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School Mission

St. Patrick Catholic School assists families in an environment of excellence and stewardship in forming children in the Catholic faith to become disciples of Jesus Christ Who know, love and serve God.
Dear Parents and Students,
Welcome to Saint Patrick Catholic School!

The following pages contain the information you need to know in order to insure a successful year for your child. It is very important that you do two things with this handbook. First, read it thoroughly and become familiar with the contents. Secondly, discuss the information with your child. All students need to know and understand the information so that unnecessary problems will be avoided.

Saint Patrick Catholic School has a proud tradition of integrating faith and knowledge. It is a priority on all grade levels to have excellent communication with parents. We are committed to serving the diverse needs of our students. Another priority is that all students feel safe at school, physically and emotionally.

Please read the handbook carefully, since each year there are changes and additions. Our efforts are unified in the goal of leading all of our students to be faithful stewards and Disciples of Jesus Christ.

In Christ Jesus,

Mrs. Mary Durand, Principal
Catholic Diocese of Wichita Pastoral Plan - “I have come that they might have life and have it more abundantly.” John 10:10

VISION: All God’s children will respond to Christ’s call so as to become fully alive as missionary disciples.

MISSION: Go forth faithfully to preach the Gospel to all God’s children and to evangelize today’s culture.

PRIORITIES:  Formation in evangelization in order to preach the Gospel to all people.  Renewal of the Stewardship Way of Life.  Renewal of parish life and family life by reclaiming Sunday as the Lord’s day.

Diocesan Catholic School Standards
Catholic Schools seek, with God’s grace, to form the total person in the image of Christ.  This goal is not confined to the classroom but is achieved through the totality of experiences, lessons and relationships.  Accordingly, the school’s resources are directed to the fulfillment of the following standards.

Elementary & middle school students in the Catholic Diocese of Wichita are expected to:

- Know Church teaching, practice Christian virtue, and participate in their parish faithfully; moreover, receive the sacraments, all of which were instituted by Christ and each of which has its own vital place in Christian living.
- Demonstrate a reverence for life and respect for self, family, authority, and all cultures.
- Have an informed conscience, distinguish right from wrong, and know how to make choices based on Catholic-Christian values.
- Be respectful and responsible, compassionate and just toward others.
- Demonstrate the knowledge, skills, and desire to continue to learn successfully in middle school or high school.
- Be independent, responsible, and self-disciplined decision-makers who set priorities and boundaries, lead and work on teams, make sacrifices to achieve goals, monitor progress, and apply creative and critical thinking skills.
- Have the reading, writing, listening, and speaking skills needed to communicate effectively.
- Read at or above grade level unless there is a handicapping disability.
- Master basic knowledge of religion, language arts, mathematics, geography, history, civics, science, and fine arts.
- Utilize appropriate technology to access and communicate information.

School Advisory Council
The School Council serves in an advisory capacity to the pastor & school administration. In conformity with Church law and policies of the Diocese of Wichita Board of Education, the Council advises the principal in planning and evaluating school policies and programs, especially strategic planning. Council members serve a minimum three-year term.

2022-2023 School Council members
Ex-Officio Fr. J. D. Betzen Pastor 2024 Anna Methvin
Ex-Officio Mary Durand Principal 2024 Jenny Brady
Ex-Officio Rayna Harbin PTO 2025 Kylee Geffert
Chair Michelle Kepley 2025 Aaron Goode
2023 Amanda Gahagan 2025 Joe Reichert
2023 Joe Holman

School Advisory Council Meetings
Meetings are usually on the third Wednesday of each month. Meetings involve strategic planning and immediate concerns. Meetings begin at 5:30 p.m.

School Advisory Council Agenda
Agenda items from non-council members must be submitted in writing ten days prior to meetings. The pastor, principal and council chair determine final agenda items.
SAINT PATRICK CATHOLIC SCHOOL  
2022-2023  
FACULTY AND STAFF

Administration:  
Fr. J. D. Betzen  
Mrs. Mary Durand  
Pastor  
Principal/PowerSchool Coordinator

Administrative Assistant:  
Mrs. Nicky Vaughn  
Secretary/PowerSchool Coordinator

Faculty:  
Mrs. Mara Bruneau  
Mrs. Meagan Moyer  
Mrs. Erin Weilert  
Mrs. Alison Morris  
Ms. Catherine Bowman  
Mrs. Kelly Mauk  
Ms. Jacqueline Smoot  
Mrs. Kelli Huser  
Preschool  
Preschool  
Kindergarten  
Grade 1  
Grade 2  
Grade 3  
Grade 4  
Grade 5

SUPPORT STAFF  
Ms. Amanda Ward  
Mrs. Lisa Dent  
Mrs. Heather Daniels  
Mrs. Paula Kimberlin  
Ms. Melodi Burke  
Title 1  
Paraprofessional  
Paraprofessional  
PE Volunteer  
Music/Art/Library/EDP

Lunch Room Coordinator  
Custodial  
Ms. Marguerite Geiger  
Mrs. Mary Durand  
Mrs. Marguerite Geiger  
Mr. Jerry Farmer

Parent Teacher Organization (PTO)  
The mission of the St. Patrick PTO is to promote cooperation and communication between parents, teachers, school administration and the school; and to ensure a quality Catholic education for all the students.

PTO Meetings and Activities  
The PTO considers every meeting an at-large meeting. Everyone is welcome. Each year the PTO coordinates volunteers for the school, raises money for school needs, and sponsors many school events. Every parent is a member of PTO.

2022-2023 PTO  
President: Reyna Harbin  
Vice President: Kari Hamlin  
Secretary: Cindy Lalman  
Treasurer: Tiffany Brown

Volunteers  
All Volunteers, Parents, Grandparents, etc. must have VIRTUS training before they are able to volunteer where children are present.
Required Parent Educational Meetings
St. Patrick Catholic School will provide opportunities for parents to gain information in topics relevant to the needs and concerns of issues affecting families and young people today. One requirement is parent attendance or viewing of two meetings throughout the year. These opportunities will be made aware to parents. Please watch for information regarding such meetings. The only exception would be attending VIRTUS. Attending VIRTUS training will count as two meetings and fulfill the yearly requirement.

Protection of Children and Young People (VIRTUS)
In compliance with the norms adopted for the Catholic Church by the United States Catholic Bishops in the Charter for the Protection of Children and Young People, all Catholic school employees, as well as all volunteers who have regular contact with children, must comply with the Diocesan plan for implementing the norms:

a. All employees and volunteers must read, sign, and obey the Policy on Suspected Abuse of Children and Code of Ethical Standards for Church Leaders.

b. All employees and volunteers must attend the VIRTUS Training and register online at www.VIRTUS.org. Any adult; parent, grandparent, aunt, uncle, sibling (18 or over), etc. who wants to volunteer in the school, go on a field trip, or earn Care & Share hours must be VIRTUS trained.

c. All employees must complete the VIRTUS online training program.

SCHOOL POLICIES AND INFORMATION

School Schedule
School begins at 7:45 a.m. and Dismisses at 3:10 p.m. Students who arrive between 7:30–7:45 a.m. may go to breakfast.

Morning Drop Off Procedures
- You enter the drop off lane on Malcolm Street heading south.
- Do not park anywhere in the drop off lane from 7:00 a.m. – 8:00 a.m.
- Pull all the way forward to allow multiple cars to drop off at the same time.
- For your child’s safety have them exit the vehicle from the passenger side only.
- Preschool students and K-5 will enter through the main entrance.

Afternoon Pick-Up Procedures
- Enter the pick-up lane on Malcolm Street heading south.
- Pull all the way forward to allow multiple cars to pick up at the same time.
- Students’ names will be called when vehicle is in the pick-up lane.
- Be patient for your child, however, please let the pick-up monitor know if it appears your child has not heard their name.
- Make sure your child is buckled and in the right seat according to Kansas Guidelines when leaving.
- Any students not picked up by 3:30 p.m. will be sent to Extended Day.

Admission to St. Patrick Catholic School
Order of Admittance
3. Catholics from another parish with no school, with children in grades K-8 already attending St. Patrick Catholic School.
4. Catholics from another parish with no school, with no children attending St. Patrick Catholic School.
5. Non-Catholics
6. The pastor/principal make final decisions regarding admittance.
Pre-kindergarten enrollment does not automatically hold a place in kindergarten. Parishioners who practice their faith and who keep their stewardship commitment have equal opportunity.

Catholic Families registered in other parishes that do not have a school or have a school that is full and/or does not offer their grade level, can also send their children to St. Patrick Catholic School providing the Pastor and Parish make arrangements with St. Patrick’s to pay tuition directly. Non Catholics that choose to send their children to St. Patrick Catholic School will be charged a tuition.

Only the parent or legal guardian of a student may enroll their child in school.

Each student must have a Baptismal and First Communion certificate, if applicable, on file at the school even if baptized at St. Patrick. The Baptism of a child must take place before they begin attendance for tuition to be waived. A grace period of 30 days will be allowed at the start of the school year.

An official, state birth certificate and immunization record is required. Hand carried records will not be accepted for the official file of a student transferring from another school. All kindergarten applicants must be five years old by August 31st as required by the laws of the State of Kansas and have a physical.

The references of students transferring from another school will be checked by the principal. Depending on the information obtained, the prospective student may be tested to determine the best possible placement. If special needs are identified, the principal, along with teachers and parents, will determine if St. Patrick Catholic School is able to meet those needs. The Principal will make the final decision.

**Curriculum and Instruction**
The core curriculum of each grade level includes: Catholic Doctrine, Reading/Literature, Math, Social Studies, Science, Music, P.E., Art, Technology, and Library.

**Evaluation**
During the course of the school year, four quarterly report cards will be issued. These reports will include information concerning study and social skills. Final report cards will be sent home on the last day of school.

Parents will receive reports as scheduled:

- REPORT CARDS
  - October
  - January
  - March
  - May

**Grades**
At the start of the school year each teacher will give their students an explanation of their grading system. The accepted percentages for grading are listed below.

### Diocesan Grading Scale 3rd – 5th Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
</tr>
<tr>
<td>A</td>
<td>94-98</td>
</tr>
<tr>
<td>A-</td>
<td>92-93</td>
</tr>
<tr>
<td>B+</td>
<td>90-91</td>
</tr>
<tr>
<td>B</td>
<td>85-89</td>
</tr>
<tr>
<td>B-</td>
<td>83-84</td>
</tr>
<tr>
<td>C+</td>
<td>81-82</td>
</tr>
<tr>
<td>C</td>
<td>76-80</td>
</tr>
<tr>
<td>C-</td>
<td>74-75</td>
</tr>
<tr>
<td>D+</td>
<td>72-73</td>
</tr>
<tr>
<td>D</td>
<td>67-71</td>
</tr>
<tr>
<td>D-</td>
<td>65-66</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
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**Grade cards for K-2 will be based on curriculum standards.**
Homework
Homework assignments should be educationally sound, provide for an application of previously learned material, correlate past and present material, and provide opportunity for parent and child to share in the learning process.

Recommended daily time allotments for homework (“10-minute rule”):

- PK - none or a few minutes
- K - 10 minutes per week
- 1st grade - 10 minutes
- 2nd grade - 20 minutes
- 3rd grade – 30 minutes
- 4th grade - 40 minutes
- 5th grade - 50 minutes

For primary level students, homework requires adult assistance. By 3rd grade, students should be able to do homework independently. Parents at all levels should monitor the completion of homework. If a student is struggling, parents and teachers should be more involved with redirecting and correcting homework.

PowerSchool Access
Parents will be able to closely monitor student progress from any location that has Internet access by logging onto PowerSchool. If parents do not have access to a computer, they may come to school and use a computer. Frequent use of PowerSchool will help you remember your ID’s and passwords. It is important to keep your PowerSchool information confidential and your username and password secure and not share it with anyone else. Beginning July 1, 2019 PowerSchool passwords are required to be a minimum of 8 characters long and must contain 1 uppercase letter, 1 lowercase letter, 1 special character and 1 numeric character.

Parents: If you haven’t already setup your account, you will have to set it up. To do so, follow these instructions:
1. Open the internet browser on your computer
2. Type https://cdowk.powerschool.com/public into the address bar.
3. Skip to Step 8 if you already have created your account
4. Click on “Learn more” (you can print these out) and follow the instructions
5. You will need the Access ID and Access Password during this process to link your student’s record to your account during this process. This will only need to be done once. Your student’s Confidential Access ID and Confidential Access Password are case sensitive.
6. Don’t enter them yet, click "Create Account" and the instructions will tell you when and where to enter them. If you have more than one student in a Diocese of Wichita Catholic school, you will enter them during this process as well.
7. During the "Create Account" process, DO NOT use your email address as your "Desired User Name"
8. Once you have created your account, to view your student’s records you will go back to the web address listed above, and then (Don't click "Create Password" again) enter the username and password that you created in the process above.
It is advisable that you keep your username and password secure and not share it with anyone else.
9. View the information.
10. Remember to log off when you are finished.

Updating Information in PowerSchool
Addresses, phone numbers etc. can be updated by the parent, by following these instructions:
- Log on to your child’s page
- Select “Demographic Change” icon
- Update any information that has changed or is missing
- Make sure that all phone numbers follow the 000-000-0000 format.
- Click on the SUBMIT button at the bottom of the page when all changes and corrections have been made.
Online Enrollment –

Enrollment is found within PowerSchool and every family must have an account to access it.

Each school has two PowerSchool Coordinators. If you have ANY questions or concerns regarding PowerSchool use or information, you must contact one of the PowerSchool coordinators at your school and they will answer your questions. (see page 4)

Parent-Teacher Conferences:
Conferences are scheduled regularly each year in the fall and spring. (See School Calendar)
In addition to scheduled conferences, parents are encouraged to visit with teachers whenever they have questions about their child’s progress, relationships, or behavior at school.

Promotion to Next Grade
Promotion to the next grade is based on achievement, social/emotional development and attendance.

Retention and School Placement
The following steps are taken when a student is being considered for retention:
• Possibility of retention is brought to the parents’ attention by the classroom teacher.
• Classroom teacher documents remediation. Special education services may be considered.
• The parents are involved in the final decision, although the final decision is made by the school. If a student is retained, they are encouraged to attend Summer School.
• If it is the professional judgment of the staff that All Saints Catholic School cannot adequately serve a student, parents are notified and a conference is held to discuss options.

Special Needs
Students who struggle academically or with behavior, and those who are academically talented, have special plans called ILPs (individual learning plans). If we do not have the resources to meet a student’s needs, we will consult with USD#413.

Summer School
Summer school is mandatory for students in grades 3-5 who do not meet standards on the state and local assessments or fail a class at semester, teacher recommendation for any grade, or principal recommendation. Also any student with 10 or more absences or tardies in a semester may be required to attend Summer School.

Technology
All students learn to use computers in both the lab and classroom. Office 2010, Google Classroom, and the Internet are the main tools used by students. We strive to integrate technology as a tool for learning, a way to share faith and values with others in our local and wider communities, and to express knowledge & creativity through presentations. Students and parents must sign an agreement regarding appropriate use of the Internet at school. Students only use the Internet with direct faculty supervision.

Standardized Assessments
Renaissance STAR & CBM: K-5
MAP: Grades 2-5
iReady Diagnostic: K-5

Kansas Assessments
Reading and Math: Grades 3-5
Science: Grade 5
Social Science Grade 4

Diocesan Assessments
Physical Education
Music
Religion
Technology
Textbooks, Library Books, Property
Students are responsible for all books and supplies issued to them, including agendas. If school materials become lost or damaged, the student is required to pay for the replacement or repair of school property that they damage, lose or destroy.

Attendance
Regular school attendance is essential for student growth and progress. There is a high correlation between successful academic achievement and faithful attendance. Students should be at school all day every day, unless ill. Punctual attendance is an act of responsible stewardship by parents and students for their parish’s gift of Catholic education.

Parents are to be reminded that the compulsory education law of Kansas requires students to be in school. Being absent for such reasons as vacations, sporting events, school activities where the student is not a participant, shopping, babysitting, or travel is not acceptable. Students will not be excused for such reasons.

New KSDE Report
If a student misses 10% or more of the school days which they are enrolled, they will be reported on the federal chronic absenteeism report.

The school shall take attendance daily and maintain a record of all absences and tardiness. Parents should contact the school prior to an absence or tardy and request that their child be excused that day, by 8:30am. (The school, however, retains the right to determine which absences and tardies will be excused and which will not, and appropriate consequences for unexcused absences/tardiness.) The only absences that will be excused are absences for illness or doctor appointments. Vacations taken outside of the scheduled breaks on the school calendar are unexcused absences. The school should try to determine the reason for any absence on the day of the absence, and keep a record of attendance until the close of the school year. When a tardy or absence is determined to be unexcused, or when a student has missed ten sessions of any class in a semester, the student may be required to make up work after school, or in an approved summer school program before credit is awarded. Every school is to have a policy for making up time lost due to tardiness. The parents or guardian of an absent/tardy student shall report the absence/tardy by phone to the school office, giving the reason, by 8:30 A.M. If the parents do not report the absence/tardy, the school will call the parents. Upon returning to school the student must report to the school office for an admit slip before going to class. A written excuse signed by a parent or guardian must be turned into the office explaining why the absence should be excused.

When an elementary has missed ten sessions of any class in a semester or twenty sessions of any class in a year, the school will require the time to be made up, at parent cost, in a program approved by the school, and may retain the student in the same grade if lack of progress so indicates. (Diocesan policy)

When an elementary school student has been absent from school for the day, they may not return on that day to participate in after school or evening activities or practices unless prior arrangements with the principal have been made.

There are students whose chronic health condition or other education need makes regular attendance difficult. Such needs are to be substantiated in a Health Plan or Learning Plan, and the attendance requirement may be adjusted accordingly.

Tardiness: As stated in the diocesan policy on attendance we are required to have a policy for making up time lost due to tardiness. Repeated tardiness is a serious inconvenience to the class and teacher, and can eventually result in a truancy violation. Being on time is a life skill important to each student’s future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class allows the teachers to begin the instruction on time for everyone. Tardiness to class is defined as not being physically in the room at 7:50 am.
- Students arriving after tardy bell (after 7:50 AM) to school must report to the office with their parent/guardian to be counted in attendance before going to class.
- Parents of students who have 10 or more tardies in a semester may be required to meet with the principal to discuss the reasons for the tardies and to develop a plan for improvement.

**Truancy**
In accordance with state law 72-1113, a student is considered truant if the child is inexcusably absent on either three consecutive days or five or more days in any semester. If truancy occurs, parents are contacted. If the situation is not resolved, the State Department for Children and Families (DCF) is notified.

**Make-Up Work**
Students who have been absent for any reason are required to make up the missed work in regular instruction. Students are responsible to obtain the work, complete it, and return it promptly. One day for each day of an excused absence is allowed for the completion and return of make-up work, unless other arrangements have been made with the teacher. If a student is present when an assignment is given, but is sick the next day, the assignment is due the day the child returns.

**Make-Up Work for an Unexcused Absence:**
The assigned work for the unexcused days is due the first day back. If a test is scheduled the day the student returns the student will be required to take it. It is up to the student to get the work missed during the unexcused absence.

**Release During School Day**
Appointments should be scheduled outside the school day whenever possible. If this cannot be done, please let the office know by a phone call, note or email (nvaughn@stpatrickchanute.org), by 8:30 a.m. The office will give the teacher an advance notice. When coming to take a child to an appointment, the parent must sign their child out and the office will call the classroom to dismiss the child. If returning, the child or parent should sign the child in.

**Child Abuse Reporting**
Under the “Kansas Code for Care of Children,” all professional staff, including priests, sisters, principals and teachers, and other employees of a school who have reason to suspect that a child has been injured as a result of physical, mental or emotional abuse and/or neglect (i.e. excessive absences, tardies, etc.), are required to report such abuse to the State Department for Children and Families (DCF). Parents, teachers, and other adults who work with students (coaches, volunteers, room mothers, etc.) must attend a VIRTUS Training session and complete a Diocese of Wichita Abuse Policy Form.

**School Website**
www.stpatrickchanute.com
Please use the website to keep updated on our school. The calendar and other school wide communication is available there.

FEES are kept track of in the school office and lunch balances can be accessed in PowerSchool under the Balance icon. Fee balances will be sent to you via written note, Remind, or phone call. Fees need to be taken care of as soon as possible. Lunch fees and extended day care should be paid in advance.

**Social Media**
*Follow Us!*
Facebook: St. Patrick Catholic School – Chanute, KS. It can also be found on our school website.
https://www.facebook.com/St-Patrick-Catholic-School-Chanute-KS-146376788746040/

"Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ." (Pope Francis’ Message for the 48th World Communications Day [WCD], 2014.)
We are incredibly blessed to be a part of our St. Patrick Catholic School Family – a family, united in faith, encouraging and supportive of one another, and working together to spread the mission of the Church to each other and within our greater community. As with any family, sometimes, conflicts arise. It is our hope that when conflicts happen, that we reach out to one another in dialogue to seek understanding and to resolve the situation in a manner that is faith based and helps each other to grow in our relationships with one another.

When encountering challenges in the arena of both parent and child use of social media in resolving conflicts in a way that is respectful, private, and faithful, the following comprehensive policy is designed to help all of us to be more aware of appropriate use of social media within our school and parish community. As a great reminder to all of us, we’d like to review what is stated currently in our parent/student handbook, as well as some additional wording based on challenges we’ve faced:

Parents and/or students should make complaints through official school channels rather than posting complaints in the public arena of social media. We expect parents and/or students to respect the reputation of others and be responsible when using any social media tool with regard to St. Patrick Catholic School and Parish in anyway. The following examples are to be inappropriate uses of social networking sites by parents and/or students.

- Making allegations about staff, pupils, families at Saint Patrick Catholic School or any form of cyber-bullying
- Making complaints about the school, staff, and families of Saint Patrick Catholic School
- Making complaints about Saint Patrick Catholic School policies, projects/assignments, school athletics and events
- Making defamatory statements about the school, staff, families at Saint Patrick Catholic School
- Posting negative/offensive comments about specific pupils, staff, families at Saint Patrick Catholic School
- Posting pictures, video which is negative toward pupils, staff, families at Saint Patrick Catholic School

This list is intended to provide examples only and is not an all-inclusive list of inappropriate use of social media.

Parents/guardians are also expected to monitor their children’s online activity, including in relation to their use of social media and ensure their children are using social media in an acceptable way. When social media issues outside of school affect a child’s learning environment at Saint Patrick, this becomes a disciplinary issue for administration to review.

When a post by parents or students is deemed inappropriate, the administration will request the post to be removed. A meeting with administration and/or pastor will be required. Consequences for students can range from discipline mark to expulsion depending on severity of the situation. Depending on the severity of the incident on the part of parents, the family may be dismissed from Saint Patrick Catholic School. Administration and/or Pastor reserve the right to adjust this policy as needed.

When you have concerns, again, we ask you to communicate directly with each other and us. For school concerns, please do not hesitate to visit with teachers and administration. Our goals are to listen, work together in cooperation, and arrive at a solution that is in the best interests of the children. We ask you first approach the teacher, next administration if you feel it remains unresolved, and finally the Pastor in the event of further concerns.

Thank you in advance for your assistance in helping the culture at Saint Patrick to be one which is faithful, positive, and cooperative.
REMIND
Most communication is done through REMIND, a messaging system that will send text messages to your phone. You will receive a request to accept REMIND when your number is added. Make sure to accept this request when received. If you have questions, please call the school at 620-431-4020.

School Messenger Voice Messaging and Email
Some communication is done through “School Messenger” voice messaging and email system. It is very important to keep your data up-to-date in PowerSchool. Instructions are on page 9 - “Updating information in PowerSchool” (home address, phone numbers and email address).

Parents and Teachers
When parents have a question or concern, they may contact a teacher for an appointment by phone, email, note, or leaving a message in the office. Interactions between staff and parents are always expected to be courteous and civil. The principal should be involved if an issue cannot be resolved with the teacher alone. When a teacher has a concern about a student, the parent will be notified by agenda, note, email or phone. Discussion of school concerns must be done outside of the school day so that teachers can give their full attention to teaching and supervision. For this reason, parents are asked not to go to classrooms during school time.

Parents and Principal
Parents may call the school office to make an appointment with the principal. It is most helpful to plan appointments at least one day in advance.

Items That Parents Deliver
Please do not take items directly to classrooms. Items that children forget, brought to school by parents, should be marked with the child’s name and left at the office for delivery.

Sending Money to School
Money for lunches, Extended Day, Field Trips or other, needs to be sent in an envelope marked with the child’s name and the purpose of the money.

Checks returned for “Insufficient Funds” will be charged $35.00 for processing in addition to the fee owed.

Non-Custodial Parents
In the absence of a court order to the contrary, non-custodial parents have the right to see academic records and other school-related information. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school an official copy of the court order. Noncustodial parents must request in writing any copies of grade cards or other documents they need.

Student Records
Parents may see the office records of their child by written request to the principal. Release of records is done only by mail or email to the new school, by request of the school where the child is moving.

Student Rights and Privacy Policy:
Definition: Student records are defined as identifying data, academic work completed, level of achievement, grades, standardized test scores, health records and attendance data.

Items Not Allowed at School
The following are not to be brought to school: Weapons of any kind (including toys), trading cards, toys, dolls, pets, and electronics such as Gameboys, MP3 players/iPods, and any other items that are not appropriate at school. ABSOLUTELY NO SMART WATCHES WITH INTERNET CAPABILITY ARE ALLOWED AT SCHOOL.
Cell Phones
Cell phones may not be used at any time in the school building during school or latchkey (unless otherwise permitted by teachers). If a student is caught using a cell phone during school hours or at Extended Day (without permission) it will be confiscated and taken to the principal. The student will serve an Automatic detention. The phone can only be picked up from the principal by the parent. If the principal is out of the building the phone will not be returned until the principal is back in the building. If the principal will be gone for an extended time, the administrative assistant may be allowed to return the phone to a parent. (There may be a circumstance where a teacher or the administration will allow a phone to be used for an activity or as an educational resource)

Substance Abuse
It is the policy of diocesan schools that substance abuse is not tolerated. If a student is in possession of illegal substances (including drugs, alcohol, vaping, e cigs, and tobacco in any form), or is intoxicated at school, the consequence is a one to five-day suspension out of school. During that time, it may be required that the student receive a psychological evaluation from a therapist approved by the school, and a drug test.

This policy prohibits substance abuse by adults while on school grounds.

Professional Counseling
In some cases, the principal may request that a family seek professional counseling for a student outside the school setting for help with social, emotional, behavior, or academic issues. In these cases, it is required that the school be allowed to communicate with the counselor.

Discipline: Success with Accountable Behavior
Our guiding principle in discipline is to act in a Christian manner characterized by fairness and compassion. Students are expected to abide by school norms and accept consequences if they do not. Rules are intended to promote Christian principles of conduct, good study habits, and safety.
St. Patrick Catholic School staff have all been trained in Virtue-Based Restorative Discipline and as a school community, staff, students, parents, we will utilize these practices.

About Virtue---Based Restorative Discipline
Our school practices Virtue---Based Restorative Discipline (VBRD). For more information, go to www.virtuebase.org

VIRTUE BASED
Our school determines which virtues to emphasize, while continuing to build our vocabulary and understanding of all virtues taught.

VBRD Guiding Principles
1. We will dedicate ourselves to living virtue.
   Catholic virtues will be taught from Scripture and Catechism, and we will prayerfully discern which virtues to work on as a school community each year.
2. We will support others in living virtue.
   We will share what we learn freely with others and offer encouragement by acknowledging the good.
3. We will commit to constructive thoughts, words and deeds.
   We will refrain from gossip, rumors, criticizing and judgment, as these attempt to detract from the good name we are given by God.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.
   As we prayerfully attend to conflict, we will uphold the human dignity assigned by God in dealing with one another. Virtues will be expressed and practiced in identifying the injustice, restoring equity, and working to reach common agreements that promote peace and restore harmony.
RESTORATIVE DISCIPLINE

Jesus teaches us to love one another. Out of love, we work to make things as right as possible when there is harmful or bullying behavior.

Restorative discipline makes our discipline policy stronger so children have a way to return to goodness when they fail. The goal is to restore the God---given dignity to all who have been affected by the hurtful behavior so children learn from their mistakes rather than from their punishment.

Checklist for Repairing Harm
1. Pray together for God’s help in fixing the problem
2. What virtue do we want to use in this situation?
3. Can we commit to being positive in fixing this?
4. Who was harmed?
5. What needs to happen to make things right?
6. All agree to a solution (written down if necessary)
7. Prayer to close
8. Check back later

Family Virtue

Here is a daily prayer for helping your family remember God’s goodness. Can your family choose one virtue to help you at home? Share the big and small miracles that come from practicing virtue!

**VIRTUE is a holy habit that imitates God and leads us to heaven**

*Dear Lord:*

*We are your chosen ones, holy and beloved.*

*Help us to grow in heartfelt compassion, kindness, humility, gentleness, and patience, so we may bear with one another and be forgiving.*

*If we have a grievance against another, may we be as forgiving as you have been with us.*

*And over all these virtues may we put on love, that is, the bond of perfection. Let your perfect peace control our hearts, the peace that calls us into one body.*

*We are thankful, in your holy name. Amen. (Col. 3:12---15)*

Great virtues to work on at home as a family. This year’s theme is CHARITY:

**CHARITY FRIENDSHIP COURTESY PURITY FORTITUDE**

**PRUDENCE RESPECT FORGIVENESS RESPONSIBILITY**

**Proactive steps to prevent serious incidents of harm:**
The essence of Christian discipline is formation in virtue. According to the Catechism of the Catholic Church, “The goal of a virtuous life is to become like God.” (CCC 1803)

**The purpose of VBRD is twofold:**
1. Increase faith practices
2. Reduce/prevent anti-social behavior

**The School-wide initiative includes these components:**
1. Staff, parent and student spiritual formation in practical application of virtue, defined with students as: **Holy habits that make us like God and lead us to Heaven.**
2. Training in restorative practices, which hold relationships as the highest priority, assuring high responsibility and high accountability for repairing harm to relationships and property when such harm occurs.
When harm occurs, Restorative Discipline seeks to do the following:

1. What happened: Establish the injustice, or harm that occurred
2. What needs to be done: Restore equity, repair harm to property and restore relationships
3. What can be expected: Establish appropriate future intentions (How can we guarantee a better future?)

We will focus on Restorative Discipline to address behaviors, expectations and responsibilities. Staff will be proactive in discussing low, mid, and high level issues that will include a fair process with consequences that are clear and consistent.

Establishing a System to Identify Harm:

Low Level: First time events, disruptions that minimally affect others, talking out unintentionally, etc. (redirect behavior)
Mid-Level: May include hurtful name calling, or perhaps repeated events that would typically be low-level incidents.
High Level: These behaviors require a more rigorous process because there was serious harm. Behavior requires a teacher or other adult to stop and address harm immediately. Examples include but are not limited to, physical harm, repeated obscenities, name-calling, or repeated refusal to comply with expected behavior.

Special Circumstances:
There may be times when harm to students, staff, and the parent community is significant, and restoration is not possible. Such cases require special attention, and solutions may require time away from the school community. In serious cases, we will follow the Diocesan Handbook Violence Policy before VBRD practices are begun.

A. The student may be sent home to prevent further harm.
B. The police may be called.
C. The student may be required to meet with a counselor and acceptable assurances given from the counselor to the principal that the child is not a danger to self and to other members of the school community before the child may reenter school.
D. A satisfactory Formal Conference must be held with parents, administrators, and students, outlining the harm done and mutual agreement on the specific actions that will be taken to repair the harm.
E. A probationary period may be required before a child may return to school.
F. Students may be asked to withdraw for cause.

School Rules for All Grade Levels
- Be quiet and walk in the building.
- Respect people and property.
- Cooperate with teachers and volunteers.
- Complete school work honestly and with your best effort.
- Use appropriate language.
- Go promptly home, to ride, or to the Extended Day Program after school.

K-5
In grades K-5 we teach expected behaviors in a positive and highly structured manner. We expect positive behavior to be established.

K-5 Consequences
VBRD will always be implemented to restore harm but depending on level of incidents, consequences may include time-out, office referrals, parent notification, and writing notes of apology. Severe consequences may require a parent meeting with the principal and or pastor. Actions may also include restoration and reflection time (detentions), suspensions, or expulsion.

Additional Behavior plans:
Each teacher may have additional behavior plans for their classroom such as behavior cards. These plans will be reviewed and discussed with parents at open house or through teacher classroom guides/newsletters.
Conduct Points System:
Marks or a single infraction could lead to an R & R time or other appropriate action, depending on the level of the behavior. Listed below are behaviors that could be marked on behavior cards. (List not inclusive).

- Disruption of class activity
- Lying, cheating, stealing
- Missing or late assignments
- Disrespectful or dangerous actions
- Derogatory language or cussing
- Irreverence at Mass
- Destruction or misuse of property
- Harassing or intimidating behavior or physical aggression
- Misuse of Technology - Including Purposely opening the wrong websites, logging into others accounts, etc
- Other, list not inclusive

Restoration and Reflection Time
Any of the below, if serious or violent may result in an automatic R & R time or even a suspension. Seriousness of the action is determined by the principal
- Serious disruption
- Uncooperative
- Throwing objects
- Cruel teasing
- Disrespectful to an adult
- Damage to school property
- Physical aggression like pushing or tripping
- Taking the Lord’s name in vain
- Tampering with Card System
  (list not inclusive)

Restoration and Reflection times are served after school, at 3:10 p.m. or at the discretion of the teacher. Parents are informed of an R & R by a note sent home, including the time that the R & R is to be served. The notice is to be signed and returned to the teacher the next school day. If a child shows up late for an R & R he/she will serve additional R & R time. If a child does not show up for an R & R, he/she will serve an R & R the following Wednesday, at 3:20 p.m. If this becomes a consistent pattern, other consequences will be assigned by the administration. Consecutive R & R’s could be assigned at discretion of the principal.

In-School Suspension
- Extremely disruptive behavior
- Fighting or other dangerous actions
- Vandalism
- Vulgar words, actions, or writing
- Accumulation of three R & R’s in a quarter
  (list not inclusive)

In-school suspensions are served in the office or another classroom. All work missed during an In-School Suspension is due the next day. Interaction with other students is not permitted during an ISS. A written note from the office will be sent home with the student. It will include the day that the suspension is to be served. The notice is to be signed and returned the next school day.

Students who are suspended, in or out of school, or who are expelled will not be allowed to participate in school activities on the days of the suspension.
**Out of School Suspension**
- Fighting or other dangerous actions
- Vandalism
- Vulgar words, actions, or writing
- Possession of illegal substance or intoxication while at school
- Threatening harm by word or actions
- Accumulation of two ISS in a quarter,
  (list not inclusive)

If a test is given, on that day a student is serving an OSS that student will be expected to take the test on the day he/she returns. After one OSS, a student is on probation. Further misbehavior may result in suspension or expulsion. When a student receives an OSS they will be required to complete school, parish or community service hours. The principal may suspend a student, out of school, up to five days, or longer if a psychological evaluation or other testing is required.

For all Out-of-School Suspensions, the principal will notify the parents and pastor. The principal may request a meeting with parents before the child returns to class.

**Expulsion**
- all other means of discipline have failed
- involvement in a single act that presents a serious threat to the school community
- second offense of threatening harm
- extremely cruel, dangerous or inappropriate behaviors
- trafficking drugs
- weapon situation (see below)
  (list not inclusive)

**Weapons (guns, knives, or other dangerous objects) are not allowed on school grounds at any time or at any school sponsored event. This includes toys that look like real weapons. Bringing or using a weapon or threatening harm to another student with a weapon results in expulsion.**

A student may be suspended from school while information is being gathered regarding possible expulsion. During this time, a meeting is held with the pastor, principal, student, & parents. Prior to an expulsion, the principal will confer with the pastor and superintendent. Within 48 hours of this meeting, the principal will notify the parents in writing regarding the decision. **The final recourse in all disciplinary situations is the school principal and/or pastor.**

**Policy on Bullying and Harassment**
It is the policy of our St. Patrick Catholic School to maintain a learning and working environment that is free from any type of bullying or harassment. No employee, volunteer or student associated with our school shall be subjected to any type of bullying or harassment.

Each administrator shall be responsible for promoting understanding and acceptance of and assuring compliance with, local, state and federal laws and local procedures governing bullying or harassment within his or her educational program.

Bullying/harassment is verbal or physical conduct that shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age or disability. Such behaviors can include, but are not limited to teasing, poking, biting, and hitting, social isolation and alienation, name calling.

Prevention is the best tool for the elimination of bullying/harassment.

A substantial charge against an employee or a volunteer shall be reason for disciplinary action, up to and including discharge.
A substantial charge against a student shall subject that student to progressive restoration ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

This conduct need not occur on the school premises or at a school-sponsored event to come within the jurisdiction of the Diocese.

**Threats of Violence**

The entire staff of a school has an interest in providing all pupils and staff an educational environment that is safe, peaceful, and secure. Therefore, threats of violence by a student, adult or teacher must be taken seriously and acted upon by the proper school officials.

In the event of a threat to the life of a student or staff member, the threat to bring a weapon to school, or other serious threat by a student, the following procedures are recommended. The order of the procedures may vary depending on the circumstances of the situation.

1. Take all threats seriously and report them.
2. Isolate and supervise the individual(s) involved
3. Call 911 for an immediate police response.
4. If the threat is by a student, call the parent(s) or guardian(s) to arrange a meeting with the school administrator, student, and police. It may also be appropriate to have the school counselor or psychologist available to work with the student, pastor, and parent(s)/guardian(s).

After the offense, the student may return to school and may attend school activities only if 1) s/he presents a written recommendation from a psychologist/psychiatrist approved by the administrator, assessing that it is safe for the student to return to school; and 2) the administrator, after consultation with the pastor, believes that the threat of potential future harm has been abated. If the student is accepted back into school and returns to school, his/her parent(s) or guardian(s) shall be notified in writing that a second offense will result in automatic expulsion.

Any adult who makes a threat of violence shall be banned from the school premises and activities until 1) such time as the adult complies with any and all conditions set by the administration; and 2) the administrator, at his or her discretion, believes that the adult is no longer a threat to the school, its employees, its families, and its student. A report of a threat may be made to the proper authorities. A second occurrence will result in a permanent ban of the adult, removal of the adult’s children from the school, and, where appropriate, prosecution.

If an employee makes a threat, and it is verified by the administration, the employee will be terminated.

(Diocesan School Council Policy)

**Dress Code**

Students arrive and leave school in uniform according to dress code. All clothing is to be clean, laundered and in good condition.

**Face Coverings/Masks**

Face coverings are not required but if students choose to wear them, then all face coverings and or masks must be appropriate. No inappropriate words or pictures will be allowed.

**Girls**

**SKIRTS** - Skirts are for grades 4th-5th. Plaid, as sold by French Toast, length must follow fingertip rule.

**JUMPERS** - Jumpers K-3rd grade, uniform plaid, as sold by French Toast, length must follow fingertip rule. Girls in grades K-5th must wear shorts or tights (white or navy ONLY) under skirts daily. Plain white or navy leggings ONLY can be worn and should fit tight to the leg. Socks must meet or cover the bottom of the legging. Sweats and baggy leggings may not be worn except at recess.

**PANTS** – Navy and khaki pants, slack style (not jeans)

**HAIR** - No extreme or distracting hair styles, cuts or color. Color must be child’s natural hair color only. Hair attachments or extensions must have prior approval by administration. Changes to hair style or color must not be before the last day of school. Students that do not follow these guidelines will be asked to fix them at parent expense.
**Girls Accessories** - Post earrings only, no larger than earlobes. No hoop or dangle styles. Girls may only wear 1 set of earrings per ear. Piercing is allowed on earlobes only. Necklaces & bracelets may only be worn if they are simple and not distracting. Hair bows and bands may be worn if they are simple and not distracting.

**Boys**

**Pants** – Navy and khaki pants, slack style (no jeans or cargos). Sagging style, torn or frayed pants are not allowed.

**Belts** - Belts must be a **solid** color of **black**, or **dark brown**. (K students, belts not required.)

**Hair** - Hair may not touch the collar of the shirt nor touch the eyebrows. No extreme or distracting hair styles or colors. Hair must be a child’s natural hair color. Changes to hair style or color must not be before the last day of school. Students that do not follow these guidelines will be asked to fix them at parent expense.

**Boys Accessories** – Earrings may not be worn. Body piercing of any kind is not allowed.

**Boys and Girls**

**Shorts** – Uniform navy or khaki shorts only - August, September, April and May.

**Shirts** – Polo style with a collar and long or short sleeves. Knits and turtlenecks are acceptable. Shirts must remain neatly tucked in while on school grounds. Shirt colors are green and navy. No logos or emblems anywhere on shirts. T-shirts under uniform shirts must be white or the same color as the uniform shirt with no design or printing.

**Sweaters** – Navy uniform sweaters only, cardigan, vest, or V-neck.

**Sweatshirts** – St. Patrick sweatshirts are permitted as part of the school uniform.

**Spirit Wear Shirts** - Spirit Wear may only be worn on Spirit Wear or Special Dress Days.

**Socks** – Socks MUST be worn every day! No name brand symbols should be seen. **SOLID** socks white or navy only. No show socks are not allowed.

**Shoes** – Students should be in shoes that are appropriate for school. If a staff member decides the shoes are not appropriate the student will call home for you to bring them an appropriate pair of shoes. Sandals of any kind and slippers are not allowed. Snow boots may be worn when outdoors, but other shoes must be brought to change into when indoors. **Tennis shoes are required for PE.**

**Purchasing Uniforms**

Schoolbelles, [www.schoolbelles.com/register](http://www.schoolbelles.com/register)

French Toast, [https://www.frenchtoast.com/schoolbox/schools/st.-patrick-catholic-school-QS45SFJ](https://www.frenchtoast.com/schoolbox/schools/st.-patrick-catholic-school-QS45SFJ)

Most department stores carry shirts and pants that conform to our dress code. Shorts must be uniform shorts with belt loops.

**Spirit Wear Day**

Each Friday of the month will be designated as Spirit Wear Day. Students may wear “spirit shirts” with uniform pants, skirts or shorts. A spirit wear day may also be earned for winning classroom contests or special days designated by the administration.

**Free Dress Day**

The last Friday of every month is designated as Free Dress Friday. Students may wear clothing that meets school code requirements: shoulders and mid-drift covered, fingertip length or longer, no inappropriate pictures or wording.
Picture Day
Students may wear uniforms or appropriate dress-up clothes.

In all matters of dress, the administration has the right to decide what is inappropriate. Students violating these policies will call home to get a uniform and may lose further privileges to dress out of uniform.

Field Trip Drivers:
• Drivers must be properly insured
• There must be one seat belt per child
• For the safety of our students, drivers may not use a cell phone while driving students and/or employees. If a cell phone needs to be used, the driver must pull over and stop or let another adult in the car use the phone.
• Students are assigned vehicle and driver placement going to and from the event. The driver is given a list of assigned students.
• Each vehicle proceeds directly to the site of the field trip and returns directly to school with no side trips or stops at fast food restaurants, etc.
*Each vehicle must leave and return with the entire field trip group after checking out/in with the teacher.*
• Driver must have attended a VIRTUS Training Session and be registered with the Diocese of Wichita.
• In grades K-5, siblings are not allowed to go on class field trips, unless pre-approved by teacher and administration. We hope that this helps parents to assist the teacher with the management of the students in the best possible way during the field trip.

Health and Safety

Emergencies
The principal and/or pastor is authorized to call off school because of weather or emergencies. For school cancellation announcements, a REMIND and in some cases a School Messenger message will be sent.

Closing of School
If for any reason school should be closed, please listen to these radio and television stations:

**Television** - KOAM

**Telephone** – “REMIND” messages will be sent

Health Room
As we do not currently have the services of a nurse, the office personnel will notify parents if an illness or injury occurs to any student. It is important that parents maintain and advise the office with up-to-date medical information for each child throughout the year.

If a student is sent to the office with a fever, vomiting, or an injury, parents are immediately contacted to pick up their sick or injured child, and should do so as quickly as possible. Please be sure to keep contact information up-to-date. Children with fever, vomiting, or diarrhea should not be sent to school. In addition, **when a child is sent home with fever over 100.4 degrees, that child may not return to school until he/she has been fever-free (a normal temperature) for 24 hours. The temperature must be down on its own, without the help of medication.**

Children who have been prescribed antibiotics for any contagious conditions such as strep throat and pink eye may not return to school until they have taken the medication for 24 hours.
If a student is dismissed from school due to illness, they may not return that day to participate in school events.
**Immunizations and Health Records**

All required health forms must be on file to complete registration. Returning students are notified each May of any documentation needed for the next school year. This allows 90 days of compliance (per state law). Noncompliance with immunization guidelines will result in exclusion from class. Health forms are available from the school office. Students will receive hearing, vision, and dental screenings, as required by the state. It is important that parents maintain and advise the office with up-to-date medical information for each child throughout the year.

**Medication**

We follow the *Guidelines for Medication Administration in Kansas Schools, KAR 60-15-104*. Please ask your physician to consider medication that can be given before and after school rather than in the middle of the day. If this is not possible, students may bring prescribed medication, in its original container only.

Written request of the physician is required for:

- Sitting out of recess or PE.
- Cough drops and other medicated candy-type medication.
- All medication to be administered, including “over-the-counter drugs” such as aspirin, Tylenol, and cough medicine.

Details of medication guidelines and a form for requesting administration of medication is available in the school office. Forms will also be available at registration.

**New Students**

All new students must present a health/physical exam form signed by a physician, and a Kansas certificate of immunization, also signed by a physician (or authorized person).

**Physical Examinations**

All Pre-K, Kindergarten, and any new students must have a physical examination and return a health examination form signed by a physician. Physical exams must be after May 1st of the previous school year and prior to starting school.

**Recess**

Written request of the physician is required for a student to sit out of recess or PE. Students will go outside for recess when possible. Please dress appropriately for the weather conditions.

**Safety Drills**

**Fire Drills** are held quarterly. At the sound of the fire bell (*continuous bell*), students and teachers move quickly and quietly to their designated exit and assigned outside area. The first students to reach the outside doors hold the doors open. The last person out of the room closes the classroom door. A diagram by each classroom door shows the designated exit routes.

**Tornado Drills** are held at least three times each school year. At the announcement of a tornado drill, teachers move quickly and quietly to the designated “safe areas.”

**Crisis Drill** will be practiced during the school year.

**Liturgies**

8:00 a.m. daily Mass schedule

3-5 on Mondays and Fridays, K-2 on Wednesdays and Fridays

Students also attend liturgies appropriate to the Church season such as Adoration, Stations of the Cross, May Crowning and the Rosary.
Lost and Found
A Lost and Found container is kept in the office. Parents and students are welcome to check the lost and found at any
time. Lost jewelry and other small items may be claimed at the office. Please clearly mark, with permanent marker, your
child’s clothing, supplies and other items. All unclaimed items, at the end of the year, will be donated.

School Nutrition Program
All students are eligible to eat the school breakfast. It is a “grab and go” breakfast. The breakfast program works the
same as the lunch program. If your child is already on free or reduced lunch, then they are also on free and reduced
breakfast. The cost of breakfast is $1.75 for full pay and $0.30 for reduced. Students need to enter through the
Malcolm Street entrance, pick up their breakfast and go directly to the gymnasium if they are coming for breakfast. We
will stop serving breakfast at 7:45. If students in grades 3-5 do not want to eat on Mass days until after Mass they may
take their breakfast to their classroom.

Lunches with milk are offered to all our students in grades Pre-K through 5. The cost of lunch is $2.95 for full pay and
$0.40 for reduced.

**THIS IS A PAY AHEAD PROGRAM.** Breakfast and lunch menus will be sent out once a month. Breakfast/Lunch prices will
be listed on the menu. When making a Breakfast/Lunch payment, you may write one check for all of the students in your
family, whether it is for breakfast, lunch, milk or all, and put it in an envelope. Cash is also accepted. Please mark your
envelope with check or cash in it "Breakfast/Lunch" and student’s name on it, and have your student turn it in to the
office. (Checks returned for “Insufficient Funds” will be charged $35.00 for processing in addition to the fee owed.) The
menus are subject to change without notice.

Breakfast/Lunch payments will be deposited into each student’s lunch account in PowerSchool. As the student goes
through the serving line, the amount for the breakfast/lunch (or extra a-la-carte item) is automatically deducted from
the student’s PowerSchool lunch balance. By checking your student’s lunch balances on PowerSchool you will know
when your student needs more lunch money. PowerSchool will send an automatic e-mail when the lunch balance is
$14.00.

At the end of the school year, lunch balances will roll over to the next year for students in grades Pre-K-5. **Fifth grade
balances do not roll over,** so parents need to be aware of their student’s balance in May and send only enough lunch
money to cover the end of the year.

If your child is not signed up for lunch and forgets to bring lunch from home, we will allow them to eat a lunch that day.
You will be charged **$2.95** for the full pay lunch or **$.40** for Reduced Pay lunch.

One milk is included with each lunch. Students bringing sack lunch who want to purchase milk must have enough credit
in PowerSchool. Money sent for milk will also be deposited in the student’s PowerSchool account.

**If your child has special dietary requirements because of a medical condition or a food allergy, notify the office at
Final Registration to obtain a form to have your doctor fill out and return by the first day of school, or as soon as
possible.**

We can be flexible for students who need special considerations.

We ONLY make exceptions for students with a SIGNED FORM FROM A MEDICAL DOCTOR.
Commercially prepared food (Wendy’s, McDonald’s, etc.) and/or carbonated drinks or other canned and or glass bottled drinks, gum or candy is not allowed in the lunchroom. This is a State of Kansas guideline.

Free & Reduced Hot Lunch Applications are available upon request at any time during the school year.

Cost will be as follows:
- Hot Lunch (includes milk) = $2.95
- Reduced Hot Lunch = $ .40
- Milk = $ .50

All students, including students receiving free or reduced price meals, must pay for extra a-la-carte items purchased in the lunchroom.

Milk = $ .50

Students may not share food items.

Parents are also welcome to eat lunch with their child. Adult/guest lunches cost $4.40. If hot lunch is desired, 24-hour notice is needed. Please call 431-4020 to order an Adult/Guest lunch.

When coming to eat lunch with your child, or just come to visit them during lunch, you MUST enter through the front entrance of the school and check in at the school office before going to the lunchroom.

Lunch hours are:
- PreK-K 10:50 – 11:15
- 1st - 2nd 11:00 - 11:25
- 3rd - 5th 11:30 – 11:55

Meal Charge Policy

I. PURPOSE/POLICY
The purpose of this policy is to establish consistent meal account procedures at St. Patrick Catholic School. In order to serve healthy, high-quality meals to all children, we must make sure the food program is financially secure. The goals of this policy are:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- To encourage parent/guardian to assume the responsibility of meal purchases/payments in our school cafeteria.
- To establish a consistent practice regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY
The Food Service Administration:
- Responsible for maintaining charge records
- Notifying school administration of outstanding balances
- Notifying students/parents/guardians of outstanding balances by outstanding balance slips, e-mail or a phone call.

School Administration:
- Assist Food Service Department with collection of outstanding balances by making phone calls when account balances exceed maximum negative balance.
The Parent/Guardian:
- Maintain a positive balance in your child’s lunch account
- Apply for meal subsidy to avoid outstanding balances
- Contact the Food Service Department and the School to resolve any issues with your child’s lunch account
- In PowerSchool, parent/guardian will be Notified when student account falls below $14.00.

III. Unpaid Meal Charge Policy

When a student or staff doesn’t have sufficient funds in their account to cover the cost of their meal and doesn’t have cash, rest assured that they will not go hungry. We believe that the body and mind both need food to function with attention and to learn most effectively; however, school students, parents, and staff must be responsible for their own account balance. If the negative balance exceeds $5.80, all pre-packaged food and/or beverage will be removed from their tray and returned to stock. The only allowable charge will be a balanced meal, one that follows the government guidelines, no extra milk will be sold without money or a milk card. When your child’s account reaches a negative balance, you will be contacted by the school office in the form of a written notice explaining the balance owed. When balances exceed a negative $5.80, you will be contacted by phone and the balance will need to be paid in full the following day. Parent be mindful of your student’s accounts. Balances can be checked through your child’s PowerSchool account.

Free and Reduced Lunch Program

Should you encounter financial difficulties, please call the school to make payment arrangements, or consider filling out a Free/Reduced Lunch application.

Your children may qualify for free meals or for reduced price meals. An application for free or reduced price meal benefits and a set of detailed instructions is available in the school office.

If you have any questions about this policy, please feel free to contact Nancy Bauck, Food Service Director, lunchroom@allsaintswichita.com 316-682-8747.

This institution is an equal opportunity provider.

Parties & Invitations

Christmas, Valentine (Mardi Gras), and other class parties for grades Pre-K-8th are held in the classrooms.

Birthdays

In order to maximize the use of each school day, teachers should be notified when a student plans on bringing treats for a birthday. Do not plan on having birthday treats before 3:00 p.m. unless the teacher has granted special permission. Our Wellness Policy encourages nutritious birthday treats for our students. Snacks that are low in sugar and fat are acceptable. These might include foods like sliced fruit with low-fat dip, pretzels, popcorn, Rice Krispy treats, low-fat cheese with crackers, and juice drinks. Use good judgment and read labels when choosing snacks for our students! **Deliveries of flowers, balloons, cookie, or candy bouquets will remain in the office until the end of the school day.**

**Invitations** for private parties are not to be handed out at school. When having a private party please mail your invitations. This will prevent students from losing their invitations, not receiving an invitation because they were sick or not receiving an invitation because not enough were brought.

Technology

Use of computers in the classroom is a privilege. When computers are used in the classroom, they are to be used for class work only. Students who use computers for activities other than those approved by the instructor will be subject to consequences for misuse. Examples of misuse would be e-mailing friends or family, playing games, or being on
inappropriate or off-task websites. The consequence for the first infraction will be complete loss of computer privileges in all classrooms on desktop, laptop, or personal computer devices for one week. Any class work that requires the use of a computer will have to be completed at home. The consequence for the second infraction will be loss of computer privileges for the remainder of the school year. If the first infraction is deemed by the instructor to be serious, the second consequence, loss of privileges for the year, may be given. Students and parents must sign and return the

*Catholic Diocese of Wichita Acceptable Use of Technology Policy Agreement*, at the beginning of each school year, which is part of the online registration.

**Library Services**
The library in our school is a central service area to which students and staff may go for information.

Overdue fines are five cents per day per book. Parents of any student who accumulates a fine of over $2.00 will be notified. The students may not check out additional material until the book has been returned, fine is paid, or book has been replaced. The students are required to replace lost or damaged books.

**Change of Address or Phone Number**
Please inform the school office if there is a change of address or telephone number during the school year. You are required to update your information in PowerSchool. This will aid our staff in maintaining current information in the event of an emergency or for regular correspondence.

**Telephone and Copiers**
The office phone may be used by students to call parents, only in emergency situations. During the school day, students must present a phone pass from the teacher. The office phone is not to be requested for making social arrangements. Copy machines are for school use only. Students may not use the copiers or request copies for personal use.

**Extended Day Program**

**Afternoons**
*Students must leave the grounds by 3:30 p.m.* or they will be sent to Extended Day. Afternoon extended day will be held after school daily in the gymnasium from 3:15 until 5:30 p.m. **THERE WILL BE NO EXTENDED DAY IF THERE IS NO SCHOOL.** There will be no afternoon extended day on the last day of the school year or early dismissal days before a holiday (i.e.: Christmas). Remember any child left on the school grounds after 3:30 p.m. on regular school days will be sent to Extended Day and fees will be applied. We are doing this for the safety and well-being of your children. This policy will be consistently enforced.

*Parents or any person designated by the parents, must sign out their children from afternoon Extended Day. When leaving make sure the Gym door is closed tightly.*

**Visitors and Checking In:** Visitors may not attend classes with their relatives or friends who are enrolled at St. Patrick’s unless prior approval with administration has been made. Advance notice is requested before classroom visits.

*Parents & visitors sign in at the office* before going to classrooms or other areas in the school. The All Saints faculty welcomes you to visit and observe in the classrooms once a time has been scheduled. These guidelines are essential to maintain a professional education environment and optimum security of the school.

**Volunteers**
*Volunteers sign in and out at the office.* Volunteers must be VIRTUS trained. The Saint Patrick Catholic School welcomes and encourages volunteers helping in
the library, cafeteria, individual classrooms, and special events. Volunteers sign-in at the office and are welcome to use the work room as needed to do projects. Volunteer job descriptions and guidelines are available in the school office.

**Diocesan Policies**

**Clean Indoor Air Act**
The Kansas Clean Indoor Air Act requires that smoking be prohibited from indoor workplaces and within ten feet of entrances and operable windows. This includes cigarettes, cigars, and pipes. The smoke-free workplace policy applies to all areas of buildings – offices, auditoriums, cafeterias, social halls, classrooms, and other enclosed facilities. This law applies to all employees, visitors, and vendors. Smoking may be permitted in designated areas outside buildings, but at least ten feet away from entrances, operable windows, and ventilation systems.

In addition to this law, the Catholic Diocese of Wichita prohibits the use of any tobacco products (including snuff and chewing tobacco) everywhere on the campuses of the diocesan high schools, including the buildings, the parking lots, and the outdoor athletic facilities.

No Smoking Signs are posted at all school entrances.

**Policy# 413c Student Pregnancy**
Acts of premarital sex or abortion are serious sins. When sexual misconduct results in pregnancy, the school’s response must be to first reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct. The policy in its entirety can be found in the 21-22 Wichita Catholic Diocese Policy Handbook. [https://catholicdioceseofwichita.org/schools/school-resources/](https://catholicdioceseofwichita.org/schools/school-resources/)

**Policy# 416 -- Adult Registered Sex Offenders in Catholic Schools**
A parent or guardian must contact the principal and parish pastor of an elementary school or the principal and president of a high school if he/she or any adult or youth living in his/her home is listed on the National Sex Offender Public Registry. An offender must meet with the principal and parish pastor or high school president to discuss applicable restrictions prior to the offender being on school property, participating in school events, or the first day of school. Any individual who is listed on the National Sex Offender Public Registry is prohibited from volunteering with or being employed by the school.

An offender must be accompanied to school events by an adult approved or appointed by the school, which may include a family member. This adult must be VIRTUS certified, meet the offender at his/her car, supervise the offender during the event, and walk back to the car with him/her. This adult must ensure that the offender does not interact alone with any children.

An offender may be allowed to attend school events when children are not present. This must be scheduled in advance by contacting the principal.

If an offender is the only person available to transport his/her child to and from school, the offender will have a restricted time and place, must remain in his/her car, and must avoid communicating with any youth who is not his/her child.

Principals, pastors, and high school presidents may inform school staff and parents of an offender’s status as necessary, keeping in mind the guideline that another’s name should not be harmed unnecessarily. Refusal to abide by this policy could lead to appropriate action being taken, including the request not to be allowed on school property.

*In an effort to communicate the requirement of a registered sex offender to self-report, each Catholic School will add to the enrollment form the following:

“If you, your spouse or any adult or youth living in your home is listed on the National Sex Offender Public Registry, you and/or the offender are required to contact the principal, pastor, or high school president prior to the offender being on school property, participating in school events, or the first day of school. “*
Policy# 413 Human Sexuality
All members of the Catholic school community are expected to strive to live a life of chastity guided by the teachings of the Catholic Church in all aspects of their lives. Our pastoral policies and regulatory practices are written in fidelity to the moral guidance and teachings of the Catholic Church. The policy in its entirety can be found in the 21-22 Wichita Catholic Diocese Policy Handbook. https://catholicdioceseofwichita.org/schools/school-resources/

Changes in Handbook
The school retains the right to amend the handbook for just cause. Parents and students will be given prompt notification of changes.

Thank you for reading the handbook carefully.

I have read and reviewed the parent/student handbook with my child/children and we understand the rules, guidelines and policies for the 2021-2022 school year. Please sign and return this page to the school office by September 1, 2021.

_____ I have read and reviewed the 2021-2022 parent/student handbook with my child/children

Please Print names of children at St. Patrick Catholic School

____________________________________________                      _____________________________________

Parent signature                      Date