



ST. PATRICK
CATHOLIC SCHOOL

*Big Enough to Challenge
Small Enough to Care*

STUDENT- PARENT/GUARDIAN HANDBOOK

615 Washington St., • Cedar Falls, IA 50613

(319) 277-6781

Fax: (319) 266-5806

www.cfcatholicschool.org

revised 6/10

St. Patrick Catholic School and Clover Patch Preschool does not discriminate on the basis of race, color, creed, sex, marital status, national origin, religion, age, sexual orientation, gender identity or disability in its educational programs, services or employment practices. St. Patrick Catholic Parish School and Clover Patch Preschool shall have the right to file a formal complaint alleging noncompliance with equity regulations. Inquiries concerning application of this statement should be addressed to: Sr. Marilou Irons, Principal, St. Patrick School, 615 Washington St., Cedar Falls, IA 50613.

PARENT/GUARDIAN-STUDENT HANDBOOK

The handbook is intended to provide information, recommendations, and regulations for students, parents/guardians, and faculty reference. The handbook contains information considered most relevant to the student and parent. It is not intended to be all inclusive. Final discretion rests with the Administrator who consults with other appropriate administrative levels.

Mission Statement of the Educational Apostolate Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation which challenges individuals to:

- *Respond to God's continuous call for conversion to Jesus Christ
- *Form and be formed in Christian community life
- *Grow in knowledge of faith
- *Participate in liturgical celebrations and prayer
- *Collaborate in the Church's mission of evangelization.

St. Patrick Catholic School Mission Statement

The Christian community of St. Patrick School provides an avenue through which parents can fulfill their responsibility to educate the whole child.

Here, in an atmosphere of mutual cooperation and respect, a Christ-like attitude toward life is nurtured through freedom, acceptance, group interaction, and support of each individual as students learn the essential concepts and skill sets for life in the 21st century identified in the Iowa Core Curriculum (ICC).

Educational leaders will support and ensure an aligned system of curriculum, instruction, and assessment.

Students and staff join minds and hearts in attaining a knowledge of God, of self, of life, of people and of the world.

Target Areas

1. Religion and Spirituality - Students demonstrate knowledge of God, the Catholic religion and verify development in their spiritual life.
2. Communication - Students effectively communicate for a variety of purposes.
3. Analysis - Students observe, infer, analyze, and evaluate ideas, processes, structures, and organization.
4. Problem Solving - Students demonstrate ability to solve problems and resolve conflicts individually and cooperatively.
5. Value Judgments and Decision Making - Students make decisions based on gospel values.
6. Aesthetics and Fine Arts - Students apply creativity and skill in the performing and fine arts.
7. Civic Responsibility - Students are responsible members of local and global communities.
8. Environment - Students become responsible for and respectful of the environment.
9. Wellness - Students formulate and achieve healthy lifestyles.
10. Technology - Students effectively and morally use technology.
11. Life and Career Planning - Students develop goals and strategies for living.

Student Learning Goals

A Community Contributor demonstrates knowledge about his or her diverse communities, takes action, reflects on role as a community contributor.

A Christian Disciple uses scripture and Catholic teaching for prayer and decision making, demonstrates response to the Baptismal call to faith, community service, justice and stewardship, experiences God in a variety of prayer forms, recognizes the Eucharist as the center of faith and prayer life.

A Self-Directed Learner sets priorities and achievable goals, monitors and evaluates progress, creates options for self, creates a positive vision for self and future.

A Collaborative Worker monitors own behavior as a group member, assesses and manages group functioning, demonstrates interactive communication, demonstrates consideration for individual differences.

A Complex Thinker uses a wide variety of strategies for managing complex issues, selects strategies appropriate to the resolution of complex issues and applies the strategies with accuracy and thoroughness, accesses and uses topic-relevant knowledge, applies creativity to thinking, work processes and products.

A Quality Producer creates products which achieve their purpose, creates products appropriate for intended audience, uses appropriate resources/technology.

School Policies

Admission Children who are five years of age by September 15 are eligible to enroll in kindergarten.

Children who are six years of age by September 15 are eligible to enroll in the first grade.

Parishioners must have a current registration and stewardship pledge card on file at the parish office prior to school beginning.

Children of families not registered in St. Patrick Parish are charged a tuition set by the Catholic School Board that covers per pupil costs.

St. Patrick School accepts students of any religious conviction. Every student is considered part of the total school community, is included and expected to participate in all activities scheduled within the class day, and in all required classes including those of a religious nature.

Asbestos Federal regulations and Archdiocesan Catholic School Board policy 7113, require us to inform you if there is asbestos in the St. Patrick Catholic School buildings. The buildings were inspected by a certified asbestos inspector in 1991. Any asbestos found was sealed and encapsulated. Currently there are no asbestos concerns.

Attendance Daily student attendance is necessary for learning progress. When a student is absent from school, the parent/guardian must notify the office between the hours of 8:00 - 9:00 a.m. If the office is not contacted regarding a student's absence, the parent/guardian will be called to verify the reason for the absence. A written excuse to the teacher must be presented from the parent/guardian when a student comes back to school.

Parents who foresee their child's absence are asked to notify the school office and your child's teacher prior to two weeks before the absence or as soon as possible. This helps accommodate the student's learning program.

Students who arrive in the classroom after 8:20 a.m. are tardy unless the arrival time is due to a St. Patrick bus delay. Students who miss classes for one hour or longer in a half day are recorded absent one half day. This includes being out of class when on the sick cot. Students who are absent the last half of the school day due to illness may not participate in extracurricular activities on that day.

Students who are taken from school by parents or designee must check out and in at the school office by parent or designee. Students remain in the classroom until called for by the office staff.

No child may leave the school premises at any time for any purpose without the authorization of parent/guardian and the verbal approval of the principal. The school accepts no responsibility for any child who leaves the premises without school permission. Children are expected to eat hot or cold lunch in the cafeteria.

Students in Units E and A who leave school with someone other than the family's usual transportation arrangement must give the homeroom teacher a written note from the parent/guardian so that the child may be released to that person. The teacher forwards this note to the office.

The Iowa Compulsory Education Law (Iowa Code 299.1) states: "Children between the ages of 6 and 16 are compelled to receive education, and each child's parent, guardian, or legal custodian (hereafter referred to as "parent") is the person held responsible in the law for compelling the child's education." This law specifies procedures for dealing with attendance concerns in accordance with Archdiocesan Policy 5144 and the Iowa Code 299.1, requiring "148 days, to be met by attendance for at least 37 days per quarter."

School attendance policy and procedures follow:

1. Teachers monitor student attendance and make a referral to the building principal after the seventh (7) absence during the semester. The student's attendance record is reviewed.

2. After review of the attendance records, the parent/guardian will be notified. Documentation of the notification will be placed in the student's cumulative folder.

3. Following the fifteenth day of absence in a semester and a review of the student's attendance record is conducted by the local school administration, as per policy 299.1 of the Iowa Code, the County Attorney's office may also be notified.

Band Band is an elective available for students in grades 5-8. Parents must notify the band teacher in advance for any student absence, early dismissal, or late arrivals that affect band practices or lessons. Yearly grade 5-8 band fee payment is due October 1.

Students are responsible for their own instruments. Due to lack of storage space and use of the building by other parish groups, the school is not responsible for instruments. Students must take their instrument home each evening or store it in the band room located next to the music room.

Following the after school group band practice, students need to leave school or register into Circle of Care if they are waiting for sports practice or a ride. No student may remain unattended at, in, or around any area of church or school property. This includes the gym, youth center, church, restrooms, or school building.

Bicycles Students who ride bicycles, scooters, etc. to school are not to ride them before school, during recess, or during the noon break. For safety reasons students need to walk their bicycles etc. as soon as the student arrives on school property. Helmets must be taken into the students classroom rather than left attached to a bicycle.

Bomb Threat In case of a bomb threat at St. Patrick Catholic School or in the district, St. Patrick students will be evacuated to a pre planned site. Once the situation is evaluated by local authorities, students will return to school or be sent home. Parents are advised to listen to area radio (96.1 and 105.7) and television stations (KWWL) to learn the status of students returning to classes or being sent home.

Bus/Transportation St. Patrick School has its own bus system. The first semester transportation fee is to be paid before school opens and second semester fee is to be paid by January 15. If you receive the Application for Reimbursement Form, please follow the directions, sign and return it to school. This form will be forwarded to the public school district in which you live. For those who qualify, the reimbursement is prorated based on location.

Please remember to send a note with your child each time he/she has an alternate after school plan. We cannot release your child(ren) to other parents or to ride home with a friend on the bus unless we have a note from you giving us permission to allow a change from the regular plan. This note is especially important when your child needs to ride home on the bus. Bus drivers must be told in advance about their regular riders and if extra children are riding the bus as the driver is to have an accurate daily count.

Please discuss the following regulations concerning behavior on the bus with your children before school starts and thereafter as needed.

1. The driver is in charge of the bus. Students must obey promptly without argument.
2. Students should never stand in the roadway when waiting for the bus.
3. The bus will not wait for tardy students.
4. All students must be seated before the bus will move and remain seated while it is in motion.
5. Students must not try to get on or off the bus while it is in motion.
6. Students must observe the driver's instruction when leaving the bus.
7. Students will be discharged at their regularly scheduled stop only.
8. Students must not put their arms or head out of the windows.
9. There should be no unnecessary conversation with the driver.
10. The student must pay for any damage done to a bus by the student.
11. Classroom conduct is to be observed by students except for ordinary conversation.
12. Students exit the bus in the morning and proceed to the playground.
13. **Beverages, food, gum, electronic equipment, or toys are not permitted on the bus.**

Note: Failure to follow these regulations may result in suspension from the school bus. These same regulations apply to students riding the bus for school field trips, service events, and athletic events.

Catholic Atmosphere Religious education at St. Patrick Catholic School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student.

Besides classroom instruction in religion, liturgical and sacramental participation is part of our school program. Celebration of the sacrament of Reconciliation, all school liturgies, and opportunities to participate in Mass during the week are part of the spiritual life of the school. Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The school can only support what is taught and experienced at home.

The spiritual program of the school recognizes that "to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living" cannot be gained in the formal classroom only. The formal classroom learning is the beginning. Every Christian has the responsibility to use one's gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life. Parents/guardians' involvement in the child's faith life is paramount at St. Patrick School. Parents/guardians and families are always invited to school liturgies. Please check the monthly parent newsletter's calendar of events on the website or call the office to learn the Mass schedule.

Religion is taught formally in all grades. The religion textbooks, as well as the teaching methods of the religion courses, are so chosen as to present the central doctrine of the Catholic faith clearly and accurately. Our goal is to have Catholic values and a Christlike atmosphere permeate all curriculum in the school day.

Charging and Investigating Allegations of Abuse of Student by Employees Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. A first level investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. The Office of Educational Services has appointed the principal as the level one investigator and the regional director as an alternate, and will contract a trained, experienced professional to serve as the level two investigator. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102, and Archdiocesan policy 4116.3a.

Circle of Care Circle of Care services are available for supervised play and activities before and after school for students in grades ps-8. The program is available on all days that school is in session but not snow days. Breakfast

is available in the mornings at a cost while a snack in the afternoons is at no cost. Sessions are:

6:45 - 8:15 a.m. daily

3:15 - 5:30 p.m. Monday, Tuesday, Thursday, Friday

1:30 - 5:30 p.m. Wednesdays

Parents can call the school office to register and to receive further information. If parents are delayed at 3:15 in picking up their children, they can call the school office to enroll their children in the Circle of Care program that day.

Since no other supervision is available to assure student safety, students who are unattended more than 10 minutes before or after school will be sent to our Circle of Care and parents will be billed for the period.

The school playground is reserved for Circle of Care use until 5:30 p.m. each school day. Students not in our before/after program are asked not to use the playground during that time.

There will be a supervised quiet study hall on Wednesdays when there is a scheduled sports practice for those students who participate in the after school athletic program that day. See **Sports Study Hall**.

Classroom Rules As subject areas, course organization, and varying teaching styles dictate different needs, each classroom will have clearly outlined expectations for behavior. A majority of inappropriate behavior will be handled in the classroom. Each classroom teacher will send home a copy of the classroom rules and consequences for misbehavior in their beginning of school parent letter (prior to September 15). Each teacher is responsible for disciplining his/her students. The following procedure is used by the school when behavioral problems arise:

1. Teacher conference with the student, giving correction--preferably in private and with kindness, sincerity, and firmness by the teacher.
2. Repeat Step 1.
3. Principal-teacher conference or principal-student conference.
4. Principal, student, and teacher conference.
5. Parents-principal-teacher conference with student.

Teachers are encouraged to use positive approaches such as praise, encouragement, individual help, conferences, daily goal setting, etc. to motivate students. Punishment for corrective measures must always be carried out in charity in keeping with the seriousness of the child's misbehavior.

Cold Weather or Rain When the temperature reading is at zero degrees or below, or it is raining, students are supervised in the MPR until 8:15. At noon recess when it is raining, or the temperature is at zero degrees or below, the students do not go outdoors unless the teacher feels it would be advantageous to spend 5-6 minutes outside. On days when it is warmer, students dress appropriately to go outdoors for some fresh air.

Communication Methods

Dual Parent Report

According to Archdiocesan Catholic School Board policy 5124, in the case of a student whose parents' marriage has been dissolved or a separation of parent from the home, the name and address of **both** parents should be on file.

Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at St. Patrick Catholic School (i.e. notices of school functions, progress reports, newsletters, etc.) will be made available to both parents.

Parent/School Communications

Adequate and clear communication between school and home is essential for the success of the children. Parents should feel free to call teachers about student progress or other situations of concern. A monthly newsletter is available on the school website by the first of each month. The newsletter contains information about curriculum and special events.

Student-Parent-Teacher Conferences

Individual conferences are held after the first and third quarters. Other student-parent-teacher conferences can be scheduled by either parents or teachers as the need is recognized.

Progress Reporting

The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through student-parent-teacher conferences, appropriate phone calls/notes, and quality progress reporting. Such communications necessarily focus on the individual learner in order to determine the performance level in terms of the student's ability and background.

Because growth occurs best in a positive learning environment which enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are standard oriented with defined benchmarks, so too, reporting to parents/guardians needs to be in accord with those standards and in keeping with the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self competition instead of competition against peers who differ in abilities and needs. Written progress reports for Grades K-8 are sent home the end of each semester (late January and early June).

Complaints The following policies of the Archdiocesan Catholic School Board should be followed when dealing with complaints. Copies can be obtained at the end of this handbook or on the archdiocesan web site (www.arch.pvt.k12.ia.us/ACSB/).

- Instructional Materials and Activities, Archdiocesan Catholic School Board policy 1312
- Complaints Against Teacher/Employee, Archdiocesan Catholic School Board policy 4119.4g
- Complaints Against Administrator, Archdiocesan Catholic School Board policy 4119.4h
- Complaints Against Board Members, Archdiocesan Catholic School Board, policy 8252

Complaint Concerning Instructional Material It is the policy of St. Patrick Catholic School Board that St. Patrick School will follow procedures set forth by Archdiocesan policy 1312 regarding complaints concerning instructional materials. This policy is available at the back of this handbook and on our school web site.

Complaint Procedure Against Employee It is the policy of St. Patrick Catholic School Board to follow procedure for complaints against any employee, i.e., teacher, staff, administration, or board member as set forth by the Archdiocesan Catholic School Board policies 4119.4h, 4119.4i, 8252. The initiator must first discuss the matter with the person against whom the complaint is made and if the problem remains unsolved, the initiator has another meeting with the respondent clearly stating the complaint in writing, including specifics such as evidences for complaint, sources of information, etc. If the problem remains unresolved, the initiator or the respondent refers the complaint to the administrator in cases involving staff, or board president or pastor in cases involving board members at which time the procedure set forth by the Archdiocesan Office of Educational Services will be followed.

Copyright It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (policy 2510) that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy, and are doing so at their own risk and assuming all liability. (ACSB 2510). This policy is on the archdiocesan web site at www.arch.pvt.k12.ia.us/ACSB/

Cosmetics Students are asked not to bring make-up or cosmetics to school because they distract from the learning focus of school hours. A comb is adequate for school day needs. Anything else will be sent home.

Discipline Code In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school, encourages learning, and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the St. Patrick Catholic Catholic School Board and administration. Their effectiveness requires the positive and voluntary cooperation of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each St. Patrick Catholic student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to St. Patrick Catholic School, are to be respected and followed.

Discipline in a Catholic School is basically self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premise that parents and teachers must work together and support each other's efforts.

Severe misbehavior which seriously disrupts the learning environment, possibly threatens the well being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office with an explanation of teacher's concerns.

Unacceptable student behaviors include:

- Possession of a dangerous weapon
- Use of drugs, alcohol, tobacco
- Vandalism
- Refusal to comply with a direct teacher command
- Personal injury (fighting, calling names)
- Repetitive unacceptable classroom behavior
- Habitual late/incomplete assignments

Repeated tardiness
Inappropriate bus behavior
Truancy

Consequences:

In school suspension
Suspension from school for a definite time
Suspension from school for an indefinite period of time

Probation All consequences shall be carried out according to the Archdiocesan Catholic School Board policy 5144.1. (see also Archdiocesan Catholic School Board policy on Gangs 5133) These policies can be located on the archdiocesan web site (www.arch.pvt.k12.ia.us/ACSB/).

Dress Code Parents/guardians are responsible to maintain the uniform policy. When it is necessary for a student to be out of uniform for the day, the parent/guardian must send a dated and signed note to the homeroom teacher. A student in noncompliance without a note will receive a teacher note to be signed and returned by the parent/guardian. Students must wear stockings at all times for hygienic reasons. Leggings and stirrup pants are not part of the uniform. St. Patrick School sweatshirts may be worn as a sweater in solid colors of gray, dark green, navy or white. A uniform shirt is to be worn at all times even under the school sweatshirt. Pockets below the hips and/or on the outside of the pants are not allowed. The complete uniform policy follows.

DRESS CODE

Policy adopted: May 6, 1975

Reviewed: January 2, 1990; April 7, 1992; April 6, 1993; March 1, 1994; March 5, 1996; February 2, 2000; April 4, 2000; January 8, 2001, May 3, 2005

Students attending St. Patrick School are expected to wear a specified uniform. The clothing required to be purchased from the Dennis Uniform Company is a girls skirt or jumper.

REGULATION:

Girls wear a specified uniform which consists of:

1. The skirt or jumper is a uniform plaid in green, gray, white, and navy with a length of no shorter and no longer than 3-5" from middle of the knee.
2. Solid colors of navy blue or khaki walking shorts or skorts with a length of no shorter or no longer than 3-5" from the middle of the knee. Pockets on the side of the leg are not allowed. Walking shorts may be worn from April 1 until October 31.
3. Sweaters are a v-neck button-down cardigan, a crew neck, or a v-neck vest in solid color choices of navy, white, or dark green. The St. Patrick School sweatshirt may be worn as a sweater in solid colors of gray, dark green, navy or white. St. Patrick Charger crew neck athletic sweatshirts may be worn in school. No hooded sweatshirts are allowed.
4. Collared shirts/blouses are to be in solid colors of white, yellow, light blue, dark green, gray or navy. Shirts may either have long or short sleeves and must be tucked in.
5. Turtlenecks in solid colors of white, gray, navy, dark green, yellow or light blue may be worn only when worn under blouses/shirts or crew neck sweaters and not as a blouse itself. Long or short sleeved undershirts are to be white only. Turtlenecks and t-shirts must be tucked in.
6. Pants of twill or corduroy may be worn in solid colors of khaki, gray, navy or black. There is to be no denim pants as well as no pockets on the side of the leg or elastic-gathered legs. A matching belt or black belt must be worn if belt loops are exposed.
7. Socks must be worn in either white, navy, black, dark green or khaki. Tights may be worn in white, navy, or dark green.

Boys wear a specified uniform which consists of:

1. Slacks of twill or corduroy are to be worn in solid colors of khaki, gray, navy or black. There are to be no denims, no pockets on the side of the leg or elastic-gathered legs. A matching belt or a black belt must be worn if belt loops are exposed.
2. Sweaters are a v-neck button down cardigan, a crew neck, or a v-neck vest in solid color choices of navy, white, or dark green. The St. Patrick School sweatshirt may be worn as a sweater in solid colors of gray, dark green, navy or white. St. Patrick Charger crew neck athletic sweatshirts may be worn in school. No hooded sweatshirts.
3. Collared shirts are to be in solid colors of white, yellow, light blue, dark green, gray or navy. Shirts may either have long or short sleeves. Shirts must be tucked in.
4. Turtlenecks in solid colors of white, gray, navy, dark green, yellow or light blue may be worn only when worn under shirts or crew neck sweaters and not as a shirt itself. Long or short sleeved undershirts are to be white only. All shirts must be tucked in.
5. Solid colors of navy blue or khaki walking shorts with a length of no shorter or no longer than 3-5" from the

middle of the knee. Pockets on the side of the leg are not allowed. Walking shorts may be worn from April 1 until October 31.

6. Socks must be worn in either white, navy, black, dark green or khaki.

Boys and Girls:

Boys' and girls' shoes must be safe and comfortable with a back and non-open toe. Shoes with laces must be tied at all times. Girls' and boys' P.E. shoes need to have non-marking soles.

Kindly label all uniform items with the student's name or initials.

The administration reserves the right to determine the appropriateness in questionable circumstances.

Early Dismissal Early student dismissal on Wednesday is at 1:30 p.m. to allow the teachers time for program planning and staff development. Circle of Care begins at dismissal time. Students are to go directly to Circle of Care in the multipurpose room (MPR). Leaving the school grounds any time during the day is not permissible.

Equal Opportunity St. Patrick Catholic School is an equal opportunity employer. It does not discriminate on the bases of: age, race, religion, creed, gender, ethnic background, or disability.

Extracurricular Activities Extracurricular activities are recognized as an important part of St. Patrick School. Extracurricular activities are programs sponsored by the school or in which the school participates that are held outside of the regular school day schedule. These are activities in which participation is the privilege of the student. The activities should be an extension of the scholastic program, designed to contribute to the development of recognized Christian values and to the formation of principles, habits, and well rounded personalities. Some examples of extra curricular activities are Special Interest and Enrichment (SIE), Band, Science Club, Battle of the Books, Art Club . . .

Students who fail to work up to their ability in any curricular area or who fail to observe school regulations lose the privilege of participation in extracurricular activities. Action will be taken when a student habitually disregards school regulations, fails in application to study, or exhibits undesirable behavior.

In order to participate in extracurricular activities a student must:

1. Perform work of acceptable quality in all classes.
2. Consistently finish homework on time.
3. Behave appropriately, including extending courtesy to teachers, coaches, peers, and spectators both at school and at extracurricular activities.

If these regulations are not adhered to, the principal will be informed. The procedure to be followed is:

1. First offense--Parents will be informed of the situation by the teacher or coach.
2. Second offense--The parent will be informed there will be a three school days' suspension from all extracurricular activities.
3. Third offense--The parent will be informed there will be a loss of one week's participation in extracurricular activities.

Athletics

Students have opportunities to participate in many sports at St. Patrick School. Girls participate in volleyball, cross country, basketball, softball, and track. Boys participate in football, cross country, basketball, baseball, and track.

St. Patrick Catholic School provides organized sports for boys and girls. Students participating in these programs are required to have a physical and a signed statement of fitness by a physician. It is also mandatory that these same students have some kind of accident insurance coverage. Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown. Students and parents must complete a Sport Participation Agreement sheet at the beginning of the year/season. (attached)

Sportsmanship

At athletic contests students should treat opponents, spectators, and officials with Christian courtesy and respect.

Student Activities

We are all identified with St. Patrick Catholic School. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

Fees and Tuition Fees are determined at the March/April Catholic School Board meeting and sent home to parents with the May newsletter. Final registration will be scheduled in the school for your convenience. Kindly read the parish bulletin or web site for these dates and times.

St. Patrick School is available to all parish families regardless of their ability to pay. Tuition, registration, and bus fees are approved annually by the Catholic School Board. Registration, lunch and bus fees are in addition to tuition.

Tuition assistance is available for families to help defray the cost of **K-8** tuition. Assistance is **not** available for registration fees or transportation fees. Application forms for Private School Aid Service are available in the school office. A processing fee will be charged and needs to accompany your application form.

Families of other faiths are welcome at St. Patrick School. These families agree to pay tuition and fees as set by the Catholic School Board. Tuition for non parish families is not negotiable. Tuition is based on the previous school year per pupil cost for the first child in the family. There are deductions for the second and third child in a family.

Tuition payments begin on July 1 of the current school year and continue through June of the following year.

FACT Program participation means twelve (12) automatic monthly payments are made through the FACTS Payment Plan for tuition. Payments through FACTS start July 5 or 20 and then will be made on the 5th or 20th of each month for 12 months. Annual and semiannual tuition payments are made to the school office and do not go through the FACTS Payment Plan. Families who choose to pay tuition annually (full amount at August registration) or biannually (half in August 2005 and half on January 1, 2006) do not incur the \$38.00 per family FACTS fee. Those who opt for monthly payments will be assessed the company's \$38.00 fee which will be withdrawn prior to your first payment.

Fire Extinguishers Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00.

Fire and Tornado Drills Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. Roll call is taken for accountability. State law requires two tornado drills and four fire drills each year. Preschool and daycare conduct monthly fire drills and tornado drills each fall and spring. When a drill occurs in school, the physical education class also drills in the gym.

Foreign Language Spanish is informally taught each week for fifteen minutes to K-2. Formal lessons begin twice a week for twenty minutes for Grades 3-4. Grades 5-6 Spanish class is thirty minutes twice a week with scheduled tests and quizzes. Grades 7-8 also has scheduled tests and quizzes with 35 minute classes twice per week.

Fund raiser See **SCRIP**.

Gambling Card playing and/or gambling is not allowed during the school day.

Gangs In accord with Archdiocesan Catholic School Board policy 5133, if a student is suspected or identified as being a member of a gang, initiates, or participates in any gang related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as outlined in the school/program/Archdiocesan discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism.

Gum Chewing Gum chewing is prohibited during school activities at all times.

Harassment It is the policy of the educational programs governed by St. Patrick Catholic School Board to maintain a learning and working environment that is free from sexual harassment and/or harassment of any type. No employee, volunteer, or student associated with these programs shall be subjected to sexual harassment or harassment of any type. Any person who alleges harassment by an employee, volunteer, or student of an educational program governed by the Archdiocesan Catholic School Board may complain directly to his/her teacher, immediate supervisor, principal, or the Superintendent of Schools (or designee) for the Archdiocese of Dubuque. This policy is in compliance with Iowa Code 601A.5 and Archdiocesan Catholic School Board policies 4116.1, 4116.11. Complaints may also be submitted in writing.

All students have the right to attend an academic institution that provides an atmosphere where they feel safe and comfortable. It is the intention of the procedure to give students an avenue to have their concerns made known and appropriate steps taken so that all persons involved may develop in a more Christian-like manner. Unit and classroom activities review personal strategies to decrease/eliminate harassment.

Health It is expected that each student attend school when in good health. It does not help the student or others to be in school when not well. Please consider the health of your child and others before sending your child to school with symptoms of cold or flu.

Please keep your child home from school if he/she has any of the following symptoms:

1. Oral temperature of 100 degrees or higher. Temperature should be normal for 24 hours without benefit of aspirin or other medications.
2. Nausea, vomiting, or diarrhea within the last 24 hours.
3. Unexplained skin rash or eruptions, especially with other physical complaints.
4. Constant cough, sore throat, nasal congestion/discharge, or red eyes with drainage present.
5. On antibiotics **for a total of 24 hours** before returning to school. If your child is taking antibiotics for an infectious disease, doctor approval for return to school is recommended.

Ordinarily, students who are not well enough to go out for recess are not well enough to be in school. Requests that a student stay in for recess will only be honored in special circumstances.

AIDS Children diagnosed as having any bloodborne pathogen disease, or with laboratory evidence of infection with a bloodborne pathogen associated virus (HILV-III/LAV) and receiving medical attention may attend classes in a unrestricted educational setting in accordance with ACSB5141.2.

Health Screen If you would like our school nurse to perform a dental screen for your child, please contact our school nurse. Nurses are authorized to perform dental screenings for children through 6th grade, but are not required or expected to complete these screenings, as their role is gap-filling only.

Medication

All medications dispensed at school require written permission from the parent.

It is required that:

1. A medication form be filled out and signed by the parent. This form is available in the school office and online (www.cfcatholicschool.org).
2. The medicine must be brought to the office in the original container with administration instructions attached. Medication must be date appropriate.
3. Administrative professionals with required training will dispense medicine and log times.
4. When students need cough drops, parents send a note to the teacher. Students retain but do not share the cough drops.
5. Over the counter medication will be accepted and administered when accompanied by a completed medication form and define length of time for "as needed" medication.

Homeroom Parents A homeroom parent assists the teacher in various ways, including calling people to help with special projects. Many parents prefer nonfood treats, so creativity is unlimited. At times of treats, **red punch and grape juice are not allowed** because of carpet damage. Treats are not to substitute for or interfere with a regular healthy noon lunch. Pop is not appropriate except for the end-of-year picnic day. Pizza rewards will be shared after 1:30 p.m. Some students have peanut, soy or gluten allergies. Please check with your child's homeroom teacher to learn if there are any allergies in your class. See **Parties**.

Homework Daily homework is intended to be a student practice or extension of daily class work. Parents are asked to review the child's work upon completion but not act as the teacher. Homework varies depending on the student age. Generally, students spend ten minutes per evening per grade on homework. For younger children, it usually includes reading practice, math facts, and spelling words. Older students often have assignments from other subjects. Parent letters at the beginning of the school year give the details for students in each unit.

Homework for Absentee Students No homework will be sent home for a one day student absence. For absences of two or more days, request for homework for same day pickup must be made before 8:10 a.m. so teachers have time to organize homework. It will be available on the bench outside the office until 5:30 p.m. Please use Circle of Care entrance.

Human Growth and Development In compliance with code of Iowa 279.50 and Archdiocesan policy 6141.11, St. Patrick School "will provide instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships and acquired immune deficiency syndrome (AIDS) as required in Iowa Code, section 256.11 in grades one through twelve." St. Patrick School "will annually provide to parent/guardian information about the human growth and development curriculum used in the pupil's grade level and the procedure for inspecting the instructional materials prior to their use in the classroom. A pupil shall not be required to take instruction in human growth and development if the pupil's parent/guardian files in the school office a written request that the pupil be excused from the instruction." In compliance with Archdiocesan policy, the parent shall:

1. Give notice to the school office in writing
2. Base objection on religious/personal beliefs

3. State which activities or topics violate their religious/personal beliefs
4. State a proposed alternate activity or study. The principal shall have sole discretion in determining an alternative activity or study for the students. ACSB 6141.11

Jewelry To be in line with our uniform code, students may wear simple jewelry. Earrings and a watch are appropriate. When these items appear in excess, tend toward distraction, or exhibit anti Christian values, the student will be asked to remove the item.

Lead in the Drinking Water During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

Lost and Found All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. The Lost/Found container is located in the MPR if parents wish to check it. Periodically any unclaimed items will be given to the needy.

Lunch Students may eat a hot lunch or bring a sack lunch to be eaten in the cafeteria. Carbonated beverages for students are not allowed in the cafeteria at lunchtime. Call the school office for current lunch/milk fees.

Kindergarten: Milk is served to kindergarten students during a mid afternoon break each day.

Lunch and milk account deposits should be sent directly to the office. Monthly statements are sent home with the students. Parents who come to eat with their child are asked to phone ahead in order to be added to the daily lunch count and then on arrival stop at the office to sign in and purchase lunch. Parents who assist in serving lunch may leave their preschool age child(ren) at 802 Main from 10:45 a.m. until 1:00 p.m. free of charge. Please call school to inform us whenever you would like to use this option.

Management of Funds All financial matters and activities within the school organization are under the supervision of the principal. No fund drives or collections may be taken by students, faculty, or staff without authorization of the principal.

Mandatory Reporting of Child Abuse In compliance with School Laws of Iowa and Archdiocesan Catholic School Board policy #4116.3 any certificated or licensed employee of St. Patrick School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Medication See **Health and Medication**.

Money Whenever a child brings money to school, (field trip, band, book order, etc.) teachers request the money be placed in an envelope with the student's name and homeroom teacher's name on the envelope. A note to explain the money's use is also appreciated if some type of order form does not accompany the money.

Multicultural/Gender Fair/Global Education St. Patrick Catholic School offers a global, multicultural, gender fair approach to the educational program.

St. Patrick Catholic School is committed "to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society." (Archdiocesan Catholic School Board policy 6144.2) The educational program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the student's education. Each spring teachers generate a list of student activities that verify the school's global, multicultural and service approach activities.

Music Classroom music is taught to all students in grades K-8. All students are expected to participate in their unit's vocal programs.

Opening Date and Schedule Each year the opening date of school will be announced in the May parent newsletter, the next year's calendar, and published in our mid July parish bulletins. Classes begin at 8:20 a.m. and end at 3:15 p.m., except for Wednesday dismissals at 1:30 p.m. Students enter the building at 8:15 a.m. Students who arrive in the classrooms after 8:20 a.m. are considered tardy and must check in at the office to confirm lunch needs.

Parent Newsletter A newsletter will be emailed during the first week of each month. If you do not receive it promptly, call school. Newsletters may be accessed on the school web site: www.cfcatholicsschool.org.

Parties Because of the importance of careful use of instructional time and professional responsibility for the learning program, school parties are not an ordinary practice during school time. Treats in the classroom, whether from parents or a reward are not to substitute for or interfere with a regular, healthy, noon lunch. If parents wish to send a birthday treat, the treat will be shared during the last 10-15 minutes before end of the day dismissal. Pizza rewards will be shared after 1:30 p.m. and before dismissal time. See **Homeroom Parent**.

Physical Education Waiver State standard 12.5(6) "A pupil shall not be required to enroll in either physical education or health courses if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the pupil's religious beliefs." (Archdiocesan Catholic School Board policy 6144.3)

PowerSchool

PowerSchool is our school's online student information system. This online system allows parents, teachers, and administrators to access current information on student achievement. Parents are given access to student grades, attendance records, and teacher comments. Grades available through PowerSchool are not official transcripts. Grades are not official until report cards are sent home. (See Communication Method: Progress Reports - for further information) The access ID and access password are assigned by the school and are distributed each fall. Misplaced access information may be requested as needed. All access information will be provided through e-mail, designated mailing or in person. Due to the security of your student's information, access data will not be given over the phone.

Students in grades 5-8 will be given student login information upon approval from the parent, preferably through e-mail. Students will be educated on how to log in, how to create a secure password, and what information is available through access. Parents with students in younger grades may request student login information as the parent deems appropriate. Education materials will be provided to the parent to share with the student. Any questions about PowerSchool can be addressed to the media specialist or secretary.

Prayers, Practices, and Beliefs A list of prayers, basic beliefs and practices for students has been developed. Prayers may be introduced at one level but students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers, and they will be a part of our prayer at school. We encourage you to also pray with your child at home. Teachers will pray daily with their students at the following times: beginning of each school day, before lunch, before classes when appropriate and at dismissal. It is important to have a variety in prayer and to establish an atmosphere of quiet and reverence in prayer.

Prayer may be formal, e.g. Our Father, Hail Mary, Glory Be, etc., spontaneous or reading a scripture, group or individual sharing, quiet reflection or song. Students and teachers are asked to incorporate the year's gospel value theme in all aspects of prayer.

Public Conduct on School Premises Spectators are permitted to attend school sponsored or approved activities only as guests of the school, and as a condition of such permission, they must comply with the school's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school and the entire community. If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

Radon Testing During 1991 all schools of the Archdiocese were tested for radon. The test results indicated rooms at St. Patrick School Cedar Falls were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for radon needs to be done at this time.

Regulations for Coming to School and Dismissal from School

1. Crossing patrols are on duty at Seventh and Washington from 8:00-8:15 a.m. and 3:15-3:25 p.m.
2. Students who carpool or walk may arrive at 8:00 a.m. The school doors open at 8:15 a.m.
3. Buses park on Washington Street. Please do not park in the bus loading zone. For after school pickups, cars may park on the playground if no physical education classes are in session at that time. Kindly do not park on the playground during school hours or during Circle of Care (3:30-5:30 pm).
4. Buses leave at 3:22 p.m. on Monday, Tuesday, Thursday, and Friday, and 1:37 p.m. on Wednesday.
5. For dismissal teachers will take all students who are bus riders to the buses. Other teachers will accompany children carpooling or walking to the playground to find their rides or walking partners.
6. Students attending Circle of Care go directly to the multipurpose room and are not to leave the building or

grounds until parent/guardian signs them out.

Remote Security System For safety purposes, a remote security system is installed in the school on the inside doors of the multipurpose room entrance and at the north wing main entrance. These doors will be locked during school hours. When the doors are locked, please ring the buzzer for assistance to enter the building.

Safety/Health In compliance with the Code of Iowa, Chapter 455 E and the Archdiocesan policies 4116.13, 5142.2 and 7113, it is the policy of St. Patrick Catholic School Board to insure that St. Patrick School is in compliance with the Iowa Hazardous Chemicals Right to Know Act which entitles the employee, community, and Public Safety/Emergency Response the right to know if, what, and where hazardous chemicals are stored in the school. In addition, records must be on file regarding the testing done for asbestos, lead, and radon. A copy of such records is available in the school office.

School Events Students are expected to participate in school events such as band programs, music programs, renewals, class trips, etc. When a student will be absent from these events, the parents must notify the school.

School Supplies A listing of school supplies recommended is included with the spring/end of the year report card and in the final registration packet available during fall registration days. Paper and pencils may also be purchased at the school store before classes begin.

SCRIP SCRIP is the only formal school fund raiser. Each family is asked to use SCRIP regularly to support the school. The SCRIP project replaces annual student sales of candy, cookies, etc. SCRIP can be purchased anytime during school business hours and after weekend Masses in the hallway outside the Deery Family Library in the Parish Center.

Search and Seizure It is the policy of St. Patrick Catholic School Board to operate its educational programs in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, St. Patrick School adapts the policy as stated in Archdiocesan policy 5145.2 which refers to the rules relating to periodic inspection, to the search of students and/or to protected student areas.

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons, and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.

Sexual Harassment See **Harassment**

Smoking/ Smoke Free Building St. Patrick Catholic School has been designated a "Tobacco Free Building." At no time during the school day will smoking be permitted within the building, the gym or on campus.

Snow Problems Snowballing is not permitted on school grounds, on the way to and from church, the public library, the Hearst Center, or any other school activity. A student will be responsible for any damages caused by snowballing. The bodily dangers involve risks of permanent injury. Students who throw snowballs on parish grounds will be subject to disciplinary action.

Necessary outdoor winter wear includes coats, caps/scarves, boots, and mittens/gloves. Boots are to be worn outside in all inclement weather but not in the school building. Students should have street shoes for indoor wear. Kindly label all clothing articles with your child's last name or initials.

Special Services The services of a social worker, speech therapist and diagnostic testing for learning disabilities are available through AREA 267. Requests for these services are made by parents or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained.

When your child has been referred due to special learning needs, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. The right to consent. This means the school must have your permission prior to placing your child in a special needs program.
3. The right to a full evaluation of your child's needs. If you do not agree with the school's findings, you may request an outside evaluation.
4. The right to see your child's school records.
5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged

in planning your child's educational program.

6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
 7. The right to be involved in the development of your child's IEP (individual education program).
 8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
 9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.
- If you desire additional information, please contact your child's principal.

Sports Study Hall There will be a supervised quiet study hall on Wednesday when there is a scheduled sports practice for those students who participate in the after school athletic program. The study hall will be from 1:30-3:15 p.m. It will be held in the school science lab or MPR. There is no charge to parents.

Procedure:

1. A parent note or parent phone call must be received in the school office on the day of the study hall. It is helpful if the registration is made by the previous day.
2. A student may not enter study hall without direct parent/guardian verification at the office as stated.
3. Any arrangements otherwise, including unverified arrival or leaving, must be made at the office.
4. Students not in group band go directly from their homeroom to study hall at 1:30. Students participating in the 1:30-2:30 group band practice go from there to study hall at 2:30 p.m.
5. The study hall supervisor will check all registration arrivals and leaves through the office, and not through student messages.
6. A student may bring one snack if desired, but not a drink. Students use the water cooler in the hall or their own water bottle for drinks.

The purpose of the study hall is solely to be of service to parents and students by providing a safe environment and productive time for students during the in-between time of school/band and sports practice. No other area is open to students during that time. The upstairs or downstairs areas of the Church, gym, youth center, school spaces, school playground (used by Circle of Care during that time), and any other locations on school/parish property are not available to students after school due to the lack of adult supervision in those areas.

Student Information Sheet Please return this sheet with the necessary corrections when completing final registration. It is important that it be returned to the school office by the first day of school so we have accurate information on file.

Please notify the school office promptly if your address, telephone number, or any other pertinent information changes during the school year.

Student-Parent-Teacher Conferences Conferences are scheduled for the first (end of October) and third (week before spring break) quarters. Conferences are scheduled based on parents' preferred day (Tuesday or Thursday) and better time of day. The fall days and times are used again for the spring (mid March) conference.

Student Privacy Act In conformity with the Student Privacy Act, and Archdiocesan Catholic School Board policy 5125, St. Patrick Catholic School does not send out student information to any outside organizations without written authorization of the parent.

Student Records A permanent record of each pupil is kept on file at school in accord with Archdiocesan Catholic School Board policy 5125/5125.1. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal. When a child transfers to another school/district, we ask parents request the transfer of all student(s) files to the new school.

Substance Abuse Education A substance education program is one component of the guidance program. It includes basic student education, reinforcing activities/events, family education and utilization of appropriate community agencies. Our students live in a drug/alcohol using society which impacts their homes, their peer groups, their neighborhoods, and school. Living in a society of conflicting values, which include contact with substance users, students need to be well prepared to make personal decisions about their own use or nonuse of substance. For the well being of all students and good of each individual, the school in cooperation with families and community, strive to build learning programs and an environment that is conducive to total growth and development. In preparation for life in these times, students need an opportunity to grow in Catholic values and attitudes with emphasis on reverence for self and others. St. Patrick Catholic School has established and implemented a substance education program that is within the concept of a holistic wellness program. While a main purpose of the education program is the prevention of substance abuse, specific concern for the care and rehabilitation of substance users is also recommended. It is the intent of school leadership to provide for all students a healthy school community with positive learning environments. The school will view itself as the partner of family and community with whom it shares responsibility for substance abuse prevention and intervention.

1. Substance education at all levels in the school supplemented with periodic reinforcing activities/events, also awareness/educational opportunities for parents and collaboration with community resources and agencies: Red Ribbon Week, On the Verge, school assemblies, health classes.
2. Provisions for identification of substance users and abusers, communication with parents, referrals, limits and sanctions.
3. Provisions for crisis action and/or intervention.
4. Support that is preventative and developmental for students in the school and when needed after care groups for students who have been treated.

Technology

Internet Acceptable Use Agreement

Based on Archdiocese Catholic School Board Policy 2511 (Adopted December 2, 1995)

Internet access is available to students and teachers at St. Patrick Catholic School. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating communications and leading our community toward effective living in the Global Village.

An adult supervisor is present at all times during student use; however, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. St. Patrick School instructs its staff and students in the ethical use of electronic communications, as part of its regular curriculum. Internet operation relies upon the proper conduct of the end users, who must adhere to strict guidelines. If a St. Patrick School user violates any of these provisions, his or her access may be terminated and future access could possibly be denied. The technology committee and principal will deem what is inappropriate use and the Principal's decision is final.

Internet Terms and Conditions of Use

1. Acceptable Use- The purpose of the backbone networks making up the internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of our account must be in support of education and research and consistent with the educational objectives of St. Patrick School.
2. Privileges- The use of computing resources and the internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges.
3. Network Etiquette- Every user is expected to abide by the generally accepted rules of network etiquette.
4. St. Patrick Catholic School and the Archdiocese of Dubuque make no warranties of any kind, whether expressed or implied, for the service it is providing. St. Patrick Catholic School will not be responsible for any damages incurred by the user.
5. Security- Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
6. Vandalism- Vandalism will result in cancellation of privileges.
7. Home Pages- Students may not create 'home pages' or directories. Student work will be published only under the direction of a supervising teacher.
8. Transmission of Information- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Transmission of commercial information, advertising, or political lobbying is also prohibited.
9. Downloading- Downloading of programs or information from the internet is allowed only with the permission of the supervising teacher.

Portable Labs Portable labs are secured carts containing portable and wireless laptop computers. These labs provide teachers and students the ability to integrate technology anytime and anywhere in the building. Our long range technology plans are to purchase and utilize several more portable labs and attain our technology integration goals. Due to the liability involved with laptop checkout, student checkout of laptops for home use is granted by the principal for very special needs only at this time.

Laptops Laptops are available for all students in K-8 to use during the school day. Students are allowed to bring laptops with written permission from a parent. Laptops brought into the school building are required to have a current anti-virus program to be allowed internet access. This must be verified with the media specialist or office staff and may be randomly checked throughout the school year.

Telephone Procedures In order to avoid classroom interruptions during the day, parent messages are handled through the office. This includes bringing lunch, supplies, etc., to the student. Parents are requested not to call the school for the delivery of messages to children except in cases of emergency. Neither teachers nor students are called to the phone during school hours except for emergencies.

Students need to make after school arrangements before leaving home in the morning. When necessity requires the student to use the phone, the call must be made from the school office after the student presents the office with a teacher's written permission stating the reason for the call.

Cellular Telephones Students may keep cell phones in their backpack during school hours (8:15 am -

3:15 pm). If cell phones or other electronic devices disrupt class or are used during classes or in transition to class or lunch, a teacher may hold the electronic device until 3:20 pm. If a pattern of disruptions develops, the teacher will ask a parent to retrieve the cell phone from the office at the end of the day.

Testing The Iowa Tests of Basic Skills are administered annually to students in grades 3-8. Students in grades 2, 4, and 7 also take a Cognitive Ability Test. Students in Grades 4 and 8 are administered the Iowa Collaborative Assessment Modules (ICAM) in reading and math. Once test results are returned, parents are encouraged to review the results with the principal. A ten (10) minute conference is sufficient to discuss your student's results. Parents may call 277-6781 to schedule a conference.

Textbooks Textbooks are provided to all students. Undue wear, damage or loss will require payment at the end of the school year. Books belonging to the school are to be covered at all times. Families sign an annual request form for textbooks provided under the state reimbursement program.

Tobacco/Drinking/Use of Non-Prescribed Drugs Students are not to use, possess, sell, or be under the influence of drugs, beer or other intoxicating beverages on the school grounds at any time or while they are on a school sponsored activity off campus. The use or possession of tobacco, matches, lighters or similar items on the school grounds are prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, parish center, at school related activities, or on school buses. Student's possession of tobacco, drugs and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (See Archdiocesan Catholic School Board policies concerning Alcohol/Drug and Discipline.)

Tuition Tax Credits Expenses incurred by parents may qualify for tuition tax credits. Information is distributed annually, usually at the end of the calendar year.

Tuition Grants No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition. Please ask the principal for further information. Confidentiality is maintained. ACSB 3240.1

Uniform see **Dress Code**

Visitors As a safety procedure and for easy identification, all visitors must use the north wing main entrance on Washington Street, sign in at the office, and obtain a visitor badge to wear while in the school. When leaving, visitors sign out at the office and return their badge.

Parents are welcome to visit school. If a parent wishes to visit classes, call the school office to arrange a convenient time and day for the visit. On the day of the visit, please stop at the office to sign in and obtain a visitor badge.

Other visitors need to make arrangements through the principal. Children ordinarily are not allowed to visit classes unless enrolling in the immediate future.

Volunteers Volunteer service is a goal and need of our school and is perhaps the best way to give parents and other adults firsthand information.

Volunteers who work with children will be given a Volunteer Handbook that includes responsibilities and tasks, will participate in scheduled in-service, sign a Covenanted Personnel sheet and attend one Virtus Training.

Weapons/Guns It shall be the policy of the St. Patrick Catholic School Board that weapons and other dangerous objects be taken from students and others who bring them on school premises. Parents of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, coming to or from school, or participating in any school related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in Archdiocesan Catholic School Board Policy Book, policy #5131.7a.

Weather

Severe Weather When the National Weather Service indicates severe thunderstorms or a tornado is imminent, St. Patrick School students and teachers will move to their assigned tornado sites. If a tornado or severe weather are approaching the Cedar Falls/Waterloo area near dismissal time, our bus routes will be detained until the National Weather Service declares an "all clear" signal for our area. When this situation occurs at dismissal time, parents may come into the building to take shelter. Parents should go to the northeast corner of the MPR and stay until the "all clear" signal is given.

Snow Days When school is canceled because of weather or an emergency, the announcement will be made over local radio and television. Please listen to local TV and radio announcements for Cedar Falls, St. Patrick

School plan. Unlike most parochial schools in the Cedar Valley, St. Patrick School operates its own bus routes. St. Patrick School students are transported by St. Patrick's buses. This allows us the freedom to have our own school calendar and responsibility to safely bus students. Since our Circle of Care before school program begins at 6:45 a.m., we often have 15 or more students in our building at 7:15 a.m. when Cedar Falls Community Schools makes its weather related school delay or cancellation call. Therefore, please listen to local radio and TV for any school delays or cancellations. If school is delayed for two hours, Circle of Care is also delayed two hours.

Dear Parent/Guardian,

Please review the addendum items to the Student-Parent/Guardian Handbook. As you read, discuss any issues or questions your child may have about St. Patrick Catholic School's policies or practices. After reviewing these items, kindly sign your names, date the verification sheet and return the verification sheet to school by September 10, 2009.

Thank you for reviewing these guidelines and discussing them together. Your feedback is important to me and is reviewed by the leadership groups at St. Patrick School

In Jesus' Name,

Sr. Marilou, PBVM

St. Patrick Catholic School Grades Preschool - 8
615 Washington Street
Cedar Falls, Iowa 50613
Phone: 319-277-6781

Please return the bottom portion after reading/reviewing the Parent/Guardian-Student Handbook.

To St. Patrick Catholic School:

I/we have read the St. Patrick Catholic School Parent/Guardian-Student Handbook and understand our responsibility in the matters included in this handbook. I/we have discussed the necessary items with my/our children.

Signature/s:

Child: _____	Child: _____
Child: _____	Child: _____
Child: _____	Child: _____
Child: _____	Child: _____

Parent/Guardian: _____

Date: _____

Please return this form to the school office on or before September 10 of the current school year.

Thank you!

Comments, concerns, suggestions:

May God bless your family as you grow in knowledge, wisdom and the understanding of God's ways.

St. Patrick Catholic School Athletic Guidelines and Participation Agreement

2010/2011

1. School Attendance and Discipline

I agree that to take part in or practice for any school activity on a school day, I must be in attendance for at least the afternoon unless I am excused. If I am sick during the school day, I may not attend that day's sports practice or events.

I agree that if I cannot attend a practice or need to arrive late or leave early, I will bring a written note from my parent to the coach/teacher.

I agree that due to low numbers of athletes in each sport, it is important that all athletes attend the sporting event to which the team is committed and give this priority over other outside activities or teams. I understand that athletes who choose to skip the scheduled team event, even possibly causing the team to forfeit due to low participation, may not participate in the next scheduled event, unless authorized to do so by the head coach or athletic director.

If I get a detention or receive an in-school suspension for a disciplinary reason, I agree that I am ineligible to practice or participate in the event on the day of the detention or suspension, but will need to attend the event with the team.

I understand that it is my responsibility to notify my coach if I violate any of the above. If I fail to do so, I may receive additional sanctions.

2. I agree that for all sports events immediately following school dismissal, I will change clothes in the locker rooms after coaches arrive or in the school building. For events scheduled later, I will come from home dressed for the event. I understand that there will be no utilization of the youth center for changing clothes, nor will I have access to the church, sacristy, or gallery areas during sports-related times.
3. I assume complete responsibility for all clothing and equipment issued to me and will pay replacement costs for any item(s) damaged or lost. All uniform or sports-provided clothing garments are to be worn only for school sports events as specified by the coach and athletic director, and not as regular clothing at other times. At the end of my season, I will return all equipment cleaned and/or repaired, at the time determined by the coach.
4. I agree to cooperate with and respect my coaches, chaperones, or drivers and respect all decisions of the officials.
5. I agree to control my anger and never use profanity, obscene gestures, or harassment of any kind towards teammates, coaches, opposing players, or other individuals. I understand that any infraction of my doing may result in my immediate removal from the team. Removal will be at the sole discretion of the head coach and athletic director.
6. I agree to keep my hair and appearance neat and trim. Appropriate dress will be determined by the head coach and athletic director.
7. I agree that as a participant or spectator, I will act in an appropriate manner, showing good sportsmanship at all times and being a positive representative for St. Patrick Parish, St. Patrick Catholic School, my family, and myself. I will leave the host facility without causing damage or litter. As a spectator, I will watch the event as opposed to running in hallways, outside the gym, to restrooms, and elsewhere.
8. I understand that it is my responsibility to respect the property of others. I agree that I am responsible for any of my own actions that cause or condone vandalism, destruction of school/others' property, and theft of others' property.

9. I agree to comply with the rules regarding transportation to and from sports trips. If I fail to comply with the transportation rules, I will be suspended from participating in the next scheduled event.
10. Parent(s) acknowledge that participation in any school sport involves an inherent risk of injury. Parent(s) and their student(s) acknowledge the assumption of risk.

Must be returned with Sports Physical.

I agree on behalf of myself, child named herein, or our heirs, successors, and assigns, to hold harmless and defend St. Patrick School, 615 Washington Street, Cedar Falls, Iowa, its officers, directors and agents, and the Archdiocese of Dubuque, chaperones, or representatives associated with the event, arising from or in connection with my child participating in sports activities or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the parish, its officers, directors and agents, and the Archdiocese of Dubuque, chaperones, or representative associated with the event for reasonable attorney's fees and expenses arising in connection therewith.

I have read and I agree to abide by the St. Patrick School Athletic Guidelines 1-10.

Student Athlete Signature _____ Date _____

Student Athlete Signature _____ Date _____

Parent Signature _____ Date _____

