



*"To Teach As Jesus Did..."*

*Early Childhood Education*  
*Parent Handbook*  
**2019 – 2020**

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# St. Patrick's Early Childhood Education Handbook

## PRES, PREK, TK OVERVIEW

### Pre-S (Preschool) Philosophy

The Pre-S 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). The Pre-S 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 (Pre-Kindergarten) Philosophy

The PreK philosophy builds on the preschool program and expands on the academic growth needed for Kindergarten readiness. PreK classes offer a rich learning environment that is age appropriate to prepare students for school success. The PreK program emphasizes school readiness and academic preparedness. The PreK program places emphasis on academics, attention span, and cognitive skills.

### TK (Transitional Kindergarten) Philosophy

TK is a pre-requisite program meant to support students who are eligible for Kindergarten but need more time to prepare academically and/or socially before entering a traditional Kindergarten setting. The program will use a combination of Pre-Kindergarten and Kindergarten curriculum.

## Early Childhood Education 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
- \*To prepare students for school success

## REQUIREMENTS TO REGISTER

### Pre-S Program

This program is for 3-year-olds (must be 3 years old by July 31<sup>st</sup>). The child must be completely and independently toilet trained. Absolutely NO pull-up diapers allowed. The Pre-S 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

This program is for 4-year-olds (must be 4 years old by July 31<sup>st</sup>). 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.

### TK Program

This program is for 5 year olds or those turning 5 during the early part of the school year (must be 5 years old with their birthday falling between April 1<sup>st</sup>-November 1<sup>st</sup>). Placement in this program is contingent upon PreK and TK teachers' recommendation and/or assessment.

## SESSIONS OFFERED

### Pre-S

Pre-S 5-day	Monday through Friday	7:55 A.M. - 10:30 A.M.
Pre-S 3-day	Monday, Wednesday, Friday	12:30 P.M. - 3:00 P.M.
Pre-S 2-day	Tuesday & Thursday	12:30 P.M. - 3:00 P.M.

### PreK

Pre-K AM	Monday through Friday	7:55 A.M. - 11:00 A.M.
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Pre-K All Day

Monday through Friday

7:55 A.M. - 3:00 P.M.

TK 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 and School Messenger keep all informed on all activities in the school and parish.

## EARLY CHILDHOOD WAITING LIST GUIDELINES

All children (Catholics from outside our parish and non-Catholics) are welcomed to enroll at St. Patrick's Preschool (Pre-S), Pre-Kindergarten (PreK), and Transitional Kindergarten (TK). 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. 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.
  - Student's whose family is Catholic in neighboring parishes with no Catholic School
  - Catholic families on waiting lists of other Catholic Schools
  - Non-Catholics

## SNACKS

Pre-S - A snack bucket/tote will be sent home when it is your child's turn to bring snacks.

Pre-K - Children will be assigned a week when it is their turn to provide snacks.

TK – Children will bring their own snacks.

## 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.**

### Parent/Teacher Conferences

Parent/teacher conferences are scheduled in the fall and early spring. All parents/guardians are expected to attend these conferences. Rescheduling parent/teacher conference appointments will be based on the teacher's availability.

### Open House (PS/PK) and Curriculum Night (TK)

These events are intended for you 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 Open House or Curriculum Night meetings.

## CORE CURRICULUM

St. Patrick's early childhood program provides school readiness for children ages 3-5. The physical, cognitive, social, and emotional development of a child are the essential ingredients needed for a child to successfully enter their formal years of learning. Our program uses a variety of methods (both formal and informal) to develop these important areas in each child's life.

## 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.

## **PRES/PREK/TK 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 - 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 204<sup>th</sup> 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** drop-off will start at 12:25 P.M. by the bell tower. Please enter off of Laramie Street.

**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 and TK 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 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.

## **DRESS CODE**

### **PS/Pre-K**

Children in PS/PK are not required to wear uniforms. Please have your child dress in comfortable clothing that are distraction-free and allows for free-movement, play and exploration. We discourage children from wearing items associated with dress-up clothing at home (crowns, tiaras, etc.) as well as any items that will be distracting (i.e light up shoes, sequenced shirts, etc.). Please keep jewelry at this age to a minimum. For safety purposes, we discourage necklaces and dangling earrings. Colored hair or highlights are not permissible.

### **TK Uniforms**

#### **GIRLS**

**Navy or Green Polo Dress or Khaki Skort:** Dresses and skorts must be purchased from Dennis Uniforms or a place that sells items of similar style and color. Shorts **MUST** be worn underneath dresses.

**Shorts:** Khaki walking shorts may be worn the opening day of school until November 1<sup>st</sup> and from April 1<sup>st</sup> until the last day of school. Shorts may be purchased from Dennis Uniforms, or at a place that sells items of similar style and color. You may purchase the shorts from any other retailer as long as they are the same khaki color.

**Pants:** Khaki twill traditional dress pant must be a 60/40 polyester cotton blend and may be worn in place of the dress or

skort. Pants may be purchased at such locations Dennis Uniforms, or online at French Toast. You may purchase the pants from any other retailer as long as they are the same khaki color.

**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 dresses/skorts 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.

**Shoes:** Students must wear tennis shoes with the school uniform. Shoes may not have lights, wheels or any other aspect that could be considered unsafe or distracting to the learning environment.

## **BOYS**

**Shorts:** Khaki twill (60/40) polyester cotton blend) walking shorts may be worn from the opening day of school until November 1<sup>st</sup> and from April 1<sup>st</sup> until the last day of school. Shorts may be purchased from Dennis Uniforms, or you may purchase the shorts from any other retailer as long as they are the same khaki color.

**Pants:** Khaki twill traditional dress pant must be a 60/40 polyester cotton blend. Pants may be purchased at Dennis Uniforms or you may purchase the pants from any other retailer as long as they are the same khaki color.

## **TK Dress Down Days**

Parents/guardians and students will be notified about scheduled dress down days. PS/PK/TK are years of creative and independent dress. Please allow your children the freedom to choose their clothes on this special day; we trust you will guide them. Our primary concern is that they dress appropriately for the weather conditions.

## **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.

**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.

## **ATTENDANCE**

### **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 tardiness 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.

### **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 students 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.

## **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.

## **TK/Pre-K HOT LUNCH PROGRAM**

Lunch payments are withdrawn monthly using Tuition Express. PowerSchool allows families to check their accounts remotely at any time. 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.

## **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@stpatsekhorn.org](mailto:lunch@stpatsekhorn.org). Parents must sign in at the Welcome Desk when visiting.

Parents may bring a sack lunch or purchase a hot lunch with their child. The National School Lunch Program **prohibits all fast food products** from being consumed in the school cafeteria. This regulation applies to all students and parents during the regularly scheduled lunch period. We will request that any fast food brought to the cafeteria be disposed of.

## **Cold Lunches**

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

## **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**

### **Angel Dashboard**

A new password protected landing page titled "Angel Dashboard" on the school website provides families with all up-to-date information. A reminder email with the password will be sent out every Thursday from the school office. Any requests for information to be included on the dashboard **must be submitted in final draft form to the school office by Tuesday at 8:00 a.m.** 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.** Additionally, families are encouraged to opt-in to the school text messaging service by texting "Y" to 67587.

## **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.

## **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.

### **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 2019-2020 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 **27 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.

## 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 a Purpose

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.

### Playground Rules

PS, PK, and TK students will have a morning, afternoon, and a noon recess.

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

- 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.

### 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.)

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

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:

Family: \$60

**Registration Fees:** All families are required to pay a \$200.00 **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.

### **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.

## **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.

## **2019-2020 Home & School Officers and Chairs**

PRESIDENT- Jen Olson

VICE PRESIDENT- Shelly Durbin

SECRETARY- Gina Westfall

TREASURER- Megan Bray

Contact email: [homeandschool@stpatselfhorn.org](mailto:homeandschool@stpatselfhorn.org)

***All policies in this handbook are subject to change, or interpreted to the discretion of the Administration.***