



**2011 – 2012
School Year**

Family Handbook

“To Teach As Jesus Did...”

20500 West Maple Road
Elkhorn, NE 68022
Phone: (402) 289-5407
Fax: (402) 763-9530
www.stpatselfhorn.org

2011 – 2012 SCHOOL YEAR WELCOME YEAR FROM YOUR PRINCIPAL	6
I. INTRODUCTION	7
ST. PATRICK'S SCHOOL MISSION STATEMENT.....	7
PURPOSE OF HANDBOOK	7
ST. PATRICK'S SCHOOL GOALS	7
II. ADMINISTRATION	8
THE PRINCIPAL	8
THE PASTOR.....	8
THE SCHOOL BOARD	8
SCHOOL IMPROVEMENT PROCESS (SIP).....	8
GRIEVANCE POLICY	8
III. ST. PATRICK'S FACULTY & STAFF DIRECTORY	9
CONTACT NUMBERS	9
SCHOOL STAFF	9
Administration.....	9
Faculty	9
Supporting Staff.....	10
PARISH STAFF	11
IV. ADMISSIONS	11
ADMISSION POLICY	11
ADMISSION GUIDELINES	11
PRESCHOOL ADMISSIONS AND WAITING LIST GUIDLINES.....	12
NEW STUDENT ADMISSIONS	12
CLASS SIZE.....	13
WITHDRAWAL.....	13
V. PARENT'S ROLE IN EDUCATION.....	13
ADULT CODE FOR MODELING SELF DISCIPLINE SKILLS.....	14
REQUIRED PARENT MEETINGS	15
Get Set for School	15
Curriculum Night.....	15
State of the School Address.....	15
Parent/Teacher Conferences	16
NON-CUSTODIAL PARENT/GUARDIAN	16
VI. PRESCHOOL(PRES) & PREKINDERGARTEN(PREK)	16
PHILOSOPHY	16
PRES(T-TH)	16
PREK(M-W-F)	17
DISCIPLINE.....	17
DAILY SCHEDULE.....	18
ARRIVAL/DISMISSAL	18
SEPARATION FROM MOM/DAD	18
DRESS CODE	19
SNACKS.....	19
SUPPLIES	19
ACTIVITY FEES	19
CLASSROOM NEWS/COMMUNICATIONS.....	19
STUDENT EVALUATIONS/CONFERENCES	19
VII. K-8th GRADE ACADEMICS	19
CORE CURRICULUM	19
RELIGIOUS FORMATION	19
MASS AND RELIGIOUS PRACTICES	20
REPORT CARDS AND PROGRESS REPORTS	20
HONOR ROLL.....	21
HOMEWORK.....	21
STUDENT ASSISTANCE TEAM (SAT)	21

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES.....	22
RETENTION.....	22
ADDITIONAL EDUCATION OPPORTUNITIES	22
Music	22
Physical Education	22
Spanish.....	22
Library.....	22
Computers	23
Exploratory Classes	23
EXTRA CURRICULAR ACTIVITIES	23
Field Trips.....	23
VIII. DAILY SCHOOL INFORMATION & POLICIES.....	23
SCHOOL HOURS	23
EARLY DISMISSAL.....	23
MORNING DROP-OFF	23
MORNING TRAFFIC PATTERN	24
AFTERNOON DISMISSAL.....	24
DISMISSAL/AFTER SCHOOL SUPERVISION	25
SAFETY PATROL	25
2011-2012 PARKING LOT ASSIGNMENTS ASSIGNED BY FAMILIES LAST NAME	25
VISITORS.....	26
UNIFORM POLICY.....	26
SCHOOL CALENDAR.....	29
MANDATORY ATTENDANCE	29
Definition of Absent from School	30
Homework Requests	30
Tardy Policy.....	31
Snow Days	31
COUNSELOR.....	32
ELECTRONICS AT SCHOOL	32
CELEBRATIONS.....	32
PROTOCOL FOR STUDENT BIRTHDAYS.....	32
BOOK ORDERS.....	32
EXTENDED CARE	32
Program Cost	33
In-Service & Vacation Schedule for Extended Care Availability	33
HOT LUNCH PROGRAM.....	33
Payment Program	33
LUNCH PRICES.....	33
Free and Reduced Lunch Program.....	34
Ala-Carte	34
Extra Specials.....	34
Lunch Payments.....	34
Parent Lunches	35
Allergies	35
Volunteers	35
Sack Lunches	35
WELLNESS POLICY.....	35
IX. SCHOOL OFFICE.....	36
STUDENT RECORDS.....	36
OFFICE RECORDS	36
STUDENT DIRECTORY	36
SCHOOL COMMUNICATIONS.....	36
LOST AND FOUND.....	37
X. HEALTH.....	37
SCHOOL NURSE.....	37

SCHOOL PHYSICAL AND VISION EXAMS.....	37
SCHOOL IMMUNIZATION 2011-2012 RULES & REGULATIONS.....	37
HEALTH UPDATES AND MEDICATIONS.....	38
SICK CHILDREN.....	39
XI. DISCIPLINE.....	39
CHRISTIAN SELF DISCIPLINE.....	39
DISCIPLINE WITH PURPOSE (DWP).....	39
APPROPRIATE BEHAVIOR.....	40
Bullying/Harassment Policy.....	40
5 th THROUGH 8 th GRADE DISCIPLINE PROGRAM.....	41
DETENTION.....	41
INTERVENTION BY ADMINISTRATOR.....	41
SUSPENSION/EXPULSION POLICY.....	42
DRUG & ALCOHOL POLICY.....	42
PLAYGROUND RULES.....	43
TECHNOLOGY.....	43
Technology and Internet.....	43
Internet Acceptable Use Policy.....	44
User Responsibilities.....	44
XII. SCHOOL PROPERTY.....	45
BOOKS & CLASSROOM MATERIALS.....	45
STUDENT DESKS & LOCKERS.....	45
XIII. FINANCIAL OBLIGATIONS.....	45
TUITION/REGISTRATION FEES.....	45
TUITION ASSISTANCE COMMITTEE.....	47
ACTIVITY FEES.....	48
XIV. SAFETY.....	48
CHARTER FOR THE PROTECTION OF CHILDREN.....	48
VISITORS.....	48
MONITOR ACCESS SYSTEM.....	48
EMERGENCY DRILLS.....	49
Fire Drills.....	49
Tornado Drills.....	49
Emergency Crisis Drills.....	49
Policy for Reporting Danger to Self or Others.....	49
Bicycle Safety.....	49
XV. VOLUNTEERING.....	49
CODE OF ETHICS.....	49
Recess Supervision.....	51
Lunchroom Supervision.....	51
Classroom Volunteer Duties.....	51
Volunteering in the Library.....	51
Volunteer Office Duties.....	51
Volunteering While at Home.....	52
XVI. ORGANIZATIONS.....	52
STUDENT COUNCIL.....	52
Mission Statement: To serve others by following Jesus' path.....	52
Student Council Prayer.....	52
HOME & SCHOOL.....	52
2011-2012 HOME & SCHOOL OFFICERS AND CHAIRS.....	53
ATHLETIC COMMITTEE.....	53
Mission Statement.....	53
Monthly Meetings.....	54
BOY SCOUTS.....	54
Mission.....	54
Scout Law.....	54

GIRL SCOUTS	55
Mission	55
ROSARY CLUB.....	56
ROBOTICS.....	56
CHESS CLUB.....	56
WALKING CLUB	56
YOUTH GROUP	56
XVII. PARISH/FACILITY INFORMATION	57
USE OF PARISH FACILITY	57
Smoke & Gum Free Facility	57
St. Patrick’s Parish Alcohol Policy.....	57
Procedural Requirements (Individual Events).....	58
Procedural Requirements (Standing Committee Meetings).....	58

**2011 – 2012 SCHOOL YEAR WELCOME YEAR FROM YOUR
PRINCIPAL**



Dear St. Patrick's Parents/Guardians and Students,

Thank you for trusting us with the education of your child(ren). We understand our role is to provide assistance to you, the primary educator of your child(ren). We will do all we can each and every day to meet our mission, "To Teach as Jesus did...by challenging every student to be his/her very best spiritually, behaviorally and academically."

We continued to be very pleased and proud of how well our staff and students are doing here at St. Patrick's School. Our most recent success story occurred this spring when our School Improvement Team submitted our Accreditation Progress Report, and it was accepted with flying colors. This happened due to the high level of preparation and work of our staff. We are very fortunate at St. Patrick's that every staff member is committed to making our school, their grade level teams, and themselves better each and every day.

While we are quite pleased with where we are, our commitment is to strive to become even better! Our advancements include many staff development activities, with a focus in Math, and the addition of a geometry class to our math program. We are excited to announce the implementation of seven exploratory classes in our 6th, 7th and 8th grade programs for the 2011-2012 school year.

As we work to move from GOOD to GREAT, we will continue our focus on our school goals in the area of math. We will continue to obtain, analyze, and review data to ultimately improve the instruction and learning that occurs at St. Patrick's. Our assessment numbers in math are improving, but we will focus on making them even better. During the next few years, you will notice a major effort in analyzing our math program through the collection of data, researching best practices and making any needed advancements/changes to make our mathematics program the best it can be.

We are grateful for your support. We recognize that the education of your child(ren) is a team effort. It happens through the intentional cooperation of parents, teachers, and school staff all working toward the same goal of challenging every student to reach his/her potential in all areas.

All parents/guardians are encouraged to become active members of the St. Patrick's Home and School Association; take advantage of the volunteerism opportunities available in our parish. This involvement is key to our success, as this organization provides so much for our school. Volunteers work countless hours supporting various projects, including, creating the school, running the SCRIP program, and coordinating volunteers for the lunchroom or library. There are so many ways to get involved! We definitely feel blessed to have such a wonderful Home and School Association.

Thank you all for entrusting your children to us; we thoroughly look forward to working with you to provide an excellent education and continuing our mission, "To Teach as Jesus did..." You can expect many positive and enriching experiences as we share our faith and knowledge. We are committed to educating all of the students at St. Patrick's School, allowing them to fulfill the plan God has for them.

Yours in Christ,

Don Ridder, Principal

I. INTRODUCTION

Founded in 1999, St. Patrick's School offers a wide range of academic, spiritual, physical and social experiences essential to the development of the full human potential of each student.

St. Patrick's is committed to providing the highest quality of Catholic education. We provide the highest academic standards to prepare each child to excel at the high school of their choice as well as the highest moral standards to prepare each child for a changing world and challenging future. St. Patrick's School: where faith and knowledge meet.

ST. PATRICK'S SCHOOL MISSION STATEMENT

The Mission of St. Patrick's Catholic Elementary School of Elkhorn, Nebraska is "to teach as Jesus did... by challenging every student to become their best spiritually, behaviorally, and academically." Approved 11/11/03

PURPOSE OF HANDBOOK

The provisions in this handbook are designed to provide parents and students with information and guidance in the procedures and policies of the school. The Principal/pastor reserves the right to amend the handbook for just cause. The school reserves the right to add, modify, or abolish any of the handbook provisions without notice. Parents/guardians and students will be informed of any changes.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This handbook does not create any restriction upon St. Patrick's right to institute any course of disciplinary action. Disciplinary action is at the school's sole discretion as is necessary and consistent with its Catholic educational mission. By signing the agreement page, parents and students accept the responsibility to follow and support the policies of the school as outlined in this handbook. We do hope this handbook will be of service to you and enhance the cooperation we trust will exist among all of us.

ST. PATRICK'S SCHOOL GOALS

Our goals reflect the high standards we set for ourselves as holistic educators for our children. We pledge:

1. To provide a learning atmosphere of love, respect, and Catholic faith experience with an emphasis on active living of the Gospel message.
2. To provide students with opportunities to worship God and to express their everyday faith experience through liturgy, classroom prayer, celebration of the sacraments, and our Catholic heritage.
3. To create a community atmosphere that is conducive to learning.
4. To hire the best-qualified and passionate personnel, who will have high spiritual, behavioral, and academic expectations for themselves and all our students.
5. To teach students to become self-disciplined learners (through the Discipline with Purpose program) and to be aware of their dignity and potential.
6. To develop a curriculum plan through eighth grade that will prepare our students for the challenges of all high schools in academic and non-academic areas.
7. To communicate about St. Patrick's Elementary School in a positive and open fashion in our parish and in the community.
8. To develop a global awareness in students that leads to understanding, acceptance, and a sense of social responsibility to all God's people.
9. To provide a facility that will readily accommodate the needs of our teachers, students, and parish.
10. To employ financial strategies which lead to just teacher compensation, fair tuition, and reasonable parish support.
11. To support and cooperate with the parish athletic program and to encourage students to be involved in one or more of the sports.

12. To work in cooperation with the Home and School Association to encourage family involvement in the educational experience.

Approved: 5/9/05

II. ADMINISTRATION

THE PRINCIPAL

The Principal is the chief administrative and supervisory office of the school, and as such, serves as an ex-officio Member of the school board. The Principal is the official representative and spokesperson for the school and is the administrator primarily responsible for assuring the policies enacted by the school board and Omaha Catholic School's Office are put into action.

THE PASTOR

The pastor of the parish is the official delegate of the Bishop in the "teaching mission" of the Roman Catholic Church, the administration, school board, faculty and staff works under the supervision of the pastor of the parish. The pastor serves as a member of the parish council and as ex-officio member of the parish school board.

THE SCHOOL BOARD

St. Patrick's School Board is an **advisory** committee to the pastor and principal. The school board is responsible for the formulation and development of policies of the school. The school board is comprised of seven (7) elected members plus five (5) ex-officio members. The pastor enacts policies, and the Principal implements them. Individual matters or resolution of specific problems after the fact are not matters to be handled by the school board, but are the responsibility of the Principal. We are most appreciative of the time and effort expended by these people on behalf of our school.

School Board Members:

Rich Panowicz	President
Brian Morrissey	Vice President
Debbie Otwell	Secretary
Ann Monday	Member
Wendy Anderson	Member
Lisa Meyer	Member
Bill Pulte	Member

Ex-officio Members:

Fr. Gary Ostrander	Pastor
Don Ridder	Principal
Kelly Benes	RF Rep
Susie D'Agosto	H & S Rep

School Board Meetings

The board meets every second Monday of the month at 6:30 P.M. in the Conference Room. All meetings are open to the public. Minutes of the School Board meeting are available on the School's Web Site. The board operates in the process formulated in its school board bylaws.

SCHOOL IMPROVEMENT PROCESS (SIP)

The SIP team is comprised of one teacher from each grade level Professional Learning Community (PLC), including Specials. This group is responsible for the overall School Improvement Process. St. Patrick's was awarded AdvancEd Accreditation in 2009; this process formalized our School Improvement Process as we analyzed the whole institution—the programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students. The SIP team will be responsible for guiding this continued process of achieving academic excellence at St. Patrick's.

GRIEVANCE POLICY

If a parent/guardian has a concern regarding an issue/situation in school, the following steps are recommended and expected. The steps to resolving any conflicts or concerns are expected to be followed in the order they are presented below:

1. Contact the child's teacher to discuss any concern and a possible solution. In cases relating to St. Patrick's school policies or procedures and outside their child's classroom, parents/guardians should begin with a discussion with the Principal.
2. If the concern cannot be resolved with the teacher, the parent/guardian should then schedule a conference with the Principal.
3. Should the Principal, upon hearing the concerns of the parent/guardian, feel it is necessary, he may schedule a meeting that involves the parent/guardian, teacher(s) and the Principal to help facilitate a solution to the concerns being addressed in their child's classroom.
4. If the parent/guardian still feels the problem/concern has not been resolved, the Pastor should be contacted. The Pastor has the ultimate authority for all educational operations in the parish.
5. The Pastor/Principal may turn to the school board. This group is comprised of seven parish members who act as an advisory to the Principal and Pastor regarding the policy making and other issues relating to the running of the school.

The Pastor delegates all the administrative responsibilities of the school to the Principal. These responsibilities include, but are not limited to, operation of the school program and premises, management of the staff members (employment, supervision, professional development, and evaluation), establishment of educational programming, the management and evaluation of student behavior, spiritual leadership and the coordination of parents and parishioners as they work hand in hand with the school.

III. ST. PATRICK'S FACULTY & STAFF DIRECTORY

CONTACT NUMBERS

School Office	(402)289-5407/Fax (402)763-9530
Parish Offices	(402)289-4289
Extended Care (Before 7:30am & after 3:35pm)	(402)350-7200
Religious Formation Office	(402)289-4947

SCHOOL STAFF

Administration

Don Ridder	Principal
Kathy Moritz	Administrative Assistant
Deanna Timmerman	Office Assistant

Faculty

Paula Andersen	PreS/PreK
Mary Jo McElhose	Kindergarten
Gail McGinty	Kindergarten
Mary Jane Smith	Kindergarten
Tara Frank	First
Becky Johnson	First
Tracy Kill	First
Mandy Grabbe	Second
Jodie Hotovy	Second
Kris Wiest	Second
Tiffany Miller	Third
Melissa Peal	Third
Sara West	Third
Anne Boever	Fourth
Deb Brown	Fourth
Ann Menning	Fourth
Deirdre DeWald	Fifth
Kim Johnson	Fifth
Joni Powers	Fifth

Susan Dobel
Lindsey Korth
Veronica Kretz
Dan Maline
Bridget Aschoff
Ryan Shanle
Sonja Dreher
Julie Perrault
Lindsey Propheter
Barb DeFreece
Anne Friedrichsen
Steve Slater
Shannon Watkins
Jen Maher
Ann Rasmussen
Sally Johnson
Alena Keene
Amy Ackerman
Tawnya Mann
Betsy Bender
Kellie Murnan
Missy Delaney
Jenny Svoboda

Supporting Staff

Lori Oswald
Nancy Deetz
Mary Beth McGuire
Becky Reger
Dana Gerten
Anne Livingston
Kelly Gibson
Kelly Reichenberg
Kolleen Mancuso
Kayla Incontro
Amanda Staroscik
Lisa Hanus
Lisa Isom
Deb Strumberger
Kathy Wentworth
Krista Linn
Mary Olson
Kathleen Gottsch
Tracy Fernandez
Linda Hubbard
Kathy Johnson
Cathy Friedt
Cheri O'Hara
Denny O'Hara
Sharon Cramer
Deb Spenner
Theresa Atwood
Colleen Starman
Dana Gerten
Rose George
Maureen Kaven

6th Homeroom – English/Religion
6th Homeroom - Math/Social Studies
6th Homeroom - Science/Reading
7th Homeroom – 7th & 8th Science
7th Homeroom – 7th English/Religion
7th Homeroom- 7th & 8th Soc Studies
8th Homeroom – 8th Reading/8th Religion
8th Homeroom - 7th Reading/8th English
8th Homeroom – 7th & 8th Math
Librarian/Media Specialist
2nd – 3rd Resource/TEAM
4th – 8th Resource/TEAM
PreK – 1st Resource/TEAM
Computer Kindergarten – 4th
Computer 5th – 8th
Spanish 6th – 8th
Spanish Kindergarten – 5th
Music Teacher
PE Teacher 2nd – 8th Grades
PE Teacher Kindergarten & 1st Grade
Art Teacher
Counselor
Speech Pathologist PT

PreS/PreK FT TA
PreK TA/ M-W-F PT TA
PreK TA/ M-W-F PT TA
PreS TA /T-TH PT TA
Kindergarten TA (Smith) FT TA
Kindergarten TA (McElhose) FT TA
Kindergarten TA (McGinty) FT TA
First (Frank) FT TA
First (Kill) FT TA
First (Johnson) FT TA
Second (Hotovy) PT TA
Second (Wiest) PT TA
Second (Grabbe) PT TA
Third PT TA (West)
Third PT TA (Miller)
Third PT TA (Peal)
Fourth FT TA
Fifth FT TA
Sixth PT TA
7th/8th PT TA
TEAM Assistant PT TA
School RN PT
Food Service Manager
Food Service Bookkeeper
Cook Assistant
Cook Assistant
Cook Assistant
Cook Assistant
Extended Care Director
Extended Care Assistant PT TA
Extended Care Assistant PT

Leela Sebastian
Craig Billings
Kevin Bauman
Ron Smith
Jim Whitaker
Bob Walsh

Extended Care Assistant PT
Maintenance Director
Part-Time Custodian/Lunchroom
Full-Time Custodian
Part-Time Custodian
System Administrator

PARISH STAFF

Fr. Gary Ostrander
Fr. Rodney Adams
Vicki Payton
Lisa Seidl
Terry Krolikowski
Michael Willis
Jenni Vankat
Beth Kathol
Mary McMahon
Gazelle Johnson
Chris Else

Pastor
Associate Pastor
Parish Business Manager
Parish Business Manager Asst.
Parish Office Manager
Liturgical Ministry
Youth Ministry
Adult Ministry
Director of Religious Formation
RF Administrative Assistant
Liturgy of the Word Coordinator

IV. ADMISSIONS

ADMISSION POLICY

1. St. Patrick's School recognizes the unique blessings and capabilities of each child. In an effort to "teach as Jesus did," we encourage students to give selflessly to others and to offer their time and talent for the betterment of their school, parish, and community. We ultimately recognize, however, that the best teaching approach is modeling. No one will be admitted, readmitted or be allowed to remain as a student to St. Patrick's School unless that person and his/her parents/guardians subscribe to and follow the school's philosophy and agree to abide by the educational policies and regulations of the school, the entire staff, administration and the archdiocese.
2. Many school families already contribute much-appreciated time, talent, and resources to the St. Patrick's Community. For their giving, we are grateful. For other families, stewardship (time, talent, and treasure) has yet to become a priority. In recognition that we need to practice what we teach, the St. Patrick's School Board holds the expectation that all families participate in stewardship opportunities (parish or school) in whatever capacity they are able.

Therefore, in order to register a child at St. Patrick's School (with parishioner status), parents/guardians must complete a Parishioner Registration Form and a Stewardship Form. In order to receive parishioner tuition, families are expected to follow through with their stewardship plan. A stewardship committee has been created to assist in the review of each family's stewardship commitment.

Rev. June 8, 2009

ADMISSION GUIDELINES

The Principal along with the Admissions Committee will make the decision concerning your child's acceptance and placement into our school. We will use the following criteria in descending order when we have a waiting list.

1. The family is following the expectations of a parishioner, including:
 - being registered in St. Patrick's Parish (length of registration may be a factor);
 - having a stewardship form on file;
 - attending Mass regularly;
 - actively participating in a parish ministry or organization;

- contributing regular financial support in some traceable manner such as envelopes (or some agreed upon terms with the pastor and/or principal).
2. The family has current students attending St. Patrick's School.
 3. The family has siblings of current students attending St. Patrick's School.
 4. The family has siblings of accepted, new students.
 5. The family is Catholic, non-parishioner; date of school application and availability of parish school will be considered;
 6. The family has students planning to attend our K-8th grade program (this applies only to preschool and pre-kindergarten programs).
 7. The family is non-Catholic; date of school application will be taken into account.

As a way to better acquaint them with St. Patrick's School, all parents/guardians and students will be required to meet with the Principal at school as part of the enrollment process. St. Patrick's School requires all parents/guardians to give the school a copy of their child (ren)'s birth certificate and baptismal certificate.

Rev. January 8, 2007

ADMISSION AGE REQUIREMENTS

St. Patrick's School complies with the Nebraska State age requirements for kindergarten and grade one students. Children entering kindergarten must be five years old on or before **July 31st**. The school principal will make all final placement decisions. This policy will become effective for all students entering the 2012-2013 school year.

Revised 1-17-2011

PRESCHOOL ADMISSIONS AND WAITING LIST GUIDLINES

All children (Catholics from outside our parish and non-Catholics) are welcomed to enroll at St. Patrick's Preschool (PreS) and Prekindergarten (PreK). Students enrolling in PreS must be three years of age by June 1st and **PreK students must be four years of age by July 31st**. The cost for children going to the three year old program is approximately two-thirds the cost of the prekindergarten program. If St. Patrick's School has a waiting list, the following factors will be used to accept students:

1. Students currently enrolled at St. Patrick's preschool.
2. Siblings of St. Patrick's students.
3. Students that are planning to attend St. Patrick's Five-Day School. (Approved 8/13/01).
4. Student's whose parent(s) are current Parishioners of St. Patrick's Parish (Date of registration into the parish. Other registration situations may also be considered.
 - a) Student's whose family is Catholic in neighboring parishes with no Catholic School.
 - b) Catholic families on waiting lists of other Catholic Schools
 - c) Non-Catholics

Revised 1/17/2011

NEW STUDENT ADMISSIONS

For the admission of a kindergarten student or a transfer student, the parent/guardian must follow these guidelines:

1. **BIRTH CERTIFICATE** - St. Patrick's School complies with Nebraska State Law requiring that a birth certificate with a raised seal must be provided for every student who is enrolled. The original should be brought to the office to be copied.
2. **HEALTH RECORD** - An up-to-date health record. Record of a physical examination by a doctor is required of any student entering kindergarten, seventh grade, and of all students who transfer in at any grade level from outside Nebraska. A dental examination is also recommended at this time.
3. **IMMUNIZATION RECORD** - An up-to-date immunization record.
4. **SACRAMENTAL RECORDS** - Parent/guardian is required to submit a Baptismal Certificate regardless of religion.
5. **CUMMULATIVE RECORDS** - For students transferring into St. Patrick's School, a copy of records from the previous school attended is required.

CLASS SIZE

St. Patrick's School complies with Nebraska State Law. It is recommended that a half-time teacher assistant be added to any primary classroom (K - 8th grades) that reaches 25 or more students. It will also be recommended that each kindergarten classroom be limited to 28 students; if there are more than 22 students, it will have a teacher assistant. St. Patrick's will not allow more than 30 students in any classroom 1st - 8th grade the only exception will be a middle level classroom. A waiting list will be established if additional students wish to attend. Exceptions to class size will be made only by the agreement of the Principal and School Board.

WITHDRAWAL

Should it become necessary for a student to leave St. Patrick's School for a reason such as moving or transferring to another school, the parent/guardian must give the Principal at least 24-hour notice. The student must return all books, including library books, pay any fines, activity fees or lunch balance, and their tuition must be current for St. Patrick's to release any records. If you withdraw a student after school begins for the fall, you will be responsible for the entire quarter of tuition that the student attended. Records cannot follow a student without the completion of a Transcript Request form from the child's next school. Also, all dues, fees and tuition must be paid in order for transcripts to be sent.

V. PARENT'S ROLE IN EDUCATION

We at St. Patrick's Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life-physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of St. Patrick's Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at St. Patrick's Catholic School, we trust you will be loyal to this commitment. During these formative years (PreK - 8th) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other parent will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers/administration will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence. Together let us support one another in helping your child to become the best person he/she is capable of becoming.

As partners in the educational process at St. Patrick Catholic School, parents are expected:

1. To set rules, times, and limits so that your child:

- Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school dress code
 - Completes class assignments on time
 - Has lunch money or sack lunch everyday
2. To actively participate in school activities such as Home & School, Parent-Teacher Conferences, etc.
 3. To notify the school with an email, call or written note when the student has been absent or is tardy.
 4. To notify the school office of any changes of address or important phone numbers.
 5. To meet all financial obligations to the school.
 6. To inform the school of a special situation regarding the student's well-being, safety and health.
 7. To complete and return to school any requested information promptly.
 8. To read school notes and newsletters and to show interest in the student's total education.
 9. To support the Home & School Association SCRIP program, the Church carnival, the Annual Dinner/Auction and the Capital Campaign, to meet the essential building needs of the school.
 10. To support the religious and educational goals of the school.
 11. To support and cooperate with the discipline policy, uniform policy and all procedures in this handbook.
 12. Parents/guardians are encouraged to provide input; however, they are expected to treat staff, teachers and administration with respect and courtesy. Discussion on any student or school issues should be done in a professional and respectful manner. If a parent/guardians behavior is disrespectful, rude or disruptive to the educational program, or damages the reputation of St. Patrick's, the School administration will decide whether the child(ren) will be allowed to continue education at St. Patrick's School.

ADULT CODE FOR MODELING SELF DISCIPLINE SKILLS

The following codes of conduct were developed by parents who took the DWP course. They saw the need for parents to provide the continuity and discipline at home as we do in school. Therefore, all parents/guardians are expected to follow and model these 15 DWP skills.

Listening

I will model the steps of listening when I communicate with others in the St. Patrick's School Community to avoid misunderstanding.

Following Instructions

I will follow the guidelines as outlined in the family handbook and all written and oral school communication.

Asking Questions

I will direct my questions to the appropriate person in a respectful manner.

Sharing: Time, Space, People, Things

I will respect that St. Patrick's School resources may be limited and must be shared for the good of our school community.

Social Skills

I will do my part to make St. Patrick's a welcoming community.

Cooperation

I will be supportive in speech and action and share responsibilities for tasks that need to be done.

- volunteer on a committee
- assist at the school
- pray

Reasons for Rules

I will take responsibility for learning and upholding the rules and regulations as outlined in school communications

Completing a task

I will honor my commitments to the St. Patrick's School Community by following tasks to their successful completion.

Leadership

I will stand on the die of truth even if I stand alone to portray the positive image of St. Patrick's School

Communication

I will reinforce positive communication within the school community.

- staff
- personnel
- families
- priests

Organizational time, space, people, things

I will honor established time schedules as set by the school community.

Resolving Problems

I will discuss concerns in a productive and respectful manner with the person involved and offer a solution or my assistance to resolve the issue.

Initiating Solutions

I will go to the source of a problem to resolve concerns.

Fact vs. Feeling

I **will** refrain from voicing problems when my emotions are too strong in order to distinguish fact from feeling.

Making Sacrifices

I will realize that sometimes for the greater good of the school community, I may have to sacrifice

REQUIRED PARENT MEETINGS

Get Set for School

In early August each year, parents/guardians come to open their lunch accounts, register for Extended Care, sign-up for membership and volunteer projects with Home & School, approve their entry in the school directory, and shop the Used Uniforms in the Parish Center. On this day, class lists will be posted and parents will learn who their teacher is. **At least one parent from each family is expected to attend.**

Curriculum Night

This is an evening for parents, a time to meet with and learn about your child's teacher and classroom routines and expectations. This lasts about 30 minutes for each child. Immediately following, parents/guardians are expected to attend the State of the School Address. **At least one parent from each family is expected to attend.** Please do not bring children to the Curriculum Night meeting.

State of the School Address

The State of the School Address is held after each of the curriculum nights. The Principal, Don Ridder, will talk about the present status of the school, goals of the school and the expectations the school has for parents. Our Pastor, Fr. Gary Ostrander, will talk to the parents about the expectations of being a parishioner at St. Patrick's as it relates to the involvement in the church.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled in the fall and early spring. All parents/guardians are expected to attend these conferences in the fall. Spring conferences are held if the teacher or the parent/guardian requests, with the exception of Preschool and Prekindergarten. PreS and PreK conferences in the spring are **mandatory** in order for the following year's placement to be reviewed by the teacher and parents/guardians. Rescheduling Parent/Teacher Conference appointments will be based on the teacher's availability.

NON-CUSTODIAL PARENT/GUARDIAN

St. Patrick's policy on the rights to school information by a parent/guardian who do not have custody of their children is as follows:

1. Court Orders: At the time of registration and/or as the parent/guardian become aware, court orders must be presented to the Principal by either or both parent/guardian.
2. Records: Non-custodial parent/guardian must submit written requests for their children's records, unless a court order prohibits them from doing so.
3. School personnel may assume that the non-custodial parent/guardian has a right to the student's records unless a court order to the contrary has been provided.
4. School personnel do not need permission from the custodial parent/guardian to provide records to the non-custodial parent/guardian, but it will notify the custodial parent/guardian that it intends to comply with a request from the non-custodial parent/guardian.
5. Conferences and information: Non-custodial parent/guardian may attend regular parent/guardian/teacher conferences or arrange special parent/guardian/teacher conferences unless he/she has been restricted from doing so by court order. General school information, such as lunch menus or announcements of school events, is not considered part of a student's records. The school is not required to provide such information to non-custodial parent/guardian, but may comply with requests if it is feasible.
6. Other contacts: The school will not release a child to the non-custodial parent/guardian unless asked to do so in writing by the custodial parent/guardian. If custody has not been decided, the student may leave with either parent/guardian, unless a court order to the contrary has been provided. Non-custodial parent/guardian may visit the student's classes unless restricted by a court order.
7. Joint Custody Information: If parents/guardians have joint custody, each parent/guardian will have the same rights unless restricted by court order. The school may require a copy of the legal documentation of who is the custodial parent/guardian and may also require identification from the non-custodial parent/guardian.

VI. PRESCHOOL(PRES) & PREKINDERGARTEN(PREK)

PHILOSOPHY

The PreS/PreK philosophy draws directly from the mission statement of St. Patrick's School. It is a play-based approach wherein the child learns life skills through play. The child's work in the classroom is to enjoy, play, explore, invent and imagine within an integrated curriculum. The child will develop at his /her own pace in social, emotional, physical and cognitive areas. The classroom functions as a tool in the child's development, always aware that each child is an individual and should develop within his/her own unique time frame. Kindergarten readiness is not determined by the chronological age of a child as a separate factor but is determined by the developmental stage of each child and how that is exhibited in a classroom setting.

PROGRAM REQUIREMENTS & OVERVIEW

PRES(T-TH)

REQUIREMENTS: 3 years old by June 1st, competently, independently toilet trained.

Overview: This program will provide children an opportunity to interact with their peers in a play-based setting. Future placement will be based on each child's development and teacher/principal recommendations.

Sessions: Tuesday/Thursday 8:10 a.m. - 11:00 a.m.
Tuesday/Thursday 12:30 p.m. - 3:10 p.m.

PREK(M-W-F)

REQUIREMENTS: 4 years old by July 31st, competently, independently toilet-trained. Best suited to older 4's or 5's who have had preschool experience.

Overview: This program places a strong emphasis on developmental skills needed for each child to succeed in future educational settings (i.e. maturity, focus, attention span, motor and cognitive skills). Future placement will be based on child's development and teacher/principal recommendations.

Sessions: Monday/Wednesday/Friday 8:10 a.m. - 11:00 a.m.
Monday/Wednesday/Friday 12:30 p.m. - 3:10 p.m.

PROGRAM GOALS

- To help children know, love and serve God
- To develop a positive attitude toward school
- To assist each child's development of self confidence as an independent learner
- To encourage respect of oneself, family, friends, neighborhood and country in which we live

CLASSROOM HAPPENINGS

Religion

Time spent presenting stories of Jesus' life. Knowledge of God, His love and the world around us are woven into the curriculum on a daily basis. Every area of the preschool experience provides an opportunity to plant the seeds of our Catholic faith and Christian values.

Themes

Units are presented thematically in an integrated curriculum using social studies, math, music, art, movement, language arts, and literature.

Letter of the Week (MWF PreK Only)

We begin our introduction to the alphabet with the letter of the week. Students may bring an item from home for the letter basket during each letter's designated week. Be creative and have fun as a family trying to find unique items that begin with the letter of the week.

Show & Share (MWF PreK Only)

Every child will have a chance to bring home the "Show & Share" bag. It is an excellent opportunity for developing language skills. Children may bring two items of their choice from home when they have the bag. They should be able to tell why each item is special to them. UNACCEPTABLE items are those relating to war, violence and power figures of all types. A student will not be allowed to share any such item. Thank you for your cooperation on this matter.

God's Shining Star (T/TH only)

Each child will have the opportunity to be "God's Shining Star" for a week. It is a chance to tell all about themselves and what makes them special. Your child will bring home the information when it is their turn.

DISCIPLINE

Children are learning responsibility for their own actions. They are guided by a set of rules and consequences. Love and logic, positive reinforcement and consequences are the guidelines that enable them to make good choices and learn from poor choices. At St. Patrick's, the entire school has adopted the *Discipline with Purpose (DWP)* program. This program is a common sense approach using 15 skills that are incorporated into all areas of a student's day at every grade level. It provides continuity and clarity for all students.

In preschool, we focus on the basic skill of listening. The preschool students are able to show us the good listening behaviors of quiet hands, quiet voices and attentive eyes and ears. We are then able to follow up with other skills such as: Following Directions, Asking Questions, Sharing and Social Skills. The expectations are school-wide and provide our children with the foundation for a strong sense of worth and self-discipline. We encourage parents to support and strengthen these skills at home. When you visit our school you can sense our students' purpose is to be the best in all areas.

DAILY SCHEDULE

<u>Morning</u>	<u>Afternoon</u>	
8:00	12:30	Arrival / Table Activities
8:10	12:45	Attendance
8:30	1:00	Opening
8:45	1:20	Movement / Song / Finger play
9:00	1:30	Literature
9:20	1:45	Art Project
9:40	2:00	Centers
10:00	2:20	Bathroom
10:05	2:25	Snack
10:20	2:35	Letter of the Week
10:30	2:50	Bible Story
10:45	3:05	Song / Movement
11:00	3:10	Dismiss

Daily outside activities as weather permits

ARRIVAL/DISMISSAL

A.M. arrival: 7:55 to 8:05 a.m.

- Drop your child at the school's main entrance.
- There is supervision after 7:45 a.m.

A.M. dismissal: 11:00 a.m.

- Park in along the curb OR in the parking lot at the school's main entrance. **(This is a change from past years.)**
- Parents may park cars along the driving lane and meet children at the sidewalk.
- Children will be dismissed from the doorway.

P.M. arrival: 12:30 p.m.

- Drop your child at the school's main entrance. **(This is a change from past years.)**
- Please walk your child to the door when teachers arrive at 12:30
- When cold weather begins, please remain in your car until you see a teacher at the door. It will be much warmer this way.

P.M. dismissal: 3:10 p.m.

- Children will be released to parents at the main school entrance
- Parents may park cars along the driving lane and meet children at the sidewalk. Parents must be out of the driving lane by 3:20.

SEPARATION FROM MOM/DAD

We know separation can be difficult. Here are some suggestions:

- Keep talks about preschool simple. Constant reminders "aren't you excited?" tend to overwhelm some.
- Drop and go is the best way for parents to handle an apprehensive child. Deliver them, reassure them you will return, kiss them goodbye, and go with a smile. The faster the exit, the sooner the child calms.

DRESS CODE

Play clothes
Tennis shoes

ARTICLES PROHIBITED in the CLASSROOM

Children are not to bring any toy weapons to school for any reason. Please keep toys, candy, or food items at home. Any items of this nature will be taken away. Toys will be allowed only when specified by the teacher.

SNACKS

Snack time is an important time to learn socialization skills, prayers, and hygiene. The snack tote/bucket will be sent home when it is your child's turn to bring snack. If you are unable to participate or your child has allergies, PLEASE let us know. Snacks are to be store-bought, not homemade due to allergies, asthma, etc. among students in the classroom.

SUPPLIES

Each child needs to bring a backpack DAILY, with his/her name clearly marked on the outside. The School Supply list is available on the website.

ACTIVITY FEES

The activity fees cover the snack time milk and tech fee for the year. In September, we will send home a form listing all the field trips and the total cost for all. For your convenience, you will be able to write one check that will cover this fee for the entire year.

CLASSROOM NEWS/COMMUNICATIONS

We will be sending/emailing home a weekly letter to keep you informed and updated concerning PreS and PreK. This is one of the ways to establish strong communication between home and school. Please do not ever hesitate to contact if you have any questions. Finally, please realize you are the valuable resource. WE share a common goal for your child's education. Church, home and school provide a valuable base for your children to grow into respectful, responsible members of our community. We are always available for you and your children.

STUDENT EVALUATIONS/CONFERENCES

The PreS/PreK program will hold conferences in November and February. In November we will visit about your child's development. In February, the conferences are optional at your request. In some cases, we will meet with parents again in April. The PreS evaluation reflects your child's accomplishments and those skills that are "works in progress". All early childhood skills are developed within each individual child's unique time frame and are acquired at different rates (just like walking and talking). Please remember that it is not important to acquire all skills by the chronological age of five because age is only one small part of development and kindergarten readiness. It is more important that we recognize each child's pace and progress as special to them and necessary for future learning.

VII. K-8th GRADE ACADEMICS

CORE CURRICULUM

St. Patrick's core curriculum provides for the proper education of the student at each grade level. The subjects of Religion, Language Arts, Math, Science, and Social Studies are taught in each grade basic instruction in the core subjects is enhanced by placing additional emphasis on the processes of learning, creativity and the acquisition of study skills. Our faculty offers added support to students and their families through the T.E.A.M (Together Everyone Achieves More) program, a resource for individualized assistance

RELIGIOUS FORMATION

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, religious education classes, and the general

climate of the school. Catechizes for justice, mercy, and peace are an integral part of the curriculum and school; peace is an integral part of the curriculum and school environment because of our need to live this in our daily lives.

Each student receives daily instruction in religion The instruction follows the Archdiocesan curriculum guidelines. Content includes Doctrine, Scripture, Tradition, and Church History. Topics are taught using methods appropriate to the various age levels. Integrated with instruction is attitude formation. It is important that children have pleasant, joyful, religious experiences and positive attitudes about faith, practicing faith, church personnel, and being a Catholic.

Daily prayer is an integral part of the school day. Students use both formal and spontaneous forms of prayer several times daily. Prayer services are planned for special feasts and liturgical seasons, such as Advent and Lent.

MASS AND RELIGIOUS PRACTICES

The Liturgy of the Mass is the focus of our public worship of God and the focus of our parish worshipping community. Students are taught and given opportunities for participation in the Mass. All K-8th grade students attend Mass on every holy day of obligation as well as every Tuesday and Thursday morning at 8:30. All students are expected to fully participate in Mass by singing and responding in prayer.

With the assistance of our 2nd grade & middle school teachers, the Religious Formation program will prepare the 2nd graders for their First Reconciliation and First Holy Communion and 8th graders for Confirmation.

In October, the Month of the Rosary, and May, the Month of Mary, each class will recite the Rosary. During Lent, the children will attend the Stations of the Cross. By their good example of frequent reception of the Sacraments and weekly attendance of Sunday Mass, parents/guardians can establish in their children habits that will remain with them forever. All students in 2nd grade thru 8th grade will participate in reconciliation at least once each semester.

REPORT CARDS AND PROGRESS REPORTS

Mid-quarter progress reports are given to all 2nd - 8th grade students quarterly. Special conferences are arranged if requested by either the parents/guardians or the teacher. Report cards will be issued each quarter to all students in kindergarten through 8th grade.

Grading System

The grading system for achievement and effort is explained on the report cards of each grade level. The GPA will come from all the core classes as well as the specials classes.

The grading system for **Kindergarten** is as follows:

E	= Excellent
I	= Improving
S (plus/minus)	= Satisfactory
N	= Needs Improvement
N/A	= Not Applicable (Skill not introduced)

The grading system for **First and Second grade** is as follows:

E = Excellent Progress	+	Exceeds Expectations
S = Satisfactory	√	Needs Improvement
N = Needs Improvement		No mark indicates grade level

The grading system for **Third through Eighth grades** is as follows:

A = 93% - 100%
B = 86% - 92%
C = 78% - 85%

D = 70% - 77%

HONOR ROLL

St. Patrick's curriculum challenges students to strive to become their best academically and recognizes achievement quarterly in the 5th – 8th grades through a three-leveled honor roll system. Students' G.P.A. (Grade point average as determined on a four-point scale) can earn them placement on one of the three honor rolls.

“Gold”—for students who earn a 3.75 – 4.00 G.P.A

“Silver”—for students who earn a 3.50 – 3.74 G.P.A.

“Bronze”—for students who earn a 3.25 – 3.49 G.P.A.

HOMEWORK

Homework is an essential part of St. Patrick's school program. Appropriate homework assignments will be given according to the grade level of the student. Homework assigned will correlate with material covered in the classroom. We ask that parent/guardians provide an atmosphere at home that will strengthen and support the child in completing the homework. Missing assignments are not acceptable; therefore, students may receive a verbal/written warning, deduction in grade, a detention for missing assignments and/or whatever is deemed appropriate by the teacher. Homework is one of the major opportunities our students have as it prepares them for the next grade level and the challenges of the high school of their choice. It extends the learning time beyond the normal school day and it creates a great work ethic. It increases responsibility and self-discipline among students by completing assignments without teacher supervision. Homework can create a close working relationship between home and school as well as between parent/guardian and child, by encouraging involvement by parents/guardians in the lessons and activities assigned by the school.

Although it is assumed that assigning homework is beneficial, it is also realized that certain limits are needed to insure a well-rounded education. Today's children are involved in many activities outside the school setting that contribute to their intellectual, physical, social and spiritual development (i.e., Scouts, religious functions, family activities, sports, etc.). It is the desire of the school to seek a happy balance between allowing the time for wholesome outside activities and requiring the discipline involved in doing homework.

The classroom teachers will monitor homework. They will be aware of the approximate amount of homework each student is required to complete. Homework should not be entirely the result of unfinished assignments during the school day. This creates a situation where some students are burdened by too much work in the evening, and some students with too little.

If a child has been ill, the responsibility rests with the child to check with the teacher concerning assignments that have been missed. The teacher determines the make-up work. We encourage parents to pick up their child's homework if their child has missed school.

STUDENT ASSISTANCE TEAM (SAT)

The Student Assistance Team (SAT) is comprised of the School Principal, the TEAM Resource teacher and three grade level teachers. The team and the classroom teacher meet as often as necessary to review and discuss the strengths and weaknesses of students with special academic and/or behavioral needs. The team offers suggestions and strategies for classroom implementation, recommends resource support if needed or when necessary, further evaluation by the school district from which the child resides in may be recommended. Follow-up evaluation meetings will be held.

The focus of the SAT team is on the learning style, strengths, and weaknesses of each individual student. While working with the parents/guardians, the St. Patrick's SAT team strives to offer the best possible instructional program for all students, who may need additional support.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

The primary goal at St. Patrick's Catholic School is academics. Athletics and other extracurricular activities are also an important part of a child's education. In order to be eligible to participate in school sponsored extracurricular activities and competitions, students must remain in good academic standing. All academic courses must have a grade of a C or higher. Students must also remain in good behavioral standing by behaving in ways that support St. Patrick's mission which includes limited absences and attendance at school during the day of the activity or competition.

RETENTION

A teacher may recommend retention of a student after conferring with the Principal and the parent/guardian.

Reasons for retention include, but are not limited to:

1. Low academic performance
2. Excessive absences
3. Immaturity/inability to interact with peers
4. Emotional immaturity

After conferring with the parent/guardians and teacher(s), the Principal will make the final decision as to the appropriate placement and/or retention of the child.

ADDITIONAL EDUCATION OPPORTUNITIES

Music

Students are scheduled to have Music classes twice a week. Students will be expected to fully participate in these classes. During the Christmas Season and in the spring, the students will show their musical abilities to their family and friends with a performance that will be scheduled.

Physical Education

Students are scheduled to have P.E. classes twice a week. Students will be expected to fully participate in these classes. On P.E. days, students should always wear appropriate shoes (tennis shoes). If a child is unable to participate in P.E., a doctor's written note should be provided to excuse them from class.

Spanish

The Spanish curriculum begins in kindergarten and continues through the eighth grade. Classes are held twice a week for sixty minutes total for kindergarten through fifth grades and eighty minutes for sixth through eighth. In grades kindergarten through third Spanish is taught and practiced through daily greetings, prayers, songs, commands and basic vocabulary. Thematic areas such as family, colors, numbers and animals will also be presented. The Spanish program naturally progresses and builds upon the previous year. Fourth through eighth grades classes include a combination of listening, speaking, writing and reading as well as studying the culture of Spanish speaking countries. Classes will be conducted in Spanish for the latter part of eighth grade. Upon successful completion of eighth grade students are encouraged to pursue Spanish II at the high school level.

Library

St. Patrick's Library procedures for the 2011-2012 school year are as follows:

1. A library time will be assigned to each K-6th grade class and will be the same each week.
2. K-6th grade students will return and checkout books during their Library time. They have the ability in their classrooms as well as in the Library to look up titles, subjects, and favorite authors via the computerized index.
3. 7th-8th grade students will be allowed to check out books with the permission of a teacher during any open Library time.
4. A student is required to bring back their Library books by their due date.

5. Students may renew books if needed for a longer period of time. Students must bring books for renewal during their regular Library time.
6. Kindergarten through first grade may check out one book.
7. Second through fourth grade students may check out a maximum of two books.
8. Fifth through eighth grade students may check out a maximum of three books.
9. Books are due two weeks after check out. Students will not be allowed to check out a book when they have an overdue book.
10. The Library will hand out reminders to the students to return overdue books. Students are to be responsible for returning their books on time. If a book is two weeks past due a reminder will be sent home. If the book is one month overdue, a note will be sent home listing the replacement cost for the book. Please feel free to contact Barb DeFreece, Library Media Teacher, with questions (e-mail: bdefreece@stpatselfhorn.org.)
11. If your child pays for a lost book and the book is found, no refund will be given. Your child can either keep the book or donate the book back to the library.

Computers

During computer sessions, students will learn age-appropriate, hands-on, and enriching technology skills. In the technology lab, students will learn to enhance their general studies with creative projects using many tools, including laptops, PC's, and multiple software programs. During lab and class time, students will integrate these lessons into other classroom projects. Keyboarding skills will also be taught and reinforced with age-appropriate lessons for students in kindergarten through eighth grade.

Exploratory Classes

Our exploratory program includes a broad selection of enriching experiences that deepen the value of our high quality academic program. We empower our students with connective learning across disciplines. Exploratory classes allow students to learn about topics that are of interest to them within specific disciplines. Students have exploratory classes in grades 6-8 in the areas of Art, Computers, Guidance, Library, Learning Skills, and Music. Students will continue to have Spanish and PE 2x a week throughout the year. If you would like more information about the Exploratory program, please contact the school counselor or the principal.

EXTRA CURRICULAR ACTIVITIES

Field Trips

Your child will periodically have the opportunity to take field trips; however, field trips are privileges afforded to students and not absolute rights. Teachers will have the right to deny students to participate if the student fails to meet academic or behavioral requirements. All school rules apply when children are on field trips or any other school sponsored events.

A signed parent/guardian permission slip is required before students will be permitted to participate in the field trip. Without this signed permission form, the student will not be allowed to participate. Any additional fees for bus transportation or admission costs will be stated on the permission slip. Only school-aged children will be allowed to ride on the bus for school sponsored field trips.

VIII. DAILY SCHOOL INFORMATION & POLICIES

SCHOOL HOURS

St. Patrick's Catholic School is in session from 8:05 a.m. until 3:25 p.m. Monday through Friday.

EARLY DISMISSAL

Dismissal on the second and fourth Thursday of each month is at 2:00 p.m.

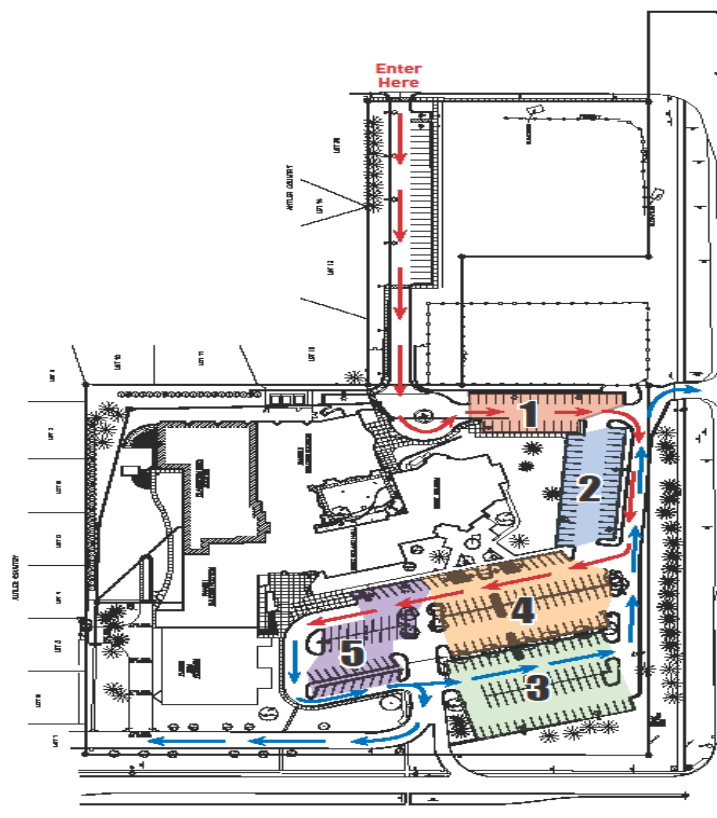
MORNING DROP-OFF

- No student should be dropped off before 7:45 a.m. without the permission of a staff member. All students dropped off earlier will be sent to Extended Care and parents will be charged accordingly for this supervision.

- All traffic will come in off of Laramie on to the North Access Road (new road along the soccer field) and through the Pre-Kindergarten (Bell Tower) lot.
- Traffic will go east through the lot and continue around to the front of the Church as if you would have come in off of 204th Street.
- The drop off zone begins at the southeast corner of parking lot #2 where the sidewalk starts and the sidewalk ends south of the gym entrance.
- After dropping off your child(ren) continue out of the lot, to the West using the South West Access Road taking you either to Maple St. (which will force you to go west) or head north out of the access road and go through the neighborhood to get back to 204th.
- No traffic will be permitted to exit out the Laramie exit during morning drop off time, which is from 7:45-8:05 am.
- We are recommending and encouraging carpooling as an excellent way to help alleviate excess traffic and to make life easier for you.

If someone other than a parent of a St. Patrick's student is taking or picking up your child(ren), please make sure they are aware of the parking lot expectations.

MORNING TRAFFIC PATTERN



AFTERNOON DISMISSAL

- School dismisses at 3:25 p.m. and all vehicles are expected to be in their assigned parking lot (as indicated below) by 3:20.
- The following lots will leave via the North Access Road in this order: Lot #1 & Lot #2
- The following lots will leave via the East Access Road in this order: Lot #4
- The following lots will leave via the South Access Road in this order: Lot #3.
- If you arrive after 3:20, you will not be able to enter the parking lot and you will have to wait until 3:35 to pick up your child (ren). We expect all children to be picked up on time (3:20-3:25) this year. **If a child is not picked up immediately after school they will be required to attend an**

after school supervision area (in front of trophy case) and their parents will be charged a fee of \$5.00 for this late pick up. If a child is picked up after 4:00 parents will be charged \$10.00 or the total cost of drop-in afternoon extended care. The only exceptions to this rule will be if there is an emergency; i.e. accident, flat tire, vehicle breaks down, etc. Road construction or slow traffic does not constitute an emergency. Should there be an emergency, than you will be expected to call the office as soon as possible, and let them know of your situation. Your child(ren) will then be called to the office and expected to wait there.

- On Wednesday nights the religious formation classes begin at 4:00p.m. The RF uses the drop off zone to drop off students. Parents/caregivers picking up child(ren) from extended care will park in lot 2 or 4 and walk up to get their child(ren). Cars are not to park in the drop off zone. Please refer to map on the next page. Parking lot assignments and map follow on the next page.
- Carpooling is strongly encouraged. If the last names in a carpool are assigned to different lots, please choose one lot and that is where the students will know where to go every day.

DISMISSAL/AFTER SCHOOL SUPERVISION

Each day at 3:17pm (1:50pm on 2:00 dismissal days), announcements will be read over the intercom system. Students, staff and everyone in the building are expected to quiet themselves and listen carefully. Following the announcements students should proceed immediately to their appropriate lines and prepare for dismissal. There will be lines downstairs for the older students and lines up stairs for the younger students. All lines will follow the rules for dismissal in the school. Teachers and teacher assistants are expected to help supervise and organize the children in their dismissal groups. At 3:25, the teachers escort the students out to the parking lot. A designated staff member is responsible for all students who are not picked up at dismissal time. These students should go to the supervision area (sit in front of the trophy case) and sign in. In order to pick-up these children, a parent must sign them out. Students will move to the trophy case near the front office at 3:35. From that time on, the parent is required to come in and sign the student out as well as pay the late fee of \$5.00 per child. At 4:00pm, the child will be checked-in to Extended Care. The parent will be charged the Drop-In of \$10.00 and the \$5.00 late fee per child.

SAFETY PATROL

God has given each of us many gifts. One way we can praise Him for those gifts is through stewardship. For sixth graders, stewardship comes in the form of safety patrol. Safety patrol ensures the safety of all students while they are exiting their cars during the morning traffic flow. Each sixth grader will be responsible for assisting with morning safety patrol two-three times during the year. Each shift is approximately one week long. Patrol needs to be at their assigned station at 7:45 a.m., rain or shine so dress accordingly. Parents are asked to ensure their child is here on time. If it works in your schedule, you may even assist the children. We can always use more adult help!

2011-2012 PARKING LOT ASSIGNMENTS ASSIGNED BY FAMILIES LAST NAME

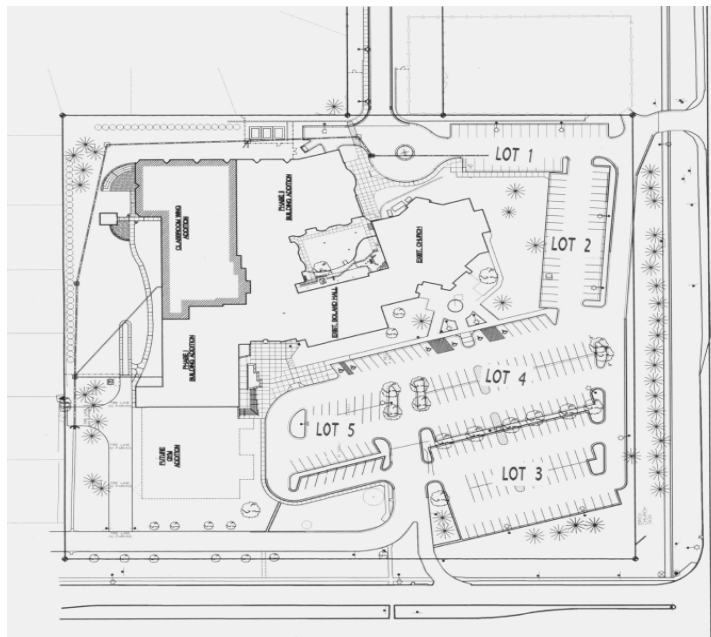
Lot assignments based on last name of child(ren). THEY ARE DIFFERENT THAN LAST YEAR!!! See map following this explanation as to the location of parking lots.

Lot #1	S-Z -exit out fire station road to north
Lot #2	O-R-exit out fire station road after lot #1
Lot #3	A-G-exit out access road to west to Maple Street
Lot #4	H-N-exit out east access road to 204 th Street
Lot #5	Staff and visitor parking, preschool pickup area, and daycare van parking only.

Parking lots shut down and are closed to ALL traffic at 3:20. This is to ensure all cars are backed into parking stalls and not moving when children are dismissed. We ask for everyone to arrive early enough to allow for safe parking. If you have someone else picking up your child(ren) please advise them of this PRIOR to them coming to school.

When the children are dismissed they will walk through the parking lot to you at your car. DO NOT LEAVE. WAIT FOR THE ALL CLEAR BY SAFETY PATROL AND TEACHERS. If your lot has all children in vehicles and not walking around they will dismiss the lot. Each lot is separate, if they are ready to go,

cars may exit. This procedure takes no more than 10 minutes. Thank you in advance for your cooperation in following this plan and keeping all students safe!



VISITORS

ALL PARENT VISITORS & VOLUNTEERS MUST CHECK IN AT THE INFORMATION DESK OR SCHOOL OFFICE. Everyone, with the exception of staff and students, who comes to the school during school hours (6:30 am to 6:00 pm) must check in at the Welcome Desk or school office and receive a visitor's pass. This is done to ensure the safety of all students and staff. Visitors, including parents/guardians, should come in the main entrance. Other entrances will be locked during school hours.

Parents and visitors are welcome to visit St. Patrick's Catholic classrooms for special presentations. **Drop-in visits, however, tend to be disruptive and are strongly discouraged.** If you need to visit with your child's teacher outside of scheduled conferences, please contact the school office, send a message via email or send a note in with your child to schedule a time to visit your child's teacher before or after school hours.

All visitors, volunteers, and parents must check in at the information desk or school office. No one should wander the school halls, grounds, lunchroom, or visit classrooms without signing in at the information desk or school office. Parents are requested NOT to make a special trip to the school to deliver forgotten items (i.e. homework, sports gear for after school activities, cold lunch [students will be served hot lunch], etc).

UNIFORM POLICY

In adherence with St. Patrick's Catholic School's mission statement, the School Board adopted a uniform policy to enhance the learning environment. Personal appearance and hygiene should reflect an attitude of self worth and school pride on the part of the student. Any teacher (s), staff member and/or principal will determine compliance with the below dress code and necessary disciplinary actions will be given as deemed appropriate. The Uniform Committee, School Board and Principal revised and updated the uniform policy on March 14, 2011.

All Students

Shirts: Kindergarten – 6th Grade Shirts: Kindergarten – 6th grade wear long or short sleeve, **white**, pique knit shirts with St. Patrick's Catholic School embroidery must be purchased at Midwest Impressions or Educational Outfitters.

7th and 8th Grade Shirts: 7th and 8th grade students may wear long or short sleeve, **grey**, pique knit shirts with St. Patrick's Catholic School embroidery. The shirts must be purchased at Midwest Impressions or Educational Outfitters. **NOTE:** During the 2011/2012 school year, 7th and 8th graders will be allowed to wear the white pique shirt, in addition to the grey shirt. Beginning in the 2012/2013 school year, 7th and 8th graders will only be able to wear the grey shirts. Long or short sleeve, white, pique knit shirts with St. Patrick's Catholic School embroidery must be purchased at Midwest Impressions or Educational Outfitters.

Sweatshirts: Dark green embroidered St. Patrick's Catholic School sweatshirts, purchased at Midwest Impressions or Educational Outfitters, may be worn over the uniform shirt at any time during the school year. Sweatshirts must not be oversized; the length should be approximately waist length and cuffs should not extend beyond the wrist. **No other sweatshirts or other apparel are allowed to be worn during the school day.**

Sweater: V-neck green cardigan with the St. Patrick's Catholic School patch must be purchased at Midwest Impressions or Educational Outfitters. **All students are required to wear their sweaters on Mass days from October 15th until April 15th unless otherwise determined by the Principal.**

Shoes: Students must wear tennis shoes with the school uniform. Tennis shoes must have shoelaces tied and/or Velcro strapped at all times. All tennis shoes must be neat, clean, and without holes. They cannot have wheels, lights, or any other aspect that could be considered interruptive or distracting to the learning environment. No other type of shoes, other than tennis shoes, may be worn with the school uniform.

Snow Boots: Snow boots should be labeled in order to help avoid mix-ups. Boots are NOT allowed to be worn during the school day.

Undershirts: If worn, must be solid white and short sleeved.

Hats/Head coverings: Baseball hats are not allowed. Stocking caps are allowed only before school, after school and during recess/PE during cold weather.

Belts: Students in 3rd through 8th grade must wear solid blue, brown or black belts when wearing the navy blue pants and/or shorts. No embellishments or decorative type accents are allowed on the belts. Buckles must be conservative. No distracting or oversized buckles are allowed.

Socks: All students must wear socks at all times. Solid white, navy or black socks may be worn.

Girls

Christopher plaid jumper, skirt, or skort: Jumpers, skirts, and skorts must be purchased from Dennis Uniform or Educational Outfitters. Hemline must be longer than 3 inches above the middle of the kneecap. Dark colored (black or navy blue) shorts that are shorter than the hemline **MUST** be worn underneath jumpers and skirts.

4th-8th Grade girls are allowed to wear a "no-roll" skirt and skort that are available at Educational Outfitters. **"No roll" skirts/skorts are not required.**

Shorts: Navy blue twill (60/40 polyester cotton blend) walking shorts may be worn the opening day of school until October 15th and from April 15th until the last day of school. Shorts may be purchased from Dennis Uniform, Educational Outfitters, or online at French Toast. You may purchase the shorts from any other retailer as long as they are the same navy color, walking short with 60/40 blend. No styles such as cargo shorts are allowed. Hemline must be longer than 3 inches above the middle of the kneecap.

Pants: Navy blue twill traditional dress pant must be a 60/40 polyester cotton blend and may be worn in place of the jumper, skirt, or skort. No cargo pants. Pants must have 2 pockets on the front. No pockets on legs. No extra buttons should show on any pockets. For students in 3rd through 8th grade, pants must have belt loops. If the pants become worn, faded or develop holes, they are no longer compliant with the uniform and must be replaced. **PANTS MAY NOT BE 100% COTTON.** Pants may be purchased at such locations as Dennis Uniform, Educational Outfitters, or online at French Toast. You may purchase the pants from any other retailer as long as they are the same navy color, with 60/40 blend.

Leg Wear: Anklets, knee socks, or tights must be solid white, black or navy blue and must be visible. **No leggings, sheer nylon or similar hosiery is allowed.** Socks and tights may be worn together. Sweatpants may be worn under skirts/skort for girls, however, they are only to be worn for warmth when lined up outside in the morning or for going out to P.E. or recess. They are not allowed to be worn during indoor class time.

Boys

Shorts: Navy blue twill (60/40) polyester cotton blend) walking shorts may be worn from the opening day of school until October 15th and from April 15th until the last day of school. Shorts may be purchased from Dennis Uniform, Educational Outfitters, 67, Inc., or online at French Toast. You may purchase the shorts from any other retailer as long as they are the same navy color, walking short with 60/40 blend. No styles such as cargo shorts are allowed.

Pants: Navy blue twill traditional dress pant must be a 60/40 polyester cotton blend. No cargo pants. Pants must have 2 pockets on the front and up to 2 pockets on the back side. No pockets on legs. No extra buttons should show on any pockets. For students in 3rd through 8th grade, pants must have belt loops. If the pants become worn, faded or develop holes, they are no longer compliant with the uniform and must be replaced. **PANTS MAY NOT BE 100% COTTON.** Pants may be purchased at such locations as Dennis Uniform, Educational Outfitters, 67, Inc., or online at French Toast. You may purchase the pants from any other retailer as long as they are the same navy color with 60/40 blend.

Special Activities

On days with special activities (field trips, science fair, etc) the teacher and the Principal will determine the proper dress code. The teacher (s) and/or principal will determine compliance with the above dress code. Students not in compliance with the dress code/uniform policy will be sent to the office and their parent/guardian will be called so the situation can be rectified as soon as possible. Necessary disciplinary actions will be given as deemed appropriate by the teacher/principal.

Cold Weather Wear

In addition to a winter coat or jacket, the following clothing is required for protection from the cold in snowy weather to safeguard the health of the children: Hats/scarves, mittens/gloves

Makeup

Students are not allowed to wear makeup of any color, including fingernail polish, artificial nails, and lip color with the exception of cover-up for blemishes. Lip protection such as Chap Stick is allowed as long as it is clear. Perfume, body splash, or hairspray may not be applied at school.

Jewelry

Watches (without alarms) and religious medals (tucked inside shirt) are permitted. Small earrings/posts (girls only) may be worn to keep pierced ears open. Girls may only have their ear lobes pierced. Boys may not have any piercings. No hoops or dangly earrings are allowed. For safety reasons, necklaces, bracelets, and rings are not permitted.

Hair

Boys' hair must be the student's natural color, clean, combed, well-groomed, above the collar, above the eyebrows and half-way above the bottom of earlobe. The following are not permitted: excessively long hair, facial hair, sideburns below the earlobe, bleached, colored or dyed hair, lettering, symbols, carving,

etching, hair combed to one side to disguise the actual length, ponytails, mohawks, etc. In any case, all teachers and principal have discretion to determine what is acceptable.

Girls may wear any tasteful hairstyle. No gaudy or extreme cuts, designs are allowed for girls. Girls may wear hair accessories as long as they are not distracting and/or dangling to keep hair out of the student's face. Girls are allowed to wear the plaid hair accessories sold at Dennis Uniform or Educational Outfitters.

All students must come to school with clean and groomed hair. No gaudy or extreme cuts, designs are allowed for girls or boys. Girls may wear hair accessories as long as they are **not distracting and/or dangling (such as feathers or brightly colored or printed designs)** to keep hair out of the student's face. Girls are allowed to wear the plaid hair accessories sold at Dennis Uniform.

Dress Down Day

Parents/guardians and students will be notified about scheduled dress down days. Students' street clothes must follow these guidelines:

1. Pants or jeans are acceptable but must be the correct size and worn appropriately at all times.
2. Girls may also wear dresses, skirts, or skorts. Hemline must be longer than 3 inches above the middle of the kneecap.
3. Clothing must be neat, clean, and free from holes.
4. Clothing with inappropriate or derogatory logos or slogans is not permitted.
5. Students may wear walking shorts in through October 15th and after April 15th. Shorts must be longer than 3 inches above the middle of the kneecap.
6. All tops must have sleeves, no halter tops, spaghetti straps, tank tops or muscle shirts.
7. For safety reasons, all students' footwear must have **enclosed** toes and heels. Sandals, flip-flops, clogs and mules are not permitted. Tennis shoes with wheels or lights are NOT allowed at any time.
8. Baseball hats or head coverings are not allowed.
9. No revealing, form-fitting or too tight clothing maybe worn to school. School staff will determine if any clothing is inappropriate.
10. Uganda Sister School T-shirts may only be worn on designated dress down days. The logo must be visible at all times and not be under other layers of clothing.

Uniform Infractions

K-4th grade- Student will be written a uniform violation, which will be sent home with the student. The written violation must be returned the following day, signed by the parent/guardian.

5th -8th grade- Student will be written a uniform violation, which will be sent home with the student. The written violation must be returned the following day, signed by the parent/guardian. Repeat offenders will be referred to the principal's office.

SCHOOL CALENDAR

The school administrator with the cooperation of the school board and staff develops an annual calendar which:

1. Provides an optimum number (173) of instructional days in recognition of the direct correlation between instructional time and student learning;
2. Fulfills the minimum state and applicable accrediting agency requirements;
3. Gives priority to the number of instructional days and length of each school day.

MANDATORY ATTENDANCE

According to Nebraska State statue, 20 (five or more a quarter) absences in a school year are considered excessive. State statute section 79-201 (compulsory attendance law) reads as follows:

“Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is not less than seven years of age and not more than sixteen years of age, or any child under the age of 7 who is currently enrolled in school...shall cause such

child to attend regularly the public, private, denominational, or parochial days schools...each day that such schools are open and in session, except when excused by school authorities..."

The school calendar, is provided to all families in the spring before the next school year and is available on line at www.stpatselkhorn.org. We encourage families to use this calendar when planning vacations or other non-school related activities/events which would be considered **unexcused**. It is also strongly encouraged that every attempt is made to schedule doctor/dentist appointments when school is not in session.

Removing children from the learning environment is detrimental to the educational process and should be avoided if at all possible. Excused absences include those due to illness or family emergency (death of a family member, serious illness, etc.). All other absences will be considered unexcused. This would also include a child coming later in the morning or leaving early in the afternoon for appointments or other non-school related activities.

Unexcused Absence: a student who engages in unexcused absences may be considered truant as per state law Ne.Rev.Stat. 79-201. Truancy is a violation of school rules.

Every time a child will be absent, the school office must be notified prior to 8:00 in the morning. Please make calls ASAP; the answering machine will take the calls.

Definition of Absent from School

Any time a child misses **two hours** during any part of the school day, he/she will be marked absent for 1/2 day. If a child misses part of the school day due to a doctor appointment, dental appointment, or other valid reason as determined by the administration he/she will not be counted tardy or absent unless this time away exceeds two hours, then the child will be marked absent for 1/2/ day.

Attendance Protocol:

1. If a child accumulates 5 absences within a quarter, the Principal will send a letter of concern home to the parents/guardians. The letter will include a summary of all absences and/or tardies the student has accumulated to that date. A return signature, to indicate receipt of the letter, is required.
2. If a child accumulates 8 absences within a semester, a letter of concern will be sent home to the parents/guardians. This letter will include a summary of all absences and/or tardies the student has accumulated to that date. A return signature, to indicate receipt of the letter, is required. Also, parents will be required to meet with the principal to discuss attendance problems.
3. If a child accumulates 10 absences within a semester, a letter of concern will be sent home to the parents/guardians and an attendance report will be sent to the Douglas County Attorney's office for violation of the Nebraska compulsory attendance law. **According to the Nebraska State Statute, 20 (ten or more a semester) absences in a school year are considered excessive.** The parents/guardians will also be expected to contact the principal's office.
4. If the student's attendance continues to be a problem, the child's status for promotion to the next grade level will be in jeopardy. This decision will be up to the principal after he consults with the child's teacher(s), the school counselor and others if necessary. Other mandatory action may include:
 - required summer school time and work at St. Patrick's School
 - working with a social worker
 - public health nurse
 - a petition to family court due to educational neglect
 - other to be decided by principal

Homework Requests

For Excused Absence

If a student has an excused absence from school, teachers will follow the guidelines noted with regard to missed school work. Parent/guardian must notify the school office by email or phone by 8:00 am if they wish to have homework sent home with a sibling or another student. The office will then notify the classroom teacher. Homework will be available at the front desk after school is dismissed, at approximately 3:35. Teachers will not be able to make homework available during the school day. When a student is absent, he/she will be expected to complete missed homework in one day's time for each day absent. Occasionally, the allotted times for homework assignments may be extended or altered by the teacher or principal. A homework report will be sent home for incomplete work. Each grade will have a policy for late work not returned. Please refer to the grade level handbooks for specifics.

For Unexcused Absence

If a student has an unexcused absence from school, teachers and parents will follow the guidelines noted with regard to missed school work. Teachers will provide as much independent work as possible prior to the absence provided the request is made in a timely manner. Parents/guardians please try to do all you can to avoid taking your child(ren) out of school. Students will be given missed homework when they return. A deadline will be set by the classroom teacher for completion of the missing work. Any work not turned in by the assigned date will be considered late. Please refer to the grade level handbook for specifics on late assignments. Students in grades 6-8 who miss a test/tests during this time will take the test/tests before/after school. The time will be set up by the teacher. Teachers have the discretion to have the child(ren) complete missing work during recess, before/after school or any other time they deem necessary.

Tardy Policy

A student is considered tardy if he/she is not in the classroom at the time the 8:10 a.m. bell rings. The first bell rings at 8:05 a.m.

- Students are expected to receive a pass from the school office before going to their classroom if they are late for school.
- If they are not in the classroom when the bells rings because they are in another part of the building participating in a school activity then they are not considered tardy.
- If they are late due to a doctor, dental or other medical appointment, it is an excused tardy and does not affect their attendance as long as they do not miss two hours of school.
- Parents/Guardians are expected to call before 8:00 a.m. if their child(ren) is going to be late for school.
- Parents/Guardians are responsible for emailing the office staff and teacher or writing a note indicating why their child(ren) is late for school, and must come into the building to sign the child(ren) in.
- Three or more tardies for a quarter will disqualify students from receiving perfect attendance for that quarter and/or a total of eight for the total perfect attendance award at the end of the year.

Snow Days

In the event of bad weather, please listen to Radio Station KFAB or KKAR and watch channels 3, 6, and/or 7 for closing of school, late start or early dismissal. If school is closed or dismissed early due to inclement weather, all events or activities after school will be canceled or postponed to a later date. In case of early dismissal, students will be sent home their usual way--walking, carpool, etc., unless we are notified otherwise. No child will be dismissed unless proper provisions have been made. St. Patrick's School will follow the recommendations of the Catholic School Office and Elkhorn Public Schools regarding announcements made concerning dismissal because of weather. In the event of bad weather and no early closing, children can be released early only if a parent/guardian comes to school to pick them up. Reminder, students must be picked up at the office.

Should the tornado warning system be activated, necessary precautions and arrangements have been made with the Civil Defense authorities to care for students who are in school when a tornado warning is issued.

On days when we have inclement weather because of snow or other severe weather situations, the announcement will be made on KFAB or KKAR. We will also contact TV stations, local channels 3, 6, and 7. In the event of bad weather and no early closing, children can be released early only if a parent/guardian comes to school to pick them up. However, parents/guardians may not take children other than their own unless we have oral or written permission from the parent/guardian to take their child home.

COUNSELOR

The counselor will provide services to both students and staff members at St. Pat's Catholic School. The services provided by the counselor will facilitate the emotional and social development of both students and staff at St. Pat's through educational instruction as well as consultation. The counselor will provide in class instruction on subjects related to character development and DWP, serve as a resource for teachers and other staff members regarding social and/or emotional issues, as well as assisting 8th grade students with the transition to area high schools. The counselor will also serve as a resource for family members and students on issues that are related to or impact the student's school life. Also, the counselor will be available to administrators for consultation regarding school related issues.

ELECTRONICS AT SCHOOL

Students are **not permitted** to bring electronic devices to school. This includes, but is not limited to: cell phones, I-Pods, MP3 players, beepers, handheld games, etc. These items are costly, distracting, and often cause problems among peers. Any electronics confiscated by faculty will be turned over to the Principal. Devices will be released only to the student's parent/guardian. Consequences, such as detentions, will occur if this policy is violated. Teachers and the principal retain the right to remove any item that could be distracting to students in the classroom.

CELEBRATIONS

We have class parties to celebrate certain holidays. These vary by grade level. Teachers and room parents will discuss plans for these celebrations.

PROTOCOL FOR STUDENT BIRTHDAYS

St. Patrick's school recognizes each student's birthday as a special occasion. We have found that the recognition is much more important to the student than the unhealthy treats many of the students have brought to school in the past. Therefore, the birthday student will be recognized with a small celebration in the classroom along with his/her classmates. In order to include all students equally and consider food allergies, medical conditions, varying degrees of economic status, and our desire to keep class time focused on learning, food/treats will no longer be part of birthday celebrations.

Instead, to honor the birthday child, the principal will give the birthday student a coupon for an individual dress down day! In addition, classroom teachers will provide special birthday privileges, which vary by grade level.

If birthday treats arrive at the school they will be held in the office and sent home at dismissal.

BOOK ORDERS

Scholastic book orders will be sent home as they are available. There is no obligation, just a chance to increase your child's library at home. A date on the form will indicate return and delivery date. Checks must be made to Scholastic NOT St. Patrick's.

EXTENDED CARE

The Extended Care program is available in the morning from 6:45am to 7:45am and in the afternoon from 3:25 pm until 6:00 pm. Breakfast is served from 7:00 am to 7:30 am. A snack is included in the afternoon program. A monthly calendar must be filled out and turned in at the beginning of each month that shows staff that care is needed. Drop-in rate will be added to all late calendars. Pay is expected in advance.

Refunds are not given for any missed scheduled days your child does not attend. **Drop-ins will only be accepted with proper notification and allowed if room is available.**

All students must reregister each year to attend. A registration fee of \$20.00 is due per family before being accepted into the program. Attendance is limited by state regulated student-teacher ratios of no more than 15 students to one supervisor.

Program Cost

1	Before School (AM).....	\$5.00
2	After School (PM).....	\$9.00
3	Before & After School.....	\$12.00
4	PM with 2:00 Dismissal.....	\$12.00
5	AM & PM with 2:00 Dismissal.....	\$13.00
6	All Day Care.....	\$30.00*includes lunch
7	PM Drop-In Rate.....	\$10.00
8	Late Pick-Up Fee after 6:00pm (Must be paid at pick-up).....	\$1.00/minute

All Extended Care accounts must be paid in full by the Friday before the last week of school.

**Dates and schedules are subject to change under the discretion of the Director. "No School Days" must have a minimum of 12 children scheduled for that day, in advance, to remain open. All exceptions will have to be discussed with the Director and the Principal.

In-Service & Vacation Schedule for Extended Care Availability

2:00 Dismissal 2nd Thursday	2:00 Dismissal 4th Thursday	No School Days All Day Care Provided(Depending On Sign-Ups)
Aug NA	Aug 25	Aug NA
Sept 8	Sept 22	Sept 30
Oct 13	Oct NA	Oct 27 & 28
Nov 10	Nov NA	Nov 23-25
Dec 8	Dec NA	Dec NA
Jan 12	Jan 26	Jan 16
NA	Feb 23	Feb 9 & 10
Mar 8	Mar 22	Mar NA
Apr 12	Apr 26	Apr NA
May 10	NA	May 4

If you have any questions about the program, please contact Dana Gerten, Extended Care Director at dgerthen@stpatselfhorn.org or 289-5407 or 350-7200.

HOT LUNCH PROGRAM

Payment Program

St. Patrick's School provides a nutritious hot lunch to each student with an emphasis on the "Five Food Groups". This program has become a major convenience to families freeing up time in their morning and insuring that their child receives a quality meal at lunch time. The lunch menu will be posted on the school web site and sent home with the principal's notes for those who do not have access to the Internet.

LUNCH PRICES

Lunch prices are Kindergarten thru 2nd grade \$2.25 and 3rd thru 8th grade \$2.40. Adult lunch price is \$2.75. The \$2.25 lunch includes lunch with a drink. The \$2.40 lunch includes lunch, drink, and salad bar. Adult lunch includes lunch, drink, and salad bar. Children may purchase only one federally reimbursable meal each day. Additional lunch items include:

Extra Milk	\$.35
Ala-Carte.....	\$.65 - \$1.25
Extra Specials	\$.1.00 - \$1.50

Free and Reduced Lunch Program

Children need healthy meals to learn. St. Patrick's School offers healthy meals every school day. Children may qualify for free meals or reduced meal prices through the federally-run, *Free and Reduced Lunch Program*. Families may apply for this program by completing the forms that can be found on the website or in the school office. All applications will be kept completely confidential.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free [\(866\) 632-9992](tel:8666329992) (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339) or [\(800\) 845-6136](tel:8008456136) (Spanish). USDA is an equal opportunity provider and employer."

Ala-Carte

Students in grades 3rd thru 8th who have purchased a hot lunch may also purchase an Ala-Carte Item. Ala-carte cannot be purchased by the Kindergarten thru 2nd Grade. Ala Carte items cannot be purchased by children bringing a sack lunch. If you don't want your child to purchase ala-carte items or you want to limit your child to a specific number of ala-carte items daily please send Cheri O'Hara a written letter stating specifically your ala-carte instructions.

Extra Specials

Extra Specials consist of comparable select items but different than the ingredients used in the daily lunch menu. Extra Specials may be purchased by students in grades 3rd thru 8th who have purchased a hot lunch. Extra Specials cannot be purchased by the Kindergarten thru 2nd Grade. Extra Specials cannot be purchased by children bringing a sack lunch.

Lunch Payments

Lunch payments are deposited in a family lunch account that covers all lunch charges for the children in the family. **Whether paying by check or cash please indicate that the payment is for the lunch account.**

K-2nd grade families are asked to deposit a \$55.00 Monthly minimum per child in their lunch account and 3-8th grade families are asked to deposit a \$70.00 monthly minimum per child in their lunch account. You can pay for as many months in advance as you wish.

Families in the *Free & Reduced Program* or bringing a sack lunch are asked to deposit a \$10.00 monthly minimum per child in the family lunch account for the purchase of milk, or \$20.00 if the child is eligible for ala carte and extra entree. You can pay for as many months in advance as you wish.

By following the plan that pertains to your family you should maintain a month to month positive balance in your lunch account. You can pay for as many months in advance as you wish.

Plan Num	Num of Meals Purchased	Amount \$2.25 per Meal	Amount \$2.40 per Meal	Ala Carte & Ext. Special Purch .65 - 1.25 each	Total 2.40 Meal & .65-1.25 Items
1	20	\$45.00	\$48.00	\$22.00	\$70.00
2	30	\$67.50	\$72.00	\$33.00	\$105.00
3	40	\$90.00	\$96.00	\$44.00	\$140.00
4	50	\$112.50	\$120.00	\$50.00	\$170.00
5	60	\$135.00	\$144.00	\$61.00	\$205.00
6	70	\$157.50	\$168.00	\$72.00	\$240.00
7	80	\$180.00	\$192.00	\$83.00	\$275.00

Payment may be paid in person at the school office or sent with the children and given to their teacher when the lunch count is taken.

A lunch bill will be emailed or sent home to families with account balances less than \$10.00. After notification by phone that you have a negative account balance and we receive no payment your child will be provided a sandwich and milk for lunch and charged \$1.60. Accounts that are negative \$10.00 or continue to run negative balances will not receive lunches. **REMEMBER THIS IS A PRE-PAYMENT PROGRAM** so the amount of your planned purchases for the month or months after the billing date should be deposited in your account along with any amount owed. Please provide us with any changes in your email address at cohara@stpatsekhorn.org or dohara2004@q.com.

If you choose to be notified of a low lunch account balance with a note instead of an email, and there is more than one child in the family, specify which child to send the note home with.

All Lunch Accounts need to be paid in full by the Friday before the last week of school. Report cards and/or transfers will not be attainable until all bills are paid. No checks will be issued and positive balances carry-over to next year. Negative balances also carry-over and will be deducted from the initial deposit next year. Lastly, parents please explain the above policies and review the daily menu choices with your children.

Parent Lunches

With our increased enrollment space is always a concern and often times the behavior of the children changes to where they are more off task. Parents will only be allowed to eat lunch with their child on an assigned date for your child's class called Lunch with Parents (LWP). The cost of an adult lunch is \$3.00.

Allergies

The USDA requires parents to send a Doctor's note to the school food service manager stating a child's allergy and food restrictions. An updated note from the Doctor for any allergies needs to be provided each year.

Volunteers

Volunteers in the kitchen have to follow all the rules and regulations outlined by the USDA and the St Pat's School Food Service. We could not run this program without so many wonderful volunteers. Please accept our heartfelt thanks for sharing your time and talents.

Due to strict state health and safety regulations under no circumstances are children under kindergarten age allowed in the kitchen area or serving line. Volunteers; if bringing a child to work, please pack a lunch for them. Volunteers are welcome to eat after all teachers, children, and scheduled tasks have been completed. If you are interested in volunteering to help with the lunch program contact Kathy Mingo.

Sack Lunches

If a child brings a sack lunch they are required to eat their sack lunch and not purchase a hot lunch. They may purchase a milk or juice but they may not purchase or use any other food items on the lunch line serving tables. Please keep in mind sack lunches should include meat, fruit, and vegetables not entirely candy or chips. Pop or caffeinated drinks are NOT allowed. No "fast food" can be brought in for lunch even if it is rewrapped.

Lastly, parents please explain the above policies to your children and help them select from the menu the days they will eat a school lunch.

WELLNESS POLICY

In order to comply with the Child Nutrition and WIC Reauthorization Act of 2004 and with the St. Patrick's Student Handbook, St. Patrick's school has devised a Wellness Policy to address the areas of Nutrition, Physical Activity and Health. *A copy of this policy is on the web page.* This policy includes a Wellness Committee(WC) comprised of representatives from a broad cross-section of the school including: the

school nurse, food service personnel, teacher/teacher assistants, student representative, physician, school board representative, qualified parent volunteer, school maintenance staff, and a school administrator. The WC, with the approval of the School Board, will work to establish guidelines for good nutrition, physical activities/education, and health/nutrition education for our students and staff. Research shows, that children who begin each day as healthy individuals, are better learners.

IX. SCHOOL OFFICE

STUDENT RECORDS

St. Patrick's Catholic School adheres to the Family Education Rights and Privacy Act regarding access to student records.

OFFICE RECORDS

Parents/Guardians must notify the school in writing or via email of any change of email addresses, home/cell telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

STUDENT DIRECTORY

Within the first month of the school year, each family registered with the Home & School Association will receive a Student Directory listing students' and parents' names, addresses, email addresses and home telephone numbers. The Student Directory should be used to acquaint parents with the names of their child (ren)'s classmates and their parents and should not be used or sold for other any purposes. **Please refer to the Student Directory for class lists, telephone numbers and addresses as the school office will not release this information.**

SCHOOL COMMUNICATIONS

Ecommunications/Principal Notes

With the evolving technology of communication, St. Patrick's School implemented what has proved to be a very dependable means of corresponding with parents/guardians, referred to as "Ecommunications". When you receive an email from the school, the subject line will say "Ecommunications". This communication will be received on Thursdays when "Principal's Notes" are published on the school website with the exception of a shortened week. In those cases, the message will be published prior to days off. The Ecommunications email will contain a link to the "Principal's Notes" when they are updated or other important messages pertinent to families of the school. **Our goal is to have 100% of our school families using the email.** A family can elect to receive Principal's Notes via paper copy if they do not have an e-mail address or are experiencing temporary computer problems. Parents are expected to call the school office prior to publication if you do not have an email address and choose to send the correspondence home with your child. If e-mail addresses change during the year, contact the school office immediately. You can elect to have the notices sent to multiple email addresses. Any organization tied or beneficial to the families at St. Patrick's School may offer **submissions to the Principal's Notes in final draft form to the school office by Tuesday at 8:00 a.m.** each week to be included in the next Ecommunications. These submissions are subject to approval by the Principal.

Parents are **encouraged to check their emails daily for updates that come at the last minute** such as cold lunch days when the Parish Center is being used for a funeral luncheon. This notice, as most understand, comes with usually only 2 days warning.

TELEPHONE

The office and classroom phones are business phones and students are permitted to use them only in case of emergency. Forgotten homework, forgotten lunches, forgotten athletic equipment, etc. do not constitute emergencies. Arrangements for after school visits with friends should be made at home.

Sometimes it is very important that a parent needs to reach their child during the school day. If it is an emergency, we will locate your child and deliver the message. However, if a parent should need to contact

their child during the day for non-emergency issues, the office staff will attempt to deliver your message via announcements at the end of the day.

LOST AND FOUND

Lost articles, clothing or school materials may be claimed at the Lost and Found box in the school office. Twice each year, unclaimed items are donated to charity. Parents are encouraged to label clothes and other items so that they can be properly identified and returned to the owner.

X. HEALTH

SCHOOL NURSE

A school nurse has been hired to oversee all the medical needs and records for St. Patrick's School. The administrative assistant, along with trained volunteers, have been charged to assist the nurse. General screening programs for vision, hearing, dental, height, weight, blood pressure, and scoliosis will be set up by the nurse.

SCHOOL PHYSICAL AND VISION EXAMS

The Nebraska School Law requires all students entering the kindergarten, seventh grade, or transferring from an out-of-state school have a physical examination by a physician, physician assistant, or advanced practice registered nurse within six (6) months prior to school entrance. A dental examination is recommended at this time.

State law also requires students entering the kindergarten or transferring from an out-of-state school provide proof of a visual evaluation within six (6) months prior to school entrance. The visual evaluation performed by a physician, physician assistant, advanced practice registered nurse, or optometrist shall include testing for amblyopia (lazy eye), strabismus (cross eye), internal and external eye health, and visual acuity.

Exception to the physical examination or visual evaluation requirement may be made if the parent/guardian submits a written statement refusing a physical examination or visual evaluation.

SCHOOL IMMUNIZATION 2011-2012 RULES & REGULATIONS

In Nebraska, children are required to be protected by immunization against the following diseases in order to attend school:

1. Diphtheria, Tetanus, and Pertussis
2. Polio
3. Measles, mumps, and rubella
4. Hepatitis B
5. Varicella (chicken pox)

Parents or guardians must present one of three documents to the school to verify immunization status:

1. An immunization record showing that the child is protected by the age-appropriate immunization.
2. A statement signed by a physician that the required immunization would be injurious to the student or members of the students' family or household.
3. An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member.

Summary of the School Immunization Rules and Regulations 2011-2012

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
Students from Kindergarten through 12 th Grade, including all transfer students from outside the State of Nebraska and any foreign students	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
Additionally, for 7 th Grade Only	<p>1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2010. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/veg/173.htm> (Title 173: Control of Communicable Diseases - Chapter 3, revised and implemented 2009)

HEALTH UPDATES AND MEDICATIONS

Health updates and Medication Authorization forms must be signed and on file in the school office. **If a student has a special health concern or allergies, these MUST be identified on the Health Update.** If a student is on medication that must be administered during school hours, the medication must be brought to the school office by a parent. Do not send medication with your child in their backpack to school or allow the child to carry it. Prescribed medications must be properly labeled with a legible pharmacy label. All over the counter medications must be in the original manufacturers container. A Medication Authorization form must be filled out and signed by the parent/guardian for **all** prescription and over the counter medications. Cough drops must accompany a note and delivered immediately to the teacher or to the office.

SICK CHILDREN

When a child becomes sick at school, the school office will call the parents. If a student is too ill to return to class, he/she must be picked up by a parent/guardian or an emergency contact. **Sick children will NOT be kept at school.**

- If a child has a temperature of 100 degrees or more or flu like symptoms. Flu symptoms include acute respiratory illness, such as fever, chills, plus cough or sore throat. Other possible flu symptoms are runny nose, feeling very lethargic/fatigue, body aches, headache, loss of appetite and in some cases, nausea, vomiting, and diarrhea. A child should not return to school unless they have been fever free and/or free of flu like symptoms for 24 hours.
- Students recovering from pink eye (conjunctivitis) must be on medication to treat the infection for at least 24 hours before returning to school.
- All rashes are considered contagious unless otherwise diagnosed by a physician and parents/guardians will be contacted. Child may return to school with documentation that rash is not contagious or the rash is resolved.
- If a child vomits or has other flu like symptoms at school, they must be picked up by a parent/guardian or emergency contact.
- Parents are required to notify the school office of communicable diseases such as influenza, pink eye, or head lice.

XI. DISCIPLINE

CHRISTIAN SELF DISCIPLINE

Discipline is a system of rules and regulations that govern the conduct of the teachers and students, who effectively work together so that teaching and learning are optimal. Just as academic learning is an on-going process, so is the mastery of discipline skills. The goal of discipline is for each student to become self-disciplined and self-directed.

DISCIPLINE WITH PURPOSE (DWP)

Discipline with Purpose (DWP) is a developmental approach to teaching self-discipline. It focuses on teaching the fifteen self-discipline skills to students. Self-discipline is defined as a person's ability to wait. While we wait, we think, we restrain impulsively, and/or we delay an immediate gratification or need. Children frequently do not need a disciplinarian when they misbehave as much as they need a teacher of self-discipline. Positive methods of discipline will be expected and encouraged at St. Patrick's School. Information regarding the teachings of DWP will be sent home, and we are encouraging all parents to use the DWP skills at home as well. The following self-discipline skills will be taught to students and integrated with all other instruction throughout the school day.

1. Listening
2. Following instructions
3. Questioning
4. Sharing time, space people and things
5. Interacting socially
6. Cooperating with others
7. Understanding rules
8. Figuring out how to accomplish tasks
9. Exhibiting leadership
10. Communicating effectively
11. Organizing: time, people, space, and things.
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/Serving others

APPROPRIATE BEHAVIOR

The way a student conducts himself/herself in relationship to others should, at all times, be respectful, courteous, and reflect our Catholic Christian values and morals. Three school-wide rules are expected to be followed by students and staff at all times. They include:

- Respect yourself and others as children of God,
- Contribute to the learning environment, and
- Follow school and classroom procedures.

Bullying/Harassment Policy

St. Patrick's Catholic School strives for an environment in which our children can grow academically, behaviorally and spiritually in a compassionate and respectful environment. In order to maintain this Catholic-Christian environment, incidents of bullying, which are contrary to these values, will NOT be tolerated. Incidents of bullying or harassment during school activities or school-sponsored activities on or off campus will be addressed.

Definition:

Bullying is a repeated pattern of offensive behavior in an environment of an imbalance of power which includes, but is not limited to the following categories:

- Physical intimidation
- Assault
- Social intimidation
- Oral or written threats
- Forced isolation

Specific examples of bullying behavior may include, but are not limited to:

- offensive references, gestures, language, jokes, graffiti based on specific traits of individual including gender, race, religion, disability, or age
- unwelcome physical contact, verbal or written suggestions
- name calling or taunting

Responsibility:

It is the responsibility every member of the St. Patrick's School community, including parents, to report suspected bullying to the appropriate authorities; the appropriate authorities include:

- Teachers
- Teacher aides
- School counselor
- Administration

It is then the responsibility of these authorities to take the appropriate steps necessary to deal with the situation, using the guidelines listed below.

Guidelines/Procedure:

When the appropriate authority receives a first complaint of "bullying" type behavior, it will be promptly investigated and if valid, addressed using the St. Patrick's School Discipline With Purpose program. Staff members directly responsible for supervision of the students involved in the bullying complaint will be notified, as well as parents of students involved. Continued repeated bullying behavior that has been identified by the appropriate authorities, will be investigated by the school. Consequences for repeated bullying behavior may include, but are limited to:

- notification of the parents of both students
- meeting with one or more of the following people: classroom teacher, principal, counselor, parents, students
- detention
- in/out of school suspension
- Saturday School
- expulsion

Final decisions for actions taken and consequences given are at the discretion of the Principal.

Confidentiality:

Reasonable efforts will be made to keep a report of bullying and the result of the investigation CONFIDENTIAL; however, student confidentiality cannot be guaranteed. All parties involved in the situation would be informed of the confidential nature of the situation and would be asked to refrain from disclosing any information about the situation to others.

St. Patrick's Catholic School will not tolerate retaliation against any employee or student who complains in good faith of offensive or bullying behavior or provides, in good faith information in connection with any such complaint.

Policy developed from Archdiocesan Policies #5032, # 5033)

5th THROUGH 8th GRADE DISCIPLINE PROGRAM

Behavioral expectations are high at St. Patrick's. Our DWP program is a major part of our curriculum. It is critical that our students recognize that success results when all students learn and follow the behaviors combined with expectations taught in the program. Choosing to follow the steps outlined in our D.W.P. program ensures a positive learning environment with minimal distractions. 5th-8th grade students will be issued behavior cards. These cards will allow them to self-monitor through the issuance of demerits and merits.

Demerits are formal signs that student actions are in direct conflict with St. Patrick's behavioral guidelines. Accumulations of demerits indicate a lack of self-discipline and on-going behaviors which could prove detrimental to the students learning, the school community and St. Patrick's educational mission. Merits will be issued for behaviors that are praiseworthy beyond general classroom conduct.

The behavior card provides students and parents with a tangible record of positive behavior and behavior needing correction. It should be reviewed **regularly** at home. If a demerit is received, the parent must sign and return the following day. Please refer to your child's grade-level handbook for the specific details regarding the use of behavior cards.

DETENTION

Keeping children after school has long been an effective method of handling many problems in the elementary grades. These problems can range from a need for extra time to complete assignments to minor forms of misconduct. A detention slip is given to the child at the teacher's discretion. When this happens, the student will be expected to notify his/her parent/guardian as soon as possible; if the parent/guardian cannot be reached by phone, the slip is brought home for parent/guardian signature. The fact that a student rides with a car pool does not excuse him/her from detention. When a student is notified of a detention, it is his/her responsibility to arrange transportation. The detention slips are kept on file in the school office. All detentions will be served with a staff member. Detention time will be from 3:30 to 4:00, and the student will be doing activities such as cleaning, finishing missing assignments or other activities deemed appropriate by the supervisor.

Students serve detentions either before or after school, at the discretion of the teacher and principal. Parents and students will receive notification in written and verbal forms. Skipping detention results in a doubling of the assigned time.

INTERVENTION BY ADMINISTRATOR

More serious inappropriate behaviors will be brought to the attention of the principal. Examples of such behaviors include, but are not limited to such things as:

- every situation will be handled in a case by case solution and intervention with the principal making the final decision on all disciplinary actions.
- three or more detentions in one quarter,
- repetition of minor misbehavior,
- severity of behavior warrants higher-level intervention (fight, abusive language, being disrespectful to adults, etc.).

- Any situation that has the potential to violate the safety of our students and/or staff.

SUSPENSION/EXPULSION POLICY

On occasion, students can or will be suspended and/or expelled, not only for their well-being, but for the well being of all the other students and staff at St. Patrick's School. Any serious behavior infractions regarding a student, on or off school grounds during school or a school sponsored activity, can or will be grounds for suspension or expulsion. Also, serious behavioral infractions done outside of school or off of school grounds will be investigated by the principal, and if deemed as a situation that may harm any portion of the school community, then serious disciplinary action may or will follow. This decision and all disciplinary actions will rest with the principal.

When a student is suspended, the parents/guardians are called. A meeting with the parents/guardians and the Principal may be scheduled in order to discuss the student's academic future at St. Patrick's School. Copies of this letter may be sent to the pastor, and one copy is placed in the student's cumulative file. This copy does not leave the school; it is for our documentation alone, and it does not follow the student when he/she leaves or graduates from eighth grade.

Suspension is a temporary exclusion of a student from school and school activities. A suspension may be for a few hours during the day or up to several days. When a student is suspended, he/she will do home work as well as other activities to be determined by the Principal. St. Patrick's School personnel strive to resolve discipline problems in a Christian manner with parent/guardian and student involvement and cooperation. However, in serious situations, it may become necessary to discipline a student with an in or out of school suspension. Every effort will be made to notify the parents/guardians of the suspension as soon as possible. The decision to suspend a student rests with the Principal.

Expulsion is the permanent exclusion of a student from school and school activities. St. Patrick's School will use expulsion when the student's behavior is a hindrance to the welfare, learning, and progress of the school community and/or there is evidence of repeated disregard for the philosophy, policies, rules, and regulations of the school.

- The decision to expel a student rests with the Principal and the Pastor is informed.
- The Principal will investigate the behavior problem by talking to person(s) involved and the student involved.
- Parents/guardians will be involved in the expulsion process; including a written notice identifying the reasons for the expulsion, the measures being taken, and the right to due process.
- The Principal will notify the Archdiocesan Superintendent of Schools and upon request provide record of the evidence justifying expulsion of the student.
- The Principal will also notify the public school authorities.

DRUG & ALCOHOL POLICY

The school has in place a drug/alcohol education program that begins at the primary level and progresses through grade eight.

A student who is found at school or school functions to be using, in possession of, or selling cigarettes, alcohol or drugs, look-a-like drugs, drug paraphernalia or whose behavior is affected by alcohol or drugs through prior use of a substance, will be suspended or expelled immediately from classes and held in the Principal's office until the student's parent/guardian comes for him/her. If a student has drugs, alcohol or any other illegal substance on school property, the police and his/her parents/guardians will be called immediately and the student is to remain in the office until his/her parents come to pick them up. Reentry into the school for students with alcohol problems rests entirely with the Principal. Circumstances that may be considered are an evaluation of the severity of the situation and whether the student has an alcohol problem. A qualified professional or agency must do the evaluation. If the student does have a drinking problem, counseling and treatment services must be agreed upon by the counselor, the Principal, and the parent/guardian of the student before re-entry to the school. The school will contact the policy if at any time an action is or could be in violation of the law.

PLAYGROUND RULES

The kindergarten to 3rd grade students will have a morning or afternoon recess and a noon recess. The 4th and 5th graders will have a noon recess and the 6th to 8th graders will not have recess.

Following is a list of rules for the playground but they are not all inclusive:

- no food or drink will be allowed on the playground
- only school equipment or equipment provided by the teacher will be allowed on the playground- no toys from home are allowed
- children must ask permission to enter the building during recess
- children are not to enter the school through the church entrance
- The temperature, including the wind chill factor, is 20 degrees or lower, the Principal will consider not having outdoor recess.

Consequences for not following the rules may be as follows:

- the child will sit on the side and be talked to by the supervising teacher
- the child who continues to break the rules will lose additional recesses
- Students involved in behavior deemed harmful to themselves or others will be sent to the Principal's office, given additional consequences and parent/guardian will be informed.

TECHNOLOGY

Computers and technology are used to support learning and enhance educational instruction. It is a general policy that all computers and other technology equipment used through St. Patrick's School are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions.

It is the belief of St. Patrick's School that the educational benefits to students and teachers through access to various online services and the Internet far exceed any potential disadvantages. The majority of sites accessed can provide a wealth of educational opportunities. It is the intent of St. Patrick's School to provide access to such services to further the educational goals and objectives. However, parents should be aware that students using telecommunications have the potential to access unacceptable sources if they disobey or disregard school rules and guidelines. Even though the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent is for all computers at St. Patrick's School to be for technology resources and as a valuable educational tool only. **USE OF TECHNOLOGY RESOURCES WITHIN ST. PATRICK'S SCHOOL IS A PRIVILEGE, NOT A RIGHT.**

Technology and Internet

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of St. Patrick's School.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal and his or her decision is final.
3. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the St. Patrick's School.
 - g. Engaging in abuse of the Internet. This includes communications, in or outside of school, by personal computers or mobile devices such as cellular telephones, BlackBerrys, Pocket PCs,

SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive Internet communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage.

Internet Acceptable Use Policy

1. The School reserves the right to monitor employee and student use of School computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of School computers, the Internet, or email.
2. Your account and password are confidential and must remain so. Do not use another individual's account and confidential password. .
3. Employees are prohibited from permitting any other individual or entity from creating a web site for the School facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal.
4. Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
5. Using St. Patrick's School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.
6. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.

User Responsibilities

As the user of technology resources provided by St. Patrick's School, parents and student must review, understand, and accept the following rules. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions as decided upon by the teacher and Principal.

1. I understand that all computer use must be for educational purposes.
 - I will only use the technology resources for academic purposes as directed by my teacher.
 - I will not attempt to access inappropriate websites such as "YouTube".
 - I will not attempt to access "Facebook", "My Space", or any other similar social networking sites.
 - I will not download or play any non-educational games on a school computer.
 - I will not use any instant messaging or chat programs.
 - I will not download or play music or videos from the Internet, unless directed by my teacher.
 - I will not use any non-school email address while at school
2. I respect personal privacy for myself and others.
 - I will not give out any personal information about anyone else (home address, telephone number, etc.)
 - I will get permission from my teacher before giving out any personal information about myself.
 - I will not give my password(s) to any other users.
 - I will only use my computer account and won't use anyone else's login id and/or password.
 - I will not change my password.
 - I will not copy, change, read or use files that belong to another user.
3. I understand that software and ideas are protected by copyright laws.
 - I will not copy information received from any source and say that it is my work.
 - I will list all sources of information that I use in my projects and work.
 - I will not make copies of any software found on St. Patrick's School equipment or on the Internet.
 - I will not copy any personal software onto any computer at school.

4. I understand that educational technology is available for the use of all students.
 - I will not deface, damage, or destroy the equipment.
 - I will not waste or take supplies such as paper, printer supplies or diskettes provided by the school.
 - I will follow the school's computer use rules.
 - I will follow the rules of network etiquette, which include use of appropriate language and polite responses.
 - Abusive language (including name calling and swearing) and bullying is prohibited.
5. I understand that I must follow county, state, and federal rules when using technology.
 - I will not try to bypass the security measures of any computer equipment.
 - I will not knowingly create or introduce any virus to St. Patrick's School equipment.
 - I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.
6. I understand that hardware and software are not to be changed.
 - I will not tamper w/installed software and files.
 - I will not attempt to gain access to unauthorized files.
 - I will not tamper w/any hardware.
 - I will not change or adjust settings without the teacher's permission.

I will follow the rules listed above or lose my computer privileges. There will be consequences for any student who fails to follow these guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion, all to be determined by the teacher and principal. A SIGNED HANDBOOK ACKNOWLEDGMENT FORM, STATING YOU HAVE READ THIS AGREEMENT AND EXPECT TO FOLLOW IT, MUST BE ON FILE WITH THE SCHOOL **BEFORE** STUDENTS WILL BE ALLOWED ACCESS TO COMPUTERS.

XII. SCHOOL PROPERTY

BOOKS & CLASSROOM MATERIALS

Each child is responsible for the care and proper use of schoolbooks, equipment, and school property. Students are to care for school property in a respectful manner. Students, who lose, deface or damage school property or the property of others will pay a financial restitution. The parent will be billed for any lost, damage and appropriate disciplinary measures will ensue as determined by the Principal and/or Pastor. All textbooks **MUST** be covered at the beginning of the year. Covers must also be replaced if they are not protecting the book from wear and tear.

STUDENT DESKS & LOCKERS

Lockers and desks are provided to the students by the school and are considered school property. Because they are school property, lockers and desks are subject to search by the school administration at any time.

XIII. FINANCIAL OBLIGATIONS

TUITION/REGISTRATION FEES

Tuition

Tuition will be reviewed and established annually by the St. Patrick's School Board with the cooperation of the Principal, Parish Finance Committee, Parish Pastoral Council, and the approval of the Pastor. Parent/guardians will be advised of the tuition and book fees in the spring prior to the opening of the school in the fall.

Tuition is to be paid either annually (due July 20, 2011), semiannually (first half due July 20, 2011, second half due January 20, 2012), or in ten monthly installments (starting July 20, 2011). If a child(ren) leave St. Patrick's at any point during the school year, tuition and books fees will be due to the end of the current school quarter.

ST. PATRICK'S SCHOOL TUITION SCHEDULE 2011-2012

PARISHIONER PRESCHOOL TUITION PAYMENT SCHEDULE

	*REG. FEES	FULL PAYMENT	HALF PAYMENTS	10 MONTHLY PAYMENTS
PRES T/TH	100.00	1220.00	610.00	122.00
PREK MWF	100.00	1630.00	815.00	163.00

NON-PARISHIONER PRESCHOOL TUITION PAYMENT SCHEDULE

	*REG. FEES	FULL PAYMENT	HALF PAYMENTS	10 MONTHLY PAYMENTS
PRES	100.00	1540.00	770.00	154.00
PREK	100.00	2030.00	1015.00	203.00

PARISHIONER KINDERGARTEN - 8TH GRADE TUITION PAYMENT SCHEDULE

	*REG FEE	FULL PAYMENT	HALF PAYMENTS	10 MONTHLY PAYMENTS
1 CHILD	100	2720.00	1360.00	272.00
2 CHILDREN	200	4860.00	2430.00	486.00
3 CHILDREN	300	6580.00	3290.00	658.00
4 CHILDREN	400	7940.00	3970.00	794.00
5 CHILDREN	500	8750.00	4375.00	875.00

NON-PARISHIONER KINDERGARTEN - 8TH GRADE TUITION PAYMENT SCHEDULE

	*REG FEE	FULL PAYMENT	HALF PAYMENTS	10 MONTHLY PAYMENTS
1 CHILD	100	4390.00	2195.00	439.00
2 CHILDREN	200	7870.00	3935.00	787.00
3 CHILDREN	300	10700.00	5350.00	1070.00
4 CHILDREN	400	12950.00	6475.00	1295.00
5 CHILDREN	500	14370.00	7185.00	1437.00

*REG FEE is non-refundable. **All tuition payments are non-refundable.

Monthly Payment Plan is July 20th until April 20th.

Registration Fees

All families are required to pay a \$100.00 **non-refundable** registration fee per child for the 2011-12 school year. In 2012-2013 school year, the registration fee will be \$125 per child. This fee is expected even if students enroll during the school year. It will insure a position in St. Patrick's Catholic School.

Definition of a Parishioner

The Parish supports the operating cost of educating each student that is a parishioner by nearly 30%. To be considered active parishioners of St. Patrick's Parish, families are expected to complete the following:

- a. Parents/Guardians are registered members of St. Patrick's Catholic Church.
- b. Parents/Guardians support St. Patrick's Church monetarily through verifiable means.

- c. Parents/Guardians and St. Patrick's students attend Mass regularly at St. Patrick's Catholic Church.
- d. Parents/Guardians are responsible for contributing their time and talent, in a sustained manner, to the St. Patrick's Catholic Church activities in a verifiable way.

END OF SCHOOL YEAR FINANCIAL OBLIGATIONS

It is expected at St. Patrick's Catholic School that each family has all school related financial obligations paid before the last day of school. These obligations include the following: current year registration fees, tuition, extended care charges, outstanding lunch balance, fees for sacrament preparation materials fee, activity fees, library lost book replacement charges and any other fees that are left unpaid that are not noted here.

Unless special circumstances have been approved, the family will not receive report cards and if necessary, transcripts will not be released to the student's next school. Special circumstances may be requested by documenting reason for non-payment along with a documented payment plan. This documentation will then need the signature of approval by the Pastor, Principal and Business Manager before report cards and/or transcripts are released.

TUITION ASSISTANCE COMMITTEE

Purpose:

The purpose of Tuition Assistance is to give families in need some financial assistance in order to provide a Catholic education to their children.

Committee and Its Composition:

A Tuition Assistance Committee has been established to determine the exact amount of financial aid granted to an applicant, and/or grant special payment terms for Tuition and Book Fees if outside the prescribed options.

Voting members: School Board Representative, Finance Committee Member, Men's Club Member (one of these three is not to be a relative of a student at St. Patrick's).

Nonvoting members: Pastor, Principal, & Parish Business Manager

Process for Tuition Assistance:

Applicants must first apply for the Archdiocesan Children's Scholarship Fund in order to be considered for St. Patrick's Tuition Assistance. Applications are to be requested from and returned to the Parish Business Manager. Tuition Assistance applications are due by June 1st for the following school year. In order to respect privacy, the Parish Business Manager will assign a case # to each application, and remove the names, addresses, etc. prior to the Tuition Committee reviewing the application.

The Tuition Committee will review all applications as soon as possible in June to determine distribution decisions. Letters will be sent to all applicants by the Parish Business Manager prior to the end of June detailing the amount of aid granted, any specific conditions (automatic withdrawal, special terms), etc. Applicants must sign their agreement and return to the Parish Business Manager within two weeks.

Not all funds available will be distributed during this initial application process. Remaining funds may be used for families seeking "emergency" assistance throughout the school year. Families seeking such "emergency" assistance need to follow the same process outlined above, i.e. submit an application to the Parish Business Manager with the amount of assistance requested. A case # will be assigned to the application with the Tuition Committee reviewing and/or approving. A letter will inform the applicant with an agreement to be signed and returned.

Process for Special Terms:

Families wishing to request special payment terms for Tuition and Book Fees must submit their request in writing to the Parish Business Manager. As with Tuition Assistance, a case number will be assigned, the family's identity protected and the information forwarded to the Tuition Committee for review and approval.

The Parish Business Manager will send a written response to the applicant with the Committee's recommendation.

Other Information:

Contributions designated to Tuition Assistance are accepted at any time from corporations, groups and individuals; these are legally tax deductible. Donations made which benefit a family directly without going through the above described process is considered "tuition paid" and therefore, not tax deductible.

ACTIVITY FEES

There will be an activity fee for each child based on the total cost of planned field trips, bus charges, technology fees, and other special projects that teachers have planned for the school year. In PreS/PreK, there is a milk fee assessed for their everyday snack time. This will be a one-time yearly charge to be paid in the fall. Each grade level will be different based upon their classroom activities. Unforeseen costs are still possible.

XIV. SAFETY

St. Patrick's School has a safety committee that meets regularly throughout the school year. The mission and goal of this committee is to observe and evaluate all aspects of our program and to make sure everything is as safe as it can be for all students, staff, volunteers, parishioners and visitors. Please contact the school office if you have any questions or if you would like to be involved in the safety committee. We appreciate all our parents do to keep the safety of our students first; especially in our parking lot, before and after school.

CHARTER FOR THE PROTECTION OF CHILDREN

TO PROTECT THE FAITHFUL IN THE FUTURE

ARTICLE 12: Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

ARTICLE 13: Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies. In addition, they will employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, Program of Priestly Formation, 1993, no. 513).

The Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference

VISITORS

All visitors, with the exception of staff and students, who comes to the school during school hours (6:30 am to 6:00 pm) must check in at the information desk or school office and receive a visitor's pass to ensure the safety of all students and staff. Visitors, including parents/guardians, should use the main school entrance. All other school entrances will be locked during school hours.

MONITOR ACCESS SYSTEM

St. Patrick's Parish/School recognizes the need to maintain a safe and secure school building that stimulates learning and development. In order to accomplish that goal a monitor access security system is in place. All staff, volunteers, and visitors are expected to uphold all procedures and expectations of this

system so all students and staff are safe when children are present in the school building during RF and school hours.

EMERGENCY DRILLS

The school regularly conducts emergency drills. Detailed escape plans and shelter areas are posted inside the door of each classroom. The purpose of these drills is to practice the safe and swift evacuation of all students and staff to safe areas.

Fire Drills

St. Patrick's School will conduct a monthly fire drill to prepare our students in case of an emergency and to be in compliance with the State Fire Marshall.

Tornado Drills

Tornado or severe thunderstorm drills are held regularly throughout the tornado season.

Emergency Crisis Drills

St. Patrick's School has a crisis management plan for emergencies. The purpose of the crisis plan for Saint Patrick School/Parish is to ensure that any crisis that may affect members of our school community will be handled in an appropriate manner.

Policy for Reporting Danger to Self or Others

If a student knows of an abusive situation (sexual or physical), hears threatening statements of violence made, hears rumors of guns, drugs, or any other type of violence, they immediately:

- Tell their homeroom teacher, or any teacher present when the situation occurs. If they are not comfortable doing this, they may:
 1. Request to see the Principal and report the information to him.
 2. If they are not comfortable with either of the above options, they may fill out our reporting form explaining in detail the information they have, including the name of the person in danger and the person causing alarm. The student may place the letter in the classroom "Worry Box" or deliver it to the office.

Upon receiving the information, the administrator will investigate the situation. We will follow the student code of conduct when deciding disciplinary action. If we are unable to obtain enough information to take action, the teacher and administrator will closely monitor the situation. Please remember that intentionally reporting false information is as severe as making a threat yourself.

Bicycle Safety

Students must walk their bicycles on the school grounds. Each bicycle must be provided with a lock and kickstand. No student is to borrow another's bicycle or lock without the owner's expressed permission. All bicycles should be locked in the bicycle rack on the east side of the school. The school is not liable for any damage to or loss of a student's bicycle.

XV. VOLUNTEERING

YOU, THE VOLUNTEER, CAN AND DO MAKE A BIG DIFFERENCE! You, the volunteer, can and do make a big difference! Thank you for volunteering your time to St. Patrick's School. In today's world, with budget constraints and working parents, the volunteer is becoming an ever increasing important commodity. Your involvement as a parent and the work of our Home and School Association will have a tremendous positive impact on our educational program for our children.

CODE OF ETHICS

Volunteers play a critical role in the operation of St. Patrick's School and its activities. Through their responsibilities the volunteer receives rewards such as personal development, recognition, feedback and

the personal satisfaction of helping others. In return, the volunteer must be expected to conduct their efforts in a manner that will allow the values, goals and mission of St. Patrick's School to be achieved. The purpose for the Code of Conduct is to provide a benchmark for the personal and professional behavior of the volunteers of St. Patrick's School whenever they are identifiable as members. Failure to adhere to this code will represent unacceptable behavior and will undoubtedly damage the school therefore the volunteer may be dismissed from their volunteering opportunities.

In signing up as a volunteer of St. Patrick's School you agree to the following:

Charter for the Protection of Children & Young People: This Charter includes the Safe Environment Training program and background checks as established by the Ad Hoc Committee on Sexual Abuse of the United States Conference carried out by the Archdiocese of Omaha. As a volunteer who has regular contact with the youth of the parish, I agree to abide and adhere to this Charter.

Your status as a Volunteer: In performing services in connection with St. Patrick's School, you shall operate as and have the status of volunteer. You shall not act as or be an employee of St. Patrick's School. All of your activities will be at your own expense. As a volunteer, you shall refrain from using your position to secure special privilege, gain or benefit.

Treatment of Confidential Information: In reference to St. Patrick's School private information, you agree not to disclose, divulge, copy or reproduce any of the proprietary or confidential information/materials regarding students, staff or curriculum unless authorized to do so by St. Patrick's School.

Representation: As a volunteer, I do not represent the school on matters of policy, procedure, programs and personnel. When approached with concerns, I agree to refer parents to Principal and/or appropriate personnel.

Volunteers should represent St. Patrick's School in a helpful, friendly and professional manner at all times. Our existence and effectiveness is dependent upon the goodwill of the parish/school community. The image people form of the organization may be based on their contact with volunteers. For this reason, it is important for volunteers to always represent St. Patrick's School in a positive manner and promote the beliefs and practices of the organization.

Media Contact: As a volunteer, I do not represent the school on inquiries and matters of the Media. I agree to refer all media contacts to the Principal.

Attendance and Commitment: For most of the volunteer programs, volunteers are assigned a schedule and are expected to follow that schedule. Volunteers who are unable to make a scheduled shift are expected to contact their program leader or manager as soon as possible. Volunteers should inform their program leader or manager if they need to resign their position.

Professional Behavior: In the performance of duty of St. Patrick's School, volunteers should:

- Be polite at all times when dealing with students, staff and visitors
- Treat other volunteers, students, staff with courtesy and sensitivity to their rights and responsibilities
- Take the personal initiative to learn, respect, communicate and adhere to the rules of St. Patrick's School
- Agree to a time/task commitment and fulfill that commitment in a timely manner, or else inform the program leader or manager
- Follow reasonable directions from their program leader or manager and those of the organization who have appropriate authority

Personal Behavior: As a St. Patrick's School volunteer, to the best of my ability, I agree to:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, religion, political belief, or economic status

- Consistently display high personal standards and project a favorable image of St. Patrick's School
- Strive to achieve the highest quality, effectiveness and dignity in the process of volunteer work without promoting self-interests
- Refrain from public criticism of fellow volunteers, students and staff
- Be honest and trustworthy
- Respect the privacy of others
- Regularly seek ways of increasing professional development of self-awareness
- Be passionate about what you are performing and be an advocate in the parish/school community
- Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable

Recess Supervision

During recess we have to teach and expect our students to make wise decisions regarding their behavior and the safety of all children. The teacher or the teacher's assistant will have the first aid kit with them during recess. Please use it as specified. Expect our children to learn how to play together as a team. Please work on teaching this when the opportunity arises. Refer discipline problems to the child's teacher or the Principal.

Move about the playground area so that you are visible to all children. Teach and work with the children as they learn how to play games during recess.

Lunchroom Supervision

We want to use the lunchroom as an opportunity to teach our children appropriate table manners. We also want to try and get the children to eat what the parents expect them to eat and not give it to other children or throw it away. Luncheon time is from 10:45 a.m. to 1:00 p.m.

Classroom Volunteer Duties

There are a number of duties and activities that might be performed by the volunteers. It is difficult to identify all of them, however, some common duties might be:

- Assist the teacher while he/she is teaching in all subject areas.
- Read and tell stories to our children when directed by the teacher.
- Assist children in performing activities that have been initiated by the teacher.
- Assist with supplementary work for advanced and/or enrichment activities.
- Help tutor students in all subject areas.
- Work with and teach students in small group settings.
- Provide special help, such as drilling with flash cards, spelling, and play activities.
- Work on the computer as directed by the teacher or office staff.
- Assist students on the computer when needed.
- Help maintain bulletin board displays.
- Maintain individual classroom folders of the student's work.
- Assemble materials and equipment needed by teachers.

Volunteering in the Library

Daily volunteers will be needed to help in the library. Most of the work will require checking books in and out of the system. We will also need volunteers to enter new or donated books into the Library automation system, shelve books, etc... Barb DeFreece, Media Specialist/Librarian, will help train interested volunteers. Contact Ms. DeFreece if you are interested in helping in the Library.

Volunteer Office Duties

Often there is additional work needed to be completed in the school office or at the Welcome Desk. The Welcome Desk Attendant will assist all St. Patrick's visitors during school hours. A computer will be made available; however, computer skills are not necessary to perform these duties. This position will prove to

be very rewarding for those individuals who love to interact with both adults and children. Additional office assistance can include filing, making copies, proofreading, typing on the computer, and many more clerical related activities. All volunteers in these areas as well as all areas of the school should keep in mind the importance of confidentiality of all student records or actions.

Volunteering While at Home

Our teachers and the office have extra work that can be accomplished at home. These things may include typing, making flash cards, and many other clerical duties. Contact your child's teacher and/or contact the school office for more information.

XVI. ORGANIZATIONS

STUDENT COUNCIL

The Student Council at St. Patrick's School provides a structured opportunity for fifth, sixth, seventh and eighth graders to engage in government and decision making while addressing important issues in their school, parish and surrounding community.

Mission Statement: To serve others by following Jesus' path.

Guidelines

All interested students who want to run for Student Council must do the following:

1. *Parent permission.*

Both students and their parents must understand that being in Student Council means putting in extra time before and after school helping out with projects. Parents will be expected to be able to help out with many of the bigger projects.

2. *Campaign.*

Get the word out to your classmates about your interest in Student Council and why you would be good for this job. Posters and handouts are acceptable forms of campaigning. Treats, gifts and promises are not acceptable forms.

3. *Speech.*

Each interested student must be able to give a one minute speech to their classmates explaining why they would be a good representative and why they should vote for them.

4. *Willingness to work hard.*

We will be doing many projects this year that require time commitments and extra duties. If you are unable to commit to extra time before and after school, Student Council may not be suitable for you. Some examples of the projects completed last year were: Pennies for Patients, Gifts for Children (Advent project), Fall Festival, Talent Show, canned food drive, Advent and Lenten Prayer Cards, Cookbook for Annual Auction, and Dimes for Chimes.

5. *Leadership.*

Your classmates and the entire school will look to you for guidance and leadership. It is important that you be a great role model for them.

Student Council Prayer

Dear God,

Please help and bless the Student Council. Help us learn to work with one another, and help guide the Student Council on our way to making St. Patrick's a better school. Please touch our hearts and let us understand that everyone's ideas cannot be used, and that we must learn to compromise. Amen.

HOME & SCHOOL

St. Patrick's Home & School Association (H & S) is a volunteer service organization whose success is dependent upon parental involvement. The children of St. Patrick's School all benefit from the time and talent that parents bring to the association; therefore, all five-day school parents are encouraged to

become active members. Household dues are \$25 annually. Each H&S Family receives a school directory and are enrolled into the Nebraska Federation of Catholic School Parents (NFCSP).

Mission Statement: Our mission is to support and assist the school staff, parents, and parish community in nurturing our children's academic, spiritual, and behavioral development.

We invite all members to join us for our bi-monthly meetings, starting in September. Check out the Home & School section on the St. Patrick's website for more info like our Calendar of Events.

2011-2012 HOME & SCHOOL OFFICERS AND CHAIRS

OFFICERS

PRESIDENT	Shelley Weeks	shel5@cox.net
VICE PRESIDENT	Susie D'Agosto	suekrut@aol.com
SECRETARY	Kathy McCarthy	mccarthyfive@cox.net
TREASURER	Shelly Knobbe	ob1knobbe@cox.net
ADVISORS	Christina Diers	acediers@cox.net
	Shelly Stromp	mstromp@kpmg.com

COMMITTEES

CARNIVAL

BOOK FAIR

FOOD COMMITTEE

GOOD NEIGHBOR

CATHOLIC SCHOOLS WEEK (CSW)

ST. PAT'S DAY PARADE/ELKHORN DAYS

STAFF APPRECIATION WEEK (SAW)

YEARBOOK

HOT LUNCH

SAFETY PATROL (PM only)

GROUNDS MAINTENANCE

SCHOOL SHOWCASE

\$CRIP

DIRECTORY DEVELOPMENT

NEW APPAREL SALES

USED UNIFORM SALES

ROOM PARENTS

STAFF BIRTHDAYS

ELF

VVO (Various Volunteer Opportunities)

YAHOO GROUP/SOCIAL NETWORK

FREE MONEY PROGRAMS

CHAIR/CO-CHAIR

Jacque Schumacher, D'Agostos (food), L Propheter/
T Olson

Lisa Kemp, Kim Parsons

Renee Shotkoski, Tiffany Smith

Jenny Ugarte, Meg Schwartz

Meg Schwartz, Kristi Lynch

Pat Hertel, Melinda Macdonald

René Kremer, Dru Ramold

Vicki Brichacek

Kris Morrissey, Jane Chapman

Keith Lampert

Kim Kidder

Carrie Kubicek, Michaela Lampert

Amy Hansen, Juli Druke

Jaymie Oehler, Betsy Ramm

Joan Quinn Hogue, Jane Chapman

Suzanne Kahnk, Tracy Fernandez

Kim Mandolfo, Ann Monday (Auction)

Janet Hraban, Amy Wiegert

Michele Zadalis, Jenn Copenhaver, Christina Diers

Katie Mack, Kara Hogan

Deb Gustafson

Susan Drvol (Hy-Vee),

Tina Jansen, Kelley Lanphier (Younkers),

Becky Reger, Melissa Gathje (Box Tops)

ATHLETIC COMMITTEE

Mission Statement

The St. Patrick's Athletic Committee is an extension of the Christ centered St. Patrick's School/Parish. Through the development and operation of the athletic program, we are dedicated to the formation of the student athlete in an environment of faith, family, athletic skills, sportsmanship, and athletic ability. While

promoting avenues of skill development in athletics for all to excel to be their best, we are committed to addressing the individual needs of each participant.

Officers (2010/2011 school year)		
President	Mike Meyer	mrmomm@cox.net
Vice President	TBD	
Treasurer	Rochelle McGill	mcgilllandscaping@cox.net
Secretary	TBD	
Committee Chairs (2010/2011 school year)		
Registration	Katie & Brent L'Heureux	Lheureux03@yahoo.com
Field	Ken Scholl	kenscholl2003@yahoo.com
Athletic Banquet	TBD	
Baseball / Softball / T-ball	Ken Scholl	kenscholl2003@yahoo.com
Basketball - PAL	Troy Hottovy (vice Jeff Faimon)	Troy.Hottovy@alegent.org
Basketball - YMCA	Scott Kubicek	carrie.kubicek@cox.net
Cheerleading	Sally Johnson	sjohnson@stpatselkhorn.org
Football	Jeff Starman	lvtoht@cox.net
Flag Football: Mark Macumber		
Soccer	Mike Meyer	mrmomm@cox.net
Subcommittee: State Registrar-Randall Esquivel / Adult-Julie Wigdahl		
Soccer - Micro	Julie Wigdahl (vice Dave Grigsby)	njwig@cox.net
Track	Dan Maline & Mike Meyer	dmaline@stpatselkhorn.org
Volleyball	Dan Hanus	dqh@cox.net
3on3 Basketball Tournament	Todd Parr / Erik Carlson	ktparr@cox.net
Subcommittee: Vacant		
Other Voting Members (2010/2011 school year)		
Past President	Tim Jeffrey	Tim.Jeffrey@kiewit.com
School PE teacher	Simon McKenzie	smckenzie@stpatselkhorn.org

Monthly Meetings

St. Patrick's Athletic Committee meetings are held the 3rd Tuesday of each month (except Jun, Jul, & Dec) at 7:30pm at Sempek's Bowling Lanes. Parishioners are encouraged to attend and participate in the athletic program! Check out the Athletics page for further details on the St. Patrick's website.

BOY SCOUTS

Mission

the mission of the Boy Scouts of America, Mid-America Council to serve others by helping to instill values in our young people and in other ways prepare them to make ethical and moral choices over their lifetime, achieving their full potential.

The Cub Scout Promise

I promise to do my best, to do my duty, to God and my country, to help other people, and to obey the law of the pack.

Scout Law

TRUSTWORTHY—A Scout tells the truth. He keeps his promises. Honesty is part of his code of conduct. People can depend on him.

LOYAL—A Scout is true to his family, Scout leaders, friends, school, and nation.

HELPFUL—A Scout is concerned about other people. He does things willingly for others without pay or reward.

FRIENDLY—A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs other than his own.

COURTEOUS—A Scout is polite to everyone regardless of age or position. He knows good manners make it easier for people to get along together.

KIND—A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not hurt or kill harmless things without reason.

OBEDIENT—A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

CHEERFUL—A Scout looks for the bright side of things. He cheerfully does tasks that come his way. He tries to make others happy.

THRIFTY—A Scout works to pay his way and to help others. He saves for unforeseen needs. He protects and conserves natural resources. He carefully uses time and property.

BRAVE—A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at or threaten him.

CLEAN—A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

REVERENT—A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

Cub Scouts is offered to boys in first grade through fifth grade (or 7, 8, 9, and 10 years of age).

The 10 purposes of Cub Scouting are:

1. Character Development
2. Spiritual Growth
3. Good Citizenship
4. Sportsmanship and Fitness
5. Family Understanding
6. Respectful Relationships
7. Personal Achievement
8. Friendly Service
9. Fun and Adventure
10. Preparation for Boy Scouts

Boy Scouts

Boys Scouts is available to boys who have earned the Arrow of Light Award and are at least 10 years old or have completed the fifth grade, but not yet 18 years old.

GIRL SCOUTS

Mission

The mission of the Great Plains Girls Scouts is to inspire girls with the highest ideals of character, conduct, patriotism, and service so they may become happy and resourceful citizens.

The Girl Scout program has four fundamental goals that express the ways girls benefit from their Girl Scout experience:

1. Develop to her full individual potential;
2. Relate to others with increased understanding, skills and respect;
3. Develop values to guide her actions and provide the foundation for sound decision-making;
4. Contribute to the improvement of society through the use of her abilities and leadership skills, working in cooperation with others.

Program Offerings:

Daisy Girl Scout (Kindergarten)

Brownie Girl Scout (grades 1-3)

Junior Girl Scout (grades 4-6)

ROSARY CLUB

St. Patrick's Rosary Club meets every Monday from 3:30-4:30 p.m. Students in grades kindergarten through eighth begin each meeting by praying the Holy Rosary. The remainder of the meeting time is used to discuss our Blessed Mother and make Rosaries that will be donated to Catholic missions and our soldiers.

ROBOTICS

The mission of the Robotics program is to inspire and challenge our math and science students to exercise their creativity and produce visionary designs with honorable practices. We expect to inspire and prepare the youth of today to become the engineers and scientists of tomorrow.

The robotics program meets regularly throughout the school year after school and competes with other schools throughout the country. Contact Dan Maline, Middle School Science teacher and robotics coach for more information.

CHESS CLUB

Chess Club meets every Monday during the school year in the Parish Center from 3:25- 4:25 pm. The purpose of **Chess Club** is for students to learn the game of **chess** and/or to improve their skills, as well as, an opportunity to participate in competitions. **Club** meetings are usually spent learning new concepts or strategies during the first part of the meeting and then playing **chess** during the remainder. Students in 1st through 8th grades are welcome to join.

Monthly **chess** tournaments are an optional activity and are held throughout the Omaha area at various schools. St. Patrick's hosts one of these tournaments in January each year. Tournaments provide an opportunity for students to play against others their own age and skill level, as well as to compete for trophies and team awards. All participants in tournaments receive a prize.

WALKING CLUB

The mission of the Walking Club is to promote healthy lifestyles, nurture positive interactions with others, and gain a rewarding experience that boosts self-awareness as well as self-esteem. This offers an opportunity for students to start their day with good physical activity. Walking club meets in the mornings from 7:40-8:00am.

YOUTH GROUP

What is SPY?

SPY stands for St. Pat's Youth - youth connect to peers, prayer, service, discipleship, God, community, etc. SPY is the ministry offered for adolescents in grades 6 through 12. Youth ministry is the response of the parish community to the needs of young people and the sharing of their unique gifts. St. Patrick's is dedicated to forming youth disciples by fostering their personal and spiritual growth and calling them to active participation in our faith community and beyond.

SPY provides opportunities for all adolescents to blend community building with faith elements and discipleship formation. Some events are geared for social interaction (laser tag, youth group, Christmas Party, ice skating), some for service to the community (Souper Bowl of Caring, COPE Garden, St. Pat's fish fries), and some for spiritual formation (retreats, faith sharing, Eucharistic Adoration Praise Hour).

What does the SPY middle school youth group offer?

St. Pat's Youth Ministry offers various opportunities for youth to grow in faith. Sometimes the middle school youth gather with the high school youth, but most often they meet separately.

SPY Nights are regular middle school youth group gatherings for those in 6th-8th grade. The group meets at the parish twice a month on the 1st and 3rd Sunday evenings from 6:00-8:00 pm from September through May. Youth group nights consist of food, games, prayer, and a faith topic. No registration required, just show up! No fees but families are asked to help provide snacks/drinks.

Teen Choir is for youth in grades 6-12. The choir leads music for the 5:00 pm Mass on the 4th Saturday of each month. Practice is directly before mass at 4:00 pm in the Family Room of Boland Hall. There's no official registration, just show up for practice and be ready to sing! Cantors are

Special Events include formation opportunities within as well as beyond the parish. These events can include Eucharistic Adoration Praise Hour at the parish; GO APE Youth Rally, an all parish rally for 7th & 8th graders in the Omaha area; Worlds of Fun trip with area parishes. For special events and anything that takes us off the parish campus, consent forms are required one week before the event. Fees vary according to event and location.

Service Opportunities are available periodically throughout the year (mostly on the weekends) within the St. Pat's community and beyond. An official sign up is made available a few weeks before the project date. Teens/families can also contact agencies directly to secure a service project and complete required hours. Contact Jenni to get a list of service agencies. Also available is Youth Serve, a local summer service camp run through the Archdiocese for 7th & 8th graders. Registration for Youth Serve is in the spring.

Where can I find the latest on SPY happenings?

There are at least 7 different ways information about SPY is passed along...

Weekly updates appear in the parish bulletin.

Periodic reminder emails are sent to parents using the family email address listed in the parish database.

Monthly parent newsletters are emailed to parents.

Teens can access the "SPY St. Patrick Facebook" page to hear about upcoming events and to view pictures.

The youth ministry tab of the parish website (www.stpatselkhorn.org) contains info, pictures, and permission forms.

The middle school teachers list SPY events with their websites and communications.

The RF family notes have pertinent SPY information.

Contact Information

Jenni Vankat

Youth Ministry Coordinator

402-289-4289 ext. 1527

jvankat@stpatselkhorn.org

XVII. PARISH/FACILITY INFORMATION

USE OF PARISH FACILITY

All organizations and individuals must submit a calendar reservation form to the Parish office in order to utilize space in the Parish facility. Forms must be submitted prior to the Tuesday staff meeting at least two weeks in advance.

Smoke & Gum Free Facility

State law and parish policy prohibits students from carrying and/or using tobacco products on parish/school property or at parish sponsored activities. Students who violate this policy are subject to suspension. Repeated violations may result in an expulsion. St. Patrick's Parish and School also prohibit gum in our facility.

St. Patrick's Parish Alcohol Policy

Effective: January 13, 2005

The consumption of alcohol on Parish grounds will require permission from the Parish Pastoral Council (PPC) sixty days in advance of the event. Permission will not be granted for any youth activities including, but not limited to, the carnival, scouts, sports activities, etc. Any parish

sponsored youth event not on our grounds must adhere to the parish alcohol policy and follow local laws.

Minors are strictly prohibited from consuming, serving, or handling alcoholic beverages. At events where there is a uniformed security guard, the uniformed security guard has the right to discontinue the event if uncontrollable problems arise.

Procedural Requirements (Individual Events)

Everyone must request permission of the PPC 60 days in advance of the event. Note: PPC meets the second Thursday of each month.

- A uniformed security guard must be provided at your expense.
- An event liability insurance policy must be obtained at your expense.
- When selling alcohol, a state and local alcohol permit is required.
- Any person serving alcohol must be legal drinking age.

Procedural Requirements (Standing Committee Meetings)

- Request permission of the PPC on an annual basis (July 1).

Consequences

- Each infraction will be handled by the PPC on an individual basis.
- Violations can jeopardize the use of our grounds in the future.