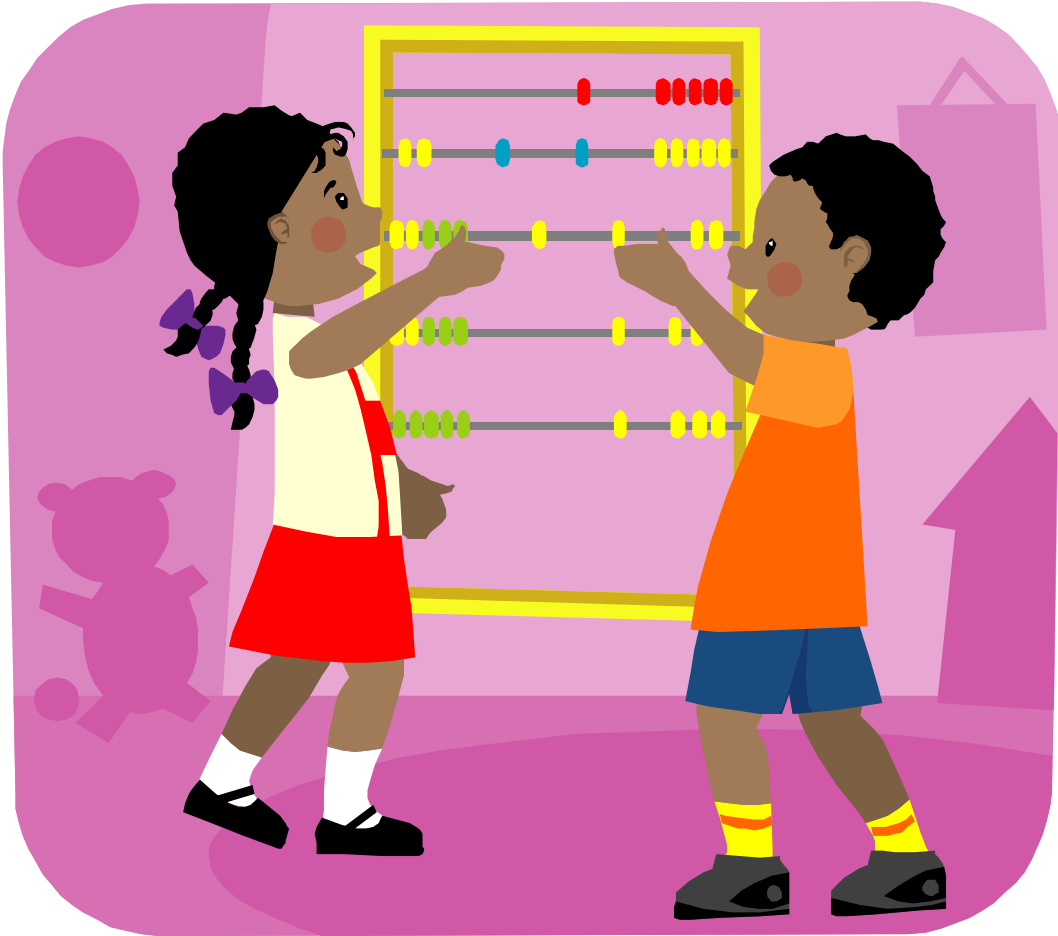


PARENT – STUDENT HANDBOOK



ST. PATRICK CATHOLIC SCHOOL

2010-2011

2010-2011 ST. PATRICK CATHOLIC SCHOOL YEAR CALENDAR

- 4** Fourth of July
- 5-23** Summer School
- 10-16 Totus Tuus**
- 20** 7:00PM School Council

42 days - 1st Quarter
 39 days - 2nd Quarter
 46 days - 3rd Quarter
 46 days - 4th Quarter
 Total = 173 Student Days
 Teachers = 188 - 190

JULY '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '11						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1** Happy New Year
- 3** Faculty Retreat – NO School
- 4** Classes Resume
- 6** 7:00PM Home & School
- 7** **1st Semester Grade**
- 14** Teacher Inservice - NO School
- 17** MLK - NO School
- 18** 7:00PM School Council
- 30-31** Catholic School's Week

- 5** Enrollment
- 5-6** 1st & 2nd Year Teachers
- 9-17** In-service/Work-Day
- 16** Off Day
- 18** First Day of School
- 1:00PM Dismissal
- 19** **6:30PM** Open House
- 23** First Day Pre-Kinder
- 24** First Day Preschool
- 6:30PM **Mandatory** Parent Mtg

AUGUST '10						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 1-5** Catholic School's Week
- 3** 7:00PM Home & School
- 15** 7:00PM School Council
- 17** **Pre-Registration**
- 21** President's Day – NO School
- 24** 3rd Parent's Night

- 2** 7:00PM Home & School
- 4** Labor Day – No School
- 8** New Council Member Training
- 21** 7:00PM School Council
- 23** 1st Parent's Night
- 28** **8th Grade Mandatory** Parent Meeting

SEPTEMBER '10						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 3** 7:00PM Home & School
- 4** **Pre-Registration Due**
- 11** End of 3rd Quarter
- Stewardship Hours Due
- 15** 7:00PM School Council
- 17** **1:00PM** Dismissal
- 17-18** Parent Teacher Conferences – NO School
- 19** **St. Patrick Celebration**
- 21-25** Spring Break – NO School

- 7** 7:00PM Home & School
- 15** End of 1st Quarter
- 19** 7:00PM School Council
- 21** **1:00PM** Dismissal
- 21-22** Parent Teacher Conferences – NO School

OCTOBER '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '11						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 7** 7:00PM Home & School
- 13** 7:00PM 1st Confession
- 14** 4th Parent's Night
- 14** **Summer School Registration**
- 19** 7:00PM School Council
- 22-25** Easter Break - NO School
- 28** Spring Concert

- 1** All Saints – NO School
- 4** 7:00PM Home & School
- 6** **Fall Fling**
- 12** 8th Grade Curriculum Fair
- 16** 7:00PM School Council
- 18** 2nd Parent's Night
- 22-23** Regan Institute – NO School
- 24-26** Thanksgiving Vacation – NO School

NOVEMBER '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '11						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1** **First Communion**
- 5** **May Crowning**
- 7:00PM Home & School
- 7:00PM School Council
- 17** **8th Grade Promotion**
- 24** **2nd Semester Grade Out**
- 26** **1:00PM** Dismissal - Last Day of School
- 27** Teacher's Last Day
- 30** Memorial Day

- 2** 7:00PM Home & School
- 8** Immaculate Conception – NO School
- 16** **6:30PM** Christmas Program
- 21** 7:00PM School Council
- 21** 1:00PM Dismissal
- End of First Semester
- 22** Teacher Workday
- 23-31** Christmas Vacation

DECEMBER '10						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '11						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Have a Safe Summer☺

Summer School is July 11-29, 2011

Time: 8:00 – 9:50 Reading
 10:10 – 12:00 Math

FACULTY & STAFF LIST

Pastor:	Father Jerome Spexarth	frspexarth@stpatswichita.org
Principal:	Ms. Theresa Lam	principal@stpatswichita.org
Secretary:	Mrs. Anita Emming	aemming@stpatswichita.org
Counselor:	Mrs. Crystal Hamilton	chamilton@catholiccharitieswichita.org
Health Coordinator:	Mrs. Mary Wiseman	Mary_Wiseman@Via-Christi.org

Elementary Teachers:

Latchkey	Miss Sarah Forster	Kinder Aide	sforster@stpatswichita.org
Pre-school	Miss Christina Guerrero	School Nurse	cguerrero@stpatswichita.org
Kindergarten	Miss Christina Reisman		creisman@stpatswichita.org
Grade 1	Mrs. Danelle Urban		urban@stpatswichita.org
	Miss Devon Powers	Student Teacher	
Grade 2	Mrs. Sharon Hagan		shagan@stpatswichita.org
Grade 3	Ms. Becky Forte		bforte@stpatswichita.org
Grade 4	Mrs. Cathy Hardesty		chardesty@stpatswichita.org
Grade 5			
Teacher Aide	Mrs. Julie Baum		jbaum@stpatswichita.org

Middle School Teachers:

Homeroom 6 th	Miss Leslie Lukens	Language Arts	llukens@stpatswichita.org
Homeroom 7 th	Mrs. Jill Pelz	Religion & Science	jpelz@stpatswichita.org
Homeroom 8 th	Mr. Eric Sissell	Math, PE & Saturday School	esissell@stpatswichita.org

Special Teachers:

Lead Teacher	Mrs. Joy Kirk	SFA Facilitator & Librarian	jkirk@stpatswichita.org
Social Sciences	Mr. Daniel Dawson		ddawson@stpatswichita.org
Spanish	Ms. Lynne Ahlgren	Translator & YMCA Staff	lahlgren@stpatswichita.org
Music	Mr. Galen Shriner		gshriner@stpatswichita.org
Tech Coordinator	Miss Clara Freund	SFA & Technology	cfreund@stpatswichita.org
Title I			

Lunch room:

Cooks:	Ms. Huong Dinh	hdinh@stpatswichita.org
	Mrs. Cruz Venzor	cvenzor@stpatswichita.org
	Mrs. Blanca Maldonado	

Maintenance:

Custodian:	Mr. Ron Elpers	relpers@stpatswichita.org
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Rectory:

Human Resource	Mrs. Laura Zavala	lzavala@stpatswichita.org
Translator	Mrs. Maria de Paz Banuelos	pbanuelos@stpatswichita.org
Director of Religion	Sister Rosa Cruz	srcruz@stpatswichita.org
Music Director	Mrs. Theresa Elpers	telpers@stpatswichita.org

MISSION STATEMENT

**St. Patrick Catholic School
unites with parishes and families
in forming faith-filled Christian leaders
through Catholic Stewardship,
academic achievement,
and a celebration of cultural diversity.**

THE DIOCESAN CATHOLIC SCHOOL MISSION

**Together with the family, the parish, and each other,
we will FORM EACH STUDENT INTO
A DISCIPLE OF JESUS CHRIST
who seeks the Truth, grows to love It,
and learns to live It.**

ST. PATRICK CATHOLIC SCHOOL PHILOSOPHY

St. Patrick Catholic School provides the opportunity for a complete education: spiritually, intellectually, and socially. In so doing, it strengthens and gives focus to the parish by providing a climate in which our Catholic heritage is developed, structured and sustained. This is accomplished by creating a positive atmosphere and serving as an extension of the family.

As an extension of the family, St. Patrick Catholic School creates the opportunity for the Catholic faith to be modeled by the teachers, parents and students in such a way that Catholic values become a part of their daily lives. At the same time, students are challenged to achieve the highest level of academic achievement each individual is capable of accomplishing.

Diocese Of Wichita Catholic Schools
CORE VALUES

- 1. FAITHFULNESS:** *“Remain faithful to what you have learned...”* (2 Timothy 3:14) Loyal to the teachings of Jesus Christ as taught in our Catholic faith, we believe that the formation of disciples is our first purpose, our critical function, and our ultimate measuring stick. *“Guard this rich trust...”* (2 Timothy 1:14)

- 2. RESPECT:** *“Love your neighbor as yourself.”* (Mark 12:31) Grounded in charity, we honor the dignity of every human person with respect for all life; for family and community; for peoples of all cultures, and especially for the most vulnerable. *“Let no one have contempt for your youth; but set an example for those who believe, in speech, conduct, love, faith, and purity.”* (1 Timothy 5:12)

- 3. COMMUNITY:** *“That they all may be one.”* (John 17:21) United as one family with our bishop, Catholic schools are at the service of the family, the parish, and the common good.

- 4. STEWARDSHIP:** *“Place your gifts at the service of one another.”* (1 Peter 4:10) The grateful response of a Christian disciple who recognizes and receives God’s gifts and shares these gifts in love of God and neighbor.

- 5. COURAGE:** *“Stir into flame the gift of God which you have.”* (2 Timothy 1:6) Trusting in God, we have a relentless passion for finding the best way to provide Catholic education, moving forward alone, if necessary. *“Be steadfast and persevering...”* (1 Corinthians 15:58)

- 6. SCHOLARSHIP:** *“For everyone to whom much is given, of him shall much be required.”* (Luke 12:48) As disciples of Jesus, the Divine Teacher, we will become skilled professionals who infuse virtue into instruction and activity so that our students will be exceptional scholars who use their knowledge and gifts for the glory of God and in service to humanity.

Diocesan Catholic School Council:

November 9, 2009

Superintendent of Schools:	<u>Bob Voboul</u>	<u>11/10/09</u>
Bishop of Wichita:	<u>+ Michael O. Jackels</u>	<u>11/14/09</u>

The Core Values of St. Patrick Catholic School

At St. Patrick Catholic School, our mission is to unite with parishes and families in forming faith-filled Christian leaders through Catholic Stewardship, academic achievement, and a celebration of cultural diversity. It is out of this desire that we have focused our values, keeping in mind the Pope's four essential aspects of the treasure of our Faith: 1) personal prayer and silence, 2) liturgical prayer, 3) charity in actions, and 4) vocations. During Pope Benedict XVI's visit to the United States, he pointed out that "God is our Origin, Our Destination, and Jesus is the Way." Our values are formulated and centered on the spiritual and academic formation that would lead to integrity and service in each and everyone of our students as we prepare them to be disciples of Christ.

Spiritual Formation – Pope Benedict XVI stated that "what matters most is [for] you [to] develop your personal relationship with God. Far from turning in on ourselves or withdrawing from the ups and downs of life, by praying, we turn towards God and through him to each other." Personal Prayer will help us use two Gifts of the Holy Spirit: Wisdom (seeing things as God sees them) and Knowledge (seeing God's path for us). In Personal Prayer, we talk heart to heart with Jesus to know our Vocation in life on earth. Also, participation in the liturgy gives the world hope because the work of Christ's love is present. "The word liturgy means the participation of God's people in the work of Christ the Priest and of His Body which is the Church."

Academic Formation – In the Pope's message to Catholic Educators, he stated, "Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth." St. Thomas believed that the purpose or philosophy of education is to search for and discover the Truth. Through our Academic Formation, we will discover not only the Truth that Jesus Christ is our Savior, but also the truth of the world as God had created. As Pope Benedict XVI had pointed out that, "Truth means more than knowledge: knowing the truth [will] lead us to discover the good."

Integrity – is doing the right thing even when no one is watching. We have come to know and love Christ through our Spiritual and Academic Formation. We are made for Christ. We know that our heart's desire is for something true, beautiful, and good. Pope Benedict XVI said, "Those who meet Christ are drawn by the very power of the Gospel to lead a new life characterized by all that is beautiful, good, and true." Therefore, we have respect for ourselves and for others. This means doing what will bring us towards the Infinite, who is truth, beauty, and goodness.

Service – is the work of love, mercy, and justice – that's how we show our love for Christ. If we say I do to Christ, this involves our whole self—mind, body, and spirit.

All of our values are intertwined. Without one, we cannot have the other. For example:

Spiritual Formation will help us with our **Academic Formation** because Faith and Reason are to never be separated. **Personal prayer** and participation in the **Church's Liturgy** will bring us closer to God and will prepare us to **serve others**. **Knowing** that each person has dignity because Christ made them and died for them will give our students the desire, and not just the obligation, to practice **Integrity**. **Through Integrity** will lead to **Works of Love**. But knowing which **works** are of true love will come through the **study of what is true, beautiful, and good**. Our **prayer** becomes hope in **action through services of vocation**.

SCHOOL POLICIES AND INFORMATION

ADMISSION

St. Patrick Catholic School reserves the right to admit or deny admission or continued enrollment to any student. Attendance at St. Patrick Catholic School is a privilege, not a right. All families are required to practice the Stewardship (time, talent, and treasure) way of life as outlined by the Diocese of Wichita. Parents are their child's primary teacher, thus they are mandated to attend Parents' Night to obtain the necessary information to develop their child into a disciple of Christ. To enter pre-school, a child must be three years of age on or before August 1st. To enter pre-kindergarten, a child must be four years of age on or before August 1st. To enter kindergarten, a child must be five years of age on or before August 1st. St. Patrick Catholic School will assess a child's readiness to enter kindergarten. To enter first grade, a child must be six years of age on or before August 1st. A child who attended kindergarten or 1st grade in another school outside the state of Kansas may be able to attend kindergarten or 1st grade even though they do not meet Kansas age requirements.

In accordance with Kansas Statute 72-5209, all students new to St. Patrick Catholic School must submit a Kansas Certification of Immunization and the Child Health Assessment must be filled out and submitted to school authorities prior to admission to school. They must also submit a birth certificate and a Baptismal certificate.

All students who enter the school after kindergarten may be screened to evaluate readiness for the grade level. Documentation including grades, test scores, discipline information, and health records will be requested from the previous school. St. Patrick Catholic School is under "no legal obligation" to provide "support services" to students.

FEES

Fifty percent (50%) or half of each student's fee will be due during spring pre-enrollment with the remaining amount due at the time of the final enrollment in August. If a child is removed from school, the fees are not refundable except in situations beyond the control of the parents. Each case will be evaluated by the principal on an individual basis. The following fees will be assessed:

Pre-Kindergarten (3 days)	\$100	per month, September – May
Pre-School (2 days)	\$75	per month, September – May
Grades K – 8	\$200	for the first child
	\$100	for each additional child

DAILY SCHEDULE

The Mass is the greatest central act of worship in the Catholic Church. Students will participate in the Eucharistic Celebration at least twice a week. The school day begins at 7:50 AM and ends at 3:25 PM. Students who arrive early are to proceed directly to the cafeteria where supervision will be provided after 7:30 AM. No students will be allowed to enter the building prior to 7:30 AM, except at the request of a teacher or principal.

7:50	Classes Begin (Mass on T, Th, F)	11:50	Lunch Period for Grades 3-4-5
8:00	Morning Pre-Kindergarten Begins (MWF)	12:20	Lunch Period for Grades 6-7-8
10:30	Morning Pre-Kindergarten Ends (MWF)	12:50	Pre-Kindergarten (Pre-school) Begins
11:15	Lunch Period for Grades K-1-2	3:25	Dismissal for All Grades

ACADEMICS

The *core curriculum* of each grade level includes religion, math, language arts, social science, and science. There are also classes in Physical Education (PE), music, library, and technology.

Grading Scale:

A+ = 99-100
B+ = 90-91
C+ = 81-82
D+ = 72-73
F = Below 65

A = 94-98
B = 85-89
C = 76-80
D = 67-71

**Effective July 1, 2010*

A- = 92-93
B- = 83-84
C- = 74-75
D- = 65-66

Homework

To encourage good study habits, a certain amount of school work is expected to be completed by the student at home each evening. This does not always necessitate written work, and time can be spent reinforcing the concepts learned at school. If a child has excessive homework each evening, please check with his/her teacher.

Pre-K	about 10 minutes	Fourth Grade	45 minutes
Kindergarten	15 minutes	Fifth Grade	55 minutes
First Grade	20 minutes	Sixth Grade	65 minutes
Second Grade	25 minutes	Seventh Grade	85 minutes
Third Grade	35 minutes	Eighth Grade	95 minutes

For primary level students, homework requires adult assistance. By third grade students should do homework independently for the most part. Parents at all levels should monitor that homework is completed. If a student is struggling, parents should be more involved with redirecting and correcting homework. The purpose of homework is to give students additional practice on basic skills and memory work, develop self-discipline, establish a habit of independent reading and thinking, and strengthen the bond between home and school. Parents should expect that there is homework in Accelerated Reading & Response (AR) for 20 minutes and math flashcards, if not homework for about 10-15 minutes every night.

Conferences

Conferences are held in the fall (October) and in the spring (March). In addition to scheduled conferences, parents are encouraged to visit with teachers (in person, by phone, or by e-mail) whenever they have questions about their child's progress, relationships, or behavior at school.

Promotion to next grade

Promotion to the next grade is based on satisfactory achievement, maturity, and attendance. Notification to parents of possible retention will take place no later than the third quarter report card. If a student doesn't pass an eighth-grade class or doesn't meet standard on a state or diocesan assessment, the school shall require successful remediation (i.e., documented progress on ILP; a minimum of 30 hours per course of after-school classes; summer school; Saturday school, etc.) before promotion and enrollment at Catholic high school is permitted.

Properties & Textbooks

Students are responsible for all books and supplies issued to them. Textbooks are to remain covered and may never be written in. If school materials become lost, damaged, or destroyed the student is required to pay for the item at replacement cost.

Testing

Students take several standardized and local tests. The main testing tools are:

NWEA (MAP) Test	Grades K – 8 (twice a year)
Diagnostic Reading Test	Grades K – 2 (twice a year)
Scholastic Reading Inventory	Grades 1 – 5 (quarterly)
Kansas Assessments	
Math	Grades 3 – 8
Reading	Grades 3 – 8
Science	Grades 4 & 7
Social Studies	Grades 6 & 8
Writing	Grades 5 & 8
STEWARDS Test	Grades 3 – 8
KELPA	Grades K – 8 (English Language Learners only)

ATTENDANCE

Regular school attendance is essential for student growth and progress. There is a high correlation between successful academic achievement and regular attendance. Parents are to be reminded that the compulsory education law of Kansas requires students to be in school all day, every day, unless ill or excused by the principal. ***Excessive absences of 10 or more days may result in summer school attendance.***

Absence

Parents are responsible for notifying the school office before 8:00 AM if their child will be absent. Long term absences (2 or more days) must be in writing to assist teachers prepare for adequate missing assignments. A student is counted absent if not participating in classroom activities during school hours. Those who arrive after 10:30 AM or leave before 12:45 PM will be counted absent a half day. Three or more hours of absence is counted as a full day.

Excused absences occur when a student is unable to attend school due to illness, death in the immediate family, or other unavoidable situations.

Unexcused absences include such reasons as vacations, sporting events, school activities where the student is not a participant, shopping, baby-sitting, or travel is not acceptable, and parents should not ask for their children to be excused for such reasons. Although absences for these reasons are not in the best interest of the student, notification will prevent the absence from being considered truancy.

* *Unexcused absences warrants a zero on assignments although students will be required to complete any and all missing assignments to keep up with their learning process.*

* *Students are ineligible to attend any school functions (sports activities, skating parties, programs, etc.) if a student had been absent, irregardless the absence is excused or not.*

Tardiness

Parents are responsible for notifying the school office before 8:00 AM if their child is going to be tardy. If this is not done, the tardy is considered unexcused. Students who are tardy will be required to make up the time. Detentions for tardiness are served in the cafeteria at 7:30AM sharp. Failure to show up for the initial detention will result in a double detention. Late to a detention will result in reserving the detention. Further actions can result in an In-School Suspension or Saturday School. On mass days, students are considered tardy if they are not seated with their class prior to the start of the entrance hymn. Parents are to sign student in.

Truancy

In accordance with state law 72-1113, a student is considered truant if the child is inexcusably absent on either three (3) consecutive days, five (5) or more days in any semester, or seven (7) days in a school year. If truancy occurs, parents will be contacted. If the situation is not resolved, the State Department of Social and Rehabilitation Services (SRS) or other appropriate officials will be notified.

Release During School Day

Appointments should be scheduled outside the school day whenever possible. If this cannot be done, a note is to be sent or a phone call made informing the school of the necessity for early release. The child is then to be picked up and signed out by an adult at the office, not at the classroom.

Make-up Work

Students who have been absent, for any reason, are required to make up work missed in regular instruction. Students are responsible to obtain the work, complete it, and return it promptly. One day for each day absent is allowed for the completion and return of make-up work unless other arrangements have been made with the teacher. Make-up work cannot completely satisfy a day missed. The oral instruction and class group work are not recoverable. With absences a drop in grades may occur. If necessary, teacher may require absent students to attend Saturday School.

COMMUNICATION

Parents and Teachers

When parents have a question or concern, they may contact the teacher for an appointment by note, by phone, by e-mail, or by leaving a message in the office. Interactions between teachers and parents are always expected to be courteous and civil. Parents are asked not to go to classrooms during school time for a conference unless an appointment has been made.

Parents may call or visit the school office to make an appointment with the principal.

Communications

Many communications are sent home with students. These are sent with the child in the family whom the parent has designated. Weekly newsletters are sent on Thursdays telling important dates and school news. Students are expected to give school communications to their parents promptly. Newsletters and Council Minutes may be posted on the web at <http://stpatswichita.org/>

Items That Parents Deliver

Please do not take items directly to classrooms. Instead, mark the items with the student's name and leave them in the office.

Sending Money to School

Money for lunches, for Latchkey, or for other needs is to be sent in an envelope marked with the student's name and the purpose of the money. All payments are encouraged to be paid via check for ease of bookkeeping.

Student Records

Parents may see the office records of their child by request to the principal. Release of records is done only by mail to the new school, at the request of the school to which the student is moving.

DISCIPLINE

The spirit of Christ should permeate St. Patrick Catholic School. This includes charity, truth, respect, humility, obedience, etc. Discipline is one means of achieving this goal and is aimed toward helping each child grow in self-discipline, respect for self, others and property, and personal responsibility. *Students are always to conduct themselves as St. Patrick's students and to exhibit the behaviors expected of such students.*

Corrective measures will be taken by teachers or the principal when a student fails to abide by school regulations. These may include but are not limited to loss of recess time, writing exercises, detention, in-school or out-of school suspension, or expulsion. The principal and/or pastor is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

The discipline policy for students in grades 5-6-7-8 is based on a demerit system. This does not negate any other discipline they may receive, nor are teachers restricted to demerits.

Demerit System

1. All students will carry a demerit card and present it to a teacher/staff member upon request. Failure to present a demerit card will result in an automatic detention consisting of the number of day(s) which would result from a regular detention having filled that number of demerits.
 2. Lost demerit cards will result in a \$2 fine for a replacement card and an automatic detention is to be served (As referenced in #1).
 3. Accumulation of demerits will result in the following:
 - a. 5 demerits = 30 minute detention*, parent notification
 - b. 10 demerits = 1 hour detention* (in 2 consecutive days), parent notification
 - c. 15 demerits = 1-day in-school suspension (ISS), parent notification
 - d. 20 demerits = 2-day in-school suspension (ISS), parent meeting
 - e. 25 demerits = 1-day out-of-school suspension, parent meeting
- *Detentions will be served in the mornings from 7:00 – 7:30 AM.*
4. Those arriving after 7:00 AM sharp for detention shall serve an additional 15 minutes. Those arriving after 7:05 AM will have to redo the detention the following assigned day.
 5. Failure to serve a detention will result in a double detention. After two consecutive NO SHOWS, the student will automatically be placed in In-School-Suspension.
 6. A new demerit card is issue at the beginning of a nine-week period.
 7. Those students with NO demerits will be rewarded in some manner to be determined by the principal.

Bullying and Threats

All threats are taken seriously and acted upon promptly according to the Diocesan “Threats Policy”. If a child is bullied or threatened by another child, s/he should inform the teacher right away. The teacher will follow up on the report and take action as needed to resolve the conflict. If a child is involved in a physical confrontation with another student or is guilty of bullying or harassing another student, the following steps will be taken:

1. First incident: 1 day in-school suspension, parent meeting or parent notification
2. Second incident: 2 days in-school suspension, parent meeting
3. Third incident: 5 days out-of-school suspension and re-instated only with a parent-initiated improvement plan.

DRESS CODE

Students arrive and leave school in uniform according to the following code:

Girls K – 8

Regulation plaid jumpers for grades K-5 and regulation skirts for grades 6-8 purchased from Parker School Uniform. Hem length is to be no shorter than the knee caps. Solid White, light-blue, or dark green polyester/cotton woven blend oxford style or knit blouses (either short or long sleeve) with a plain white collar or turtleneck may be worn tucked in with the jumpers or skirts. Uniform slacks of poly/cotton corduroy or twill navy blue may be worn. Navy blue or white sweaters with crew or v-neck, cardigans or sweater vests are acceptable. Undergarment should be solid white and may not be visible through the blouse. Solid navy blue, white, or black tights or leggings that hug the shin may be worn. Jumpers/Skirts must be worn on Mass days.

Boys K-8

All boys shall wear poly/cotton corduroy or poly/cotton twill navy blue uniform pants. No jeans are permitted. Blue pants with pockets by the knee caps are not considered as uniform pants and should not be worn to school. White, light blue, or dark green polyester/cotton woven blend oxford style or knit shirts (either long or short sleeve) with a plain white collar or turtleneck may be worn with the navy blue slacks. Navy blue or white sweaters with crew or v-neck, cardigans or sweater vests are acceptable. Only solid white undershirts are permitted under the shirts.

General Dress Code

1. Belts must be dark solid black, brown, or navy blue and worn with pants that have belt loops. Belts should fit appropriately and not hang loose.
2. Plain white, black, or navy blue “CREW” socks must be worn and be visible above the shoe. Girls in grades 6-7-8 may wear hose.
3. Only tennis shoes in good condition should be worn at school. Shoelaces are to be tied and visible. Velcro tennis shoes are acceptable. Shoes with flashing lights are not allowed. Boots should be changed out upon arriving to the classroom.
4. The school sweatshirt with school logo may be worn with a uniform blouse/shirt beneath it.
5. Students may wear scout uniforms on meeting days.
6. Boy’s hair must be above the eyebrows and shirt collar; ears may be partially covered. Tails are not allowed. Facial hair such as mustache and/or beard must be shaven clean.
7. Girl’s hair must be kept out of eyes or bangs should be above eyebrows. Girls serving should have hair fastened back for safety.
8. No extremes in hair styles are permitted, i.e. spikes, design, etc. Hair must be well-groomed and always be in natural color. Hair extensions are not allowed.
9. Boys may not wear earrings. For safety, girls may wear one single set of “post” earrings that does not extend below the ear lobes. Appropriate crucifix or religious medals may be worn, but no other adornments. Accessories should not be distracting to self or others.
10. Tattoos, body piercings, writing, or symbols on one’s skin are NOT allowed.
11. Eighth grade girls are allowed to wear light make-up in moderation. Clear nail polish only is allowed. NO artificial, press on, acrylic or extension nails are allowed.
12. NO Cargo pants (i.e. pants with legging pockets), pajama pants, sweatpants, tight fitting or skinny jeans.
13. Shagging on worn pants or rolled up skirts to shorten the length are not allowed.

****The final decision on all matters of dress will be left to the discretion of the principal.***

Shorts

During the months of August, September, and May, solid navy blue walking shorts may be worn. Shorts must be no shorter than four (4) inches above the kneecap and must be worn with a belt.

Casual Day / Dress Up Day

Jeans, sweats, or slacks must be neat, no holes, and fit well (NO baggy pants). Shorts (which may be worn in August, September, and May) must be no shorter than four (4) inches above the kneecap. Shirts or blouses must have finished or plain collars and sleeves. Offensive writing involving profanity, sex, drugs, pornography, and alcohol is unacceptable. Tapered tails must be tucked in. Hooded sweatshirts and jackets are not part of casual day clothing.

Dress will vary by the type of activity. However, modesty must always prevail. Tight skirts or pants should not be worn. Leggings should not be worn with long shirts. All skirts should be modest in length (no shorter than 4 inches above the knee). Tops and bottoms must overlap by 2 inches. Tight tops and low necklines shall not be worn.

Students who come to school in violation of this casual / dress up day policy will be dealt with in the following ways:

Parents will be contacted to bring the child's uniform to school, or the child will be attired with clothing from the Uniform Exchange.

The student will lose the next non-uniform school day.

A second offense will result in the loss of non-uniform school days for the rest of the school year.

--- If in doubt, don't wear it! ---

P.E. Uniforms

All students are to wear non-marking soled tennis shoes for P.E. class. Girls are to wear shorts beneath their school uniform skirt/jumper. Shorts must not be visible outside of P.E. class.

FIELD TRIPS

Classes go on several field trips each year. A permission form for each trip is sent home, to be signed and returned to school. Field trips are a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements as set by the teacher.

The school rely on volunteer drivers and/or chaperones for field trips. Drivers must present proper driver's license, adequate vehicle insurance, and certificate of VIRTUS compliance.

Non-school day or out of town field trips for competitions of any sort is primarily parents' responsibility. (Chess Tournaments, Pages in Topeka, National History, etc.)

HEALTH AND SAFETY

Emergencies

The Diocesan Superintendent is authorized to call off school because of weather or emergencies. For school cancellation announcements, listen to radio KFDI 1070 AM, 101.3 FM or the local television stations. *School does use School Reach to notify parents when possible via telephone.*

Illness

Students are sent to the office if they have a fever, vomiting, or an injury. Parents are immediately contacted to pick up sick or injured children. Those with fever, vomiting, or diarrhea should not be sent to school.

Immunizations and Health Records

All required health and immunization forms must be on file in the office. Non-compliance with immunization guidelines will result in exclusion from school and activities until immunization requirements are fulfilled.

Medication

Teachers and staff members are not permitted to give aspirin or internal medication of any kind. Form 317T or 317U must be on file in the office for medication to be administered at school, **NO EXCEPTION**. If your child has a special health problem and/or medication, please notify the office in writing. Medicine will be dispensed only through the office and must be accompanied with a form completed by the prescribing physician. One dose should be administered at home before sending the prescription to school to make certain the child does not experience a reaction to the medication. Written permission of a physician is required for:

- ◇ All prescription medications to be taken at school.
- ◇ “Over the counter drugs” such as aspirin, Tylenol, and cough medicine
- ◇ Cough drops and other medicated candy-type medication.
- ◇ Sitting out of recess or P.E.

Substance Abuse

It is the policy of diocesan schools that substance abuse is not tolerated. If a student is in possession of illegal substances (drugs, alcohol, tobacco in any form), or is intoxicated at school, the consequence is an automatic suspension. The “Diocesan Substance Abuse Guidelines” are available in the school office.

Student Pregnancy

Chastity is expected of the students at St. Patrick Catholic School. When sexual misconduct results in a pregnancy, the school’s response must first of all reaffirm our respect for the sanctity of all human life. However, should a student pregnancy occur, the student will be dealt with on an individual basis.

Safety Drills

Fire drills are held once a month throughout the year. Tornado drills and lock down drills are held at least three times each year.

Recess

Students are required to have moderate to active activities during recess. No standing or sitting around is allowed to discourage inactivities and promote health and wellness in every student.

Parties

As a general rule, candy, gum, and pop are not permitted at school. Special celebration must be approved by the teacher and the principal. Treats to celebrate a child’s birthday must be in compliance with the Wellness Policy (ex. Muffins, fruit snacks, party favors, etc.). Individual portions are required. No sheet cakes or drinks are allowed. Invitations may only be passed out at school if all students in the class are invited.

LOST AND FOUND

A lost and found trunk is kept in the hall outside the school office. Parents and students are welcome to check the lost and found trunk at any time. Lost jewelry and other small items may be claimed at the office. Please clearly mark, with permanent marker, your child's clothing, supplies, and other items.

LITURGIES

Students at St. Patrick Catholic School attend Mass twice a week according to the following schedule:

Grades 6 - 8: Tuesdays

Grades K – 8: Thursdays (Kindergarten starts going at Advent.)

Grades 1 – 5: Fridays

Students participate in a Rosary every Wednesdays during October and May in honor of Mary.

Students also participate in Station of the Cross every Wednesdays during Lent.

Mass schedules may vary based on Liturgical seasons. Students should arrive by 7:50AM.

ANIMALS IN SCHOOL

Many students like to bring their pets to school for show and tell. Please obtain the teacher's permission for your intention prior to the visit. Some animals are unacceptable and are not allowed in school. They are:

- ❖ Wild animals – defined as any mammal that is NOT one of the following:
Domestic dog, domestic cat, domestic ferret, domestic ungulate, pet rabbit, or pet rodent.
- ❖ Poisonous animals
- ❖ Reptiles (including nonpoisonous snakes, lizards, and iguanas) and amphibians.
- ❖ Wolf-dog hybrids
- ❖ Stray animals
- ❖ Baby chicks and ducks
- ❖ Aggressive animals

ASBESTOS MANAGEMENT NOTICE

The Diocese of Wichita has completed the Asbestos Management Plan as required by the Asbestos Hazard Emergency Response Act (AHERA). This plan contains the records of inspections of the facilities for asbestos-containing building materials and the school's plan for addressing it. A requirement of AHERA is that the school provide annual notification to parent, teacher, and employee organizations about the availability of the plan (40CFR763.93)(f). This handbook will serve as that notification.

The plan is available in the school office and is available for inspection.

VISITORS

All visitors must report to the office and sign in before going to a classroom or any other area in the school. Parents are encouraged to visit the school; however, advance notice to the teacher is requested.

INTERNET SAFETY

All students and parents will be required to sign a Student-Parent Agreement for Computer and Internet Use form before the student is allowed access to the Internet while at school. Use of the Internet on school computers must be in accord with the teachings of the Catholic Church and the Philosophy of St. Patrick Catholic School and the Catholic Diocese of Wichita.

Students and staff members using the Internet or school computer and network facilities should know that confidentiality is compromised. The school does not guarantee the protection of privacy. St. Patrick Catholic School reserves the right (and the responsibility) to monitor technology usage at any time and without prior notice. Violation of Technology Usage Policy will be disciplined accordingly:

- Loss of access to technology
- Confiscation of any unauthorized storage device
- Disciplinary action according to the school's and/or Diocese's code of discipline
- Legal action, if appropriate, to include liability for damages
- Suspected violation of federal, state, or local law will be referred to the proper legal authorities

LIBRARY

All students are encouraged to check out books weekly in support of accelerated reading progress:

Check-Out Procedure

Grades K-2 books are checked out for a one-week period. Grades 3-8 books are checked out for a two-week period. Books may be renewed once. There are no fines for overdue books, but children are not allowed to check out an additional book if they have an overdue book.

Lost and Damaged Books

A replacement fee of \$25 is charged for all lost and damaged books. If a book has been paid for and later found, the \$25 will be refunded if the book is still in good condition.

“Birthday Books”

Students may donate a book to the library in honor of their birthdays. The child's name and birthdate are placed in the book, and s/he gets to be the first to check it out.

Children choose their books from a reserved group in the library. The average cost of library processed books is \$25 - \$30.

VOLUNTEERS

As the primary teacher of the child, parents are encouraged to assist in various functions throughout the school year. Volunteers are welcome in the library, cafeteria, nurses's office, as drivers for field trips, tutors, readers, or in whatever capacity the teacher and school may need assistance. However, all volunteers must have had prior training in VIRTUS, the diocesan program providing methods of identifying and preventing suspected abuse of children.

SATURDAY SCHOOL

In order for us to continue to build the kingdom of God at St. Patrick's Catholic School and to fulfill our mission of academic success, instilling responsibility, and the love of Christ in each student, we have initiated a Saturday School to support students who need that extra boost.

Saturday School is available every week according to the principal's or teacher's availability. Students recommended for Saturday School are those who have not lived up to the mission of the school. They are required to attend the Saturday session from 8:00 – 11:00 AM and must be in school uniform (refer to Dress Code section). Parents are notified by Thursday that their student must be at Saturday School. No other students will know if your student is on the list unless students personally shared with others. Students will work on Reading, Writing, Math, and/or any work that the students need assistance in. If there is a disciplinary issue, students' reflections will be incorporated within the appropriate reading and writing. Any missing homework assignments will need to be completed.

If there is a NO SHOW, parents are required to conference with the principal, student, and/or teacher(s) so that we can have a plan on how the student can move forward from this point on in achieving the mission of the school. This process is to ensure that parents are informed of their student's developmental progress at school.

TELEPHONE / ELECTRONICS

Cell phones, iPods, MP3s, CD players, games, or any electronic devices are NOT permitted in school. Cameras will be allowed on special occasions with the permission of the teachers or principal and should only be out during the event and NOT throughout the day. If a student's phone is confiscated, it will only be returned to the child's parent. The school will not notify parents of the incident, but will leave that responsibility to the student. Repeated offense will result in the item being confiscated until the end of the school year. Students will only be allowed to use the telephone at school with a teacher's permission and in an emergency situation. Neither students nor teachers will be called to the phone except for emergencies. Phone messages to students are discouraged. The school is under no obligation to return confiscated items.

WEAPONS

No weapon, real or toy, will be allowed at school for any reasons. This includes guns, knives, shell casings, bows and arrows, lighter, etc. If a child brings a weapon to school, action will be taken according to guidelines stated in the the Diocesan Policy Handbook. If a facsimile of a weapon is required for a class project, the student must receive prior permission from the principal to bring the object to school.

LUNCH AND MILK PROGRAM

Breakfast

Breakfast is served every Monday – Thursday from 7:30AM – 7:45AM. Students should get to school no later than 7:45AM if s/he plans to eat school breakfast in order to have enough time to finish the meal before school begins. Daily breakfast meal cost per paid student is \$1.60.

Kindergarten and Pre-Kindergarten Milk

Pre-Kindergarten students purchase drinks for the entire year on Registration Day. The fees are:

\$49 per year for the 3-day program

\$35 per year for the 2-day program

Kindergarten to Eighth Grade Lunch Fees

Meals and milk are purchased in advance by the month, by the week, or in increments of five (\$5) dollars. Payment is to be sent in an envelope marked with the child's name, grade, and dates. The price of a lunch which includes milk is \$2.20; a ticket good for ten lunches costs \$22.00. The price of a carton of milk is \$0.50; a ticket good for ten milks costs \$5.00.

Adult Lunches

Parents are always welcome to have lunch with their student(s). Please notify the school office by 9:00 AM when you anticipate on joining your student for lunch. The cost of an adult lunch is \$3.05.

Sack Lunches

Those students who do not participate in the hot lunch program bring sack lunches and may purchase milk. Sack lunches should be nutritious in accordance to the Wellness Policy and may not include fast food or soda pop. ***Please note that a full price of a carton of milk (\$0.50) will be charged irregardless if the student is on free/reduce status.***

Free/Reduced-Price Meals

The Free Breakfast/Lunch and Reduced-Breakfast/Lunch program is available, and application forms for these programs may be picked up in the Food Service Director's office or in the school office. It is advisable for your family to fill out a new application during the year if your income status has changed.

PARTICIPATION IN SCHOOL ACTIVITIES

Every student in grades 3 - 8 has the privilege to participate in St. Patrick Catholic School's extra curricular programs (sports, clubs, youth choir, etc.) to instill school spirit. There are, however, some requirements.

Prior to the opening of each activity, parents of students participating in that sport must attend a mandatory meeting with the athletic director and/or the principal. Fees for activities will not be refunded should the student decide to withdraw from the sport once practice starts, nor if s/he becomes academically or behaviorally ineligible.

Students who wish to participate in school activities are required to meet acceptable academic and behavior standards.

- ◇ A standard (2)-part Recommended Physician's Report and Parent or Guardian Permit form will be completed for each student prior to start of practice. Schools will keep the original physical form on file. The completed form will only be good for one school year, starting on May 1st.
- ◇ **Students must attend school for the entire day to participate in practice or games that day.**

- ◇ Students who are failing classes due to lack of effort or incomplete assignments are not allowed to participate.
- ◇ A student is ineligible if receiving grades of F's.
- ◇ **A student may play in weekend games after receiving a notice but then may not attend games or practices for a full week, starting Monday through Sunday, and remain ineligible until grades are satisfactory. Students and coaches/sponsors are notified on Friday of ineligibility.**
- ◇ Grades are figured each week during the season starting when practices begin. There will be at least one week of warning before the first eligibility period.
- ◇ **Students who are suspended in or out of school or who are expelled will not be allowed to participate in practices, games, and contests on the days of the suspension.**
- ◇ A second ineligible period for behavior and/or academics results in the student being taken off the team.
- ◇ Principals may limit, suspend, or prohibit students from participation in athletic practice or games for academic or behavior problems as they deem necessary.
- ◇ Students who must serve a detention are excluded from a game following the detention. They are, however, permitted to participate in practice.

ST. PATRICK CATHOLIC SCHOOL LATCHKEY POLICIES

Purpose

The purpose of St. Patrick Latchkey Program is a courtesy service to provide a wholesome, safe, and healthy environment for St. Patrick students while working parents are away from home. The program is operated under the auspices of St. Patrick Catholic School and exists only for students enrolled in the school. An adult supervisor, approved by the principal, will oversee the care of the students and will adhere to all policies set forth by the Catholic Diocese of Wichita and St. Patrick Catholic School.

Admission to the Latchkey Program

Students will be accepted on a first come-first served basis with the total number not to exceed thirty students for each adult supervisor. Enrollment in the program will be conducted simultaneously with the official school enrollment in August. A twenty dollar (\$20) per child enrollment fee will be assessed to assure startup money for the program. All subsequent fees will be based on the actual time a student participates in the program.

Details of the Program

Upon reporting to Latchkey, students will be provided a snack and/or a drink. That will be followed by time for outdoor play activities (weather permitting), as well as time for study, reading, or playing games.

Hours of Operation

Latchkey supervision will be provided each school day from 3:25 PM until 5:30 PM.

Students who have not been provided a ride by 3:30 PM will be sent to Latchkey with the parent/guardian being responsible for the fees.

Payment and Late Fees

Each child will be charged 7 cents per minute. A clock in the room designated for Latchkey will be used to determine the time a child spends in the program. Parents/Guardians will be billed weekly for Latchkey fees. Payment is due by Friday each week. Any balances past due by more than seven days will be assessed a penalty of 50% of the total outstanding balance. This penalty is charged each week until the balance is paid in full. A child who is picked up after 5:35 PM will be assessed a late fee of \$1.00 for every five minutes.

Medications

The Latchkey supervisor will not assume the responsibility for administering medications of any nature to any student. If a child has a Medication Administration Form on file in the office and office personnel have left for the day, the medication will not be administered.

Conduct

General conduct, as outlined in the St. Patrick School Handbook, will be observed in the Latchkey program. A disruptive child may be required to sit in a time-out chair away from the others, or he/she may be sent to the principal. Continued disruptive behavior may be cause for dismissal from the Latchkey program.

Student Pick Up

When parents or designated authority come to pick up their child/ren, they must come into the building and check the child/ren out of the program. At the time of enrollment, parents will designate persons other than themselves who will be allowed to pick up their child/ren. If a situation arises when someone other than the designated person on the list is to pick up the child/ren, parents must notify the school earlier in the day or send a signed note with the student indicating the date and the name of the person who will be calling for the child. At no time will a child be allowed to leave if the above procedure is not followed.

DISCLAIMER

St. Patrick Catholic School is not limited to the stated policies in this handbook. For additional Diocesan Policies, please visit the following website:

<http://catholicdioceseofwichita.org/formsdownloads/handbook-and-policies>

ST. PATRICK'S SCHOOL

AUTOMOBILE TRAFFIC PATTERN

1. All children will enter and leave school through the southwest entrance.
2. Please observe the traffic flow pattern shown.
3. When entering the "Drop-Off & Pick-Up Lane", pull as far forward as possible, and keep moving up as space and safe conditions allow.
4. Children may be dropped off or picked up at any point along the shaded area.
5. You may pull out of line when ready to leave.

