



PARENT/STUDENT HANDBOOK

2019-2020

St. Patrick Cathedral School

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www.st-patrickschoolnorwich.org

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Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to St. Patrick Cathedral School! In choosing St. Patrick Cathedral School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Patrick Cathedral School for the 2019-2020 school year. Please read this document carefully and sign the electronic agreement. This agreement states that you intend to abide by the policies of St. Patrick Cathedral School during the 2019-2020 school year.

The faculty and staff of St. Patrick Cathedral School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Sharon Stewart
Principal

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St. Patrick Cathedral School

St. Patrick Cathedral School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Norwich Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is cared for and respected by his/her peers as well as the teacher and administration. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Patrick's, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Connecticut guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept.

Mission Statement of St. Patrick Cathedral School

St. Patrick Cathedral School community is dedicated to providing students with a Christ-centered education that encompasses a challenging academic program with a strong moral foundation based on Gospel values. We are committed to providing our students with the skills necessary to be life-long learners while respecting their spiritual, intellectual and emotional differences.

Philosophy

St. Patrick Cathedral School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Norwich.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service

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- so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods and other tools for basic knowledge and formation.
 4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Absence

When a student is absent from school, a parent should call the office by 8:00 AM each day of the absence. If we have not heard from you, you will receive a call from the school.

Students *must* be fever free for 24 hours before returning to school.

Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. If a student is absent, it is the student's responsibility to determine what assignments they may have missed.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments to be

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brought to the office. Homework assignments may be picked up at the school office between 2:30 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. **Excessive absence (20) days or the equivalent of 20 days including tardies**, can be cause for a student to be retained in the current grade for another year.

Current truancy law defines a “truant” as a child between the ages of five and 18 who is enrolled in a public or private school and has four unexcused school absences in a month or 10 in any school year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child in the office. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. Students who are tardy or early released more than 15 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the paperwork involved.

Parents should not regularly pick students up just before dismissal, this disrupts end of the day instruction in the classroom. These early withdrawals will count towards the tardy/early withdrawal fees.

Academic Information

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The Diocesan curriculum guidelines, consistent with the State of Connecticut guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Norwich is posted on the diocesan website.

St. Patrick Cathedral School offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, as well as Bible study, Social Justice, and the preparation are taught at the appropriate grade level, for the reception of the Sacraments of Reconciliation, and Eucharist, and Confirmation. Prayers are said daily, with a daily reflection. Various expression or prayer is explored, and mass responses are practiced. Students are prepared for three sacraments at Saint Patrick School. Reconciliation and Eucharist form the core instruction in Grade 2 and Confirmation in Grade 8. Parents are required to be active partners in the preparation of their children for these sacraments.

Liturgical services are held on the First Friday of each month for the entire school community. During the Advent and Lenten season we attend mass each Friday.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in May.

Computer Literacy

Word Processing, Spreadsheets, Presentations, Keyboarding, appropriate and ethical use of E-devices, and Integration with Curricular Subjects are taught.

Fine Arts

Music and Art.

Handwriting

Students in Grades 4 through 8 are expected to submit all handwritten work in cursive.

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Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Mathematics

Mathematics Skills, Pre-Algebra, and Algebra I.

Physical Education

Physical fitness programs appropriate for each grade.

Science

General Sciences, Earth Science, Life and Physical science and Laboratory Experiences.

Social Studies

American and Ancient History, Geography, Economics, State History, Community Studies and Current Events.

Spanish

Vocabulary, common expressions, grammar, conversation, and culture.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on an improvement plan. The student's academic progress will be assessed with

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information given to the principal by the classroom teachers. Students whose average is a D or lower, following the probation period set by the teacher and principal, will not be allowed to participate in any sport or academic competition for the remainder of the season/year. Students who are on academic probation more than once a marking period will become academically ineligible to participate in extracurricular activities. A student that is academically ineligible at the end of the school year will begin the following school year on academic probation (no sports until probation is lifted). For eighth grade students with academic ineligibility, the principal reserves the right to exclude students from the end of the year activities.

Accreditation

St. Patrick Cathedral School is accredited through NEASC.

Admission Information

Nondiscriminatory Policy

St. Patrick Cathedral School admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Patrick Cathedral School:

1. Members of St. Patrick's Parish
2. Members of other parishes
3. Non-Catholic students

Children entering Pre-K must be four (4) years of age by December 31st.

Students must be completely potty trained.

Children entering Kindergarten must be five (5) years of age by December 31st. Students will be accepted into Kindergarten based on readiness displayed on the Kindergarten entrance test.

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At the time of registration, all new students seeking admission to St. Patrick Cathedral School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
 - +Use of weekly envelopes
- *Health Records
- *Immunization Records
 - +All students entering St. Patrick Cathedral School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Patrick Cathedral School will meet the educational needs of the students.

Testing in some academic areas may be held for new incoming students in Grades 1-8.

All new students will be given a trial period of not less than six weeks in which to prove himself/herself both socially and academically. During this trial period, a student may be asked to withdraw his/her attendance at St. Patrick Cathedral School at the principal's discretion. The recommendation and decision of the school is final. St. Patrick Cathedral School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Patrick Cathedral School cannot accommodate students who have *extraordinary* learning differences.

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Non-Catholic students whose parents accept the philosophy of St. Patrick Cathedral School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

FINANCIAL ASSISTANCE FORMS are available ONLINE at www.factstuitionaid.com.

***The application deadline to FACTS® Grant and Aid Assessment is published in December, 2019.**

Tuition Payment Options:

Payment Options: *(Please read carefully as our payment options have changed.)*

- Pay in full by July 31, 2019, or
- Pay ½ annual tuition by July 31, 2019 and the remainder by January 31, 2019, or
- Enroll in the FACTS® Tuition Management Service. Payments begin in July 2019.
- Please note that you may pay in full for one child and utilize FACTS® for another.

Enrollment/Reenrollment

- The \$100.00 Application Fee for new students must be submitted with the application. The Enrollment Fee for new students is due upon submission of the application..
- Returning students must reserve their spot by paying the Re-Enrollment Fee of \$50.00 by the date designated.
- All Application and Reenrollment Fees are **NON-REFUNDABLE**.
- There will be a \$25 returned check fee for all checks made payable to St. Patrick Cathedral School that do not clear the bank.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable \$48 administrative fee for enrollment in the FACTS® program per family. This fee will be collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 11 months via automatic deduction.
- Your enrollment form to FACTS® must be completed online within 1 week of acceptance.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to St. Patrick Cathedral School for the entire amount of tuition no later than July 31, 2019. You may drop off your payment to the school office.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and January 1st are responsible for ½ of the full tuition amount.
- Registered students who withdraw after January 1st are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE WILL BE ASSESSED BY FACTS FOR ANY RETURNED TUITION PAYMENT.

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PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE at 860-889-4174.

**SCHOOL YEAR 2019-2020 BOOKS/SUPPLIES FEE
(NON-REFUNDABLE FEE).....\$250.00**

TECHNOLOGY FEE - per family (NON-REFUNDABLE).....\$50.00

Covers the rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, cross country, soccer, etc.) or other after school activities.

Birthday Observances

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls during the summer months). A snack may be brought to school to share with the class. No party favors, goodie bags, etc.

Social Media

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions if the content of the student or parent’s blog includes photos and/or defamatory comments regarding the school, the faculty, other students or the parish. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent’s Facebook® page may result in the children of the parent being dismissed from the school.

No parent should open a Facebook® account under the name of the school or a particular grade or organization. The only official St. Patrick’s Facebook® page is the one created and monitored by the St. Patrick’s IT Coordinator. A parent who chooses to create such an account may subject his/her child/children to be dismissed from the school.

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In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Facebook® and other Social Media Postings of Student Photographs

St. Patrick Cathedral School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Patrick Cathedral School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Patrick's are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page. Such postings are a violation of the St. Patrick Cathedral School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Patrick Cathedral School. The school only uses photos on the school Facebook page of students whose parents have given permission and we never use names.

Buckley Amendment

St. Patrick Cathedral School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of noncustodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

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Bullying and Cyberbullying

St. Patrick Cathedral School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Cell Phones

All cell phones brought into school must be turned off and turned in to the homeroom teacher at the beginning of the day and will be returned at dismissal. Cell phone use is not permitted during the school day, morning drop off, recess or after care. Students caught using cell phones for any reason during the school day may have it taken away to only be returned to parent/guardian on the last day of the school year. The administration reserves the rights to search the contents of a confiscated cell phone.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. Cheating includes cheating off of another student as well as plagiarizing. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extracurricular competition.

Child Abuse Laws

St. Patrick Cathedral School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of **suspected** abuse and/or neglect be

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reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Crisis Plan

St. Patrick Cathedral School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your child/children safe.

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Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal, and non-negotiable. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on school grounds during the time of their suspension. Students must complete all classwork and tests from the days of suspension.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Patrick Cathedral School. Students who have been expelled will not be allowed to return to the school.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Patrick Cathedral School.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emergency Drills

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;

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2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Return to building when signal is given.

Lock Down Drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place;
3. Sit in silence where teacher has instructed

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A sample of the field trip permission slip is printed at the end of this book. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. If field trip is out of state a different permission slip form may be provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by

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- stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
 13. All monies collected for the field trip are **non-refundable**.
 14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
 15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
 16. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.

Gifts / Invitations

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Gum

Students should not chew gum any time at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum at school.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

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Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Patrick Cathedral School asks you to check your email on a regular basis and check your child's backpack. St. Patrick Cathedral School uses a folder system. Official envelopes containing all correspondence are sent home on and should be returned the following school day. Official school-wide emergency communications are sent using the Notify Plus® phone system.

Grading Scale

A = 89.5 – 100

B = 79.5 – 89

C = 69.5 – 79

D = 64.5 – 69

F = 64 or below

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework

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assignments may be picked up at the school office between 2:30 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Parents and students are encouraged to check PlusPortals for missing assignments.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Late Work/Missing Assignments

In grades 4-8, late work will only be accepted up to 3 days after the assignment was due; **after the third day a zero will remain the grade for that assignment**. Each day the assignment is late a 10 point penalty will be given on the grade. Teachers will enter the grade of zero in the online gradebook on the day the assignment was due if it is not turned in. It is the student's responsibility to turn the missing assignment into the teacher. Parents are encouraged to check Plus Portals regularly to see if their child has missing assignments.

COMPLAINTS CONCERNING SCHOOL PERSONNEL

Complaints involving individual school staff members should be discussed first directly with the staff member concerned. If this does not bring about a satisfactory resolution, the matter should then be referred to the school Principal for study and possible resolution. If this does not settle the matter, it should then be brought to the Pastor for consideration. The Superintendent of Schools will intervene in the matter only if the complaint cannot be satisfactorily resolved at the local level.

Immunizations

All students enrolled in St. Patrick Cathedral School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

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If a child must take any medication in school which is prescribed by a doctor, a medication form must be filled out by the doctor and returned to the school and the medication must be brought into the School Nurse, by the parent, in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

Allergy Policy

St. Patrick Cathedral School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

1. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

2. Food Allergy Policy

St. Patrick Cathedral School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Patrick Cathedral School will maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

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3. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Physicals

Students entering Pre-K, Kindergarten and grade 7 must turn in a physical form showing proof of immunizations to the nurse *prior* to the first day of school. Any student participating in sports must provide a physical form each year to be eligible to participate. Physical forms are valid for 13 months.

Any student entering from out of state needs a physical form regardless of grade level.

Items Brought To School

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St. Patrick Cathedral School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of \$0.05 per day will be assessed for late books. Books damaged or lost must be paid for by the student before any other materials may be checked out. If payments are not made in full within 30 days, the balance will be rolled into your FACTS account.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Lost and Found

Any items left in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Off-School Grounds Conduct

The administration of St. Patrick Cathedral School reserves the right to

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discipline its students for off school grounds behavior that is not in line with behavior expectations of its students during the course of the school day. This off school grounds behavior includes, but is not limited to cyber-bullying. Disciplinary action will be taken if behavior is not in line with the standards of St. Patrick School.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Uniforms and Dress Code

Order online at

http://www.donnellysclathing.net/store/index.php/patrinorwet_uniform/

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

Girls

Pre-K - Green Polo shirt with school emblem long or short sleeve
Navy blue pants, skort or shorts
Navy blue tights or white ankle socks

K-5 - Plaid jumper and yellow blouse
Dark green or navy knee socks or tights

6-8 - Plaid skirt and cross tie, yellow oxford button down blouse and a navy blue, v-necked, sleeveless knitted vest with emblem
Dark green or navy knee socks or tights

Boys

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Pre-K - Green polo with emblem, navy shorts or pants (may be elastic waist pants or shorts), and white or navy ankle socks

K-8 - Regular uniform navy pants (no cargo, corduroy pants, or pants with large side pockets), navy tie, light blue dress shirt, solid white undershirt, belt.

Girls and Boys

Uniform sweaters may be worn when necessary. Sweaters must be purchased through Donnelly's and have the school emblem.

Summer Uniform

Girls - Short sleeve green polo shirt with emblem

Navy blue shorts, skort, or pants

White ankle socks

Regular school shoe (solid black sneaker acceptable)

Boys - Short sleeve green polo shirt with emblem

Navy blue shorts or pants

White ankle socks

Regular school shoe (solid black sneaker acceptable)

Uniform for Physical Education

All Students

Dark gray t-shirt with emblem (short or long sleeve)

Navy jersey shorts with emblem or Navy mesh shorts with emblem

Navy sweatshirt with emblem crew or hooded

Navy sweatpants with emblem

White ankle socks or school logo socks

Sneakers

Uniform Guidelines

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New this year students may wear a solid black sneaker in place of dress shoes. Dress shoes should be one solid color - dark navy, black, or **dark** brown. Oxford style, saddle shoes, top-siders are acceptable. **Top-siders should not be two-tone in color (For example: brown and tan).** **The sole of the top-sider may be beige/tan.** No sandals, no open-back shoes, or any type of shoe which resembles a tennis shoe, no **boots** or **hi-top shoes**, no black and white saddle oxfords, no ballet slippers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. **NO WALLABEE® SHOES/BOOTS/UGGS®/SPERRY MAY BE WORN.** Shoes with laces must be tied at all times.

Girls' hair should be neat with bangs above the eyebrows. Boys' hair should be above and not touch the shirt collar and trimmed around the ears, and should **NOT** be in the eyes.. Scrunchies, hair clips, rubber bands, ponytail holders, etc. must be in the hair, **not worn on wrists.** **Hair dyes that are not traditional colors are not allowed. or extensions are permitted, no fad hairstyles, such as short on sides with high top, a crewcut may not be higher than one inch No initials or lettering should be in the hair.** No beads or scarves, or bandanas should be worn in the hair.

No cosmetics, lip gloss, colored chapstick, nail polish, or artificial nails may be worn.

No body piercing except pierced ears. Girls may wear **one pair of stud earrings.** Boys may not wear earrings of any type. Jewelry should be limited to one watch, one ring and simple crosses or holy medals on a **narrow silver or gold chain.** No rubber band jewelry.

Watches with a beeping device/timer/or alarm should be disconnected during the school day. Watches that beep will be taken away and may be claimed **on the last day of the school year.**

During the months of November through April girls may wear plain navy blue sweatpants under their uniform during arrival, recess, and dismissal; or wear navy blue dress pants in place of skirt or jumper. However, pajama style pants may **NOT** be worn at any time.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus, and upon leaving the building at the end of the school day. Belts must be worn at all times when a shirt is tucked into pants or shorts with belt loops. Belts may be navy, brown, or black.

Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day and/or will serve a detention.

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Out of Uniform Guidelines

Students may wear:

- *jeans
- *tennis shoes
- *short socks
- *shorts no shorter than three inches above the knee
- *skirts no shorter than three inches above the knee
- *skorts
- *sweatshirts
- *jogging suits
- *dresses
- *slacks

Students may not wear:

- *flip-flop sandals
- *no open back or open toe shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *yoga pants
- *leggings worn as pants – leggings must be worn with a dress or skirt
- *make-up including nail polish
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

Good Rule: If you think you shouldn't wear it, don't wear it.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

Parties

Students are permitted three class parties a year at the teacher's discretion:

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Halloween Party, Christmas, and Valentine's Day. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings and include ingredient labeling.

Special events such as Multicultural Day, Autumn Festival etc., may include food items. A list will be sent home showing what those items may be.

Promotion Policy/Retention/Transfer Policy

Advancement to the next grade in St. Patrick Cathedral School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given three (3) times during the academic school year.

Progress Reports will be given mid-way between each grading period.

No student will be given a Final Report Card if tuition, library fines, fundraising obligation, or After School Care Program fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 1:50 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 1:50 PM must be accompanied by a parent. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

School Hours

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Grades Pre-K through 8: 7:45 AM – 1:50 PM. Students not in their class line at 7:45 AM are considered tardy. Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

At St. Patrick Cathedral School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to report to the morning drop off area. Do not walk students to the office if it is before 7:45 AM. Once the bell has rung and classes have lined up attendance will be taken and all classes will proceed to the school. Please do not take this as a time to have a conference with your child's teacher and/or follow your child to class. This is a disruption for the students as well as the teacher. Please note dropping your children to school on time sets the tone for the entire class to be focused and productive for the school day.

St. Patrick's School offers an After School Care Program. Students who are enrolled in the program must pay a \$5.00 deposit at the time of registration. The charge for After School Care is \$4.00 per hour per child. A fee of \$10.00 per 5 minutes per child is charged for students remaining in the program after 5:30 PM. Please refer to the 2019-2020 Extended Care Handbook for a complete list of policies.

Parents are to make arrangements for their child(ren) be picked up at dismissal time.

Students not picked up at dismissal will be sent immediately to the After School Care Program.

School Office Hours

The school office is open on all full school days from **7:45 AM – 3:00 PM**. On half days the office is open until 2:00 PM. In the event of inclement weather resulting in an early dismissal the office is open until we have confirmation that all bus students have made it home.

School Property

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A student who carelessly destroys or damages any furniture, books, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented. All books **MUST** be covered. Paperback books should have an adhesive cover.

School Safety

St. Patrick Cathedral School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police. If a student appears to be in immediate danger, 211 will also be called.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Smoking

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted on campus.

Student Records

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St. Patrick Cathedral School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Patrick Cathedral School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Telephone

Permission to use the telephone must be obtained from the school secretary and principal. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, lunch, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. **Students are NEVER to use the teacher's cell phone or their own cell phone to make a telephone call.**

Testing

Students generally will not be permitted to retake a quiz or a test in order to improve their academic standing. In instances that a retake is permitted, it will be by teacher invitation, not student or parent request.

The Iowa Test of Basic Skills is given in Grades 1 through 4. The NWEA MAP Testing is given in Grades 5 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Middle School students (Grades 6 – 8) may be given **three quizzes or tests per day.**

Middle school students will be involved in Midterms and Final Exams to assess the cumulative knowledge of subject matter taught during the academic year.

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Midterms and Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school. Students should retain their tests as well as study guides to help prepare for midterms and finals.

Title IX

St. Patrick Cathedral School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Transfer of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until accounts have been settled.** (See previous section on Student Records for transcript information.)

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to **sign in** at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to **sign out** at the time of departure. Visitors may be asked to show identification in the form of a driver’s license or other government issued identification.

Parents who volunteer for recess duty or who volunteer in another capacity in the school **may not drop into a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

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All individuals who volunteer in the school must complete the Volunteer Application and will be asked to complete the Diocesan mandated background check and Safe Environments training. Anyone in the school volunteering should take a Volunteer I.D. to wear while in the building.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to assist with class parties, or to decorate bulletin boards.**

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television and radio stations and a message will be sent to the home phone, cell phone, and email account listed on a student's file via the Notify Plus® system. We follow Norwich Public Schools.

Right to Amend

St. Patrick Cathedral School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through e-mail communication.

Parents As Partners

As partners in the educational process at St. Patrick Cathedral School, we ask parents:

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 assignments on time; and
- Has a nutritional lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

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To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

Parents' Role in Education

We, at St. Patrick Cathedral 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, and psychologically. Your choice of St. Patrick Cathedral School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. As a parent we rely on you to ensure that your child takes responsibility for his/her actions in the classroom and

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toward others. Enabling your child will only develop his/her inability to deal with adversity or problems as they arise. With your help we can create a foundation of skills necessary for students to pursue their education with confidence and the ability to face challenges on their own.

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 they 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 a partnership with us at St. Patrick Cathedral School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of 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 will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent. Should a student need to be disciplined, as a staff we rely on your support. The staff works together to ensure that any incident is investigated to its entirety.

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 take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. Credit will not be given for work handed in over a period set by the teacher, without exception. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

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CLASS FIELD TRIP PERMISSION SLIP

DESCRIPTION OF THE TRIP:

Destination _____

Date _____ Grade(s) attending _____ Cost _____

Departure time _____ Arrival time to school _____

Transportation _____ Chaperones needed _____ Lunch _____

Dress code _____

OBJECTIVES OF THE FIELD TRIP:

INSTRUCTIONS TO BE GIVEN TO STUDENT BY PARENTS AND TEACHER:

- Do exactly what the teacher requires
- Stay with the group
- Be respectful to everyone
- No chewing gum
- Observe bus regulations

PERMISSION SLIP AND/OR MONEY ARE DUE BY: _____

No verbal permission will be honored. No student will be allowed to call if the permission slip and/or money are not returned by the day of the trip.

KEEP TOP PORTION FOR PERTINENT FIELD TRIP INFORMATION

DETACH AND RETURN LOWER PORTION TO THE CLASSROOM TEACHER

By signing this form, I (Parent/Guardian) certify that I request and give my permission for

_____ to attend _____
(Child's name) (Field Trip destination)

I have given the instructions required above, and I release the teacher, principal and school from all liability and waive any claims against them.

Parents' signature

I am willing to chaperone.
(Confirmation will be sent by teacher.)

No verbal permission will be honored. No student will be allowed to call if the permission slip and/or money are not returned by the day of the trip.

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TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree that my student will follow the rules and code of ethics in all of their work with computers while attending St. Patrick Cathedral School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for

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any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Parent Signature Instructions

I have read the 2019-2020 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

***Parents must e-sign. The electronic signature is considered legally binding as your agreement to the rules and regulations found in this handbook as well as any addendums added by the administration.**

E-SIGNED FORM MUST BE SUBMITTED BY AUGUST 10, 2019.

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