



Family Handbook
2020-2021

20500 W Maple Rd | Elkhorn, NE 68022
[T] : 402-289-5407
stpatselkhorn.org

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.

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.

MISSION STATEMENT

"To teach as Jesus did" inspiring all to become their best spirituality, behaviorally and academically."

CORE VALUES

St. Patrick's Catholic School is committed to:

- Challenging students to ensure their learning needs are met through high and achievable expectations.
- Creating an awareness of our social responsibility to others and respond to God's call to serve.
- Cultivating an appreciation and respect for all in a family centered community.
- Growing in our appreciation of our Catholic identity through formation of the mind, body, and spirit.
- Developing self-disciplined learners to be aware of their dignity and potential.
- Collaborating through effective communication among students, staff and families.
- Employing the most academically qualified, educationally passionate and Christ-centered personnel.
- Enhancing student learning through continuous professional development.

ADMINISTRATION

Pastor:	Fr. Tom Fangman
Assoc Pastor:	Fr. Patrick Moser
Principal:	Mrs. Kami Landenberger
Assistant Principal:	Mrs. Candace Thompson (K-4)
Assistant Principal:	Mrs. Tawnya Mann (5- 8)

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 6:00 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.

Members: Alexis Beller, Matt Graves, Mark Niedzwiecki, Kelly Parr, Meg Schwartz, Brad Peal, Jim Ridder

ABSENCES and TARDIES

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 is absent 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.

Grades K-8 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@stpatselkhorn.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 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 Administration. A homework report will be sent home for incomplete work. Each grade will have a policy for late work not returned.

Grades K-8 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.

ADMISSIONS

Admissions Policy

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.

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.

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

Admissions 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

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.** Revised 1/17/2011

New Students Admissions

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

- **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.
- **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.
- **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.
- **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).
- **CUMULATIVE RECORDS** - For students transferring into St. Patrick's School, a copy of records from the previous school attended is required.

ARRIVAL/DISMISSAL

School Hours

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

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.

Morning Drop Off

- Students should **NOT** 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 entering from west on Laramie, you will enter and stay in the right lane. If entering from 204th Street, you will enter and stay in the left lane you will merge into traffic on the south side of the Bell Tower. Traffic will go east through the lot and continue around to the front of the church as if you would have come in from 204th Street.
- The drop off zone begins at the southeast corner of parking lot #2 where the sidewalk starts and ends in front of the activity center next to 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 permitted 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.

Dismissal

Each day at 3:10 P.M. 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. Please note the Fire Station lot and Bethany Luthern lots are not supervised.

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.

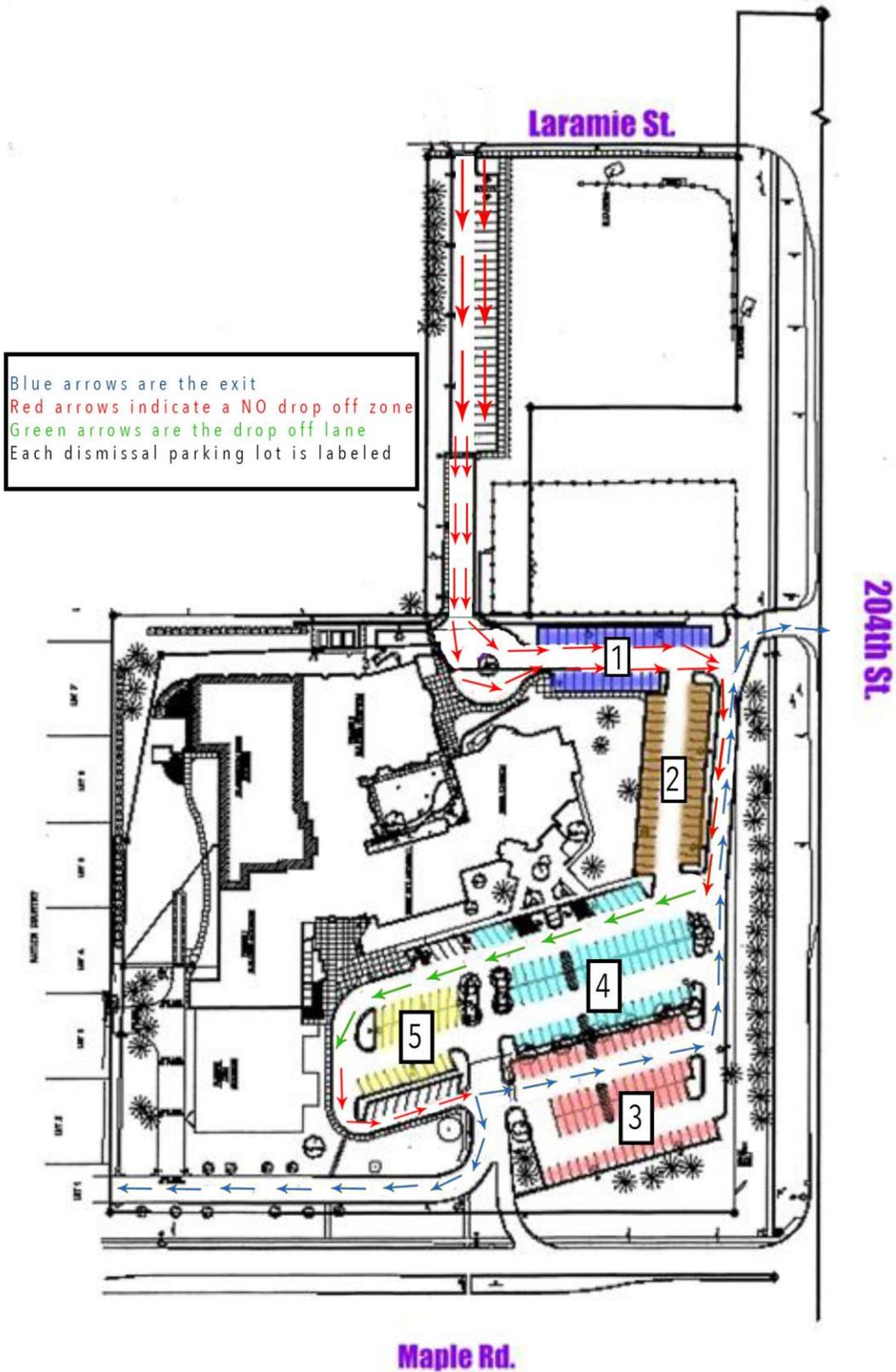
Early Dismissal

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

Walking Home

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

MORNING TRAFFIC PATTERN AND AFTERNOON LOT NUMBERS



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.

BULLYING | HARRASSMENT | STUDENT CONDUCT

5032 Student Offensive Conduct, Bullying or Harassment Archdiocesan Policy: September 2016

Student offensive conduct, bullying or harassment (repeated incidents of such conduct) on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability is prohibited. Offensive conduct, bullying or harassment will result in suspension or expulsion.

Examples of offensive conduct, bullying or harassment include but are not limited to the following:

- a. Explicit and offensive references or gestures;
- b. Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
- c. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
- d. Language of any kind including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.

The following is a commonly referenced definition of bullying: "A person is being bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons." Olweus, D. (1993). *Bullying at School: What We Know and What We Can Do*. Cambridge, MA: Blackwell Publishers, Inc.

- Bullying or Normal Conflict – Normal conflict can occur any time or place and is generally accidental and resolved by the parties in the conflict. Bullying behaviors occur where the person bullying feels safe engaging in power-seeking behavior, which is intentionally harmful and directed at someone who is considered weak or vulnerable and generally is resolved by third party intervention.
- Bullying or Harassment – Harassment behaviors share the common themes found in a definition of bullying and additionally recognize that the behavior is discriminatory toward protected classes of individuals. For example, specific types of harassment would include sexual harassment or racial harassment.
- Types of Bullying – Bullying behaviors may be direct or indirect and include verbal and nonverbal behaviors that cause physical, social/relational, or emotional/psychological harm.

CELL PHONES | SMART WATCH

Students are permitted to bring a cell phone to school but may not use them while in the school building during school hours. Students who elect to bring a phone to school will be asked to check it in to a teacher each day and retrieve it upon exiting the classroom after the final bell. Students may use cell phones once they exit the classroom after school dismisses, unless they are attending Kidzone,

Homework Room, detention or any other school function. Pictures should never be taken on school property without a teachers permission. 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 or fitness tracking 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 adhere to same the discipline policy as a cell phone.

SCHOOL COMMUNICATION

Every Thursday the HALO newsletter will be sent out via email to parents, with the exception of the summer months being every other week. **Our goal is to have 100% of our school families reading announcements and information on the FACT Family Portal or app.** 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 HALO must be submitted in final draft form by emailing halo@stpatselkhorn.org by Tuesday at 8:00 A.M. each week. These submissions are subject to approval by administration. Parents are encouraged to check their emails daily and turn on your notifications for the FACTS app for updates that come at the last minute.

HOME COMMUNICATION

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.

COUNSELING

St. Patick's is fortunate to have a full-time counselor for student support. Students will receive guidance lessons in the classroom as well opportunities to meet with the counselor in small groups or individually by request.

CONFERENCES

Formal parent/teacher conferences are held twice a year in late Fall and again in the Spring. Conferences are schedules in advance for grades K – 4. Grades 5 – 8 and Specials are not scheduled in advance and are held in the gym with an open style format. Specials conference time could meet by requested time if needed.

CONFIDENTIALITY

Confidentiality is understood to mean that information provided by parents/guardians, while shared with administrations and apporprate school professionals, will not be communicated beyond the school parameters without the prior written consent of the parent/guardian.

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. These along with Art, Library/Media, Guidance, Music, Physical Education and Spanish are also implemented within the school week. 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. Grades 7 and 8 are also given the opportunity to participate in electives classes where they are exposed to a variety of options including but not limited to ie: cooking, budgets, leadership, choir, bucket drumming, athletic training to name a few.

DESKS | LOCKERS

All students in grades 1-8 are assigned desks to use during the school year. Students in grades 5 – 8 store their books and other items in lockers. The school is co-tenant of the lockers and desks and reserve the right to search them at anytime without notice.

DETENTION

Grades 5 – 8 can receive a detention for behaviors or an accumulated amount of 5 demerits. Students will serve the detention the following day after assigned. A detention log is created and an email is sent to parents and administrators at the teacher's discretion. All detentions will be served with a staff member. Detention time will be from 3:15 P.M. to 3:45 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 administration. Skipping detention results in an additional detention.

DISCIPLINE

Positive Behavior Interventions and Support (PBIS) along with Discipline with Purpose (DWP) is a developmental approach to teaching self-discipline with positive reinforcers. 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 encouragement will be expected and encouraged at St. Patrick's School.

DISCIPLINE: OFF CAMPUS School Sponsored

Students will be held accountable for behaviors if the event is school sponsored. For athletic events please see the St. Patrick's Athletic Handbook.

DRUG & ALCOHOL FREE ENVIRONMENT

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, 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 Administration, 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.

Tobacco 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.

EXTENDED CARE

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 PreK (all day) - TK. Please refer to the information found on the registration form.

EXTRACURRICULAR ACTIVITIES

St. Patrick's School offers a variety of clubs and extra curriculums. These activities take place outside the school day: Athletics (football, volleyball, soccer, basketball, track, baseball), Art Club, Chess Club, Girls on the Run, Leadership Council, Robotics and Scouts. One exception is Band. Music in Catholic Schools is a parent pay band program in our Catholic schools. All instructors of the program are certified music instructors in the state of Nebraska. The MCS instrumental program is for students in grades five through eight.

FACILITY USE

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@stpatsekhorn.org.

FACTS

FACTS Management is the School Information System (SIS) and tuition payment program. Through FACTS parents will find almost all the information you will need for the school year. FACTS is also our tuition management program (see Tuition Section for more information). You will find important announcements, calendars, student directory, grades, assignments and behaviors. FACTS streamlines the flow of information between school administrators, teachers, and parents and provides convenience and efficiency.

FAITH 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. All school masses are held Wednesday mornings at 8:15 A.M. All students are expected to fully participate in Mass by singing and responding in prayer. Fifth-eighth grade students will be serve at 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.

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.

GRIEVENCE 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.

HEALTH REGULATIONS | INFORMATION

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 Physicals 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 Immunizations 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.

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 will receive a deduction in grade and/or whatever is deemed appropriate by the teacher. The classroom teachers will monitor homework. They will be aware of the approximate amount of homework each student is required to complete.

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.

HONOR ROLL/ANGEL AWARD

St. Patrick's curriculum challenges students to strive to become their best academically and recognizes achievement quarterly in the 5th – 8th grades through an honor roll system. Students' grades can earn them placement on honor roll.

Gold Honor Roll: Students who earns A's in each of their courses for the quarter

Green Honor Roll: Students who earn A's and B's in each of their courses for the quarter

The Angel Award is presented to students in the 5th - 8th grades at the end of each quarter who demonstrated St. Patrick's Core Values of: Christ Centered, Excellence, Service, Community and Leadership.

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 required to become active members. Household dues are \$25 annually. Each H&S Family receives a school directory. H&S helps to organize several events throughout the school year such as classroom parties, teacher appreciation week and many more.

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.

2020-2021 HOME & SCHOOL OFFICERS AND CHAIRS

Contact email: homeandschool@stpatselfhorn.org

PRESIDENT- Shelly Durbin

VICE PRESIDENT- Sarah Scott

SECRETARY- Jill Kreikemeier

TREASURER- Megan Bray

LUNCH

St. Patrick's School lunch program is intended to be a convenience to families ensuring that their child receives a quality meal at lunchtime. The lunch menu can be accessed on the school website.

Prices:

Students in all day PreK through 8th grade: \$3.35 (ammended 7/23/20 COVID)

Adult lunch price: \$4.00

(Lunches include: Lunch, Drink, and Salad Bar)

Children may purchase only one federally reimbursable meal each day.

Additional Lunch & Snack Items

Kindergarten thru 2nd Grade Students cannot purchase Ala Carte or entrée items. All 3rd thru 8th grade students may purchase Ala Carte and entree items. All students K-8 may purchase an extra milk.

Additional Lunch Items

Extra Milk \$.50

Extra Entree..... \$2.00

Pizza..... \$2.00

Ala-Carte.....\$.50-1.50

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

Lunch Payments

Lunch payments are withdrawn monthly using FACTS. FACTS allows families to check their accounts remotely at any time. The credit card, savings account, or checking account on file with FACTS will be billed monthly.

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@stpatselkhorn.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. Fast food is not allowed to be brought into our cafeteria.

Cold 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.

PARENTAL CONCERNS/INVOLVEMENT

If a parent has a question or concern regarding a situation involving a student is urged to follow these procedures:

1. Contact the student's teacher to discuss the situation and work with the teacher to arrive at a possible solution.
2. If the concern cannot be resolved with the teacher, the parent should then request a conference with the teacher and principal.
3. After discuss the situation with both parties, the principal will act as the facilitator, making every effort to resolve the problems and initiate reconciliation between two parties.

4. If resolution and reconciliation have not been achieved, the pastor may be asked to assist.
5. Every effort should be made to resolve questions, concerns and problems at the earliest possible stage in a manner appropriate for us as Christians.

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.

PHOTOGRAPHS

Scholastic Photography takes school pictures for all staff and students in the fall each year. Students have the opportunity to purchase photographs under no obligation. Students are often photographed during the school day for a variety of purposes including but not limited to social media. If for any reason your child(ren) should not be photographed please notify the office. This is also a question on your registration form which is submitted in January.

REPORT CARDS/PROGRESS REPORTS

Academic grades are updated in FACTS 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.

Grading system for Kindergarten through Second Grade:

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

Grading system for Third through Eighth grade:

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

PROGRESS REPORTS

Grades 3 – 8 can access grades through FACTS at any time for the most current information. Teachers in grades 3 –8 update FACTS grade every 2 weeks. Hard copies will not be sent home. It is the responsibility of the parent and students to access FACTS grades on a regular basis.

RECESS

The purpose of recess is to provide students with an opportunity to socialize, engage in active play and exercise our bodies. Students in grades PreS – 5th grades are typically scheduled one recess per day. PreK – 2 often have additional recesses. On occasion grades 6 –8 are also receive recess opportunities after lunch. If your child has a medical condition for which outside play is not inadvisable, school personnel must have a note from your child’s doctor indicating what the condition is and how many days your child must excused from outside recess. In the absence of such a note, the student will go outside for recess. It should be noted that if a child ill he/she should remain at home until well enough to participate in all school activities, including recess.

Throughout the day the weather is monitored. We are checking up to the minute information regarding temperature and wind-chill factor at our school. Given the the availability of this information, the following guidelines are currently in effect:

WEATHER	RECESS
20 degrees or below wind-chill factor or lower, icy or slick pavement, rain/sleet, heavy snow fall, rain or high winds	Indoors
21 degrees or higher	outdoors

SAFE ENVIRONMENT TRAINING

Safe Environment training is required for all volunteers and/or others who have occasional contact with children and young people in school, religious education, youth ministry, liturgical ministries, vacation bible school, athletics and scouts. Occasional contact is defined as any contact with children. The training is good for five years and is required for all school employees and volunteers at the parish and/or school. Please contact Lisa Seidl at lseidl@stpatsekhorn.org with any questions.

SAFETY | CRISIS PLAN

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 lanyard 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 SRP (Standard Response Protocol). 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.

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/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.

SCHOOL CLOSING | 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 email and/or text. 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.

Delayed Start

Start times for a 2-hour late start will be at 10:00 A.M. for all day PreK – 8th grade. Students may be dropped off at 9:30 AM. In this case, morning Preschool and morning PreK will be canceled, but afternoon Preschool will continue as normally scheduled. Before school activities, including Kidzone, will be canceled, but school lunch will be served as usual on days with late starts.

Early Dismissal

Release times will be as follows:

1:00 PM for PreK and TK

1:15 PM for K-8

Afternoon preschool will have been notified of no school in the event of an early dismissal. After school practices and activities, including Kidzone and Little Angels, will be canceled on days of a weather-related early dismissal. Evening activities will be decided on a case-by-case basis.

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 in grades 5 – 8 MUST be covered at the beginning of the school year with paper bags. The fabric covers do not help to protect our books from damage therefor will not be allowed. Covers must remain on throughout the year.

Students 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.

SPECIALS

Visual Arts

The visual art program at St. Patrick's follows the Archdiocese Curriculum. The goal is to incorporate art history, art making, art aesthetics, and art criticism into most art lessons. This allows students to learn beyond the art making stage. It creates a knowledge base for why art is made, who made what art, what does art mean to us, etc. Students in grades K – 6 have art classes.

Music

Students are scheduled to have Music class twice a week in grades K – 4 and once a week in grades 5 – 6. Once each year, the students will showcase their musical abilities to their family and friends with a performance that will be scheduled. Students in grades 6 – 8 also have the opportunity to participate in the school musical. See the school calendar for more details. In addition to vocal music, students in grade 7 - 8 are given the opportunity to take music as an elective course where they can participate in choir, modern band or bucket drumming.

Physical Education

Students are scheduled to have PE class twice a week in grades TK - 8. On P.E. days, students should wear appropriate shoes (tennis shoes). If a child is unable to participate in P.E., a doctor's written note should be provided to excuse them from class. Students in grades 6-8 will be required to dress out for PE. See uniform section for more details.

Spanish

Spanish is offered to grades TK - 8th grade students as part of their skills class. Students learn vocabulary, grammar, and how to conjugate verbs. This class is intended to provide a knowledge base so they can successfully participate in High School Language.

Library/Media

Students in TK – 8th grade have a scheduled weekly library period. During this time, they learn library skills and can check out books. Books may be checked out for one week at a time by students in Kindergarten through fourth grade and for two weeks by students in fifth through eighth grade. Kindergarten and first grade students may check out one book per week; second through fourth grade students may check out two books per week; and fifth through eighth grade students may check out three books per week. Check out privileges exist as long as books are returned on time. Parents/guardians of students with overdue books will be notified. Lost or damaged books are paid for by the child and/or parent/guardian.

The school library strives to provide the books, periodicals, audiovisual and other resource materials necessary to the fulfillment of the curriculum and for the independent study or recreation reading of the students. Check out hours are during the designated class times as well as before and after school.

Technology

Technology is infused daily in student's schedule and combined in Library/Media lessons. Students will learn age-appropriate, hands-on, and enriching technology skills through STEM, Maker Space and a variety of software. Students will learn to enhance their general studies with creative projects using many tools, including 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 in every class they attend. Students in grades five and six will receive an additional 45 minutes of technology class to sharpen skills in Microsoft Office and typing.

STANDARDIZED TESTING

St. Patrick's utilizes a computer-adaptive assessment called Renaissance Star Assessments. Star Assessments are a comprehensive Pre-K – 12 assessment solution that helps to accurately measure students' reading and math achievement and growth.

Star Benchmarking Assessments can be given as often as three times a year (fall, winter, and spring). Benchmarking helps educators plan and deliver the most appropriate instruction by giving them reliable data and information about each student. Star Assessments can also be used to set and track student progress toward individual goals. Individualized goals can be measured as often as weekly and allows teachers to monitor student progress toward those goals. The Star Assessments program then provides instructional resources that teachers can assign to address individual needs. Some of these assignments may be worked at home or students may participate with others during class time. The goal is improved learning on targeted standards.

STUDENT ASSISTANCE TEAM

Resource Services

TEAM is the name of our resource program (Together Everyone Achieves More). The St. Patrick's resource program strives to meet the individual needs of the students they serve. The resource teachers support students by monitoring the delivery of programs, services, progress of academic and behavior goals and objectives, and the instructional needs of each student. The role of the resource teacher changes according to the needs of the students they are working with. The resource teacher may provide individual to group direct instruction, supplemental instruction, skill remediation and tutorial supports. They may also teach required core subjects that they are qualified to teach, and/or provide consultation to the general education teacher and administrative staff on behalf of the students that they work with. The program strives to provide effective and continual communication with parents and other professional involved in the in the program.

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.

5054 Parent or Guardian Requests for Student Records

In order to protect the integrity of student records, the School will not provide copies of student records to a parent (custodial or noncustodial) or guardian. However, a parent or guardian will be allowed to review his/her student's records at the School office in the presence of the Principal or his/her designee. All requests to review records should be made in writing to the Principal at least 48 hours in advance of the intended review.

If circumstances effectively prevent a parent or guardian from being able to review the records at the School office, the School will provide copies of the student's records to the parent or guardian or make other arrangements for the parent or guardian to review the student's records.

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.

Official student files will contain only:

- a. Academic transcript;
- b. Attendance record, including, if applicable, evidence of any truancy;
- c. Birth certificate;
- d. Records of educational or related testing;
- e. Required health information, including immunization records and emergency plans for allergies;
- f. Multidisciplinary Team (MDT) records;
- g. Individual Education Plan (IEP);
- h. Equitable Service Plan (ESP)
- i. Individualized Family Service Plan (IFSP);
- j. Public School 504 plan;
- k. Non-Public School Accommodation Plan, including documents which verify the disability or illness;
- l. Health Safety Plan; and
- m. Official Student Assistance Team (SAT) Data and Plan;

The student files referenced above should be segregated into separate folders or subfiles as follows: (a) – (d); (e); and (f) – (m).

In addition, if the student is transferring to another Catholic School, the following information should be supplied:

- n. The parish where the student's parents or guardian are registered;
- o. Evidence of sacraments received; and
- p. Baptismal Certificate.

Policy Approved: October 15, 1995 Policy Revision: May, 2006; September, 2016; January, 2020

SUSPENSIONS/EXPULSIONS

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. Students who participate in school sponsored extracurricular events will experience the loss of practice and competition time relevant to the length of the suspension. This decision and all disciplinary actions will rest with the Administration.

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.

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:

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%)

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.)

Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.

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:

Your payment plan options and their costs are as follows:

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.

Parishioner Definition:

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 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

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.

UNIFORM

K-4 grade (Boy and Girl Options)

Shirts: Options are a long or short sleeve gray pique knit polo shirts with St. Patrick's Catholic School embroidery. These must be purchased through Home & School, Dennis Uniform, DiGiorgio's Sportswear, or Lands' End. Used shirts may be available in the used uniform closet for purchase.

Shorts: Navy blue walking shorts may be worn from the opening day of school until October 31st and from April 1st until the last day of school. Shorts may be purchased from Dennis Uniform, DiGiorgio's Sportswear, Lands' End 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. Used shorts may be available in the used uniform closet for purchase.

Pants: Navy blue twill traditional dress pant must be a 60/40 polyester cotton blend. Pants must have 2 pockets on the front and up to 2 pockets on the back side. No pockets on legs or cargo pants. 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 Dennis Uniform, DiGiorgio's Sportswear, Lands' End 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. Used pants may be available in the used uniform closet for purchase.

(K-4 Girls Only)

Christopher plaid jumper, skirt, or skort: Jumpers, skirts, and skorts must be purchased from DiGiorgio's or Dennis Uniform. Hemline must be modest in length and no shorter than 3 inches above the middle of the kneecap (or a Post-it Note space). Final interpretation will be handled by the teachers or administration. Shorts MUST be worn underneath jumpers and skirts. Pre-owned skirts/skorts/jumpers may be available in the used uniform closet.

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 but socks must be visible. Sweatpants may be worn under skirts/skorts, 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.

5-8 grade (Boy and Girl Options)

Shirts: Options are a long or short sleeve dark green pique knit polo shirts with St. Patrick's Catholic School embroidery. These must be purchased through Home & School only. Used shirts may be available in the used uniform closet for purchase.

Shorts: Khaki twill walking shorts may be worn all year long. Shorts may be purchased from Dennis Uniform, DiGiorgio's Sportswear, Lands' End 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. Used shorts may be available in the used uniform closet for purchase.

Pants: Khaki twill traditional dress pant. Pants must have 2 pockets on the front and up to 2 pockets on the back side. No pockets on legs or cargo pants. 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 Dennis Uniform, DiGiorgio's Sportswear, Lands' End 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. Used pants may be available in the used uniform closet for purchase.

5 – 8 grade (MS Girls Only)

Christopher plaid skirt, or skort: Skirts or skorts must be purchased from DiGiorgio's or Dennis Uniform. Hemline must be modest in length and no shorter than 3 inches above the middle of the kneecap (or a Post-it Note space). Final interpretation will be handled by the teachers or administration. Shorts MUST be worn underneath skirts. Pre-owned skirts/skorts may be available in the used uniform closet.

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 but socks must show. Sweatpants may be worn under skirts/skorts for girls, however, they are only to be worn for warmth when lined up outside in the morning or for going out to PE or recess. They are not allowed to be worn during indoor class time.

All Students K- 8

Sweatshirts: Gray, green, navy quarter zip embroidered St. Patrick's Catholic School sweatshirts may be worn over the uniform shirt at any time during the school year. Also, K-8th grade students may wear the full zip green or blue track jacket. All items are available for purchase through the Home & School online store. No other sweatshirts or apparel (other than the 8th grade exclusive sweatshirts purchased at the beginning of the school year) are allowed to be worn during the school day.

Shoes: Students must wear shoes with the school uniform. Shoes must allow students to fully participate in all daily school activities. All shoes must have a closed toe and heel, be neat, clean, and without holes. Shoes with wheels or lights are not allowed. School staff reserve the right to determine if shoes do not meet the above requirements. If a student does not wear appropriate shoes, he/she will be given a uniform violation. For physical education athletic shoe must be worn.

Boots: Boots are NOT allowed to be worn during the school day. Boots can be worn to and from school during the winter months and should be labeled in order to help avoid mix-ups.

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. Socks with a St. Patrick's logo (white/green, navy/white, green/white) are also approved and available from Home & School.

Jewelry: Watches (see section above about Smartwatches) are allowed. Religious necklaces, bracelets and rings are permitted. Girls may wear small earrings/posts. Boys may not have any piercings. If they become a distraction they may be asked to place in safe keeping until they arrive home.

Hair: Unusual hair colors and styles would be a distraction to the learning environment and therefore will not be allowed. Hair shall be of reasonable length and style. Final interpretation of excessively long/short hair and/or inappropriateness of hair styles will be determined by administration.

Makeup/Sprays: Students are not allowed to wear heavy makeup or colored lipstick or gloss. Makeup to cover blemishes and lip protection is allowed as long as it is clear. Students must keep nails trimmed to a modest length and may wear solid color nail polish. Perfume, body spray, or hairspray may not be applied at school. The use of stick deodorant is preferred.

Dress Down Day

During the school year, students will be granted the opportunity to dress casually. Students are not required to be in uniform on a designated DDD. Jeans, sweatpants, shorts, t-shirts**, and sweatshirts are permitted on dress down days. Shirts must have sleeves; no tank tops are permitted. Shorts may be worn (during the correct season for K-4), but must adhere to the same requirements of the uniform shorts in length. Tempo style shorts are not allowed. Leggings may be worn under a skirt or dress as long as the length of the dress is not shorter than three inches (Post-it Note size) from the knee. NO YOGA PANTS ARE ALLOWED.

**On a designated day such as a Mission DDD or Spirit DDD, students who choose to dress out of uniform must reflect the designated clothing in their attire.

School Uniform/Dress Down Day Infractions

K-4th grade students will be given a written 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, loss of next dress down day and/or consequences determined by the administrators.

5th-8th grades- Student will receive an infraction. Subsequent violations will receive additional consequences which may include demerits, detention, loss of next dress down day and/or consequences determined by the administrators. Any staff member can address a dress code violation with a student.

Physical Education Uniform

Grades 6-8 (and 5 during the spring semester) will change out for PE. Students are required to bring black shorts adhering to the length code and a St. Patrick's t-shirt. Violations will result in demerits. Students are also asked to bring deodorant for after class.

VISITORS

ALL PARENT VISITORS & VOLUNTEERS MUST CHECK IN AT THE WELCOME DESK OR SCHOOL OFFICE. Everyone, with the exception of staff and students, who come 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 lanyard. 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.

VOLUNTEERING OPPORTUNITIES

In signing up as a volunteer of St. Patrick's School you must be Safe Environment trained and 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.

WATER BOTTLES

No glass containers or glass water bottles are allowed at school. This includes lunch boxes. Containers should only contain water unless for medical reasons.

WEAPONS | PROHIBITED OBJECTS

Students are forebidden to knowingly and voluntarily bring to school and/or to possess, handle, transmit, or use any instrument in school, on parish grounds, or at parish/school events that is ordinarily or generally considered a weapon. Any object that could be used to injure another person may be considered a weapon. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

The following are examples of prohibited objects that students are forbidden to knowingly and voluntarily bring to school and/or to possess, handle, transmit, or use in school, on parish grounds or at parish/school events:

- Knives of all types
- Dangerous instruments
- Guns of all types
- Lead pipes, chains, chuck sticks
- Throwing stars, darts, metal knuckles, blackjacks
- Unauthorized tools
- Fireworks, explosives or other chemicals
- Controlled substances and/or drug paraphernalia
- Alcohol, tobacco, matches or lighters
- Laser pointers

As a condition of continued enrollment, students must abide by the terms of this Weapons/Prohibited Objects Guideline. Students violating this guideline shall be subject to disciplinary action as noted in the information in the “Expulsion” section of this handbook.

WELLNESS POLICY

The Archdiocese of Omaha recognizes that schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school community to maintain an environment that enhances maximum student potential. Included in the policy are the following categories:

- Nutrition Education
- Physical Activity & Education
- Nutrition Standards
- Public Notification

RIGHT TO WAIVE

The administrator reserves the right to waive and/or deviate from any and all regulations for just cause at his/her discretion.