORGANIZATION**

The Parent/Teacher Club is created to foster goodwill and communication among students, parents, faculty and parishioners. Organizational goals include the following:

Increase opportunities for parents and teachers to work together for the good of the child, raise funds via parent sponsored events, to publicize special events/activities and to increase opportunities for social interaction



within our school community.

The Parent/Teacher Club is comprised of an Executive Board, Standing and Special Committees and the Association (i.e. all school families). Each spring, a nominating committee seeks nominations for the Executive Board positions to be elected by the parent body. Standing and Special committee chairpersons are appointed by the Executive Board. All parents are welcome to attend and observe the Parent/Teacher Club meetings. Minutes from the meetings are posted in the church and school.

President: Angela Salcido

Teacher Representative: Renee Bartley-Bogard

### **VOLUNTEERS**

St. Patricia School welcomes parents/guardians to assist our children in the classrooms and during special activities throughout the year. Any person over the age of 18 must have completed the Archdiocese of Chicago Protecting God's Children requirements that includes a CRIMINAL BACKGROUND CHECK prior to being in the school building when children are present. VIRTUS TRAINING must also be completed prior to working with any children for any school related purpose. Upon completion of the background check and verified training, the person will be issued a school identification badge to be worn at all times while in the school building when children are present.

### **FUNDRAISING**

Fundraising needs and goals are established yearly. To keep tuition affordable, the Parent/Teacher Club assumes responsibility for an established portion of the school's operating budget established by the School Board and the Pastor. In addition, the Parent/Teacher Club sponsors special projects to enhance the students, the curriculum and the school environment. Fundraising efforts are dependent upon volunteer time, talent and financial support in order to achieve these goals.

### **YEARBOOK**

The yearbook chronicles the school's activities throughout the year. It is coordinated and produced by faculty and staff. Any school photos taken throughout the school year can be shared with the Yearbook Committee by submitting them through email or on a flash drive. If sending a flash drive, be sure to label it with your name so it can be returned to you.

Yearbook Advisor: Mrs. Barnard [abarnard@stpatriciaparish.com](mailto:abarnard@stpatriciaparish.com)

Yearbook Advisor: Mrs. Rodriguez [lrdriguez@stpatriciaparish.com](mailto:lrdriguez@stpatriciaparish.com)

### **ALCOHOL POLICY**

Alcohol will never be served at any school-sponsored event where children are present.

### **STATEMENT OF NON-DISCRIMINATION**

The Archdiocese of Chicago shall assure equal employment opportunity to all

its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

Procedures:

- . a) Primary responsibility for ensuring compliance with this policy rests with the pastor, principal or administrator at each location.
- . b) The Director of Employee Services is responsible for monitoring and implementing the overall effort of the Archdiocese of Chicago with regard to equal opportunity issues, and for reporting to the Director of Personnel Services and the Cabinet on its progress.
- . c) There are certain positions in the Archdiocese for which it is necessary to be Catholic and some positions for which preference in hiring shall be given to people who are Catholic and who evidence an understanding of the Catholic faith and a commitment to living that faith.
- . d) The Archdiocese of Chicago shall comply with the employment section of the Americans with Disabilities Act and shall hire without regard to disabilities, where with reasonable accommodations the person can perform the essential functions of the job.

## **STUDENT REGISTRATION**

### **ADMISSIONS**

St. Patricia School accepts children in accordance with Archdiocese of Chicago Guidelines and Local Admission Policy.

Admission priority is as follows:

- Siblings of students currently attending St. Patricia School (PreK8)
- Families registered and actively supporting St. Patricia Parish
- Families moving into the St. Patricia Parish and transferring from another Catholic School
- Families not registered with the St. Patricia Parish but living in a parish without a school
- Families who wish to transfer their child(ren) from a public school
- Families who are of another faith

Students will be expected to participate in religion classes, prayer services, and liturgies.

### **NEW STUDENT REGISTRATION**

St. Patricia School will consider new registration applications at any time throughout the year. Families may also register at our annual Open House held during Catholic School's Week (Last week of January). At that time applications are made available to interested families for the upcoming school year. All completed applications accompanied by the registration fee and returned within the two-week registration period are considered equally

with all other applications in their category. An application received after the deadline is processed separately as space permits. Waiting lists will be formed if more applications are received than space available. Kindergarten students must be 5 years of age by September 1<sup>st</sup> of the current year. Grade 1 students must be 6 years of age by September 1<sup>st</sup> of the current year.

Pre-K students must be at least 3 ½ yrs. old by September 1<sup>st</sup> of the current year and fully potty trained. In some cases, very young children are not yet mature enough to be successful in a preschool setting. St. Patricia reserves the right to deny or remove any child who does not meet the requirements or is not developmentally ready.

Prior to Acceptance into St. Patricia parents/guardians of prospective students will need to present some or all of the following:

Birth and baptismal certificate

Social Security number for each student and proof of residence

In addition transfer students will need:

- A current valid report card and recent testing results
- Current medical and dental forms (Pre-K, K, and 6<sup>th</sup> grade students including all new students)
- To be tested to determine proper placement
- Provide any previous testing, ISP, IEP, 504 information
- Registration fee

Students are accepted on probation for the first trimester they are enrolled. St. Patricia reserves the right to deny acceptance or remove any student based on academic, behavioral, and/or the School's ability to provide appropriate accommodations.

### **RE-REGISTRATION OF CURRENT STUDENTS**

Families with children currently in the school are sent registration materials in January. Returning students are given first priority for registration provided completed materials along with the re-registration fee are returned by the deadline. New siblings may register at the same time.

The Archdiocese requires that we submit an annual school budget for the following year. Our goal in preparing the budget is to gather the most accurate enrollment data possible. Families are required to submit a \$200 non-refundable (per family) re-registration fee. This commitment is essential in calculating next year's tuition and class sizes.

This payment indicates your commitment to return to St. Patricia. The money is credited towards your next years' tuition. This is not an additional fee.

At Open House, applications are accepted from new families to fill vacancies. However, admission priority of new students (siblings or otherwise) is determined by their admission category.

## **ORGANIZATION DAY**

Organization Day is held just prior to the beginning of the school year. At that time, families pay fees, purchase materials, update records, and collect information.

## **School Tuition**

Each family completes a Tuition Agreement Form at the time of registration selecting a payment schedule (full payment, semi-annual, ten monthly payments, or 12 monthly payments). The first tuition payment is due on Organization Day. Credit card, check, money order, or cash can be used to pay for tuition.

## **Smart Tuition**

St. Patricia School uses Smart Tuition to conveniently process tuition costs. Each new family must enroll in Smart Tuition at [www.enrollwithsmart.com](http://www.enrollwithsmart.com) or call (888) 868-8828. Existing families may manage their account at [www.parent.smarttuition.com](http://www.parent.smarttuition.com)

## **Financial Aid**

A family wishing financial consideration is required to complete an application and submit the necessary supporting documentation to FACTS Grant and Aid Assessment by June 15<sup>th</sup>. Families can apply online by clicking the FACTS link at [www.stpatriciaparish.com](http://www.stpatriciaparish.com) school page. Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your most recent W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Worker's Compensation, and TANF.

All documentation can be uploaded in PDF format online.

Documentation can also be faxed to 866-315-9264 or mailed to the address below. Please be sure to include the applicant ID on all faxed or mailed correspondence.

FACTS Grant & Aid Assessment  
P.O. Box 82524  
Lincoln, NE 68501-2524

If you have any questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637. If you have any further questions, please contact our Business manager at 708-598-8200.

## **Lunch Program**

The Archdiocese of Chicago Hot Lunch Program is available to our school families. Forms are distributed once school begins. Students will need to bring a lunch until a notice is sent that the program is available.

## **Lunch Supervision Fee**

Families pay a lunch supervision fee based on the number of students they

have at St. Patricia. This fee covers the cost of supervision for the classrooms and playground. Parents may also choose to be a paid classroom lunch supervisor, where they can apply the amount earned to their tuition payment.

### ***Physical, Dental, & Vision Examinations***

Forms, available in the office, must be updated and completed by October 15<sup>th</sup>.

### ***School Calendar***

A tentative school calendar is available for parents. The calendar can be found at the school's website, [www.stpatriciaparish.com/about-us](http://www.stpatriciaparish.com/about-us)

### ***School Supplies***

Some school supplies such as school pencil cases, assignment notebooks, and folders are available for purchase. These supplies may also be purchased at Organization Day or in the school office throughout the school year.

### ***Uniforms***

Formal uniforms may be purchased at:

School Belles

7661 Harlem Ave

Bridgeview, IL

[www.schoolbelles.com](http://www.schoolbelles.com)

Physical education uniforms may be purchased at:

Don's World of Sports [www.donsworldofsports.com](http://www.donsworldofsports.com) or through the Athletic Committee [jmcgowan@stpatriciaparish.com](mailto:jmcgowan@stpatriciaparish.com)

## **ADULT EXPECTATIONS**

All parents of children enrolled at St. Patricia School understand that teachers are professionals who are committed to the education and well-being of your children. In the spirit of that belief, teachers will:

- Respond to parent letters, phone calls, and e-mail communication in a timely manner; invite parental participation and maintain open communication
- Properly prepare for each class in order to attain curricular objectives; work with each child to foster a spirit of achievement
- Provide a safe and caring environment; structure discipline and classroom environment with a Catholic attitude

Use appropriate language in all parent and student interaction; agree to disagree respectfully.

In turn, we ask that parents understand that:

- Unscheduled visits to the classroom teacher cannot be accommodated;

appointments enable classroom teachers to spend adequate time listening to your concerns

- In order to resolve conflicts or voice concerns, parents will meet first with the teacher. Then, if a parent is dissatisfied with the meeting, parents may make an appointment with the principal
- They will support academic and disciplinary policies as stated in the handbook and as set forth by the individual teacher
- They will use appropriate language in all parent and teacher interaction; agree to disagree respectfully

As partners in the education of children, the parent/guardian within the community is expected to demonstrate respectful behavior at all times whether on or off school grounds or at school-related events, which includes athletic events. Parent/guardian must abide by rules/regulations of the facilities we utilize outside of St. Patricia School.

## **GENERAL SCHOOL INFORMATION**

### **SCHOOL HOURS (PreK-8)**

**7:45 First Bell Children proceed to homeroom**

**7:55 Tardy Bell, Pledge of Allegiance, Peace Pledge, Prayer of the Day, Birthday recognition, General announcements**

11:00 Lunch period for Grades PreK-4

11:30 Lunch period for Grades 5-8

3:00 Car riders departure

3:05 Walkers and Extended Day

## **ATTENDANCE**

School is a place where children begin to learn the responsibilities needed in life, especially regular attendance and punctuality. Consistent prompt attendance is necessary for every student's success in school. The development and reinforcement of this responsibility is important to the student's growth. Although regular attendance is important, it is a disservice to all children in the class if he/she is sent to school ill.

Students who are absent due to illness or who leave school early due to illness may not return that day to participate in any extra-curricular or sports activity.

The State of Illinois provides by law for daily compulsory attendance by all children between the ages of six and 16. We are mandated to keep accurate records of daily attendance. A child who must leave at any time before dismissal must be signed out by a parent/guardian at the school.

- In case of emergency, students will only be released to another adult with the consent of a parent. The individual must show identification and should be on the emergency list.
- A written note must be sent to the teacher in the morning with the specific time of pick up.
- A parent/guardian taking the child out of school for an extended period of time must send a note to the school office (prior to the date of absence) indicating the date and reason for the absence.

According to the State of Illinois, the following must be followed:

- 5 hours or more in attendance is considered a full day of school
- 2.5 hours – 4 hours & 59 minutes is considered a half day of school
- 2.5 hours or less is considered absent for the entire day

## **ABSENCE**

In case of absence, a parent is expected to phone the school office by 8:30 of the morning of the absence. The school phone number is (708)598-8200. It is the student's responsibility to follow their teacher's guidelines regarding make-up work. A student is requested to present a written note to his/her homeroom teacher indicating the date(s) of absence, the specific reason for the absence and the signature of the parent/guardian.

Students who have been absent for five or more consecutive days must bring a dated note from a physician which states the reason for the absence and assures the school that the student's presence creates no health danger to other students.

## **VACATIONS**

Family vacations during the school year are not encouraged. If a student is absent from school due to vacation, teachers are not required to give the student work ahead of time. Once a student returns to school, he/she will be given time to make up work missed at a rate equal to the number of days missed. Please note that because of the nature of some assignments, those assignments may not be allowed to be made up. (i.e. a science lab).

## **EXTENDED ABSENCES**

In the case of extended absence, including illness, it is essential that parents/guardians and the student meet with the teacher(s). Any necessary make up work will be reviewed and a timeline for its completion will be established.

Parents/guardians who wish to remove a student from school for a family vacation should discuss in advance the effect this might have on the student's academic progress and should consult with the principal and the student's teacher(s). They will be advised, of what effect this may have on the child's progress and what classroom work will have to be completed upon their return. The responsibility for completing all class work lies with the student and the parents/guardians according to the teachers' discretion.

### **ARRIVAL**

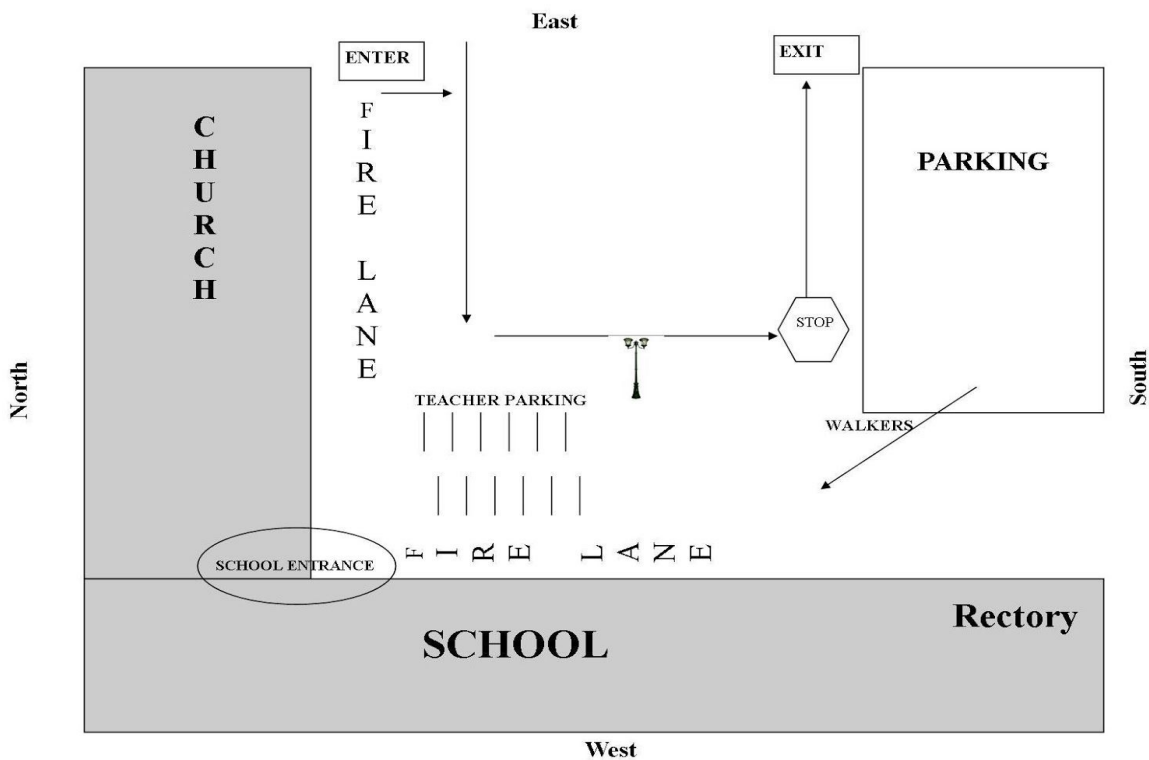
Since adult supervision of students before regular school hours is not provided, children should not arrive before 7:45 A.M.

We will be dropping children off at the middle and eastern end of the main parking lot. All cars will be required to enter the parking lot at the east driveway closest to the church and exit the east driveway south on 86<sup>th</sup> Avenue. You will be directed to pull your car up as far as you can in the lane. This will allow us to unload multiple cars at one time, keeping the traffic flowing. The lanes will be marked by cones with teachers and students directing traffic. Please try to have your child(ren) exit the vehicle on the school side to avoid accidents.

The main parking lot will be roped off from the south driveway north to the church. Parking will be available in the lot in front of the rectory. If you need to park or walk a child into the building, you will need park in the south lot. Parents who need to enter the school building are requested to continue through the drop-off line and park in front of the rectory. To ensure the safety of students walking across the parking lot, no vehicles may enter the parking lot by the rectory drive. **DO NOT ENTER THE LOT AT THE SOUTH 86<sup>TH</sup> AVENUE DRIVEWAY.**

District buses drop off students in front of the Parish Center. The spots in front of the Parish Center are reserved for staff.





## DISMISSAL

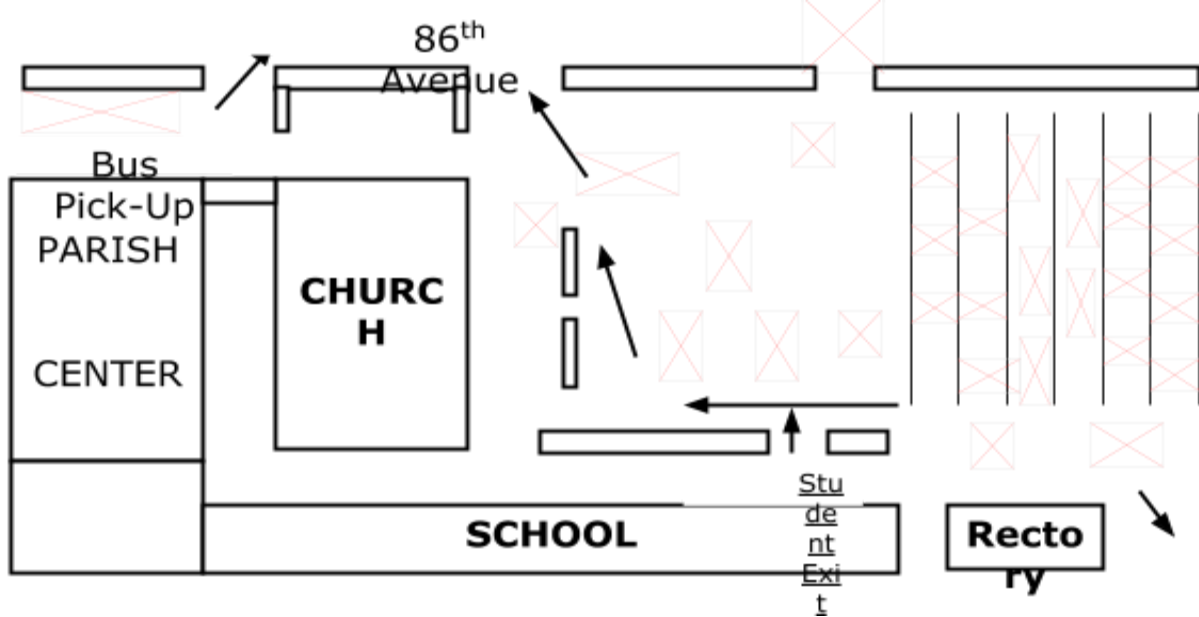
All vehicles are to enter the lot and park facing west toward the rectory. Drivers are to pull directly up to the vehicle in front of them. Due to the large number of students departing by car, it is important that all vehicles park between the yellow lines. Dismissal begins at 3:00 P.M. Car riders are dismissed at 3:00 P.M. When everyone is in a vehicle the exit process will begin.

*FOR REASONS OF STUDENT SAFETY:* No student will be allowed to enter the parking lot when vehicles are moving. No vehicle will be allowed to move until all students/drivers are in their vehicles.

Follow the directions of the Patrol Person and teachers. If your child(ren) is/are not in the vehicle when it is your turn to exit, you move up and park in the lot facing the school. After all vehicles have left the parking lot, staff members escort the remaining students to the main entrance to await pick-up by a caregiver. Students not picked up are walked down to Extended Care Program.

## DISMISSAL PROCEDURES

Students are not to enter vehicles parked on 86th avenue, in front of the Parish Center, or by the Extended Day Program doors. Cooperation is essential to the safety of all of our children.



Please inform the school office of any conditions, which would necessitate an early dismissal or deviation from the established procedures. It is the parent/guardian's responsibility to inform those transporting your student(s) of the above-stated procedures.

Students walking home are dismissed after the cars have left the main parking lot, usually at 3:05 P.M. All bicycle riders must walk their bicycles until they have reached the front of the church or the southern end of the school building.

Supervision *is not* provided after regular school hours unless the child is staying for: the Extended Day Program, a certain teacher or an extra-curricular activity. All other students should leave the school grounds immediately after regular school hours.

Students not picked up by 3:10 pm will be sent to the Extended Day Program facility and the appropriate charge will be made to the parent/guardian. The entrance to the Extended Day Program can be found on the north side of the school building on the lower level. Usually teachers will not detain students without parents being notified.

**DOCTOR VISITS**

When the student must visit a doctor/dentist during the school hours, the student shall present a note to his/her homeroom teacher stating the time the student will be picked up, the time of the appointment and when the student may be expected to return. Whenever it becomes necessary for a student to leave school early, parents/guardians are asked to come to the school office pick-up and sign out their child(ren).

If a student has a doctor/dentist appointment prior to attending school, upon the student's arrival, he/she shall first report to the school office for an admittance slip and then present both a note of explanation from the parent and the admittance slip to his/her homeroom teacher.

## **EMERGENCY DISMISSAL**

If it becomes necessary to release students from school before the regular dismissal time due to weather or some other emergency, the students will only be released to their parents or other persons authorized on the School Emergency Form. Parents/Guardians will be notified of the emergency by phone, email, and/or text message via SchoolMessenger.

## **EXTRA-CURRICULAR ACTIVITIES**

Activities and sports are excellent ways for acquiring skills and habits that develop the whole individual. Caution must be taken to insure that these activities do not interfere with the scholastic growth of your child(ren). As a parent/guardian, please use discretion in determining the amount of activities in which your child(ren) participate(s).

Participation in an extracurricular activity is a privilege, not a right.

### **St. Patricia School offers students the following Extra-Curricular opportunities:**

- Altar Servers
- Band (Grades 4-8)
- Children's Choir
- Sports programs (Grades 4-8): Basketball, Flag Football (Grades 6-8), Volleyball, Soccer
- Junior Honor Society
- Student Council
- Grammar Gurus

Extra-curricular sports teams are sponsored and administered by the Parish Athletic Association. Concerns and comments should be addressed at their monthly meeting.

## **EXTENDED ABSENCES**

In the case of extended absence, including illness, it is essential that parents/guardians and the student meet with the teacher(s). Any necessary make up work will be reviewed and a timeline for its completion will be established.

Parents/guardians who wish to remove a student from school for a family vacation should discuss in advance the effect this might have on the student's academic progress and should consult with the principal and the student's teacher(s). They will be advised, of what effect this may have on the child's progress and what classroom work will have to be completed upon their return. The responsibility for completing all class work lies with the student and the parents/guardians according to the teachers' discretion.

## **EXTENDED DAY PROGRAM**

The St. Patricia Extended Day Program provides care for students enrolled in the school. Due to legal and insurance restraints, the program can only operate on days when school is in session and only for children enrolled in

the school.

The Extended Day Program provides care, supervision, recreational activities and homework help. A snack is provided.

The Extended Day Program hours are from 6:30 A.M.- 7:45 A.M. and 3:00 P.M. until 6:00 P.M. each regularly scheduled school day. On days when school dismisses early, the program will be available from 1:00 A.M. to 6:00 P.M. On days where there is a ½ day, aftercare hours are 11:30 AM to 6:00 PM. An hourly fee is assessed and additional charges will be incurred by families who do not pick-up their child(ren) by the closing time.

## **ILLNESS OR INJURY DURING SCHOOL HOURS**

If a student should become ill or injured during the school day, the following procedures will be utilized:

- The teacher will send the student to the school office.
- The office staff will call the student's home.
- The office staff will arrange with the parent/guardian/alternative adult as to who will accompany the student home and sign him/her out of school.

If a sudden/serious injury or illness should occur and the parent/guardian/alternative adult cannot be contacted, the school will call the emergency 911 number.

## **LUNCH**

The lunch period provides time to eat and have a recess period. For safety reasons students are not allowed off the playground. Students go outside whenever the weather permits. Please dress your child accordingly.

The Archdiocesan Hot Lunch Program (FSP) is available four days a week. Each Monday is Hot Dog Day, Pizza Day, or other special lunch day. Fast food orders and soda are not permitted.

Students are responsible for bringing their own lunch. Any lunches arriving late should be labeled with a name and room number and left at the front desk. The student will be called down to the school office at lunchtime.

## **PATROL**

Parents are responsible for the safety of the child traveling to and from school. The purpose of the student safety patrol is to assist in the safe conduct of students to and from their vehicles. By providing this service; however, St. Patricia School and the Catholic Bishop of Chicago accept no liability for the safety of the child.

## **FOOD ALLERGIES**

Due to the increasing number of students with food allergies, we ask that you take this into consideration when bringing treats into the building. We will set aside a "peanut free" table in the lunchroom. Anyone may sit at this table, provided they do not have peanut or nuts in their lunch. Parents will

receive notification of classes in which students have food allergies. To prevent any allergic reaction, it is essential to avoid these foods when sending treats for the classroom.

## **GUM**

St. Patricia School is a gum free school. Students are not allowed to chew gum on school grounds. Adults are also asked to respect our gum free environment.

## **TARDINESS**

It is the responsibility of each family to work out a system so that students arrive on time to school. Students who consistently arrive late are being deprived of social interaction, morning prayer, announcements, and time to organize themselves for the day.

- A student is tardy if he/she arrives after the 7:55 A.M. bell. Students arriving after the start of school (7:55 A.M.) need to stop in the office for a tardy slip and present it to his/her teacher.
- A note from home will not excuse a tardy being recorded on a student's attendance record.
- Inclement weather or an emergency proclaimed by the administration shall be excused.

## **THURSDAY'S BROWN ENVELOPE**

Each Thursday parent information including the school newsletter, Parent Club information, Community events, etc. can be found at the school's website, [www.stpatriciaschool.org](http://www.stpatriciaschool.org) under school/brown envelope. Please make sure that you check the online Brown Envelope for the weekly information. This is our best means of communication between the school and the home.

## **UNIFORMS**

The purpose of a dress code is to instill in the students high standards of cleanliness, neatness, and good grooming. Appearance and dress contribute toward establishing a positive learning environment. School uniforms are worn as a symbol of pride in oneself and the school community.

In order to achieve this objective, the school assumes responsibility for enforcing the dress code; however, it is also the parents' responsibility to ensure that the children are dressed properly before leaving home each day. Uniforms are to be kept in good order and worn at all times unless specified by the principal/teacher. Uniforms must be clean, neat, and without holes or ripped, ragged hems. The student's uniform polo shirt/blouse is to be worn tucked into the shorts, pants or skirts. If a student has a banded polo shirt, it may be worn outside the shorts, pants, or skirts. No color or printed shirts may be worn under uniform shirts or blouses.

Parents will be notified if children are not dressing in accordance to the required uniform guidelines.

## **Boys**

- Grades K-8 will wear solid navy blue or black *dress slacks*
- Solid white polo shirt (long or short sleeve) with no logo.
- A solid blue cardigan sweater, school fleece or school sweatshirt may be worn.
- Jeans, corduroy, and other casual slacks are not acceptable.
- White, black, or navy socks are to be worn.
- 

## **Girls K-4**

- A navy blue plaid jumper
- Solid white blouse or polo shirt.
- A solid blue cardigan sweater, school fleece or school sweatshirt may be worn.
- Socks, tights, or knee socks in white, navy, or black may be worn.
- Yoga pants, leggings, and/or stretch pants of any style may be worn under the skirt.

## **Girls 5-8**

- A navy blue plaid skirt
- A solid white polo shirt, and a navy blue vest with no design or logo
- A solid blue cardigan sweater, school fleece or school sweatshirt may be worn.
- Socks, tights, or knee socks in white, navy, or black may be worn.
- Yoga pants, leggings, and/or stretch pants of any style may be worn under the skirt.
- 

## **Warm Weather Options for Grades K-8 (Optional)**

The Warm Weather Uniform may be worn when the temperature is seventy-degrees or higher.

*Shorts* – Properly fitting navy blue shorts may be worn (no over-sized, multi-pocket, or cargo shorts. Shorts must be above the knee and below mid-thigh.

*Shirts/Blouses* – White shirts/blouses (polo type), which must be tucked in at all times. The ribbed type shirts may be worn outside the skirt.

## **Winter Uniform for Girls (Optional)**

Girls may wear solid navy blue *dress slacks only* with their uniform polo shirt/blouse and vest. Jeans, corduroys, and other casual slacks are not part of the school uniform.

## **Physical Education Uniform for Grades K-8**

All students are required to wear a Physical Education uniform. Gym uniforms are worn instead of the regular school uniform on days that a child has physical education class. Uniforms may be purchased on Organization Day or ordered from the current supplier.

Physical Education uniforms consist of a royal blue St. Patricia monogrammed T-shirt and shorts. In addition, students may also wear *royal blue* sweatshirt/sweatpants. Gym shoes are part of the Physical Education uniform and are required for class. Students are *not* permitted to

wear any Athletic Association uniform item for Physical Education class. For safety reasons shoes are to be laced over the tongue of the shoe.

## **Shoes**

Both boys and girls are expected to wear *solid, soft-soled non-marring* shoes.

- Gym shoes are permitted, Pre-K -8th.
- For safety reasons shoes are to be laced over the tongue of the shoe.
- Platform, plastic-soled, backless or “light up” shoes are dangerous and, therefore, not acceptable.

For safety reasons in traveling up and down stairs backless shoes or shoes with high heels are not allowed.

## **Hair**

The final determination for what will be considered appropriate hairstyles rest with the administration.

A student’s hair should be neatly combed and groomed. NO extreme or “fad” haircuts include, but are not limited to: streaks, designs, or distracting hairstyles. Dyed or colored hair is not permitted. The use of hair spray and excessive hair gel are not permitted.

*Boys* – Hair must be natural hair color, clean and neat, may not go below the mid-ear, may not touch the collar of the shirt, and the front may not extend below the eyebrows.

All caps must be removed upon entering the building.

*Girls* – Hair must be natural color, clean, and neat. High fashion hairstyles, hairnets, rollers, and un-natural hair color or highlighting are not permitted.

## **Jewelry**

Inappropriate or excessive jewelry (e.g. thick chains, multiple chains) is not permitted. For safety reasons long, dangling or hoop earrings are not to be worn. Boys may not wear earrings. Girls may not wear more than one earring per earlobe. Post earrings that do not dangle are the only acceptable form. Students are limited to one set of earrings, no cartilage or facial piercing.

## **Make-up/Nail Polish/Perfume/Cologne**

Make-up and nail polish are not to be worn by any student. Due to possible allergic reactions students are not allowed to use perfume or cologne.

Tattoos and gang/cult signs, symbols or colors are not allowed on the school premises. This includes temporary tattoos, self-applied markers, ink, etc.

## **OUT OF UNIFORM DAY/DRESS DOWN DAY**

As special events occur during the course of the year, students may be given the opportunity to be out of uniform on certain days. Directions will be given

if a theme is chosen. Inappropriate slogans, pictures, or characters on clothing are never permitted. Spaghetti straps, midriffs, and low cut shirts are never to be worn. Shoulders must be covered. Shorts and skirts must be no higher than three inches above the knee. Shoes must have backs and soles. Make up and jewelry code applies on Out of Uniform/Dress Down days.

## **SCHOOL OFFICE**

### **OFFICE HOURS**

School office hours are 7:30 A.M. until 3:30 P.M.

### **APPOINTMENTS AND CALLS TO THE SCHOOL OFFICE**

Calls to Teachers: Teachers have assigned duties before and after school and are expected to be in their classroom during the regular school day or at lunchtime. Since the teacher's primary function is to educate the students, any parent/guardian wishing a conference should either call for an appointment or leave a message at the front desk for a teacher. Your telephone call will be returned as soon as possible. Do not hesitate to make an appointment when necessary.

Teachers can also be reached via e-mail. Teachers e-mail address is their first initial, their last name followed by @stpatriciaparish.com

If you need to contact the Principal, please call 708-598-8200 to set up an appointment or email her at jnowinski@stpatriciaparish.com

### **CHANGE OF ADDRESS OR PHONE**

To maintain accurate records and files, the school office needs to be notified as quickly as possible of any change of address or telephone number (cell, business or home).

### **COMMUNICATION**

Teachers and administrators are willing to meet with parents/guardians to discuss a child's progress whenever necessary. During the school day; however, a teacher's first priority is the instruction of his/her students. To assure optimal teaching/learning time for all, teachers may not leave their classrooms for individual conferences nor can they be expected to be available for unscheduled conferences. If parents/guardians have concerns that need to be discussed with the teacher or administrator, or wish a conference with a particular teacher, an appointment should be made. Please do not contact teachers at home. If any parent/guardian note or call has not been returned within two days, please contact the principal.

Classroom and/or individual student concerns must first be addressed with the teacher directly involved. If after this initial discussion it is felt that further discussion is necessary, please contact the principal. Documentation of the meeting will be made.



*Parent Night* - held each September to provide parents with an opportunity to tour the school, view student work and meet the teachers.

*Catholic Schools Week* – consists of planned activities to encourage and promote the quality of Catholic Education, and foster parental/family participation in the School. The annual Open House takes place during this week of academic and service events.

Parent Teacher Conferences- held in late November.

*Weekly Newsletter*- is available on our website on Thursday in the *Brown Envelope*. The newsletter and *Brown Envelope* are our chief means of communication with our families. It is important to take a few moments to check the envelope and go through the enclosed material.

*Grievance Procedure* - problems and concerns will always arise. In working through these issues it is important to talk to the teacher first. If problems persist after these discussions, then the principal will assist.

### **EXTENDED TRAVEL**

Parents/guardians who will be out-of-town for several days should inform the school office of the name of the person responsible for their child(ren)'s care in their absence.

### **INSURANCE**

It is strongly recommended that all children be covered by a family insurance policy.

### **LOST AND FOUND**

One of our goals is to teach all students responsibility. Each year, many items such as sweaters, hats, gloves, gym uniforms, shoes, glasses, and jewelry go unclaimed.

The lost and found box is located in the school office. At regular intervals, this box will be cleaned out and non-claimed items will be given to charity. We recommend that items of personal value not be brought to school.

### **TRANSFERS**

Parents transferring their child/children to another school must come to the office for an Archdiocesan Transfer Form. Transfers will be issued and records sent only if monetary obligations are fulfilled.

### **VISITORS**

School visitors are always welcome at St. Patricia. However, anyone visiting the building is asked to sign in at the school office and state the nature of his/her business. This rule is necessary for security purposes and to prevent unnecessary interruptions of classes. During certain times of the year, special activities are held to provide students, their families and visitors an opportunity to view our facility and programs. Visits are permitted at other times, but arrangements must be made in advance through the office.

Materials brought during the school day for any student must be taken to the school office. Children should be encouraged to be responsible for bringing their own lunches, books, etc. As a standard procedure, **students are *not* permitted to place a telephone call to his/her home except in the case of an emergency.**

### **School Visitation Rights Act – July 1983**

The School Visitation Rights Act permits employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational and behavioral conferences at the school their children attend.

### **BUDDY GRADES**

Are as follows:

Pre-K and 6<sup>th</sup>

Kindergarten and 7<sup>th</sup>

1<sup>st</sup> and 5<sup>th</sup>

2<sup>nd</sup> and 8<sup>th</sup>

3<sup>rd</sup> and 4<sup>th</sup>

Buddy grade activities should be used for spiritual or academic purposes (i.e. reading, math facts, spelling words, editing, sharing prayers, etc.). Buddy grades will also celebrate seasonal holidays and share activities together. Buddy grades should interact at least once a month.

### **LEGAL REMINDERS**

#### **CHILD CUSTODY**

The name of the custodial parent/guardian must be on file with the school office.

St. Patricia School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent/guardian. In the absence of a court order to the contrary, St. Patricia School will provide the non-custodial parent/guardian access to academic records and other school related information regarding the child(ren). If no information is to be given to one parent, it is the responsibility of the custodial parent/guardian to provide the school office with an official copy of the court order.

#### **CORPORAL PUNISHMENT**

Corporal punishment is not permitted nor tolerated under any circumstances.

#### **SEARCH AND SEIZURE**

##### **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

**Searches of School Property:** All property of the school, including student desks and lockers, as well as contents, may be opened, searched or

inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

**Searches of Student's Person and Personal Property:** The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

## **SEXUAL HARASSMENT REGULATIONS**

Sexual harassment by one employee to another, or by an employee to a student, by a student to an employee, or by one student to another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

### **Staff/Teacher Disrespect**

At St. Patricia School all staff, teachers, and volunteers will be respected by the student body. Immediate consequences will be meted out for any infraction involving physical harm by a student to a teacher.

## **STUDENT RECORDS**

The school keeps full and accurate records of each child's attendance, health and directory information according to procedures established by the Office of Catholic Education. Parent Guidelines explaining the availability and the procedures for the checking of their child's school records are available in the school office.

## **MEDICAL SAFETY AND EMERGENCY INFORMATION**

### **CHILD ABUSE**

The ***Illinois Child Abuse and Neglect Reporting Act*** mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who

has some responsibility for the child's welfare at the time of the abuse of neglect. Neglect may include failure by a parent or guardian to provide necessary food, shelter, medical care, and school attendance.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. The 24-hour DCFS hotline: 1-800-252-2878.

### **COMMUNICABLE DISEASES**

In cases of a communicable illness (i.e., strep throat, measles, chicken pox, pink eye, lice, etc.), the office should be notified so that other families and the teachers may be alerted to watch for further developments. It is expected that your child see a physician.

### **EMERGENCY CARDS**

In medical or emergency cases, the school will contact the parent/guardian immediately. For this reason, it is necessary that the name and telephone number of an alternative adult be on file with the student's emergency information. **It is the parent's/guardian's responsibility to keep this information current!**

### **EMERGENCY SCHOOL CLOSING**

During the winter months, the Archdiocesan School Policy is to keep the school building open unless there is extreme weather. Factors such as the availability of bus service, safety of walking or driving, and the ability of teachers to get to school will be considered.

The closing of St. Patricia School will be announced via radio, television, the Internet, and through the school by SchoolMessenger. You will receive an email, phone call, and/or text message. Please avoid calling the rectory, convent or school office. Please keep your telephone lines open so that you may be contacted.

If you do not hear an announcement by 7:30 A.M., the school building will be open. Parents always have the discretion not to send their child(ren) to class due to the weather or emergency situations.

### **Fire, Tornado, Earthquake, & Lockdown Drills**

Fire drills are held regularly according to city and state ordinances and Archdiocese regulations. Tornado, Earthquake, and Lockdown drills are also conducted. The records of drills are maintained. In case of severe thunderstorms or tornado warnings near the time of dismissal, students will be detained until the danger has passed unless parents personally call for their child. Students are expected to obey safety procedures at all times

during these drills. Everyone in the building must evacuate at the sound of the fire alarm.

### **MEDICATION**

All parents/guardians are required to complete and return the *Medical Information and Emergency Form* at the start of each school year.

Illinois State law forbids school personnel to administer any type of medication to students. If medication is necessary to maintain the student in school, parents are asked to consult their physician in order to determine if the administration of medication can be scheduled outside of school hours. If this were not possible, the ideal situation would be to have the parent or a responsible adult appointed by the parent, come to the school to administer the medication. A recent new Illinois law states "students are allowed to keep asthma inhalers and/or epipens with them". This should be carried in some type of fanny pack. This would allow the child to have the medication with them at all times. In the event that this cannot be done, the parent and physician must complete a *Medication Authorization Form* available in the school office. Medication is stored in a locked drawer in the school office.

### **PHYSICALS AND DENTAL EXAMS**

The Illinois State Code requires physical examinations and immunizations for students entering Kindergarten, new First graders, and Fifth graders. Dental examinations are required for students in Kindergarten, Second and Sixth grade. State law sets an October 15th deadline for physical examinations and immunizations requirements and a May deadline for dental examinations to be completed and on file in the school. Pupils who fail to meet these requirements may not be admitted into the classroom.

### **SUBSTANCE ABUSE BY STUDENTS – ARCHDIOCESAN POLICY 331 (1990)**

The consequences for violating school policy: treatment or counseling, provided by the parent/guardian, shall have priority over, but not necessarily exclude, punitive measures.

Procedures for handling violations: Suspension of the student pending school investigation.

There will be a conference with the principal, parents, child, pastor, and any other appropriate persons as determined by the principal. Appropriate confidentiality shall be maintained.

If the violation is founded, professional evaluation, and if necessary, treatment shall be provided by the parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may choose to continue suspension and/or expulsion. In extreme or special circumstances, expulsion may be considered at an earlier time in the process.

Police notification shall be made at the appropriate time, as directed by law.

Mitigating circumstances warrant differences in procedures, i.e. first offense, age, seriousness of offense, prior conduct, attitude of student, cooperation of parents, initial success of rehabilitative measures, etc.

### **PHYSICAL EDUCATION CLASS**

Attendance in Physical Education (PE) classes is required of all students. It is very important the PE teacher be aware of any health restrictions for your child. If a student, for any reason of health, physical disability, etc. cannot attend PE classes, the parent/guardian must notify the school office in writing and include the following information:

- The date of the absence
- The reason for non-participation
- The date when the student will return to classes

### **BICYCLES, SKATEBOARDS, ROLLERBLADES ETC.**

For safety reasons, skateboards, roller blades and other similar forms of transportation are not allowed. Bicycles are not to be ridden on school grounds, they need to be walked to the bike racks and locked up. The school assumes no responsibility for bike theft or damage.

### **ACADEMICS**

#### **RELIGIOUS EDUCATION**

We believe that the spiritual formation of the student is our primary concern at St. Patricia. Not only must we attain the knowledge of our faith, but we must also teach and model the spiritual values, attitudes, and traditions the students will exhibit in their daily lives. Some of the essential components of the Religious Education Program follow below:

Liturgy: Eucharistic Liturgy, the public worship of the church, is both the center of faith and the source of strength in our daily lives as Christians. We provide experience in liturgical celebration and prayer through actively involving children and teachers in planning and participating in church celebrations. In addition all students take part in all school Masses throughout the year. Families are expected to participate in Sunday Liturgy in accordance with the *St. Patricia Parish Agreement Letter*.

Prayer: Prayer is a necessary and valuable part of a person's spiritual formation and the means by which one recognizes the presence of God. Formal prayer is taught and used daily at each grade level. Student leaders offer morning prayer daily over the intercom.

Religious Education: The children extend their knowledge of our Christian traditions through daily classroom instruction. Students are encouraged to demonstrate care and concern for each other, helping to build an enriched and meaningful Christian culture within the school and extend that

atmosphere into the larger community. The recognition and respect of different Faith backgrounds of our students is acknowledged. However, all students are expected to participate in the Religious Education classes.

Sacramental Programs: Sacramental programs are an essential part in the religious development of students. Parents working together with the teachers and priests share in this responsibility. Family programs to prepare for the sacraments of Reconciliation and First Communion in Grade 2 and Confirmation in Grade 8 are planned in conjunction with the parish Religious Education Program. Parents/guardians are expected to attend information meetings for each Sacrament.

## **CURRICULUM**

The curriculum includes: Religion, Art, Computer Science, Language Arts, Mathematics, Music, Physical Education, Reading, Science, Social Studies, Spanish, and Spelling. St. Patricia School follows the norms and guidelines of the Archdiocese of Chicago, as well as the State of Illinois with respect to the subjects included and timeframe mandates.

## **SPECIALS**

These programs generally meet once or twice per week.

Band- Band classes, held during the school day, are available for students in grades 4-8.

Computers- All students attend Computer class. PreK-8 students meet twice a week. Grades 3-8 are graded each trimester. The school has a lab of 30 computers and access to tablets and Chromebooks, all connected to the Internet. The school library and all classrooms have an Internet connection. Students work with interactive software, learn skills related to word processing, spreadsheet, and presentation software, experience the Internet and work on cross curriculum projects with the computer teacher and the classroom teacher.

Students are taught acceptable use standards. An acceptable use form is to be signed by each student and family. Any student who does not sign this form (even if the parent/guardian and other family members signed) will not be allowed to access the School's network or Internet.

Library- All students have the opportunity to use the library. Pre-K-8th grade students may check out books on a weekly basis.

Health Curriculum- the health curriculum is in line with Archdiocese and State guidelines. It includes our text series *Family Life, with Lures*, science and anatomy classes.

Music- Music is a regular part of the curriculum. Grades PreK-8 attend music once a week.

Physical Education- Physical education is provided weekly for all children.

Students in PreK-8 attend twice a week. Students in grades 1-8 attend twice a week. All students are expected to participate in physical education classes unless there is a note from a physician.

Spanish- Weekly classes to introduce the language and learn to read, write and speak Spanish.

Response to Intervention- Additional one-on-one or small group instruction in reading, writing and math is made available to students who can benefit from extra guidance. Parents are notified if a student participates in this program

## **TECHNOLOGY POLICY**

Technology, as a tool for learning, must be used in a respectful manner in accordance with the "Acceptable Use Policy." This policy must be signed by the student and the parent/guardian and returned to school before a student will have access to computer/internet use. A copy of this policy is available at our website [www.stpatriciaparish.com](http://www.stpatriciaparish.com)

## **TECHNOLOGY OUTSIDE OF SCHOOL**

Parents/guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. The inappropriate use of technology outside of school; however, may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats.

## **FIELD TRIPS**

Field trips are regarded as an extension of our curriculum and considered a regular component of the educational experience. Such field trips are arranged by the classroom teacher throughout the school year with the approval of the Principal. Written consent of the parent/guardian is always required before a student is permitted to participate. A student who does not have a signed *Permission Form* will not be allowed to participate on the field trip. Field trips are not optional "Free Days." A field trip is considered a regular school day. School uniforms are required to be worn on a field trip unless otherwise stated by the teacher. Any student who does not participate in this event is required to attend school and to complete a normal day's class work. The school reserves the right to refuse to allow a student to participate on a field trip when their behaviors or work habits are judged inappropriate.

## **GRADING**

Grading Scale:

A+	99 -100	B+	91 - 92	C+	83 - 84	D+	75 - 76
A	95 - 98	B	87 - 90	C	79 - 82	D	71 - 74



A-	93 – 94	B-	85 – 86	C-	77 – 78	D-	69 – 70
						F	Below 69

**Honor Roll:** The purpose of the St. Patricia School Honor Roll is to recognize those students who have excelled academically and have maintained acceptable social attitudes and skills. To qualify for the Honor Roll students must meet the following requirements:

- A Honor Roll 3.5 average or better in Religion, English, Math, Reading, Science, Social Studies and Spelling
- B Honor Roll 3.49 - 3.0 average in Religion, English, Math, Reading, Science, Social Studies and Spelling

Grades in Music, Art, and Spanish must be passing grades. P.E. and Computers must have a grade of "C" or higher. Report Cards are distributed three times per year. Student evaluations are based on formative and summative examinations, direct observation, homework, projects, and effort.

### **GRADUATION POLICY**

A diploma will be given only if the student passes every major subject, and passes the United States Constitution and the Illinois Constitution tests. All academic work must be completed in conjunction with all subject areas including Fine Art classes (Music, Art, PE, etc.). If the diploma is denied, it may be earned by the successful completion of an appropriate summer school program. Participation in the ceremony, however, will not be denied to the student.

The Pastor and Principal reserve the right to deny participation in graduation ceremonies to a student for behavioral reasons, which are serious enough to warrant such denial.

### **HOMEWORK**

Homework is a means of communicating between parents/guardians and the school. It gives the parents/guardians a chance to see what their child is learning and the type of work he/she is producing. It is a supplement to regular classroom instruction that provides students with reinforcement of concepts already presented and may also enrich the student with challenges and incentives for research. Homework may be in the form of written work, studying, or reading for information. It need not be given every night in every subject.

We recognize that school is only a part of a child's daily activities, which include time for play, for relaxation and for family.

The teachers work together as much as possible to balance the workload, realizing that children work at varying paces and locations. Parental involvement is considered vital. Parents are highly encouraged to discuss concepts and ideas with children to prompt critical thinking; guide research; facilitate problem solving; and encourage and direct creativeness and learning.

Absence: Homework assigned during a student's absence must be completed in a reasonable timeframe established by the classroom teacher. It is the student's responsibility to ensure that all assigned work and tests are completed.

Deficiency Reports: Deficiency Reports are given to students in grades 4-8 when they do not hand in their homework by the assigned due date. The Deficiency Report must be signed by the parent/guardian and return to the teacher by the following day, along with the missing assignments.

### **PERSONAL GIFTS/INVITATIONS**

In an effort to respect the feelings of other students, students are not allowed to pass out personal information, party invitations, or exchange individual Christmas/birthday gifts to selected students during the school day.

### **PHONE CALLS**

Phone messages to be delivered to children interrupt classes and are not encouraged. Please arrange any change in transportation with your children prior to their arrival at school. Any important message necessary for your children must be received in the office no later than 2:00 PM. We cannot guarantee phone messages received after 2:00 PM will be given to the student. Students will not be permitted to call home for homework, clothing, or to arrange visits with friends after school. (In primary grades the discretion of the office staff will determine if a call is necessary). If a student is ill, the office personnel will call parents/guardians. **Students are not allowed to call or text their parents during the school day.**

### **SECURITY**

St. Patricia School has a security system in effect when school is in session. This requires locking school doors at all times. Students/adults entering the building after 8:00 AM must use the main school entrance. After ringing the bell, the person will be buzzed into the building and must first report to the office. Visitors must sign in and, obtain a visitor pass, and wear the pass while in the building. Students are not allowed to open doors for anyone entering the building after school begins.

The St. Patricia School and Parish complex in following school safety initiatives are under video surveillance.

### **PARENT TEACHER CONFERENCES**

Parent/Guardian-Teacher Conferences are a process of open communication between home and school with regard to the school program and individual student progress. Parents are required to attend the formal Parent/Guardian-Teacher Conferences held at the end of the first grading period. The purpose of this conference is to: ensure formal communication between the parents/guardians and the teacher(s), share the academic, social emotional, and behavior strengths and weaknesses of the student.

Parents/guardians and teachers may initiate a conference at any time they feel it is necessary. All conferences with teachers should be scheduled so as not to interrupt classes, conflict with other meetings or keep the teacher from his/her classroom teaching time. Please leave a telephone message or e-mail the teacher. Your message will be returned as soon as possible.

### **PROMOTION AND RETENTION**

The decision to promote or retain a student shall be a cooperative one made by parents/guardians, teachers and Principal. Ordinarily, parents/guardians shall be notified of the possibility of retention no later than mid-school year.

The decision to retain a student shall be made only if there has been adequate evaluation and documentation, which would indicate that the student would most likely profit from retention. Some of the determining factors in retaining a student would be: immaturity, lack of proficiency in reading and/or basic required skills, and absenteeism.

Generally if a student receives **two** Failing (F) grades in any subject, promotion to the next grade or graduation will be denied until evidence of a successful Summer School course has been completed.

If summer school or retention is a possibility, the following process will take place:

- Parents are kept informed of the student's progress via reports and parent/teacher meetings
- A formal written confirmation will be sent home no later than the end of the 2<sup>nd</sup> trimester to inform student and parent of the possibility of summer school or retention.
- A parent/teacher/Principal conference is held.
- Final written notice confirming the decision to retain a child or send him or her to summer school is sent home during the last trimester of the school year.

### **STANDARDIZED TESTING**

St. Patricia School uses the Aspire Test, which is mandated by the Office of Catholic Schools. Aspire tests are given to children in Grades 3 through 8. These achievement tests are one important indicator of a student's progress in the basic mastery of Language Arts, Mathematics, Reading, and Science.

The testing data is used in assessing our instructional planning and curriculum development. The tests are one means to help students identify their academic strengths as well as the areas where they need to put forth more study and effort. Parents/guardians are cautioned, however, to understand that test results are only one aspect of the child's learning and potential. These test results must be placed in the context of the child's day-to-day output in the classroom.

### **T.A.T. TEAM (Teacher Assistance Team)**

This team of teachers meets regularly to assist each other in best meeting the needs of our students. We recognize that each child has a variety of abilities and talents, learns at a different pace and has a particular learning

style unique to that child.

## **STUDENT RESPONSIBILITIES**

### **CARE OF LIBRARY AND TEXTBOOKS**

All students from Pre-K through Eighth grade are allowed to use the library on a weekly basis. Generally, students check out one book at a time unless they are working on a school project or have a note from a teacher. The use of library books is a privilege. Students with overdue books or who owe significant fines are not allowed to check out books.

Students are expected to use care with their textbooks as well as library books. Textbooks are very costly and are often used for more than one year. Students are responsible for the payment of lost or damaged textbooks or library books.

### **PERSONAL BELONGINGS**

Students are expected to take care of their personal belongings as well as respect the property of other students. Students are not permitted to use any item from another student's desk unless the individual or the teacher has specifically given permission. Parents are asked to label all uniforms, sweaters, scarves, gloves, hats, boots and gym clothing, as well as all books and school supplies for students.

Students are asked not to bring radios, CD/DVD players, I-pods, I-pads, PDA's, tablets, cameras, etc. or toys to school without a teacher's permission. Cell phones are not allowed anywhere on a child during the school day. They must be left in backpacks and turned off. **Any cell phone found on a student will be confiscated and returned only to the parent/guardian. Students may be suspended or given a consequence.**

### **STUDENT BEHAVIOR**

As educators in a Catholic school, our task is to provide a learning environment conducive to the development of the whole Christian person and to create a pleasant atmosphere where each child can strive to attain his/her maximum potential. To ensure that environment, there must be discipline and rules that are observed. Students must respect each other, the rules and regulations established by the school, and the authority of those who enforce those rules. Students must learn to accept responsibility for their actions and understand the consequences of their choices.

In order to carry out the philosophy of St. Patricia School, students are expected to conduct themselves in a Christian manner. This includes respecting individual rights and the rights of others and maintaining proper behavior during class hours and during school related activities. Students attending school related social and athletic functions are considered representative of St. Patricia and are subject to the discipline code of the school. Disrespect or physical harm to teachers, staff, coaches, and other

students will not be tolerated. Courtesy and respect are expected at all times.

Our goal is to help children learn to make good behavioral choices, learn from their mistakes and accept the consequences of his/her actions. In order to help the student become accountable and more responsible for his/her actions, the following conduct code has been developed.

### **DETENTION**

A detention is normally not the first line of correction. Before a detention is assigned, the teachers may use verbal warnings or other intervention strategies to provide students with an opportunity to self-correct their actions. Our goal is to correct any problems and help the student realize that their actions have consequences when they disregard guidelines.

Minor infractions are handled at the discretion of the Principal/teacher. However, if a child receives a detention a Parent Notice is sent home. Notices must be signed and returned to the teacher, thus indicating their knowledge of the detention. Parents, therefore, can make arrangements to pick up their children. The teacher-supervised detention is held from 3:00 P.M. until 3:30 P.M.

Generally, detentions are given for repeated minor or a single, more serious infraction related to school and classroom expectations. The following are examples of some infractions that will be looked upon as inappropriate in our school and will be dealt with accordingly: inappropriate language, class disruptions, missing assignments, defacing property, cheating, fighting/threats, throwing objects, chewing gum, and disrespect to others.

### **SUSPENSION and or EXPULSION**

It is important that the school share with students and their parents/guardians, the guidance and direction necessary to correct serious problems or difficulties related to school. Therefore, after situations of repeated detentions or a single very serious offense, parents will be called and/or will be required to attend a conference.

The purpose of the conference is to discuss and clarify the problem and then prescribe a program to bring about change. The conference will also outline further consequences to follow if the behavior or academic problem of the student continues.

Possible further consequences are probation, in-school suspension, suspension at home and/or expulsion.

The following are examples of what would be considered very serious infractions and may be subject to an automatic suspension. This list includes, but is not restricted to:

- Disrespect and/or disobedience towards the staff
- Intent to inflict bodily harm, fighting, tormenting, or inappropriate touching of another

student

- Possession or use of alcohol, cigarettes, matches, lighters of any type, drugs, weapons, smoke bombs, or pornographic (or offensive) material
- Use of vulgar or obscene language which is oral, written or represented by gestures
- Theft
- Setting false fire alarms or bomb threats
- Vandalism or damage to school property (including textbooks), (Cleaning, repairing and/or payment must be made for all damages.)
- Repeated misconduct on the District school bus
- Truancy from school or from any class
- Leaving the school premises during school hours/functions without permission
- Cheating, (If a student is guilty of cheating, his/her paper is collected and a grade of zero is issued. The Principal and parents/guardians are then notified. A second offense may result in a suspension.)
- Displaying and/or wearing gang/cult signs, issued, symbols or colors
- Repeated acts of misconduct or misbehavior, which may or may not merit a suspension, but which illustrate the student's disregard for regulations

After a suspension, the student may at the Principal's discretion, be excluded from certain school-related activities.

If an out-of-school suspension is issued, the child will be required to remain at home with a parent/guardian during the regular school day and complete all assignments given for the period of time determined by the Principal. All assigned work is to be completed prior to returning to the classroom.

In certain cases, an in-school suspension will be given.

After a suspension is issued, the child's behavior will be closely monitored. When a child continually lacks respect for others, property or school regulations, the parents/guardians will be notified that the child cannot remain at St. Patricia School.

The Principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule or procedure for "just cause" at his/her discretion.

## **BEHAVIORAL GUIDELINES**

- The student will respect and obey all members of the staff (teachers, administrator, substitute teachers, secretary, custodian, teacher-aides, lunchroom personnel, student teacher or visitor).
- The student is expected to demonstrate respect for each other and all the members of the school community.
- The student will respect all school, public and personal property.
- The student will be responsible for personal supplies, including books, uniforms and assignments.
- The student will be on time for school and all classes.
- The student will complete his/her assigned work
- The student will promptly return to his/her room after using the washroom facilities or returning from other assigned tasks.

- The student will remain quiet and respectful in the hallways/stairways and cooperate with the Principal and teachers in maintaining a pleasant learning atmosphere.
- The student will refrain from chewing gum or eating candy during the school day and while on the school property.
- The student will keep his/her desk and classroom clean, neat and in good order.

## **LUNCH CONDUCT**

Lunchroom parents supervise students.

Students are encouraged to eat balanced and nutritional meals. Students who skip breakfast will often tire by the middle of the morning. Eating habits of children can affect their energy level as well as their disposition to learn.

Proper manners are required during the lunch period. Students are expected to talk with friends in conversational tones. Students are expected to clean up their places after finishing their lunch.

Unacceptable behavior will be reported to the teacher and notification of misconduct if warranted will be sent to the parent/guardian. If a student continually displays unacceptable conduct, he/she will be suspended from the lunch period for a number of days determined by the Principal.

Lunchroom Supervisors are to be respected and obeyed at all times. No one is allowed to leave the lunchroom without permission during the lunch period.

Students should be ready to line up for outdoor recess and leave when dismissed. Students are asked to stay away from any parked or moving cars. Students are to play in their designated areas and may not leave the school property. Food, candy or gum is not allowed outdoors during recess time.

Weather permitting all students will go outdoors for fresh air and exercise. When the bell rings, students are to stop playing and line up quietly by homerooms in the designated places and be ready to walk back in a quiet and orderly manner into their classrooms.

On days when the weather does not permit outdoor recess time, students will return to their classrooms and may play quiet games.

## **PLAYGROUND BEHAVIOR**

Students are expected to be respectful of one another. Only equipment provided by the school may be used on the playground. Dodge ball, red rover, touch football, and games involving physical contact of any kind are not permitted.

## **LOITERING**

Loitering in the school building is prohibited. Students arriving before 7:45

AM are not allowed in the building before the entrance bell unless they are enrolled in the Extended Day Program. In the event that an after school activity begins after 3:30 PM, students must go home and return at the appropriate time. Students are not allowed to remain in the building unless they are in an activity or enrolled in the Extended Day Program.

## **SNOWBALLS**

Snowballs, or any snow or ice throwing is not allowed before, during, or after school. Students are not to climb onto or slide down any snow mounds that may develop.

## **BULLYING/HARASSMENT**

Respect for others is an essential part of the Catholic school discipline code. Unfortunately, much of our culture promotes aggressive behavior. Creating a peaceful school community requires much diligence and guidance. Any form of demeaning or disrespectful behavior towards others is unacceptable and should not be allowed. **Bullying/harassment is an intentional, repeated hurtful act (verbal, non-verbal, or physical) committed by one or more persons towards others.**

Bullying/harassment is characterized by:

- Aggressive behavior towards others
- Repeated over a period of time
- An imbalance of power

All allegations and threats of bullying/harassment are taken seriously, promptly investigated, and dealt with appropriately. Direct bullying/harassment can take many forms including, but not limited to:

Teasing	Hitting	Stealing
Taunting	Pushing	Cruel jokes or tricks
Hurtful words	Picking on others	Destroying property
Threats (subtle, implied)	Pinching	Spitting
Name-calling	Ganging-up on someone	Biting

Indirect bullying/harassment can take the many forms including, but not limited to:

Crank phone calls  
Misusing e-mail, text messages, Facebook, or other social media and electronic communication  
Rude gestures  
Individual or group exclusion  
Spreading gossip or rumors  
Writing cruel or threatening notes



Bullying/harassment behaviors will not be ignored. Children are unable to eliminate acts of bullying or harassment on their own. Adults must take the lead in confronting bullying. Parents, teachers, administrators, and the community must work together to eliminate bullying/harassment. The cooperation of all is imperative in addressing bullying/harassment issues.

### **BULLYING POLICY**

Everyone at St. Patricia School is committed to making our school a safe and caring place for all students. As members of a Catholic Educational Faith Community, we will work to make our school a place where all are welcome and can work and play in an atmosphere of mutual respect. We will not tolerate bullying in our school, nor in activities sponsored by our school and/or parish community.

St. Patricia School defines bullying as follows:

- Bullying happens when someone continues to hurt, frighten, threaten, or exclude someone deliberately. The behavior is cruel, unfair, and one-sided.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so forth
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put downs/slurs, such as insulting someone's race or gender
- Name calling such as "fat, stupid, gay ..."
- Touching, showing, or talking/laughing about private body parts
- Spreading rumors about someone
- Excluding someone purposely or trying to get other children not to play with someone

Our staff will do the following to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and campus
- Watch for signs of bullying and act to stop it when it happens
- Respond quickly and sensitively to bullying reports
- Take seriously parents' concerns about bullying
- Investigate all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Provide immediate consequences for students retaliating against those students who reported bullying

Students at St. Patricia School will do the following to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out

## **BULLYING CONSEQUENCES**

- 1) Upon receiving an incident report, the teacher will schedule an “initial coaching session” with each child at separate times. If the teacher believes that there has indeed been an incident of bullying, he/she will follow these steps:  
Formulate a written plan with the child who exhibits the bullying behavior
  - A. Communicate with the parents regarding the incident using the “Parent Communication Form.”
  - B. Periodically check with both children to determine if the plan is effective
- 2) If the behavior is repeated, move to the next step:
  - A. The “Parent Communication Form – 2<sup>nd</sup> incident” is sent home
  - B. Student will perform before, during, or after school service with some form of work (i.e. lunchroom cleanup, stairs, chalkboards, desks). Length of service will be commensurate with the bullying behavior.
- 3) If the behavior is repeated, move to the next step:
  - A. A conference with parents
  - B. School service to be served after the conference
- 4) If the behavior is repeated, move to the next step:
  - A. An out of school suspension, supervised by a parent or parent’s designee
  - B. Referral for counseling
- 5) If the behavior is repeated, move to the next step:
  - A. Discussion with student, parents, and administration as to whether the child is willing to conform to policy in order to remain at St. Patricia School

## **AMENDMENTS**

In order to keep our handbook current, periodic revisions will be needed. Therefore, statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as it is practical. However, some changes can be made immediately due to unforeseen circumstances.

**ST. PATRICIA SCHOOL PARENT/GUARDIAN AGREEMENT**

Please return this form to the school office.

I have read and understand the guidelines outlined in the St. Patricia School Parent Handbook. I will support the school by encouraging my child(ren) to follow these guidelines.

PARENT/GUARDIAN SIGNATURE:

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Family Name: (please print)

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Statements in this handbook are subject to amendment.

Date: \_\_\_/\_\_\_/\_\_\_

**ST. PATRICIA SCHOOL, November, 2018**