

**2018 – 2019
School Year**

Family Handbook

“To Teach As Jesus Did...”

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I. INTRODUCTION

Founded in 1999, St. Patrick's School offers a wide range of academic, spiritual, physical and social experiences essential to the development of the full potential of each student.

St. Patrick's is committed to providing the highest quality of Catholic education. We provide the highest academic standards to prepare each child to excel at the high school of their choice as well as the highest moral standards to prepare each child for a changing world and challenging future. St. Patrick's School: Where faith and knowledge meet.

ST. PATRICK'S SCHOOL MISSION STATEMENT

The Mission of St. Patrick's Catholic Elementary School of Elkhorn, Nebraska is "To teach as Jesus did... by challenging all students to become their best spiritually, behaviorally, and academically." Approved 11/11/03

PURPOSE OF HANDBOOK

The provisions in this handbook are designed to provide parents and students with information and guidance in the procedures and policies of the school. The Principal/Pastor reserves the right to amend the handbook for just cause. The school reserves the right to add, modify, or abolish any of the handbook provisions without notice. Parents/guardians and students will be informed of any changes.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This handbook does not create any restriction upon St. Patrick's right to institute any course of disciplinary action. Disciplinary action is at the school's sole discretion as is necessary and consistent with its Catholic educational mission. By signing the agreement page, parents and students accept the responsibility to follow and support the policies of the school as outlined in this handbook. We do hope this handbook will be of service to you and enhance the cooperation we trust will exist among all of us.

II. ADMINISTRATION

THE PRINCIPAL

The Principal is the chief administrative and supervisory office of the school, and as such, serves as an ex-officio member of the School Advisory Board. The Principal is the official representative and spokesperson for the school and is the administrator primarily responsible for assuring the policies enacted by the School Advisory Board and Omaha Catholic School's Office are put into action.

THE ASSISTANT PRINCIPAL

The Assistant Principal serves as the assistant to the Principal in all administrative matters. If the Principal is out of the building or unable to be reached, the Assistant Principal is to serve as the chief administrative and supervisory office of the school. He/she also serves as an ex-officio member of the School Advisory Board.

THE DEAN OF MIDDLE SCHOOL

The Dean of Middle School is a leader responsible for contributing to and communicating a vision and focused plan for improving student achievement and student behavior. He/she also serves as an ex-officio member of the School Advisory Board.

THE PASTOR

The Pastor of the parish is the official delegate of the Bishop in the "teaching mission" of the Roman Catholic Church; the Administration, School Advisory Board, faculty and staff work under the supervision of the Pastor of the parish. The Pastor serves as a member of the Parish Council and as ex-officio member of the School Advisory Board.

THE SCHOOL ADVISORY BOARD

St. Patrick's School Advisory Board is an advisory committee to the Pastor and Principal. The School Advisory Board is responsible for the formulation and development of policies of the school. The School Advisory Board is comprised of seven (7) elected members plus six (6) ex-officio members. The Pastor enacts policies, and the Principal implements them. Individual matters or resolution of specific problems after the fact are not matters to be handled by the School Advisory Board, but are the responsibility of the Principal. We are most appreciative of the time and effort expended by these people on behalf of our school. The board meets every second Wednesday of the month at 6:30 P.M. All meetings are open to the public. Minutes of the School Advisory Board meeting are available on the school's website. The Board operates in the process formulated in its School Advisory Board bylaws.

SCHOOL IMPROVEMENT PROGRAM (SIP)

This group is responsible for the overall school improvement process. St. Patrick's is AdvancED accredited; this process formalized the school improvement process to determine how well the parts work together to meet the needs of students. The SIP team will be responsible for guiding this continued process of achieving academic excellence.

GRIEVANCE POLICY

If a parent/guardian has a concern regarding an issue/situation in school, the following steps are recommended and expected. The steps to resolving any conflict or concern are expected to be followed in the order they are presented below:

1. Contact the child's teacher to discuss any concern and a possible solution. In cases relating to St. Patrick's school policies or procedures and outside their child's classroom, parents/guardians should begin with a discussion with the Principal.
2. If the concern cannot be resolved with the teacher, the parent/guardian should then schedule a conference with the Principal.
3. Should the Principal, upon hearing the concerns of the parent/guardian, feel it is necessary, he may schedule a meeting that involves the parent/guardian, teacher(s) and the Principal to help facilitate a solution to the concerns being addressed in the child's classroom.
4. If the parent/guardian still feels the problem/concern has not been resolved, the Pastor should be contacted. The Pastor has the ultimate authority for all educational operations in the parish.
5. The Pastor/Principal may turn to the School Advisory Board. This group is comprised of seven parish members who act as an advisory to the Principal and Pastor regarding the policy making and other issues relating to the running of the school.

The Pastor delegates all the administrative responsibilities of the school to the Principal. These responsibilities include, but are not limited to, operation of the school program and premises, management of the staff members (employment, supervision, professional development, and evaluation), establishment of educational programming, the management and evaluation of student behavior, spiritual leadership and the coordination of parents and parishioners as they work hand in hand with the school.

III. ST. PATRICK'S FACULTY & STAFF DIRECTORY

CONTACT NUMBERS

School Office	(402)289-5407 / Fax (402)763-9530
Parish Office	(402)289-4289
Kidzone (6:30-7:30am & 3:15-6:00pm)	(402)289-5407 Ext. 1209
Religious Formation Office	(402)289-4947

SCHOOL STAFF

Administration

Kami Landenberger
Nick Mumm
Ryan Shanle
Kelly Gibson
Mary Olson
Stacy Arndt
Ann Rasmussen

Principal
Assistant Principal
Dean of Middle School/Athletic Director
Executive Assistant
Office Assistant
School Nurse
Director of Technology

Faculty

Paula Andersen
Emily Knapton
Stephanie Dvorak
Dene Nedrow
Jessica Jarecki
Taylor Anderson
Kristina Tolen
Heidi Hoegh
Becky Johnson
Tracy Kill
Jodie Hotovy
Colleen Johnson
Kris Wiest
Kayla Incontro
Melissa Peal
Sara West
Deb Brown
Joann Hauger
Kathy King
Kristin Barry
Kim Johnson
Carly Mendlik
Sonja Dreher
Laura Holmberg
Jordan Wilson
Nate Horner
Laura Plank
Deirdre DeWald
Lane Hoskins
Ann Menning
Kim Morgan
Shannon Watkins
Lisa Niedzwiecki
Lisa Laville
Barb DeFreece
Clara Fusco
Candace Thompson
Maureen Quinn
Sally Johnson
Sarah Rouse
Patrick Kelly
Ruth Mumm
Jennifer Barenberg
Bob Walsh

PreS
PreS & PreK
PreK & KidZone
PreK
Kindergarten
Kindergarten
Kindergarten
First
First
First
Second
Second
Second
Third
Third
Third
Fourth
Fourth
Fourth
5th Homeroom – 5 & 6 Math
5th Homeroom – 5 & 6 Reading
5th Homeroom – 5 & 6 Language Arts
6th Homeroom – 5 & 6 Religion
6th Homeroom – 5 & 6 Social Studies
6th Homeroom – 5 & 6 Science
7th Homeroom – 7 Reading/English
7th Homeroom – 7 & 8 Science
7th Homeroom – 7 & 8 Math
8th Homeroom - 7 & 8 Social Studies
8th Homeroom – 7 & 8 Religion
8th Homeroom – 8 Reading/English
PreS–1 Resource/TEAM
2 – 4 Resource/TEAM
5 – 8 Resource/TEAM
Librarian/Media Specialist
PE 2 - 8
Computers K - 8
Spanish K – 6
Spanish 7 & 8
Music K – 8
Art K - 8
Counselor PreS – 8
Speech Pathologist PT
IT Systems Administrator

Craig Billings
Scott Thompson
Debi Street

Maintenance Director
Lunch Program Director
Kitchen Manager

PARISH STAFF

Fr. Tom Fangman
Fr. Patrick Moser
Bud Simmonds
Vicki Payton
Terry Krolikowski
Anna Kolterman
Adam Stephenson
Jessica Pulte
Lisa Seidl
Mary McMahan
Julie McClure
Marty Cordes

Pastor
Associate Pastor
Pastoral Minister & Adult Formation
Parish Business Manager
Parish Office Manager
Liturgical Minister
Youth Minister
Stewardship & Development Director
Parish Business Manager Asst.
Religious Formation Director
Religious Formation Administrative Assistant
Facilities Manager

IV. ADMISSIONS

ADMISSION POLICY

1. St. Patrick’s School recognizes the unique blessings and capabilities of each child. In an effort to “teach as Jesus did,” we encourage students to give selflessly to others and to offer their time and talent for the betterment of their school, parish, and community. We ultimately recognize, however, that the best teaching approach is modeling. No one will be admitted, readmitted or be allowed to remain as a student at St. Patrick’s School unless that person and his/her parents/guardians subscribe to and follow the school’s philosophy and agree to abide by the educational policies and regulations of the school, the entire staff, administration and the archdiocese.

ARCHDIOCESE OF OMAHA SCHOOL ADVISORY BOARD POLICY 5503:

If serious dissatisfaction with school programs/activities results in ongoing agitation on the part of the parents, the school administration will assess the impact of such agitation, and after discussion of the matter with the parents, will exercise the school’s prerogative to withdraw permission for enrollment of the student.

2. Many school families already contribute much appreciated time, talent, and resources to the St. Patrick’s community. For their giving, we are grateful. For other families, stewardship (time, talent, and treasure) has yet to become a priority. In recognition that we need to practice what we teach, the St. Patrick’s School Advisory Board holds the expectation that all families participate in stewardship opportunities (parish or school) in whatever capacity they are able. Therefore, in order to register a child at St. Patrick’s School (with parishioner status), parents/guardians must complete a Parishioner Registration Form and a Stewardship Form.
 3. Prospective students of families who are registered with a Catholic Church that DOES NOT have a parish school will pay \$500 above the parish status family tuition rate.
- Rev. May 2015

ADMISSION GUIDELINES

The Administration will make the decision concerning a child’s acceptance and placement into St. Patrick’s Catholic School. The following criteria will be used when we have a waiting list:

1. The family is following the expectations of a parishioner, including:
 - being registered in St. Patrick’s Parish (length of registration may be a factor)
 - having a stewardship form on file in the Parish office
 - attending Mass regularly
 - actively participating in a parish ministry or organization

- contributing regular financial support in some traceable manner such as envelopes (or some agreed upon terms with the Pastor and/or Principal).
2. The family has siblings of current students attending St. Patrick's School.
 3. The family has siblings of accepted, new students.
 4. The family is Catholic, in a neighboring parish with no Catholic school.
 5. The family is Catholic, non-parishioner; date of school application and availability of parish school will be considered.
 6. The family is non-Catholic; date of school application will be taken into account.

As a way to better acquaint them with St. Patrick's School, all parents/guardians and students will be required to meet with the Administration at school as part of the enrollment process. **St. Patrick's School requires all parents/guardians to provide a copy of their child(ren)'s birth certificate and baptismal certificate.**

Revised 1/8/2007

ADMISSION AGE REQUIREMENTS

St. Patrick's School complies with the Nebraska state age requirements for Kindergarten and grade one students. Children entering Kindergarten must be five years old on or before **July 31st**. The school Principal will make all final placement decisions.

Revised 1/17/2011

PRESCHOOL AND PREKINDERGARTEN ADMISSIONS AND WAITING LIST GUIDELINES

All children (Catholics from outside our parish and non-Catholics) are welcomed to enroll at St. Patrick's Preschool (PreS) and PreKindergarten (PreK). Students enrolling in PreS must be **three** years of age by July 31st and PreK students must be **four** years of age by July 31st. If St. Patrick's School has a waiting list, the following factors will be used to accept students:

1. Students currently enrolled at St. Patrick's preschool.
2. Siblings of St. Patrick's students.
3. Students that are planning to attend St. Patrick's School (K-8th grade). (Approved 8/13/01).
4. Student's whose parent(s) are current Parishioners of St. Patrick's Parish (date of registration into the parish). Other registration situations may also be considered.
 - a) Student's whose family is Catholic in neighboring parishes with no Catholic School
 - b) Catholic families on waiting lists of other Catholic Schools
 - c) Non-Catholics

Revised 1/17/2011

NEW STUDENT ADMISSIONS

For the admission of a Kindergarten student or a transfer student, the parent/guardian must follow these guidelines:

1. **BIRTH CERTIFICATE** - St. Patrick's School complies with Nebraska State Law requiring that a birth certificate with a raised seal must be provided for every student who is enrolled. The original should be brought to the office to be copied.
2. **HEALTH RECORD** - An up-to-date health record is required. Record of a physical examination by a doctor is required of any student entering Kindergarten, seventh grade, and of all students who transfer in at any grade level from outside the state of Nebraska. A dental examination is also recommended at this time.
3. **IMMUNIZATION RECORD** - An up-to-date immunization record is required to be on file prior to the student's first day of school. The Archdiocese of Omaha allows *medical* waivers to be submitted if immunizations are not up to date. Families that are **not** Catholic may be eligible to submit a religious waiver. For specifics regarding this policy, contact the school nurse.
4. **SACRAMENTAL RECORDS** - Parent/guardian is required to submit a Baptismal Certificate if baptized Catholic (if baptized at St. Patrick's Parish, please let office know – you do not need to provide a copy).
5. **CUMULATIVE RECORDS** - For students transferring into St. Patrick's School, a copy of records from the previous school attended is required.

CLASS SIZE

St. Patrick's School complies with Nebraska State Law. St. Patrick's will not allow more than 30 students in any classroom Kindergarten–8th grades. The only exception will be a middle level classroom if needed for a specific class time. It is recommended that at least a half-time teacher assistant be added to any primary classroom (K–3rd grades), and shared in grades 4-8. A waiting list will be established if additional students wish to attend. Exceptions to class size will be made only by the agreement of the Principal and School Advisory Board.

WITHDRAWAL

Should it become necessary for a student to leave St. Patrick's School, the student must return all books, including library books, pay any fines, fees, lunch balance, Kidzone balance, and tuition must be current for St. Patrick's to release any records. If a student withdraws after school begins for the fall, tuition will be charged for the entire quarter(s). Records cannot follow a student without the completion of a *Transcript Request* form obtained in the school office. Allow 3–5 days for this process to be completed after submission of the *Transcript Request* form. Transcripts will be held until financial obligations have been met.

V. PARENT'S ROLE IN EDUCATION

St. Patrick's School views the education of a student as a partnership between parents and the school. Parents and students are expected to comply with the school rules, policies and consequences for inappropriate behavior. Parents and students are expected to accept and support the authority of school officials. Just as the parent reserves the right to withdraw a child, the school has the right to cancel enrollment of a student if the administration determines that the parent or student demonstrates a refusal to maintain a partnership with the school.

As partners in the educational process at St. Patrick's Catholic School, parents are expected:

1. To meet all financial obligations to the school
2. To inform the school of a special situation regarding the student's well-being, safety and health
3. To complete and return to school any requested information promptly and to notify of any changes of address, phone numbers, or email addresses
4. To read school emails and newsletters and to show interest in the student's total education
5. To support the religious and educational goals of the school
6. To support and cooperate with the discipline policy, uniform policy and all procedures in this handbook.

REQUIRED PARENT MEETINGS

Get Set for School

In early August each year, parents/guardians come to register for Kidzone, Little Angels, sign up for membership and volunteer projects with Home & School, complete required paperwork and shop the used uniforms. On this day, class lists will be posted and parents will learn who their child's teacher is. **At least one parent from each family is expected to attend.**

Curriculum Night

This is an evening for parents and a time to meet with and learn about your child's teacher(s) and classroom routines and expectations. **At least one parent from each family is expected to attend.** Please do not bring children to the Curriculum Night meeting.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled in the fall and early spring. All parents/guardians are expected to attend these conferences. PreS and PreK conferences in the spring are **mandatory** in

order for the following year's placement to be reviewed by the teacher and parents/guardians. Rescheduling parent/teacher conference appointments will be based on the teacher's availability.

NON-CUSTODIAL PARENT/GUARDIAN

St. Patrick's policy on the rights to school information by a parent/guardian who do not have custody of their children is as follows:

1. Court Orders: At the time of registration and/or as the parent/guardian become aware, court orders must be presented to the Principal by either or both parent/guardian.
2. Records: Non-custodial parent/guardian must submit written requests for their children's records, unless a court order prohibits them from doing so.
3. School personnel may assume that the non-custodial parent/guardian has a right to the student's records unless a court order to the contrary has been provided.
4. School personnel do not need permission from the custodial parent/guardian to provide records to the non-custodial parent/guardian, but it will notify the custodial parent/guardian that it intends to comply with a request from the non-custodial parent/guardian.
5. Conferences and information: Non-custodial parent/guardian may attend regular parent/guardian/teacher conferences or arrange special parent/guardian/teacher conferences unless he/she has been restricted from doing so by court order. General school information, such as lunch menus or announcements of school events, is not considered part of a student's records. The school is not required to provide such information to non-custodial parent/guardian, but may comply with requests if it is feasible.
6. Other contacts: The school will not release a child to the non-custodial parent/guardian unless asked to do so in writing by the custodial parent/guardian. If custody has not been decided, the student may leave with either parent/guardian, unless a court order to the contrary has been provided. Non-custodial parent/guardian may visit the student's classes unless restricted by a court order.
7. Joint Custody Information: If parents/guardians have joint custody, each parent/guardian will have the same rights unless restricted by court order. The school may require a copy of the legal documentation of who is the custodial parent/guardian and may also require identification from the non-custodial parent/guardian.

VI. PRES & PREK OVERVIEW

PreS (Preschool) Philosophy

The PreS philosophy is that all children can learn in a child-centered setting. The child-centered approach is the main focus as a young child learns life-long skills through movement learning (play).

PreK (PreKindergarten) Philosophy

The PreK philosophy builds on the preschool program to continue the academic growth to meet the high expectations of the Kindergarten program. School readiness is at the core of the PreK program.

Goals

- *To help young children know, love and serve God
- *To develop a positive attitude toward school
- *To encourage respect of oneself, family, and friends

REQUIREMENTS TO REGISTER

PreS Program

Must be 3 years old by July 31st. The child must be completely and independently toilet trained. Absolutely NO pull-up diapers allowed. The PreS program will provide many opportunities for the 3 year old to enhance his/her growth and development. Each child will learn a host of skills and acquire tremendous self-esteem to succeed in future school readiness.

PreK Program

Must be 4 years old by July 31st. The PreK program emphasizes school readiness and academic preparedness. The PreK program places emphasis on academics, attention span, and cognitive skills. Each PreK student will be well prepared to meet the challenges at St Patrick's.

Sessions Offered

PreS

PreS 5 day	Monday through Friday	7:55 A.M. - 11:00 A.M. OR 12:00 P.M. - 3:00 P.M.
PreS 3 day	Monday, Wednesday, Friday	12:00 P.M. - 3:00 P.M.

PreK

PreK 5 day AM	Monday through Friday	7:55 A.M. - 11:00 A.M.
PreK 5 day PM	Monday through Friday	12:00 P.M. - 3:00 P.M.
PreK 5 day All Day	Monday through Friday	7:55 A.M. - 3:00 P.M.

Security

For the safety of all, the main doors to the school are locked during the school hours. A security system is in place and you must buzz in to be admitted into the building.

Communications

Principal Notes keep all informed on all activities in the school and parish (sent out weekly).

Snacks

PreS - A snack bucket/tote will be sent home when it is your child's turn to bring snacks.
PreK - Children will be assigned a week when it is their turn to provide snacks.

Parent/Teacher Conferences

The PreS/PreK program will hold conferences twice a year, once in the fall and once in the spring.

VII. K-8th GRADE ACADEMICS

CORE CURRICULUM

St. Patrick's core curriculum provides for the proper education of the student at each grade level. The subjects of Religion, Language Arts, Math, Science, and Social Studies are taught in each grade. Basic instruction in the core subjects is enhanced by placing additional emphasis on the processes of learning, creativity and the acquisition of study skills. Our faculty offers added support to students and their families through the TEAM (Together Everyone Achieves More) program, a resource for individualized assistance.

RELIGIOUS FORMATION

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, religious education classes, and the general climate of the school. Catechesis for justice, mercy, and peace are an integral part of the curriculum and school; peace is an integral part of the curriculum and school environment because of our need to live this in our daily lives.

Each student receives daily instruction in religion. The instruction follows the archdiocesan curriculum guidelines. Content includes doctrine, scripture, tradition, and church history. Topics are taught using methods appropriate to the various age levels. Integrated with instruction is attitude formation. It is important that children have pleasant, joyful, religious experiences and positive attitudes about faith, practicing faith, church personnel, and being a Catholic.

Daily prayer is an integral part of the school day. Students use both formal and spontaneous forms of prayer several times daily. Prayer services are planned for special feasts and liturgical seasons, such as Advent and Lent.

MASS AND RELIGIOUS PRACTICES

The Liturgy of the Mass is the focus of our public worship of God and the focus of our parish worshipping community. Students are taught and given opportunities for participation in the Mass. All K-8th grade students attend Mass on every Holy Day of Obligation. K-4th grade will also attend Mass every Tuesday morning at 8:15, 5th-8th grade every Wednesday morning at 8:15, and grades K-8 two Fridays a month at 2:10 PM. All students are expected to fully participate in Mass by singing and responding in prayer. Fifth-eighth grade students will be expected to serve at K-4th grade Masses.

With the assistance of our 2nd grade & middle school teachers, the Religious Formation program will prepare the 2nd graders for their First Reconciliation and First Holy Communion and 8th graders for Confirmation.

In October, the month of the Rosary, and May, the month of Mary, each class will recite the Rosary. During Lent, the children will attend the Stations of the Cross. By their good example of frequent reception of the Sacraments and weekly attendance of Sunday Mass, parents/guardians can establish in their children habits that will remain with them forever. All students in 2nd grade through 8th grade will participate in Reconciliation at least once each semester.

REPORT CARDS

Grades are updated in PowerSchool for 3rd-8th grades. Special conferences are arranged if requested by either the parents/guardians or the teacher. Report cards will be issued each quarter to all students in Kindergarten through 8th grade.

The grading system for **Kindergarten - Second Grade** is as follows:

E	=Excellent Progress
S +	= More than Satisfactory
S	= Satisfactory
S -	= Less than Satisfactory
N	= Needs Improvement
N/A	= Not Yet Covered
___ (Blank)	= On Target
-	= Needs Improvement
+	= Exceeds Expectations

The grading system for **Third through Eighth grades** is as follows:

A	= 93% - 100%
B	= 86% - 92%
C	= 78% - 85%
D	= 70% - 77%
F	= 69% and Below

HOMEWORK

Appropriate homework assignments will be given according to the grade level of the student. Homework assigned will correlate with material covered in the classroom. Missing assignments are not acceptable; therefore, students may receive a verbal/written warning, deduction in grade, a detention for missing assignments and/or whatever is deemed appropriate by the teacher.

Although it is assumed that assigning homework is beneficial, it is also realized that certain limits are needed to insure a well-rounded education. Today's children are involved in many activities outside the school setting that contribute to their intellectual, physical, social and spiritual development. It is the desire of the school to seek a happy balance between allowing the time for wholesome outside activities and requiring the discipline involved in doing homework.

The classroom teachers will monitor homework. They will be aware of the approximate amount of homework each student is required to complete. Homework should not be entirely the result of unfinished

assignments during the school day. This creates a situation where some students are burdened by too much work in the evening, and some students with too little.

Grades 4-8

St. Patrick's uses PowerSchool, a web based system, for school communication. Students who are absent from school, excused or unexcused, should use PowerSchool to find homework assigned during his/her absence. Students are expected to turn in all missed assignments/quizzes/tests and will be allowed one day for every absence, not to exceed seven days. Tests/quizzes will be made up before/after school with the time and date set up by the teacher.

Grades K-3 Excused Absence

If a student has an excused absence from school, teachers will follow the guidelines noted with regard to missed school work. The parent/guardian must notify the school office by email (molson@stpatsekhorn.org) or phone by 8:00 A.M. if they wish to have homework sent home with a sibling or another student. The office will then notify the classroom teacher. Homework will be available in the school office until 4:00 P.M. Teachers will not be able to make homework available during the school day. When a student is absent, he/she will be expected to complete missed homework in two days' time for each day absent. Occasionally, the allotted times for homework assignments may be extended or altered by the teacher or Principal. A homework report will be sent home for incomplete work. Each grade will have a policy for late work not returned.

Grades K-3 Unexcused Absence

If a student has an unexcused absence from school, teachers and parents will follow the guidelines noted with regard to missed school work. Students will be given missed homework when they return. A deadline will be set by the classroom teacher for completion of the missing work. Any work not turned in by the assigned date will be considered late. Teachers have the discretion to have the child(ren) complete missing work before/after school or any other time they deem necessary. Parents/guardians, please try to do all you can to avoid taking your child(ren) out of school.

HOMEWORK ROOM

A homework room is available for certain students in grades 5-8 Monday, Tuesday, Thursday, and Friday from 3:20-4:00. Use of the homework room is based on recommendations of a teacher, with final approval given by the Administration. Students must adhere to the behavioral and academic expectations outlined during school hours. The homework room is for students who often require more academic support. The homework room is not to be used as a detention or consequence for any behavioral issues, nor as a study hall. A St. Patrick's school staff member will staff the homework room.

RESOURCE SERVICES

TEAM (Together Everyone Achieves More) is the name of our resource program at St. Patrick's School. TEAM provides support to students who are struggling in the areas of Reading and Math. The resource teacher works closely with the classroom teacher to make sure that they are doing all they can to meet the needs of the student that is receiving TEAM support. This may include modifications of assignments and other accommodations to help the student feel more successful. Students who receive TEAM assistance do not have to have any sort of formal testing done or be previously qualified as a student with special needs. Students that we see do have an IEP (Individualized Education Plan) for Speech and Language services and others may have had formal testing done. Entrance into our TEAM program is based on SAT (Student Assistance Team) information, weekly tests, and Acuity reading and math formal assessments. A student may receive TEAM support in the classroom, small group, or 1:1 setting, depending on the individual needs of that particular student. The goal of our TEAM resource program is to help students reach their highest potential by giving them strategies to use in the classroom, build their confidence through smaller group instruction, and help them keep a positive attitude about the learning process.

STUDENT ASSISTANCE TEAM (SAT)

The Student Assistance Team (SAT) is comprised of the Principal, the TEAM resource teacher and three grade level teachers. The TEAM and the classroom teacher meet as often as necessary to review and discuss the strengths and weaknesses of students with special academic and/or behavioral needs. The

committee offers suggestions and strategies for classroom implementation, recommends resource support if needed or when necessary, further evaluation by the school district from which the child resides in may be recommended. Follow-up evaluation meetings will be held as deemed appropriate.

The focus of the SAT team is on the learning style, strengths, and weaknesses of each individual student. While working with the parents/guardians, the St. Patrick's SAT team strives to offer the best possible instructional program for all students, who may need additional support.

RETENTION

A teacher may recommend retention of a student after conferring with the Principal and the parent/guardian.

Reasons for retention include, but are not limited to:

1. Low academic performance
2. Excessive absences
3. Social/inability to interact with peers
4. Emotional immaturity

After conferring with the parent/guardians and teacher(s), the Principal will make the final decision as to the appropriate placement and/or retention of the child.

ADDITIONAL EDUCATION OPPORTUNITIES

Music

Students in grades K-4 will have Music class twice a week. Students will be expected to fully participate in these classes. During the Christmas season, grades K-4 will perform in a program. This is an opportunity for the students to show their musical abilities to their family and friends and to fulfill one of the national standards for music. All students are expected to attend these performances.

Grades 5 and 6 will have music class once a week. In the spring, fifth grade will perform in a program. This is also a participation based class with some in class work as well. There will not be a separate program for 6th grade, however, 6th graders have the opportunity to participate in the middle school musical presented in the spring.

Grades 7-8 will have the opportunity to choose an elective in music. These courses meet once a week for one semester. Participation and class work are the components for these classes. Seventh and eighth graders will also have the opportunity to participate in the musical presented in the spring.

Physical Education

Students are scheduled to have P.E. classes twice a week. Students will be expected to fully participate in these classes. On P.E. days, students should always wear appropriate athletic shoes. (See uniform section of handbook). If a child is unable to participate in P.E., a doctor's written note should be provided to excuse them from class, otherwise grades 3-8 could lose participation points.

Spanish

The Spanish curriculum begins in Kindergarten and continues through the eighth grade. Classes for Kindergarten through third grade are held once a week for thirty minutes; fourth grade is held twice a week for 60 minutes total; fifth through seventh grade are held twice a week for 80 minutes total, and eighth grade three times a week for 120 minutes total. In grades Kindergarten through third, Spanish is taught and practiced through daily greetings, prayers, songs, commands and basic vocabulary. Thematic areas such as family, colors, numbers and animals will be presented along with additional thematic units include vocabulary for "city", "weather", "feelings/emotions", "clothing", etc. The Spanish program naturally progresses and builds upon the previous year. Fourth through eighth grades classes include a combination of listening, speaking, writing and reading as well as studying the culture of Spanish speaking countries. Classes will be conducted in Spanish for the latter part of eighth grade. Upon

successful completion of eighth grade, students are encouraged to pursue Spanish II at the high school level.

Library

St. Patrick's Library procedures are as follows:

1. Kindergarten - 6th grade students will return and checkout books during their Library time. They have the ability in their classrooms as well as in the Library to look up titles, subjects, and favorite authors via the computerized index.
2. Any student will be allowed to check out books with the permission of a teacher during any open Library time.
3. A student is required to bring back their Library books by the due date.
4. Students may renew books if needed for a longer period of time. Students must bring books for renewal during their regular Library time.
5. Kindergarten through first grade may check out one book.
6. Second through fourth grade students may check out a maximum of two books. Fifth through eighth grade students may check out a maximum of three books.
7. Books are due two weeks after check out. Students will not be allowed to check out a book when they have an overdue book.
8. The Library will hand out reminders to the students to return overdue books. Students are to be responsible for returning their books on time. If a book is two weeks past due a reminder will be sent home. If the book is one month overdue, a note will be sent home listing the replacement cost for the book.
9. If your child pays for a lost book and the book is found, no refund will be given. Your child can either keep the book or donate the book back to the library.

Computers

During computer sessions, students will learn age-appropriate, hands-on, and enriching technology skills. In the technology lab, students will learn to enhance their general studies with creative projects using many tools, including laptops, PC's, and multiple software programs. During lab and class time, students will integrate these lessons into other classroom projects. Keyboarding skills will also be taught and reinforced with age-appropriate lessons for students in Kindergarten through eighth grade.

Exploratory Classes

The exploratory program includes a broad selection of enrichment experiences that deepen the value of the high quality academic program. We empower our students with connective learning across disciplines. Exploratory classes allow students to learn about topics that are of interest to them within specific disciplines. Students have exploratory classes in grades 7 & 8 in a variety of areas including art, music, computers, finance, speech, technology, writing, leadership, and academic challenge.

Field Trips

Your child will periodically have the opportunity to take field trips; however, field trips are privileges afforded to students and not absolute rights. Teachers will have the right to deny students to participate if the student fails to meet academic or behavioral requirements. All school rules apply when children are on field trips or any other school sponsored events.

A signed parent/guardian permission slip is required before students will be permitted to participate in the field trip. Without this signed permission form the student will not be allowed to participate. Any additional fees for bus transportation or admission costs will be stated on the permission slip. Only school-aged children will be allowed to ride on the bus for school-sponsored field trips.

VIII. DAILY SCHOOL INFORMATION & POLICIES

SCHOOL HOURS

St. Patrick's Catholic School is in session from 7:55 A.M. until 3:15 P.M. Monday through Friday.

EARLY DISMISSAL

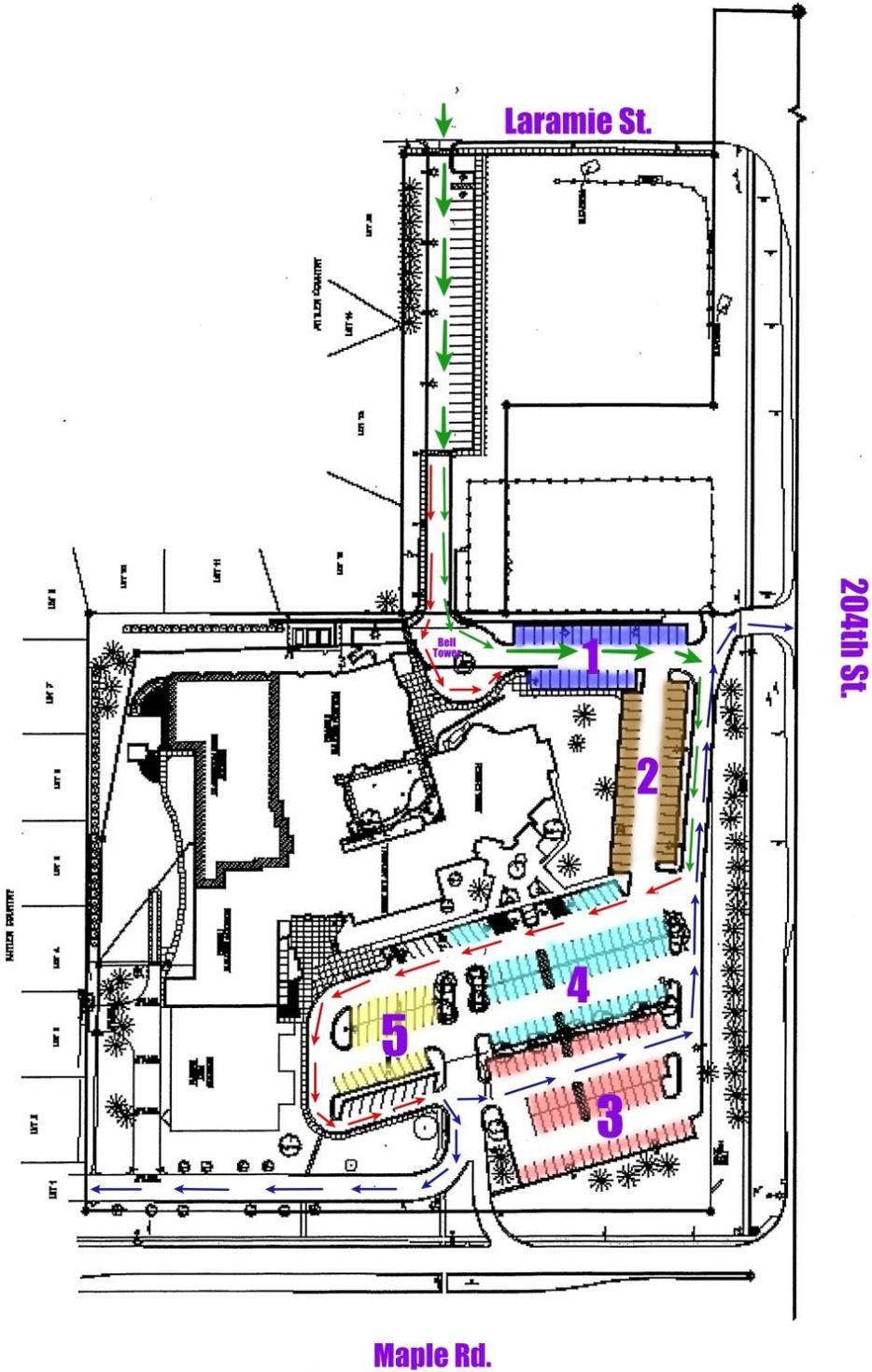
Early dismissal will occur on the last day of school. Lunch will not be served, there will be no afternoon PreS or PreK, and there will be no Kidzone or Little Angels offered on that day.

MORNING DROP-OFF

- No student should be dropped off before 7:30 A.M. without the permission of a staff member. All students dropped off earlier will be sent to Kidzone and parents will be charged accordingly for this supervision.
- All traffic will come in off of Laramie onto the **north access road** (road along the soccer field). No direct entry to the parking lot from 204th Street during drop-off will be allowed. There will be two lanes to choose from when entering the north access road off of Laramie. If dropping your student along the sidewalk or Bell Tower circle drive, use the right lane. You will merge into traffic on the south side of the Bell Tower. If you plan to park and walk your child into school or drop in front of the church or school, use the left lane to merge into traffic on the north side of the Bell Tower. (see instructions below)
- Traffic will go east through the lot and continue around to the front of the Church as if you would have come in off of 204th Street.
- The drop off zone begins at the southeast corner of parking lot #2 where the sidewalk starts and ends at the far sidewalk of lot #5.
- After dropping off your child(ren) continue east through lot #3 and continue north to exit by the water tower on 204th Street or turn right using the southwest access road taking you either to Maple St. or head north out of the access road and go through the neighborhood.
- No traffic will be permitted to exit out the Laramie exit during morning drop off time, which is from 7:30-7:55 A.M.
- Park in Lot #2 to walk your children up to the front of school. No one is allowed to park in lots #1 #3, #4 or #5 and cross the drop off zone. This is for the safety of all children.
- We are recommending and encouraging carpooling as an excellent way to help alleviate excess traffic and to make life easier for you.

If someone other than a parent of a St. Patrick's student is taking or picking up your child(ren), please make sure they are aware of the parking lot expectations.

MORNING TRAFFIC PATTERN & AFTERNOON LOT NUMBERS



AFTERNOON DISMISSAL

- Parking lots will not be open for ANYONE to park for pickup until 2:45 P.M. On noon dismissal days, the parking lots will open at 11:30 A.M., if you arrive before that time you must park in the late line near the water tower until the parking lots open.
- School dismisses at 3:15 P.M. and all vehicles are expected to be in their assigned parking lot (as per email sent to you) by 3:12 P.M.
- If you arrive after 3:12 P.M. you will need to park in the late line near the water tower. There is NO late line off of Maple Street, so please do not use the Maple Street entrance (location of school mailbox) before/during pickup. (Note: for your safety please don't park on 204th, or any street other than Laramie Street, while you wait for the parking lots to open up, thank you)
- The following lots will leave via the North Access Road in this order: Lot #1 & Lot #2
- The following lots will leave via the East Access Road in this order: Lot #4
- The following lots will leave via the Southwest Access Road in this order: Lot #3.
- If you arrive after 3:12 P.M./11:57 A.M., you will not be able to enter the parking lot and you will have to wait until all lots have cleared to pick up your child(ren). Late pickup will result in a charge.
- On Wednesday nights the Religious Formation classes begin at 4:00 P.M. RF uses the same drop off procedure to drop off RF students. Parents/caregivers picking up child(ren) from Kidzone will park in lot #5 and walk up to get their child(ren) at the southeast door of the Activity Center . Cars are not to park in the drop off zone. Please refer to map above.
- Carpooling is strongly encouraged. If the last names in a carpool are assigned to different lots, please choose one lot and that is how the students will know where to go every day.

LATE LINE

We expect all children to be picked up on time (3:15). **If a child is not picked up immediately after school, they will be required to attend an after school supervision area referred to as "late line" (inside the entry area in the bell tower lot).** For those families who use the Late Line option out of necessity or convenience, a fee will incur. The charge for using this area of supervision is a flat rate of \$5 per family/per day. Children who remain in the bell tower pick-up area not due to an emergency, at 3:45 P.M. will be taken to Kidzone and the family will be charged the regular rate and will be assessed the registration fee.

The only exception to this rule will be if there is an emergency, i.e. accident, flat tire, vehicle breaks down, etc. Road construction or slow traffic does not constitute an emergency. Should there be an emergency, you will be expected to call the office as soon as possible and let them know of your situation. In an emergency situation, your child will wait in the Late Line until 3:45. If you are still not here to pick up, your child will wait in the main office area.

DISMISSAL/AFTER SCHOOL SUPERVISION

Each day at 3:10 P.M. (11:55 A.M. on noon dismissal days), announcements will be read over the intercom system. Following the announcements, students will wait in their classrooms until the final dismissal bell. At 3:15 P.M., teachers will escort students to the parking lots. A designated staff member is responsible for all students who are not picked up at dismissal time. These students will go to the designated supervision area, as noted above.

Parking lots are closed to ALL traffic at 3:12 P.M. and 11:57 A.M. on early out days. This is to ensure all cars are backed into parking stalls and not moving when children are dismissed. If you have someone else picking up your child(ren) please advise them of this PRIOR to them coming to school.

When the children are dismissed, they walk through the parking lot to you at your car. Once the lot has all children in vehicles with none walking around looking for their ride, the lot will dismiss as directed by the staff and safety patrol volunteers.

WALKING HOME

Students who are walking home should meet outside by the Bell Tower where a staff member will escort them to Laramie Street.

PRES/PREK DROP-OFF AND PICK-UP

This year's drop-off and pick-up for the preschool and pre-kindergarten will be as follows:

Morning drop-off for preschool and Pre-K will be the same as it has been - drop your child off using the drop-off line in front of the church and school, following the correct traffic route. The students will then walk on the sidewalk to the front of the school. If you choose to park and walk your student(s) to the front door, please park in Lot #2 (the lot east of the church), then use the sidewalk to walk to the front entrance of school.

Morning pick-up for **Pre-K** will be at the front entrance of school. Park in the drop-off lane (do NOT block handicapped parking spaces) and walk up to pick up your child. **Preschool** pick-up will be on the back side of the building (north), next to the bell tower. Please enter from 204th and Laramie by the fire station and drive down by the soccer field. Park in the drop-off lane near the bell tower and walk up to pick up your child.

Afternoon drop-off for preschool and Pre-K will be as follows: **Pre-K** will drop-off starting at 11:55 A.M. by the front school entrance. **Preschool** drop-off will start at 11:55a by the bell tower. Please enter off of Laramie Street. Note that if you have both a preschool child and a Pre-K child you can drop them both off at 11:55 AM with the preschool drop-off; the teachers will get your Pre-K child to their classroom.

Pre-K afternoon pick-up will happen at the front entrance of school. You must walk up and pick your child up by 3:00 P.M. so that you can exit the lot or park in your appropriate spot to pick up older children. **Preschool** afternoon pick-up will happen at the back of the building near the bell tower. They also must be picked up by 3:00 P.M. so that you can exit the lot or park in your appropriate spot to pick up older children. We want these processes to be as fast and easy as possible, so we would like to thank you ahead of time for your flexibility and understanding. Safety is always our first concern at St. Patrick's.

VISITORS

ALL PARENT VISITORS & VOLUNTEERS MUST CHECK IN AT THE WELCOME DESK OR SCHOOL OFFICE. Everyone, with the exception of staff and students, who comes to the school during school hours (7:30 A.M. to 6:00 P.M.) must check in at the Welcome Desk or school office and receive a visitor's pass. This is done to ensure the safety of all students and staff. Visitors, including parents/guardians, should come in the main entrance. Other entrances will be locked during school hours.

Parents and visitors are welcome to visit St. Patrick's classrooms for special presentations. **Drop-in visits are not allowed.** If you need to visit with your child's teacher outside of scheduled conferences, please contact the school office, send a message via email or send a note in with your child to schedule a time to visit your child's teacher before or after school hours.

UNIFORMS

Shirts: Kindergarten – 8th Grade Shirts: Kindergarten – 8th grade wear long or short sleeve, white or gray pique knit shirts with St. Patrick's Catholic School embroidery. These must be purchased at Land's End, Educational Outfitters or Dennis Uniforms. Used shirts may be available in the used uniform closet for purchase.

Sweatshirts: Dark green embroidered St. Patrick's Catholic School sweatshirts, purchased at Educational Outfitters or Dennis Uniforms, may be worn over the uniform shirt at any time during the school year. Sweatshirts must not be oversized; the length should be approximately waist length and cuffs should not extend beyond the wrist. Sixth through 8th grade students may wear the Land's End royal blue with the school approved logo pullover (this product is no longer available for purchase). Kindergarten through 8th grade may wear the newly approved oxford heather gray quarter zip sweatshirt from the Home and School online store or green embroidered pullover quarter zip from Dennis Uniform. Also, K-8th grade students may wear a full-zip green light-weight jacket that may be purchased at Midwest Impressions. **No other**

sweatshirts or apparel (other than the green cardigan sweater and green embroidered St. Pat's sweatshirt) are allowed to be worn during the school day.

Shoes: Students must wear tennis shoes with the school uniform. Tennis shoes must allow students to fully participate in all daily school activities. Tennis shoes must have a minimum of 5 eyelets with a functioning shoelace or Velcro with an enclosed toe and heel. Shoes must have shoelaces tied and/or Velcro strapped at all times. All tennis shoes must be neat, clean, and without holes. Shoes may not have lights, wheels or any other aspect that could be considered unsafe or distracting to the learning environment. No other type of shoes, other than tennis shoes, may be worn with the school uniform. School staff reserve the right to disallow any shoe that does not meet the above requirements. If a student does not wear appropriate tennis shoes, he/she will be given a uniform violation.

Physical Education Uniform

Students are scheduled to have PE classes twice a week. Students will be expected to fully participate in these classes and therefore must follow the uniform policy for shoes. A student must wear appropriate tennis shoes (please review the above shoe policy). Fifth through 8th grade students can wear any school-appropriate t-shirt and any black shorts (no spandex) for every PE class unless told otherwise by the PE teacher. If a student does not wear appropriate tennis shoes and athletic uniform, his/her participation grade in PE for the day will be affected. If a child is unable to participate in PE, a doctor's written note should be provided to excuse them from class.

Snow Boots: Snow boots should be labeled in order to help avoid mix-ups. Boots are NOT allowed to be worn during the school day.

Undershirts: If worn, must be solid white and short sleeved.

Hats/Head coverings: Baseball caps are not allowed. Stocking caps are allowed only before school, after school and during recess/PE during cold weather.

Belts: All students wearing pants or shorts in grades 3-8 that have belt loops are required to wear a belt. Belts must be a solid neutral color. No embellishments or decorative type accents are allowed on the belts. Buckles must be conservative. No distracting or oversized buckles are allowed.

Socks: All students must wear socks at all times. Socks must be predominantly solid white, navy, gray or black. Socks must be visible. A new sock with a St. Patrick's logo will be available from Home & School.

GIRLS

Christopher plaid jumper, skirt, or skort: Jumpers, skirts, and skorts must be purchased from Educational Outfitters or Dennis Uniforms. Hemline must be modest in length and no shorter than 3 inches above the middle of the kneecap. Shorts **MUST** be worn underneath jumpers and skirts. Pre-owned skirts/skorts/jumpers may be available in the used uniform closet.

Shorts: Navy blue twill (60/40 polyester cotton blend) walking shorts may be worn the opening day of school until November 1st and from April 1st until the last day of school. Shorts may be purchased from Educational Outfitters, Dennis Uniforms, or online at French Toast. You may purchase the shorts from any other retailer as long as they are the same navy color, walking short with 60/40 blend. No styles such as cargo shorts are allowed. Hemline must be longer than 3 inches above the middle of the kneecap.

Pants: Navy blue twill traditional dress pant must be a 60/40 polyester cotton blend and may be worn in place of the jumper, skirt, or skort. No cargo pants. Pants must have 2 pockets on the front. No pockets on legs. No extra buttons should show on any pockets. If the pants become worn, faded or develop holes, they are no longer compliant with the uniform and must be replaced. Pants may be purchased at such locations as Educational Outfitters, Dennis Uniforms, or online at French Toast. You may purchase the pants from any other retailer as long as they are the same navy color, with 60/40 blend.

Leg Wear: Anklets, knee socks, ankle-length leggings or tights must be solid white, black (SP logo is approved), gray or navy blue. Socks and tights may be worn together. Sweatpants may be worn under skirts/skort for girls, however, they are only to be worn for warmth when lined up outside in the morning or for going out to P.E. or recess. They are not allowed to be worn during indoor class time.

BOYS

Shorts: Navy blue twill (60/40) polyester cotton blend) walking shorts may be worn from the opening day of school until November 1st and from April 1st until the last day of school. Shorts may be purchased from Educational Outfitters, Dennis Uniforms, or online at French Toast. You may purchase the shorts from any other retailer as long as they are the same navy color, walking short with 60/40 blend. No styles such as cargo shorts are allowed.

Pants: Navy blue twill traditional dress pant must be a 60/40 polyester cotton blend. No cargo pants. Pants must have 2 pockets on the front and up to 2 pockets on the back side. No pockets on legs. No extra buttons should show on any pockets. If the pants become worn, faded or develop holes, they are no longer compliant with the uniform and must be replaced. Pants may be purchased at such locations as Educational Outfitters, Dennis Uniforms, or online at French Toast. You may purchase the pants from any other retailer as long as they are the same navy color with 60/40 blend. Boys are not allowed to wear any type of tights under the school uniform.

Special Activities

On days with special activities (field trips, science fair, etc.) the teacher and the Principal will determine the proper dress code. The teacher(s) and/or Principal will determine compliance with the above dress code. Students not in compliance with the dress code/uniform policy will be sent to the office and their parent/guardian will be called so the situation can be rectified as soon as possible. Necessary disciplinary actions will be given as deemed appropriate by the teacher/Principal. Boys are not allowed to wear tights of any kind during school hours.

Cold Weather Wear

In addition to a winter coat or jacket, the following clothing is required for protection from the cold in snowy weather to safeguard the health of the children: Hats, scarves, mittens/gloves.

Makeup

Students are not allowed to wear heavy makeup or colored lipstick or gloss. Makeup to cover blemishes and lip protection such as Chapstick is allowed as long as it is clear. Perfume, body splash, or hairspray may not be applied at school. Female students may wear solid color nail polish.

Jewelry

Watches (without alarms) and religious medals (tucked inside shirt) are permitted. Small earrings/posts (girls only) may be worn. Girls may only have their ear lobes pierced. Boys may not have any piercings. No hoops or dangly earrings are allowed.

Hair

Boys' hair must be the student's natural color, clean, combed, well-groomed, above the collar, above the eyebrows and half-way above the bottom of earlobe. The following are not permitted: excessively long hair, facial hair, sideburns below the earlobe, bleached, colored or dyed hair, lettering, symbols, carving, etching, hair combed to one side to disguise the actual length, ponytails, mohawks, etc. In any case, the administration and all teachers have discretion to determine what is acceptable.

Girls may wear any tasteful hairstyle, No extreme cuts. The following are not permitted: bleached, colored or dyed hair, lettering, symbols, carving, etching, etc. Girls may wear hair accessories as long as they are not distracting and/or dangling to keep hair out of the student's face.

DRESS DOWN DAY

Parents/guardians and students will be notified about scheduled dress down days. Dress down day dress code stresses modesty in clothing apparel. Students will receive a dress code violation if he/she does not meet the dress down day guidelines. Students' street clothes must follow these guidelines:

1. Girls may wear dresses, skirts, or skorts. Hemline must be modest, no shorter than 3 inches above the middle of the kneecap. On PE days, bring a proper change of clothes.
2. Clothing must be neat, clean, and free from holes.
3. Clothing with inappropriate or derogatory logos or slogans is not permitted.
4. Students may wear walking shorts through November 1st and after April 1st. Shorts must be modest in length. (Note that these days may be changed at the Administration's discretion.)
5. All tops must have sleeves, no halter tops, spaghetti straps, tank tops or muscle shirts.
6. Any shoe or sandal with a back-strap is permitted on dress down days. Bring athletic shoes on PE days.
7. Baseball hats or head coverings are not allowed.
8. For girls in grades 5-8, no revealing, form-fitting or too tight clothing may be worn to school including yoga pants, athletic tights, jeggings, and leggings, unless the shirt reaches beyond the finger tips. All school staff will determine if any clothing is inappropriate.
9. Only current year Mission t-shirts may be worn on designated Mission dress down days. The logo must be visible at all times and not be under other layers of clothing. During colder weather, students may layer underneath or wear a school-approved uniform top over the shirt.

School Uniform/Dress Down Day Infractions

K-3rd grade students will be written a uniform violation, which will be sent home with the student. The written violation must be returned the following day, signed by the parent/guardian. Subsequent violations will receive additional consequences which may include demerits, detention and/or consequences determined by the administrators.

4th-8th grade- Student will receive an infraction. Subsequent violations will receive additional consequences which may include demerits, detention and/or consequences determined by the administrators.

SCHOOL CALENDAR

The school's administration, with the advisement of the School Advisory Board and staff, develops an annual calendar which:

1. Provides an optimum number of instructional days in recognition of the direct correlation between instructional time and student learning;
2. Fulfills the minimum state and applicable accrediting agency requirements;
3. Gives priority to the number of instructional days and length of each school day.
4. For the safety of students and staff, the calendar can be accessed only through PowerSchool.

MANDATORY ATTENDANCE

According to Nebraska State statute, 20 or more absences in a school year are considered excessive. State statute section 79-201 (compulsory attendance law) reads as follows:

“Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is not less than seven years of age and not more than sixteen years of age, or any child under the age of 7 who is currently enrolled in school...shall cause such child to attend regularly the public, private, denominational, or parochial days schools...each day that such schools are open and in session, except when excused by school authorities...”

The school calendar is provided to all families in the spring before the next school year. We encourage families to use this calendar when planning vacations or other non-school related activities/events which would be considered **unexcused**. It is also strongly suggested that every attempt is made to schedule doctor/dentist appointments when school is not in session.

Removing children from the learning environment is detrimental to the educational process and should be avoided if at all possible. Excused absences include those due to illness or family emergency (death of a family member, serious illness, etc.). All other absences will be considered unexcused. This would also include a child coming later in the morning or leaving early in the afternoon for appointments or other non-school related activities.

Unexcused Absence: a student who engages in unexcused absences may be considered truant as per state law Ne.Rev.Stat. 79-201. Truancy is a violation of school rules.

Every time a child will be absent, the school office must be notified prior to 8:00 a.m. Please call the school office at 402-289-5407 or email Mary Olson at molson@stpatselkhorn.org.

Definition of Absent from School

Any time a child misses **two hours** during any part of the school day, he/she will be marked absent for 1/2 day. If a child misses part of the school day due to a doctor appointment, dental appointment, or other valid reason as determined by the administration, he/she will not be counted absent unless this time away exceeds two hours, then the child will be marked absent for 1/2 day.

Tardy Policy

A student is considered tardy if he/she is not in the classroom at the time the 7:55 A.M. bell rings. The first bell rings at 7:50 A.M. Excessive tardies will be addressed with parents, and a plan will be put in place for improvement by administration.

- Students are expected to receive a pass from the school office before going to their classroom if they are late for school.
- If they are not in the classroom when the bells rings because they are in another part of the building participating in a school activity then they are not considered tardy.
 - Parents/Guardians are expected to call or email before 8:00 A.M. if their child(ren) is going to be late for school.
 - Parents/Guardians are responsible for emailing the office staff and teacher or writing a note indicating why their child(ren) is late for school.
 - Homework Requests – See pages 16 & 17.

Snow Days/Weather

In the event of bad weather, please watch KETV, KMTV, FOX and/or WOWT for closing of school, late start or early dismissal. It will also be sent out to you via SchoolMessenger. If school is closed or dismissed early due to inclement weather, all events (including Kidzone and Little Angels) or activities after school will be canceled or postponed to a later date. St. Patrick's School will follow the recommendations of the Catholic School Office and Elkhorn Public Schools regarding announcements made concerning dismissal because of weather. In case of early dismissal, students will be sent home their usual way-- walking, carpool, etc., unless we are notified otherwise. No child will be dismissed unless proper provisions have been made. In the event of bad weather and no early closing, children may be released early only if a parent/guardian comes to school to pick them up. However, parents/guardians may not take children other than their own unless we have verbal or written permission from the parent/guardian to take their child home. Reminder, students must be picked up at the office.

Should the tornado warning system be activated, necessary precautions and arrangements have been made with the Civil Defense authorities to care for students who are in school when a tornado warning is issued.

GUIDANCE COUNSELOR

The counselor will provide services to both students and staff members at St. Patrick's Catholic School. The services provided by the counselor will facilitate the emotional and social development of both students and staff through educational instruction as well as consultation. The counselor will provide in class instruction on subjects related to character development and DWP, serve as a resource for teachers

and other staff members regarding social and/or emotional issues, as well as assisting 8th grade students with the transition to area high schools. The counselor will serve as a resource for family members and students on issues that are related to or impact the student's school life. Also, the counselor will be available to the Principal for consultation regarding school related issues.

ELECTRONICS AT SCHOOL

Students in grades 5-8 will be using a device for educational purposes. The students in 5th grade will be issued a laptop at the beginning of the school year. Students in grades 6-8 are allowed to bring a personal device to school or the school will issue one to them for the school year.

Students in grades 5-8 are permitted to bring a cell phone to school but may not use them while in the school building during school hours (7:55am to 3:15pm). Students who elect to bring a phone to school will be asked to check it in to a teacher each day and retrieve it prior to dismissal. Students may use cell phones once they exit the building after school dismisses, unless they are attending Kidzone, Homework Room, detention or any other school function. If a student violates this policy, the cell phone will be held by administration to be retrieved by the student or a parent, if necessary. If there is a second offense, the cell phone will be banned for the remainder of the school year. Smart Watches that are connected to cell phones are permitted but may only be used for keeping time during school hours. They may not be used to manage phone calls, emails or text messages. Any student who uses the watch for other than keeping time will be banned from having the watch in school for the remainder of the school year.

PROTOCOL FOR STUDENT BIRTHDAYS

St. Patrick's school recognizes each student's birthday as a special occasion. In order to include all students equally and in consideration of food allergies, medical conditions, and varying degrees of economic status, outside food/treats will not be part of birthday celebrations. If birthday treats arrive at the school, they will be held in the office and sent home at dismissal. Each month we have an assigned day for birthday dress down days.

KIDZONE

Kidzone provides a safe, nurturing place of supervision for school-age children (K-8) before and after school. Please refer to the Kidzone Handbook.

Little Angels is the after school program for students in grade PreS-PreK. Please refer to the information found on the registration form.

HOT LUNCH PROGRAM

Payment Program

St. Patrick's School contracts with LunchTime Solutions to provide hot lunches for students. The program is intended to be a convenience to families freeing up time in their morning and ensuring that their child receives a quality meal at lunchtime. The lunch menu can be accessed on the school website. *LunchTime solutions must make substitutions in lunches and afterschool snacks for students who are considered to have a disability under 7CFR 15b.3 and whose disability restricts their diet.* If you believe your child may qualify for a modification request due to a disability, please contact the school office for further instructions.

Lunch Prices

Lunch prices are as follows:

Students in all day PreK through 5th grade: \$3.35

Students in 6th through 8th grade: \$3.55

Adult lunch price: \$4.00

Lunches include: Lunch, Drink, and Salad Bar.

Children may purchase only one federally reimbursable meal each day.

Additional Lunch and Snack Items

Kindergarten thru 2nd Grade Students cannot purchase Ala Carte or entrée items.

All 3rd thru 8th grade students may Ala Carte and entree items.
All students K-8 may purchase an extra milk.
For information on assistance to limit the daily purchases of Ala Carte items for your child(ren)
email S.Thompson@lunchtimesolutions.com

Additional Lunch Items

Extra Milk \$.50
Extra Entree.... \$1.80
Pizza..... \$1.85
Ala-Carte..... \$.75 - \$1.75

***Note: Students in grades 3-8 who bring a cold lunch may purchase entrée and Ala Carte items.**

Lunch Payments

Lunch payments are deposited in a family lunch account that covers all lunch charges for the children in the family. PowerSchool allows families to check their accounts remotely at anytime. We encourage all lunch payments to be made online via eFunds. **REMEMBER THIS IS A PRE-PAYMENT PROGRAM** so the amount of your planned purchases for the month should be deposited in your account along with any amount owed so that your balance stays in the positive.

Email notifications will be sent to families informing them when their account balance is \$10 or below. At the school's discretion, lunch accounts that continue to run negative account balances will be limited to the type of lunch and additional lunch items that will be allowed to be purchased.

No checks will be issued at the completion of the school year, rather, positive balances will carry-over to the next school year. Negative balances also carry-over and will be deducted from the initial lunch deposit for the next school year.

Parents Visiting for Lunch

Parents are welcome to have lunch with their children. Parents must email their child's homeroom teacher by 9:00am of the day you plan to eat lunch with your child and email lunch@stpatseikhorn.org. Parents must sign in at the Welcome Desk when visiting. Fast food items and outside drinks are not allowed. Parents may bring a sack lunch or purchase a hot lunch with their child.

Sack Lunches

If a child brings a sack lunch, soda and caffeinated drinks are NOT allowed. Fast food items are also not allowed.

Breakfast Items

St. Patrick's will offer a variety of fresh dairy and whole grains to all students K-8th grade. The breakfast kiosk cart will be available most days from 7:30 A.M – 7:50 A.M.

ALL WALKING SCHOOL

St. Patrick's is an 'all walking school'. From 7:30 A.M. -7:50 A.M. students will either walk the perimeter of the school outside or, when inclement weather is imminent or present, students will walk the halls and gymnasium inside. This is to promote health and wellness and to 'wake up the brain' before the day of learning begins.

IX. SCHOOL OFFICE

STUDENT RECORDS

St. Patrick's Catholic School adheres to the Family Education Rights and Privacy Act (FERPA) regarding access to student records. Records will be provided within 48 hours of a request.

OFFICE RECORDS

Parents/Guardians must notify the school in writing or via email of any change of email addresses, work/home/cell telephone numbers, addresses, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

STUDENT DIRECTORY

Within the first month of the school year, each family registered with the Home & School Association will receive a student directory listing students and parents' names, addresses, email addresses and telephone numbers. The student directory should be used to acquaint parents with the names of their child(ren)'s classmates and their parents and should not be used or sold for other any purposes. **Please refer to the Student Directory for class lists, telephone numbers and addresses, as the school office will not release this information.**

SCHOOL COMMUNICATIONS

Principal Notes

Every Thursday "Principal Notes" are published via a link in PowerSchool and are emailed to parents, with the exception of a shortened week. In those cases, the message will be published prior to days off. **Our goal is to have 100% of our school families reading the weekly Principal Notes.** If e-mail addresses change during the year, contact the school office immediately. You can elect to have the notices sent to multiple email addresses. Any requests for information to be included in Principal Notes **must be submitted in final draft form to the school office by Tuesday at 8:00 A.M.** each week. These submissions are subject to approval by the Principal. **Parents are encouraged to check their emails daily for updates that come at the last minute.**

TELEPHONE

The office and classroom phones are business phones and students are permitted to use them only in case of emergency. Forgotten homework, lunches, athletic equipment, etc. do not constitute emergencies. Arrangements for after school visits with friends should be made at home.

Sometimes it is very important that a parent reach their child during the school day. If it is an emergency, we will locate your child and deliver the message. However, if a parent should need to contact their child during the day for non-emergency issues, the office staff will attempt to deliver your message via announcements at the end of the day.

LOST AND FOUND

Lost articles, clothing or school materials may be claimed at the Lost and Found box. Throughout the year, unclaimed items are donated to charity. Parents are encouraged to label clothes and other items so that they can be properly identified and returned to the owner. Lost and Found is located next to the concession stand in the Aspen Lane Activity Center.

X. HEALTH

SCHOOL NURSE

A school nurse oversees all the medical needs and records for St. Patrick's School. The office staff and trained volunteers have been charged to assist the nurse. General health screenings for vision, hearing, dental, height, weight, and blood pressure will be set up by the nurse, as per state recommendations.

SCHOOL PHYSICAL AND VISION EXAMS

The Nebraska School Law requires all students entering Kindergarten and seventh grade, or transferring from an out-of-state school, have a physical examination by a Nebraska physician, physician assistant, or advanced practice registered nurse within six (6) months prior to school entrance. A dental examination is recommended at this time.

State law also requires students entering Kindergarten or transferring from an out-of-state school provide proof of a visual evaluation within six (6) months prior to school entrance. The visual evaluation performed by a physician, physician assistant, advanced practice registered nurse, or optometrist shall include testing for amblyopia (lazy eye), strabismus (cross eye), internal and external eye health, and visual acuity.

Exception to the physical examination or visual evaluation requirement may be made if the parent/guardian submits a written statement refusing a physical examination or visual evaluation.

HEALTH UPDATES AND MEDICATIONS

Health updates and Medication Authorization forms must be signed and on file in the school office. **If a student has a special health concern or allergies, these MUST be identified on the Annual Health Update.** An annual health update is completed by parent/guardians for each student at the start of every school year. A new health update form should be completed during the school year for significant changes in a student's health status. If a student is on medication that must be administered during school hours, the medication must be brought to the school office by a parent. Do not send medication with your child in their backpack to school or allow the child to carry it. Prescribed medications must be properly labeled with a legible pharmacy label. All over the counter medications must be in the original manufacturer's container. A Medication Authorization form must be filled out and signed by the parent/guardian for **all** prescription and over the counter medications. A physician's order must accompany a prescription for a controlled substance. Cough drops are allowed to be carried with a student if the teacher has been notified by a parent.

SCHOOL IMMUNIZATION 2018-2019 RULES & REGULATIONS

In Nebraska, children are required to be protected by immunization against the following diseases in order to attend school:

1. Diphtheria, Tetanus, and Pertussis
2. Polio
3. Measles, mumps, and rubella
4. Hepatitis B
5. Varicella (chicken pox)
6. HIB (Pre- S and Pre- K only)
7. Pneumonia (Pre- S and Pre- K only)

"As a school of the Archdiocese of Omaha, St. Patrick's adheres to both the immunization policy set forth for schools by the State of Nebraska, and the policy set forth by the Archdiocese."

A proper medical or religious exemption must be on file for any student who is missing, or has not received, the required immunizations. A medical exemption requires a statement signed by a physician, advanced practice nurse, or physician assistant stating that in the health care provider's opinion, the immunization would be injurious to the health and well-being of the student or a member of the student's household.

A religious exemption is **ONLY** allowed if the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent member.

****Catholics may NOT submit a religious exemption as immunizations do not conflict with the "tenets and practices" recognized by the Catholic Church.****

A copy of this policy is available for review in the front office. Questions regarding this policy can be directed to the Principal, Assistant Principal, or School Nurse.

St. Patrick's recognizes the significance and seriousness of food allergies. The Annual Health Update form is required to be filled out yearly for all students, and is especially crucial for the staff when identifying potential allergies. **ALL FOOD ALLERGIES** must be documented on the form and returned to the office by the start of the school year. St. Patrick's is a "peanut/nut aware" school. Hot lunches provided by the school are nut free; however, nuts may be present in cold lunches brought in by fellow students. Therefore, designated nut free tables are available during all lunch periods. ****Parents/guardians must specify on the Annual Health Update Form the need for their child to sit/not sit at the nut free table.**** Students with significant allergies that require emergency medications to be kept on site must submit an

Allergy/Anaphylaxis Action Plan, written and signed by a physician, along with providing the necessary emergency medications identified on the plan. Questions and concerns can be directed to the school nurse at any time. Please notify the school nurse of any allergy or health status changes throughout the school year.

SICK CHILDREN

When a child becomes sick at school, the school office will call the parent/guardian. If a student is too ill to return to class, he/she must be picked up by a parent/guardian or an emergency contact. **Sick children will NOT be kept at school.**

- If a child has a temperature of 100 degrees or more, or is exhibiting flu like symptoms, parents will be contacted to pick their child up. Flu symptoms include acute respiratory illness, such as fever or chills. Other possible flu symptoms are runny nose, lethargy/fatigue, body aches, headache, loss of appetite and in some cases, nausea, vomiting, and diarrhea. **A child should not return to school unless they have been fever free and/or free of flu-like symptoms for 24 hours.**
- If a child has symptoms consistent with a communicable disease such as whooping cough, influenza, strep throat, pink eye, or head lice, a parent/guardian will be contacted to pick the child up from school. In order for a child to return to school, it may be necessary to provide documentation to the school that the child was seen by a health care provider and appropriate treatment has been initiated or completed (for example 5 days of antibiotic for whooping cough, 24 hours of antibiotic for strep throat, or 24 hours of antibiotic eye drops for bacterial pink eye). For some communicable diseases, the child must be symptom free to return to school. St. Patrick's follows the recommendations of Nebraska Health and Human Services and Douglas County Health Department when responding to communicable disease.
- All rashes are considered contagious unless otherwise diagnosed by a physician, and parents/guardian will be contacted. The child may return to school with documentation that the rash is not contagious or the rash is resolved.
- If a child vomits or has other gastrointestinal symptoms at school, they must be picked up by a parent/guardian or emergency contact. Student must be free from GI symptoms for 24 hours before returning to school.
- Parent/guardians are required to notify the school office of communicable diseases such as whooping cough, influenza, strep throat, pink eye, or head lice. The school nurse or designee will attempt, at his/her discretion, to notify parents of communicable diseases in their child(ren)'s grades while maintaining patient privacy. This service is done as a courtesy and is not required by the DCHD.

XI. DISCIPLINE

CHRISTIAN SELF DISCIPLINE

Discipline is a system of rules and regulations that govern the conduct of the teachers and students, who effectively work together so that teaching and learning are optimal. Just as academic learning is an on-going process, so is the mastery of discipline skills. The goal of discipline is for each student to become self-disciplined and self-directed.

DISCIPLINE WITH PURPOSE (DWP)

Discipline with Purpose (DWP) is a developmental approach to teaching self-discipline. It focuses on teaching the fifteen self-discipline skills to students. Self-discipline is defined as a person's ability to wait. While we wait, we think, we restrain impulsivity, and/or we delay an immediate gratification or need. Children frequently do not need a disciplinarian when they misbehave as much as they need a teacher of self-discipline. Positive methods of discipline will be expected and encouraged at St. Patrick's School. The following self-discipline skills will be taught to students and integrated with all other instruction throughout the school day:

1. Listening
2. Following instructions
3. Questioning
4. Sharing time, space, people and things
5. Interacting socially
6. Cooperating with others
7. Understanding rules
8. Figuring out how to accomplish tasks
9. Exhibiting leadership
10. Communicating effectively
11. Organizing: time, people, space, and things.
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/Serving others

APPROPRIATE BEHAVIOR

The way a student conducts himself/herself in relationship to others should, at all times be respectful, courteous, and reflect our Catholic Christian values and morals. Three school-wide rules are expected to be followed by students and staff at all times. They include:

- Respect yourself and others as children of God
- Contribute to the prayerful learning environment
- Follow school and classroom procedures

Bullying/Harassment Policy

St. Patrick's Catholic School strives for an environment in which our children can grow academically, behaviorally and spiritually in a compassionate, safe and respectful environment. In order to maintain this Catholic Christian environment, incidents of bullying, which are contrary to these values, will NOT be tolerated. Incidents of bullying or harassment during school activities or school-sponsored activities on or off campus will be addressed as if the misbehavior happened during a school day.

Definition:

Bullying is a ***repeated pattern of offensive behavior*** in an environment of an imbalance of power which includes, but is not limited to the following categories:

- Physical intimidation
- Assault
- Social intimidation
- Verbal or written threats
- Forced isolation

Specific examples of bullying behavior may include, but are not limited to:

- offensive references, gestures, language, jokes or graffiti that are based on specific traits of an individual including gender, race, religion, disability, or age
- unwelcome physical contact, verbal or written suggestions
- name calling or taunting

Responsibility:

It is the responsibility of every member of the St. Patrick's School community, including parents, to report suspected bullying to the appropriate authorities; the appropriate authorities include:

- Teachers
- Teacher assistants
- School counselor
- Administration

It is then the responsibility of these authorities to take the appropriate steps necessary to deal with the situation, using the guidelines listed below.

Guidelines/Procedure:

When the appropriate authority receives a first complaint of “bullying” type behavior, it will be promptly investigated and, if valid, addressed using the Discipline With Purpose program. Staff members directly responsible for supervision of the students involved in the bullying complaint will be notified, as well as parents of students involved. Continued repeated bullying behavior that has been identified by the appropriate authorities, will be investigated by the school. Consequences for repeated bullying behavior may include, but are not limited to:

- Notification of the parents of both students
- Meeting with one or more of the following people: classroom teacher, administration assistant principal, parents, students
- Detention
- In/out of school suspension
- Expulsion
- Contact with the police

Final decisions for actions taken and consequences given are at the discretion of the Principal.

Confidentiality:

Reasonable efforts will be made to keep a report of bullying and the result of the investigation confidential; however, student confidentiality cannot be guaranteed. All parties involved in the situation would be informed of the confidential nature of the situation and would be asked to refrain from disclosing any information about the situation to others.

St. Patrick’s Catholic School will not tolerate retaliation against any employee or student who complains, in good faith, of offensive or bullying behavior or provides, in good faith, information in connection with any such complaint.

(Policy developed from Archdiocesan Policies #5032, #5033.)

5th THROUGH 8th GRADE DISCIPLINE PROGRAM

Behavioral expectations are high at St. Patrick’s. Our DWP program is a major part of our curriculum. It is critical that our students recognize that success results when all students learn and follow the behaviors combined with expectations taught in the program. Choosing to follow the steps outlined in our DWP program ensures a positive learning environment with minimal distractions. Fifth-eighth grade students will be issued behavior cards. These cards will allow them to self-monitor through the issuance of demerits and merits.

Demerits are formal signs that student actions are in direct conflict with St. Patrick’s behavioral guidelines. Accumulations of demerits indicate a lack of self-discipline and on-going behaviors which could prove detrimental to the student’s learning, the school community and St. Patrick’s educational mission. Merits will be issued for behaviors that are praiseworthy beyond general classroom conduct.

The behavior card provides students and parents with a tangible record of positive behavior and behavior needing correction. It should be reviewed **weekly** at home. If a demerit is received, the parent must sign and return. Please refer to your child’s grade-level policies for the specific details regarding the use of behavior cards.

DETENTION

Keeping children after school has long been an effective method of handling many problems in the elementary grades. These problems can range from a need for extra time to complete assignments to minor forms of misconduct. A detention log is created and an email is sent to parents and administrators at the teacher’s discretion. When this happens, the student will be expected to notify his/her

parent/guardian as soon as possible. The fact that a student rides with a carpool does not excuse him/her from detention. When a student is notified of a detention, it is his/her responsibility to arrange transportation. All detentions will be served with a staff member. Detention time will be from 3:20 P.M. to 3:50 P.M., and the student will be doing activities deemed appropriate by the supervisor.

Students serve detentions after school at the discretion of the teacher and Dean of Middle School. Skipping detention results in a doubling of the assigned time.

SUSPENSION/EXPULSION POLICY

On occasion, students can or will be suspended and/or expelled, not only for their well-being, but for the well-being of all the other students and staff at St. Patrick's School. Any serious behavior infractions regarding a student, on or off school grounds during school or a school sponsored activity, can or will be grounds for suspension or expulsion. Also, serious behavioral infractions done outside of school or off of school grounds will be investigated by administration, and if deemed as a situation that may harm any portion of the school community, then serious disciplinary action may follow. This decision and all disciplinary actions will rest with the Principal.

When a student is suspended, the parents/guardians are called. A meeting with the parents/guardians and the administration may be scheduled in order to discuss the student's academic future at St. Patrick's School.

Suspension is a temporary exclusion of a student from school and school activities. A suspension may be for a few hours during the day or up to several days. When a student is suspended, he/she will do homework as well as other activities to be determined by the Principal. St. Patrick's School personnel strive to resolve discipline problems in a Christian manner with parent/guardian and student involvement and cooperation. However, in serious situations it may become necessary to discipline a student with an in or out of school suspension. Every effort will be made to notify the parents/guardians of the suspension as soon as possible. The decision to suspend a student rests with the Principal.

Expulsion is the permanent exclusion of a student from school and school activities. St. Patrick's School will use expulsion when the student's behavior is a hindrance to the welfare, learning, and progress of the school community and/or there is evidence of repeated disregard for the philosophy, policies, rules, and regulations of the school.

- The decision to expel a student rests with the Principal, and the Pastor is informed.
- The Administration will investigate the behavior problem by talking to person(s) involved and the student involved.
- Parents/guardians will be involved in the expulsion process, including a written notice identifying the reasons for the expulsion, the measures being taken, and the right to due process.
- The Principal will notify the Archdiocesan Superintendent of Schools and upon request provide record of the evidence justifying expulsion of the student.

DRUG & ALCOHOL POLICY

A student who is found at school or school functions to be using, in possession of, or selling vapes, cigarettes, alcohol or drugs, look-a-like drugs, drug paraphernalia or whose behavior is affected by alcohol or drugs through prior use of a substance, will be suspended or expelled immediately from classes and held in the Principal's office until the student's parent/guardian comes for him/her. If a student has drugs, alcohol or any other illegal substance on school property, the police and his/her parents/guardians will be called immediately and the student is to remain in the office until his/her parents come to pick them up. Reentry into the school for students with substance abuse issues rests entirely with the Principal. Circumstances that may be considered are an evaluation of the severity of the situation and whether the student has a substance abuse problem. A qualified professional or agency must do the evaluation. If the student does have a substance abuse problem, counseling and treatment services must be agreed upon by the counselor, the Principal, and the parent/guardian of the student before re-entry to the school. The school will contact the police if at any time an action is or could be in violation of the law.

PLAYGROUND RULES

Kindergarten-4th grade students will have a morning or afternoon recess and a noon recess. The 5th and 6th graders will have a noon recess and the 7th & 8th graders will not have recess.

Following is a list of rules for the playground but are not all inclusive:

- no food or drink will be allowed on the playground
- only school equipment or equipment provided by the teacher will be allowed on the playground- no toys from home are allowed
- children must ask permission to enter the building during recess
- children are not to enter the school through the church entrance
- if the temperature, including the wind chill factor, is 20 degrees or lower, the Principal will consider not having outdoor recess.

Consequences for violating the rules may be as follows:

- the child will walk for the duration of the recess
- the child who continues to break the rules will lose additional recesses

Students involved in behavior deemed harmful to themselves or others will be sent to the Principal's office, given additional consequences and parent/guardian will be informed.

XII TECHNOLOGY

Computers and technology are used to support learning and enhance educational instruction. It is a general policy that all computers and other technology equipment used through St. Patrick's School are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions.

It is the belief of St. Patrick's School that the educational benefits to students and teachers through access to various online services and the internet **far exceed** the disadvantages. Most sites accessed can provide a wealth of educational opportunities. It is the intent of St. Patrick's School to provide access to such services to further the educational goals and objectives. However, parents should be aware that students using internet applications have the potential to access unacceptable sources if they disobey or disregard school rules and guidelines. Even though the vast majority of internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent is for all computers at St. Patrick's School to be for technology resources and as a valuable educational tool only. **USE OF TECHNOLOGY RESOURCES WITHIN ST. PATRICK'S SCHOOL IS A PRIVILEGE, NOT A RIGHT.**

Middle School Device Program

All 5th grade students will be issued a student laptop computer for school use. The laptops will remain at school unless permission is given by a 5th or 6th grade teacher.

6 – 8th Grade students will still participate in the Bring Your Own Device program. Students are encouraged, but not required to bring a personal laptop computer to school. Macbooks, Chromebooks and iPads with keyboards are also acceptable, however a PC with Windows 10 is preferred. Students who do not bring a device will check out a computer for use at school. The laptops will remain at school unless permission is given by a 6th – 8th grade teacher.

All 5th through 8th grade students will have access to a laptop or personal device during school hours. The focus must be to enhance learning 100% of the time as well as limiting distractions. **Students must have a charged computer with them every day.**

Students and parents will fill out a Personal Device Policy form. Policies must be submitted prior to students using laptops or personal devices at St. Patrick's School.

The technology committee has worked hard to advance the technology program at St. Patrick's School for the benefit of all students and staff. The sole purpose is to enhance the student's knowledge and skills as they begin to get prepared for the technology challenges of high school and beyond.

Technology and Internet

1. Access to the internet must be related to the user's work responsibilities, for education or research, and be consistent with the educational and religious objectives of St. Patrick's School.
2. The use of the internet is a privilege, not a right, and inappropriate use, whether **in school or outside of school**, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal and his or her decision is final.
3. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the St. Patrick's School.
 - g. Engaging in abuse of the internet. These includes communications, in or outside of school, by personal computers or mobile devices such as cellular telephones, iPads, tablets and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive internet communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage.

Internet Acceptable Use Policy

1. The school reserves the right to monitor student use of school computers and personal devices including but not limited to cell phones, iPads, tablets, laptops and any other device that has been approved for school use through the Bring Your Own Device policy. The monitoring includes student's internet use, files and email use and content. **Thus, students have no expectation of privacy in their use of computers, the internet, or email.**
2. St. Patrick's issued accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password. You may not use your school provided Office 365 account to create any online account including social media **unless approved by a staff member.**
3. Students are prohibited from creating or permitting any other individual or entity from creating a web site or social media account for the school facility. Photographing, videoing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or posting, except with the express permission of a Principal is prohibited.
4. Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any internet or social media site, or in any electronic communication, is prohibited, except with the express permission of a Principal.
5. Using St. Patrick's School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of a Principal.

User Responsibilities

As the user of technology provided and/or authorized by St. Patrick's School, parents and student must review, understand, and accept the following rules. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions as decided upon by the teacher and Principal.

1. I understand that all computer use must be for educational purposes.
 - I will only use the technology resources for academic purposes as directed by my teacher.
 - I will not attempt to access restricted websites such as "YouTube", without teacher permission.

I will not attempt to access "Facebook", "Twitter", "Pinterest", or "Instagram" or any other similar social networking sites.
I will not download or play any non-educational games.
I will not use any instant messaging or chat programs during school hours and without teacher permission.
I will not download or play music or videos from the internet, unless directed by my teacher.
I will not use any non-school email address while at school.

2. I respect personal privacy for myself and others.

I will not give out any personal information about anyone else (home address, telephone number, etc.)
I will get permission from my teacher before giving out any personal information about myself.
I will not give my password(s) to any other users.
I will only use my computer account and won't use anyone else's login id and/or password.
I will not copy, change, or use files that belong to another user.
I will only use school issued email accounts to email within stpatsekhorn.org.

3. I understand that software and ideas are protected by copyright laws.

I will not copy information received from any source and say that it is my work.
I will list all sources of information that I use in my projects and work.
I will not make copies of any software found on St. Patrick's School equipment or on the Internet.
I will not copy any personal software onto any school computer.

4. I understand that educational technology is available for the use of all students.

I will not deface, damage, or destroy the equipment. The school will determine the financial obligation for damage incurred to a school device by a student.
I will follow the school's computer use rules.
I will follow the rules of network etiquette, which include use of appropriate language and polite responses.
Abusive language (including name calling and swearing) and bullying is prohibited.

5. I understand that I must follow county, state, and federal rules when using technology.

I will not try to bypass the security measures of any computer equipment, including using another WiFi other than the StPats network.
I will not knowingly create or introduce any virus to St. Patrick's School equipment.
I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through email or any web-based or Bluetooth communication.

6. I understand that hardware and software are not to be changed.

I will not tamper with installed software and files.
I will not attempt to gain access to unauthorized files.
I will not tamper with any hardware.
I will not change or adjust settings without the teacher's permission.

*I will follow the rules listed above or lose my computer privileges. There will be consequences for any student who fails to follow these guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion, all to be determined by the teacher and Principal. **A SIGNED HANDBOOK ACKNOWLEDGMENT FORM, STATING YOU HAVE READ THIS AGREEMENT AND EXPECT TO FOLLOW IT, MUST BE ON FILE WITH THE SCHOOL BEFORE STUDENTS WILL BE ALLOWED ACCESS TO COMPUTERS.***

XIII. SCHOOL PROPERTY

BOOKS & CLASSROOM MATERIALS

Each child is responsible for the care and proper use of schoolbooks, equipment, and school property. Students are to care for school property in a respectful manner. Students, who lose, deface or damage school property or the property of others will pay a financial restitution. The parent will be billed for any lost, damage and appropriate disciplinary measures will ensue as determined by the Principal. All textbooks MUST be covered at the beginning of the year. Covers must remain on throughout the year.

STUDENT DESKS & LOCKERS

Lockers and desks are provided to the students by the school and are considered school property and are subject to search by the school administration at any time.

XIV. FINANCIAL OBLIGATIONS

TUITION/REGISTRATION FEES

Tuition will be reviewed and established annually by the St. Patrick's School Advisory Board with the cooperation of the Principal, Parish Finance Committee, Parish Pastoral Council, and the approval of the Pastor. Parents/guardians will be advised of the tuition in the spring prior to the opening of the school in the fall.

FACTS

We have partnered with FACTS Management Company to help us manage our tuition payment program. FACTS is used by many schools locally and over 5,000 schools nationally.

Some of the benefits of using FACTS for your tuition payment plan:

1. **Payment Date:** Monthly payments are to be scheduled for the 20th of each month. Automatic payments can be made from a checking or savings account or from a credit card (Master Card, American Express, and Discover are accepted and will cost you a convenience fee of 2.5%)
2. **Enrolling in FACTS:** You will receive an invite from FACTS with information necessary to enroll. Included in the invite will be the website you will need to access. (After the first year of enrolling, you will be automatically re-enrolled with the same payment plan unless you inform the office.)
3. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
4. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime. Automatic payment reminders will be sent.

Even with FACTS, St. Patrick's maintains decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year.

Your payment plan options and their costs, (which will be processed when you sign up and are nonrefundable) are as follows:

1. Single Payment Option – Invoiced - Due July 20th -Cost to Family: \$0
2. Two Payment Option - Invoiced - Due July and January 20th - Cost to Family: \$25
3. Ten Payment Option – ACH or Credit Card – Pulled 20th of each month July-April – Cost to Family: \$60
4. Twelve Payment Option – ACH or Credit Card – Pulled 20th of each month July – June – Cost to Family : \$72

Registration Fees

All families are required to pay a \$150.00 **non-refundable** registration fee per child for each school year. This fee is expected even if students enroll during the school year. It will ensure a position in St. Patrick's Catholic School.

Definition of a Parishioner

The Parish supports the operating cost of educating each student that is a parishioner by over 40%. To be considered active parishioners of St. Patrick's Parish, families are expected to complete the following:

- a. Parents/Guardians are registered members of St. Patrick's Catholic Church.
- b. Parents/Guardians support St. Patrick's Church monetarily through verifiable means.
- c. Parents/Guardians and St. Patrick's students attend Mass regularly at St. Patrick's Catholic Church.
- d. Parents/Guardians are responsible for contributing their time and talent, in a sustained manner, to the St. Patrick's Catholic Church activities in a verifiable way.

END OF SCHOOL YEAR FINANCIAL OBLIGATIONS

It is expected at St. Patrick's Catholic School that each family has all school related financial obligations paid before the last day of school. These obligations include the following: current year registration fees, tuition, Kidzone charges, outstanding lunch balance, fees for sacrament preparation materials, lost library book replacement charges and any other fees that are left unpaid.

Unless special circumstances have been approved, the family will not receive report cards and if necessary, transcripts will not be released to the student's next school. Special circumstances may be requested by documenting reason for non-payment along with a documented payment plan. This documentation will then need the signature of approval by the Pastor, Principal and Business Manager before report cards and/or transcripts are released.

TUITION ASSISTANCE

Purpose

The purpose of Tuition Assistance is to give families in need financial assistance in order to provide a Catholic education for their children.

Tuition Committee and Its Composition

A Tuition Committee has been established to determine the exact amount of financial aid granted to an applicant, and/or grant special payment terms for tuition if outside the prescribed options.

Voting members: School Advisory Board Representative, Finance Committee Member, Men's Club Member (one of these three is not to be a relative of a student at St. Patrick's). Nonvoting members: Pastor, Principal, & Parish Business Manager

Process for Tuition Assistance

Applicants who qualify must first apply for the Archdiocesan Children's Scholarship Fund in order to be considered for St. Patrick's Tuition Assistance. If applying for St. Patrick's tuition assistance, you must apply for free/reduced lunch. These forms are in the office. Applications are to be requested from and returned to the Parish Business Manager. Tuition Assistance applications are due by June 1st for the following school year. In order to respect privacy, the Parish Business Manager will assign a case number to each application, and remove the names, addresses, etc. prior to the Tuition Committee reviewing the application.

The Tuition Committee will review all applications as soon as possible in June to determine distribution decisions. Letters will be sent to all applicants by the Parish Business Manager prior to the end of June detailing the amount of aid granted, any specific conditions (automatic withdrawal, special terms), etc. Applicants must sign their agreement and return to the Parish Business Manager within two weeks.

Not all funds available will be distributed during this initial application process. Remaining funds may be used for families seeking “emergency” assistance throughout the school year. Families seeking such “emergency” assistance need to follow the same process outlined above, i.e. submit an application to the Parish Business Manager with the amount of assistance requested. A case number will be assigned to the application with the Tuition Committee reviewing and/or approving. A letter will inform the applicant with an agreement to be signed and returned.

Process for Special Terms

Families wishing to request special payment terms for tuition must submit their request in writing to the Parish Business Manager. As with Tuition Assistance, a case number will be assigned, the family’s identity protected and the information forwarded to the Tuition Committee for review and approval. The Parish Business Manager will send a written response to the applicant with the Committee’s recommendation.

Other Information

Contributions designated to Tuition Assistance are accepted at any time from corporations, groups and individuals; these are legally tax deductible. Donations made which benefit a family directly without going through the above described process is considered “tuition paid” and therefore, not tax deductible.

XV. SAFETY

St. Patrick’s Parish has a Safety Committee that meets regularly throughout the school year. The mission and goal of this committee is to observe and evaluate all aspects of the program and to make sure the environment is safe for all students, staff, volunteers, parishioners and visitors.

CHARTER FOR THE PROTECTION OF CHILDREN TO PROTECT THE FAITHFUL IN THE FUTURE

ARTICLE 12: Dioceses/Parishes will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/Parishes will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

ARTICLE 13: Dioceses/Parishes will evaluate the background of all diocesan/Parishes and parish/school personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies. In addition, they will employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, Program of Priestly Formation, 1993, no. 513).

The Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference

VISITORS

All visitors who come to the school during school hours (7:30am to 4:00pm) must check in at the Welcome Desk and receive a visitor’s pass to ensure the safety of all students and staff. Visitors, including parents/guardians, should use the main school entrance. All other school entrances will be locked during school hours.

MONITOR ACCESS SYSTEM

St. Patrick’s Parish/School recognizes the need to maintain a safe and secure school building that stimulates learning and development. In order to accomplish that goal, a monitor access security system is in place. All staff, volunteers, and visitors are expected to uphold all procedures and expectations of this system so all students and staff are safe when children are present in the school building during school hours.

EMERGENCY DRILLS

St. Patrick's regularly conducts emergency drills. Detailed escape plans and shelter areas are posted inside the door of each classroom. The purpose of these drills is to practice the safe and swift evacuation of all students and staff to safe areas.

Fire Drills

St. Patrick's School will conduct a monthly fire drill to prepare our students in case of an emergency and to be in compliance with the State Fire Marshall.

Tornado Drills

Tornado drills are held regularly throughout the tornado season.

Emergency Crisis Team

St. Patrick's School has a Crisis Management Plan for emergencies. The purpose of the crisis plan is for St. Patrick School/Parish to ensure that any crisis that may affect members of our school community will be handled in an appropriate manner.

Policy for Reporting Danger to Self or Others

If a student knows of an abusive situation (sexual or physical), hears threatening statements of violence made, hears rumors of guns, drugs, or any other type of violence, they immediately:

- Inform their homeroom teacher, or any teacher present when the situation occurs. If they are not comfortable doing this, they may:
 1. Request to see the Principal, Assistant Principal and/or counselor and report the information to him/her.
 2. If they are not comfortable with either of the above options, they may, in writing, explain in detail the information, including the names of those involved.

Upon receiving the information, the administrator will investigate the situation. The student code of conduct will be followed when deciding disciplinary action. If unable to obtain enough information to take action, the teacher and administrator will closely monitor the situation. Please remember that intentionally reporting false information is as severe as making a threat yourself.

Bicycle Safety

Students must walk their bicycles on the school grounds. The school is not liable for any damage to or loss of a student's bicycle.

XVI. VOLUNTEERING

In signing up as a volunteer of St. Patrick's School you agree to the following:

Charter for the Protection of Children & Young People: This Charter includes the Safe Environment Training program and background checks as established by the Ad Hoc Committee on Sexual Abuse of the United States Conference carried out by the Archdiocese of Omaha. As a volunteer who has regular contact with the youth of the parish, I agree to abide and adhere to this Charter.

Your status as a Volunteer: In performing services in connection with St. Patrick's School, you shall operate as and have the status of volunteer. You shall not act as or be an employee of St. Patrick's School. All of your activities will be at your own expense. As a volunteer, you shall refrain from using your position to secure special privilege, gain or benefit.

Treatment of Confidential Information: In reference to St. Patrick's School private information, you agree not to disclose, divulge, copy or reproduce any of the proprietary or confidential

information/materials regarding students, staff or curriculum unless authorized to do so by St. Patrick's School.

Representation: As a volunteer, I do not represent the school on matters of policy, procedure, programs and personnel. When approached with concerns, I agree to refer parents to Principal and/or appropriate personnel. Volunteers should represent St. Patrick's School in a helpful, friendly and professional manner at all times. Our existence and effectiveness is dependent upon the goodwill of the parish/school community. The image people form of the organization may be based on their contact with volunteers. For this reason, it is important for volunteers to always represent St. Patrick's School in a positive manner and promote the beliefs and practices of the organization.

Media Contact: As a volunteer, I do not represent the school on inquiries and matters of the media. I agree to refer all media contacts to the Principal.

HOME & SCHOOL

St. Patrick's Home & School Association (H&S) is a volunteer service organization whose success is dependent upon parental involvement. The children of St. Patrick's School all benefit from the time and talent that parents bring to the association; therefore, all five-day school parents are encouraged to become active members. Household dues are \$25 annually. Each H&S Family receives a school directory.

Mission Statement: Our mission is to support and assist the school staff, parents, and parish community in nurturing our children's academic, spiritual, and behavioral development.

We invite all members to join us for our monthly meetings, starting in September. Check out the Home & School section on the St. Patrick's website for more information and the calendar of events.

2018-2019 HOME & SCHOOL OFFICERS AND CHAIRS

PRESIDENT	Stacie Osborn
VICE PRESIDENT	Jen Olson
SECRETARY	
TREASURER	Alyson Demman

Contact email: homeandschool@stpatselkhorn.org.

XVII. PARISH/FACILITY INFORMATION

USE OF PARISH FACILITY

All organizations and individuals must submit a request form to the Facilities Manager in order to utilize space in the facility. Forms must be submitted prior to the Tuesday staff meeting at least two weeks in advance. Contact Marty Cordes for more information at mcordes@stpatselkhorn.org.

Tobacco & Gum Free Facility

State law and parish policy prohibits students from carrying and/or using tobacco products on parish/school property or at parish sponsored activities. Students who violate this policy are subject to suspension. Repeated violations may result in an expulsion. St. Patrick's Parish and School also prohibit gum in our facility.

St. Patrick's Parish Alcohol Policy

Updated: May 12, 2016

Policy Guidelines

- The consumption of alcohol on Parish grounds will require permission from the Parish Pastoral Council (PPC) sixty days in advance of the event.
- Permission will not be granted for any youth centric activities.
- Any Parish sponsored youth event not on our grounds must adhere to the Parish Alcohol Policy and follow local laws.
- Minors are strictly prohibited from consuming, serving, or handling alcoholic beverages. Minors are not allowed in specifically controlled adult only areas (e.g. fenced beer garden in a combined Parish outdoor event).
- The uniformed security guard, with coordination with committee chairs, has the right to discontinue the event if uncontrollable problems arise.

Procedural Requirements (All Events)

- Request permission of the PPC 60 days in advance of the event.
Note: PPC meets the second Thursday of each month.
- An adequate number of uniformed security guards, as determined by the PPC, must be provided at your expense. At least one uniformed security guard must be a current law enforcement officer.
- Non-Parish events must request a liability insurance waiver/rider from the Parish Office at least 60 days prior to the event.
- When selling alcohol, a state and city alcohol permit is required, and all of their specific requirements must be followed.
- Any person serving alcohol must be legal drinking age.
- Alcoholic beverages are not to be promoted in a way which might imply any kind of ecclesiastical or social requirement to partake of them.
- Signage promoting “smart choices” must be visibly posted.
- Groups or organizations sponsoring an event where alcohol will be consumed are expected, in coordination with uniformed security guard(s), to monitor and manage reasonable levels of consumption by attendees.

Procedural Requirements (Additional requirements for Standing Committee/Recurring Events)

- Request permission of the PPC on an annual basis (July 1).

Complaints regarding alcohol use will be handled by the PPC on an individual basis and can jeopardize the use of Parish grounds in the future.