

2025-2026

Be Boldly Catholic



St. Patrick Catholic School
Kindergarten - 8th Grade
Student/Parent Handbook

MISSION STATEMENT
ST. PATRICK CATHOLIC SCHOOL

Seeking to Give Glory to God, St. Patrick Catholic School, Parents, and Parish Teach Catholic Values, Promote Excellence in Education, Prepare Students to Defend Their Faith and Live as Active Disciples of Jesus Christ.

BELIEF STATEMENTS

We believe that our St. Patrick Catholic School exists for the purpose of transmitting TRUTH - in the light of the Gospel and under the mandate of Faith so that our students grasp Jesus Christ as The Way, The Truth, and The Life.

We believe that this can best be done by teachers, parents, and school administrators totally committed personally to Christ and motivated to share this commitment to and with others.

As a Faith community,
we believe that St. Patrick's Parish continues to make every effort to provide for Catholic education.

INTRODUCTION

Welcome to another blessed year at St. Patrick Catholic School!

St. Patrick Catholic School was established in 1882 and has remained a cornerstone of education, service, and faith formation in Parsons ever since. No other school in the Catholic Diocese of Wichita, KS has continually stayed open from then until now. We have continued that strong Catholic tradition for more than 140 years.

This handbook is our primary method of explaining our school policies. Acceptance of this handbook, including understanding and complying with its policies, is implicit with enrolling a student in school. A statement to this effect is included with online enrollment.

We make every effort to ensure our policies are comprehensive, but it is not possible to anticipate every kind of situation. Policies in this handbook are subject to change as needed. Interpretation of the policies in this handbook is at the discretion of the principal.

Please read this handbook carefully so that you are aware of the policies of the school. Thank you and May God bless you with a wonderful school year!

POLICIES

Accreditation All teachers are certified by the Kansas Department of Education and St. Patrick Catholic School is accredited by the State of Kansas.

Admission By state law, a child must be five on, or before, August 31st in order to enter Kindergarten. A certified state birth certificate must be presented on or before enrollment for kindergarten. Proof of required immunizations must be submitted to school authorities prior to admission. Students in all grades must have received required immunizations for their age/grade. Students will be excluded from class until required immunizations are completed. In accordance with Kansas law, each student eight years of age and younger entering a school in Kansas for the first time, must submit the results of a health assessment performed by a qualified healthcare provider within 12 months before the first day of school. All admissions are subject to approval by our Pastor.

Altar Servers After training, students will serve at daily Masses as assigned by their teachers. Upper grade students will also serve at funeral Masses during school hours as requested by the Pastor. This may include going to the cemetery.

Animals No animals are allowed at school unless the parent has obtained permission from the teacher and principal in advance. Generally, the animal should be brought to school by the parent and taken home immediately after showing/displaying it. Animals must be enclosed in cages for the safety of all.

Appointments Any time a parent needs to take a student out of school, send a note in advance stating the date, time, and reason. Students returning to school from appointments must check in through the office. Anyone coming in the school to pick up a student must come to the office and check in, as well. The office will then call the classroom to ask for the student to be sent down. This minimizes classroom disruptions.

Arrival at School Students should arrive at school no earlier than 7:30 a.m., and must enter through the main entrance. Students in all grades will go to their classrooms. School begins at 7:45 a.m. Students must be in their seats and ready for the day at that time. Any student arriving after 7:45 a.m. will be marked as tardy.

Attendance Attendance is a very important factor affecting a child's achievement in school. Excessive tardies and absences seriously disrupt not only the student's progress, but the progress of the entire class. We remind you that the compulsory education law of Kansas requires students to be in school every day unless excused by the principal. Being absent for such reasons as vacations, sporting events, school activities (where the student is not a participant), shopping, babysitting, or travel is strongly discouraged. Advance notification to the principal is necessary in order for these absences to be excused.

The school takes attendance daily and maintains a record for all students. The school retains the right to determine if the absences and tardiness will be considered excused. In order for the absence/tardy to be excused, we ask that parents call the school on the day that their child is absent or tardy and/or send a written note either in advance or when the child returns.

Any student who arrives 90 minutes late, leaves 90 minutes early, or misses 90 minutes of school during the day (excluding lunch) is considered absent for one-half day. Students missing more than one-half day of school cannot participate in after-school activities or sports practices on that day.

Missing school for family trips is discouraged. It is impossible to fully recover the work missed when absent. Although absences for this reason are not in the best interest of the student, notification will prevent the absence from being considered truancy. A written note from parents should be sent one week in advance if a trip is anticipated.

Behavior The behavior expected from students is a combination of Christian courtesy and safety considerations. The following are examples of expected behaviors; however, this list is not meant to be all-inclusive:

1. Reverent behavior is expected in all liturgical celebrations.
2. Respect must be shown to everyone every day.
3. Walk in halls and classrooms.
4. Maintain quiet in the hallways.
5. Dangerous objects of any kind are not permitted on school grounds.
6. All school property is to be treated with proper care.
7. No fighting.
8. No offensive language or gestures.
9. No throwing sticks, rocks, etc.
10. The above guidelines must also be followed at school-sponsored activities.

Bicycles Students may ride bicycles to school. Bicycles must be locked to the bike rack. Bicycles should be walked beside and not ridden when on school property for safety. We encourage the use of helmets.

Birthday Treat Please contact the teacher one day in advance if you wish to bring a treat for your child's birthday. These should be a treat and not a full birthday party. The last ten minutes of the day may be used for treats unless otherwise approved. No gum or drinks are to be brought for birthday treats.

Books Students are responsible to appropriately use and care for the books issued to them. This means knowing which books they are allowed to write in and which ones they are not. The student must pay for loss or damaged books when books are checked back in at the close of the year.

Cancellation of School There are several factors that we consider when deciding whether or not to cancel school, especially concerning inclement weather. If parents think it is unsafe to transport their children to school, please just contact the office. Students will not be penalized for being tardy or absent because of bad weather. We cannot have a 2-hour delay, so school is either in session or not at all. Announcements of closure will be sent to: KOAM, KODE, and KSN television. Text messages will be sent out to parents via PowerSchool and the closure will also be posted on social media. Every effort is made to decide the night before. If school has not been canceled by 6:30 a.m., we will be in session that day.

Cell Phones Students may not have cell phones at school. If a student does have one at school a staff member may confiscate it, the principal will return it to a parent, and a one-day suspension may be assigned. The diocesan cell phone use policy, as it applies to adults, is as follows (source – Diocesan Handbook of Policies):

Cell Phone Use Catholic school employees and volunteers are expected to use good judgment when operating a motor vehicle. Research has demonstrated that using a cell phone while driving creates a greater chance of being involved in a motor vehicle accident than for other drivers. Therefore, cell phone use by employees and volunteers while operating a motor vehicle is prohibited when transporting students or other diocesan employees.

Change All payments at school should be for the exact amount as we do not keep change.

Checks Checks to the school for payment of lunch accounts, registration fees, etc., should be made out to “St. Patrick Catholic School” or “SPCS.” Any check returned by the bank will be assessed a \$20 fee. Checks for student lunch/milk accounts must be a separate check.

Church Attendance It is expected that all families at St. Patrick Catholic School will attend Holy Mass on Sundays and Holy Days of Obligation as part of their commitment to stewardship. K-8 students also attend 8 a.m. Mass on all school days (Tuesday through Friday) and Feast Days. Preschool students attend Mass on Wednesdays and Fridays.

Classes in Other Schools Some of our students enroll in classes in the Parsons USD 503 schools. Students must check in and out at the office when leaving for/returning from these classes. On days when these classes are not in session, the students are to be in school here during our regular school hours. On days when the public school is in session and we are not, it is the parents’ responsibility to provide for their student’s transportation to the class.

Confiscated Items Items confiscated by teachers or the principal will be returned to parents upon request within two weeks. Unclaimed items will be disposed of.

Conflict Resolution It is diocesan policy that parents who wish to follow up on questions, concerns, possible misunderstandings, or complaints first contact the classroom teacher. If the concern has not been resolved, then contact the principal. The pastor may then be consulted in cases of serious concern.

Contacting Teachers Parents may call the school office to leave a message for a teacher. The teacher will return the call as soon as possible. Parents may not talk with a teacher during class time. (See Visitors policy.) Arrangements must be made in advance for an agreeable time to meet. Teachers are available to meet with parents before or after school **by appointment only**. Teachers may also be contacted by e-mail.

Corporal Punishment Corporal punishment is not used in Wichita Diocese Catholic Schools.

COVID-19 Guidelines

We ask that you follow your physician or County Health Dept. recommendations if you contract COVID-19. If your child or someone in your home tests positive for Covid, please contact the school to let us know what guidance you have been given by medical professionals. Guidelines may be updated as needed to meet any new recommendations. The school will communicate those changes via School Messenger, Newsletters, and stpatricksparsons.org/school.

CONTACT INFORMATION in case parents need any additional support or information.

- St. Patrick Catholic School Office 620-421-0710
- Labette County Health Department 620-421-4350
- Labette County Mental Health Services 620-421-3770
- Catholic School Office, Diocese of Wichita 316-269-3950

As always, our three highest priorities are:

- 1-Devotion to living our †CATHOLIC FAITH†
- 2- Safety for all Students & Staff
- 3- Keeping our Students in School

Crisis Plan The School’s Crisis Plan, including Pandemics, is available in the school office.

Crosswalk Everyone is to use the school crosswalk when crossing the street. Students grades 5 and under should be escorted by a parent when crossing the street. Teachers patrol the crosswalk after school.

Daily Schedule School hours are 7:45 a.m. to 3:45 p.m. Lunch for grades PreK-2nd begins at 11:25 a.m., grades 3rd – 5th 11:55 a.m., and 6th – 8th is 12:25 p.m. After-School Care is available Tuesday through Friday until 5:30 p.m. Registration forms are available in the school office for After-School Care.

Deliveries The school does not accept flowers, balloons, or other deliveries for students.

Diocesan Handbook of School Policies St. Patrick Catholic School is bound by the Diocesan Handbook of School Policies. The handbook is available in the office or on the diocesan web site at *CDOWK.org*.

Directory When able, the school provides a “Directory of Families and Students” which lists students in each class, contact information, and other relevant information such as PTO officers, room parents, etc. This directory can be published after the beginning of the school year, and enrollment releases have been signed. One copy per family, if provided.

Discipline At St. Patrick we utilize Virtue-Based Restorative Discipline. VBRD does not replace our discipline policies but gives us a framework to remain focused on Christ, dedicated to growing in virtue & the means to restore relationships when conflict, harm or harassment occurs. Part of that restoration may still include losing privileges, detentions, or more severe penalties.

Suspension (in or out of school) - Students may be suspended by the principal for delinquency, immorality, incorrigibility, defiance of authority, bullying or harassing behavior, threats of violence, other serious breaches of school regulations, or for an accumulation of lesser violations. Any physical act such as, but not limited to, hitting or kicking another student will result in a minimum of one-half day in-school suspension. The suspension will begin the day after the infraction. The principal will notify the parents and pastor before suspension. Students shall only be released into the custody of their parents or the authorized emergency contact in the case of an immediate suspension.

A student may be expelled from school if all other means of discipline have failed or for involvement in a single act that presents a serious threat to the welfare of the school community. The student involved should be suspended from school while information is being gathered. The pastor, principal, teacher, and parents will be consulted to gather all the facts in the situation. Prior to 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.

This school complies with the terms of the Kansas School Safety and Security Act, which requires schools to expel a pupil from school for possession of a weapon, or any item resembling a weapon, at school, on school property, or at a school-supervised activity.

Dismissal Dismissal is 3:45 p.m. Students should wait for rides on, or directly in front of, the school front steps. If their ride does not arrive by 3:50 p.m. they will be sent to After-School Care and charged the one-day drop-in rate. Please call office with special concerns.

Drills – Fire, Tornado and Lock-Down SPCS follows the state requirements for fire and tornado drills. Lock-Down drills will be held once per semester.

E-Funds In addition to payments in person by check or cash, you may choose to pay through E-Funds for Schools. Go to <https://payments.efundsforschools.com/v3/districts/56694> to register or make a payment.

E-Mail Parents may contact teachers or staff through school e-mail. Staff e-mail addresses are: first initial last name @stpatricksparsons.org example: mcarson@stpatricksparsons.org.

Students have school-assigned email addresses and have access to Google Documents. For safety purposes students may only use their school account to communicate and share with other students and St. Patrick staff (only accounts ending with @stpatricksparsons.org).

Emergency Information Each family is required to have Emergency/Health Information entered into PowerSchool. **Please notify the school of any changes.**

Enrollment/Registration In order to properly plan and staff for the upcoming year we will ask all families to let us know in the spring if your student(s) will be returning for the upcoming school year. Final enrollment will be in July. Access to enrollment paperwork will be on-line through your student(s) PowerSchool account.

Extracurricular Activities All extracurricular activities must have the approval of the principal. Any person who sends notices for students must obtain the principal's permission and provide a copy for the office. These notices must be brought to the office, not given directly to a teacher or student.

Fees The Registration Fee is set by the school council and reviewed annually. This fee is \$185 – it includes a \$50 technology fee, for each student (grades K-8) this year. The fee is due at enrollment unless other arrangements are made with the pastor. No prorating of the fee is done for those enrolling late in the year or those leaving before the end of the year. Fee balances may be viewed on PowerSchool.

There is no tuition for active members of St. Patrick's Parish. Those who are not active members of the parish do pay tuition in addition to the registration fee. Tuition is \$2500 per student this year. One-half of the up-coming year's tuition should be paid at enrollment time. The remainder of the tuition should be paid by December 15th. Anyone needing an extension or exception must contact the pastor. Catholic students from another parish will need a mutual agreement between pastors for the cost of the student.

Field Trips Field trips are privileges, and students may be denied participation if they fail to meet academic or behavioral requirements. Parents are expected to pay for expenses related to a field trip - admission fees, etc.

A field trip may be canceled if bus or parent drivers are not available. Before driving for a field trip, the parent driver must provide or accomplish the following: a copy of his/her driver's license and current insurance card, and a current receipt for Policy on Suspected Abuse of Children must be on file in the school office. All parent volunteers at SPCS must attend VIRTUS training.

In accordance with the Diocesan Handbook, the following field trip guidelines must be met:

1. The field trip shall be a definite learning experience, not a party or a reward.
2. The students shall be prepared for the observations they will make on the trip.
3. The students shall be given a follow-up assignment, which will help them assimilate the knowledge they have gained from the field trip.
4. Written permission from the parent/guardian must be obtained prior to each field trip out of town or when transportation by private vehicle is involved. Permission for all local field trips in which students will either walk to and from the destination or will be transported by USD 503 school bus within the city of Parsons is granted on one permission form per year which is provided at online

enrollment.

5. Approval for any field trip must be obtained from the principal.
6. Overnight trips are not allowed at the elementary/middle school level.

Fundraisers The principal must approve all fundraisers for school groups/organizations in advance.

- Auction – The annual auction is always a great fund-raiser for the school. This is coordinated by the Auction Committee.
- Chili Feed – The PTO coordinates the Chili Feed during Catholic Schools Week

Funeral Attendance Middle school students are frequently altar servers for funeral Masses. Students must return to school for lunch unless the funeral is for a family member. In that case, the student should know in advance and not order a school lunch.

Parents who wish their child to attend a particular funeral at St. Patrick Church with them, must send a note in advance. **Students must be accompanied to the funeral by a parent.** As with any time a student leaves school, a parent should come to the office and a staff member will call for the student. Attendance at a funeral for a family member is an excused absence.

Gift Exchanges There are no gift exchanges permitted among students at school.

Grading Scale We use the Diocesan Grading Scale for all grades.

For Grades K-2 the scale is as follows:

Exceeds Standards	ES	Student is able to demonstrate knowledge above grade level and can apply it using higher level thinking skills
Meets Standard	MS	Student demonstrates a thorough understanding of the standard and the ability to consistently apply it
Approaching Standard	AS	Student is making steady progress towards mastery of the standard
Academic Warning	AW	Student is making little or no progress towards meeting the standard
No grade		Not evaluated

For Grades 3-8 the scale is as follows:

A+	99-100%	B+	90-91	C+	81-82	D+	72-73	F	below 64
A	94-98	B	85-89	C	76-80	D	67-71		
A-	92-93	B-	83-84	C-	74-75	D-	65-66		

Gum Students are not allowed to have gum in the school building or on the grounds.

Gym All K-8th students must have a pair of clean, properly fitting “gym” shoes at school. These shoes are only worn in the gym for P.E. or recess. These shoes are not worn for outside activities. Students also have the option to have a pair of shoes at school for outside activities.

Gym Usage Policy The purpose of this policy is to provide some guidelines when requests are made to use our SPCS Gym. To request the gym or schedule practices please contact the school office. Priority is given to school groups, parish groups, and other Catholic organizations. External groups or sports teams comprised of SPCS students (kids, parishioners) and being coached by SPCS parents/adults may also request to use the gym, but are not guaranteed to receive permission. Neither St. Patrick Catholic School nor Parish is liable for injuries sustained during gym activities. Each group is responsible for leaving the gym at least as clean as it was when they arrived, turning off lights, and locking all doors. There should

be no food or drink in the gym and absolutely nothing on the gym floor. Everyone on the wood floor must wear proper, clean gym shoes that have not been worn outside.

Harassment Following are the diocesan policies on Harassment (source – Diocesan Handbook of Policies):

313 Harassment

Harassing behavior by adults cannot be tolerated in Catholic schools, whether it is persistent conduct or a single egregious act. Behavior is harassment when it has the purpose of creating an intimidating, abusive or offensive environment or unreasonably interferes with an individual's performance or behavior. Conduct targeted under this policy need not occur on the school premises or at a school-sponsored event to come under this policy. Third-party persons who come in contact with diocesan employees or students are subject to this policy, whether they are volunteers, clients, family members, or the public (including parents and siblings, contractors, vendors, and others).

Employees who engage in harassment will be disciplined from verbal or written reprimand to suspension and termination as is appropriate. Third-party persons who violate this policy shall be subject to sanctions up to and including termination of the party's relationship to the Catholic school system.

313a Sexual Harassment

It is unlawful discrimination and a violation of Catholic Diocese of Wichita policy for any employee or volunteer to harass sexually other employees, volunteers, or clients. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature:

- a. when such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- b. when submission to, or rejection of, such conduct becomes the basis for employment decisions affecting the applicant or the employees;
- c. when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is improper and unlawful conduct that undermines the employment relationship as well as employee morale. The Diocese will not countenance its presence in the workplace.

Sexual harassment includes, among other things:

- a. inappropriate touching
- b. making inappropriate or improper advances
- c. jokes, gestures, or comments of a sexual nature
- d. displays of cartoons or photographs of sexual nature

Any employee or volunteer who believes that he or she has been the victim of sexual harassment should report the action immediately to the proper supervisor or the Moderator of the Diocesan Curia or his designee. All allegations will be investigated confidentially and immediately. A supervisor, employee, or volunteer who has engaged in sexual harassment will be subject to appropriate corrective and disciplinary action, which may include termination.

These questions can be complex and difficult to interpret. Hence, every effort will be made to establish a satisfactory factual base before acting. Further, false accusations have serious consequences for innocent women and men, and so we trust that all employees will act responsibly to establish a working environment free from harassment.

Finally, pastors, principals, agency or program directors and supervisors are charged with the responsibility for preventing sexual harassment in the workplace, and for taking immediate and appropriate action if and when it occurs.

408a Student Bullying and Harassing

Bullying and harassing behaviors by students are not acceptable. This conduct need not occur on the school premises or at a school-sponsored event to come within the jurisdiction of the Diocese.

Each school must include in its guidance program periodic training for staff members, volunteers, and students about bullying, harassment, social alienation, and the consequences of such behavior. Students who are determined to have engaged in such behavior will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school's handbook.

408b Verbal/Physical Assault, Threat or Harassment of a School Employee and/or Damage to and/or Theft of Private Property Belonging to or Under the Control of a School Employee

A student shall not intentionally cause or attempt to cause physical injury to a school employee or intentionally behave verbally in such a way as could reasonably be interpreted as a threat of physical violence to a school employee.

A student shall not intentionally cause or attempt to cause damage to any property and/or theft of any property belonging to or under the control of any school employee.

A student shall not use language or exhibit actions or gestures that could reasonably be considered profane, indecent, or obscene at or toward any school employee.

1. on the school grounds during, before, or after school hours;
2. on the school grounds at any other time when the school is being used by a school group;
3. off the school grounds at a school activity, function, or event;
4. off the school grounds during, before, or after school hours, provided the act is a direct result of school employee performing his/her duties.

Violation of any provision of this behavior code may result in suspension and/or expulsion from school. (KSA 38-120)

Health and Safety In order to prevent the spread of disease, parents should keep children home when they have vomiting, chills, rash, or fever of 100.0 degrees or higher. Children should be free of any of these symptoms for at least 24 hours before returning to school. This means the problem no longer exists - without the benefit of/absent of symptom-relieving medication. Consult the office for guidelines regarding specific diseases.

All communicable diseases must be reported to the office immediately. The doctor's guidelines must be followed.

If your child is injured or becomes ill at school, we will give temporary care and notify you. The student will be in the office or health room until an authorized person comes for the student. Because of limited space/personnel, and for the welfare of your child, students should be picked up immediately once notified. If your child is sent home due to illness, he/she may not return to school that day.

Health Screenings Students receive vision, hearing, & dental screenings at school. Parents are notified of the results. Screenings are not meant to replace regular family health care.

Honor Roll & Awards Grades for all subjects including P.E., Music, Conduct, etc., are taken into consideration for determining honor roll in Grades 3-8. There are two honor roll categories:

All A - A's in all subjects and A-B - At least 1 A and remaining B's or above in all subjects.

Students receive special recognition through a variety of awards. These are intended to promote and recognize academic excellence and good citizenship.

Insurance: Per Diocesan policy, our Catholic schools do not insure students for injuries or accidents that may occur at school, on school premises, or at school-related events.

Invitations Neither students nor parents may distribute invitations to birthday parties, etc. at school or on school property. Addresses for all students with appropriate contact information release forms signed at enrollment are available in the School Directory or upon request for mailing of invitations.

Leaving and Returning to School Students must check through the office when leaving from or returning to the school. This includes special classes at any of the Parsons public schools.

Library Books and magazines checked out are the responsibility of the student. Any item not returned must be paid for by the student before library privileges are reinstated. The student will be assessed the cost of the book.

Lockers and Desks Faculty & administration have the right to search lockers and desks since these are school property. This may be done at the discretion of the teacher or administration.

Lost and Found The Lost & Found is located in the sick room. The school periodically disposes of unclaimed items.

Lunch It is the parents' responsibility to provide for their student's lunch. All students need to eat a lunch each day. The student may choose a school lunch or bring a sack lunch and will place their school lunch orders at the beginning of the day.

Students who bring a lunch from home may purchase milk through their PowerSchool accounts. Even if the student qualifies for free lunches, a milk with a sack lunch must be paid for through PowerSchool. Students may not bring pop in their lunches.

If you know your child will be late, and want to order a school lunch, you need to call the office **before 8:10 a.m. and ask that a lunch be ordered.** A student who arrives later than 8:10, and has not called to order a lunch, should bring a lunch.

Only students with advanced written parental permission may leave the school grounds during lunchtime. Students are allowed to go out for lunch only if accompanied by their parent and must leave and return within the scheduled 30-minute lunch break.

Lunch Accounts Each student has an account in PowerSchool that is used to purchase lunches and/or milk. Deposits may be made in the office or through E-Funds for Schools. The minimum deposit is equal to the cost of 10 lunches for that student. We encourage deposits equal to 20 or more lunches to minimize the frequency of deposits. Parents may access account balances through PowerSchool. As a service to the parents, students receive a printed reminder when the lunch account has a balance of the value of two lunches or less. In addition, parents may set up their PowerSchool account so that automatic e-mails are sent when the student has a low balance. It is the parents' responsibility to see that their child's account maintains a positive balance. Charging is a privilege that may be granted up to two charges per month. The privilege may be denied at the discretion of the administration. See Lunch Charging below.

Any money remaining in a student's lunch account at the end of the school year is carried over to the next year. Family refunds of \$5 or more are given to the parents of 8th graders who have no siblings remaining at this school and to families who have stated that they are not returning the following year. For anyone else who wants a refund, the parent must make a request three days before the last day of school. We ask that there be no negative lunch balances at the end of the year.

Lunch Charging UNPAID MEAL CHARGE POLICY

The purpose of this policy is to establish limitations on the number of lunches a student may receive when the account balance is not sufficient to cover those costs, to protect the school from such unpaid financial obligations.

Families are encouraged to always keep account balances in the positive. Deposits are accepted at our school building and at the rectory. Deposits may be made by cash or check or online through E-Funds for Schools. Account balances may be obtained through the parent access portal in PowerSchool.

All students will be allowed to charge up to two (2) meals. If the negative balance exceeds \$6.80, notice of charges will be sent to parents/guardians. We ask that the negative balance be cleared up the very next day. If this is not possible, it is the parents' responsibility to notify the school office with a timeframe for payment. Again, students will not be refused a meal and will not go hungry.

The school will also provide the necessary forms for the student's parent or guardian to apply for free or reduced-price meals. Such benefits may be applied for at any time during the school year.

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided in writing. If a student is without meal money on a consistent basis, the situation will be looked at more closely and further action may be taken. If necessary, a payment plan could be set into place to pay back meal charge debt.

Lunch Guests Anyone who is not a student or employee at St. Patrick Catholic School who wishes to eat a school lunch must order the lunch **by 8:10 a.m.** of the day on which they wish to eat. **This "reservation" must be made in person or by a phone call, from a parent or other adult to the school office.** Guest lunch price is \$5.00. Guests must pay for their lunches either in advance or at the time the lunch is served. Visitor lunches cannot be charged to student accounts. Any visitor lunch that is ordered must be paid for.

Lunchroom Behavior The following guidelines are observed during lunch. These are not meant to be all-inclusive.

1. Students are to stand quietly in line.
2. Tell the server which items they want.
3. Student needs to state their name, and "lunch" or "milk", and wait for the cashier to check the name on the check sheet.
4. Trading **food with other students is not permitted.**

Machines The school copy machine, laminator, etc., are for school use only. Parents, students, or other individuals are not allowed to use these machines for personal use. Students may not use them in any case.

Make-up Work On any day that a student is absent, the student's make-up work will be on the shelf outside the office by about 3 p.m. The work may be collected after school by a parent, sibling, or other person designated by the family. It is the parents' responsibility to tell a sibling or other person to pick up this work. The work should be taken by 3:30 p.m. in order to be sure the building is open. If the work is not taken, the student is to pick it up when he/she returns to school. In some cases, the teacher may elect to have the student finish some or all of his/her work at school after returning.

Students will be granted two days for each day of absence to complete make-up work. Work will be due sequentially, i.e., the first day's work due one day, the 2nd day's work due the next day, etc. Exceptions may be granted in cases of long-term illness with the approval of the principal.

Parents may request work in advance of a planned absence by a personal contact with the teacher(s). This may be given out at the discretion of the teacher but is not required. If the work is given in advance, it is due the day the student returns to class.

Medications Due to rules about dispensing medications at school, school personnel will give out medications to students only when truly necessary. For example, if your child is taking an antibiotic for a minor illness, we ask that you adjust the medication schedule so that it will be given outside of school hours. Parents are always welcome to come to school and give medications to their children during the day. We are not able to give medication that requires refrigeration since we must keep medications in a locked cabinet. All medicine, prescription and nonprescription (except cough drops), must be sent to the office. If your child really needs cough drops, send the cough drops, with a note, and the teacher will keep them for the student.

For those students with chronic illnesses, we will still dispense medications in accordance with the rules shown below. The principal makes all decisions about medications on a case-by-case basis.

This policy applies to all prescription **and** over the counter drugs that will be administered at school. Forms are available on the web site or in the office.

The diocesan form “Guideline 317T for the Administration of Medication at School” requesting that medication be given during school hours, signed by the doctor/dentist and a parent, must accompany all medications and include the following:

Name of student

Name of medication and reason for its use

Dosage amount and time to be given

Anticipated number of days the medication will be taken at school

A new form must be sent to school each year for each medication. Any changes on the type of drug, dosage or time of administration must be documented with a new form and new or newly labeled containers. This form is available on our website or in the office.

The medication must come in a current labeled prescription container or the original over the counter packaging. It is the parents’ responsibility to supply the medication, maintain the supply as needed and assure that the medication is the same as identified on the label. Parents must also supply dispensing devices for liquid medicine. If pills must be cut before administering, parents must cut the pills before sending them to school.

In addition, the following are required:

1. Must be turned in to the office.
2. In general, no more than one week of medication should be sent at a time.
3. Students go to the office to take the medication.

State law allows for self-administration of emergency medications by students, specifically inhalers or EpiPen medications. This permission is included on Form 317T. Please contact the principal to make specific arrangements for your child.

Messages If you have a message for your child, please call the school **before 2:00 p.m.** Messages will be taken only from parents or other responsible adults. The message is given to the student at the end of the day.

Money All money, whether cash or check, should be sent in a sealed envelope marked with what the money is for and the child's name. Payments must be for the exact amount.

Newsletters A school newsletter and calendar of events is published monthly. This newsletter is posted on the web site as well as being sent home with each family's designated student.

Non-Custodial Parents In the case of Non-Custodial or Shared-Custodial Parents, a copy of the current Parental Agreement, as issued by the courts, needs to be on file. It is the parents' responsibility to turn a copy into the office and it will be placed in the student's records.

Non-custodial parents have the right to see academic records and other school-related information unless there is a court order to the contrary. Non-custodial parents may receive copies of any important communication that is sent home with the student. Grades, fee balances, etc., are available through PowerSchool. Forms, newsletters, and a calendar of events are available on the web site. 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 with a copy of the court order.

Non-Discrimination Policy the Catholic schools of the Diocese of Wichita admit students of any sex, race, color, and national or ethnic origin.

Office School office hours are 7:30 a.m. to 3:45 p.m.

PTO Our Parent-Teacher Organization works with the school to develop, promote, and protect the mission of the school. All Preschool - 8th grade parents are members of the PTO; no dues are charged. Meetings are announced in the monthly newsletter and parent(s) are expected to attend.

Parties Classes are allowed these four parties a year, typically All Saints, Christmas, Valentine's Day or Mardi Gras, and Easter. Dates for these parties will be announced in the monthly newsletter. Room parents coordinate refreshments and games.

Policy on Suspected Abuse of Children All employees of schools in the Diocese of Wichita and all volunteers who work with children in the diocese are required to read and sign the "Policy on Suspected Abuse of Children." We request that all our parents read and sign this policy and complete the Virtus class. Parents who drive for field trips or volunteer in the school are required to sign the policy and complete Virtus. This policy is for the safety of all our children.

PowerSchool (<https://cdowk.powerschool.com>) SPCS, along with all the schools in the diocese, utilizes PowerSchool as the school's web-based student information system. The school provides each family with ID's and passwords to set up their own accounts to access their children's assignments, grades, lunch account balance, fees, attendance records, & online enrollment.

Preschool St. Patrick Catholic School has a preschool for children ages 3 & 4. For information on enrollment contact the office. A Preschool Handbook is provided to those who enroll. Replacement copies are available online on the school website or in the school office.

Property Damage Parents are financially responsible for any school property that is damaged or destroyed by the student.

Recess Policies Recess will generally be held outside. Please see that your child dresses appropriately for the weather. Recess will be in the gym if inclement weather prevents going outside. Only students with

written medical excuses will be excused from recess.

Recess/Playground Etiquette

Entering Playground Area

When leaving the school building, a designated student should hold the door quietly. Students should walk quietly until they reach the main playground.

Do's and Don'ts

Students should ask permission to go into the school building at recess time.

Students should not enter the school through the gym without permission.

All equipment (balls, ropes, etc.) is "dead" when whistle blows. All games are ended at that time also.

Students are to line up quietly.

"Tag" may be played on the grassy area only.

The following will not be permitted on the playground:

- pulling on another students' clothing
- playing "keep away" with hats, etc.
- throwing rocks, sticks, snowballs, etc.
- dragging or carrying others
- tackle football
- wrestling
- dodgeball or "ball tag"
- climbing on the buildings
- climbing or pulling on the trees
- throwing or kicking balls against the buildings

Playground Equipment

- 1) Slides
 - a) Students should go down slides only, feet first, and slide all the way to the bottom. Students should get off slide as soon as they reach the bottom.
 - b) Only one student should be on the slide at a time.
- 2) Monkey bars (on north end of playground)
 - a) Students should not sit or stand on top bars.
 - b) These bars are not to be used when wet or muddy underneath.
 - c) No hanging upside down.
- 3) Swing sets
 - a) Students should sit in swings and swing back and forth.
 - b) Students should not hold hands while swinging.
 - c) Students should not jump out of swings.
 - d) Students should not give each other "under dogs."
 - e) No twisting of swings.
 - f) Swings are not to be used when ground is wet or muddy.
 - g) Students are not allowed to walk between the swings while others are swinging.
- 4) Jump Ropes are to be used only for jumping rope, not tied to other things or for tug-of-war.
- 5) Balls
 - a) Each class has a set of outside balls/equipment that they are responsible for bringing outside & cleaning up.
 - b) No balls in the playground equipment area
 - c) If a ball goes out into the street, or over the fence, one student must ask permission to retrieve the

- ball. Only that student may enter the street to get the ball.
- d) If a ball is kicked or hit into the street during a game, it is an “out” for that team.
- 6) Geo Dome
- a) Students are not allowed to jump off the top of the geo dome.
 - b) Students should not bounce on the bars.
 - c) No hanging upside down

Enforcement of Rules

The principal and/or supervising teacher has the final word at recess. Any student(s) not following the playground rules will be disciplined.

Gym/Recess Rules

All students must wear gym shoes - these shoes are not to be used or worn outside.

Inside recess balls/equipment are stored in the red ball basket in the gym. Students should not enter the equipment room under the stairs but may ask a teacher to get out additional items.

Play area is the wooden floor.

No frisbees or bats.

Balls are not to be kicked.

Jump ropes are to be used for jumping rope.

Only basketballs should be used to shoot at baskets.

If ball goes into stands or on stage, one student must ask permission to get ball.

Walk to the line when the whistle blows. Hold equipment.

The following will not be permitted in the gym:

pulling on another students' clothing

dragging or carrying others

throwing Frisbees

sliding

football or baseball

climbing on or under green mats on walls

talking (or screaming) on the ramp

running on the ramp

Students are not allowed in the ball room.

Records of Students Parents/guardians may see their child's records and obtain a copy of them upon written request to the principal. The school will attempt to fulfill requests to see records as soon as possible, but no later than 45 days after the request. The principal will provide an explanation of any item that is not understood by the requesting party. PowerSchool is always available for parents to check their student(s) assignments, attendance, grades, account balances, etc.

Report Cards/Student Evaluation Student work is sent home regularly so that parents are aware of their progress. Current grades are always available through PowerSchool. The date that quarter grades are finalized is announced in the school newsletter and annual calendar. Report cards are sent home via document delivery (e-mail) quarterly.

Parent-teacher conferences are held in the first and third quarters. If you have a question any other time, e-mail the teacher or call the office to schedule a conference. First quarter conferences are mandatory for all students. Third quarter conferences are scheduled as-needed by the teacher or parent.

Retention The following steps are taken when a student is being considered for retention:

1. By the end of first semester, the classroom teacher discusses the possible retention with the principal.
2. Possibility of retention is brought to the parents' attention in January.
3. The classroom teacher documents remedial efforts. Special education services may also, be considered.
4. No retention is carried out without consulting school faculty and administration and careful consideration and communication with parents.

Room Parents Parents in each class are asked to volunteer to be Room Parents who will assist the teacher by coordinating refreshments and games for class parties and helping with field trips. Each class will have a Head Room Parent. Anyone helping with a class party at school or accompanying a field trip must have a signed "Policy on Suspected Abuse of Children" on file at school and must have completed VIRTUS training.

School Colors and Patron Saint The school colors are emerald green, navy blue, and white. Our patron saint is St. Patrick. The mascot is "Saints."

School Council the School Council serves in an advisory capacity to the pastor and the principal. In conformity with the policies of the Diocese of Wichita, the council assists in planning and evaluating school policies and programs.

School Logo & Proper Use The "StP" school logo was created for our school and adopted in 2020. A document outlining the approved colorways for the logo is available from the parish Communications Committee to ensure accurate representation. The "StP" logo is reserved for school purposes only - in approved communications, apparel, athletic events, team uniforms, and related uses by school personnel. It cannot be downloaded and used by anyone, for any purpose, without proper approval from the principal, pastor, and/or parish Communications. To preserve the integrity of the logo and its proper use, it may not be printed, modified, creatively adapted, or displayed in any format including but not limited to use on apparel, social media, posters, banners, letters, or other materials, without prior approval from principal and pastor after submission of the SPCS Logo Release form.

If a company or individual requires access to the logo for school-authorized printing or design work, the SPCS Logo Release Form must be completed by the company requesting access and submitted to the school and/or parish offices in advance. This process affirms that the vendor will use the logo only for the specific approved project purpose and will not share, retain, or reuse the logo for other additional purposes. The "StP" logo may not be printed on any items intended for sale without proper approval as above, and discussion regarding profit return to the school. A new Logo Release Form is required for each design or project. Contact communications@stpatricksparsons.org for a form or for more information.

Self-Discipline Self-discipline is a key Catholic concept, and students will be encouraged to develop strength in this area appropriate to their age and ability. Students are responsible for their actions, and therefore, the consequences of their actions. Students are to use their free will to make good choices. Students are to respect others and come to understand their preference is secondary to the common needs of the classroom.

Solicitation Students may not solicit for money or sell items at school for non-school organizations.

Sports and Academics Teams for Grades 6-8

Requirements: Physicals, concussion information form, and parental permission are required for interscholastic participation. Forms are available in the office. A signed insurance waiver must accompany the physical form. We belong to the Kansas State High School Activities Association and the

Mineral Belt League.

Attendance: A student must be present at school at least one-half day, arriving before the end of the lunch period, in order to participate in a contest or practice that day. Please contact the principal or activities director for extenuating circumstances such as Funeral, Doctor appointments, etc. An athlete may be prohibited from participating in a contest or practice because of grades or behavior infractions at the discretion of the principal.

Eligibility: In order to be eligible to participate in these activities, students must have an average of a C or above across all subjects, with no F's. Grades will be checked every two weeks during each quarter. If the student's grades indicate that he/she is ineligible, this ineligibility will last for 2 weeks at which time the grades will be checked again. In the case of the conduct grade, this will be checked each week. If a student has a D or F in conduct for one week, he/she will be ineligible for the following week. The grade will be checked again the next week. In accordance with Kansas State High School Activities Association regulations, if a student has 2 Fs on a quarterly report card, he/she will be ineligible for the following quarter. Eligibility may be suspended immediately, partially, or indefinitely for serious infractions such as cheating, fighting, poor sportsmanship, or harassment; smaller infractions such as missing assignments may also impede a student's eligibility. The principal's decision is final regarding eligibility.

Transportation to Activities: The school has two smaller buses for use as able. In the event the buses are not available, parents of the participants must provide transportation to middle school activities.

MS MBL Sports: Eligible 7th and 8th grade students may participate in the Middle School Mineral Belt League for volleyball, basketball, track, scholastic, and music contests. In order to have enough athletes, scholars, or musicians to make a team, it may be necessary for 6th graders to participate, during some school years, in one or more of these MSMBL activities. The principal and athletic director will make this determination. Parents may be needed for transporting students to and from games.

Cheerleading: Eligible 7th and 8th grade girls (not 6th graders) may participate as basketball cheerleaders for St. Patrick Catholic School.

Coop with Parson USD 503: Eligible 7th and 8th graders (not 6th graders) may participate in activities with Parsons Middle School per the cooperative agreement as approved by KSHSAA.

Student Pregnancy Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's and parents' response must 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 sin. Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances that require specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decision. (Source: "Handbook of Policies for the Catholic Schools of the Diocese of Wichita")

Substance Abuse Policy On school grounds, at school functions or at school-sponsored activities, the following are forbidden; alcohol, tobacco (including smokeless), illegal drugs, other controlled substances, look-alike drugs and act-alike drugs.

Supplies Parents provide school supplies for their children. A list of supplies needed, by grade, will be sent out via e-mail and is posted on the web site. Teachers may ask for additional items as needed.

Orchestra Orchestra is an elective music class provided by USD 503 to teach skills in playing a stringed instrument such as violin or cello. Enrollment is held during the first part of the school year. Class typically meets 1-2 times a week for 30-45 minutes. The student is responsible for making up any regular class work missed during this time. Guidelines for participation in this program area as follows:

1. Enrolling in Orchestra is a ***year-long commitment***. If a student does exit the program, he/she may not re-enter until the next school year.
2. Students must bring their instruments to school on Suzuki class days.
3. Instruments must be taken home each class day.
4. If you need to have your child excused from Orchestra class for a specific day, you must send a note to school requesting that your child be excused and stating the reason.
5. If a class field trip, assembly, or other special activity is scheduled here, the school will excuse the student(s) from Orchestra.

Tardiness It is of great importance that students arrive at school on time each day. Any student who arrives in their classroom after the 7:45 a.m. bell is tardy and must report to the office before going to class or church. On Mass days the student must go directly to church after reporting to the office. Parents must call the school or send a signed note in order for the tardy to be excused. All tardies are recorded on the student's report card and permanent record.

Each student is allowed 5 tardies per semester without consequence. On the 6th day of tardiness, the student will be required to spend a 30-minute detention and the parent may be required to pay a just fee to compensate for teacher time. This will continue up to and including the 9th tardy. On the 10th day of tardiness, the parent will be called in for a meeting with the principal to remedy the issue. If the issue continues, there will be a meeting with the principal and the pastor. Inclement weather, as always, will be taken into account.

Teachers' Lounge Students are not allowed in the Teachers' Lounge at any time.

Telephone Students are allowed to use a school phone only with permission from a staff member. Calls may be made from the classrooms when approved by a teacher. The usual reasons to call a parent are for forgotten lunch, glasses, or medication. In most other cases, calls will be made by a staff member. Students may not call for forgotten homework, books, etc. Occasionally, a staff member may grant permission to call for a special reason. Students are called to the phone only in case of emergency.

Threats Threats of violence by a student or adult will be handled according to the Diocesan Policy #417. Students may be suspended or expelled for a threat of violence. Adults may be banned from the school premises and activities. (Source, "Handbook of Policies for the Catholic Schools of the Diocese of Wichita")

Toys Toys, including hand-held electronic games, trading cards, sporting equipment, etc. are generally not recommended to be brought to school. Other than show-and-tell or class demonstrations they can be a distraction or cause unnecessary conflicts. The students, not the school, are responsible if they are lost or damaged. Any toys brought to school that do cause a disruption to the learning environment may be confiscated.

Traffic and Parking For the safety of our students, there is to be **NO traffic through the drive between the church and school**. Do not double park, park in the driveway, block the driveway, pull into the driveway to drop off or pick up students, or park in front of the church. Everyone needs to pull into an actual parking space in the parking lot across from the school or any available marked spaces in front of the school. **Do not park parallel in front of the church or stop in the street to drop off or pick up a student.**

Transfers If a child is transferring from St. Patrick Catholic School, inform the office one week in advance. All records are forwarded upon request from the new school.

Truancy In accordance with state law 72-1113, a student shall be considered truant if the child is inexcusably absent on either three consecutive school days, five or more days in any semester, or seven days in a school year. The principal notifies the appropriate legal authorities in the event of truancy.

Uniform Policy/Dress Code (K-8)

Why School Uniforms? Studies nationwide support the idea that safety and discipline are conducive to a good learning environment. School officials have realized the value of uniforms as a positive way to reduce problems and increase school safety. School uniforms instill students with discipline; help parents and students resist peer pressure; and help students concentrate on their schoolwork.j

Note: A collaborative effort from parents is expected regarding proper dress for school. Parents should form the habit of checking their student's apparel before leaving the house in the morning. Students in violation of uniform code will be reminded at school and asked to correct the violation at that time. Parents may be notified by the school office and expected to assist in making the proper adjustments to their children's attire. All uniform garments must be kept in good condition. Students are not to cut or tear collars, cuffs, or sleeves of their uniforms for a more comfortable fit. When a garment no longer fits properly, is torn, cut, or frayed, it is expected that the garment will be replaced. All deviations from the uniform policy for extreme circumstances must be approved by the administration.

SHIRT K-8: Polo shirt with logo embroidered on left chest. All students: shirts must be tucked in. If t-shirts are worn underneath, they must be plain white with no markings. Approved school uniform shirts must be worn under all approved school sweatshirts and sweaters.

SWEATSHIRT (optional) All students: navy sweatshirt with logo embroidered on left chest, navy hooded sweatshirt with logo on LC, navy quarter-zip sweatshirt with logo on LC, or navy full-zip hooded sweatshirt with logo, PTO or Booster fundraiser hoodies as approved.

PANTS (year-round) All students: light khaki pants with belt loops – no navy, no denim, and no cargo pants or drawstring pants.

SHORTS allowed in quarters 1 and 4 (start of school year until October 31 and March 1 until end of school year) All students: khaki shorts with belt loops – no denim and no cargo shorts or drawstring shorts. Length of short must be at the top of the knee.

PANTS & SHORTS can be purchased from the vendor of your choice. *Schoolbelles classic chino pants are acceptable for boys and girls and are a good point of reference.* The items **MUST** still meet these criteria:

1. Khaki color and material for pants/shorts – no denim, no cargo, no navy
2. Length of short must be at the top of the knee
3. Neither shorts nor pants should be excessively tight
4. Belt loops are required for all grades (black or brown belt must be worn)
5. Items should be plain with no embellishments, no rivets, no logos.
6. Common vendors with specific school uniform merchandise include Walmart, Old Navy, Children's Place, Land's End, Schoolbelles, and JC Penney

JUMPER Girls – Grades K-5: jumper/pleated skirt may be worn all year. Length of jumper must be at the top of the knee. Gym shorts must be worn under jumpers and should not be visible when standing. Pants are not allowed to be worn under jumpers.

SKIRT Girls – Grades K-8: Plaid skirts. Length of skirt must be at the top knee. Girls – Gym shorts must be worn under skirts and should not be visible when standing. Pants are not allowed to be worn under skirts.

JUMPERS/SKIRTS – approved vendor is Schoolbelles and below are the appropriate links by grade level. <https://www.schoolbelles.com>

- K-8th grade: Schoolbelles school code s2786
- K-5 Jumpers Green/Navy Polyester Plaid-139
- Jumpers 1407 & 1466
- Skirts 6th-8th – 1521, 1525, 1533(Navy Polyester-277), 1576(Colors: Green/Navy Polyester Plaid-139)
- Skirts K-8 – 1533(Colors: Navy Polyester-277), 1533 (Colors: Green/Navy Polyester Plaid-139)

The following uniform pieces may be purchased from any vendor:

BELT All students: Black, brown, navy, or white (one color only) must be worn at all times with shorts and pants. **SOCKS** All students: Only white, black, blue, or gray socks are acceptable. Socks are required with all types of shoes.

TIGHTS (optional) Girls: Only blue, white, black, or gray tights or leggings may be worn with the skirt or jumper. Tights cover the feet and therefore socks are not required with tights. Leggings (tights without feet) must be worn with socks. Sweatpants, pajama pants, or uniform pants under the uniform skirt or jumper are not allowed in class.

SHOES PreK-8: No sandals or backless shoes are permitted. PreK-6: Tennis shoes are required for all elementary students. It is suggested that all students wear sturdy, comfortable shoes to school. Tennis shoes will be required for Physical Education; other types of shoes are not permitted on the gym floor. Acceptable colors - black, gray, white, navy. Multiple acceptable colors may be on the shoes, but non-accepted colors are not allowed. For example - Black shoes with white laces/soles, gray shoes with navy/blue stripes etc. Non-listed colors are not acceptable – even as accent colors – on school shoes.

HAIR All students: Boys and girls should not wear hairstyles that draw attention to the student. Boys' hair must be cut above the eyebrow, be no longer than the top of the shirt collar in the back, and the entire ear must be visible. Patterns and designs shaved into hair or unusual hair coloring will not be allowed.

JEWELRY All Students: The wearing of jewelry is highly discouraged for safety reasons. Students may not wear any type of jewelry in P.E. Students are responsible for their personal items when they are removed for P.E. class. No jewelry, studs, or spacers may be worn in piercings other than ears. Boys are not allowed to wear earrings. Elementary girls (K-4) are limited to wearing stud earrings only - no hoops or dangling earrings. IF any jewelry becomes a distraction, students will be asked to remove it.

OTHER CONSIDERATIONS: Non-prescription, fashion eyeglasses are prohibited. Girls in grades 7-8 may wear light, tastefully applied make-up. Clothing that advertises tobacco, drugs, alcohol, displays sexual connotations, or contains inappropriate content deemed offensive may not be worn to any school activity. Fingernail polish will be allowed for girls PreK-8, if it becomes a distraction it may need to be removed.

Non-Uniform or “Dress-Down Days”

The principal or pastor may determine that uniforms are not required on specific days or for specific events such as picture days, Catholic Schools Week, Fun Day, etc. We expect our students to dress in an age-appropriate, conservative, and modest manner to reflect our Christian principles

Typically, a Dress-Down Day means:

- **Jeans** that fit, don't sag down, and are not too tight. No rips, tears, or holes.
- **St. Patrick's t-shirt and/or sweatshirt.**
- **Socks and shoes** - no open sandals, flip flops, etc.

However, to meet our goal of modest & conservative dress, **the following guidelines must be followed by all K-8 students on other non-uniform days & school events:**

- **No shirt/blouse with inappropriate writing or pictures.**
- **Shoulders must be covered.**
- **No revealing or low-cut shirt/blouse/dress.**
- **Skirts/dresses must be knee length or longer.**
- **No open flip-flops, sandals, Crocs, etc.**
- **Shorts, if approved for Fun Day and field trips, must be mid-thigh length or longer (for example: longer basketball-style shorts).**

Of course, students may always just wear their uniform to ensure they are dressing according to code even on dress-down or non-uniform days.

VIRTUS Protecting God’s Children VIRTUS is a program to help prevent child sexual abuse. All school employees in the diocese must attend a VIRTUS training and complete monthly training bulletins on-line. Volunteers at parishes and parish schools, including but not limited to those who drive for field trips, coach, volunteer in concessions or at school events, attend class parties and/or lunch, etc. must also attend a VIRTUS training session and register on-line. Sessions are held throughout the year here at St. Patrick’s and other area parishes. We ask that all parents attend a VIRTUS Training Session.

Visiting School For safety and educational reasons, during school hours, all visitors - including parents - must check in at the office when visiting school and may not go directly to any classroom. Classrooms may not be disturbed. Forgotten lunches, books, etc. are to be brought to the office and your child will be notified.

Students who wish to bring guests to school must have pre-approval from the principal and the classroom teacher.

Parents may visit classrooms after securing permission from the teacher at least one day in advance. See “Contacting Teachers” for policy on visiting teachers.

Graduates of our school are welcome to visit individual teachers by planning at least one day in advance for a particular time convenient to that teacher. As with any visitor, they must check in at the office before going to other parts of the school building.

Students from other schools may not come to visit when they are out of school. This is a distraction to our classes.

Volunteers Volunteers assist at school in many ways including working in the copy room, computer lab, lunch monitoring, and library. Volunteers must complete VIRTUS training and sign the “Policy on Suspected Abuse of Children” before beginning any volunteer work.

Water Bottles All K-8 students are encouraged to have a water bottle at school. Only water is allowed in these bottles – no sugared powder mixers, soda, or other beverages.

Web Site The parish/school web site *stpatricksparsons.org* is updated regularly and contains newsletters, forms, and information about school events.

Wellness Policy The diocesan policy is available on the diocesan web site *cdowk.org*. The school wellness policy is available on the school website.