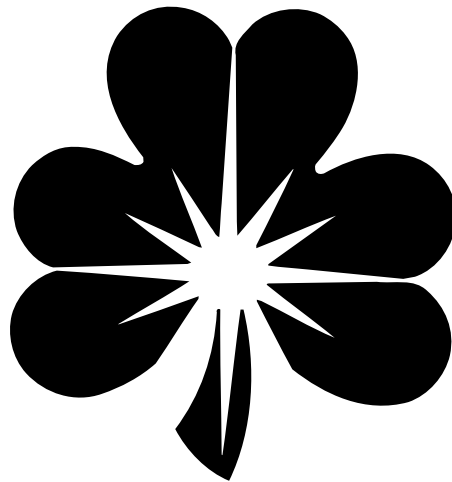


St. Patrick School Parent-Student Handbook

Catholic Schools
Dividends For Life



Revised
2009

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Mission of the Educational Apostolate Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to guide individuals to:

- respond to God's call to personal conversion
- form a Christian Community
- grow in knowledge and culture, becoming enlightened and enlivened by faith
- shape society in the spirit of Gospel freedom, justice, and love.

Mission of Saint Patrick School

The mission of St. Patrick School, with Christ at its center, is to provide a learning environment that develops the religious, emotional, intellectual and physical well-being of each child.

Goal of Saint Patrick School

The learning program will be developed to provide for:

- continual progressive development of each child
- developing a strong faith community, prayer life and Catholic identity
- actively involving the students in various types of learning
- increasing the student's personal responsibility for his/her learning
- technology opportunities to use as a tool in his/her learning.
- catechetical opportunities to encounter the Gospel message for the total parish.
- foster parental involvement in all aspects of the education of their children

BOARD OF EDUCATION

The Board ordinarily meets monthly at a time set by the Board. You are welcome to attend these meetings. However, if you wish to address the Board about an item or a concern, please contact the Board president or principal well in advance; so that you can be placed on the agenda.

CATHOLIC DIMENSION/UNIQUENESS

Catholic Atmosphere

Religious education at St. Patrick Catholic School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student.

Besides classroom instruction in religion, liturgical and sacramental participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass are part of the spiritual life of the school.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The school can only support what is taught and experienced at home.

Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

Spiritual Program

The spiritual program of the school recognizes that "to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living" cannot be gained in the formal classroom only. The formal classroom learning is the beginning.

Every Christian has the responsibility to use one's gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

Parents/guardians are always invited to the school liturgies. Please check Center Point or call the office to make sure of the liturgical schedule.

* Sacramental Preparation: Preparation for the first reception of the sacraments of Reconciliation and the Holy Eucharist will be given in second grade. parents/guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their child.

* Liturgical Celebration: Students and teachers plan and participate in liturgies. Parent/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

ADMISSION POLICIES/NOTICE OF NON-DISCRIMINATION

ADMISSION OF STUDENTS

According to state law, a child entering kindergarten must be five years old on or before September 15. Thus, the school must have a copy of the child's birth certificate on file. Catholics are required to provide a copy of the child's baptismal certificate if the child was not baptized at Saint Patrick Parish, Anamosa. Saint Patrick School will accept students of any religious belief. However, everyone is considered a part of the total school community and will be expected to participate in all activities scheduled as a part of the class day and all required classes, including those of a religious nature.

Students who transfer to St. Patrick during the school year without a change of address, will be subject to a 12-week probationary period. During this time the student may be asked to leave for acts of harassment, threats to staff or another student, possession of any illegal item, fighting or continued use of profanity.

MULTICULTURAL ASSURANCES

No person at Saint Patrick School shall, on the grounds of race, color, age, gender, creed, national origin or special needs, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school.

St. Patrick Catholic School is an equal opportunity employer and school. It does not discriminate on the basis of race, color, national and ethnic origin, age, creed, disability, or gender.

ACADEMIC PROGRAMS/POLICIES

SCHOOL CALENDAR

St. Patrick School follows the Anamosa Community School District calendar.

SCHOOL HOURS

School hours for students are from 8:15 a.m. to 3:00 p.m. A child is marked tardy if (s)he is not in the classroom by 8:20 a.m. (bus riders are exceptions). Doors open at 8:05 a.m. The school day is as follows:

8:10	First Bell
8:15	Classes begin
11:30	Lunch
3:00	Dismissal

Teachers are in school from 7:45 a.m. until 3:30 p.m. If you need to contact a teacher, the best times will be from 7:45 a.m. to 8:10 a.m. and 3:00 p.m. to 3:30 p.m.

HOMEWORK

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will try to assign homework in accordance with the age of students. Parents/guardians should not have to instruct students, but are encouraged to support the process through questions and suggestions when appropriate.

MULTICULTURAL/NONSEXIST/GLOBAL EDUCATION

St. Patrick Catholic School offers a global, multicultural, gender fair approach to the educational program. St. Patrick Catholic School is committed “to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society”. (ABE6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students’ education.

CURRICULUM

St. Patrick School adheres to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society.

As a member of the Archdiocesan school system, it is the policy of St. Patrick that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and contributions of men and women to society. Both the total curriculum and teaching strategies seek to reduce stereotyping and to eliminate bias on the basis of race, color, national and ethnic origin, gender and disability.

USE OF INTERNET

It is the policy of educational programs governed by the Archdiocesan Board of Education to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. Access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Unacceptable use would include the transmission of any material in violation of any U.S. or state regulations. This includes, but is not limited to: copyright material, threatening, violent or obscene material, or material protected by trade secret.

COPYRIGHT

It is the policy of the educational programs governed by the Archdiocesan Board of Education that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

ASSESSMENT

Each year students in grade 1-6 will take the Iowa Tests of Basic Skills. Fourth graders will take the ICAM in the spring. Students in grade 3 will take the Cognitive Abilities Test. All students in K-6 will take DIBELS administered by personnel from Grant Wood AEA. Kindergarten students will take the Gates-MacGinitie test. When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

END OF LEVEL TESTS

End of level tests in reading and math will be given in groups as children complete levels throughout the year. The end of level tests will be sent home in a timely manner.

HUMAN SEXUALITY PROGRAM

Human sexuality instruction is integrated into the guidance program and is presented from the Catholic perspective in the context of total growth. Parent/guardian support and involvement is an essential component of this program. Information will be sent to parents as the time for this program approaches. An option is provided for students whose parents/guardians do not want them to participate in these classes. Parents are permitted to review the course materials at any time.

SCHOOL PARTIES

Four parties are held during the school year: Halloween, Christmas, Valentine's and St. Patrick's Day.

GUM AND CANDY

Chewing gum is not allowed at school. No candy is allowed during the school day. The only exceptions to this are birthday treats or class parties.

FIELD TRIPS

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students are also expected to provide a signed permission slip from their parents/guardians. Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

STUDENT ASSEMBLIES-SCHOOL LITURGIES

All school assemblies and liturgies are part of our school program. When any person is before the assembly to address the group, (Mass, Assembly, Morning Prayer) there is to be no talking among students or improper behavior; shouting, whistling, excessive noise, whispering are discourteous acts.

SUBSTANCE ABUSE EDUCATION

A substance abuse education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education (through parent meetings) and utilization of appropriate community agencies.

SUPPORT SERVICES

The services of a psychologist, social worker, speech therapist and diagnostic testing for learning disabilities are available through Grant Wood AEA. Request for these services are made by parents, or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained. When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child's records without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
7. The right to be included in the development of your child's IEP (individual education program).

8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement. If you desire additional information, please contact your child's principal.

PHYSICAL EDUCATION AND HEALTH COURSE WAIVER

Some courses are mandated by state law to be taken by all students. When rules are all-inclusive, they sometimes impinge on individual rights and beliefs. Exceptions are made to ensure that people do not have to act in conflict with their basic religious beliefs.

Exclusion from Participation

It is recognized that opinions differ concerning the appropriateness of courses of instruction. Occasionally parents/guardians may find a topic in the health or guidance program in conflict with their religious/personal views. In these circumstances the student may be excused from participation in the program. In notifying the principal, the parents/guardians shall abide by the following:

- The notice shall be in writing;
- The objection shall be based on religious/personal beliefs;
- The objection shall state which activities violate their religious/personal beliefs;
- The objection shall state a proposed alternate activity or study. The principal shall have sole discretion in determining

COMMUNICATON

ABSENCE

When a student is going to be absent, parents should call the school by 8:10 a.m. to notify the school of the absence. Ordinarily, the teacher will provide a reasonable amount of work to be made up over the time of the absence, and students are required to hand in these assignments.

Parents taking their child on vacation should make arrangements to have the student get the homework and class assignments prior to leaving.

COMPULSORY ATTENDANCE

Parents are requested to report their child's absence by 8:10 a.m. on the day of the absence. For safety reasons, the secretary will call those parents who have not reported their child's absence to the school office.

In compliance with Iowa Code 299.1 and Archdiocesan Board Policy 5144, Saint Patrick Board of Education has adopted the following attendance procedures:

1. Teachers monitor student attendance and make referrals to the principal after the 7th unexcused absence during the semester. The student's attendance record is reviewed.
2. After review of the attendance records, a letter will be sent to parents by U.S. Mail. A copy of the letter is placed in the individual student's cumulative folder.
3. A home contact is made after the 7th unexcused absence, excluding health considerations, in a semester.
4. A home contact report will be completed. A copy of this report is placed in the student's cumulative folder.
5. When unexcused absences reach 12 days in a semester, and the records have been reviewed, a letter from the Superintendent of Schools will be sent to the home of the students. A copy of the letter is placed in the student's cumulative folder.

6. Following 15 days of unexcused absences in a semester and a review of the student's attendance record, the Superintendent of Schools and the County Attorney's office are notified.

LEAVING SCHOOL GROUNDS

Parents are requested to sign out and/or in their child when going to and from an appointment. Appointments - Notification of appointments should be sent in writing or phoned in, so the principal is aware of student absences.

INDIVIDUALIZATION AND PROGRESS

People have much in common, but each person is created with special gifts and limitations. Recognizing this uniqueness, we work towards selecting activities for each student that will help him/her develop his/her potential. This means allowing the learner to work at a comfortable rate of speed, using a variety of materials and methods to reach objectives selected for his/her needs and interests. Instruction in this personalized learning plan will sometimes be on a one-to-one basis; at other times, it will be small-group instruction; and at times, there will be large-group instructions. As a child becomes more responsible, (s)he becomes more independent in choosing options.

PARENT-TEACHER CONFERENCES

Parent-Child-Teacher conferences are held at the end of the first and third quarters. Conferences may also be called by any teacher if the teacher feels the need to consult with parents. Report cards will be given at the end of each semester.

DUAL PARENTING REPORTING

In the case of students whose parents' marriage has been dissolved, the names and addresses of both parents must be in the student's file. A certified copy of the Order of Dissolution, as well as any subsequent modification of the Order, should also be on file. A certified copy of custodial rights must be on file in the office.

Unless otherwise decreed in the Order, information commonly made available to parents of any student in attendance (i.e. notices of school functions, progress reports, appointments for parent-teacher conferences, etc.) will be provided to both parents. If you have any questions concerning this, please call the school. If these need to be mailed, we ask for the cost of mailing information on a weekly basis.

PARENT-SCHOOL COMMUNICATION

Adequate and clear communication between school and home is essential for the success of the children and our school.

- Parents should feel free to call teachers about student progress or other situations of concern.
- Friday envelopes: The oldest child will bring home an envelope each Friday with letters and information. Please sign and return to school on Monday.
- The school will use Power School for keeping parents informed. Parents can access their child's teacher, grades, and attendance using Power School. Parent will be given the URL, log-in name and password.

PROGRESS REPORTING

The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-child-teacher conferences, appropriate phone calls/notes, and quality progress reporting. Such communication necessarily focuses on the individual learner in order to determine the performance level in terms of the student's ability and background.

Because growth occurs best in a positive learning environment which enables successful experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are standards-based with defined benchmarks, so too, reporting to parents/guardians needs to

be in accord with those standards/benchmarks and in keeping with the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition, instead of competition against peers who differ in abilities and needs.

VISITING CLASSES

We welcome your interest and support. If you would like to visit the school in general or a classroom in particular, please call the principal to arrange a time for your visitation.

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Opinions may differ concerning the appropriateness of instructional materials and activities. Occasionally an individual or group may find instructional materials or activities used in the school/Catechetical program in conflict with their personal views. The Archdiocesan Board of Education has established procedures for handling complaints when received. Should you wish to file a complaint, contact the office to obtain a copy of the procedure to follow

SCHOOL RECORDS/PRIVACY ACT

A permanent record of each pupil is kept on file at school. The following information is included in these records.

- Scholastic ratings from grades K-6
- Results of standardized tests
- Attendance and tardiness records
- Special help given by teachers and tutors
- Testing, results, etc. by school psychologist
- Testing, results, etc. by speech therapist
- Promotion and retention

Accessibility and confidentiality of pupil's records will comply with provisions of the federal Family Educational Rights and Privacy Act of 1974, as amended, and Iowa Code Chapter 22.

1. Parents/guardians have access to educational records of their children.
2. Parents/guardians sign a consent form before the school program may release personally identifiable information (e.g., social security number, photo).
3. Parents/guardians are annually notified of these rights.
4. These rights transfer to students at certain points.
5. An office and review board is established to investigate complaints.

RELEASE OF STUDENT'S RECORDS AND INFORMATION

A copy of the permanent record shall be sent to the officials of the receiving school when the student transfers to another school.

A copy of the cumulative record may be sent to the officials of the receiving school at the time the pupil is transferred, if the pupil or pupil's parent/guardian requests the transfer of such records.

Student records shall be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information."

DRESS CODE

Parents are to assume the responsibility for dressing their children modestly, in accordance with Christian decorum, teaching them good personal grooming and cleanliness.

Shorts and skirts must come down to the fingertips with arms fully extended. Halter tops, spaghetti straps, tank tops that have a narrower than 2 1/2 inch strap, shirts or blouses that expose the midriff are not allowed. Hats are not to be worn in school. Shoes with heels of more than 1 1/2 inches and flip-flops

are not permitted. T-shirts, hats, buttons, etc. which promote unhealthy habits such as alcohol, tobacco, drugs, or are sexually offensive, are not allowed.

The only part of the body that may be pierced and have a ring is the ear.

GYM SHOES

Students are expected to wear tennis shoes when participating in Physical Education class.

COURTESY

Respect and courtesy should be shown at all times. Students are expected to show courteous conduct at programs, assemblies and any other group gatherings. Each child in the school is expected to show respect to all teachers. A primary teacher has the same authority with regard to an upper grade student as has his/her own teacher. Students must understand that each teacher has jurisdiction over any student of the school, regardless of age or grade. Disputes that arise on the playground should be brought to the attention of the playground supervisor and/or teacher.

DISCIPLINE

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the St. Patrick School Board of Education and administration after consultation with the St. Patrick Catholic School faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each St. Patrick Catholic School student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to St. Patrick Catholic School, are to be respected and followed

Discipline in a Catholic School is basically a self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premise that parents and teachers must work together and support each other's efforts.

A student who demonstrates severe misbehavior, which seriously disrupts the learning environment, possibly threatens the well being of the teacher or their students, demonstrates defiance, or breaks the law must be sent to the office with a Student Referral Form.

Unacceptable student behaviors include:

- Use of drugs, alcohol, tobacco
- Personal injury, (bullying, fighting, calling names)
- Refusal to comply with a direct teacher command
- Inappropriate bus behavior
- Possession of a dangerous weapon
- Truancy
- Repeated tardiness

Lunchroom discipline will be enforced to provide for a quiet, courteous half hour to enjoy one's lunch. Running, loud voices, visiting other tables, rocking on chairs, making any type of loud noise will not be

permitted. Tables that are in compliance with the rules will be rewarded. Those who fail to follow the rules will be disciplined. Once the after meal prayer has been prayed, there is to be silence in the lunch room while trays are emptied and children line up to return to school or go to the playground.

VANDALISM

Anyone apprehended in any act of vandalism to Saint Patrick property is liable. Parents will be notified and plans will be made with them and the apprehended individual(s) for restoration and/or recompense.

TOBACCO-SMOKING-ALCOHOL-DRUGS

These substances are not allowed in school at any time. Saint Patrick School is a smoke-free building. Students, staff, or guests to the school shall not wear clothing that advertises the use of tobacco or other drugs. Posters or pictures displaying the use of alcohol or tobacco are prohibited from display.

SNOWBALLS

Throwing snowballs is not permitted on school grounds. Parents are asked to remind their children to avoid throwing snowballs at anyone and at moving cars or buses. The bodily danger involved, risks of permanent injury, and possible lawsuits are too great. Students caught throwing snowballs will be given in-school suspension.

FIRE EXTINGUISHERS

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00.

BICYCLES

Bicycles are not to be ridden on the school grounds at any time. The school provides bike racks, but accepts no responsibility for bikes parked there. Parents are reminded that all bicycle riders bring bikes at their own risk. Please insist that bike riders wear helmets.

VOLUNTEER TEACHER ASSOCIATES

Volunteer Associates are an integral part of our learning program. These associates are necessary to enable the teacher to work with small groups of students and to take care of clerical duties and a wide variety of tasks related to instruction. It is our goal to involve volunteer service to the school. In order to assist you, a short training session, if requested, will be provided for those who are volunteering for the first time.

TUITION

Tuition fees are set by the Board of Education.

TUITION DEDUCTIONS

Expenses incurred by parents may qualify for tuition tax deductions or credits.

INCLEMENT WEATHER

It is the policy of St. Patrick School to keep the children safe and healthy. Outdoor exercise is an integral part of the wellness policy of St. Patrick School. However, when it is raining or the temperature or wind chill is below zero degrees, the children will have indoor recess.

In case of heavy snow, ice, etc. Saint Patrick School follows the same schedule as Anamosa Community Schools. Please, listen to the radio or TV for this pertinent information.

Please discuss with your child/children where they should go if school is canceled during the day. It is important your child/children know where to go in case the emergency would arise.

If the weather is questionable, the following stations will broadcast cancellations and early dismissals:

KCRG AM 1600
KCRG - CH 9

WMT AM 600
KGAN TV - CH 2

IT IS NOT NECESSARY TO VERIFY THE SCHOOL CANCELLATION REPORT WITH A TELEPHONE CALL TO THE SCHOOL.

STUDENTS

GUNS/WEAPONS

It shall be the policy of the St. Patrick Board of Education that weapons and other dangerous objects be taken from students and others who bring them onto the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises, shall be expelled for not less than twelve months. Further reference can be found in ABE 5131.7a.

SEARCH AND SEIZURE

It is the policy of St. Patrick School to operate its facility in a Catholic, orderly environment. Recognizing that the presence of contraband on school/catechetical program property or on the person of a student attending school/catechetical program is not consistent with the mission of the school, a St. Patrick School official may, if the need arises, search a student and/or protected student area.

A school/program official may search individual students and individual protected student areas if both of the following apply:

- a. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
- b. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and nature of the infraction.

If a student is not or will not be present at the time a search of a student protected area is conducted pursuant to paragraph 1, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

School lockers, desks and other facilities or spaces owned by the school/program are provided as a courtesy to the student and shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space.

BULLYING/HARASSMENT

It is the policy of the educational programs governed by St. Patrick Board of Education to maintain a learning and working environment that is free from sexual harassment, harassment and/or bullying of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Harassing/bullying shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property; 2) has a substantially detrimental effect on the student's physical or mental health; 3) has the effect of substantially interfering with a student's academic performance; 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards or elsewhere on premises where the educational program operates; 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

It is the policy of St. Patrick to accept the differences that each person brings to the school. Respect for each other and the positive reinforcement of each person's dignity is the basis on which we develop our educational program. Preventive programs will be used to teach the spirit and the law governing harassment.

Violations of this policy or procedure, whether it be sexual or physical harassment, will be cause for disciplinary action.

For a complete description and explanation of harassment, see policy #2525.11 in the Archdiocesan Policy book. A copy of the policy is on file at the school office and can be obtained by calling the office should you wish to read the policy in its entirety.

Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Archdiocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal C/DRE, director of Catechetical Services, or the Superintendent of Schools (or designee) for the Archdiocese of Dubuque. This policy is in compliance with Iowa Code Chapter 216 and ABE policies 2515.1, 2515.11.

St. Patrick School has adopted the Olweus Anti-bullying program. Staff, community, parents and students support the implementation of the program and are an integral part of the program. Programs throughout the school year will remind students of acceptable behavior.

Consequences for bullying are:

1. Student receives a verbal warning and incident is recorded in the student's chart. Student is referred to office. Loss of recess or other consequence will be assessed to the student.
2. Parent or guardian will be notified.
3. In-school suspension of student. Readmission will be only after conference including parent/guardian,
4. Out of school suspension of student. Readmission will be only after conference as described above.

All consequences shall be carried out according to the ABE 5144.1.

GANGS

Youth gangs and gang-related activity are prohibited in educational programs governed by the Archdiocesan Board of Education. Communication will be maintained with the police department and public school officials on all matters related to gang activity within the community. In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the school/program.

The administration will have the right to search lockers, student desks, and upon request, personal property if suspicion of gang involvement exists. For complete information on the Archdiocesan policy on gangs, you may ask to read the complete policy #5133.

HELP FOR VICTIMS OF SEXUAL ABUSE

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they, or those in their care, have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call 563-556-1225 or toll free 800-803-6758 or 866-319-44636 to report an allegation or receive assistance. This program is part of the "Policy for the Protection of Minors."

FIRE-TORNADO DRILLS

Fire and tornado drills are held periodically. Students and all persons in the school building are to walk to assigned places in silence when the alarm rings. All regulations during the drills are in accordance with the State of Iowa regulations.

SCHOOL BUS

Students from Saint Patrick School are permitted to ride the public school bus. They are entitled to the same rights, benefits, and privileges as the public school children riding the bus; therefore, students are expected to conduct themselves as representative of a good Christian. They should be considerate and courteous toward drivers and other passengers.

Since school bus transportation is provided through the public school district, questions and concerns in regard to transportation should be addressed to them.

BUS EVACUATION

Students participate in bus evacuation procedures as outlined by the State of Iowa regulations.

TELEPHONE

The telephone is not intended for the general use of the school children. Calling home for forgotten items, etc. is discouraged. Should the need arise for the use of the telephone, written permission to leave the classroom is needed from the teacher.

Students bringing cell phones to school must leave them in the office during the day. They can be retrieved at the end of the day. Students using a cell phone to call or text during the school day without permission will lose the privilege of bringing a cell phone to school.

LOST AND FOUND

An effort is made to find the owners of clothing, lunch boxes, play equipment, etc. Periodically, any unclaimed items will be given to the needy.

LUNCH PROGRAM

Lunch and milk tickets may be purchased through the office. Free or reduced lunch forms are available. Those who qualify should return the form to the office and will be assured of confidentiality. The free and reduced-priced tickets your children receive are the same as all other tickets. A notice will also be sent home to remind you when a new ticket is needed.

LIBRARY/MEDIA CENTER

Our school has a central library/media center for the use of the entire student body. Parents are asked to join us in efforts to instill in children a real appreciation of good literature. Children, also, have to be taught responsibility in caring for books and in returning them on time.

ABUSE

In compliance with School Laws of Iowa and ABE 4116.30a, any certificated or licensed employee of St. Patrick School, who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. A level-one investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. The Office of Educational Services will appoint the level-one investigator (the principal) and alternate (Associate Directors of Educational Services) and will contract a trained, experienced professional to serve as the level-two investigator. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1 -.15 (280) and ABE 4116.30a.

AIDS

Children diagnosed as having any blood borne pathogen disease, or with laboratory evidence of infection with a blood borne pathogen associated virus (HILV-III/LAV) and receiving medical attention may attend classes in a unrestricted educational setting in accordance with ABE 5141.2.

CHILDREN WITH ILLNESSES

Individual student health records are maintained in school. Any time a child is ill, the child should be kept at home for the sake of her/his own well-being and that of one's classmates. The student's temperature should be normal for 24 hours before returning to school. Since a sick child should never be sent home alone, it is imperative that we have the name and telephone number of an alternate in case the parent cannot be reached in time of need. First aid will be administered for minor injuries.

HEARING/VISUAL TESTING

An annual visual test is given to all students K-6 and students entering kindergarten in the fall. A hearing check is given to students in grades K, 1, 2, and 5 by Grant Wood AEA personnel. Students in other grades may be tested if there is a known history of ear problems, or if the student is new to the school. Parents who do not want their child's hearing tested will need to indicate such in writing. School personnel will then notify the school audiologist of these requests.

MEDICATION

Medications can be given during school time and must be accompanied by a written consent of the parent with the doctor's signature. Prescription medication must be in the original bottle and must be clearly labeled as to the name of the student, doctor's name, name of medication, dosage, and the time to be given. A parent's signature is required to dispense over the counter medication. Certificated personnel will be in charge of all distribution of medication. Cough drops are considered a medication according to state rules and must be sent to the office.

ACCIDENTS/EMERGENCIES

Parents/guardians are required to leave home and work phone numbers with the school, as well as another emergency number which could be used in case of an accident or emergency. Should these numbers change during the year, we ask you to keep us informed.

ASBESTOS

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (now referred to as AHERA) was enacted in Congress to determine the problems schools may have with asbestos and to develop solutions to these problems.

To give you some background, asbestos has been used as a building material for many years. It is a natural mineral that is mined primarily in Canada, South Africa and the former U.S.S.R. Asbestos' properties made it an ideal building material for insulation, sound absorption, decorative plaster, fireproofing, and a variety of miscellaneous uses. In 1973, there were over 3,000 different products made from asbestos products. Most uses of asbestos products for building material were banned in 1978 when asbestos was determined to be a potential health hazard.

We had our facility inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled and rated the condition and hazard potential of suspected asbestos materials in our facility. The records of this inspection and the laboratory analyses were turned over to a certified asbestos management planner and an asbestos management plan was developed.

Our efforts to meet AHERA regulations include a notification letter, education and training of our facility employees, plans and procedures to minimize the disturbances of asbestos containing materials, and plans for removal, repair and surveillance of asbestos containing material.

A copy of the asbestos management plan is available in our administrative office and at CFM Environmental Inc., 1086 Main, Dubuque, Iowa. We have implemented the asbestos management plan. It is our intent to comply with federal, state, and local regulations. We plan to take all necessary precautions to insure that your children and our employees have a healthy and safe environment in which to learn.

CONCLUSION

If there is a regulation that you do not understand, we ask that you call the school office (462-2688) . We will explain the educational philosophy that prompted the policy. Any policy formed has sound educational theory behind it, is in accord with state regulations, the Archdiocesan handbook, and has been discussed by the Board of Education and principal. Every effort has been made to do what is best for the children and their total education. Our Catholic parishioners are putting forth great effort to maintain their school, and it is of deep concern to us that the education received is the very best that we can offer.