

ST. PATRICK CATHOLIC SCHOOL



2021-22

Parent and Student HANDBOOK

Effective August 2021

TABLE OF CONTENTS

	Archdiocesan Policy No.	Page No.
Title Page		1
Table of Contents		2-4
School Information (General)		5
Church Information (General)		6
<u>ADMINISTRATION OF LOCAL SCHOOLS</u>		7-8
Principal of Subsidiary	3000	7
Our Catholic Faith		7
Equal Opportunity	1020	7
<u>PARENTS</u>		9-11
Parent Role in Education	6000	9
Mass Attendance		
Parish Support		
Sharing of Time and Talent		
Community		9
Parents	6010	9
Volunteers		10
Visitors		10
School Advisory Council		10
Parent – Teacher Organization	6010.2	10
<u>STUDENTS</u>		
<u>ADMISSIONS</u>		11-13
Guiding Principles	7000	11
Admission		11
Placement Status	7010	12
Special Services		12
Student Improvement Team (SIT)		12
Enrollment		13
Tuition		13
Withdrawals		13
<u>HEALTH</u>		14
Health Assessment	7050	14
Immunization	7060	14
<u>CONDUCT</u>		15-19
Code of Conduct		15
School Discipline	7105	15
School Environment		15
Anti-Bullying Policy	7130.1	16
Prevention		
Procedures		
Definition	7030.1.2	
Virtus Safe Touch	7130.4	17
Emergency Safety Interventions		17
Weapon Possession	7140	18
Absence/Illness		18
Medication	7200.3	18
Parental Consent and Release Form	7200.8	19

GENERAL STUDENT POLICIES		19-26
Attendance	7300	19
Dismissal		20
Leaving Early		20
Absence/ Family Vacations		21
Designated Reporting Officer	7300.1	21
Attendance Records	7300.3	21
Attire	7320	22
Girls		
Boys		
Dress Down and Spirit Days		
Attorney Communication/ Court Subpoenas, Orders, and Other Legal Documents	7330	23
Child Abuse	7340	23
Child Custody	7350	24
Contested Child Custody Matters	7350.1	25
Graduation Requirement Policy	7400	25
Academic		
Behavior		
Service Hours		
Retreats		
Graduation Ceremony		
Student Ambassador Program		
Social Events After Graduation	7400.1	25
RECORDS		26-28
Grading Scale		26
Cumulative Records	7500	26
Progress Reports and Report Cards		26
Mailing Lists and Release of Student Directory Information	7510	27
Request for Records	7510.1	28
Retention of Students for Academic/Social/Emotional Reasons	7520	28
Students Who Become Parents	7530	28
<u>CURRICULUM, INSTRUCTION, AND ASSESSMENT</u>		29-31
Required Subjects	8030	29
Curriculum		29
Field Trips	8040	30
Co-curricular and Extracurricular Activities	8050	30
Participation Forms and Transportation for Co-curricular and Extracurricular Activities	8050.1	31
Supervision for Co-curricular and Extracurricular Activities	8050.2	31
St. Patrick Athletics		31
Academic Expectations	8100	31
Homework		31
Request for Homework		31
<u>GENERAL SCHOOL POLICIES</u>		32-45
School Masses		33
Safety		33
Use of School Grounds		34
Traffic Safety	9350	34
Extended Care		34
Self Quest -Student Service Hours Guidelines		35

Lunch		36
Negative Balance Procedures for the School Lunch Program		36
Books		37
Fines		37
Inclement Weather		37
Cold Weather		39
Cell Phones and Electronic Devices		39
Valuable Items		39
Deliveries to Students		39
Parties		39
Accreditation	9000	40
Archdiocesan Guidelines for School Fundraising	9020	40
Asbestos/Risk Management	9030	40
Procedures	9030.1	
Risk Management	9030.2	
Child Protection- Virtus Training for Adults and Volunteers	9060	41
Child Protection Policy		41
Code of Ethical Standards		41
Sexual Harassment Policy		41
Child Protection- Virtus Training for Students	9070	41
School Documentation of Student Lessons	9070.1	
Counseling	9090	41
Crisis Response Plan	9100	42
Emergency Evacuation		42
Communications		42
Distribution of Information		42
Telephone		42
School Website		42
Non-Discrimination Policy	9210	43
Parent/Teacher Conferences	9220	43
Photographs	9250	43
Prayer	9260	44
Technological Resources	9340	44
Parameters for Acceptable Use of Technological Resources	9340.1	45
Parameters for Acceptable Use of Non-School Technological Resources	9340.2	45
Amendment Privilege		45
APPENDIX		
Virtuous Behavior Formation Rubric		46
Anti-Bullying Discipline Rubric		
Elementary		47
Middle School		48
Technological Resources Use Policy Signature Document	C119	49
Photography Release	C129	50
Child Photography Release	C130	51
Handbook Agreement Form		52

ST. PATRICK CATHOLIC SCHOOL

1066 North 94th Street
Kansas City, Kansas 66112
Mr. Tim Conrad, Principal

School 913-299-8131
School Fax 913-299-2845
Early Education Center 913-299-3051

Website: <http://stpatrickkck.eduk12.net>
Email: spat@archkckcs.org

School Hours: 7:50 AM – 3:20 PM

ARCHDIOCESAN MISSION STATEMENT

Be it known to all who enter our Schools that Christ is the reason for these Schools,
the unseen but ever present Teacher in our classes,
the Model of our faculty,
the Inspiration of our Students.

ST. PATRICK MISSION STATEMENT

Spirituality, Scholarship and Service for the Kingdom of God on Earth as it is in Heaven.

VISION

St. Patrick Catholic School fosters Catholic values and faith, scholarly curriculum, and disciples oriented to serve the Lord.

OUR GOALS

1. Diligently Achieving and Forwardly Thinking-

To have a Catholic faith-based educational culture that utilizes individual student data to individualize student instruction in order to improve academic performance.

2. Joyfully Catholic and Intentionally Self-Giving

To have a Catholic faith-based culture that utilizes effective practices that enrich traditions, develops self-giving, and builds upon values of St. Patrick Catholic School family and community.

3. Prudently Managed

To have a Catholic faith-based school system that encourages community support by engaging families through enhanced communication, student performance, and spiritual development in order to enhance support of our school and school system.

Mascot: The Irish

Colors: Green and White

ST. PATRICK CHURCH

1086 North 94th Street
Kansas City, KS 66112

Fr. Mark Mertes-Pastor
Fr. Shawn Tunik
Fr. Michael Van Lian- Burmese Ministry/Sacramental Support

Laura Hauesser
Parish Accountant/Business

Betty Ann Battson
Director of Religious Education

Cindy Bounds
Director of Music Ministries

Theresa Smith
Director of Adult Faith Formation and Family Life Ministries

Church office 299-3370
Church fax 299-3422
Religious Education 299-3728
Parish Center 299-3370
Parish website: <https://www.stpatrickkck.org>

MASS SCHEDULE:

Saturday, 8:00 a.m. & 5:00 p.m.
Sunday, 7:30, 9:15, 11 a.m.
Spanish 12:45 p.m.
Burmese 2:30 p.m. in school cafeteria
Daily, 6:30 a.m. (Mon. – Fri.)
8:00 a.m. (Wed. & Fri. during the school year)

Holy days, Refer to church bulletin for Mass times

CONFESSIONS

Saturdays from 3:00 to 4:00 p.m. or by appointment

MOTHER OF PERPETUAL HELP NOVENA

ALL DAY ADORATION

Monday- 7:00 a.m. – 7:00 p.m.
6:00 p.m. Rosary
Tuesday- 7:00 a.m. – 7:30 p.m.
7:00 p.m. Novena

BAPTISMS

Third Sunday of the Month after 11:30 a.m. Mass
By Appointment Only

MARRIAGES

Please notify the Pastor six months prior to date of marriage.

BULLETIN DEADLINE

Monday - Noon

REGISTRATION

Please register at Rectory if you are new in the parish

CATECHUMENATE

Please call the Rectory September through May

*Please note: the electronic version of the policies (can be found on our school website here: <https://stpatrickkck.eduk12.net/other?Item=School%20Handbook>) takes precedence over any printed versions. Policies taken directly from the Archdiocesan Policy Book have a #**** and a four digit number after them.*

ADMINISTRATION OF LOCAL SCHOOLS

PRINCIPLE OF SUBSIDIARY #3000

The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the schools rests with pastors (in the case of single parish elementary schools) or boards of trustees (in the case of consolidated elementary schools and secondary schools).

In addition to and in support of the policies of the Archdiocese of Kansas City in Kansas, with the mission to grow and make disciples for Christ through the Catholic Faith, which are available to the families through the Archdiocese of KC in KS, St. Patrick has the following...

OUR CATHOLIC FAITH

Every St. Patrick Catholic School student receives Catholic faith formation and spiritual development. Students participate in religion classes and prayer. Religious instruction and spiritual development are integrated throughout the day in all subject areas.

Liturgies and Prayer Services: Students help prepare the weekly liturgies. Parents and visitors are welcome at school liturgies and prayer services. Graduation will be planned around the Liturgy.

Preparation for the Sacraments: Sacramental preparation is part of religious instruction in 2nd grade for the sacraments of Reconciliation and Eucharist and in the 7th and 8th grade for the sacrament of Confirmation.

Social Outreach and Service: Students participate in social outreach and ongoing required service hours. Beginning 2nd through 8th grade. Grade level will determine amount of service hours required per year. (Example: 2nd grade = 2 hours, 3rd grade = 3 hours, etc.)

EQUAL OPPORTUNITY #1020

Because all staff in Catholic Schools is called to bear witness to Jesus in both their life and teaching, the Catholic Schools in the Archdiocese of Kansas City in Kansas hire practicing members of the Roman Catholic Church, who are registered members and actively participate in the faith-life of their parishes through their gifts of time, talent and treasure. School leaders, i.e. Presidents of Secondary Schools and Principals of both secondary and elementary schools, must be practicing Catholics. Teachers, except in extreme and unusual circumstances, must be practicing Catholics. However, in the event that there are non-Catholic teachers employed in a school, both the Catholic and non-Catholic teachers shall be required to attend Mass and to participate in all religious services/activities with their students and other faculty members and to conduct themselves at all times, in and out of school, in a manner consistent with established Catholic teachings and moral standards (particularly that are described in the Catechism of the Catholic Church, various documents from the Vatican and United States Conference of Catholic Bishops, as well as in the document, "Church Teaching on Special Issues of Concern." (See Appendix related to abortion, In-Vitro Fertilization, artificial insemination, sterilization, contraception, homosexual lifestyle, marriage, transgender issues, chastity, as well as teachings regarding social issues such as racism, care for the poor, religious liberty, and sharing of goods)

Employees in the Catholic Schools in the Archdiocese of Kansas City in Kansas shall not be discriminated against on the basis of age, race, color, gender* (unless in conflict with Catholic moral teachings), disability or national origin. (*See Appendix "Church Teaching on Special Issues of Concern")

PARENTS

PARENT ROLE IN EDUCATION #6000

Parents are the first teachers of their students. Good example is the strongest teacher. St. Patrick School is privileged that you chose to partner with us. Ideals become rooted in children when there is consistency in what is taught at school with what is modeled in everyday life. As a partner with St. Patrick Catholic School, we ask parents to consider the following:

Mass Attendance: We ask parents to be faithful to your responsibility as Catholics to attend Mass each Sunday and on Holy Days, participation in Sacraments, ongoing faith formation, and in other parish activities. *It is your example that will make the difference!*

Parish Support: St. Patrick Parish sees the school as an important aspect of the parish and supports it by covering a portion of our budget. Therefore, it is important that school families give their financial support to the church. This is done through sacrificial giving to the church through the use of the Sunday envelope. All families are expected to use their Sunday offering envelopes. Tuition fees are not a part of sacrificial giving.

Sharing of Time and Talent: Time is a precious gift; especially in today's fast-paced world. Stewardship of time and talent are vital to making both Parish and School true Christian communities.

COMMUNITY

Parents must be acknowledged as the first and foremost educators of their children (Vatican II Declaration on Christian Education). Today, more than ever, the Catholic School is in a position to assist parents in fulfilling their sacred duty of the Christian education and formation of their children.

It is important that parents cooperate closely with the school and that teachers collaborate closely with parents.

Catholic schools are called to become communities of faith within the school, parishes and the local communities, reflecting the acceptance of Jesus Christ and His teachings. Presidents, Principals, teachers and parents shall work together to make the Catholic school, whether elementary or secondary, an integral part of the parish communities. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem." (Canon Law 796 #2) Parents of both elementary and high school aged students shall strive to ensure that their children are active in their parishes as age-appropriate.

PARENTS #6010

Both school staff and parents are to maintain Christian decorum in all manner of communication with school personnel and other members of the school community. Principals and teachers shall, with continuing information, assist parents in understanding the approach, content, and methods of Catholic education and school matters. In addition, at the time when parents register their children, schools shall communicate in writing to parents a code of acceptable parent conduct. Schools may reserve the right to reevaluate a student's enrollment based upon parental behaviors that violate this policy.

Parents of St. Patrick School students are asked to:

- Model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- Support the efforts of the schools in the education of their child(ren);
- Share talent, time and treasure with their parishes and schools;
- As their child(ren)'s first teacher, encourage and help them to learn;
- Promote regular attendance and punctuality;
- Provide an appropriate environment and schedule adequate time for completion of school work at home;
- Maintain Christian decorum in all manner of communication with school personnel and other members of the school community.
- Utilize social media as a means to promote, advertise our school not as a platform to be negative which becomes detrimental to the learning process and faith beliefs.

Schools reserve the right to re-evaluate a student's enrollment based upon parental behaviors that do not adhere to this policy.

VOLUNTEERS

In order to enhance the spirit of cooperation, parents are invited to become involved in PTO, church and school activities. Some volunteer activities include: room mothers/fathers, library assistant, hearing and vision testing aids, medical records review, hot lunch monitors, Field Day workers, CYO athletic coaches, etc. All volunteers are required by our Archdiocese to have VIRTUS Training.

VISITORS

Parents are welcome to visit the school and observe classes with advance notice. Teachers must be contacted in advance about prospective visits. All visitors and parents **MUST** sign in at the school office to get a visitor pass before going to any classroom or specific building location.

PARENT – TEACHER ORGANIZATION

The Parent-Teacher Organization lends vital service and support to the students, faculty and our school. EACH parent is encouraged to participate actively in the capacity as an officer, committee chairman or member, or volunteer to help at PTO functions.

Because every child benefits from the work done and funds raised by the PTO, each family is expected and required to become a member and pay dues for the year. All correspondence from PTO will be sent to the office for the approval of the principal. (Reference #6010.2) The work of PTO contributes to many purchases including classroom upgrades, student supplies and equipment, playground renovations, other building upgrades, technology upgrades.

STUDENTS

GUIDING PRINCIPLES #7000

The student is a reflection of God’s love...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity (See the document, “Church Teaching on Special Issues of Concern” in the appendix for a greater explanation of the dignity of the human person.) and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas.

Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus.

ADMISSION

As a Catholic school giving witness to Christian principles, St. Patrick is open to all students in grades Pre-Kindergarten through 8th grade from all races, colors, and creeds. Priority is given to Catholics of our own parish with students currently attending the school, other parish families, Catholics outside of the parish and then non-Catholics.

Catholic families wishing to use the parishioner tuition rate must be registered in the parish first before enrolling children in the school.

Except in unique and unusual circumstances, Catholic schools in the Archdiocese of Kansas City in Kansas shall follow the age requirements for entrance into school that is established by the State of Kansas. Kansas law states that a child must be 5 years of age on or before August 31 in order to enter Kindergarten and 6 years to enter first grade or have completed kindergarten in an accredited school district. Exceptions to these age requirements can only be made after principal consults with the Superintendent of Schools. #7040

Kansas law requires that a certificate of live birth (official birth certificate from the Office of Vital Statistics) for students enrolling in K or 1, and an official “up to date” immunization record be on file at the school office for all students. School policy does not allow a student to start school until all records are received. A Baptismal Certificate is needed for all Catholic students, except those baptized at St. Patrick Church.

New students are admitted on an Academic and Behavioral Probation. If the transferring student maintains passing (“C” average) grades and avoids repeated or serious violations of school/class rules, the student will continue under regular or normal status. Children who apply for admission and transfer to St. Patrick’s will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school principal. After such evaluations have been completed, the principal will determine the final grade placement of the child. Non-parishioners and non-Catholic students will be considered for admission if the student has a “C” average and no history of discipline or behavior problems in the school from which they come.

Children who apply for admission to the Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas who have been homeschooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

Placement Status #7010

Children who apply for admission to Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas by transfer from nonpublic schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school Principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child.

Children who apply for admission to the Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas who have been homeschooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

Every child in Kansas is to be given a *Home Language Survey*. The survey consists of a question on the school's enrollment/application form that says, "What is the primary language spoken in the home?" If a language other than English is provided on the survey, students in grades K-12 should be assessed for English Language proficiency. Contact the Title III Coordinator for the public school district in which the Catholic school is located for detailed instructions on how to proceed with the English language proficiency assessment. For additional information, contact the Associate Superintendent for Student Services/Perfect Wings Coordinator.

SPECIAL SERVICES

St. Patrick School is committed to meeting the needs of all students. Each situation is evaluated based upon individual needs and available resources. There are some conditions, however, for which the school cannot provide the necessary resources. Please see Archdiocesan policies under #8130 for complete explanation of how St. Patrick Catholic School supports students with special needs.

St. Patrick is provided with special services by USD #500. These services may include Speech, Learning Disabilities, and/or Exceptionalities, etc. Referrals may be made by the teacher, the parent, or the principal. Specialists from the public schools will determine the level of need for each child referred and propose an appropriate plan or recommendation. In some cases, students may need to be bussed to another location to receive services. Parents should direct any questions on this to the teacher or Principal.

Perfect Wings offers student and teacher support through classroom strategies and curriculum minor adjustments. For more information about Perfect Wings, contact your classroom teacher in regards to your child's learning needs.

Faculty and staff contact information can be found on our school website here: <https://stpatrickkck.edu.k12.net/facultyinfo>

STUDENT IMPROVEMENT TEAM (SIT TEAM)

The SIT (Student Improvement Team) is a school site team that uses a research-based systematic problem-solving approach to assist students who are showing limited growth. This team is also used to assess a student's need for the GIFTED program. The Student Improvement Team develops strategies and organizes resources to assist students with these academic and behavioral needs. The SIT Team is comprised of the principal, public school psychologist, teachers, and other appropriate school and community personnel, as well as parents.

ENROLLMENT

Enrollment for the school year begins in February. At that time, online registration is activated for current school families. Non-refundable registration fees must be made to the school to accompany the enrolled student(s). The process is considered complete when the information, fee, tuition agreement, and payment agreements, are in place. There may be a time when a classroom is considered full and names are put on a waiting list.

TUITION

To help families manage their tuition payment obligations, St. Patrick School is pleased to use FACTS for our school families. FACTS payment options allow families to choose how best to pay their educational expenses. Payments may be made monthly (July through the following May), quarterly, by semester, or paid in full in July. The annual FACTS enrollment fee is included in the first tuition payment. FACTS will bill for payments as they come due, or arrangements may be made to have payments automatically deducted from family bank accounts. Information regarding this plan can be found at the following website, www.FACTSmtg.com. or by calling 1-866-441-4637.

Financial Assistance is available from St. Patrick School through support of the CEF. Families will apply each year by completing the form and turning in copies of required information (such as taxes) along with enrollment paperwork and fees. Families that receive assistance are required to remain in good standing by participating in the school activities, being active in the parish and staying current on their financial commitment. Families may be asked to participate in extra activities that support the CEF or write thank you notes to show appreciation. Financial Assistance is limited so special attention should be given to due dates and completing all paperwork. Financial Assistance will be forfeited and will not affect the calculations if a student withdraws during the school year.

School policy states that failure to meet tuition commitment may result in (1) expulsion of student; (2) withholding of student report card and records; (3) exclusion of student from functions such as graduation ceremonies, etc.

Church contributions will continue to be accepted through Sunday collection and the church or school offices (not FACTS).

School tuition or other school fundraisers are not considered contributions to the parish. Your parish contributions, through use of Sunday envelopes, are essential to maintain the important responsibilities of our Church shared with the entire faith community of St. Patrick's.

WITHDRAWALS

Parents of students leaving St. Patrick School must notify the school office as soon as possible and also complete a transfer of records form at the new school. Records will be mailed to the new school when this form is received by St. Patrick School

St. Patrick School families sign a contract with the school for the entire school year. The school budget is set based on the amount of income from those contracts. If a student/family decides to leave St. Patrick Catholic School during the school year, tuition will be prorated according to the following formula:

Calculate the daily rate by dividing the tuition for one student (rate used by family – parishioner or non-parishioner) by the number of days in the school year. Multiply the number of days attended by the daily rate to calculate the tuition owed. **Financial Assistance will be forfeited and will not affect the calculations.** A bill or credit will be sent based on the outcome.

It is school policy that records, report cards, etc. will be held in cases of delinquent payment of tuition and other fees due.

HEALTH

HEALTH ASSESSMENT #7050

Every student up to the age of nine years, who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the local school office.

IMMUNIZATION #7060

Any student entering a Catholic school in the Archdiocese of Kansas City in Kansas for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and vaccinations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and vaccinations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance. Before making a decision regarding school admittance, principals shall consult with the Superintendents of Catholic Schools.

Please reference the Archdiocese of Kansas City in Kansas Policy and Procedure Handbook for further clarification.
<https://www.archkck.org/schools7-policy-book>

ILLNESS SYMPTOMS:

Send me to school if — • I have a runny nose or a little cough, but no other symptoms • I haven't taken any fever-reducing medicine for 24 hours, and I haven't had a fever during that time • I haven't thrown up or had diarrhea for 24 hours

Keep me home if — • I have a temperature of 100 degrees even after taking medicine • I'm throwing up or have diarrhea • My eyes are pink and crusty

Call the doctor if — • I have a temperature higher than 100 degrees for more than two days • I've been throwing up or have diarrhea for more than two days • I've had the sniffles for more than a week, and they aren't any better • I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler)

CONDUCT

CODE OF CONDUCT

We expect students at St. Patrick School to exemplify attitudes and actions that reflect our Catholic teachings. Teachers set firm, consistent and enforceable limits, as well as choices within those limits, in conjunction with giving students warmth, love and support. The support of parents and staff members and the constant effort of students are critical for this to be successful.

Policies and guidelines concerning behavior are aimed at bringing about the development of attitudes and actions which are in keeping with the philosophy of love and logic through "Spirituality, Scholarship and Service," also known as "The 3 S's."

SCHOOL DISCIPLINE #7105

"Human virtues are firm attitudes, stable dispositions, and habitual perfections of intellect and will that govern our actions, order our passions, and guide our conduct according to reason and faith. They make possible ease, self-mastery, and joy in leading a morally good life" (Catechism of the Catholic Church 1805). A primary goal of St. Patrick School is to develop

self-discipline. Methods of cultivating and achieving self-discipline vary. Our school-wide Virtuous Behavior Formation (VBF) program gives our students the opportunity for freedom as well as responsibility. All students have and must maintain the right to learn in a positive Catholic learning environment. If a student chooses to abuse his/her freedom of responsibility they must accept the natural consequences

The St. Patrick VBF program document is included in the appendix.

Suspension or expulsion may result IMMEDIATELY for any of the following offenses:

1. Carrying or using weapons (including tools, screwdriver, etc.)
2. Possession, sale or use of narcotics or alcoholic beverages.
3. Willful damage or theft of school property, including furniture.
4. Use of tobacco on school grounds.
5. Defiance, either in actions or words, to any teacher or staff member.
6. Continued willful disobedience.
7. Behavior which endangers the welfare, safety, or morals of others, including fighting.
8. Continued profanity or vulgarity.

Students are required to pay costs incurred for any loss/damage which results from their actions.

Discipline policies are an integral part of the educational experience and are designed to aid the student in the development of self-control and self-discipline. **Parents are expected to cooperate and support with all discipline policies to ensure its effectiveness.**

PLEASE NOTE: St. Patrick School/Parish are co-tenants of the lockers and desks. Therefore, lockers and desks are subject to search at any time, without notice, when deemed appropriate by the principal and/or teachers.

St. Patrick School adheres to the Archdiocesan policies for discipline hearings, appeals, etc.

SCHOOL ENVIRONMENT

All students have the right to a school environment that provides optimal learning. The staff has implemented a behavior guideline that will be taught, reinforced, and rewarded throughout the year –please see the IRISH sheet at the end of this document. The expectations set on this are common school wide and considered the basics. (The school environment includes private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event). Some children may require special plans/consideration to help them be successful in the school environment.

ANTI-BULLYING POLICY #7130.1

I give you a new commandment: love one another. As I have loved you, so you also should love one another. John 13:34

St. Patrick Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation or bullying. If such behaviors do occur, it is always important to notify the classroom teacher, then the principal to effectively address the concerns in a Christ-like manner.

Prevention:

1. St. Patrick Catholic School communicates with all students, employees, volunteers, and patrons that bullying is not tolerated.
2. Researched based anti-bullying prevention lessons are taught regularly through lessons and classroom activities weekly.

3. School Virtuous Behavior Formation and expectations are posted throughout the school.
4. Religion, theology, and Catechesis of the Good Shepherd support the teachings of Jesus and Christ-like behaviors.

Procedures:

1. Report of the incident is made to a trusted adult (staff/teacher/principal.)
2. The incident is reviewed and appropriate measures are taken to correct the situation.
3. Reconciliation of students is the goal.
4. Each incident will be monitored to ensure repeat offenses do not occur.
5. If such recidivism occurs, the St. Patrick School's disciplinary committee and/or principal reserve the right to decide upon consequences.

Anti-bullying Rules and School Behavior Rubrics are included in the back of the handbook for your records. It is up to the discretion of administration to determine consequences.

Definitions #7130.1.2

(1) "Bullying" means: Any intentional gesture or any intentional written, verbal, *electronic* or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Excluding or isolating a student within the school community;
- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(2) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

(3) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, online or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will keep the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation. False reports of or retaliation for reporting harassment, intimidation or bullying also constitutes violations of this policy.

Online Social Networks: Participation in online social networks and user-driven sites, such as, but not limited to, YouTube, Twitter, Facebook, Snapchat, Instagram, etc. may result in disciplinary actions if the content of the student's entries include pictures without permission and/or defamatory comments regarding St. Patrick School, the faculty, other students, the parish, or members thereof. Use of social media that promotes or creates conflict that essentially interferes with the learning process will be subject to discipline.

VIRTUS SAFE TOUCH #7130.4

In response to the USCCB mandate to provide safe environment programs, the Archdiocese of Kansas City in Kansas expects the Virtus program (quoted below) to be used in all Archdiocesan schools and parishes.

The document *Charter for the Protection of Children and Young People* was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its June 2002 General Meeting and has been authorized for publication by the undersigned. Msgr. William P. Fay General Secretary, USCCB

ARTICLE 12. Dioceses/eparchies 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/eparchies 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.

EMERGENCY SAFETY INTERVENTIONS #7131

The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student, at some point in time, could manifest problem behaviors. Creating a safe and faith filled environment for all our students are a primary concern. Through the implementation best practices, the use of preventative strategies and de-escalation techniques, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where a teacher or administrator is concerned about the physical safety of the student or the students the classroom. On these extremely rare occasions, Emergency Safety Interventions (ESI) may be required. The only time the use of Emergency Safety Interventions (seclusion or physical restraint) is permitted in Catholic schools in the Archdiocese of Kansas City in Kansas is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

WEAPON POSSESSION #7140

A student shall not possess weapon(s) at school, on school property or at a school supervised or sponsored activity. Any communication regarding this will not be taken lightly and reviewed to determine appropriate measures.

ABSENCE/ILLNESS

The school office must be notified by 9:00 am (preferably by email: stpat@archkckcs.org) if your child is not going to be in school. If your child becomes ill and has a severe stomach ache, persistent cough, severe cold, etc., your child should stay home. **DO NOT SEND A SICK CHILD TO SCHOOL.** Students must be free of any fever without aid of medication for at **least 24 hours** before returning to school. This means a temperature of 98.6 degrees or below. This will help him/her recover more quickly while protecting classmates from infection. **All contagious illnesses and diseases must be reported to the school office.** Sometimes an illness may keep your child out of school for an extended period. As your child gains strength and gets ready to return to school, it will take all of us working together to help your child catch up.

PLEASE NOTE: A doctor's written note is needed when your child is absent for five or more consecutive days OR for any type of communicable disease.

Students with excessive absences (more than 5 days in a semester or 7 days in a year – consecutive or non-consecutive) that are not excused with a doctor’s note regarding illness or for another serious cause, will be reported to the public authority as mandated.

Parents will be notified by the secretaries/nurse if a student is seriously injured or becomes ill at school. Students must be sent home if they have vomited or have a temperature of 100 degrees or more. Parents are to pick up students at the office and sign them out within one hour of notification. (Reference #7200)

MEDICATION #7200.3

When it is necessary for students to have medication during the school day an authorization form signed by the parent and physician must be filled out and on file in the school office. Medications must be provided by the parent in the original container, appropriately labeled with the student’s name and dosage. A separate form is needed for each student. These forms must be renewed annually.

Note: If ever there is a question regarding whether a student’s physical and/or mental health presents a potential challenge to the student’s academic progress and/or presents a threat to his/her or others’ safety, schools may require parents to obtain certain information from a qualified health professional in order to determine how to best address the situation. (Reference #7200)

PARENTAL CONSENT AND RELEASE FORM #7200.8

Each parent or guardian of a student who wishes to self-administer asthma and anaphylaxis medication under this policy shall be required to execute a document containing the information noted in Form #C118 (See Appendix).

GENERAL STUDENT POLICIES

ATTENDANCE

Each school day begins at 7:50 AM. Dismissal at the end of each regular school day is 3:20 PM. On early dismissal days all students in grades K-8 will dismiss at 11:30 AM.

Students may enter each morning no earlier than 7:30 AM from the back doors. We cannot be accountable for students arriving before 7:30 AM, as teachers are not on duty. Those needing earlier drop off times should contact the school office to enroll in the Before School Program. Students arriving before 7:45 AM should report to the lunchroom. Students arriving between 7:45 and 7:50 AM may report directly to their homeroom. Students arriving after 7:50 will be counted as tardy and may still report directly to home rooms.

Punctuality is very important. Excessive tardiness and unnecessary absences develop poor habits toward responsibility among our young people. School begins promptly at 7:50 AM so students should be seated and ready for instruction at this time. Students that enter the school building after 8:00 AM **MUST BE ACCOMPANIED BY A PARENT/GUARDIAN** and report to the school office. At that time the student will receive a pass to enter their classroom. Teachers will not allow students into the classroom without a pass. Hot lunches must be ordered by 9:30am if a student is planning on eating and will be arriving at a later time. **HABITUAL TARDIES** will be regarded as more than 6 per quarter and will require attention from the principal and parents on how to remedy the situation.

We encourage you to help your child(ren) form habits of regular attendance. Please try to schedule doctor appointments outside of school time, as much as possible, and vacations during regular vacation time. A yearly calendar is provided so that plans can be made in advance. The school reserves the right to dismiss a child for excessive absences if, after it is brought to the parent's attention, no improvement is forthcoming.

If a student is out of school during the day, they will not be allowed to participate in extra activities, such as CYO practices or games, concerts, etc.

Kansas Statute: 72-1113c

ATTENDANCE #7300

Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent. Under certain statutory conditions, children age 16 and 17 may be exempted from compulsory attendance. Each Catholic School in the Archdiocese of Kansas City in Kansas, through its designated reporting officer, shall report any child who is enrolled and is inexcusably absent from all or a significant part of a school day on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first, as follows:

Age Seven (7) but under Thirteen (13) report to Secretary of Social and Rehabilitation Service (or Designee)

Age Thirteen (13) but under Sixteen (16) report to County/District Attorney (or Designee)

Before any report is made that a child is not attending school as required by law, the Principal shall serve written notice thereof, by registered mail, upon a parent or guardian of the child. The notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official. The principal determines the criteria for valid excuses. The principal may consult with the Superintendent of Catholic Schools if there is a question.

If the child does not begin attending school, or if the parent or guardian does not present an adequate response, as determined by the Principal, within five (5) days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of Social and Rehabilitation Services or the County/District Attorney, as specified above.

The Principal shall be the primary designated school official for each Catholic School in the Archdiocese of Kansas City in Kansas for the purpose of reporting cases of non-attendance to the Secretary of Social and Rehabilitation Services or to the County/District Attorney.

DISMISSAL

Each classroom teacher will escort their class outside – parents may pick up or students may walk to parents/carpool driver's car and exit towards the playground. Older children may pick up their sibling(s) from their classroom lines. Students will not be allowed to play on the playground after school or wait at a parent designated area for rides. The school needs to ensure that all students are supervised during school hours. The playground will be closed during dismissal until 3:45. K-8 students attending St. Patrick's Extended Care will be dismissed to the cafeteria.

For safety reasons, any student without a ride should report to the Extended Care Program by 3:30. Extended Care Program may watch the student until they are picked up (no later than 6:00PM). The parent or guardian will be required to pay the

Extended Care daily rate. After 6:00 PM, the local police will be called for children who have not been picked up by this time.

Students habitually picked up late will be required to enroll in Extended Care Program.

LEAVING EARLY

If your child/ren needs to be taken out of school during the day for special circumstances, notification should be given to the teacher and office-email is acceptable. Students will be released only to persons named on the Emergency Information Form on file in the office and must be signed out.

Students will not be permitted to return to the school building after 3:30pm for forgotten items.

ABSENCE/FAMILY VACATIONS

Absences during school time are discouraged. Therefore, teachers are not required to prepare work in advance for students who will be absent due to family vacations or other activities. Upon the return of the student, the teacher will discuss the assignments missed and decide upon a completion deadline.

Please notify the office and the classroom teacher in writing if your child is going to be gone for two or more days.

DESIGNATED REPORTING OFFICER #7300.1

The Principal shall be the primary designated school official for each Catholic School in the Archdiocese of Kansas City in Kansas for the purpose of reporting cases of non-attendance to the Secretary of Social and Rehabilitation Services or to the County/District Attorney.

The Principal has the final decision as to whether or not a child who has had excessive absences shall be readmitted the following year.

ATTENDANCE RECORDS #7300.3

Attendance records are to be recorded daily and accurately by each teacher and are kept permanently on file for the students.

ATTIRE #7320

The emphasis at St. Patrick School is the cardinal virtues of prudence, justice, fortitude and temperance. Clearly, we must project these virtues in the way we dress and act. Since we are all images of God, we should help support and reinforce modesty among our students. At St. Patrick's we feel that our dress code can help create a positive atmosphere for these virtues along with learning. All clothing should be *neat, tidy, clean and pressed* (when necessary) and conform to the following code.

Dress code issues will be addressed by and are at the discretion of the Principal.

GIRLS

1. Gr. K-4 – Plaid school uniform jumper
2. Gr. 5-8 – Plaid school uniform skirt (*Jumpers and skirts must be no shorter than two inches above the knee.
Jumpers/skirts must be purchased from the uniform company or from the uniform exchange.)
3. White or hunter green tops (long or short sleeved): blouse with collar (no lace), turtleneck, or “polo” shirt (scalloped edge okay). Green shirts must be the Hunter Green shirts from J.C. Penney or the uniform shirt from Dennis Uniform.
4. Gr. K-4—Solid navy dress slacks or shorts without gathered legs.
5. Gr. 5-8 wear khaki slacks from J.C. Penney in the “SD Sand” color or “KH Khaki” or uniform slacks. **No metal brads, cargo, painter or dungaree styles allowed.**
6. Gr. 5-8 girls must wear a belt with their slacks and shorts at all times.
7. After Thanksgiving through March 1, students will be required to wear leggings due to the cold weather. Colors may be white, navy blue, or hunter green. No flare, boot cut leggings or sweats, or anything that resembles athletic pants. Leggings must reach the ankles.
8. Socks must be worn at all times.
9. Shorts should be worn under skirts for modesty.
10. Students may wear the navy or hunter green St. Patrick’s sweatshirt or St. Pat’s quarter zip sweatshirt over their uniform shirt during the cooler months. Both are available from Dennis Uniform.
11. Undergarments/T-shirts – WHITE ONLY - should not be distracting and show through shirt.
12. Shirts must be tucked in without folding under.
13. **NO HOODIES ARE ALLOWED TO BE WORN DURING MASS.**

BOYS

1. Gr. K-4—Solid navy dress slacks or shorts without gathered legs that do not drag on the ground. Gr. 5-8 wear khaki slacks or shorts from Dennis Uniform or J.C. Penney Uniform Pant in the “Khaki – 41 Golden Tan” color. Shorts may be “C3 Golden Tan Khaki”. **No brads, cargo, painter or dungaree styles.**
2. Gr. 5-8 boys must wear a belt with their slacks and shorts at all times.
3. White or forest green shirts (long or short sleeved) “polo” shirts with no logo (except St. Pat’s) or turtlenecks. Green shirts must be the Forest Green polo shirt from J.C. Penney or Dennis Uniform.
4. Socks must be worn at all times.

5. Students may wear the navy or hunter green St. Patrick's sweatshirt or St. Pat's quarter zip sweatshirt over their uniform shirt during the cooler months. Both are now available from Dennis Uniform.

6. Undershirts/T-shirts – WHITE ONLY - should not be distracting and show through shirt.

All students may wear uniform walking shorts in August-Thanksgiving and March 1-May. K-4 will wear navy blue and 5th-8th grade students wear khaki shorts according to approved styles by Dennis Uniform or J.C. Penney.

Athletic shoes are expected. Sandals, boots and Crocs are not allowed due to health and safety reasons. Shoes are required to be worn so that they don't slip or fly off during the day. Boots of any kind are not allowed as part of the regular uniform. If there is a reason for boots, school shoes must be brought to change into.

Grooming: Students are to be neat and clean for school. Good grooming habits are expected. Boys and girls must refrain from excessive use of cologne/perfume products. Shirts must be neatly tucked in at all times. Makeup, artificial nails (including French Manicures) are not to be worn. Nail polish must be non-distracting and of a natural color. Boys may not wear earrings. Girls may only wear one set of earrings; they should be no larger than a quarter and must be worn only in the lower lobe of the ear. No dangling or hoop earrings for safety reasons. There is to be NO ear cartilage or body piercing; no tattoos; no band-aid to cover up the above infractions. Ankle bracelets are not allowed. Any other jewelry worn by boys or girls must be in good taste. Haircuts or styles of an odd and distracting type will not be tolerated. Any spiked hair must be an inch or less from the scalp. "Razor cuts" and "rat-tails" are not allowed. Dying hair a different color is not allowed, nor is distracting hairpieces. Boys need to have their haircut above the ears. No shaggy hairstyles for boys are allowed. Boys are to be clean-shaven.

*Students are required to comply with the uniform code. **ANY STUDENT WHO DOES NOT COMPLY WITH UNIFORM AND GROOMING MAY BE DISMISSED FROM SCHOOL UNTIL IT IS RECTIFIED.***

DRESS DOWN AND SPIRIT DAYS

Casual attire will be allowed several times throughout the school year. These dates will be scheduled on the school calendar, and/or the school newsletter as a reward for a goal achieved by a particular grade level, or the entire school body.

DRESS DOWN

Students must wear appropriate tops (no tank tops, sleeveless tops or those that show a bare midriff). Shorts may be jean or athletic shorts and must be mid-thigh or longer. These shorts may be worn up to Thanksgiving and after March 1. Blue jeans are acceptable as long as they are not torn and excessively faded. All bottoms must also be worn at the waist. Athletic pants may be worn instead of jeans.

SPIRIT DAY

St. Patrick School spirit shirts are worn with your choice of shorts, jeans, or athletic pants as noted above. The school uniform is always acceptable attire.

ATTORNEY COMMUNICATION/COURT SUBPOENAS, ORDERS, AND OTHER LEGAL DOCUMENTS #7330

If a school receives any legal documents and/or subpoenas and/or communication from an attorney or a court or law enforcement official the principal/president shall not respond to any such communication but shall immediately contact the Archdiocesan attorney (or Superintendent of Schools if the attorney is not immediately available).

Any communication between employees of Catholic schools for the Archdiocese of Kansas City in Kansas and the attorney for the Archdiocese shall be considered privileged and shall not be shared with others.

CHILD ABUSE #7340

Any teacher or other school employee who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall report such belief to and consult with the Principal as soon as practicable. Kansas Law requires a teacher, principal, or other employee of a school who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, or neglect or sexual abuse report the matter promptly to the Department for Children and Families (DCF), or appropriate law enforcement agency, if the DCF office is not open for business. Such report may be made orally or, on request of DCF, in writing.

For incidents of suspected sexual abuse of a child by an employee, affiliate or volunteer of the Archdiocese, all requirements of the Archdiocesan Policies and Procedures concerning sexual misconduct shall be followed.

In the event a report is made, the school is not obligated to inform the parents.

CHILD CUSTODY #7350

In cases in which a student's parents are divorced, it is the responsibility of the parents to provide to the school copies of the most recent custody agreements. The school will abide by such agreements and shall not deviate from any specified procedures unless both parents indicate (in writing) agreement to a change (e.g. the school will only release a child to the parent whom the custody orders designate unless both parents authorize in writing a change).

Catholic schools in the Archdiocese of Kansas City in Kansas shall be diligent in remaining neutral in child custody situations. The school should not become involved in volatile or conflict situations between parents. Unless otherwise specified by court documents, school shall communicate with both parents regarding matters involving the child.

In addition, in difficult custody situations, school administrators should refer parents to their pastors for pastoral care and/or alert pastors to the family situation.

CONTESTED CHILD CUSTODY MATTERS #7350.1

From time to time, principals and teachers in Catholic Schools in the Archdiocese of Kansas City in Kansas receive requests to provide court testimony in connection with child custody disputes.

The following procedure shall be followed for such inquiries.

- Teachers and staff are to direct any inquiries from attorneys for information about students or their parents to the principal's office. **Teachers shall not discuss these with attorneys.**

- **If a principal** receives an inquiry from an attorney about students or parents, the **principal shall decline to discuss these topics with the attorney**; as such matters are confidential by law and/or Archdiocesan policy. **The Superintendent's office shall be notified** of the inquiry and provide the name and phone number of the attorney seeking information.

- If a principal or teacher receives a subpoena to testify in connection with child custody dispute or any other type of case involving one of the school's students or the parents of the school's students, the Superintendent's office shall be contacted immediately.

- In the event a principal or teacher is required by subpoena to give testimony in connection with child custody disputes or any other court proceeding, the Superintendent's office will contact the Archdiocesan attorney who provides the necessary legal support for the principal or teacher.

- Under no circumstances should a teacher or principal provide an opinion regarding the suitability of one parent or another unless advised to do so by the Archdiocesan attorney.

GRADUATION REQUIREMENT POLICY

Students are eligible to receive a certificate and/or diploma from the elementary and secondary schools in the Archdiocese of Kansas City in Kansas after a satisfactory completion of the required studies (see 8000 series, Curriculum and Instruction) and after all tuition and fee obligations to the school have been met.

Graduation exercises in elementary and secondary schools shall be simple and appropriate, in keeping with the meaning and purpose of Catholic Education.

All Eighth Grade students who qualify for graduation from St. Patrick Catholic School must fulfill the following requirements:

Academic:

Passing grades in Religion and core subjects: Mathematics, English, Science, Social Studies, Literature (Reading), and Spelling. "Passing" means holding at least a "D-" average each semester in the 8th grade year. Successful completion of "Self Quest" requirements. Successful completion of Individual Plan of Study requirements.

Behavior:

Maintaining an acceptable level of behavior in following school and classroom rules as outlined in the School Handbook, and by individual teachers and the Principal.

Service Hours:

Fifth thru eighth graders are required to perform documented service 15 hours per school year to be turned in to their homeroom teacher.

Retreats:

All Eighth Grade students will be required to participate in two yearly class retreats; one with parents and one without parents.

GRADUATION CEREMONY:

Graduation exercises in elementary and secondary schools shall be simple and appropriate, in keeping with the meaning and purpose of Catholic Education.

Any serious or repeated behavioral violations may prevent a student from participating in the Graduation Ceremony and/or receiving a diploma. Final decisions on this matter will be made by the Principal, teachers, and the Pastor. All tuition and fees must be paid before the day of graduation. Students will not receive a diploma until this is taken care of. Families with other children in school must pay a proportionate amount corresponding to the number of children in school.

After 8th grade graduation, no graduate is allowed to participate in any school sponsored activity without being accompanied by his/her parent, including Field Day.

STUDENT AMBASSADORS:

8th grade students who are interested in applying to be a student ambassador may do so. To be eligible the student must have at least a 3.5 GPA in the previous semester, 95% attendance rate for the previous year, submit 3 letters of recommendation, compose a letter of interest including characteristics for consideration, and participate in an interview with the Principal in order to be considered.

SOCIAL EVENTS AFTER GRADUATION #7400.1

Schools shall not sponsor graduation parties or dances. If such social affairs are to take place, they are the responsibility of the parents.

Persons in attendance or chaperoning school sponsored activities or field trips must not consume alcoholic beverages and must show proof of insurance with a minimum of \$100,000 coverage.

RECORDS

GRADING SCALE

Grades are only one of the many ways teachers have to communicate academic progress by students. Kindergarten, Grade 1 and Grade 2 do not use letter grades. The major emphasis in all grades at St. Patrick School is placed on ability, effort and improvement rather than the grade itself. The grading scale used at St. Patrick School is the same as that which has **been recommended by the Archdiocese.**

A: 100 – 96	A-: 95 – 94	
B+: 93 – 92	B: 91 – 89	B-: 88 – 87
C+: 86 – 84	C: 83 – 78	C-: 77 – 75
D+: 74 – 73	D: 72 – 70	D-: 69 – 68
F: 67 – 0		

St. Patrick’s recognizes 5-8 grade middle school academic achievement with an Honor Roll. The Honor Roll is based on a 4.0-point system on which points are assigned for a letter grade. The number of courses he/she is taking divides a student’s point total. The Honor Roll is announced each quarter. Honor Roll is a 3.0 to 3.49. Principal’s Honor Roll is 3.5 to 4.0.

CUMULATIVE RECORDS #7500

Schools shall maintain a cumulative record for each pupil. This record extends from his/her entrance into school through the twelfth grade. The cumulative record includes the following:

- documents including certification of name and date of birth; current legal guardian/s/custody orders;
- standardized test data;
- medical reports;
- report cards
- information regarding sacraments received;
- if implemented, documentation of Emergency Safety Interventions for the student.

All material in each cumulative record shall be treated as confidential and accessible only to the professional staff of the school and to the student's parents and/or guardian.

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

PROGRESS REPORTS AND REPORT CARDS

Monitoring students’ progress is always made available through Edu Connect. Each family is provided a log-in to monitor their child’s classwork progress. The purpose of the access to grades is to provide information to parents throughout the year. Report cards are issued at the end of each quarter and available through the Edu Connect system throughout the school year. They are printed for the first parent/teacher conference and the end of the school year.

Communication with parents concerning students' progress:

1. Parent/teacher conferences are required in October. Another parent/teacher conference is available in February. If the parent or teacher feels it necessary to meet an appointment will be scheduled.
2. Progress may be monitored throughout the school year using Edu Connect.
3. Should you have concerns in regards to your child, please email or contact your student's teacher.
4. The Principal is available if you feel your concern has not been addressed.

Teachers are use several methods to determine student progress including: (1) daily assignments; (2) individual conferences; (3) class presentations; (4) special project assignment; (5) tests; (6) daily observation.

Final report cards will be mailed home after June 15—as soon as all tuition and any other fees for the current and past school years are paid in full. If all payments are current earlier, parents may also pick up grade cards in the school office until June 15th.

MAILING LISTS AND RELEASE OF STUDENT DIRECTORY INFORMATION #7510

(See Policy #7510.1 for release of student information other than directory information).

Names and addresses of pupils and their parents generally shall not be released to any unauthorized person or agency. Such information may be released only when its release is specifically authorized by the principal or his/her designee.

Local policies should be developed within the parameters of this policy that address disclosure of student information for other purposes, bearing in mind the privacy and safety interests of the students.

A school may disclose designated “directory information” about students without the consent of a parent or student 18 years of age or older in accordance with this policy. The main purpose of disclosing directory information is to allow a school to include information in school publications such as student directories, playbills, yearbooks, newspapers or newsletters, honor roll recognition programs, sports programs and the like. Additionally, schools may need to provide such information to yearbook publishers, class ring manufacturers or similar entities.

Directory information should not be released to individuals/businesses/or other entities who may use it for solicitation purposes. Likewise, directory information should not be used by parents/others for purposes unrelated to school matters.

Each year, the school must designate what it considers “directory information” within the definition offered below. Some or all of the categories of information may be designated. On an annual basis the school must notify parents and students 18 years of age or older of its policy concerning directory information. The school's annual notification concerning directory information should be made through written notice likely to reach parents and students 18 years of age and older. Such notice may be given in registration or enrollment materials, through school newsletters, by special letter, school handbooks, etc.

Parents and students 18 years of age and older must be given the opportunity to notify the school in writing that they do not wish directory information to be disclosed without their prior written consent. In the absence of such notification, the school may assume consent. (See Appendix Form #C132 for sample Notice for Directory Information)

A school may wish to limit the types of information designated in the notice as “directory information.” However, care should be taken to be expansive enough to cover all situations in which the school wishes to disclose directory information. The notice should also identify the person, probably by title, e.g., principal, dean of students, etc., to whom objections to disclosures should be given.

The parents and students 18 years of age and older must be given a reasonable time to provide written notice that they do not wish disclosure of directory information. Depending upon how the notice is given, a place for the objection could be

included on the form collecting directory information about the students and the notice time would be the time for return of the form to the school.

REQUEST FOR RECORDS #7510.1

Official student records may be released to other educational institutions upon written request of a parent or guardian, or upon the written request of the student when 18 years of age, or upon the written request of the receiving educational institution, only after all tuition and fee requirements of the sending institution have been met. In addition, records may be released to other agencies or institutions upon written request of the parent or guardian, upon written request of the student when 18 years of age, or upon receipt of a court order. An exception to this could be in cases where bankruptcy has been filed. Upon compliance with an institutional request, the parent must be notified in writing that the records have been transferred. Records may be released to parents but should be stamped that the documents were “Released directly to parents.”

All permanent records of students shall be kept in the inactive file of each school. Student records reflecting courses taken, grades and credits received, sacraments received, standardized test results, and attendance data will be retained permanently.

RETENTION OF STUDENTS FOR ACADEMIC/SOCIAL/EMOTIONAL REASONS #7520

Retention of students should be considered only after all interventions (Student Improvement Team [SIT], Multi-Tiered System of Support [MTSS]) have been implemented.

Teachers shall consult the Principal about the possible grade retention of a student.

By the end of the first semester, the Principal and teacher shall consult with the parents or guardian concerning the possible retention of the child in the same grade level due to unsatisfactory achievement and/or lack of attendance in classes.

Follow-up conferences shall be held during the remaining months of the school year and a decision made before the end of the current school year.

If a parent disagrees with the recommendation to retain a student, every effort should be made to find a suitable academic solution for the child. The Principal has the final decision-making authority in matters of grade placement. Documentation of such should be placed in the student's file.

STUDENTS WHO BECOME PARENTS #7530

Please refer to Archdiocesan policies.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

REQUIRED SUBJECTS #8030

Elementary Schools #8030.1

Every accredited elementary school shall teach reading, writing, arithmetic, geography, spelling, English grammar and composition, U.S. history, Kansas history, civil government and the duties of citizenship, health and hygiene, and any other subjects that may be required by the State Board of Education. (K.S.A. 72-1101).

In addition, each school shall maintain an organized physical education program. (Article 6, Section 2(a) of the KS Constitution).

Each school shall provide a comprehensive education program in human sexuality that is consistent with Catholic Church teachings standards and values, including information about sexually transmitted diseases, especially acquired immune deficiency syndrome (AIDS). (KS Accreditation Regulation 91-31-20). (See Policy #8010). The Archdiocesan Office of Catholic Schools as well as the Archdiocesan consultant for Family Life can provide assistance re: choosing approved materials. N.B. Catholic schools shall teach the virtues (e.g. chastity, modesty, respect) associated with the Church's teaching on human sexuality but shall respect the right and responsibility of parents to be their children's first teachers regarding the biological aspects of sexuality.

CURRICULUM

The curriculum of the Archdiocese of Kansas City in Kansas Schools are aligned with Kansas State Department of Education standards as well as infused with Catholic faith/values. Each school strives to provide learning experiences that enable all students to master the curriculum outcomes and maximize their God-given talents. Each student fulfills outcomes in Religion, Language Arts/Reading, Mathematics, Science, Social Studies, PE, Technology, Music, Library and Art.

In order to achieve the purpose of the Catholic School system, students will develop their highest potential for academic achievement. St. Patrick School students will:

Demonstrate mastery of basic skills in reading, math, and communication.

Develop and practice the background knowledge and creativity necessary to skillfully solve problems of everyday life.

Exhibit the insight necessary to appreciate cultural values.

In addition, students will learn to function as contributing individuals in the school community by:

- a) Developing a high level of self-esteem
- b) Developing an appreciation of and respect for others
- c) Learning self-discipline

The students of St. Patrick's, through the guidance, instruction, and example of the parents, priests, faculty and staff, and the school/parish community, will strive to follow the message of Jesus Christ, as expressed in the following goals:

- a) Develop, strengthen, and share their faith in God

b) Reinforce and practice the Catholic faith

c) Develop morals and values which will aid them in their future roles of vocations in the Catholic Church

FIELD TRIPS

Field trips are scheduled throughout the year by the teachers to enhance the curriculum. Buses will be utilized as transportation in most cases. Other siblings are not allowed to attend field trips with students (school age or any age). Chaperones must be Virtus trained and may be limited based on the destination. Specific information will come out as the trips are planned. (Refer to Archdiocesan Policy #8040)

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES #8050

Participation in co-curricular and extracurricular activities can enhance the development of students and help them realize their human potential. Thus, schools are encouraged to provide such opportunities. Any co-curricular activities must be conducted in such a manner as to assist students in the discovery, nurturing, and fulfillment of their personal vocation in Christ and be in keeping with the teaching of the Catholic Church, which may or may not be consistent with societal trends.

Certain school sponsored activities should not be scheduled on Sundays. Sundays have always been accorded a special place in the life of the Church. In addition to worshipping God through the Sunday Eucharist and providing space for cultivating family life, the Church recognizes that this is a day that can also foster cultural, social and religious life. As long as activities are celebratory, communal and occasional, they would be in accord with the way we are called to live out Sundays. In the case of school sponsored activities that do not clearly fit within these criteria, the Pastor of the parish school (in the case of single parish elementary schools) or the Pastors on the board (in the case of high schools and consolidated elementary schools) in consultation with priests in the pastoral region, will make the decision to allow or disallow the activity in question. [This policy is taken from the policy statement Appendix P in the Archdiocesan Handbook for Priests.]

In providing co-curricular and extracurricular opportunities for students, schools must be highly sensitive to the rights and dignity of all students, male and female. In the context of Catholic high school athletics, schools will abide by the applicable civil laws.

Catholic Church teachings regarding the rights and dignity of men and women includes acknowledging innate gender differences that are not merely the result of cultural conditioning but are part of human nature. God created men and women to be equal yet different, so that through their complementarity they would reflect His image (cf. Gen. 1:26-28). In writing about the “ecology of man,” Pope Francis states that “valuing one’s own body in its femininity or masculinity is necessary...It is not a healthy attitude which would seek to ‘cancel out sexual difference because it no longer know how to confront it.’” (Laudato Si)

Consequently, there may be some sports/activities that in a Catholic school will be restricted to like-gender participation, regardless of what is accepted by the Kansas State High School Activities Association (KSHSAA). (One such example of an activity that is inappropriate for mixed gender competition is wrestling.) The Superintendent of Schools, with direction from the Archbishop or his designee, will determine on an as-needed, case- by- case basis what other athletics/activities besides wrestling also should be so restricted.

In addition, Church teachings dictate that proper attire and decorum be maintained at all events and activities. Uniforms must be modest, and programs (e.g. music selections, play selections, dance routines, cheers, debate arguments, etc.) must be consistent with Gospel values. School principals may reserve the right to judge appropriateness and to restrict participation in an athletic event or other activity if there are issues regarding what is acceptable attire and decorum.

PARTICIPATION FORMS AND TRANSPORTATION FOR CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES #8050.1

All schools must have a Transportation Policy for co-curricular and extracurricular programs that is communicated in writing to parents. Parents will acknowledge in writing that they have read this statement. For school sponsored activities held in a location other than the school grounds, the school will attempt to provide transportation for players, participants, coaches, and sponsors. The school will communicate in writing to parents when transportation is not provided.

In those situations where transportation is not provided, a participation and transportation release must be on file. (See Appendix Form #C115f).

SUPERVISION FOR CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES #8050.2

Students will be supervised at all times by certified staff who may be assisted by parent volunteers who are approved by the Principal. The Principal shall determine the appropriate number of adults for adequate supervision. Volunteers shall be instructed as to the expectations regarding their duties and responsibilities. Applicable policies, if any, contained in the Archdiocesan Policies and Procedures Concerning Sexual Misconduct will be followed.

ST. PATRICK ATHLETICS

Opportunities exist for boys and girls to participate in the Archdiocesan Catholic Youth Organization (CYO) Program beginning in the 5th Grade. 3rd and 4th graders may participate in the Wyandotte County Catholic School Instructional League. Minimum insurance coverage is necessary. Participation is a privilege that may be taken away by the school based on academic or behavior performance in school. If a student is absent from school he/she should not participate in games/practices that evening.

Teams are coached by parish volunteers and must have the required VIRTUS training required by the Archdiocese.

ACADEMIC EXPECTATIONS #8100

Schools will provide students with appropriate learning activities to enhance students' abilities to master Archdiocesan curriculum outcomes. Technology offers unique learning opportunities if used appropriately. Each school shall establish its expectations, policies, and procedures with regard to technology and learning. Science, Technology, Religion, Engineering, Arts, Mathematics are all key components that our students will be exposed to on a regular basis in addition to English Language Arts, Reading, Character Development, College/Career Readiness.

HOMEWORK

Practice is necessary to implant the various skills each child must learn. Therefore, all children are expected to spend some time each afternoon or evening engaged in learning at home. This is material that each student should be comfortable with and reinforces what has been taught at school. Parents are responsible for providing a home environment conducive to such learning and encouraging their children to develop regular home study habits.

REQUEST FOR HOMEWORK

Request for assignments for a student who is absent must be emailed to the homeroom teacher by 8:45 AM and may be picked up at the office after 3:20pm. Students will be given one day for assignments to be completed for full credit for each day of absence unless other arrangements have been made.

GENERAL SCHOOL POLICIES

SCHOOL MASSES

School Masses will be held in conjunction with health requirements. The Mass schedule will be determined. Parents are invited to attend.

SAFETY

In the interest of safety, the following regulations should be followed:

1. **Cars are not permitted on the playground areas except through the safety cone route before school starts.**
2. Snow, snowballs, etc., must **NOT** be thrown, kicked, touched, etc.
3. Running is **PROHIBITED IN THE BUILDING.**
4. Bicycles are not to be ridden on the playground.
5. All students are to go directly home after school dismissal.
6. **ROCKS, DIRT AND ANY OTHER PROJECTILES** must not be thrown.
7. Students should never accept rides with strangers.
8. Guns, matches, firecrackers and pocket knives, or any weapons of any kind, etc., are **NOT** to be brought to school and may result in an expulsion.
9. Dogs are not allowed on/off leash during or after school for health and safety reasons.
10. The Safety Patrol's presence is to be respected.
11. 8th Graders are not permitted to drive or practice driving on school or church grounds due to liability issues.

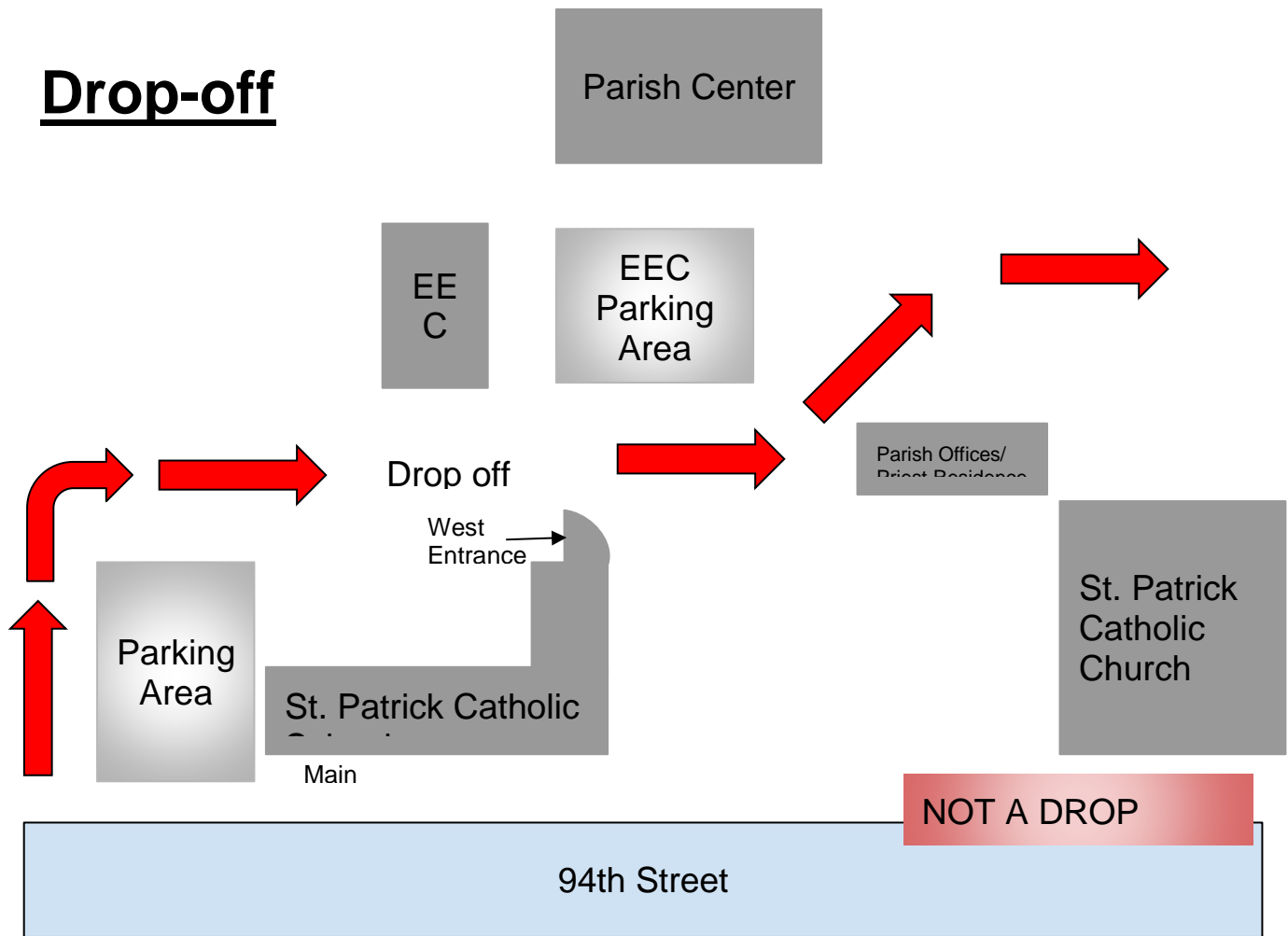
Considering the safety of our students, staff, and volunteers, it is necessary to keep all outside doors locked during school hours.

TRAFFIC SAFETY #9350

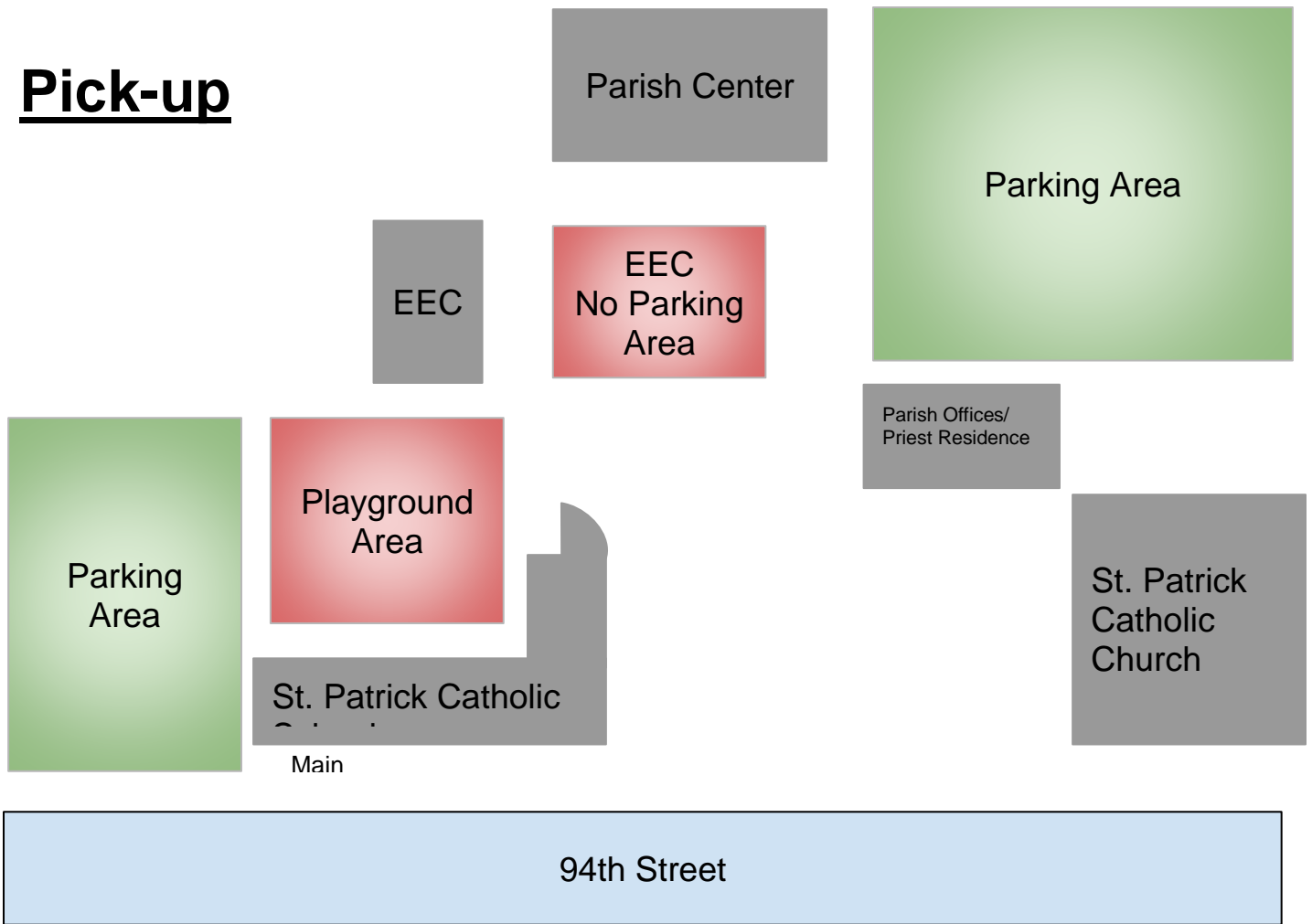
Drop-off: All students will be dropped off through the west entrance of the main school building beginning at 7:30 am. Safety Patrol students will be stationed to help with traffic and doors.

During the school day: No vehicles are allowed to drive through the playground. You may park on the south side of the main school building.

Pick-up: All students will be picked up from the playground area on the west side of the main school building beginning at 3:25pm. No vehicles are allowed on the playground or the EEC lot. Any student not picked up by 3:30pm will be taken to extended care at the parent/guardian's expense.



Pick-up



USE OF SCHOOL GROUNDS

To schedule use of the school grounds or buildings, request must be made through the rectory and the pastor's decision will be final. The rectory contact information is located on page 9.

EXTENDED CARE

The Extended Care Program is available on days that school is in session, except on early dismissal days. 3 and 4 year old pre-kindergarten and grades K-8 will be housed in the Early Education Center and Elementary building, respectively. Hours of care are 7 AM until 7:50 AM and 3:30pm until 6:00 PM. All Pre-K through 8th graders using the before school feature of the Extended Care program are to report to the EEC building for services.

Parents will need to provide a nutritious afternoon snack for Pre-K students. K-8 students should bring a nutritious snack.

All students enrolled in Extended Care are expected to maintain the same level of behavior, respect, and sportsmanship required during regular school time.

Pickup for Pre-K and K-8 students will be at their respective buildings. K-8 parents should ring the doorbell at the circle drive for admittance. If K-8 students are on the playground or at another location, this will be indicated by a note on the circle drive door. Parents are required to sign out their students.

Please contact the school office for specifics on cost, enrollment, etc. You can also find this information the school website under Admissions, and then Enrollment Info.

SELF QUEST

A middle school journey of reflection, faith, service, goals, preparation, exploration.

Objective:

Each year students will be exposed to different areas of focus. The objective is to broaden the student's appreciation for faith, service, and education in order to prepare them for secondary and post-secondary success.

Through ELA class, counselor specials lessons, and cross-curricular courses; students will participate in many opportunities to expand their skills in: writing, research, communication, presentation, organization, collaboration, goal setting, and careers.

Areas of Focus:

5th grade – **Reflection** (Faith, Family, Friends, Values, Appreciation, Moments)

6th grade – **Education** (Soft skills, hard skills, communication, resume writing, networking, collaboration)

7th grade – **Exploration** (Researching, evaluation, observation, role models/influencers)

8th grade – **Preparation** (Goal setting, researching, creating, presenting, organizing, reflection, formal development of Individual Plan of Study)

Details:

5th grade – 15 hours of documented community/church service, reflective paper-*Appreciation*, Introduction to career explorations, Bucket list-25 things I want to do, reflective paper-*Importance of Faith to Me*, reflective paper – *3 Most Important Things in Life*, reflective paper – *Who Are the Role Models in My Life and Why*

6th grade – 15 hours of documented community/church service, developing a resume, social skills education and practice, influence of social media, communication skills, networking skills, reflective paper – *The Influence Character Has on Success*, reflective paper – *Advice to a Kindergarten Student*, career explorations-skills, reflective paper – *What Skills Do I Need to Develop*, reflective paper – *What is God's Plan for Me*.

7th grade – 15 hours of documented community service/church service, exploration of careers-hiring process, research/paper on *3 careers*, career interest inventory, research paper on *Vocations*, research paper on *Marriage*, research paper on *What it Takes to be Successful in High School*, development of chart/graphics that illustrate careers, Develop 3 appreciation cards of staff members who have influenced you to be a better person - to be given to 3 staff members, participate in career interest inventory.

8th grade – 15 hours of documented community/church service, development of presentation of at least 10 minutes in front of a panel of adults, goal development, understanding SMART goal development, organizational skills, participate in presentation on "What every freshman needs to know" (provided by former student ambassadors), update resume, reflection paper-*What I Learned While at St. Pat's*, reflection paper-*The Impact of Faith on Me*, reflection letter – *Thank You Parents*, 1 themed collaboration project with at least 2 other students on one of the following areas of interest: Career, Vocations, Faith, Education. Completion of Individual Plan of Study.

CANDY AND SNACKS

Students are not to eat candy, flavored toothpicks or snacks outside of their lunch period. **A doctor or dentist note must be on file in the school office allowing a student to chew gum due to orthodontic reasons.**

BREAKFAST AND LUNCH

Breakfast and Lunches should be adequate and nutritious. **We ask ALL families to complete a food service application in order for our school to receive federal funding.** Federal Law 108-265, Section 204 and Kansas State Department of Education supports the federal requirement for local wellness policies by directing the Kansas State Board of Education to “develop nutrition guidelines, for all foods and beverages made available to students in our schools during the school day. In developing such guidelines, particular attention shall be given to providing healthful foods and beverages, physical activities and wellness education with goals of preventing and reducing childhood obesity.” With that said, St. Patrick School has also developed a Wellness Policy that correlates to the mandated federal and state guidelines. Our goal at St. Patrick’s is to create a healthier environment for students in the food they eat here at school. The wellness policy is available for review upon request.

Food may not be taken on the playground, unless teachers take an entire class out for lunch. Occasional lunches with parents are permissible. Parents may bring in a special lunch or order a school lunch to eat with the child. Food from a restaurant or fast food is allowed but highly discouraged. However, soda/pop is never allowed for children in the cafeteria and fast food lunches may not be in the original packaging. Parents/guests may only bring lunch for their immediate family –no other family friends/guests.

Breakfast and lunches are prepared daily by a count request. If your child will be late and needs a lunch, the office must be notified by 9 a.m. This is to help prepare enough meals for the students. Lunch accounts are not allowed to have a negative balance. Please pay close attention to the balance on line or notes sent home regarding accounts. Lunch accounts must have positive \$5 balance. ***If a student’s account is negative excessively (amount of over \$20 or length of time more than one week) they will not have access to hot lunch or milk.*** Our lunch menu is posted on our website and app and it is subject to change without notice due to changes in availability.

NEGATIVE BALANCE PROCEDURES FOR THE SCHOOL LUNCH PROGRAM

In order to provide students and parents of St. Patrick School with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances are as follows:

1. Parents are required to pre-pay meals for their children, thereby eliminating situations that could develop during lunchtime over negative balances.
2. Lunch account balances can be found by logging on at St. Patrick School website. Username and Password are required. (Please see main office for assistance with username and password)
3. A negative balance email will be sent out every Monday or more frequent as needed.
4. Payments can be made by cash or check and turned into the main office drop box. Payments must be clearly marked for lunch with student/family name. Please make checks out to St. Patrick School.
5. Students wanting a lunch and not having money to purchase a lunch will be allowed to charge a lunch, with payment expected within two (2) school days.

6. A maximum of three (3) hot lunches will be allowed to be charged prior to implementation of the cheese sandwich replacement policy.

Once a student has charged a total of three (3) lunches with no repayment, that student will receive a lunch consisting of a cheese sandwich, fruit, and milk in place of a hot lunch. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at full price to the student's account; students should not go through the interior lunch line but should proceed directly to the cashier if they are not eligible to charge any more lunches.

7. Student accounts with balances higher than negative twenty dollars (-\$20) for which payment arrangements have not been made are subject to closure. Both principals and parents will be notified of any account closures. At that point, student must bring their own lunch.
8. Parents are strongly encouraged to submit free/reduced hot lunch application forms yearly as well as when their household information or income changes. Applications can be submitted at any time and are available in the family packet and in the main office.
9. In extreme hardship situations the Food Service Manager may authorize a one-time exception to the charge policy.
10. Parents are strongly encouraged to monitor their student's lunch account activity through the St. Patrick School website. This system can be used to confirm payments have been received, make payments, and monitor account activity.
11. We are committed to providing meals to students who choose to participate in the program.

BOOKS

The cost of providing school textbooks continues to increase. Books **MUST** be well cared for. Students may provide their own book covers and are liable for replacement cost of any book assigned to them in case of loss or damage.

FINES

1. **Textbook Damage**-Students will be assessed for damage to textbooks and library books according to the value of the book and the extent of damage.
2. **Property Damage**-Students will pay repair or replacement cost of any property damage resulting from their actions.
3. **Lost Books**-Must be paid for at the rate of the current list price.

INCLEMENT WEATHER

In case of bad weather and possible school closing, **PLEASE DO NOT CALL the Principal or the rectory.** All announcements will be made by the school message system, radio and/or television. The policy in the Archdiocese states that decisions for school closings for snow, cold temperatures and icy conditions will be made locally among Wyandotte County Principals. Notice of any closings will possibly be announced on the evening news prior to the day, and/or on the 6:00-6:30 AM news the morning of the closing. **Notification of closings will be announced via Flocknote, Facebook, twitter, email.**

NOTE: St. Patrick's will not dismiss early due to weather conditions while classes are in session; however, students will be allowed to leave the school if a parent or authorized person comes to the school office and signs the student(s) out.

COLD WEATHER

Classes as a whole go out for recess or PE whenever possible. As a parent, you decide dress for your child, but **remember that children are expected to be prepared for outdoor recess. Children unprepared will be directed to participate in the same manner as those prepared.** Teachers cannot supervise both inside and outside. Please be assured that teachers will use the utmost discretion in deciding whether classes will stay in or go out for recess. **Only those with notes from doctors are the exceptions.**

PLEASE have your child properly dressed for the weather: hat, coat, gloves, leggings, etc.

The school outdoor recess policy is that if the temperature or wind-chill is 20 or higher the students will be going outside for recess.

CELL PHONES AND ELECTRONIC DEVICES

Due to safety, loss prevention, and confidentiality matters, students are strongly encouraged NOT to bring cell phones on the school premises. We understand that there are times after school/CYO practices, etc., that a cell phone is needed to get a ride home or in case of an emergency.

In grades 5-8, cell phones will be collected daily by the homeroom teacher, turned off, and locked in security locked boxes provided in the classrooms. They will be returned each day. If a cell phone is found, it will be confiscated and given to the principal until arrangements are made by the parent to pick up the phone. If your child needs to be reached, you will need to contact them through the school office.

Students shall not use these devices, or any others, to send pictures of other students by email or by other electronic means during class. Posting any unauthorized recordings or pictures on the Internet may affect the safety of students and school personnel, or the well-being of the school, and therefore is a violation of school standards.

VALUABLE ITEMS

Students are responsible for ALL personal items at school. PERSONAL ITEMS such as cameras, radios, iPods, MP3 Players, laser pointers, electronic games, toys, CD players, trading cards, or other unnecessary personal property are NOT PERMITTED at school. Money should not be brought to school unless there is a reason for it being collected. Disciplinary measures and loss of privileges will occur if unwarranted items are brought to school.

DELIVERIES TO STUDENTS

Articles should NEVER be delivered directly to students in the classroom. Items must be left in the office to be delivered at a time which will not disturb the class. These articles must be MARKED WITH THE NAME OF THE CHILD AND THEIR HOMEROOM TEACHER,

NO FLOWERS OR GIFTS WILL BE DELIVERED TO ANY STUDENT DURING THE SCHOOL DAY.

PARTIES

School celebrations are limited to Halloween and Christmas. NO OTHER PARTIES ARE TO BE HELD DURING THE SCHOOL YEAR. No gift exchanges are allowed; donations for needy families are suggested.

According to Federal and Kansas Laws, small classroom parties and celebrations will follow a minimal adjustment to meet these criteria:

Foods are not permitted until at least one hour after the end of the last lunch period. Foods distributed at parties should include some nutritional value, if possible.

Party invitations are not to be given out at school or on school grounds. Classroom treats are permissible; however the teacher must be notified at least one day in advance of the birthday. Treats must be store bought, homemade items will not be allowed. Birthday treats will be distributed at 3 PM. The birthday treats must be of a snack nature, not a meal substitute, and individually wrapped. You are responsible for providing flatware, plates, cups, or napkins.

ACCREDITATION

St. Patrick Catholic School is accredited by the State of Kansas and Cognia. All regulations of these accrediting programs are met. (Reference #9000)

St. Patrick's is also a member of the National Catholic Education Association (NCEA).

ARCHDIOCESAN GUIDELINES FOR SCHOOL FUNDRAISING #9020

Fundraising activities/events should be in keeping with the doctrine of the Catholic Church and accepted legal practices. Activities that require students to solicit from strangers are not appropriate. Approval of President (Secondary schools), the Principal and/or Pastor/Board chair (in the case of single parish elementary and consolidated elementary schools) must be obtained before fundraising activities are conducted and before any monies generated from fund-raising efforts are dispersed.

Funds should be maintained in an approved school account, under the control of the school President or Principal. At the end of the fiscal year, any funds in excess of an amount predetermined by the President (in the case of secondary schools), Principal/Pastor/Board chair (in the case of parish elementary or consolidated schools) will be deposited into the school's general fund. An independent review of finances with regard to fundraising shall be conducted annually by an independent reviewer with the appropriate expertise.

ASBESTOS/RISK MANAGEMENT #9030

The Archdiocesan Office of Catholic Schools contracts for the services of a consultant in the area of risk management. The consultant routinely inspects schools for asbestos safety and other risks and files the required reports with the proper agencies. The consultant directly contacts principals to schedule his visits.

A Management Plan for the containment of asbestos in the Catholic elementary and secondary schools in the Archdiocese is to be maintained by the President (secondary schools) and/or Principal (elementary schools) or their designees. The Archdiocesan Office of Catholic Schools provides the consultant to assist schools with this requirement.

The consultant also verifies that new building custodians have received asbestos awareness training. Each school is to keep the CD-R/video that the Archdiocesan Office of Catholic Schools provides to fulfill the EPA regulations for a 2-hour Asbestos Awareness Training.

Procedures #9030.1

- Dated copies of annual notification of the availability of the Management Plan to parents, teachers and employee organizations. (Copies of same in School Plan and in the Superintendent's Office)
- Indication of Warning Labels posted where required (adjacent to routine maintenance areas).
- Surveillance reports made (October & April). (Copies of same in School Plan and at the Superintendent's office).
- Records of all the response actions taken place in the school. (Copies of same in School Plan and at the Superintendent's office).
- Re-inspection of known asbestos every three years. The Superintendent's office will contract the certified inspector for all schools.

Risk Management #9030.2

For information regarding school risk/liability insurance matters, contact Catholic Mutual representatives, Paula Aguilar or Ryan Hoffman, at 402-551-8765.

CHILD PROTECTION – VIRTUS TRAINING FOR ADULTS AND VOLUNTEERS #9060

The Archdiocese of Kansas City in Kansas is committed to the protection of children and has adopted the Virtus program for use in all parishes and schools. As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers, and students are to be trained.

Pre-registration #9060.1

It is necessary to pre-register for a training session at www.virtusonline.org.

Contact

Parish Virtus Coordinator or

Betty Battson 913-299-3370 or email: bbattson@stpatrickkck.org

CHILD PROTECTION POLICY

All employees, as well as volunteers who have substantial contact with children, are required to read and complete the forms in the Child Protection policy. The policy book remains with the employee or volunteer. The forms are kept on file in the parish or school.

CODE OF ETHICAL STANDARDS

The Code of Ethical Standards is provided to all who serve in positions of Church leadership, both employees and volunteers. The policy is retained by the individual. The Acknowledgement of Receipt is on file in the parish.

SEXUAL HARASSMENT POLICY

The policy is retained by the individual and Acknowledgement of Receipt is kept in their parish personnel file.

CHILD PROTECTION – VIRTUS TRAINING FOR STUDENTS #9070

Catholic Schools in the Archdiocese of Kansas City in Kansas annually are required to teach lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught.

SCHOOL DOCUMENTATION OF STUDENT LESSONS #9070.1

School principals document the administration of student safe touch lessons each year by December 31st. The website for this documentation is www.virtus.org under Educators/Record training.

COUNSELING #9090

St. Patrick employs a full-time counselor who is available for one-on-one counseling and also provides social and emotional supports to classes, individuals, classroom lessons on various themes throughout the year, college-career preparation, and is responsible for Individual Plans of Study.

CRISIS RESPONSE PLAN #9100

St. Patrick School has an emergency response plan which can be implemented if an emergency occurs. (Reference #9100)

EMERGENCY EVACUATION

In the event of an emergency that would necessitate the evacuation of St. Patrick School, all students will be taken to the Wyandotte County Fire Station at 9548 State Avenue, Kansas City, KS 66112. Every effort will be made to contact each parent should such a situation arise.

COMMUNICATIONS

Teachers have the general responsibility for the students in their classes. If you have any question or concern regarding your child's progress, grades, attitudes or social conduct, please contact his/her teacher immediately. Any parent who has a concern about a school policy, or cannot resolve a concern for his/her child through the teacher, should call the school office for an appointment with the principal.

Phone calls to teachers should be placed through the school office, not through the teacher's home number. This practice is required by the Archdiocesan VIRTUS program.

DISTRIBUTION OF INFORMATION

A monthly newsletter will be distributed throughout the school year via email and posted on the school website. Articles or flyers must be submitted by noon on Friday and must be approved by the Principal and will be sent via email or as soon as possible. All requests for all school or school groups/classes should be e-mailed to stpat@archkckcs.org.

Watch the newsletter for any changes to the school calendar.

TELEPHONE

Calls to teachers may be made to the office between 7:45 AM and 3:30 PM. A message will be delivered and the teacher will return the call when he/she is free of classroom responsibilities. Teachers will not be called to the telephone during class periods. **Please call teachers at school only, not at home.**

SCHOOL WEBSITE

The St. Patrick School website address (<https://www.stpatrickkck.org/school>) is maintained and updated by St. Patrick Staff and Faculty. Here you can find any school information, including the school calendar, notes from the principal, CYO and PTO activities, etc.

NON-DISCRIMINATION POLICY #9210

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin and gender and admit them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic parishes/regions served by the Catholic Schools in the Archdiocese and members of the Catholic faith.*

The school Principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and behavior based on prejudice (e.g. toward any race, gender, age, color, or national origin) among students, faculty, staff and volunteers in school and in school-sponsored activities.*

The Archdiocese shall file "Form 5578: Annual Certification of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax" with the Internal Revenue Service on behalf of Catholic elementary and secondary schools in the Archdiocese of Kansas City in Kansas.

St. Patrick Catholic School admits students of any race, color and national or ethnic origin and gender*. Preference in admissions is given to members of the St. Patrick Parish and members of the Catholic faith.”

The School Principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color, or national origin) among students, faculty, staff and volunteers in school and in school-sponsored activities.

*See Appendix “Church Teachings on Special Issues of Concern” in the Archdiocese of Kansas City in Kansas Catholic School Handbook of Policies and Procedures.

PARENT/TEACHER CONFERENCES #9220

Each school shall plan to have parent/teacher conferences built into the calendar at least once during the school year. These conferences should provide parents and teachers with the opportunity to discuss and explore various aspects of the student growth and development.

In addition to evaluating and reporting to parents a pupil's progress in the cognitive domain, it is the responsibility of the school to develop a planned, sequential method of assessing and reporting to parents a pupil's spiritual, affective, social and physical growth.

PHOTOGRAPHS #9250

In order to use/reproduce photographs of school community members, schools must obtain the permission of the photographed subject (See Appendix Forms #C129 & C130).

PRAYER #9260

Prayer is an integral part of each school day in all elementary and secondary schools of the Archdiocese. It will be the responsibility of the Principal to design and implement a plan for frequent and regular prayer activities for students and faculty/staff. Each morning our school day will begin with all school prayer and each afternoon our school day will conclude with all school prayer. Individual classrooms will participate in prayer daily.

TECHNOLOGICAL RESOURCES #9340

Using technological resources is a privilege, not a right.

The use of technological resources, including but not limited to, eReaders, cell phones, mp3 players, computers, mobile devices, Wi-Fi, WAN/LAN, intranet, cameras, is encouraged to support and enhance educational goals and objectives. Using technological resources is a privilege, not a right.

Each school must provide written protocol for the terms and conditions for use of technological resources. This protocol shall include stipulations for using personal devices/programs/applications that students and faculty/staff may bring to school or school sponsored events/activities. Parents, students, faculty and staff must acknowledge in writing that they have received the protocol. In addition, in order to assure child safety and protection, schools shall maintain filtering software on all school-issued devices used by and/or accessible to students.

Anyone who uses technological resources will participate in a discussion with the appropriate instructor/administrator pertaining to the proper use. The administrators and teachers will deem what is appropriate use, and their decision is final. The school may deny, revoke, or suspend specific user access. In addition, all students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. The school will develop a curriculum in compliance with the Children's Internet Protection Act, as well as Catholic teachings.

Schools, even those that have access to other assistance, are welcome to contact Amy Lanham, Office and Research/Data Manager for the Archdiocesan Office of Catholic Schools, for technical support.

(Copies are on the Archdiocesan Website under Forms)

(C119-Technological Resources Use Policy)

PARAMETERS FOR ACCEPTABLE USE OF TECHNOLOGICAL #9340.1

The following are to be followed by all schools of the Archdiocese of Kansas City in Kansas.

School technological resources are provided for use by students, faculty, staff and other authorized users of the School. All users are responsible for using these resources in an ethical, moral and lawful manner.

The following outlines the use of School technological resources:

1. The technological resources of the School are the property of the School. Therefore, unauthorized, illegal, immoral and/or unethical use of technological resources is prohibited. Access to any technological resource may be revoked by the President or Principal of the School or designee without prior notice.
2. Privacy is not guaranteed. Users are not guaranteed privacy in any use of School technological resources.
3. No student of the School may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user with additional privileges, will result in disciplinary action. (e.g. the cancellation of user privileges)
4. Vandalism, any intentional and/or malicious attempt to harm or destroy hardware, software or data will result in disciplinary actions. (e.g. cancellation of user privileges)
5. The School is not responsible for damages to any party arising from the use of any School technological resource.
6. All student access to technological resources is subject to the School's requirements, including scheduling and supervision, governing technological resources. Requirements may change without prior notice to serve the needs of the School.
7. Usage of technological resources for unacceptable and/or, non-School approved purposes is prohibited.
8. The School technological resources may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays regardless of the purpose are prohibited.
9. The School's technological resources may not be used to advance or endorse any candidate for elective public office.
10. The School's technological resources are to be used for school purposes and not for the promotion of non-School matters or self-promotion.

11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted or plagiarized material, threatening or obscene material, installation of programs or applications or material protected by trade secret.

12. It is the responsibility of all parents, students and employees of the School to become familiar with these guidelines. It is the responsibility of all parents, students and employees to report violations of these guidelines to the appropriate School authority.

13. An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines.

The Archdiocesan Office of Catholic Schools will review and amend this policy when necessary.

PARAMETERS FOR ACCEPTABLE USE OF NON-SCHOOL TECHNOLOGICAL RESOURCES #9340.2

Because the primary ministry of a Catholic school is to pass on the Catholic faith, teachers, other school employees and students are expected to be a witness to the faith by conducting themselves at all times, in and out of school, in a manner consistent with the teachings of the Catholic Church. This applies to the use of both school and non-school technological resources. Because such use is not considered private, schools may become aware of use and/or content related to non-school technological resources. If this occurs, schools reserve the right to address, in a manner consistent with the parameters specified in policy #9340.1 any inappropriate content or use.

AMENDMENT PRIVILEGE

The St. Patrick School Principal reserves the right to amend the school policies at any time. COVID-19 restrictions may be lifted during the school year and, if so, all parties will be notified.

	I Integrity	R Respect	I Interdependence	S Safety	H Holiness
Classroom	We do our own work well. We keep our hands to ourselves.	We pick up after ourselves. We raise our hand to speak. We are quiet.	We allow others to learn. We greet others. We ensure that others are safe.	We stop at stopping points. We have visitors enter through the main door.	We are reverent when appropriate. We walk.
Restroom	We wash our hands. We flush the toilet.	We give everyone privacy. We use minimal soap and towels.	We leave the restroom clean. We take turns and are efficient.	We wash hands thoroughly. We only take care of restroom business.	We take care of our bodies.
Cafeteria	We eat our own food. We pay for all items and are not greedy.	We leave our space clean. We use our inside voices.	We include everyone in our conversations.	We exhibit self-control. We sit correctly. We walk. We eat healthy.	We demonstrate friendship to all. We use good manners. We pray.
Mass	We participate fully. We remove our outerwear before Mass.	We are reverent in the Lord's house.	We put away kneelers and books silently. We share the sign of peace.	We walk correctly to church. We know what to do in an emergency.	We do the proper actions with reverence. We respond to prayers and sing.
Playground	We play fair and follow the rules. We try our best and know that everyone is.	We listen to the adults. We come and go quietly. We return items.	We take turns and praise others. We share recess space and equipment.	We play in designated places. We play appropriately on equipment.	We are Christ for one another. We use kind words and have good conversations.

Anti-bullying Rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will make it a point to include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Elementary School Rubric Behavior

	1st Offense	2nd Offense	3rd Offense	4th Offense
Teasing/Exclusion	-Verbal behavior reminder	-Privilege loss (2 days) -Parent call -Reflection	-Classes only (3 days) -Parent call -Reflection -Office referral	-Office referral -Individual plan
Physical Bullying	-Verbal behavior reminder -Privilege loss (1 day) -Parent call -Reflection	-Classes only (1 day) -Parent call -Reflection -Office referral	-Classes only (3 days) -Parent call -Reflection -Office referral	-OSS -Individual re-entry plan
Severe Physical Bullying, threats of serious violence, or severe harassment	-Office referral -Suspension -Police contact	-Office referral -Suspension -Police contact -Modify individual plan with behavior support professionals	-OSS -Individual re-entry plan -Police contact	

ISS: In-School Suspension, OSS: Out-of-School Suspension

*The following are the guidelines/suggestions for the administrators to use in making decisions based on circumstances.

Anti-bullying Rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will make it a point to included students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Middle School Rubric Behavior

	1st Offense	2nd Offense	3rd Offense	4th Offense
Teasing	-Written apology from student/verbal behavior reminder.	-Private dining in the lunchroom at a designated table with supervisor. -Teacher contacts parent/guardian.	-Three days private dining in the lunchroom at a designated table with supervisor. -Teacher contacts parent/guardian.	-Referral to ISS to develop individual plan with parent/guardian.
Exclusion	-Verbal behavior reminder.	-Private dining in the lunchroom at a designated table with supervisor.	-Three days private dining in the lunchroom at a designated table with supervisor. -Teacher contacts parent/guardian.	-Referral to ISS to develop individual plan with parent/guardian.
Physical Bullying	-Next day ISS. -Think sheet completed. -Principal contacts parent/guardian.	-Three days ISS. -Think sheet and Behavior Contract completed.	-Immediately referred to office. -Out of school suspension. -Re-entry meeting with parents/guardian and student.	-Individual Plan of Action created by principal, student and parent/guardian.
Severe Physical Bullying, threats of serious violence, or severe harassment	-Immediately referred to the office. -Police and parent/guardian notified. -Immediate suspension per policy.	-Immediately referred to the office. -Police and parent/guardian notified. -Immediate suspension per policy.	-Immediately referred to the office. -Police and parent/guardian notified. -Immediate suspension per policy. -Suspension or expulsion based on discipline hearing.	

ISS: In-School Suspension, OSS: Out-of-School Suspension

*The following are the guidelines/suggestions for the administrators to use in making decisions based on circumstances.

TECHNOLOGICAL RESOURCES USE POLICY

(For Students, Faculty, Staff)

TERMS AND CONDITIONS FOR ST. PATRICK SCHOOL TECHNOLOGICAL RESOURCES USE

Students, faculty, and staff are asked to read the attached policy (for students, policies #9340 & #9340.1; for faculty and staff, policies #9340, #9340.1, #4405, #4405.1) before signing this document. All users will be held accountable for the rules and parameters set forth in the policy. All terms and conditions as stated in this document are applicable to St. Patrick School students, faculty, and staff.

Parent/Guardian/Student's over the age of 18

As the parent or guardian of this student or I am a student over the age of 18, I have read the Terms and Conditions for Technological Resources use. I understand that this use is designated for educational purposes and that St. Patrick School and its officials have taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for St. Patrick School and its officials to restrict access to all controversial materials and I will not hold St. Patrick School and its officials responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent/Guardian/Student Signature: _____

Date: _____

Faculty and Staff

As a faculty or staff member, I have read the Terms and Conditions for Technological Resources use. I understand that this use is designated for educational purposes and that St. Patrick School and its officials have taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for Name of School and its officials to restrict access to all controversial materials and I will not hold St. Patrick School and its officials responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my use is not in a school setting. I hereby give my permission to grant access for myself and certify that the information contained on this form is correct.

Faculty/Staff Signature: _____

Date: _____

Form #C119-Technological Resources Use

Photography Release Form

Without compensation, I hereby grant permission to St. Patrick School to use and reproduce photographs taken of me. These photographs may be used for news and editorial purposes in publications, electronic reproductions (social media), and/or brochures. In addition, I grant my permission to alter the same photos without restriction and to copyright the same. I hereby release the photographer, the journalists, and the publications or media outlets they represent, as well as St. Patrick School from all claims and liability relating to said photographs.

Printed Name: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (h) _____ (w) _____

E-Mail Address: _____

Date: _____

Child Photography Release Form

Without compensation, I hereby grant permission to St. Patrick School to use and reproduce photographs taken of my child. These photographs may be used for news and editorial purposes in publications, electronic reproductions (social media), and/or brochures. In addition, I grant my permission to alter the same photos without restriction and to copyright the same. I hereby release the photographer, the journalists, and the publications or media outlets they represent, as well as St. Patrick School from all claims and liability relating to said photographs.

Child's Name: _____

Parent/Guardian Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (h) _____ (w) _____

E-Mail Address: _____

Date: _____

**St. Patrick Catholic School
Handbook Agreement Form
2021-22**

We have read the Parent/Student Handbook for St. Patrick Catholic School on the school website and agree to be governed by it.

Family Last Name _____

Student Signature _____ Grade _____

Student Signature _____ Grade _____

Student Signature _____ Grade _____

Student Signature _____ Grade _____

Student Signature _____ Grade _____

Student Signature _____ Grade _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Failure to return this form will result in implied acceptance.