

Policy Statement

The Education Commission of St. Patrick's School has approved the information contained within this handbook.

Mission Statement

The mission of St. Patrick's School is to provide the highest quality religious and academic education that will prepare students to work, to live, and to serve others in Christ.

Philosophy

St. Patrick's Catholic School is a faith community united in the common purpose of nurturing the spiritual, intellectual, social, emotional and physical development of every child. Students will come to a deeper knowledge of God, self and others in an environment rich in Catholic symbolism. St. Patrick's provides an opportunity for all children to reach academic success through a variety of teaching methods, within a Catholic atmosphere.

Community interaction and service are encouraged and practiced school wide. The active participation of our parents is an essential element in developing our students into responsible citizens.

COMMUNICATION

Between Parents and Teachers

Teachers want and need communication with parents. The primary concern between 8:05 am and 3:00 pm is classroom centered. Please do not interrupt your child's teacher during this teaching time. All visitors, including parents, must report to the office before proceeding into the classrooms. **PLEASE LEAVE MESSAGES OR REQUEST TEACHER AND/OR STUDENT CONTACT THROUGH THE SCHOOL OFFICE.**

During the school year there will be a parent, teacher, child conference held during the first and third quarters. Parents are encouraged to meet with teachers as often as necessary for the success of their student.

Family Folder

The family **green folder** is a tool used to assure regular and direct communication between the school and the home. Sent via the student, it contains updated information, messages and other pertinent materials. Parents are encouraged to read the enclosed contents and to return the green folder to school as quickly as possible.

Permissions Needed

Permission slips allowing students to participate in any event taking place on other than school grounds are sent home several days in advance, to be signed by a parent and returned to school as requested.

Telephone

Contact to parents concerning illness and exceptional needs are handled in the school office. Students are encouraged to be organized in their daily needs. Phone calls by students to parents will be allowed at the teachers' discretion only.

The Student Day

Our school day begins at 8:05 am and ends at 3:00 pm. Preschool sessions for 3 year old children are Tuesday and Thursday from 12:45-3:00, while 4-year old children meet Monday – Friday from 8:05 – 11:45. Parents of preschool children are requested to meet their child in front of the little building by the ramp.

To ensure their safety and well being, children may not be on school grounds before 7:45 am, and must be picked up **PROMPTLY AT 3:00 PM.** (11:45 am for 4 year old Pre-K sessions). Please understand that before 7:45 or after 3:00 there is not an outside supervisor available for the children to go to if a problem or emergency occurs. During inclement weather the glass enclosure doors will be open and the children will come inside to the auditorium at 7:45 am.

If a child is not picked up by 3:15 pm, the parent or person responsible for picking up the child will need to use the Holmes Street entrance to call for the child in the School Office. A late pick up fee of \$5.00 per 15 minutes will be assessed per occurrence.

Lunch / Milk / Food

Students eat lunch in an assigned area. Milk is available for everyone at a nominal fee, and is not included with the daily hot lunch fee. Our volunteer provided hot lunch program begins in September and is provided 3 days per week by parents and two days per week by the current 8th grade class as a means to raise funds for their annual graduation trip. If a child forgets his/her lunch, a sandwich and milk will be provided. A charge of \$1.00 per occurrence will be collected. Chewing gum is not permitted at any time or anywhere on school property.

Something Special

*Guard this rich trust with the help of the Holy Spirit that dwells within us.
(2 Timothy 1:14)*

Each person attending St. Patrick School will find included in his/her day an opportunity to nurture prayer. Formal and creative prayer, Bible stories, Scripture readings, prayer services; liturgy preparations and Mass are some of the prayer forms made available on a regular basis. Classes in religious instruction are conducted in all grade levels. These faith-focused activities give credence to the claim that the Spirit of Jesus permeates our lives.

Human Dignity

Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me. (Matthew 25:40)

At St. Patrick school there is no discrimination regarding race, creed, color or sex. Each of us is unique. God, our loving creator has gifted us with life, both God's and ours. We strive to respect that life in others and ourselves. Courtesy and consideration mark our behavior, when entering and leaving an assembly, class, building or room, during the lunch period, in the bus line, on the playground, and when we speak to or about others.

ABUSIVE LANGUAGE AND NAME- CALLING HAVE NO PLACE IN A BUILDING OF GOD'S CARING PEOPLE.

Dress Code Policy

Because I did not speak on my own, but the Father who sent me commanded me what to say and speak. (John 12:49)

Students are expected to be neat and clean in appearance at all times. It is the responsibility of the parent and the student to become familiar with the requirements of the dress code. Parents and students are to consider all school masses as "dress up" days, and take special consideration in making clothing choices for those occasions.

- Clothing with offensive, vulgar, violent, alcohol or drug related pictures, symbols or writing is not permitted. Appropriate sport team logos will be allowed.
- Hats, visors or caps are not to be worn inside the school building. Hats must be worn with the bill facing the front at all times on school grounds.
- All skirts, dresses, skorts and shorts, (girls and boys) must be at least mid-thigh in length. Shorts may be worn only in the months of August, September, May and June, or if the temperature is over 80 degrees.
- Sleeveless shirts or tops will be allowed. No tank tops or spaghetti straps are allowed.
- Tops/Shirts may not expose undergarments, chest area, stomach, and navel or torso area.
- Appropriate height and fit of shoes for safely maneuvering stairs and outdoor recess play are to be worn.
- Appropriate length of pants; (not walked on, tripping over) for safely maneuvering stairs and outside play are to be worn.
- Outrageous hair color will not be allowed.
- Pierced, clip or magnet earrings may be worn on the ears only.

Principal and /or Pastor have the final decision as to the appropriateness of any clothing item.

Violation of dress code will result in the following actions:

1. First warning issued by the classroom or homeroom teacher.
2. Second warning, including a telephone call to the parent, will be issued by the Principal.
3. Third violation will result in loss of school privileges or a detention.

Discipline Policy

*Do to others whatever you would have them do to you. This is the law and the prophets.
(Matthew 7:12)*

As a Christian school, St. Patrick's is a place of non-violence. Those who make a choice to violate the rights of others by offensive language, violent behavior or other failures to participate in a healthy and happy school climate will be informed of needed improvement by the teacher. If continued intervention is needed due to repeated demonstrations of inappropriate behavior or a major breach of behavior is noted (vandalism, physical abuse, etc.) that behavior will be made known to the principal, parents, pastor and the Education Commission. Steps taken by the principal may include immediate suspension or expulsion.

Attendance / Absence / Tardy

Regular attendance in school is an important factor in the learning process of a child. According to Wisconsin law, legal reasons for being absent are personal illness and certain religious services, which includes the funeral of a relative. When a student will be absent, the parent is to call the school office **ON EACH DAY OF THE ABSENCE**.

The office number is 752-2031. Calls made before 7:45 a.m. will be handled by a voice mail system.

Being on time to school is a positive attribute. Getting to school or to an individual class late can be very disruptive to others. The classroom teacher will handle tardiness to classes due to dawdling; tardiness to school will be handled by the office. Arriving to school late will require **BOTH** the parent and the child to check in at the school office using the Holmes Street entrance.

Each student is expected to participate in two or three school programs during the academic year. There programs are scheduled in advance and outside of the regular school day.

Family Vacations

Periodically we are asked to grant permission for a child to be absent from school for a family vacation. We recognize that travel is an important educational tool, but it needs to be done during designated school vacations. If a vacation must be taken during scheduled school time, parents need to communicate with both the principal and teachers before leaving. Classroom work will not be given in advance. Parents please check with the classroom teacher when you return regarding all missed assignments.

Medical Appointments

Whenever possible please make medical and dental appointments outside of regular school hours. A student who misses no more than one hour of school will not be recorded as absent or tardy. A parent is required to check the student in and out of the office at the time of the appointment. Please provide the teacher with a written message stating the date, time, and reason for dismissal, who will pick up the student, and the expected time of return to school.

Medications / Health Checks

Health records are maintained in the school office. A volunteer nurse conducts periodic vision and hearing screenings. Medication **MAY NOT** be given in school without parent and medical authorization. An "Authorization to Administer" must be completed **BEFORE** any medication can be given and **ALL** medications must have written orders from a doctor. Written orders from a doctor for non-prescription medication are good for a period of one year. Prescription and non-prescription medications must be in the original container. All medications are administered through the school office. Any student who is kept home due to illness will not be allowed to return for any portion of that same school day. The earliest a student may return to class is the next school day.

Emergency Information

It is important to have accurate and reliable emergency information on file. Please notify the office immediately when any change in family data occurs. If a student, because of some physical difference, cannot participate fully in a program, please provide a medical excuse to the office.

Safety

In compliance with state law, fire drills are held at least once a month and a tornado drill at least once a year. A lock down drill is conducted once a year.

Bicycles

Those who ride bikes to school must take the bike directly to the back of the little building. Bikes are to be walked to and from the road, and are not to be ridden on the grounds. Children in the first three grades or who live within four blocks of school are asked not to ride a bike to school. Students who do ride bikes to school must file a parent permission form in the office.

Weather

Children need to come to school with appropriate clothing for outside play. In the winter this includes a heavy coat, mittens or gloves, boots, snow pants and a hat or hood. Children not dressed appropriately for snow play will be restricted to an area designated by the playground supervisor. Students will not go outside for any recess time if the temperature is 15 degrees or below including the wind chill factor.

School closing and delays will be announced as early as possible on radio stations WCLO and WJVL. Please be aware that if the public system cancels school we will also, but on occasion the public school system has had school and St. Patrick's has been closed. Please listen carefully to the radio announcement during inclement weather.

Religion

Keep on doing what you have learned and received and heard and seen in me (Philippians 4:9)

All students are expected and encouraged to take part in all religious activities. Occasionally activities are scheduled for non-school hours to promote family participation.

Sacramental Programs

Sacraments are “powers that come forth from the Body of Christ,” which is everlasting and life-giving. They are the actions of the Holy Spirit at work in his Body, the Church. They are “the masterworks of God” in the new and everlasting covenant (CCC 1116 page 316)

Our present religion curriculum incorporates the formal preparation for Reconciliation and First Eucharist in Grade 2. At the time of these formal sacramental preparations, parent participation is required and adult sessions parallel child learning.

Parent Involvement

Proclaim the word; be persistent whether it is convenient or inconvenient; convince, reprimand, encourage through all patience and teaching. (2 Timothy 4:2)

It is expected that parents and school will present a unified and common religious training for the children entrusted into their hands by God. Religious teachings presented at school, such as regular attendance at church, preparation for and reception of the sacraments, prayer and good works are expected to be upheld by parents through their participation in the same. It would be a mockery to the Catholic school and hypocrisy on the part of the parent to ask the school to teach the children practices and beliefs that are not valued and lived in the home.

Honesty must permeate the relationship, which exist between the Catholic school and parents, who, by sending children to a parochial school, imply that they will cooperate with the Church – school in leading their children to God. Therefore, all parents who enroll their children in St. Patrick’s School are expected to meet these conditions:

1. Catholics are expected to be practicing Catholics. This means that health and job conditions permitting, all parents will bring their children to Sunday Mass on a regular basis.
2. Besides the tuition required, parents will also pay regular Church support. Families who are financially improvised are not expected to meet financial requirements beyond their means.
3. Families who do not support the parish are considered non-parishioners and are expected to pay non-parish tuition.

Bingo

St. Patrick School is supported by an overwhelming number of parishioners who do not have children enrolled. The Bingo program also supports the school. **PARTICIPATION IN THE BINGO PROGRAM IS MANDATORY FOR EVERY FAMILY SENDING STUDENTS TO ST. PATRICK’S SCHOOL.**

Non – Support

Families who do not apply for or qualify for financial assistance, and then do not pay the tuition required will be asked not to return.

Parties

Private parties and social activities are exciting but can and often do disrupt the learning climate. Invitations to birthday or other parties are best distributed at times and places away from school. Sleeping bags and other paraphernalia may not be stored at school.

Bus Transportation

Students who live more than two miles from school are provided transportation or a transportation allowance. Arrangements and questions need to be directed to the school office.

Home and School Association

Having a child attend St. Patrick School automatically makes you a member of our Home & School Association. Parents are urged to attend meetings. This association provides parents and teachers the opportunity to discuss and explore aspects of child development, helps parents to achieve their mission as co-educators, provides operational assistance to the school and acts as a communication vehicle.

Education Commission

Together with the principal, religious education personnel and pastor, the appointed members of this group from the parish at large, recommend the policies and guidelines by which the school is administered. Meetings are open to the public.

Athletic Association

All parents of students who participate in any after school sponsored sports; cross country, volleyball, basketball, cheerleading, softball or track and field are considered members of the athletic association, and they must be actively involved in the activities as outlined in the athletic handbook.

Asbestos Notification: August 28, 1996

According to federal regulations, this is printed notification that all identifiable asbestos has been removed or contained. Our asbestos report and plan are on file in the office and are available upon request.

**SPECIAL INVITATION TO ALL PARENTS FROM THE
PRINCIPAL:**

If at any time you have a question or concern about a school issue, procedure or activity, please do not hesitate to contact me in my office or by telephone at 752-2031. My door is always open and your comments are most welcomed.

*Bless the Lord, my soul; all my being, bless his holy name!
Bless the Lord, my soul; do not forget all the gifts of God.
(Psalm 103:1-2)*

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