



1800 South Grand Avenue East
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FAMILY HANDBOOK

www.st-patrick.org

Catholic Diocese of Springfield in Illinois

Diocesan Admission Policy

The Bishop of the Diocese of Springfield in Illinois and the Diocesan Board of Catholic Education are deeply interested in promoting equal catechetical opportunities for all students in Diocesan programs. To achieve this goal the following admission policies are to be adhered to throughout the Diocese:

1. No student shall be denied admission to any Catholic school/parish program solely on the basis of race, color, or national and ethnic origin. Certain programs and sports are designed and intended for participation by a single gender. Schools/parish programs are committed to providing opportunities for all students regardless of gender, within the constraints of the institution's resources.
2. Religious formation is the primary purpose of Catholic Education. Students should be admitted only if their parents subscribe to the concept.
3. Catholic catechetical ministries, established and maintained by the personal sacrifices of the Catholic community which continues to be their main source of support, may justly give preference in admissions to students of families which support their local Catholic parish.
4. Local Boards, in conjunction with the appropriate administrator, may establish written requirements of parents or legal guardians as conditions for the continued enrollment of their children. Such requirements of the Internal Revenue Service.
5. Inability to fulfill financial requirements should not be the sole reason for denying admittance to the school or parish programs.

- Office of Catechesis

The Catholic Diocese of Springfield in Illinois has established the following Family School Agreement plans. There are two plans. One plan is for Catholic Families and the other plan is for families of other faiths.

Family School Agreement – Basic Plan for Catholic Families

What does discipleship and stewardship ask of active parish stewards? It expects:

- an active witness to the Catholic faith by our daily teaching and living, making discipleship a way of life;

- the entire family's participation at Mass in the parish every Sunday and Holy Day of Obligation;
- active involvement in the various parish ministries, each according to his or her time and talents;
- a respect for and cooperation with those who actually provide Catholic education – the priests, parishioners, and all school personnel – and their policies;
- each family to aspire to the biblical ideal of tithing, as our Diocesan Synod will be considering the goal of all parishioners giving a certain percentage of their income to the parish; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

As parents we ask the parish to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the pastor of our Catholic parish ways in which we could. We further accept a commitment to the stewardship way of life as practiced in our parish. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

Family School Agreement – Alternate Plan for Churchgoing Families of Other Faiths

As parents we ask St. Patrick School to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with Fr. Kevin Mann ways in which we could. We agree to pay for our child(ren)'s Catholic education as determined locally. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

St. Patrick's School Mission Statement

St. Patrick Catholic School's mission is to provide a faith-based educational environment that nurtures each child's development according to the teachings of Jesus Christ. We seek to develop our students spiritually, intellectually, emotionally, socially, and physically while promoting Jesus' message to love and respect themselves and others.

St. Patrick is a learning environment open to children and families of all races and creeds within the community. Students will be provided a foundation in the knowledge and practice of the Catholic faith for life-long spiritual growth. They will be provided an atmosphere conducive to the development of a realistic and positive self-image, enabling them to draw on their God-given strengths.

Board of Directors

St. Patrick Catholic School is governed by a Board of Directors. The committees of the Board are Executive, Finance, Development, Building & Grounds, Curriculum & Environment, SLU Partnership, Scholarship, Donor Appreciation, and School, Family & Community Relations, but these are subject to change. The Board meets every first Tuesday of every other month in the St. Patrick school building. (updated 2021)

To achieve the mission and goals of St. Patrick Catholic School, the Board of Directors, Principal, Staff, and Parents/Guardians will be accountable for seeing the students take advantage of the school community. To achieve the mission of our school, the following educational goals and interdisciplinary learning outcomes will be pursued.

Students will:

- Be provided a foundation in the knowledge and practice of the Catholic faith long spiritual growth.
- Develop a strong knowledge base, enabling and preparing them to strive for academic excellence.
- Be provided an atmosphere conducive to the development of a realistic and positive self-image, enabling them to draw on their God-given strengths.
- Practice Christian values in a Catholic atmosphere.
- Show respect for individual differences in order to grow together as a community.
- Demonstrate excellent Reading and Language Arts skills, with every child learning to read well and on grade level by the end of the Third Grade.
- Demonstrate essential Math skills necessary to meet the evolving demands of society.
- Relate knowledge of the natural sciences to appreciate and preserve God's creation.
- Utilize current technology and information resources to become informed individuals.
- Apply critical thinking skills needed for problem solving.

- Exhibit knowledge of the various art forms in order to promote an appreciation of the fine arts.
- Demonstrate physical skills and development appropriate for a healthy learning environment.
- Develop a strong knowledge base, enabling and preparing them to strive for academic excellence.

We believe: Each child is unique, special and precious, not only in the sight of God, but also to us. Each child has the basic right to be treated with dignity, respect and compassion by both peers and persons in authority. Reverence for life must be experienced by students; this leads to the development of a sense of justice tempered with mercy. Instilling the value of compassion for persons and places will influence their relationships, both now and in the future.

We believe: Children with positive self-images are less likely to exhibit prejudice and more likely to achieve success in whatever endeavors they undertake.

We believe: Active participation of parents and guardians is absolutely essential in the education experience, because they serve as their children's primary role models.

We believe: Education of the total person is a necessity. We therefore consider the spiritual, emotional, physical development of our students and attempt to provide them with opportunities to work, learn and play together in a nurturing environment.

We believe: Our students are a vital part of the future of our world. We expect them to become goal oriented, responsible individuals whose values, ideas and actions will lead their generation in making our world a better place to live. We believe all of this reflects the 4-fold dimensions of Catholic Education: message, community, service, and liturgy.

Here follows an alphabetical listing of rules, regulations and policies related to St. Patrick Catholic School. Any questions or concerns regarding this Family Handbook or questions concerning St. Patrick Catholic School should be directed to the school office.

Accreditation

St. Patrick Catholic School is accredited through the Illinois State Board of Education and the Roman Catholic Diocese of Springfield in Illinois.

Absence of Student/Attendance

As per the Illinois School Code, there are at least 176 school days or 880 instructional hours in our calendar. Regular daily attendance is required; we believe nothing can replace the instructional opportunities when a child is absent. Timely arrival is expected. School starts at 8:00 AM. Students will enter the main doors upon arrival and as early as 7:30 AM for breakfast. Parents will bring students into the building to be scanned for temperatures and signed in daily, answering questions to provide infection control. Until further notice, parents are not to enter the main school building. This is being done to limit the number of people entering school. Students arriving after 8:00 AM will receive breakfast and will be sent to the classroom as soon as possible.

We do understand that children need to miss school due to illness or appointments at times. When a child is absent for any reason, the parent/guardian is required to notify the school by 9:30 AM the day of the absence. If a child is absent without communication from the parent/guardian, the school will call the parent/guardian.

In the event of an appointment during the school day, the parent should communicate in writing to the teacher regarding the absence. Children will remain in the classroom until the parent arrives to pick up the child through the office, and children/parent/guardian should return the student to the office upon return. Any assignments missed during an absence are expected to be made up upon return.

If a student is found to be truant, his/her parents will be contacted immediately. If the matter is not resolved between the family and the school administration, the Truant Officer will be notified and asked to assist our school in addressing this matter.

If a student misses a combined total of **30 or more days** during a school year, they **may** be retained. Total days missed includes full day absences, both excused and unexcused, as well as half day absences for late arrivals and early dismissals.

Family vacations which take students out of the school are discouraged. Teachers are not required to make assignments in advance for those students going on extended vacations.

Abuse and Neglect

All staff, and others who come in contact with students in programs and activities sponsored by St. Patrick Catholic School, whether these persons are salaried or volunteers, must sign:

- (1) Statement of Certification and Authorization
- (2) Acknowledgement of Child and Sexual Abuse Policy
- (3) Statement of Certification and Authorization for background checks relative to child and sexual abuse.

St. Patrick Catholic School abides by the Child Abuse laws of the state of Illinois. These laws mandate that cases of suspected abuse and/or neglect be reported to Child Protective Services.

All adults, including volunteers, who work with children at the school, must attend the "Protecting All God's Children" seminar.

Admissions

Students entering Kindergarten are to be five years of age on or before September 1st of the current year. Students not fulfilling the age requirement **will not** be admitted.

A physical examination, including a record of immunization and lead screening, is required by State Law prior to entering Kindergarten. Students entering Kindergarten are also required to show evidence of a vision exam. A record of this examination is expected to be submitted to the school no later than October 15th of each school year. Kindergarten and second grade students are required to have dental exams. A record of dental examinations should be submitted to the school before May 15th. All health forms must have the signature of the doctor and a parent. Physical examination forms may be obtained from the school.

Upon entrance or transfer to St. Patrick Catholic School, records will be required from the school the student previously attended, along with a transfer in good standing form. The Principal will review the suitability of all transfer students as to whether the student should be admitted to the school. All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Patrick Catholic School.

As a condition for enrolling or re-enrolling any child at St. Patrick Catholic School, Parents/Guardians must sign and submit the Tuition/Policy Agreement. By signing the agreement, Parents/Guardians agree to abide by all policies and provisions set forth in this handbook.

Parents/Guardians who enroll their children in St. Patrick Catholic School are encouraged to practice their faith. Parents/Families are expected to complete 10 hours of service time in exchange for their scholarships provided by the school or by Empower Illinois, Inc. Service hours will be logged as 10 hours per family not for individual members of each family. The service hours are to be completed with 5 hours being completed by Christmas vacation and the remainder to be completed by the end of April. Hours that are remaining in April will be billed to the family at the rate of \$10 per hour.

Admissions-Nondiscriminatory Policy

St. Patrick Catholic School admits students of any race, color, sex or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35. (updated 2021)

PreK/Kindergarten/New Admissions Requirements

During registration a packet of registration information will be given to families. Included in the packet are admissions requirements. The following forms and records must be submitted to St. Patrick School in order to meet admissions requirements (subject to change):

- Registration Application
- Registration Fee
- Baptismal Certificate/if applicable
- Birth Certificate
- Health Records
- Dental Records
- Vision Records

- Physical Records
- Hearing Records
- Lead Screening
- Immunization Records
- Standardized Test Results
- Report Cards
- IEP/ISP Records
- Financial Aid Application
- Community Connection Point application
- Two Way Communication Form for Transfer Students

The office will review all admission documents and inform parents if other documents are missing. Once a student's file is completed, their financial aid application will be sent to the Financial Aid Committee. When all financial aid and/or Community Connection Point have been determined, the student application will be submitted to the Admissions Committee. The school will notify the parents of their admission decision. When a class is full, your child will be put on a waiting list. We will inform you when a spot is available. All PreK, new, and transfer students will be given a probationary period.

After School Care- St Patrick

An After Care Program may be offered during the school year. The program is expected to be an extension of the school day. The program components include dinner, homework hour and an enrichment activity. Students are to be picked up from the After Care Program by 5:30 PM. There will be no After Care on days when students are not in school or on early dismissal days, unless otherwise notified. Payment for the after-care program must be made by the Monday of the week desired. Parents/Guardians must let the school know by Thursday if the student(s) will be staying for the after-care program anytime the next week.

After- School Enrichment - Boys and Girls Club

The St. Patrick Catholic School After School Enrichment Program is offered Monday through Thursday throughout the school year. The program is an extension of the school day. The program components include Language Arts and Math skills practice, homework help, a balanced dinner, youth development, and enrichment activities. Students are to be picked up from the After School program by 6:30 p.m. There will be **no** After-school Enrichment Program on days when students are not in school or on early dismissal days. Enrollment in this program will be with the Boys and Girls Club personnel. (updated 2021)

Amendment of the Handbook

St. Patrick School reserves the right to change the provisions of this Student Handbook, with or without notice. In the event of a conflict between the provisions of this Student Handbook and any other statements made by or on behalf of St. Patrick School, whether contained in other publications and communications of St. Patrick School or posted on the Internet website of St. Patrick School or any other media or form of communication, the provisions of this Student Handbook, as amended, shall be controlling. However, special circumstances apply to the COVID provisions below. (updated 2021)

Asbestos Management Plan

St. Patrick School has an Asbestos Management Plan. It is on file in the school office and can be requested during school hours.

Bicycles

Bikes are to be walked at all times on school grounds. They must be parked and locked to the bicycle racks. St. Patrick School accepts no responsibility for lost, stolen or damaged bicycles.

Birthday Treats

Students may bring only one kind of nut-free *store-bought* treat for their birthday.

Healthy snacks are encouraged. The treats are for the child's current classroom only. Do not send items that must be cut, scooped, or that require the school to supply serving items, such as plates, napkins, plastic ware.

Breakfast/Lunch Program

Breakfast and lunches are available at no charge to all students.

Bloodborne Pathogens

In accordance with O.S.H.A. regulations, St. Patrick Catholic School has in place a plan for minimizing the risk of the spread of pathogens through blood or other potentially infectious materials. The plan is available for viewing in the Principal's office during regular school hours.

Bullying and Cyberbullying

St. Patrick Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. The goal of the school is to help the bully realize the seriousness of

their actions and work to restore the student who is bullying to Christian values. The school will first address the situations with both students to empower those being victimized to become self-advocating and those that are bullying to understand the negative effects their actions have on the other student/s. Students making such threats (seriously, in jest or online) face detention, suspension and/or expulsion as outlined in the discipline section of this handbook.

Bullying, including cyberbullying, is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying is bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying is prohibited through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a school to staff or monitor any nonschool-related activity, function, or program.

Bullying is contrary to State law and the policy of the school and diocese, and all bullying must be promptly reported to the school authorities. Any staff member, student, or parent at St. Patrick School who has witnessed or has reliable information that a student or staff member has been subjected to bullying, as defined above, or a person in the above categories who has experienced the aggressive/bullying behavior, should immediately contact the school in person, by phone at 217-523-7670, or by email at stpatprincipal@st-patrick.org. To report anonymously, please call the school and ask to speak with the administration.

School responses to bullying will be consistent with federal and state laws and rules governing student privacy rights, including procedures for promptly informing parents or guardians of all students involved in the alleged incident of bullying and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

The school will promptly investigate reports of bullying, including whether a reported act of bullying is within the permissible scope of the school's jurisdiction, and if so, the school will address reports of bullying, including the following:

1. Making all reasonable efforts to complete the investigation within ten (10) school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the investigation about the reported incident of bullying.
2. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notifying the principal or school administrator or his or her designee of the report of the incident of bullying as soon as possible after the report is received.
4. Consistent with Federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation

information about the investigation and an opportunity to meet with the school administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The school will provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs. The school will also employ interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

The school prohibits reprisal or retaliation against any person who reports an act of bullying, and a person who engages in reprisal or retaliation will receive consequences according to the discipline policy of this handbook. This includes consequences and appropriate remedial actions for a person found to have falsely accused another of bullying as a means of retaliation or as a means of bullying.

In accordance with State law, school administration and the school board will assess the outcomes and effectiveness of the policy that includes, but is not limited to, factors such as:

1. The frequency of victimization.
2. Student, staff, and family observations of safety at a school.
3. Identification of areas of a school where bullying occurs.
4. The types of bullying that are common or occurring.
5. Bystander intervention or participation.

The information developed as part of the evaluation process will be posted on the school website or be provided in another format to school administrators, school board members, school personnel, parents, guardians, and students. It will be ensured that the bullying policy aligns with the other policies of the school board. (updated 2021)

Bus

It is expected that students riding buses (City/First Student) will exhibit the Christian values of courtesy and respect. If problems arise and the school is notified, students may be asked to find another mode of transportation to and from school.

Cell Phones/Other Electronic Devices

Cell phones and other electronic devices are to be in the off position upon entering the building and should be stored in the child's backpack during the school day. If phones are not stored appropriately, they may be sent to the office and parents may be required to pick

them up. Continued violations may result in disciplinary action. The school is not responsible for the security of any electronic device and is not responsible for lost or damaged electronic devices. (updated 2021)

Chain of Authority and Grievance Procedure

The immediate direction of the school and its instructional program is delegated to the Principal. All teachers and staff members have the authority to correct any/all children enrolled at St. Patrick Catholic School as the need arises. Mutual respect is to be shown by all. If a student fails to respond to the correction of a teacher, a staff member and/or the Principal, the parent/ guardian of the student will be notified.

The line of authority in the school is: Parents/Guardians > Teachers > Principal > Board

If a parent/guardian/student has a problem regarding a teacher, the parent/guardian/student should bring the problem to the teacher's attention. If the problem cannot be resolved with the teacher, the parent/guardian may bring it to the Principal's attention. If the problem cannot be resolved at the building level, the principal can contact the President of the Board for resolution.

Change of name, marital status, address and/or phone number

Parents are to notify the school office immediately concerning any change of name, address and/or phone number(s). If parents are divorcing or separating, the school needs to be notified so that school personnel can better meet the student's needs at this difficult time. St. Patrick Catholic School adheres to and abides by the provisions of the Buckley Amendment with respect to the rights of **NON-CUSTODIAL** parents with access to the academic records and other school-related information regarding the child. A request for information will be responded to in a timely manner in order to keep the parent informed regarding the progress, etc., of a student. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the 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 copy of the court order. (updated 2021)

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion.

Child Abuse, Suspicion of

Employees of St. Patrick Catholic School are mandated reporters. If there is a suspicion of child abuse or neglect, DCFS shall be notified.

Communicable Disease and AIDS

Students with a communicable disease are required to get an evaluation from a doctor and share it with school officials before they can attend school. A student will be sent home from school upon displaying symptoms of a communicable disease, having a temperature of 100.4 degrees or above, having vomited, having a cough, runny nose, severe headache, weakness and extreme fatigue, or having experienced an accident requiring a doctor's attention. A student who shows signs of illness should not come to school. Parents must notify the school when a student has a communicable disease. The school shall notify the Department of Public Health when a student is sent home because of any suspected communicable disease.

A student returning to school after an absence due to a communicable and chronic infectious disease may be required by the administration to present a certificate from a physician licensed in the state of Illinois stating that the student qualifies for readmission to the school under the rules of the Illinois Department of Public Health which regulates periods of incubation, communicability, quarantine and reporting. Siblings might also be included in the quarantine if recommended by the doctor or health department according to their criteria depending on the situation. These stipulations can be found on the website of the Department of Health or the Sangamon County Department of Health, as well as the Illinois State Department of Education.

Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend St. Patrick Catholic School. Students who are known to have AIDS will be individually evaluated by a physician(s) and other professional personnel in order to determine if their behavior or physical condition poses a high risk for spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student. Knowledge that a student has AIDS will be confined to those persons with direct right to know.

Communication

Parents and teachers are encouraged to maintain an open line of communication if concerns arise. Teachers are available before and after school by appointment or as agreed upon by both parties.

Conferences

Formal Parent/Teacher Conferences are scheduled near the end of the First Quarter. Other conferences may be scheduled on an as needed basis. Detailed information regarding conferences will be sent home prior to the actual meetings. Parents/Guardians are encouraged to contact teachers at school if questions arise at any time during the course of the year. Teachers are encouraged to contact parents/guardians, whenever there is a need.

Counseling Services

Students' needs for support services such as counseling and social work are evaluated when school staff believe consideration is needed, such as when there are changes in the student body or stresses within the surrounding community. Professional psychological and social counseling services for students may be available at St. Patrick Catholic School. Please contact the Principal or your child's teacher for more information.

COVID

Any procedures and policies created for the COVID-19 pandemic may supersede sections of this handbook and are to be followed. These will be contained in separate documents and pertain to all individuals at the school until school officials declare that the procedures and policies are no longer in place. The procedures and policies are subject to change, and all changes will be communicated to the individuals involved in a timely manner. (updated 2021)

Crisis Management Plan

A Crisis Plan is in place for emergencies. If severe weather warnings are given for our area, the students will be kept in a safe and protected area until parents are able to come for them. Teachers and staff members are knowledgeable about what to do in case of emergencies of any kind. Our first and foremost rule is to protect the students and keep them safe. A copy of the Crisis Management Plan is in the school office and each of our classrooms.

Dental Record

All students in grades kindergarten and second must have a dental exam by May 15th of the present school year. These and the most recent health examination and immunization records will become part of the student's permanent cumulative record. (updated 2021)

Discipline/Expectations

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment and many other factors which the students' sense of appropriateness should indicate to them. Corporal punishment is NEVER an accepted or tolerated form of discipline. Lastly, our goal is to keep all children safe. Therefore, the school maintains three basic rules:

- Be Respectful,
- Be Responsible and
- Be Safe.

We strive to maintain a setting which is predictable, consistent, positive, and promotes students becoming increasingly independent. Students will be taught the expectations in different areas of the building and expectations will be posted. Items that could potentially cause a disruption to the learning environment, including gum, toys, and other objects should remain at home.

The Principal reserves the right to determine the appropriateness of an action, if any doubt arises.

The School Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

Safe Seat

Each classroom has a *Safe Seat* in it. The *Safe Seat* is a place where the teacher can move a student if they need to spend some time away from their immediate environment. The *Safe Seat* allows the student a "time-out," while remaining in the classroom. This seat should be used for a reasonable amount of time, determined by the student's need.

Other Consequences

Non-verbal and verbal reminders/warnings, removal of privileges, parent contact, and conference with the principal and/or as designated below:

Detention

A detention may be issued for breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date and time of the detention are at the discretion of the Principal, who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.

Suspension

A student in the Catholic School should not be suspended by the Principal until there has been a conference with the parent(s) or legal guardian. The objective of this meeting is to come up with a mutually agreed upon solution. The time period of suspension may not exceed five school days. The date of the suspension and summation of the parent conference shall be kept on file.

In-School Suspension

Once the conference has taken place a student can be given an in-school suspension. Students who are given an in-school suspension will be required to spend the day completing their work in a different classroom.

Out-of-School Suspension

In the event that the Principal determines it necessary, a student may be suspended for up to 5 school days. A suspension will be preceded by a parent/guardian conference, either by phone or in person. The date of the suspension and a summation of the parent/ guardian conference will be kept on file. Students who receive an out-of-school suspension will not be allowed on campus or at school functions during the time of their suspension. In order to maintain academic achievement students are expected to complete all class work and tests from the days of suspension. Completed work will be graded and entered into the grade book at 75% of the 100% equivalent.

Expulsion

Expulsion from school is a very serious consequence and should only be invoked as a last resort. St. Patrick Catholic School will follow Diocesan guidelines in the event expulsion is being considered. The general situations which demand expulsion of a student from the school can be reduced to two:

- Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace themselves or to other pupils.
- Chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic progress of the entire class.

Examples of behavior which could result in expulsion include, but are not limited to:

- Running out of the classroom or away from adult supervision against instructions
- Hiding from adult supervisors including within the classroom
- Harming adult supervisors or children
- Bullying
- Verbal harassment, including but not limited to insults and cursing, of a student or adult
- Gang related activity
- Possession of a weapon of any kind
- Possession or use of tobacco, alcohol or illegal drugs
- Severe or chronic misbehavior resulting in numerous office referrals
- Prolonged unresponsiveness
- Vandalism

When expulsion is being considered:

- The student will be suspended for a period not to exceed seven school days.
- The parent/guardian of the student will be allowed a conference with the Principal. The Principal will issue a behavior contract in accordance with the behavior policy already required of all students.
- The behavior contract is non-negotiable. If a student does not sign, the student cannot return to class. If the student violates the behavior contract, the student will be expelled.
- The Principal will make the final decision and communicate this decision to the parent/guardian.
- If expulsion is necessary, the date of withdrawal and the word "withdrawn" will be placed on the student's permanent record.

When the behavior of a student threatens their safety or the safety of others, the principal reserves the right to expel the student after a written warning.

Delinquent Behavior Off of School Grounds

In the event that a student's delinquent or immoral behavior off of school grounds is brought to the attention of the administration through its direct or indirect impact on the school, St. Patrick Catholic School reserves the right to contact the parents/guardians of those students in question, take any actions (including disciplinary) appropriate to the nature and frequency of the offense and contact the appropriate authorities if necessary. This includes the use of technology, any electronic devices, and/or the use of social media of any kind, particularly in the form of cyberbullying. (updated 2021)

Appeal

Parents/guardians reserve the right to appeal the decision of a suspension or expulsion. In the case of an appeal, the School Board will hear the case and decide on the legitimacy of the consequence. To schedule an appeal hearing, contact the school office for information.

Dismissal

Students are expected to be in attendance throughout the school day. If you are taking your student to a doctor's appointment during the day, we will expect that your student returns with a note from the health care provider. In addition, parents are expected to pick up their children in a timely fashion. If parents are considerably late, we will call the authorities and contact DCFS.

DRESS CODE

Girls

Skirts, Pants, Jumpers: Navy Blue or Khaki

Shorts: Blue or Khaki (*No shorter than knee length*)

Shirts: Light Blue, Dark Blue, Dark Green, or White (*Must be polos – NO t-shirts*)

Sweaters: Navy Blue or Forest / Hunter Green

Shoes: NO open-toed shoes, flip-flops, or sandals (*even with socks*), NO heels over 1 inch

Socks or Tights: MUST be worn daily, should be Navy Blue, Black, or White

Make-up: Make-up, with the exception of chapstick, may NOT be worn

Nails: No acrylic or fashion nails may be worn by students.

Boys

Pants, Shorts: Navy Blue or Khaki (*Shorts may be no shorter than knee length*)

Shirts: Light Blue, Dark Blue, Dark Green, or White (*Must be collared shirt – NO t-shirts*)

Ties: (*Optional unless specifically requested for a special event*) Solid Navy Blue or Forest/Hunter Green

Sweaters: Navy Blue or Forest / Hunter Green

Shoes: NO flip-flops or sandals (*even with socks*)

Socks: MUST be worn daily, should be Navy Blue, Black, or White

For All

- All clothes should be clean, pressed and in good repair at all times.
- All jackets, coats, outerwear and backpacks should be labeled with your student's name.
- Outerwear will NOT be allowed to be worn in classrooms.
- Students are provided with a St. Patrick School hoodie to wear inside the classroom if temperatures in the classroom warrant. These hoodies are the property of the school and are laundered weekly by the school. The students are assigned a hoodie labeled with their name so no other student will wear that particular hoodie. These hoodies will be kept for the next school year, and students returning to school will be given a hoodie that fits them the next year.
- In compliance with SB 0817, St. Patrick Catholic School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. (updated 2021)

Drugs and Alcohol

Students who possess or who are under the influence of drugs and/or alcohol at school or at any school function face suspension and/or expulsion. There is also the possibility of law enforcement becoming involved if there is suspicion that the minor children have been given alcohol by an adult.

Emergency Closings

Emergency closing is a rare occurrence. If school is to be canceled due to severe weather, the closing will be announced over local radio and television stations. Parents/Guardians are always welcome to pick up their children early when the weather is severe. We will be following the District 186 closings as closely as possible. The administration maintains the right to close school if it is necessary.

Emergency File

A special file is kept in the office which includes the names of persons to be notified if a parent/guardian cannot be contacted. Please notify the office if there is a change in the emergency numbers. It is essential that these numbers are ALWAYS up to date.

Emergency Procedures

St. Patrick Catholic School has a Crisis Management Plan for emergencies. Fire/evacuation, bus evacuation, law enforcement lockdown, and severe weather/shelter-in-place drills are held periodically during the school year. Drill procedures are posted in every classroom.

The lockdown drill content will be age appropriate and developmentally appropriate and will include trauma-informed approaches to address the concerns and well-being of students and school personnel. It will not include simulations that mimic an actual school shooting incident or active shooter event. All lockdown drills will be announced in advance to all school personnel and students prior to the commencement of the drill. Parents and guardians will have an opportunity to exempt their child for any reason from participating in the walk-through lockdown drill. The school will provide alternative safety education and instruction related to an active threat or active shooter event to students who do not participate in a walk-through lockdown drill to provide them with essential information, training, and instruction through less sensorial safety training methods. During the drill, students will be allowed to ask questions related to the drill. (updated 2021)

Field Trips

Field Trips shall be an extension of the learning process. They are a privilege, not a right. Parents/guardians may be asked to sponsor/chaperone a field trip. There must be one adult

per every eight students. All chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. All school rules are in effect while students are on the field trip unless the teacher gives directions to the contrary. No gum, candy, personal games/technology or music devices are allowed unless special permission is given. Permission, in writing, must be secured from parents or guardians of the students who go on scheduled trips. (Appendix B)

Gender Identity

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times. (updated 2021)

Grading System

Grading Scale – Pre-Kindergarten, Kindergarten, 1st Grade, Religion & Special Courses

S+ = Exceeding S = Meeting S- = Needs Improvement

Grading Scale – Second, Third, Fourth and Fifth Grades

A+ 100	B+ 89.9-88	C+79.9-78	D+ 69.9-68	F 59.9 and below
A 99.9-93	B 87.9-83	C 77.9-73	D 67.9-63	
A-92.9-90	B- 82.9-80	C- 72.9-70	D- 62.9-60	

S+ = Exceeding S = Meeting S- = Needs Improvement

Harassment

St. Patrick Catholic School shall maintain an environment free from any type of harassment. No member of the school community shall be subjected to any type of harassment at any time. Discriminatory harassment or mistreatment of others based on race, ethnicity, sex, creed, national origin, ancestry, age, handicap, disability or other improper consideration is not acceptable and will be subject to disciplinary or other appropriate consideration. For the purpose of this policy, sexual harassment includes behavior of a sexually implicit or explicit nature that demeans, humiliates or intimidates the recipient. Some examples are verbal sexual abuse, possessing or disseminating sexually explicit material, sexually explicit graffiti, unwanted written or oral communication of a sexual nature, spreading sexual

rumors/innuendoes, obscene clothing or objects, touching another sexually, or sexually explicit gestures. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment. Non-sexual harassment means unwelcome verbal, written, or physical conduct that is directed at an individual based on any of the improper considerations listed above. Allegations of harassment are to be promptly reported to a teacher, counselor, or the principal. The administration will investigate complaints of harassment, and discipline for violations of this policy shall be consistent with established policy and procedure. (updated 2021)

Health

It is the parents/guardians responsibility to inform the school of any physical abnormalities, such as birth defects, allergies, epilepsy, diabetes, asthma, etc., in order to maintain the health and education of the students.

Health Examinations

All students entering Preschool, Kindergarten, and students new to the school are required by law to present a new physical fitness record.

Health Immunizations

Students entering Preschool and Kindergarten will be required to show evidence of immunizations. The student shall have documented proof of immunity from a verified health care provider. All students shall be in compliance with Illinois State Law Regulations. Any child not in compliance by October 15 will not be allowed to come back to school until they have submitted documented proof of immunity. Immunizations are provided by the Health Department.

Health Records

All students entering Preschool and Kindergarten must have on file by October 15, a completed written physician health exam which includes lead screening. Lead screening is required prior to admission into Kindergarten or First Grade. This requirement is for children six years or younger. Any child not in compliance by October 15 will not be allowed to come back to school until they have submitted documented proof of a health examination. The most recent health examination and immunization records will become part of the student's permanent cumulative record.

Health: Asthma and Allergies

The school does all that it can to ensure the school environment is safe and trigger-free to students with asthma and allergies. Staff members are made aware of students with asthma/allergies/or other serious conditions that may impact a student's health or well-being by the Principal or the Principal's representative.

Immediate access to the reliever inhalers is vital. Students are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled, by the parent, with the student's name. In addition, parents should provide the school with a copy of an Asthma Action Plan as prepared by the child's health care provider.

It is the parent/guardian's responsibility to inform the school of such conditions, so that teachers and staff can be trained to react/respond appropriately to the student's needs. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own student. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom. Students will be taught proper hand cleaning techniques and will be encouraged to follow them before and after handling/consumption of food.

Medications, including an EpiPen® and a copy of the student's Emergency Action Plan must accompany the student.

Health Medication-Prescription

To ensure school attendance for students who must use medication in the treatment of chronic disabilities or illness, any student who is required to take oral medication during the regular school day must comply with the following regulations:

- 1) Written orders from a physician detailing the name of the drug, the dosage and the time interval at which the medication is to be taken. (Request form from the office)
- 2) Written request and permission from the parent/guardian of the student requesting that the school comply with the physicians' orders. (Request form from the office)
- 3) Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- 4) Every medication will be recorded on a medication log which includes date, time, dosage and signature of the person giving the medication.

- 5) Only the person designated by the principal or a registered nurse shall be allowed to dispense the oral medications pursuant to the physician's orders. That person shall make the notations required in #4 above. The school secretary, the Principal or another office worker is designated to dispense all medications.
- 6) All attempts should be made to give medications outside of the school day, i.e., antibiotics can often be given before and/or after school.
- 7) All use of intravenous or intramuscular injections must be cleared with a physician and administered by a registered nurse who is hired by the parents.
- 8) The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.
- 9) The school allows the self-administration and/or self-carry of asthma/ diabetes/ seizure medication and epinephrine injectors upon receipt of the necessary documents.
- 10) The school does not allow the administration of undesignated epinephrine injectors, opioid antagonists, asthma inhalers, or glucagon.
- 11) The school allows the administration of a medical cannabis infused product to a student who is a registered qualifying patient. A parent or guardian or other designated caregiver may administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator or school nurse may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 ILCS 5/22-33. The administration may occur on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school operated property or while the student is being transported on a school bus. (updated 2021)

Health Medication– Non-Prescription

Non-prescription medication is not dispensed at school. No topical application of alcohol, peroxide, calamine lotion or any other medication will be used. If an injury occurs, we will use soap and water to clean any wound and inform the parent/guardian. If the child needs further treatment or needs to be sent home, parents/guardians will be called. It is the parents/guardians responsibility to seek further medical help or to inform the physician of any complications.

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration. (updated 2021)

Health: Responding to Emergencies

In the event of a suspected allergic reaction (where there is no known allergic history), the school secretary will be called and the school's Emergency Response Plan activated. In the event of a life threatening emergency, Emergency Response Services will be called immediately.

Hearing & Vision Screening

Vision and hearing testing are conducted in the fall of each year by certified Department of Health providers.

Homework/Assignments Outside of Class Instruction Time

Homework will not be given simply for the sake of giving homework. Students will be given time in class to practice and use the skills and concepts introduced in class. Students are encouraged to read 30 minutes daily outside of school. In addition, students should work on skills such as number/letter recognition, math facts, etc. Any work that is given by a teacher, to be completed as part of a meaningful assignment must be returned in a timely manner in order to receive full credit.

Illness or Injury

Children shall not be sent to school ill (see the section on Communicable Diseases, too). Requests for children to stay indoors during recess because of illness are not allowed unless prescribed by a physician. If a child is too sick to follow the normal schedule, he/she shall be kept home until well. Students shall be symptom-free and shall not have received any medication that aids in lowering a fever for at least 24 hours before returning to school after a fever. This means that it shall be 24 hours since the last time the child had a fever (100 degrees F or higher). It must have been 48 hours since a child vomited or had diarrhea.

In the event of illness or an accident during the school day, students will be cared for temporarily at the school office. If the situation warrants, parents or emergency contacts will be called. It is essential that emergency forms be up-to-date so that parents may be reached if a child becomes ill at school. Parents must make arrangements to pick a child up from

school or designate someone responsible to pick up a student who becomes ill. No child will be sent home unattended.

If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge will arrange for the student to be taken to the doctor or hospital for treatment. This action on the part of any personnel does not obligate the person or school to assume financial responsibility for the treatment of the student. (updated 2021)

Insurance

Proof of insurance must be on file to attend St. Patrick Catholic School. If a student does not have insurance, student accident insurance must be purchased through the authorized school provider.

Internet

Internet access is available to teachers and students at St. Patrick Catholic School. Our goal in providing the Internet is to promote educational excellence in the school, to expand access to information and to promote innovation in teaching, learning and communication. With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of our school. Families should be warned that some material obtained on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. We have taken precautions to limit or restrict access to controversial materials. However, it is impossible to totally control all materials and an Internet user may discover controversial information either by accident or deliberately.

Because of the young age of the students at St. Patrick Catholic School, they will be closely monitored when accessing the Internet. All students must have a signed Internet Use Agreement form on file in the office before they can have access to the Internet. The Internet Use Agreement forms must be signed by both the student and a parent/guardian.

Rules for use of the Internet at St. Patrick Catholic School

- 1) The Internet at St. Patrick Catholic School is provided for students and teachers to conduct research and to communicate with others. Internet users will only review or download materials that are school related and have an educational value consistent with educational goals at St. Patrick Catholic School. Games shall not be played unless the activity is directed by the teacher and is related to academics.

- 2) Computing resources and the Internet may not be used for commercial purposes, product advertising or political purposes.
- 3) Users may not transmit, knowingly receive, submit or publish defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or known illegal materials.
- 4) Inappropriate use of the Internet may result in a suspension or revocation of Internet privileges. The computer system administrator, along with the Principal, will determine inappropriate use and their decision is final.
- 5) Any costs associated with inappropriate use will be billed directly to the user.
- 6) Users may not use another person's password or trespass in another's folders, work or files without written permission.
- 7) All communication and information accessible via the computer system shall be regarded as private property. However, the system administrator may review files and messages to maintain system integrity, as well as a safe school environment.
- 8) All students K-5 will be assigned a St. Patrick email. They will be instructed how to use it properly and are expected to sign an agreement for their internet usage.
- 9) Any digital photos or videos placed online should not be labeled in any way that identifies St. Patrick School or any individual students in consideration of the safety of all students and issues regarding confidentiality. (updated 2021)

Lice/Nits

Head lice can spread through a school environment very quickly. For this reason, we ask that children are routinely checked for this major nuisance. If head lice or nits are found on a child, the child must be treated, and the school office must be notified. A parent or guardian will be called for any student who appears to have head lice. St. Patrick School has a no-nit policy; no student may be in school until all nits have been removed from the hair. School personnel will recheck heads of students and their siblings before they return to the classroom and will also recheck seven to ten days after treatment. They may occasionally check the heads of students in classrooms where there have been infestations. (updated 2021)

Liturgy Attendance

Students in Pre-Kindergarten through Fifth Grade attend Mass every Friday at 9:00 AM. Parents are invited to attend and sit with their student(s) any time they want to come.

Media/Video Policy

The criteria for selecting a video for use in the classroom are:

(These three points presuppose that the teacher has previewed the video so as to be able to make a sound judgment.)

- 1) The film's intrinsic educational or recreational value
- 2) The film's actual fit into the curriculum
- 3) The film's harmony with Catholic faith and morals.

Only "G" rated movies may be shown in the classroom. If a movie has another rating and a teacher wishes to show it in the classroom, the teacher will discuss it with the principal and, if approved, parents will be notified and given a permission slip for student viewing.

Students not having permission to view the film will be supervised in another room during the video. At times videos may be shown for entertainment or as a reward for good behavior, but this should not happen too frequently. (updated 2021)

Missing Children: Policy for Flagging Files

St. Patrick School will flag records as required by Illinois Law. Upon notification by the law enforcement authorities of a current or past student's disappearance, St. Patrick Catholic School will "flag" this record. If another school requests a record of the missing person, the school will be alerted that this is a missing person's record. St. Patrick School will report to the proper law enforcement agency any requests made for the missing person and knowledge of the missing person's whereabouts. When the Illinois State Police notifies St. Patrick School that the missing person has been found, then St. Patrick School will remove the flag from the missing person's record.

Open House

The staff will host an Open House for the parents/guardians and the community sometime during the school year. Parents/family members are encouraged to attend and familiarize themselves with the progress the students have made during the school year. Open House will be planned as possible during the 2021 - 22 school year according to the recommendations of the health department.

Parents as Partners

As partners in the educational process at St. Patrick Catholic School, we ask parents:

To set rules, times and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day: **THIS IS A PARENT RESPONSIBILITY**
- Is dressed according to the school dress code;

- Completes assignments on time; and
- To actively participate in school activities such as Parent-Teacher conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school by phone when the student has been absent or tardy;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety and health;
- To promptly complete and return to school any requested information;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school; and
- To treat teachers with respect and courtesy when discussing student problems.

Police Questioning

When students become involved with law enforcement officers, the officer is to be asked, if it can be arranged, to confer with the student when he or she is not under the jurisdiction of the school. The following steps will be taken to cooperate with the authorities:

- The officer shall properly identify him/herself.
- The parent/guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
- The student's parent/guardian has a right to be present if the conference is held at school.
- If the student's parent/guardian cannot be located, the authorities are not to confer with the student unless they produce a warrant.
- If there is a warrant or if it is impossible for the parent/guardian to be present and they request it, the Principal will be a witness to the conference held in the school.

Policy Making

The policies of the administration and educational mission of St. Patrick Catholic School are enacted and thereby formalized by the St. Patrick Board of Directors. The Board is advised of the formation of such policies by the Principal or other members of the Board. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request. (updated 2021)

Privacy

Students may not reveal any personal information about themselves, their family members or any other member(s) of St. Patrick Catholic School Community in an online log or journal ("blogging") or via e-mail or any other type of transmission. Furthermore, students are not to threaten or defame others in the school community or use the name or logo of St. Patrick Catholic School in a blog or in other online communication. Due to overriding safety issues, students violating this rule are subject to disciplinary action and consequences by the school, whether such conduct takes place inside or outside the school.

Promotion/Retention

The school shall not promote students based upon the age of the student or for any other social reason. Students completing the requirements to the extent of their ability shall be promoted to the next grade. Should a teacher and/or parent/guardian feel that retention of a child would be beneficial to the child or necessary, they should meet several times during the course of the year and discuss the student's attitude and academic progress. The school retains the right to make the final decision regarding grade placement for the student for the following school year. (updated 2021)

Records

The school keeps permanent cumulative records of each student during his/her years at the school. A student's permanent record contains attendance records, academic records, teacher's names, promotion/retention data, standardized test results, health and immunization records and any other pertinent information. These records are kept on file once the student has left St. Patrick School in accordance with state and diocesan policies. Names and addresses of students and their parent(s) or guardian and other information in school records are confidential data in the sense that they will not be released to unauthorized persons.

The parent(s) or guardian has the right of access to the student's school records. This can be accomplished by calling the school office 24 hours in advance. Non-custodial parents may have the same access to the academic records and to other school-related information regarding the child unless there is a court order on file. 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 copy of the court order.

There shall not be release of personally identifiable school records without the prior written consent of the parent(s) or guardian, except in the following cases:

- To other school officials, including teachers and counselors within the school or school system that have a legitimate interest
- To officials of other schools in which the student intends to enroll, provided that the parent(s) or guardian are notified of the release of the records, are provided a copy of the record if they desire it, and are given an opportunity to challenge the record if necessary
- To federal auditors who are auditing a performance of federally funded programs
- A court order

Records can be released to the FBI, government officials, juvenile officers, lawyers, and police with the written permission of the parent(s) or guardian or a court order. Official school records will not be released until all fees and other obligations are satisfied.

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school, a duplicate copy of the student's permanent cumulative record will be sent within 10 days of the request. The original will be placed in the inactive file.

Psychological testing data and ISP/IEPs remain the property of District #186 or St. Patrick School and will not be maintained in the students' permanent records or forwarded on when the student transfers unless written permission is received from a parent/guardian. (updated 2021)

Records: Birth Certificates

Each student enrolled at St. Patrick Catholic School MUST have a legal copy of their birth certificate on file within 30 days of enrollment. The school will make a copy of the student's birth certificate and return the original to the parent/guardian. This copy will be placed in the student's permanent file. (updated 2021)

Report Cards

Report cards are sent home with students on a quarterly basis. Mid-quarter progress reports may be sent home as needed.

School Incident Reporting System (SIRS)

St. Patrick Catholic School will report any qualifying incident through the School Incident Reporting system within a timely manner. Incidents of drugs, weapons, or attacks on school personnel that occur on school property must be reported to the school office. The Principal

will report any written complaints from school personnel concerning instances of battery committed against school personnel to the local law enforcement. The Principal will report the incident to the Illinois State Police by using the School Incident Reporting System. Any attacks on school personnel will be reported to the local law enforcement immediately and to the SIRS/uniform Crime Reporting Program within 3 days of the occurrence of the incident.

Any firearm related incidents will be reported to the local police as well as through the SIRS within 24 hour of occurrence. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.

The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. The administrator shall notify the Illinois State Police of such incidents through the SIRS. (updated 2021)

Search and Seizure

For the safety and welfare of everyone in, St. Patrick Catholic School retains the right to conduct searches of school property and/or student property on school grounds or at school-sponsored events. This right includes the search of lockers and seizure of digital information and computer files, etc. Contraband found may be seized and appropriate authorities notified. Discipline regarding the discovery of contraband shall be consistent with established policies and procedures. (updated 2021)

Students with Disabilities

St. Patrick Catholic School shall do all in its power to provide a Catholic Education to students with disabilities. Title 1 services and special services designated by an IEP or ISP will be observed and followed to the allowable extent. Present state statutes allow our

students to use services in the public school district that we are not able to provide. Parents may request a full case study from District #186, which includes psychological and other more comprehensive testing. Speech articulation services are available through District #186. Parents can request this service directly from the public school district by calling their special education offices, 217-525-3060. Speech services are provided on-site by District #186 personnel. When students are receiving speech or other special education services through District #186, every effort shall be made to cooperate with public school personnel to facilitate students' services. For more information please see the *Handbook of Policies for the Ministries of the Office for Catechesis*; Policy # 4504, Pg. 57. (updated 2021)

Technology

St. Patrick Catholic School follows the Diocese of Springfield Illinois guidelines for proper use of technology. The technology agreement is given with the handbook and needs to be signed and returned to the school office.

In addition, the school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website, but the school may require the student to share content in the course of an investigation. (updated 2021)

Telephone Calls

Telephone calls to the teachers should be made through the school. Students can use the office phone only with written permission of their teacher and verbal permission from a member of the office staff. Students will not be pulled out of class during the day to speak with parents on the phone unless there is a circumstance that warrants the exception to the rule.

Testing

St. Patrick Catholic School cooperates with District 186 in the identification and testing of students who qualify for Title services, Response to Intervention, and special educational services. Students are also tested using the NWEA MAP test and possibly the State of Illinois annual, standard testing for Third through Fifth Grades. Students will also be assessed at the beginning, middle, and end of the school year to determine their strengths and areas in need of improvement and to enable teachers to prepare lesson plans to

address their needs. Students may be placed in a small group for Reading and Math direct instruction. These tests will help us determine to which group they will be assigned.

Toxic Art Supplies

Toxic art supplies are not used in any grade pre-k through 5th at St. Patrick Catholic School.

Tuition

The Board of Directors reviews the tuition and registration fee amounts annually. Full year tuition is \$1,850 with a registration fee of \$25. Application for scholarship is required to Empower Illinois (at www.empowerillinois.org). All who apply for scholarships can expect assistance of \$1000 per school year or a possible full scholarship. If the family is given the \$1000 assistance for tuition, they will be expected to pay the registration fee and serve 20 hours of service time for the school year. If the student is awarded a full scholarship, either through Empower Illinois or other scholarship, all education costs and fees will be paid with that scholarship and any monies that are earned through scholarship beyond the basic tuition will be used for general funding by the school.

Use of Student Information/Pictures

From time to time, student photos/pictures/videos are used in press releases, brochures, pamphlets, Internet postings, etc. These items, as well as media coverage, are used to promote St. Patrick Catholic School. However, it is only with the permission of the parents that the school will allow this information to be used. Release forms will be given to parents/guardians for them to sign at registration.

Visitors

Any visitor that enters the school building must first report to the school office and sign-in. The visitor's temperature will be taken and they will be required to wear a mask if applicable by ordinance/law. A clean disposable mask will be given to the visitor if they do not have one. This includes any parent who wishes to meet with a member of the school staff. Visitors to the classroom are discouraged to reduce contamination in the building.

Violence

St. Patrick Catholic School shall provide a safe learning environment for all members of the school community. Violence of any kind will not be tolerated. Threats of violence will be taken seriously. Any threat or act of violence will be handled per the school discipline code.

Violation of Alcohol/Drugs Policy

Use of alcohol or drugs by students, abuse of prescribed medications and substance use/abuse at school or at any school related activity is strictly forbidden. Possession or sale of illegal drugs, a controlled substance or alcohol at school or at any school related activity is against school policy. Being under the influence of illegal drugs, other controlled substances or alcohol at school or at any school related activity is also against school policy. Any violation will be handled per the school discipline code and may result in suspension and/or expulsion from school. The local/state police will be notified of verified drug incidents as stated in the SIRS section above. (updated 2021)

Vision Records

All students entering Kindergarten, or any grade if it is the first time the student has enrolled in an Illinois school, must have on file by October 15, a completed vision exam. The most recent vision examination will become part of the student's permanent cumulative record. (updated 2021)

Volunteers

Parents/Guardians are most welcome to help in the school. Volunteers are to be given the same respect as any other adult in the building. All volunteers are to report to the school office before going to the classroom or the cafeteria. All volunteers are required to sign the Diocesan Child Abuse Policy Statement and attend the "Protecting All God's Children" seminar. This school year, volunteering will be kept to a minimum while students are in the building. Service hours are available on weekends and during the year as needed.

Weapons Policy/Aggressive Behavior

Aggressive and violent behavior will not be tolerated. Harmful verbal or physical abuse is totally unacceptable. Weapons of any sort (including pocket knives) as well as look-alike weapons are strictly forbidden on school property. Any violation will be handled per the school discipline code and may result in suspension and/or expulsion from school.

Specifically, firearms are prohibited on school premises. St. Patrick School is mandated by law to report the presence/visibility of a firearm on school premises as well as any incidents of violence/attacks on school personnel to law enforcement officials. The principal will notify the Illinois State Board of Education of such incidents through the School Incident Reporting System (SIRS). (updated 2021)

Violation of Policy

- Upon receiving any report from any school personnel regarding a verified incident involving a firearm in St. Patrick Catholic School or on School owned, leased or contracted property, the Principal of St. Patrick Catholic School will immediately notify the local authorities as well as the Illinois State Police.
- Upon receiving a verified complaint from any school personnel, the Principal will report an incident of battery committed against a teacher, teacher personnel, administrative personnel, or educational support personnel to the local authorities immediately after the incident occurred and to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack.

Wellness Policy

St. Patrick School follows the Diocese of Springfield Illinois Wellness Policy. This can be viewed in the school office or on the diocesan website.

Withdrawal

The office needs to be notified when a student is withdrawing so that records may be transferred easily and efficiently.

The School Board and/or Principal reserves the right to amend this handbook.

Policy Acknowledgement

By signing this document I acknowledge having received a copy of, and I hereby confirm that I have read and have agreed to comply with the terms of the Family Handbook and the Information Technology Systems Policy and Social Media Policy of the Diocese of Springfield in Illinois.

Signature

Date

Printed Name