



ST. PATRICK
CATHOLIC SCHOOL

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St. Patrick Catholic School

Parent/Guardian-Student Handbook

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- St. Patrick Catholic School local board policies can be found on our website at www.cfcatholichschool.org
- Policies of the Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found at the Archdiocesan website at www.dbqarch.org.

St. Patrick Catholic Parent/Guardian-Student Handbook 2014-2015

I. Philosophy

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 School Mission Statement

The St. Patrick Catholic School community provides a Christ centered education empowering learners through leadership, service and academic excellence.

Target Areas:

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

Student Learning Goals:

- A Community Contributor demonstrates knowledge about his or her diverse communities, takes action, and 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 that achieve their purpose, creates products appropriate for intended audience, uses appropriate resources/technology.

II. Catholic Dimension/Uniqueness

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 preparation and Mass participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and the opportunity to participate in Mass are part of the spiritual life of the school.

Parents/guardians are asked to encourage and reinforce their child(ren) in his/her faith life. The school can only support what is taught and experienced at home.

Liturgical Celebration

Students and teachers plan and participate in liturgies. The Sacrament of Reconciliation is provided during Advent and Lent.

Prayers, Practices, and Beliefs

A list of Catholic prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. Students are expected to have an understanding of prayers that will be incorporated into daily school routines. We encourage parents to also pray with your child at home. Prayers, Practices, and Beliefs can be found on our website under Faith.

Spiritual Program

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 are always invited to the school liturgies. The Mass schedule is available through the school office or on the school website.

III. Admission Policies/Notice of Non-Discrimination

Admission

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten.

Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (AFFC/ACSB Policy 5112)

Children are charged tuition. St. Patrick Catholic School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will

be included and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

Equal Opportunity

St. Patrick Catholic School is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, or disability. However, students are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

IV. Academic Policies/Programs

Assessment

Students in grades 3—8 take the state approved annual assessments. Students in grades 2, 4 and 7 take the Cognitive Abilities Test. When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

Copyright

It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (AFFC/ACSB #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:

- copyright law
- fair use guidelines
- specific licenses or contractual agreements
- 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.

Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. No student will be allowed to leave campus without a parent/guardian signature on school provided permission form. (No email or phone call permission will be accepted).

Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

Guidance

Our guidance program complements the curriculum by offering support to students in a number of areas.

Homework

Homework is required in order to teach students the importance of practice, review, and application. Teachers will try to assign homework in accord with the age of students. Parents/guardians should not

have to instruct students but are encouraged to support the process through questions and suggestions when appropriate. Teachers welcome communication with parents.

Homework for Absentee Students: Homework can be available in the school office upon request. Request for homework for same day pickup must be made by noon so teachers have time to organize. Homework may be sent home with a sibling if requested.

Human Sexuality Program

Human sexuality instruction is integrated into the Religion program and is presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of this program. Information will be sent to parents/guardians as the time for this program approaches. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be in writing to the principal. Parents are permitted to review the course materials at any time. Please refer to AFFC/ACSB policy #6141.11 for specific details.

Internet

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the Internet and related technologies by all employees, volunteers and students. (AFFC/ACSB #2511, AFFC/ACSB #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any unethical violation and may constitute a criminal offense.

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 Catholic 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 users, who must adhere to strict guidelines. If a St. Patrick Catholic 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:

- 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 Catholic School.
- 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.
- Network Etiquette - Every user is expected to abide by the generally accepted rules of network etiquette.

- 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.
- 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.
- Vandalism - Vandalism will result in cancellation of privileges.
- Home Pages - Students may not create 'home pages' or directories. Student work will be published only under the direction of a supervising teacher.
- 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.
- 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. Students in grades 3-8 will be assigned their own Chrome book. Due to the liability involved with Chrome book checkout, the principal grants student laptop checkout for home use.

Laptops – Technology is available for all students in PK-8 to use during the school day. Students are allowed to bring laptops from home 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. St. Patrick Catholic School is not responsible for losses or damage to personal electronic devices.

Multi-Cultural/Gender Fair/Global Education

St. Patrick Catholic School offers a global, multi-cultural, 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.” (AFFC/ACSB #6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students’ education.

Physical Education Waiver

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. (AFFC/ACSB #6144.3)

School Day

School begins at 8:15 a.m. and dismissal is at 3:20 p.m. every day except Wednesday. School will dismiss at 1:30 p.m. every Wednesday to allow teachers time for professional development and program planning.

Students will enter the building at 8:05 a.m. and are expected to be at their seat at 8:12 a.m. for daily prayer. Students who arrive to school after 8:15 a.m. are considered tardy and must check in at the office.

- Crossing patrols are on duty at Seventh and Washington at 3:20-3:30 p.m.
- Students who carpool or walk may arrive at 8:00 a.m. The school doors open at 8:05 a.m. Students who arrive prior to 8:05 a.m. are to remain on the school's play areas (weather permitting).
- Playground supervision will begin at 7:55 a.m. No students allowed on playground until 7:55 a.m.
- Buses park on Washington Street. **Do not park in the bus-loading zone.** Do not park on the playground during school or Circle of Care hours (7:55 a.m. -5:30 p.m.).
- Buses leave by 3:27 p.m. on Monday, Tuesday, Thursday, and Friday, and by 1:37 p.m. on Wednesday.
- An adult will take all K-2 students who are bus riders to the buses. Teachers will accompany children carpooling or walking to the playground to find their rides or walking partners.
- Students attending Circle of Care go directly to the multipurpose room and are not to leave the building or grounds until parent signs them out.

Early Dismissal: Early student dismissal is at 1:30 p.m. on Wednesday. Circle of Care will begin at dismissal time.

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 certified by DHS. Breakfast is available in the mornings at a cost while a snack in the afternoons is at no cost. The program is available only on days that school is in session.

6:45 - 8:05 a.m. daily

3:20 - 5:30 p.m. Monday, Tuesday, Thursday, Friday

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

Circle of Care registration forms ARE REQUIRED and can be found on our school website. Students registered for Circle of Care are to go directly to the MPR after school. If parents will be delayed in picking up their child at 3:20 p.m., parents can call the school office to have their child in the Circle of Care program for that day, as long as they have a registration form on file at the school.

The school playground is reserved for Circle of Care use from 3:30 p.m. to 5:30 p.m. each school day. **Students not in our before/after program are asked not to use the playground during that time.** Students attending Circle of Care are not permitted to leave school grounds at dismissal or any time.

School Parties

Holiday parties may be scheduled throughout the year (Halloween, Christmas, and Valentine's Day.) The teacher or homeroom parent will inform parents as to what parties will be celebrated in the classroom. When bringing snacks to the classroom, parents are encouraged to bring healthy snacks for the students. All parties will be scheduled as to not disrupt the academic school day. The teacher will make parents aware of any food allergies present in the classroom.

Special Services

The service of a psychologist, social worker, speech therapist and diagnostic testing for learning disabilities are available through Central Rivers AEA. Parents or teachers make requests for services to principal. All parental rights are strictly maintained.

When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

- 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.
- You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
- The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
- The right to see your child's records kept at school.
- 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.
- The right, as much as possible, to have your child in classes with children who are not in special education programs.
- The right to be involved in the development of your child's IEP (individual education program).
- 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.
- 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.

Substance Abuse Education

A substance education program is one component of the guidance/health program. It includes basic student education reinforcing activities/events, family education, and utilization of appropriate community agencies.

V. Communication

Adequate and clear communication between school and home is essential for the success of the children. Parents/guardians should feel free to call teachers about student progress or other situations of concern.

Absence

Regular attendance is a key factor in the success of schoolwork. The value of the work missed is difficult to make up by out-of-class work.

Doctor/dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a written note or email from a parent. A written request or a telephone call by parent or guardian is also required anytime a pupil needs to leave school before the usual time of dismissal. No child is released unless the school office knows the reason for the release and the person to whom the child is released.

The school accepts no responsibility for any child who leaves without the proper permission.

Parents/guardians are requested to phone the school between 7:00 a.m. and 8:00 a.m. to inform the school of the reason for the absence. If a student will be absent due to illness: parents/guardians should

inform the school office. If the office is not contacted regarding a student's absence, the parent will be called to verify the reason for the absence. If a child is absent for extended periods of time due to illness, a written note, email or telephone call explaining the illness should be submitted to the office.

The school office approves the dismissal of students who become ill in school. Parents or guardians are notified when the illness is detected and are encouraged to come for the child or to make other arrangements. Students will wait in the office. Students that are ill the last half of the school day with not be eligible to participate in extra-curricular activities that day or evening.

For all other dismissals, parents are asked to wait in the office when picking up their student. Students will wait in the classroom until called to the office.

All students are expected to arrive at school on time. Any student arriving after 8:15 a.m. will be considered tardy (with the exception of late bus arrival). Students missing class one hour or longer will be recorded as missing one half day.

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 teacher in charge of the event.

School attendance policy and procedures follow:

- Office monitors student attendance and make a referral to the principal after the seventh (7) absence during the semester. The student's attendance record is reviewed.
- After review of the attendance records, the parent will be notified. Documentation of the notification will be placed in the student's cumulative folder.
- Following the fifteenth day of unexcused 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.

Complaints

The following policies of the Archdiocesan Catholic School Board (AFFC/ACSB) should be followed when dealing with complaints. Copies can be obtained from the administrator, board of education chairperson, or the Office of Educational Services:

- Instructional Materials and Activities, AFFC/ACSB 1312
- Complaints Against Teacher/Employee, AFFC/ACSB 4119.4g
- Complaints Against Administrator, AFFC/ACSB 4119.4h
- Complaints Against Board Members, AFFC/ACSB 8252

Complaints concerning instructional material: It is the policy of St. Patrick Catholic School Board that St. Patrick Catholic 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. The school leadership team (Unit leaders and principal) comprises the local complaint committee

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.

Charging and investigating allegations of abuse of student by employee: Employees will not commit acts of verbal/emotional, 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.

Dual Parent Reporting- Divorced/Separated Parents

According to AFFC/ACSB 5124, in the case of a student's whose parent's marriage has been dissolved or a separation of a 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.

Early Dismissals, School Closings, and Late Start Procedures

St. Patrick Catholic School *usually* follows the Cedar Falls School District regarding school closings, late starts or early dismissal because of weather. However, based on local conditions, St. Patrick Catholic School may at times elect to make their own decision due to bad weather. If you suspect a change in our regular schedule due to weather, **do not call the school**. An email will go out to parents, we will notify the local TV station, information will be posted on our website/social media and we will notify by a 'Remind' alert. It is recommended to sign up for text alerts.

If your student does not ride the bus, parents must pick them up at the announced dismissal time. If school is closed, Circle of Care will not be available. If there is a delay, school will start at 10:00 a.m. and there will be no morning Clover Patch Preschool and no morning Circle of Care. Preschool students needing day care can go directly to the preschool building at 802 Main St. starting at 10:00 a.m. If school is dismissed early, there will be no afternoon Clover Patch Preschool or afternoon Circle of Care/Clover Patch Day Care.

Parent-Student-Teacher Conferences

Student lead individual conferences are held after the first and third quarters. Students are required to attend conferences. Either parents or teachers can schedule other parent-student-teacher conferences as the need is recognized.

PowerSchool

PowerSchool is our school's online student information system. This online system also allows parents, teachers, and administrators to access current information on student achievement. Parents are given access to student grades, attendance records, and teacher comments. The access ID and access password are assigned by the school and are distributed to parents.

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.

Progress Reporting

The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-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 that enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are based on the Core essential skills and concepts, so too, reporting to parents/guardians needs to be in accord with this philosophy and concepts 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.

Grades available through PowerSchool are not official transcripts. Grades are not official until report cards are sent home at the end of each semester.

Student Privacy Act

In conformity with the Student Privacy Act, and AFFC/ACSB 5125, St. Patrick Catholic School does not send out student/graduate information to any outside organizations without written authorization of the parent/guardian.

Student Records

A permanent record of each pupil is kept on file at school in accord with AFFC/ACSB 5125. 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.

Telephones

Students are expected to have the permission of their teacher to use the school phone before, during or after school. Students may keep cell phones in their backpack during school hours (8:12 a.m. - 3:20 p.m.) 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 p.m. If a pattern of disruptions develops, the teacher will ask a parent to retrieve the electronic device from the office at the end of the day. The school is not responsible for lost or stolen phones.

Visiting Classes

Times can and will be arranged for parents/guardians to visit school. We welcome your interest and support. Please call or email to arrange a time that would be convenient for you.

VI. Discipline Code

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which 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 School Board and administration after consultation with faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation and support 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 or lack of understanding of the rules and regulations will release a student nor 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.

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 or Unit 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 when behavioral problems arise:

- Teacher conference with the student.
- Principal, student, and teacher conference.
- Parents-principal-teacher conference with student.

Discipline Code Violation

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the wellbeing of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office.

Minor infractions include, but are not limited to:

- Gum Chewing
- Disrespect
- Defacing school property

Major infractions include, but are not limited to:

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

Consequences include, but are not limited to:

- 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 AFFC/ACSB 5144.1.

Dress Code Violation:

First Offense: Faculty or administrator will send a note home with the student, which outlines the violation of the dress code. The note shall be signed by a parent/guardian and returned to school the following day. If the violation is severe, the student will be asked to change immediately.

Second Offense: Student will be required to immediately contact their parent/guardian to bring the proper attire for the student to be in accordance with the dress code. A meeting with the parent or guardian may be scheduled when a third offense of the dress code occurs.

Repeated or continued violations of the dress code may result in a student's "Special Occasion" or Charger Day privileges taken away.

The administrator has the final word regarding the acceptability of a student's appearance. Attire deemed to be inappropriate or distracting by the administrator is in violation of the dress code.

Fire Extinguishers

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00 and could face further disciplinary action.

Gangs

In accordance with AFFC/ACSB 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:

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

Harassment/Bullying

It is the policy of the Archdiocesan Catholic School Board and St. Patrick Catholic School to maintain a learning environment that is free from any type of harassment/bullying. No student associated with the educational programs governed by the Archdiocesan Catholic School Board shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location. It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

"Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the

student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

“Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed.

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the victim's or perpetrator's teacher, immediate supervisor, principal, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

This policy is in compliance with Iowa Code Chapter 216 and 280.12(2)(f) and AFFC/ACSB policies 2515.1, 2515.11, 5144.3.

Physical Restraint, Confinement, Detention and Corporal Punishment

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent/guardian.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate.

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 Catholic School adopts the policy as stated in AFFC/ACSB 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.

Tobacco, Drinking, Use of Non Prescribed or Illegal Drugs

Students are not to use, possess, sell, or be under the influence of non-prescribed or illegal drugs, beer, or other intoxicating beverages on the school grounds at anytime or while they are on a school sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student's possession of tobacco, all forms of non-FDA approved nicotine, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (See also AFFC/ACSB 5131.6, AFFC/ACSB 5131.61, AFFC/ACSB 5144 and/or AFFC/ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline).

Weapons/Facsimile and Dangerous Instruments

It shall be the policy of the St. Patrick Catholic School Board that weapons and other dangerous objects are taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians 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, 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 AFFC/ACSB 5131.7a.

VII. Dress Code

A central aim of Catholic teachings is to help students understand that a person's worth is defined by the qualities they possess as individuals, not by their material possessions. While clothing choice can reflect feelings and attitudes and affect actions and behavior, it does not define the real value of a person. To that end, students attending St. Patrick Catholic School are required to dress in accordance with the St. Patrick Catholic School Dress Code that:

- Supports student equality, health, safety, and individual dignity based on character rather than appearance
- Maintains a Christ-like atmosphere and proper academic tone
- Reduces social pressure and superficial competitiveness among students
- Provides cost effective and durable clothing for our school environment
- Parents/guardians are responsible to ensure students dress meets dress code requirements

Tops:

Solid colors: white, navy, dark green, pastel blue, pastel yellow, and gray, no logos other than the official St. Patrick Catholic School logos

- Shirts – Collared shirts, tucked in, may be long or short-sleeved, not sleeveless
- Sweaters - Crew neck, v-neck, cardigan and sweater vests, with no hoods, in the aforementioned solid colors with collared shirt.
- Undershirts – Undershirts, in the aforementioned solid colors, may be worn underneath the school-approved collared shirts
- Charger Gear - Crew-neck St. Patrick or Charger sweatshirts worn any day with the approved solid-color *collared* shirt underneath. Quarter zip dri-fit Charger shirts worn any day with the approved solid-colored shirt underneath. All other Charger gear may only be worn Charger Fridays as outlined in *Special Occasion*.
- St. Patrick Catholic School T-shirts - Official school t-shirts, typically ordered every other year and provided to the students, worn only on Fridays or special events. See *Special Occasion*.

Bottoms:

Dress Pants/Walking Shorts – Solid colors of khaki, gray, navy or black with the following restrictions:

- Pants and shorts must not fit too-tightly and shall be size-appropriate
- No outside pockets on the leg, i.e. “cargo” style
- No leggings, jeggings or yoga pants worn as pants
- No elastic-gathered legs
- Walking shorts worn only from April 1-October 31 and must be no more than 3 inches from the middle of the knee

Skirts, Skorts and Jumpers (Girls only)

- May be worn in solid navy, khaki, or the Christopher plaid (Christopher plaid available only from Dennis Uniform):
- Skirts, skorts and jumpers must not be more than 3 inches above the middle of the knee
- Shirt-dresses or polo-style dresses may not be worn
- Solid-colored bloomers or bike shorts in the aforementioned colors, must be worn under skirts and jumpers when tights or leggings are not worn
- Leggings and tights worn only under skirts, skorts and jumpers, and must be at least ankle-length or longer and must be worn from November 1 through March 31

Accessories:

- Belts – To be worn if belt loops are present for all students in the third grade and above
- Socks/tights/leggings – May be worn in the **solid** colors of white, navy, black, gray, dark green or khaki
- Shoes – Only tennis shoes and dress shoes with a closed-back and closed-toe allowed. Boots for wet or snowy weather may be worn to school with a change of shoes. Tennis shoes must be worn during physical education class. *The following types of footwear are not allowed during school hours: boots including fashion boots or “Ugg-style” boots, sandals, flip flops, high-heeled shoes, moccasin or slipper-style shoes.*
- Jewelry – Students may wear simple jewelry. When items appear in excess, tend toward distraction, or exhibit anti-Christian values, the student will be directed to remove the item.
- Hair/Cosmetics – Any cosmetics or hairstyles should be tasteful and non-distracting. *Hairstyle and color must not bring undue attention and cause distraction to the classroom. Unnatural hair*

color, including shades of red, blue, green, yellow, orange and purple are not allowed. Students will be asked to change anything that is deemed inappropriate for school.

Special Occasion Attire:

Special occasion attire includes every Friday, field trips or special occasions determined by administrator

Official St. Patrick t-shirt worn with uniform bottoms.

- Charger Day, which occurs on the final Friday of every month, permits students to wear all other Charger tops, including Columbus Catholic Sailor tops
- Regular school uniform bottoms must be worn on Charger Days
- Students who choose not to participate in special occasion attire shall dress per regular dress code requirements

Families are encouraged to label all uniform items with the students' name or initials

VIII. Extracurricular Activities

Extracurricular activities are recognized as an important part of St. Patrick Catholic 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. 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.

Students have opportunities to participate in after school clubs, band and athletics. Some of these activities incur a small fee. See Fee Sheet and Booster Club Membership information on our website for updated information.

Following the after school activities, students need to leave school grounds or sign into Circle of Care. 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.

Eligibility:

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:

- Perform work of acceptable quality in all classes.
- Consistently finish homework on time.
- 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:

- First offense -- Parents will be informed of the situation by the teacher or coach.

- Second offense -- The parent will be informed there will be a three school days' suspension from all extra-curricular activities.
- Third offense – A meeting will be held between parent, student, coach, moderator and principal to determine continued participation.

Academic Eligibility

1. A biweekly check of grades for students in grade 6-8.
 - A “grace period” of 1 month at the beginning of each semester given because of grade fluctuation when there are few assignments.
 - Grade check schedule will be posted at the beginning of each semester.
 - PowerSchool will be checked on Thursdays at 3:30.
2. A student that receives 2 D’s or one F at the grade check will be ineligible to participate in extracurricular activities the following Monday-Sunday. (Student may participate on the Friday and Saturday of grade check.)
3. Students ineligible one week at a time. They can participate every other week.
4. Ineligible students are required to meet with teachers in classes receiving a D or F to make a plan to improve grades.
 - Plan will include Scholastic Enhancement Time (SET).
 - Monday, Tuesday, and Thursday during the week of ineligibility, ineligible students attend SET from 3:30 4:15.
 - Students may return to activities with principal approval.
5. All grade 6-8 students required to follow plan.
 - ESL, ELL, IEP, and 504 students may have their own individual plan.
 - Grade 5 is included second semester.
6. Extracurricular activities include:
 - Athletics (students may not participate in any competition and limited practices)
 - Student Interest and Enrichment activities (S.I.E.)
 - Jazz and Praise Band
 - Student Council
 - Leader In Me Lighthouse Team
 - Leader In Me jobs
 - Serving funeral Masses during school hours

Activity options

- Athletics
 St. Patrick provides organized sports for boys and girls. Students participating in these programs are required to have an annual 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 and parents must complete a Sport Participation Agreement sheet at the beginning of the year/season. Students in grades 7 and 8 will also need to sign a concussion form before they are able to attend practice and participate in sports. 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.

Sportsmanship - At athletic contests students should treat opponents, spectators, and officials with Christian courtesy and respect. Students are not to lead cheers that are disrespectful or interfere with the organized event. We should strive to be known for our good sportsmanship.

- **Band**

Band is an elective available for students in grades 5-8. Each week students attend one small group and one large group lesson scheduled by the band instructor. Parents must notify the band teacher in advance for any student absence, early dismissal, or late arrivals that affect band practices or lessons.

Students are responsible for their own instruments. Due to the 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.

Public Conduct on School Premises

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators will not be allowed to interfere with 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.

Therefore the following provisions are in effect

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

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 individual in charge of the event may remove the spectator from the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities. Further reference can be found in Archdiocesan Catholic School Board Policy Manual, AFFC/ACSB 1251

IX. Health/Safety Issues

Abuse

In compliance with School Laws of Iowa and AFFC/ACSB 4116.30a any certificated or licensed employee of St. Patrick Catholic 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.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

St. Patrick Catholic School is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1— 15 (280), AFFC/ACSB 4116.30a & AFFC/ACSB 4116.30b.

Alcohol/Drug Policy

The St. Patrick Catholic School Board develops guidelines that are in accordance with AFFC/ACSB 5144 and AFFC/ACSB 5144.1 on student responsibility and discipline.

Asbestos

Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in the St. Patrick Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The building was inspected in 2014 and the most recent asbestos abatement is available in the school office for review.

Blood Borne Diseases

Children diagnosed as having any blood borne pathogen disease, or with laboratory evidence of infection with a blood borne pathogen associated virus (HILV-III/LAV) and receiving medical attention may attend classes in a unrestricted educational setting in accordance with AFFC/ACSB 5141.2.

Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored please contact the principal.

Emergency Procedures:

- **Bomb Threat:** In case of a bomb threat at St. Patrick Catholic School or in the district, St. Patrick students will be evacuated to St. Patrick Catholic Church. Once local authorities evaluate the situation, students will return to school or be sent home. Parents are advised to listen to area radio and local television stations to learn the status of students returning to classes or being sent home. Bus routes will be conducted as usual, although possibly delayed due to the situation.
- **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. State law requires four tornado drills and four fire drills each year.
- **Intruder:** All students and staff have been informed and directed as to the procedure in the event of an intruder.
- **Severe Weather:** When the National Weather Service indicates severe thunderstorms or a tornado is imminent, St. Patrick Catholic School students and teachers will move to their assigned tornado sites. If a tornado or severe weather is 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 school basement and stay until the “all clear” signal is given.

Illness

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:

- Oral temperature of 100 degrees or higher. Temperature should be normal for 24 hours without benefit of medications.
- Nausea, vomiting, or diarrhea within the last 24 hours.
- Unexplained skin rash or eruptions, especially with other physical complaints.
- Constant cough, sore throat, nasal congestion/discharge, or red eyes with drainage present.
- On antibiotics **for less than 24 hours**. If your child is taking antibiotics for an infectious disease, doctor approval for return to school is recommended. A signed form is required to administer any medication in the school office.
- 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.

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.

Prescribed Medication

Dispensing of prescription drugs will be administered by a designated party with training and with the written consent of parent(s). A physician’s signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the school office. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school’s office.

Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

If a student will need to leave an EPI pen at school, parents must fill out an Allergy Plan of Action form. These forms can be found on our website.

If a student would display an unusual medical behavior (seizure, extreme pain, fainting, etc.) the teacher will contact the office who will make every effort to contact a parent. If a parent is not available and the child’s situation is considered an emergency, the office will call 911. The office will check the student data information for any medical alerts. The office will continue trying to contact the people listed on the emergency contact list. The adult assisting the medical emergency situation must provide a detailed report within 48 hours of incident to the principal to confirm accuracy of details.

Radon Testing

During 1991 all schools of the Archdiocese were tested for radon. The test results indicated the radon levels were below the established safety levels. St. Patrick Catholic School follows all the guidelines of the Iowa Department of Public Health regarding Radon Testing.

Remote Security System

For safety purposes, a remote security system is installed. This system monitors all entrances into the school. These doors are locked during school hours. Parents and visitors are to enter in either the front entrance doors or the MPR doors, please ring the buzzer for assistance to enter the building.

Smoking / Smoke Free Campus

St. Patrick Catholic School has been designated a “Smoke Free Campus”. At no time will smoking or the use of any tobacco or any forms nicotine be permitted within the building or anywhere on school grounds.

Visitors:

Students who request to have a visitor attend school with them should:

Receive permission from the principal and inform their teachers at least one day in advance.

Students having guests are responsible for that persons conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

X. Services

Breakfast / Lunch

Breakfast, lunch and milk are available through the school nutrition program. Lunch accounts must be prepaid. Daily lunch and milk charges will be withdrawn from family lunch accounts. See our website for current fees.

Free and reduced lunches are available through the federal lunch program. Applications are welcome anytime during the school year.

Students may choose to eat school lunch or bring a sack lunch. Milk is available for lunches brought from home. ***Carbonated beverages or energy drinks for students are not allowed in the cafeteria at lunchtime.*** To promote St. Patrick Catholic School healthy hot lunch program, pre-packaged fast food items are not acceptable.

Bus

Riding the bus is an optional mode of transportation provided by St. Patrick Catholic School for a fee.

Please discuss the following bus conduct/rules concerning behavior on the bus with your student(s) before school starts and thereafter as needed.

- Be considerate of the bus driver and other passengers by being on time for bus pick up and drop off. (If you are 5 minutes late, you make the whole bus route 5 minutes late).
- No getting out of your seat at any time until the bus comes to a complete stop. (You are endangering everyone each time you get out of your seat and the bus driver has to tell you to sit down. The bus drivers’ job is to drive the bus and they should not have to monitor your every move on the bus).
- Do not put arms or head out of the bus window.
- No spitting, hitting, tripping, or touching each other. (Rude and inappropriate actions will not be tolerated).

- No yelling or screaming. (This makes for a very unpleasant ride for the passengers. Also, the bus driver needs to be aware of their surroundings and be able to hear approaching vehicles)
- No loud toys or noise. (Whistles and outside toys not allowed).
- No standing on the seat. (If the bus should suddenly come to an abrupt stop, you would risk the chance of falling be thrown to the front of the bus).
- No throwing anything. (Objects could hit others or the bus driver.)
- If you bring video games, I-Pods, or phones you must sit quietly and use them. If you are trying to get attention or out of your seat, the bus driver will take them away and turn them into the office. You will have to see the principal to recover these items.
- No food or drink is allowed on the bus without permission of the driver.
- If you cannot be respectful and follow these rules, you will not be allowed to ride the St. Patrick Catholic School bus.

Note: These same regulations apply to students riding the bus for school field trips and service events.

Please remember to send a note with your child each time he/she has an alternate after school plan that involves the bus. We cannot allow your student(s) to have a friend ride home on the bus unless we have a note giving us permission. Bus drivers must be told in advance about a change of plans for their regular riders and if extra students are riding the bus.

XI. Student Parent Information

Bicycles/Motorized Scooters

Students are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks. They are to be walked across the street at the main crossing by the stop sign. Once past the crossing and patrolled area students may begin to ride their bikes. No Bikes/Motorized Scooters are allowed on the school side of the street where buses load and unload.

The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk. All riders must use helmets.

Lockers

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. No decals or pictures are to be glued on lockers. Masking tape may be used. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing school values.

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. There is a place for found articles if parents wish to check it. Periodically, any unclaimed items will be given to the needy. Regularly used items should be marked with student name.

Money

Whenever a child brings money to school (lunch, field trip, fees, etc.), the money must 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 required if some type of order form does not accompany the money.

Registration/Tuition

Tuition, registration and technology fees are determined at the January St. Patrick Catholic School Board meeting and pre-registration information is sent home to parents in February. Tuition is based on the previous school year per pupil cost. Registration information can also be found on our website under Admissions. Final registration will be scheduled in early August for your convenience. The dates will be on our school calendar.

Families of other faiths are welcome at St. Patrick Catholic School. These families agree to pay tuition and fees as set by the school board. Tuition for non-parish families is not negotiable. Lunch and bus fees are in addition to tuition.

Contact the St. Patrick Catholic School business manager for details on payment options.

School Supplies

A listing of school supplies will be posted on our website prior to the last day of school and will also be available at local stores (Wal-Mart, Target) in late July or early August. Information about an optional supply package to purchase is sent home to parents each spring.

Textbooks

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year. Damaged materials are charged to the student at cost. Books belonging to the school should be covered at all times.

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 through the *Our Faith, Our Children, Our Future School Tuition Organization*. Families can apply for financial assistance at any time during the school year by contacting the principal or bookkeeper. Applications for the following school year are available through the school office during Catholic Schools Week. Please ask the principal for further information. Confidentiality is maintained. (AFFC/ACSB #3240.1)

Tuition assistance is available for families to help defray the cost of **K-8** tuition. Assistance is **not** available for transportation fees. The STO offers tuition assistance to families based upon their identified financial need and the amount of money available in the program. Those families whose income is at or below 300% of the federal poverty level qualify for assistance through this program. Application information is available on our website. A processing fee will be charged.

Tuition Tax Credits

Expenses incurred by parents may qualify for tuition tax credits as part of their Iowa income tax reporting. Information is distributed annually, usually at the end of the calendar year.

XII. Staff

Professional Staff listing

A complete staff listing can be viewed on our website at www.cfcatholicschools.org

XIII. Wellness Policy

St. Patrick Catholic School follows the wellness policy as outlined on our website under Parent Resources.

Appendix - Catholic School Board Policies

St Patrick School local board polices can be found on our website at

www.cfcatholicschool.org

St. Patrick Catholic School
Parent/Guardian-Student Handbook
Revised: August 2018

St. Patrick Catholic School / Preschool – Gr. 8
615 Washington St.
Cedar Falls, IA 50613

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 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 child/ren.

Signature/s:

Child: _____

Child: _____

Child: _____

Child: _____

Parent/Guardian: _____

Date: _____

Please return this form to the school office.