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St. Patrick's School
Student and Parent Handbook
2019-2020

Dear Parents and Students,

Welcome to St. Patrick's School. The policies in this handbook have been carefully prepared in an effort to create a Catholic atmosphere where learning can take place in a God-centered curriculum.

The purpose of this handbook is to familiarize you with the policies and procedures we follow at St. Patrick's School to ensure and enhance a school atmosphere of Christian charity and high academic achievement.

Sincerely,
St. Patrick's Board of Education

MISSION STATEMENT

The mission of St. Patrick's Catholic School is to spread God's eternal love through school, church, and home working in unity.

VISION STATEMENT

Our vision for St. Patrick's Catholic school is to challenge our students to excel academically, spiritually, and socially in order to make them strong, individual thinkers in a global society. The teachings of Jesus are reflected in our student through their service, attitudes, and personal relationships with God.

PHILOSOPHY

This is the philosophy of St. Patrick's School, Sheldon, Iowa. The faculty, staff and parents share the beliefs of the Catholic Church and commitment to Catholic education, know our students well, have a vision of what students will need to know when they graduate from St. Patrick's, and implement curriculum and teaching methods best suited to the students.

The students at St. Patrick's School come from rural, middle-class families. They have a basic desire to be good and do good. They are cooperative, sensitive, polite, and honest. The community consistently compliments our students on these qualities giving our school a very positive reputation.

At St. Patrick's School Jesus is our role model. From His example, we believe that our faculty and students should love God and one another. We emphasize the value to the Catholic beliefs included in the Apostle's Creed. By teachers sharing the beliefs of the Creed with the children, the children in turn can experience the wealth of sharing their faith.

We believe that the students at St. Patrick's learn best by our honest and consistent teaching to their individual learning styles. Students learn by doing, so we use hands-on experiences and concrete examples. We encourage them to express themselves creatively through writing, role-playing, prayer, art, play and storytelling. We use visuals and discussions with open-ended questions. We use computers for information retrieval, word-processing, drill, practice and graphics. Learning becomes relevant through meaningful self-reflection; we give students the opportunities to develop this skill.

When our students leave St. Patrick's School, they will be able to fit into society as responsible Christians capable of making decisions according to the teachings of the Catholic Church. Our students

will have a working knowledge of the core content of diverse subjects relating to their everyday life. They will know their learning styles which will enable them to continue to be successful learners.

Our aim is to provide a Catholic Christian dimension to a strong academic learning program for students in grades kindergarten through eight.

8th GRADE EXIT GOALS

By the end of eighth grade the students at St. Patrick's School will:

1. Be effective communicators.
 - *Organize and communicate ideas and information clearly.
 - *Demonstrate competence in writing, reading, speaking, and listening.
2. Be self-directed learners.
 - *Have a positive attitude for learning.
 - *Use skills for self-evaluation.
 - *Demonstrate initiative and perseverance in their learning.
 - *Understands and applies basic mathematical, literacy, and science skills and principles.
3. Be complex thinkers.
 - *Use skills for decision-making and problem solving.
 - *Apply knowledge, processes, and concepts effectively.
 - *Use higher order thinking skills.
4. Be collaborative workers.
 - *Understand and respect their own and others' opinions.
 - *Help to build a working relationship within a group.
 - *Develop and maintain positive interpersonal relationships.
5. Be responsible citizens.
 - *Accept responsibility for their own actions.
 - *Recognize the need to obey rules and laws.
 - *Demonstrate a willingness to help others.
 - *Recognize how personal decisions affect themselves and society.

ADMISSION POLICY

St. Patrick's School does not discriminate students on their basis of gender, race, nationality, or religious affiliation. As a student, each child is expected to participate in all required classes and scheduled classroom and school activities, even those of a religious nature, but exceptions may be made on an individual basis.

Catholic students from St. Patrick's Parish, Sheldon, St. Mary's, Ashton, and St. Andrew's, Sibley, will be given precedence for admission. Kindergarten is available for those children who are 5 years old by September 15, and first grade is available for those children who are 6 years old by September 15. HIS Little Ones preschool is available for those children who are 4 years old by September 15 and will attend a kindergarten program the following year. Preschool will be held Monday through Thursday from 8:30 to 11:30 am.

Admission is made through formal registration. Dates for registration are announced in the parish bulletins and local media. Parents/guardians must submit for each student the following forms: registration, emergency, and baptismal certificate (if applicable). Each family must submit a financial agreement. Students attending St. Patrick's School are required to submit to the school office a complete health form showing that immunizations are current.

If it is determined by the principal, in consultation with teachers and the board, that St. Patrick's does not have the personnel and/or structure to help the student succeed academically and/or socially, a recommendation will be made that the student attend a school where personnel and services are available to meet the student's needs.

TUITION

Tuition for any St. Patrick's, St. Mary's or St. Andrew's Parish member is \$4,800.00 for the first child, \$9,300.00 for 2 students, \$13,750.00 for 3 students, and \$18,200.00 for 4 students. Preschool is free for those who are 4 by September 15.

The Msgr. Lafferty Tuition Assistance program and the Bishop's Education Fund offer tuition assistance for eligible families. Applications are made by April 1st for the next school year. All families are encouraged to use this program. New families to the school can apply for this tuition assistance in August.

If any family needs help with paying tuition, they are encouraged to contact their parish priest or the school principal. St. Patrick's has assistance funds available, but they must be applied for.

Sheldon, Ashton & Sibley parish priest	Father Siby Punnosse	324-3220
Principal	Jessica Schmalen	324-3181

TECHNOLOGY FEE

Each family is asked to pay a \$25.00 technology fee each year to cover costs of paper and ink for projects done in the computer lab and on other computers.

FINANCIAL SUPPORT

St. Patrick's School is subsidized by St. Patrick's Parish, Sheldon, St. Mary's Parish, Ashton, and St. Andrew's Parish, Sibley. For this reason each family is expected to contribute to the support of their parish.

A foundation has been established by St. Patrick's School Board that would deal with bequests and donations to St. Patrick's School.

St. Patrick's Tuition Assistance Program solicits and distributes funds to cover the cost of tuition for those students whose parents request and are approved for financial aid.

Every year fundraisers are held to help finance school operations and special projects. These fundraisers have included the Pot o'Gold in March, and other smaller fundraisers throughout the year. Parent volunteers are essential for the success of all fundraisers and all parents are expected to participate.

St. Patrick's School has a Scrip Program. The businesses involved give the school a discount on what is purchased and you purchase the scrip for its face value. Scrip is used towards tuition costs. 60% of what you earn goes toward your tuition and 40% is used for school expenses.

SCHOOL HOURS

School is in session from 8:10 a.m. to 3:15 p.m.

When a child arrives at school after 8:00 a.m. they may go to their classroom. Students not in their classrooms by 8:13 a.m. will be marked tardy. Students may not leave St. Patrick's School premises once they arrive on the property. No students are to be on the school playground before school since no supervision is provided.

DISMISSAL

Most students are dismissed from the main entrance on 4th Ave. at 3:15 p.m. Bus students are dismissed first, with bike riders (west door), walkers, and those riding in cars dismissed after the buses have left. All students must either **WAIT FOR THEIR RIDES AT THE EAST ENTRANCE** or promptly leave parish property. **NO SUPERVISION ON SCHOOL GROUNDS IS PROVIDED AFTER SCHOOL.** For safety, students must be escorted across the street by either the supervising teacher or parent.

A note or phone call is required if there is a dismissal change for your child. Without notice your child will follow their normal dismissal pattern. If you are picking up your child, please remain in your vehicle until the bus has departed.

DOORS LOCKED

To ensure the safety of the students and the staff all doors will be locked during the school day. During the day, please use the main (east) entrance of the school to be buzzed into the building. If you need to contact someone immediately, please call 712-324-3181 or 712-324-3989 during lunch.

LUNCH PROGRAM

All students are required to either eat hot lunch or bring a sack lunch. No refrigeration is available for sack lunches.

Preschool and kindergarten students need to purchase additional milk tickets for a daily milk break. Other students may purchase more for lunch.

Money for hot lunch and milk can be dropped off daily in the secretary's office from **8:00-8:30 a.m.**

Prices: Lunch	\$3.00
Seconds	\$1.00
Milk	\$.35
Adult Visitor	\$4.00

Each family is asked to review the application for free/reduced meals included in the registration packet. We urge every family to apply now or at any time during the school year. Any family living on a farm income is especially urged to apply since income often fluctuates. This is the only way that St. Patrick's can receive federal funding for the lunch program and the total numbers can qualify us for special programs from the federal government.

Parents are invited and encouraged to have lunch with their children. Please call the school office before 9 a.m. on the morning you would like to come.

CURRICULUM AND EDUCATIONAL PROGRAMS

St. Patrick's School is a Catholic school affiliated with the parishes of St. Patrick's, Sheldon, St. Mary's, Ashton, and St. Andrew's, Sibley. Offices of the superintendent are located in the Sioux City Diocesan chancery. St. Patrick's School is accredited by the State of Iowa Department of Education. Teacher certification, hours of the school day, attendance, required school subjects, as well as records and reports are all regulated by State and Diocesan guidelines.

St. Patrick's School provides an atmosphere and expectation that students grow in their knowledge and commitment to Jesus. Students are guided by religion classes, infusing Gospel values (justice, community, reconciliation, peace, love, etc.) into the curriculum, and opportunities for liturgy (Eucharist, Reconciliation, and rosary), service projects and celebration of liturgical seasons.

The standard program of study includes religion, mathematics, language arts (reading, writing, speaking, grammar, spelling, and handwriting), science, social studies, physical education, music, art, guidance, and technology. AIDS education and human growth and development are taught each year in either science, religion or guidance class. Time allotments and content of classes will vary depending on student age and grade level. All curriculums are available to parents to review.

St. Patrick's students participate in a wide range of academic and extracurricular activities that include but are not limited to spelling, geography, history, math, speech, essay, poetry, drama, and art contests sponsored by local, diocesan, and AEA agencies. Students in grades 7 and 8 attend the Synergistic Lab at the Sheldon Middle School for a semester.

Individual students who have special needs are provided all available assistance. The students in grades 1-8 who qualify for Title 1 reading program, and students qualifying for speech therapy attend those classes in the school. St. Patrick's has a resource teacher to help students on an individual as needed basis. Students either go to the resource room in the church addition or the teacher works with them in the classroom. We have policies to assure that the needs of at-risk students, and talented and gifted students are addressed.

St. Patrick's School has a School Improvement Committee that works on the development and yearly revisions of a Comprehensive School Improvement Plan as well as Annual Progress Reports.

STANDARDIZING TESTS

Iowa Assessments are given to students 3-8. These tests will take place in the Spring. Grade K, 1, and 2 take the STAR reading and math assessment three times a year. Grade 5 & 8 students take the Assessment of Catholic Religious Education (A.C.R.E.) test in the spring. Cognitive Ability Tests (CAT) is given to students in grades 2, 4 and 7. STARS Reading and Math are given multiple times during the year to monitor student progress.

Parents are given the ITBS assessment results and are encouraged to discuss the implications of this information on their child's educational plan with the child's teachers and/or the school principal. Group averages are also available. Grades 4 and 8 math, science and reading group results will be given to parents and the parish.

NWAEA (Northwest Area Education Agency) provides a variety of services to evaluate and serve students special needs. Students may be given an intellectual, academic, social/emotional, psychological, and/or behavioral assessment, depending on their need, at parent request.

CHANNELS OF COMMUNICATION

The school actively fosters open communication between the school and home. It is essential for parents to attend all parent meetings and conferences relating to their child/children. These meetings support and affirm parents in their roles as first educators of their children, build the self-esteem of the children when they see their parents/guardians take time for them, and updates parents about programs and curricula.

Other ways the school communicates to parents, the parish, and the public include the following: emails, telephone calls, conferences, school newsletter, parish bulletins, the local paper and radio station, progress reports or mid-term reports, classroom monthly newsletters, website updates, Facebook, parent letters, and report cards.

Communication with your child's teacher, school and parish is an important part of our bond as a school family. By communicating we are able to see that each child reaches their potential. The development of a solid professional environment for teachers and staff is also highly valued so they can best meet the needs of each student that enters their classroom. One aspect of a professional environment is clear, professional communication that goes through the appropriate course of channels. For our school to engage in this process we ask that any communication via telephone goes through our school phone system (not a teacher's personal cell phone) and any communication via email goes through our school email addresses. This being said, we want to give you the option to receive communications however best fits your family's needs.

If questions or concerns arise relating to the classroom, we encourage the parents/guardians to call, visit, or email the teacher. We also encourage them to call the principal to ask any questions or express concerns or ideas relating to the school.

ABSENTEEISM

Please call the office before **8:10 a.m.** if a student will be late or absent. For the child's safety, if this call is not made, we will call parents regarding the child's status.

Students may be excused from classes by parent request. It is helpful to the student that such requests be made in advance, so missed class work and assignments can be promptly made up. Students and parents are responsible for obtaining any material covered in class during their absence. Should the student be required to miss a substantial amount of school due to illness or family request, please contact the student's teacher/teachers and the work will be provided one week before the planned trip. Work will be given one day prior for all other scheduled absences.

ATTENDANCE IS VERY IMPORTANT. WHAT IS MISSED IN CLASS CANNOT BE DUPLICATED. PLEASE SCHEDULE DOCTOR, DENTIST, ORTHODONTIST, ETC. APPOINTMENTS BEFORE OR AFTER SCHOOL, IF POSSIBLE, SO THEY DO NOT INTERFERE WITH THE STUDENTS' LEARNING.

Students excused from class are to be picked up at the SCHOOL OFFICE OR CLASSROOM by a legal guardian. The school takes no responsibility for students leaving school without parental/guardian or the principal's permission.

After students arrive at school, no student will be allowed to go home before the regular dismissal time until the parents or the designated emergency person is notified and gives permission.

St. Patrick's School has a policy for **unexcused absences**. In grades 5-8, unexcused absences may lead to lost privileges or in-school suspensions.

PARENT-TEACHER CONFERENCES

Conferences are scheduled twice during the school year, once each semester. Times and dates are announced in the school newsletter. Additional conferences may be scheduled as needed or as requested by either the parent or teacher.

REPORT CARDS

Report cards are given quarterly. Mid-term reports are handed out or emailed in the middle of each quarter to inform parents of their child's academic progress and to allow for improvement before the quarter ends.

Kindergarten, first graders, and second graders are evaluated only with "I", "S" and "NI". "I" is improving, "S" is satisfactory and "NI" means needs improving. A grading system of A, B, C, D, F is used also for third graders through eighth graders. Students are evaluated 1) on their achievement and 2) the extent to which they work up to their potential. Grades represent a level of student achievement expressed as percent:

A+ 100	B+ 92-91	C+ 85-83	D+ 76-76	F 69 & below
A 99-95	B 90-88	C 82-80	D 74-72	
A- 94-93	B- 87-86	C- 79-77	D- 71-70	

In music, art, physical education, E, P, and U are used through 4th grade. E means enthusiastic, P means participates, and U is uninterested.

The comment section of the report card is a rating of student effort and behavior. These marks are probably most important to student success.

VISITING CLASSES

Parents are invited and encouraged to visit classrooms. Before the visit, please call the school office or the classroom teacher in case there would be a conflict in the student schedule – such as out of the building for PE.

TARDINESS

Any student not in homeroom by 8:13 a.m. will be marked tardy. Students arriving after attendance is turned in are asked to check in at the school office. Students are encouraged to be in school by 8:05 a.m. whenever possible. **If a student has 5 unexcused tardies, they will make up missed time after school.**

STUDENT INFORMATION

BIKES AND PERSONAL POSSESSIONS

Students are to walk their bicycles on school grounds. Bikes and scooters must be parked in the bike rack and left there while school is in session. Skateboards and rollerblades must be kept in the student's locker during the day.

Students are to bring to school only those items listed as school supplies. Any other personal belongings may be kept by a teacher. Electronic "toys" and lasers are not allowed.

Lockers and desks are to be kept in a neat and orderly fashion. **NO STICKERS, PICTURES, OR ITEMS MAY BE TAPED TO EITHER, AND NO MARKS MAY BE MADE ON ANY CLASSROOM FURNISHINGS OR FIXTURES.**

Personal Electronic Device Policy

Personal electronic devices may not be used during school hours. Personal electronic devices must be turned off upon entering the building and must be kept in the student's backpack and in their locker. If the device is used during school hours, it will be taken away from the student. **The parents will need to come to school to get the phone or device. A student may not take pictures or videos while on school premises during school hours using any personal or school device without the direct instruction/permission of school staff.**

School work and class/library books.

Students need to use a book bag or backpack to carry books and homework folders between school and home. Students will be assessed the full value of replacement costs for damaged or lost books.

BUS TRANSPORTATION

Bus transportation is provided by the Sheldon Public Schools. On days that St. Patrick's has school and Sheldon Public Schools does not, parents will be responsible for transportation to and from school. There will be clear and advance notice of those days.

Students who live outside the City of Sheldon, who want to ride a different bus or want a friend to ride home with them need written permission from their parents. This permission is to be shown to their teacher and the bus driver.

Students who live in the City of Sheldon may ride the bus to the middle school or high school if space allows. No written permission is required. This is a privilege to ride the bus, not a right.

Rules governing students riding all public school buses and the RIDES bus are as follows:

- A. Students are under the authority of the bus driver.
- B. Students are expected to cooperate by:
 1. Being on time for the bus in the morning and afternoon
 2. Remaining seated while the bus is in motion
 3. No extending hands, arms, or head through the windows
 4. Only conversing in normal tones. Loud and vulgar language is prohibited
 5. Refraining from crowding and pushing. Roughhousing on the bus is prohibited.
 6. Opening and closing windows only with the permission of the driver.
- C. Students should help keep the bus clean and in good condition by:
 1. Keeping feet off the seats
 2. Keeping sharp objects off the upholstery

3. Not littering the bus with paper and other debris
 4. Not throwing objects out of windows
- D. Students should demonstrate courtesy by:
1. Showing proper respect for the driver, other riders, and passersby
 2. Entering and leaving the bus in an orderly fashion
 3. Going directly to his/her seat when entering the bus
 4. Not loitering or playing on the highway while waiting for the bus
 5. Crossing the road according to the instructions of the driver
 6. Keeping the aisle clear of books, band instruments, and other property
- E. Bus Conduct Consequences from Sheldon Public School
1. First Offense: Student will have detention. Parents will be informed of behavior that was considered unacceptable through a “Bus Conduct” form.
 2. Second Offense: Student will have detention and will lose bus privileges for one day. Parents will receive notice of unacceptable behavior through a “Bus Conduct” form and will be made aware that alternate transportation will have to be arranged for that day for that child.
 3. Third offense: Student will lose bus privileges for three days. Parents will come to school for a conference and will be informed of the need for alternate transportation for those three days. A written plan for changing the inappropriate behavior will be made. Failure to agree or abide by the plan may necessitate further restrictions of bus riding privileges.
- F. We seek your special attention and cooperation with the following two items.
1. Students who ride to school on the bus are to ride between buildings on the bus. For no reason are they to ride to school on the bus and then get into a car with other students. Students violating this regulation could lose their bus privileges.
 2. Students who ride the 5:45 p.m. activity bus must make that known to the homeroom teacher daily.

These rules have been established for the safety of your children. We hope you will be concerned and help us in promoting safety by discussing them with your children. Students causing problems on the school bus may lose bus riding privileges for a period of time.

DISCIPLINE

One of the most important lessons education teaches is self-discipline. It is the key to good conduct and good study/work habits. It is impossible to learn or to teach in a school unless good order is maintained. Children must be responsible for their behavior. . Examples of expectations are listed but not limited to the following:

We exercise Christian charity and respect for each person: student, staff, and parents:

- *We speak and act with respect for the other person.
- *We follow directions carefully and completely.
- *We do not chew gum at any time during school hours.
- *We give each person a chance to explain her/his behavior choices and teachers will inform students of specific behaviors that warranted disciplinary action.

We are good stewards of our material gifts: personal possessions, books, school supplies, school and church buildings and their contents: including but not limited to –

- *We pick up after ourselves, and if needed, after others, keeping floors free of any debris.

*We do not put stickers or make marks on furniture or buildings.

*We report broken furniture and equipment and vandalism to the principal or homeroom teacher.

Differences of opinion are settled through negotiation and/or conflict management.

*We do not use physical, verbal, or emotional violence.

*Any student who physically endangers or injures another student (including not but limited to rock throwing, snowball/ice throwing, pushing a student from playground equipment, pushing a student into the street, or any other unreasonable action) will be subject to disciplinary action.

Students complete school work neatly and on time.

*If a family situation arises that prevents a student from completing assignments, parents are expected to write a note to the teacher informing him/her of this fact.

We respect the right of teachers to teach and students to learn: including but not limited to -

*We follow the classroom rules.

*All students are quiet in the hallways while classes are in session.

*We move through the hallways in single file.

*We always walk, never run, to and from classes and between buildings.

*We do not block the hallway when we line up at the office and water fountains.

We respect the right of everyone to pray during school liturgies: including but not limited to –

*We know every person has a part in each liturgy: we sing, pray within ourselves, and respond as indicated in the liturgy.

*We use this time to be present to our God and Savior, not preoccupied with our friends and visiting with them.

We respect the right of everyone to eat lunch in a comfortable environment: including but not limited to-

*Students are to remain seated until dismissal except for taking their trays back and using the restroom.

*We use a normal talking volume.

*We eat the food we've taken; no food may be shared.

*As a safety precaution, we do not eat on the playground.

*We clean up the table around us: wiping up spills, dusting crumbs onto empty trays, and pick up milk cartons and napkins.

*We push in our chairs before leaving the lunchroom.

*No pop in cold lunches except on special days.

We respect the right of each person to have a pleasant and safe recess: including but not limited to –

*All students are to stay on the playground or other assigned area. If a ball or other piece of equipment goes into the street, the supervisor must get it or directly supervise the child by stopping traffic.

*Only plastic or rubber balls and bat may be used on the playground.

*Recess supervision is to be done by the classroom teachers. Noon playground supervision will be on a rotating basis among the teachers. At least one teacher must be outside supervising at all times. Make sure that regular playground rules are followed.

*Don't sit or walk on the play equipment railing.

*Sit on teeter-totters and swings.

* No bailing out of swings.

*No dragging/hanging from the merry-go-round.

*Only use steps for access to the slide. Go down slide sitting feet first. Start only when the previous student is off.

*No rock throwing, fighting, etc. is allowed.

- *No behavior will be allowed that does not support hospitality and Christian charity.
- *We play according to the rules of the game. Disagreements are settled by negotiation and/or conflict resolution techniques, and time-out if warranted.
- *All classroom playground equipment is to be brought in after every recess.
- *Equipment not provided by the school needs to be approved by the teacher on playground duty.
- *Other rules:
 - Be kind to one another.
 - No tackling.
 - No play fighting.
 - No tripping.
 - No throwing snow at anyone anytime.
 - No playing “Keep Away” with mittens, hats, or scarves.
 - At all times use a respectful tone to other students and teachers.

CONSEQUENCES OF POSITIVE BEHAVIOR

At St. Patrick’s we give praise, respect, and public acknowledgment to those students who obey the rules. As a Catholic school, we place special importance on personal responsibility and good choices.

CONSEQUENCES OF NEGATIVE BEHAVIOR

The expectation is that minor disruptions or behavior problems will be resolved between the student and the teacher. More serious situations will involve the parents and the principal or lead teacher.

Consequences are listed but not limited to the following.

- St. Patrick’s issues detentions to students who consistently or seriously disobey the rules or who *consistently* respond negatively to corrections and/or warnings.
- *The student will receive a detention slip that needs to be signed by the parent and returned to the teacher who issued the detention on the next school day following its issuance, so that the parent is kept fully informed.
- *Each detention will be recorded in the school’s office and a copy will be kept in the student’s homeroom by the teacher. It will also be recorded using JMC.
- *For his or her first detention, a student is detained from dismissal until 4:00 p.m. on the first day convenient to the teacher and that the parent can arrange a ride home for the student after detention. Subsequent detentions will be from dismissal until 4:30 p.m.
- *If a child receives 3 detentions, there will be a conference with the teachers who issued the detentions and the principal. During this conference, a plan outlining specific steps the student needs to take in order to improve his/her behavior is signed by the child and taken home for the parents to sign.
- *If a child receives 6 detentions, the teachers, parents, and student will meet, during which time the detentions will be reviewed, the previous plan evaluated, and more specific plans will be made for behavior change. Recommendations or requirements may include counseling, in-school suspension, home suspension, or dismissal from St. Patrick’s School. Students who are suspended or expelled from school have the right to appeal the decision to the school board. They must request a hearing in writing within 10 days. The hearing will take place within 14 days of request.

Any incident of grave matter will be dealt with on an individual basis and in an appropriate manner. Consequences may include counseling, in-school suspension, home suspension,

dismissal from St. Patrick's School, or other measures consistent with the nature and severity of the incident. St. Patrick's has a no tolerance policy regarding the use or possession of any weapon.

The principal reserves the right to waive penalties at her/his discretion for just cause.

HOMEWORK

At St. Patrick's, we believe the value of homework is to reinforce classroom learning. Work done at home should provide skill practice or time to finish assignments not completed at school. The parent role in homework should be to provide the time and appropriate space to get homework done. A suggestion for the appropriate time is the "10 minute rule". A student's homework should be no longer than 10 minutes per grade level. (For example, 40 minutes in 4th grade). **If there is a question regarding homework or if consistently takes longer than that, please call the teacher.**

We issue reminders to students who do not hand in assignments when due.

*Students are expected to complete all assignments on time.

We require students to correct items that are wrong on assignments if they missed concepts or received failing grades.

DRESS CODE

Attitude and character are reflected in the way a person dresses. Students at St. Patrick's Catholic School must strive to present a positive personal appearance at all times.

General:

*Clothing is to be clean and in good repair. Undergarments must not be visible.

*No tattoos, or body piercings other than ears. No long dangling earrings.

*No t-shirts or sweatshirts with beer, tobacco, violence or distasteful messages are allowed. No t-shirts or sweatshirts/hoodies may be worn on Mass days.

*No tank tops (scoop neck, armholes taper in), tube, midriff, crop tops, or sleeveless t-shirts with large open arm holes are allowed. No spaghetti straps or tank top style straps on tops or dresses, unless the student wears a cover-up. (Cover-up may not be a sweatshirt or hoodie.)

*No shoes without back straps are allowed.

*Tennis shoes must be worn for physical education classes or the student will sit out and make up the class.

*Shoes must be tied at all times.

*No overly large, baggy shirts and pants.

*No frayed pant bottoms or holes in pants. No pajama pants. Leggings may be worn, however they should be worn under a dress or skirt, or with a tunic shirt which must be longer than mid-thigh and cover the student's backside. (Leggings are considered any pant that is form-fitting. They may or may not have pockets. Ex: jeggings, running tights, compression tights or shorts.) Yoga pants are allowed on non-Mass days, but they may not transparent or form-fitting (Staff has the discretion to determine form-fitting and transparent.)

*Children may wear Bermuda-length shorts. Bermuda shorts are no shorter than your longest fingertip. Shorts may be worn from the beginning of school until Oct. 15 and from April 15 to the end of the school year, unless otherwise notified. Bermuda length is the only acceptable short style for students.

*Skirts and skorts must be no shorter than your longest fingertip.

*Students must wear boots or other footwear in winter and early spring to protect their feet from becoming cold and/or wet.

*Students should wear head and hand coverings and warm coats during the winter and early spring. Snow pants are required to play in the snow.

Mass:

*Students are required to come to school in dress code clothes on Mass days. Mass attire consists of

- dress pants, dress skirts, or uniform shorts (khaki, navy or black),
- St. Patrick's Polo (provided at the beginning of the year), and
- appropriate school shoes.

*There are to be no hoodies or sweatshirts worn to Mass. Sweater may be worn over the polo.

*K-4 students may change out of Mass shoes before recess, but will not be allowed to change clothes.

*If PE falls on Mass day, that class may change right before PE.

8th Grade May Crowning:

*Dresses must be at least to the knees, with modest necklines and sleeves. No strapless, spaghetti or tank top strapped, or backless dresses allowed.

*Boys are to wear dress pants, ties and tucked-in dress shirts (nothing baggy).

Consequences to Dress Code Violation

1. Verbal warning to child and a note/phone call home to the parents. If a note is sent the note must be signed and returned.
2. A meeting will be made with the parents.
3. Before or after school detention will be assigned.

The administration reserves the right to determine appropriateness in questionable circumstances. Clothing should never be a distraction to others.

COMPUTERS AND INTERNET USE

St. Patrick's School provides each student with appropriate exposure to and experience on computers. Students in Pre-K to 4th grade use computers in their classroom. Students in 5-8th grade have computers in their classrooms and are given the opportunity to work in the PC computer lab. They are supervised by a faculty member at all times. The mobile lab will also be available to all classes. Parents and students sign an Internet Use Policy.

FIELD TRIPS

Field trips are academic activities outside the school campus. Attendance at field trips is a student privilege which may be denied by the teacher if that student does not maintain adequate academic and/or behavior requirements.

Parents will be notified in advance in writing of any field trip and have the right to withhold permission by returning the form unsigned. Any student without parental permission for a field trip will remain at school in a supervised setting or be considered an unexcused absence.

Dress for field trips will be left to the discretion of the field trip coordinator and principal. It is important that students' dress represents the school in a positive way.

HEALTH AND MEDICATION

Mrs. Martha Krogman, a registered nurse, is our school nurse and is available for consultation. Mrs. Krogman organizes the immunization cards, checks that immunizations are current, records students' height, weight, etc. and screens for scoliosis.

IMMUNIZATIONS

Students are required to have completed a series of 3 DPT (Diphtheria-Pertussis-Tetanus) and 3 oral polio immunizations, the last given after the student's 4th birthday. Students are also required to have an immunization for the German Measles (Rubella), the Red Measles (Rubella), and mumps given after they are 15 months of age. Students born after September 15, 1997 need at least one dose of Varicella (chickenpox) vaccine or have a reliable history of natural disease. This dose shall have been received on or after the applicant was at least 12 months of age. These shots are not given at school but can be obtained from County Health Department. Students born on July 1, 1994 or after must have a series of Hepatitis B vaccinations (3 shots) before enrolling in school.

As of 2009, Iowa law requires all Kindergarten students to show proof of a blood lead test prior to the first day of school.

As of 2012 vision cards are required for preschool and kindergarten students.

As of 2009, Iowa law requires all Kindergarten students to show proof of having a dental visit the first day of school.

All kindergarteners and preschoolers must have a school physical. A copy of one done within the past year would be acceptable.

Vision screenings are given at school to students in grades K-8. Students with prescription lens will not be included in the screening unless requested.

Hearing tests are given to grades K-4 and 8 and to any referrals.

COMMUNICABLE DISEASES

STUDENTS CONTRACTING CONTAGIOUS DISEASES, INFECTIONS, AND/OR CONDITIONS ARE REQUIRED TO REPORT THIS IMMEDIATELY TO THE SCHOOL OFFICE.

If necessary, we will send notes to parents informing them of contagions that are mumps, measles, mononucleosis, chicken pox, conjunctivitis (pink eye), impetigo, strep throat, head lice, scabies, ringworm, etc. Students will need a doctor's written permit to return to school for mumps, measles, and mono.

Any child with a fever must not be sent to school. We will expect parents of any child developing a fever or getting sick at school to arrange for the child to go home immediately. Students should have a normal temperature for at least 12, preferably 24, hours before returning to school.

MEDICATION

If at all possible, medications should be administered at home. For example, a prescription to be given three times a day can be administered before school, after school and at bedtime.

All medications sent to school must be in their original containers with clear labels.

Prescription medication labels must indicate the child's name, dosage, how the medicine is to be administered (eyes, ears, mouth, etc.), time it is to be administered, and physician's name.

Non-prescription medications must come with a medication form filled out by the parent stating the same information as above for prescription medications. Students may be given Tylenol as needed at

school if parents have signed the permission slip and parents will be notified if Tylenol has been given to their child.

Medications are administered only by qualified personnel unless the student is to self-administer the medication. If this is to be done, parents must send the medication form marked to indicate self-administration.

Students may bring cough drops to school only if they bring written parental permission. These will be distributed by the child's teacher.

PHYSICAL EDUCATION

Physical Education is more than a class – it is a time in which your children get to MOVE. Each student receives one hour of P.E. a week. They explore many basic movements, perform a wide variety of stretching exercises, and learn to play some common sports. They will be outside until about the 1st of November, depending upon the weather. Once the weather is cold, P.E. will be in the Sheldon Public Library basement until April, again depending on the weather. All students are required to bring an additional pair of clean tennis shoes to be kept at the school for use during PE. Students in grades 5-8 need to bring extra clothes to wear during their P.E. class. This includes shorts, sweatpants or swishes, t-shirts, tennis shoes, and a sweatshirt if needed.

SEARCH POLICY

No school official of St. Patrick's School will conduct a search of a student's person, clothing, personal possessions, or locker unless the school official has reason to believe that such a search will produce evidence that the student has committed a criminal offense or has broken a school rule.

Students may not lock their lockers. A school official may at any time complete an inspection of any school lockers/coat closets.

SPORTS

The purpose of the sports program is to provide additional opportunities for fun, building self-esteem and school spirit, physical conditioning, and building skills related to the sports. We prize good sportsmanship in players and adults above all else. We must set the example by fostering clean and healthy competition.

Students in grades 7-8 have the opportunity to participate in basketball, football, wrestling, volleyball, cross country, and track. All are shared with the Sheldon Public School. Students must submit a doctor's report of physical exam in order to be eligible for any of the above sports.

Any student who shows disrespect to a coach, referee, and/or spectator, refuses to be cooperative with directions and/or decisions of coach or referee, or consistently exhibits a negative attitude during practices and games, may be subject to disciplinary action. This action may include, but not be limited to, parental notification, restriction of playing time, suspension from the team, and exclusion from the team. Students who have a grade point average below 80% will not play games until their grades are back to or above 80%. They will continue to practice with the team, however. This will be evaluated weekly.

Students must be in good health and present in school the entire day of a game in order to be eligible to play. Students who have a legal or drug/alcohol infraction will lose sports privileges for a period of time.

OFFICE TELEPHONE

With teacher permission, students may use the office telephone for important and necessary situations only. Students will not be allowed to use the telephone to make arrangements with friends.

OFFICIAL NOTICES

STATEMENT FOR ALLEGED ABUSE OF STUDENTS BY A SCHOOL EMPLOYEE

Statement of Policy: It is the policy of St. Patrick's School that school employees do not commit acts of physical abuse, including inappropriate and intentional sexual behavior towards students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of St. Patrick's School to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of written allegation, and to do so in a reasonable and prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigating process.

St. Patrick's School has appointed a level one investigator and alternate, and has arranged for or contracted with a trained, experienced professional to serve as a level two investigator. The level one investigator and alternate will be provided training at the school's expense for training in conducting an investigation.

Level one investigator	324-3181 – Jessica Schmalen
Level one alternate	324-3220 – Father Siby

BULLYING AND HARASSMENT

It is the policy of St. Patrick's School of the Diocese of Sioux City to maintain a learning and working environment that is free from bullying or harassment and to provide all persons with a safe and civil school environment in which all members of the school community are treated with dignity and respect. No student of the school shall be subjected to bullying or harassment on the basis of actual or perceived traits or characteristic: 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. No employee, volunteer or student shall engage in harassing or bullying behavior based on this list of traits or characteristics.

It shall be a violation of this policy and state law for any employee, volunteer or student in a Catholic School of Diocese of Sioux City to bully or harass any student on school property, school-owned and school-operated vehicles and at any school function, or school-sponsored activity regardless of its location. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

All Catholic Schools of the Diocese of Sioux City shall be responsible for promoting the understanding and acceptance of, and assuring compliance with, applicable laws and board policy and procedures governing bullying or harassment within the school setting. The school will annually provide all school employees, volunteers and students training on the anti-harassment and anti-bullying policy of the Diocese and the school. To the extent that funds are available, the school will also adopt and provide programs to school employees, volunteers and students with the skills and knowledge to help reduce incidents of harassment and bullying.

Violations of this policy or procedure will be cause for disciplinary action as described in Section II below.

- I. Definitions
- II. “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.
- III. “Harassment” and “Bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward an individual which is based on any actual or perceived trait or characteristic of the individual and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - A. Places the student in reasonable fear of harm to the student’s person or property.
 - B. Has a substantially detrimental effect on the student’s physical or mental health.
 - C. Has the effect of substantially interfering with a student’s academic performance.
- D. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- IV. “Trait or characteristic of the individual” includes but is not limited to actual or perceived traits or characteristics of 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.
- V. “Volunteer” means an individual who has regular, significant contact with students.
- VI. Procedure for Reporting/Action Regarding Allegations of Bullying or Harassment
- VII. Any student, parent, or guardian of a student, of a Catholic School of the Diocese of Sioux City who feels that the student has been bullied or harassed or who feels they have witnessed incidents of bullying or harassment shall contact the building principal or any other staff member. Any staff member to whom an incident of bullying or harassment has been reported shall contact the principal/school administrator immediately.
- VIII. Claims made against a principal/school administrator shall be reported to the Superintendent of Schools for the Diocese of Sioux City immediately.
- IX. The principal/school administrator will have the person making the claim fill out the form for reporting bullying or harassment and instruct the person to recall and record as many details of possible, including identifying any witnesses to the incident.
- X. The principal/school administrator will then interview any witnesses, having them fill out a report form as completely as possible. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying.
- XI. The principal/administrator will interview the person claimed to have committed the bullying or harassment.
- XII. All founded cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the local board-approved schedule of consequences, which may include expulsion.
- XIII. All founded cases of bullying or harassment by a school employee or volunteer will be subject to the disciplinary actions outlined in the school’s Employee or Personnel Manual and/or the Administrative Manual of the Office of Education, as applicable.
- XIV. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded within ten (10) school days after the submission of the written complaint form.

- XV. All claims of bullying or harassment, the supporting documentation, final disposition and disciplinary actions shall be filed in the principal/school administrator's office. The principal/school administrator will report a summary of these claims and resulting actions to the Office of Education annually on a form provided to them by the Office of Education. The school will also provide summary information regarding bullying and harassment to other agencies as required by the law.
- XVI. IMMUNITY. The law provides immunity from civil or criminal liability to a school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident or harassment or bullying, in compliance with the procedures in this policy. This immunity extends to participation in any administrative or judicial proceeding resulting from or relating to the report.
- XVII. COLLECTION REQUIREMENT. Each Catholic School in the Diocese of Sioux City shall maintain a system to collect harassment and bullying incident data.
- XVIII. INTEGRATION OF POLICY AND REPORTING. Each Catholic School in the Diocese of Sioux City shall integrate its anti-harassment and anti-bullying policy into the comprehensive school improvement plan required by the Iowa Department of Education and shall report data collected under Section IC above, to the local community.
- XIX. NOTIFICATION. This policy shall be provided to school employees, volunteers, students, and parents or guardians through the Staff and Student/Parent Handbooks. This policy may also be published in official school communications, as appropriate (i.e. school newsletter, school website, or public media).

TOBACCO, DRUG AND ALCOHOL STATEMENT

St. Patrick's School recognizes that chemical use and abuse adversely affects not only the drug user but all school personnel. Therefore, using, passing, transporting or selling any drugs by a St. Patrick's student is absolutely **PROHIBITED**. Any student found to possess, use and/or sell tobacco (including vape pens or e-cigarette), alcohol, or any other mood altering chemicals during the school day on school property, or at school events will be subject to the following measures.

*Parents or guardians will be contacted. Police may be contacted. The Diocesan policy on drugs and alcohol will be followed. Expulsion or suspension may occur.

*A counselor or social worker will be contacted to work with the family for a minimum of three sessions. The student will be suspended from school until parents/guardians present a monitoring program. The students will serve a 3-day in-school suspension. A second incident of the same nature will result in extended suspension (up to 30 days) or expulsion at the discretion of the administrator.

WEAPONS

Sioux City Diocesan policy is "No Tolerance" for any kind of weapons.

It is the policy of St. Patrick's School to expel from school for a period of not less than one year any student who is determined to have brought a dangerous weapon as defined by Iowa law 702.7 to school, except that this policy may allow the chief administering person of St. Patrick's School to modify the expulsion requirement for a student on a case-by-case basis.

St. Patrick's School will cooperate in providing information to the Department of Education the disciplinary action imposed under this policy.

St. Patrick's School will refer all students who bring weapons to school to the local police officers.

Definition of a Dangerous Weapon (702.7)

A “*dangerous weapon*” is an instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in a manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

Students suspended or expelled for possession of dangerous weapons (280.17B)

The authorities in control of a nonpublic school shall prescribe procedures for continued school involvement with a student who is suspended or expelled for possession of a dangerous weapon, as defined in section 702.7, on school premises in violation of state law and for the reintegration of the student into the school following the suspension or expulsion.

STUDENT RECORDS

St. Patrick’s School shall provide to students, parents, and/or legal guardians access to the students’ cumulative file which includes attendance, health information and testing, psychological and educational test results, reading and math progress reports, report cards, and baptismal certificates. St. Patrick’s School shall obtain written consent of parents and students before releasing personally identifiable information about the students contained in education records; and shall notify parents and students of the rights. Parents and students have the right to appeal these records on the grounds that they are inaccurate, misleading or otherwise in violation of student privacy or other rights. Appeal shall be in written form and presented to the School Board. A written response to the appeal shall be returned within 14 days of receipt by the Board.

The only other persons who may access the permanent and cumulative records of students are teachers, administrators, secretary, and AEA Special Education personnel. Such access will be recorded.

The school respects the right of the non-custodial parent as outlined in the Buckley Amendment. At the request of the non-custodial parent, and in the absence of a court order prohibiting such, the non-custodial parent will be given access to academic records and all school information relating to the child/children. If a court order prohibits the non-custodial parent from being given information, it is the responsibility of the custodial parent to furnish the school with an official copy of the court order.

ASBESTOS

St. Patrick’s School has asbestos in the hallways, offices, and several classrooms. The school has met Federal Government criteria for its removal and/or maintenance. A surveillance check is completed every 6 months to ensure its containment. The management plan is administered through the Diocese of Sioux City and Iowa Environmental, Inc. of Des Moines. A copy of the plan is in the principal’s office and is available for anyone to review.

OTHER INFORMATION

INSURANCE

Students are offered school insurance through Security Life Insurance of America. If you wish to take out insurance, fill out the enrollment form and return it to school by the end of the first week. Make checks payable to STUDENT ASSURANCE SERVICES, INC. If you do not take out school insurance coverage, you are asked to sign a waiver.

PREKINDERGARTEN AND KINDERGARTEN ROUND-UP

Preschool and Kindergarten Round-Up are offered in the winter/spring for parents of prospective kindergartners and their preschool age children. This includes meetings for the parents and a half-day at school for the children. Announcements or times/dates are published in the school newsletter, parish bulletins, and local newspaper.

CRISIS PLAN

If there is a need to evacuate St. Patrick's School due to an emergency, the students will be taken to the Sheldon Community Services Building. Parents or a designated friend or relative would be able to pick up the children at the Sheldon Community Services Building.

EMERGENCY DRILLS

There will be two fire drills and two tornado drills each semester. An emergency plan will be in place and two emergency drills will be held during the school year.

LOST AND FOUND

Any articles found around the building and school site are turned into the secretary's office and placed in a box there. Students and parents may come at any time to claim lost articles. Any items not claimed by the end of the school year will be donated to charity.

PARTIES

Classroom parties are held as the holiday or special occasion warrants. Parents will be notified of these parties which will be held up to the last 45 minutes of the day. Room Parents may be asked to organize these events.

Students may bring treats on their birthday. **Please do not bring or send any items to children at school that will be construed as gifts of favors such as presents, flowers, and balloons.**

ACCELERATED READING (AR) PROGRAM

The students at St. Patrick's School actively participate in this program. "AR" motivates students to read a variety of books. As the children read they begin to develop critical thinking skills such as evaluation, synthesis, analysis and application. By motivating students to read so many excellent books, the "AR" program naturally stimulates a love of reading.

PICTURES

School pictures are taken each fall. Students are not required to purchase pictures.

PETS

Pets may be brought to visit the classroom. Please notify the teacher in advance to avoid schedule problems. Some pets are better viewed outside.

Parents need to notify the school if their child/children have allergies to pets or if they do not want their child exposed to pets for any reason.

SCHOOL BOARD

St. Patrick's School Board is a policy-making group of people concerned with the school. Members of the Board are elected for three years on a rotating basis. Ex-officio members are the pastor of St. Patrick's, St. Mary's and St. Andrew's parishes, the principal and lead teacher of St. Patrick's School, and a teacher representative. Elected members include representatives from St. Mary's, St. Andrew's, and St. Patrick's Parishes. The School Board generally meets in St. Patrick's School every third Wednesday of the month from 6:30-8:00 p.m.

Anyone wishing to address the Board may do so by contacting the Board Chair and/or principal a week before the meeting to be put on the agenda. All parishioners and families are invited and encouraged to attend the Board meetings, but only those on the agenda may be asked to participate in the discussion.

Board of Education members: *Principal Jessica Schmalen, *Fr. Siby Punnosse, Angie Fischer; Micheal Murphy, Annie McCabe, Rachel Klein and Gloria Ratke.

(* denotes non voting member)

SCHOOL CANCELLATION

During bad weather (ice, high wind, snow), please listen to the KIWA radio station in Sheldon (1550 AM, 105.3 FM) or watch KTIV News for cancellations, late starts, and/or early dismissals. Reports can also be found on KTIV or KIWA online. Also listen to KIWA for early dismissal because of inclement weather. We will follow Sheldon Community School for busing arrangements. Preschool will follow the same procedures. Days to be made up will be announced as needed, with special instructions for preschool makeup days.

SCHOOL VOLUNTEERS

Parent and parishioner assistance is essential for the smooth running of the school. Parents are asked to volunteer at registration. An appreciation Mass and program is offered each spring in gratitude for all those who help in small and great ways. All volunteers must be certified through Virtus in order to comply with Diocesan requirements. Please contact the school if you wish to be certified. All drivers must also be certified via Virtus and participate in the Safe Driver training program offered by the diocese.

VIRTUS TRAINING

Volunteers must receive Virtus Training so they can be approved to volunteer in the school. Classes are held during the year and are listed in "The Globe".