



SAINT PATRICK PARISH

THE CATHOLIC COMMUNITY OF HUDSON, WISCONSIN

CATHOLIC SCHOOL

Family Handbook

OUR PHILOSOPHY

Saint Patrick Catholic School is committed to building a partnership between the parents, students, staff, and parishioners in order to help each child reach his or her full potential. We are dedicated to providing a Catholic Education that nurtures the soul, shapes the mind, and strengthens the body of each child. Our focus on God, family and community will help guide their lives with purpose in service and virtue.

OUR OBJECTIVES

- ❖ To instruct students in the truths and practices of our Catholic faith.
- ❖ To encourage the practice of Gospel values and the Beatitudes.
- ❖ To inspire students to pray, love, and be of service to others.
- ❖ To emphasize the importance of our role in the Church and throughout the world.
- ❖ To promote habits of healthful living and a positive self-image.
- ❖ To develop an understanding of the dignity of all cultures and the interdependence of all creation.
- ❖ To help students set high academic goals for themselves and achieve them.
- ❖ To recognize the diverse learning styles of all students.
- ❖ To help students acquire the tools of learning and develop good work and play habits.
- ❖ To provide instruction and experience in the arts.

OUR MISSION

Saint Patrick Catholic School works to inspire students to grow in faith, wisdom, and academic excellence, while fostering a Life Long Relationship with God in our 3 year old Preschool through 8th grade in the community of Hudson and the surrounding communities of St. Croix Valley.

Saint Patrick Catholic School creates an environment that encourages students to integrate their Catholic faith into daily living, to achieve academic excellence, and to reach their full potential.

Nurturing the Soul, Shaping the Mind, Inspiring the Heart

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ACADEMIC ADVISOR/ADVISEE

Each Middle School Student is assigned to a Home Room Teacher who serves as an advisor for students. There is a home room period in the morning during which students may meet with their advisor.

ACADEMIC ENHANCEMENT PROGRAMS

Saint Patrick School offers: Christmas programs, spring musical and musical reviews, fine arts festivals, Young Authors Program, Geography and Spelling Bees, Knights of Columbus essay contests, etc.

Environmental Club

Students meet after school to discuss environmental issues, take field trips, and complete service projects that better the environment.

National Junior Honor Society

National Junior Honor Society is a school club focused on the four pillars of scholarship, leadership, character, and service. Students meeting the criteria set forth by the NJHS are invited to submit an application for membership. The national charter sets the standards for membership.

Servers

Boys and girls may be altar servers beginning in grade 4 as candle bearers and grade 6 as Master Servers. The church provides training.

Student Council Officers & Classroom Reps

The Student Council is an organized group of students which meets regularly and shares in the life of the school. The Student Council represents students and the school in the areas of scholarship, responsibility, attitudes, leadership, citizenship, service, school spirit, and recreation.

Examples of activities they regularly sponsor include: Food Shelf Collection; Spirit Days; Haunted House (to raise money for local community concerns); all-school celebrations for Christmas, St. Patrick's Day, and Earth Week; and other activities to promote school spirit such as the Talent Show.

Under the guidance of the advisor and approval of the principal, the Student Council plans and organizes activities and makes decisions to achieve the above goals. In September students in grades 5-8 elect the offices of President, Vice-President, Treasurer and Secretary. These positions are held by seventh and eighth graders. Following the election of officers, classroom representatives for grades 5-8 are then chosen at the classroom level.

ACCREDITATION

Saint Patrick School is accredited by Wisconsin Non-Public School Accrediting Association (WNSAA).

ADMISSION POLICIES

Saint Patrick School admits students of any race, color, religion, creed, and national or ethnic origin. Students entering kindergarten must be 5 years of age on or before September 1. Students entering grade one must be 6 years of age on or before September 1.

AFTER-SCHOOL CARE

Saint Patrick School offers after-school care from 3:30 - 6:00 p.m. on regularly scheduled school days. The fee is \$10.00 per session (\$5.00 if picked up before 4:15 p.m.). Parents must submit signed monthly contracts indicating which days their child is in need of care, fees are non-refundable.

AFTER SCHOOL HOURS

After school activities and events are scheduled in advance so parents and students can plan for transportation. Students are under adult supervisor for all school-sponsored activities and events on the premises. When an activity does not begin immediately after school, students report home and return at the appropriate time, or parents make other arrangements. Students are not allowed to roam the school, play in the gym, or remain outside on school grounds unsupervised until event time. Students may attend after-school care. Unless written or verbal arrangements have been made through the office, students will be sent home on their assigned bus route. Behavior guidelines in effect during the school day also apply to after school activities.

APPOINTMENTS

Parents and guardians should schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. **At no time are students allowed to leave the school grounds without parental permission and notification of the school office.** Parents are required to sign their child

in and out of school office when a student leaves and/or returns to school. The Sign In/Out Log is located in the school office.

ARRIVAL/DISMISSAL

Saint Patrick School BEGINS at 8:40 a.m. and ENDS at 3:25 p.m. Students riding the bus are dismissed at 3:25 p.m. Students walking or being picked up are dismissed at 3:30 p.m. Preschool and Junior Kindergarten half day classes run from 8:40 – 11:30 a.m.

Arrival by bus: Buses arrive around 8:25 a.m. and leave around 3:30 p.m.

Drop Off/Pick Up by Car: Students arriving may be dropped off in the parking lot or at the drop-off areas on the NORTH side of St. Croix Street. Parking is prohibited near the corner of St. Croix Street during school hours. Do Not Park on the East Side of 4th Street or on the south side of River Street between 8:15-8:45 a.m. and 3:15 – 3:45 p.m. Please be mindful of our neighbors and do not block their driveways at any time.

Outside supervision of students begins at 8:20 a.m. Families who need to have their children at school before 8:20 a.m. must notify the office. Students remain outside until the first morning bell rings, at which time they may enter school and take their belongings to lockers. Students arriving after 8:45 a.m. must present a parental note that explains the tardiness and obtain a tardy slip from the school office to give to their teacher.

Street Crossing and Safety Patrol: Students use the two school corner crossings staffed by the school patrol on St. Croix Street and 4th Street, and on 4th Street and River Street before and after school. **STUDENTS AND ADULTS MUST NOT CROSS THE STREET BY GOING IN FRONT OF, BETWEEN, OR BEHIND BUSES.**

ATHLETICS

Saint Patrick School strives to offer students the opportunity to participate in an athletic program that teaches athletic skill development, competition, and sportsmanship. Team sports offered at Saint Patrick School are Volleyball, Cross Country, Basketball, Softball and Baseball. The Athletic Directors conduct the sports program with the support of the principal. **There is a SEPARATE SAINT PATRICK ATHLETIC PROGRAM HANDBOOK** available to all parents. All participating athletic families are required to sign the Saint Patrick Athletic Agreement which states they have read the handbook and will adhere to all Athletic policies. Additionally students, parents, and coaches are responsible for reading and understanding the “signs, symptoms, and behaviors of a concussion or head injury”, which is available as a link on our school website.

ATTENDANCE & ABSENCE

Saint Patrick School adheres to all Wisconsin regulations regarding attendance. It is important for students to be in class daily for continuity and progress in learning.

Absence Due to Illness

- When a student is absent due to illness or other unexpected event, his/her parent or guardian should call the school office to leave a message on the school attendance line: [715-386-3941](tel:7153863941) (press 1 then 7) or send an e-mail to office@stpatrickeducenter.org between 7:30 – 9:00 a.m. on each day the child is ill or absent.
- If you are unable to notify the school on the day of the illness, please provide a written note or e-mail to the office upon the students return to school.
- Failure to notify the office will result in an unexcused absence.
- If your child is absent due to illness for 3 days or more (consecutive or non-consecutive), a doctor’s excuse is needed before your child returns to school. Doctor excuses are filed with the school office.
- If your child is running a fever, DO NOT send him or her to school. A child needs to be fever free (with no fever reducing medication) for 24 hours before returning to school.
- Children who become ill during school hours will be sent home only with permission from the office and after a parent has been notified. If a parent cannot be reached, the person/s listed as your child’s Emergency Contact will be contacted.
- If your child contacts a communicable disease, please inform the school office immediately. Wisconsin law may require your child to stay at home for a number of days. Check with the school office for details.

A student will be recorded as absent ½ day if the student is at school for less than 4 hours.

For safety and attendance reasons, if a student is absent from school and the parent has not notified the school, the school will attempt to reach they parent by telephone.

Excused Absences

All excused absences require parent or guardian verification. A planned absence requires prior written notification to all teachers concerned. For vacation plans, a one week written notice is required. If absence, late arrival or early dismissal is necessary for an appointment, a written / emailed notice should be given to the teacher or school office the day before the appointment. All notes are kept on file in the office.

Unexcused Absences/Truancy

Students absent from school without parent or guardian permission or without an acceptable excuse are considered truant.

Tardiness

All students K-8 who arrive at school after 8:45 a.m. are tardy. They need to report to the office for a tardy slip. Habitual tardiness may result in make-up time after school or referral for truancy.

Attendance Enforcement

Under Wisconsin State Statute 118.15, parents or guardians have the responsibility to ensure their child attends school regularly. Penalties may be imposed on the parent or child for failure to attend school regularly.

The School will contact the parents about absences after:

- 5 unexcused absence or tardies from school.
- 10 absence from school (excused and unexcused).

Once 10 absences, full day or part day, excused or unexcused, and tardies, have been reached in one semester, the school will review for "Habitual truant" which means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. If the absences of a student is determined to meet habitual truancy, then a truancy referral may be made to the court system.

BEFORE-SCHOOL CARE

Saint Patrick School offers before school care from 7:00 - 8:30 a.m. on regularly scheduled school days. The fee is \$10.00 per session (\$5.00 if dropped off after 8:00 a.m.).

BEHAVIOR EXPECTATIONS

Students and staff are expected to treat one another with respect and courtesy at all times. They are to value school property and that of all students and staff, and be good stewards of the environment. They are to strive to be models of Christ.

Saint Patrick School Positive Behavior Intervention Strategies (PBIS)

All students are being taught the expectations for all school environments. Character traits are introduced at our Living the Word Prayer Services at the beginning of each month, and are reinforced through our daily messages and prayer through the context of discipleship. Teachers and staff pledge to:

- Focus on personal excellence, respect, responsibility and safety.
- Stress the importance of good character.
- Teach good decision-making skills.
- Model consistency and expectations for all students across all environments.

The following behaviors will be expected of students in the areas of ARRIVAL, DISMISSAL, ASSEMBLIES, CLASSROOMS, BATHROOMS, HALLWAYS & LOCKERS, LIBRARY, CAFETERIA, and PLAYGROUND:

Personal Excellence

- Exhibit positive behaviors without being asked or without looking for a reward.
- Be aware of and treat other students, parents, and teachers kindly and respectfully.
- Make good choices that promote a constructive experience for everyone.
- Be a positive role model for classmates and other students.
- Actively participate and constructively contribute to the learning environment.

Responsibility

- Know what days and times they have before-school activities, and whether or not they are riding the bus home, walking, or getting picked up.
- Sign in at the office for before-school activities.
- Be on time for the school day and any activities, and prepared for any after school activities.
- Organize desk and locker.
- Bring required materials to class and be prepared to learn.
- Listen well, follow directions, and complete assignments on time.

Respect

- Follow all classroom rules.
- Include others, use positive words and good manners, and patiently wait their turn.
- Make use of others' materials only with permission, and respect others' privacy and personal space.
- Speak with an appropriate voice level as directed by the teacher, make eye contact and greet other students/teachers.
- Follow school rules for cell phones usage (see electronic devices/cell phones on page 13).
- Pick up items and trash seen around school.

Safety

- Walk at all times in the hallway, and stay on sidewalks outside.
- Cross streets at crosswalks with crossing guard or teacher, and be aware of cars and buses.

- Get dropped off in safe/appropriate locations around school.
- Sit with four chair legs on the floor.
- Get an adult if someone is ill or hurt.
- Follow playground boundaries including fences, alleys, neighbors' yards, sidewalks and roads.

In addition to the above noted expectations, students are also to follow these guidelines at Mass, whether in the school or at church:

- Actively participate in the liturgy and reverently partake in the solemnity of the Mass.
- Be respectful of the sanctity of the church/gym space, and in no way disruptive to those seated around them.
- If not Catholic, be respectful of others' beliefs and listen attentively.

When using school property students will be expected to:

- Treat them carefully so as not to damage or waste equipment or materials.
- Clean up after themselves, and put away items used.
- Share with others waiting to use the same property or supplies.
- Assist others who may need help or directions.
- Reuse and recycle materials when possible.
- Follow the computer and Internet guidelines when using the computers.

At after school activities and events, students will be expected to:

- Follow the same rules of courtesy, conduct, respect, listening, and kindness expected during the school day.
- Arrange for transportation to arrive and leave at the appointed times unless a coach/parent is providing group transportation.
- Remain in the designated area of the event and not wander around school or off school property.

On buses students will be expected to:

- Follow the same rules of courtesy, conduct, respect, listening, and kindness expected during the school day.
- Obey all rules specific to the bus.
- Ride only the bus to which assigned. Students may only ride the bus to their home or assigned designation. Riding to a friend's home or another designation is **NOT** permitted by Safeway Bus Company.

OFF-LIMIT AREAS

Students are prohibited from these areas: boiler room, roof, and roof ledges, maintenance and electrical closets, staff work room and lounge and climbing on fences bordering playground areas.

CONSEQUENCES FOR FALLING BELOW THE EXPECTATION LINE:

Depending on the severity or frequency of the offense, a violation of a school rule may result in any of the following consequences:

- Penalties established in classroom plans.
- Time-out.
- Communication/conference with parents.
- Referral to the Principal.
- Detention.
- Restitution.
- Suspension of specific privileges.
- In or out of school suspension (removal from school for 1-5 days or until satisfactory plan has been established).
- Expulsion (permanent removal from the school).
- In cases where the law has been broken, legal authorities will be contacted.

BICYCLISTS

Students in grades 3-8 may ride bicycles to school. Bicycles must be walked on school grounds, taken directly to the bicycle rack, and locked for the day. The school is not responsible for stolen or damaged property.

BOOKS & SUPPLIES

Saint Patrick School requires that hardbound textbooks be covered. Students are responsible for lost or damaged books and supply materials, and will be charged accordingly for damaged materials. Required school supplies are the responsibility of the student. School supply lists are made available for the upcoming school year each spring and are available in the school office or as a link on the school website.

BULLYING & HARASSMENT

All members of the Saint Patrick Community have the right to feel safe, respected, and protected while in the school. Keeping in mind the Gospel message of love, Saint Patrick School is committed to keeping its environment free from

any bullying and harassment. This policy applies to all students, faculty, staff, administrators, parish staff, parents, vendors, volunteers, coaches, guests, and others who act on behalf of the school.

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. Bullying can take many forms, including, but not limited to: physical or verbal assaults, nonverbal or emotional threats or intimidations, social exclusions and isolation, extortion, and the use of computer or telecommunications to send embarrassing, slanderous, threatening or intimidating messages. Bullying can also be characterized as teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing. Bullying is a form of victimization and is not necessarily a result of or part of ongoing conflict.

Bullying behavior is prohibited:

- On school and church grounds
- During a school-sponsored activity
- On school buses
- Through the use of school equipment

Harassment is defined as unwelcome verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's performance or which creates an intimidating, hostile, or offensive working or learning environment. The harassment may be based on age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, or sexual orientation.

Sexual Harassment includes but is not limited to:

- Teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors or making derogatory or dehumanizing sexual remarks.
- Subtle physical or verbal pressure for sexual activity.
- Intentionally brushing against a person's body.
- Display of offensive pictures, posters, or other graphics.
- Leering, inappropriate patting or pinching, and other forms of unwelcome touching.
- Creating a hostile, intimidating, or offensive environment.

Conduct may be considered harassment or bullying when it is unwanted, deliberate or repeated. **Any student, faculty or staff member who believes they are being harassed or bullied by another student or staff member should immediately report the incident to administration.**

BUS TRANSPORTATION

Students living within the School District of Hudson and beyond one mile from Saint Patrick School are eligible for busing. Riding the bus is a privilege. Riders are to follow the bus policies as set forth by the Hudson School Board. Students are permitted to ride only the bus to which they are assigned. Students who are not authorized riders are not permitted to ride a bus to a friend's home.

- Riders are expected to conduct themselves in a manner that will not distract the driver from operating the bus. They are to show respect to students and drivers, follow rules assigned by drivers and use appropriate language.
- State law mandates that students be seated while the bus is in motion.
- Bus drivers are in charge of student discipline while operating the bus.
- Students must be at their assigned stop when the bus arrives.
- Pick up points are established as close as possible to the home; when necessary, a short walk may be required.
- No oversized objects such as skateboards, skis, or large instruments are allowed.
- Eating and drinking is not permitted.

Contact Information: Safe-Way Bus Company (715-386-2824)

CHANGE OF ADDRESS/TELEPHONE NUMBER/EMERGENCY CONTACT

For emergency and administrative reasons, it is very important that every student maintains an up-to-date address, telephone number and emergency contact in the school office. Notify the school immediately if a change of address, phone number or emergency contact information occurs during the school year.

COMMUNICATION

Saint Patrick School office hours are 8:00 a.m. to 4:00 p.m. on scheduled school days. Voice mail messages may be left at any time; return calls will be made in a timely fashion. Summer office hours will be posted.

All school communication is done electronically: calendar information, messages, web forms (including permission for field trips), and other pertinent information are sent via email or listed through Sycamore. Parents are encouraged to read school emails and Sycamore.

Teachers may send home notes and weekly summations of the class's progress, events, and specific needs, and may also maintain a blog. Please watch for these either in paper or electronic form.

Sycamore

Parents are given access to our secure school database, where calendars, references, sports' schedules, teacher pages, homework, grades, financial accounts, and other pertinent information is housed.

Parish Website

The parish website, www.stpatrickofhudson.org, also contains general school information under the school tab.

Email and Voice Mail

Every teacher and member of the school staff has a voice mailbox and an email address. Parents are encouraged to use these tools to reach teachers for any questions, concerns, or comments. *See the staff directory on Sycamore for contact information.*

Messages from the Teacher or School

Parents are asked to check Sycamore frequently and thoroughly read the Family Handbook, report cards, notes from teachers, web permission forms, etc. and promptly respond.

Messages for Students

When necessary, parents may leave a message for students at the school office.

Messages from Students

Students may call home to request a forgotten assignment, materials, uniform, or lunch using the office telephones. **It is strongly encouraged that every effort is made to minimize the necessity for these calls for forgotten items, and phone calls be used instead only for actual emergencies or illness/injury.** No cell phone calls may be made during school hours.

Communication Procedure

To help with the lines of communication between parents/guardians, the following procedures should be followed:

1. If a parent/guardian has a question or concern about what is happening in the classroom, the parent/guardian should contact the teacher.
2. If a parent/guardian has met with the teacher and the concerns were not addressed or question not answered, the parent/guardian should contact the principal. The principal may call a meeting with teacher, student, parent/guardian, and principal.
3. If concerns were still not addressed or questions answered, the parent/guardian should contact the pastor for a meeting.

CONFERENCES

Formal teacher-parent conferences are held in the fall and winter at the end of first quarter and midway through third quarter. A parent/guardian and/or teacher may request a special conference at any time if the need arises. Parents may confer with teachers by making an appointment before or after school hours. Teachers cannot conference while teaching or supervising children – on the playground, around bus lines, in the cafeteria, or at recess.

DAILY SCHEDULE

Doors Open (staff only)	7:00 a.m.
Before School Care	7:00 a.m.
Before School Supervision Begins	8:20 a.m. (Outside except for inclement weather)
Homeroom/First Bell.....	8:40 a.m.
Lunch.....	11:00 a.m.-12:28 p.m.
Classes End	3:20 p.m.
Dismissal.....	3:25 p.m.
Preschool 3 Year Olds.....	8:40 – 11:30 a.m. or 8:40 – 3:20 p.m. (2-5 days)
4K	8:40 - 11:30 for the AM Class or 12:30 - 3:25 for the PM Class
4K Wraparound	8:40 - 12:30 for the AM Class or 11:30 - 3:25 for the PM Class

DISCIPLINE

Saint Patrick's Philosophy of Discipline is based on Gospel values of love of neighbor and discipleship. Every person deserves to be treated with dignity and respect. Self-direction rather than external control is the aim of true discipline. A climate of mutual understanding, respect, trust, and modeling should be cultivated in order to promote self-discipline.

Discipline Procedures

Saint Patrick School has adopted Positive Behavior Intervention Strategies for all students (**PBIS**):

- Focus on personal excellence, respect, responsibility and safety.
- Stress the importance of good character.

- Teach good decision-making skills.
- Model consistency and expectations for all students across all environments.
- Prevent problematic behavior through a proactive approach.
- Occurs within an environment of discipleship.

All students are taught the behavior expectations for all school environments. Posters are on display throughout the school to remind students, staff, and visitors of expected behaviors. Character traits are introduced at our Living the Word Prayer Services at the beginning of each month, and are reinforced through our daily messages and prayer.

CONSEQUENCES FOR FALLING BELOW THE EXPECTATION LINE:

Depending on the severity or frequency of the offense, a violation of a school rule may result in any of the following consequences:

- Penalties established in classroom plans.
- Time-out.
- Communication/conference with parents.
- Referral to the principal.
- Detention.
- Restitution.
- Suspension of specific privileges.
- In or out of school suspension (removal from school for 1-5 days or until satisfactory plan has been established).
- Expulsion (permanent removal from the school).
- In cases where the law has been broken, legal authorities will be contacted.

Final Discipline Authority

Though the principal receives input from the staff, parents, parish personnel and others, s/he is the final authority on all questions of discipline, staff, curriculum, athletics, and school management as long as the decisions are within diocesan guidelines. The only exception to this is in cases of expulsion. The principal may suspend a student and require a resolution of pertinent issues before re-admittance to the school, but the pastor has the final say on a decision to expel a student. The pastor receives recommendations from the principal and may seek other counsel.

Suspension and Expulsion

When such action appears to serve the best interest of the child or the school:

- The principal may suspend a student from a class or school, for a time period not to exceed five consecutive days. Suspensions may be in or out of school. The responsibility for students staying out of school, rests with the student and parents.
- The principal, in communication with the Pastor and Diocesan Superintendent, may expel a student from school.

A student may be suspended or expelled for:

1. The student is guilty of repeated refusal or neglect to obey the rules; or
2. The student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or
3. The student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health, or safety of others; or
4. The student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority; or
5. The student endangered the property, health or safety of any employee of the school or parish in which the student is enrolled; or
6. The student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at any activity supervised by a school authority; or
7. The student, while at school or while under the supervision of a school authority, possessed a firearm, drug paraphernalia, alcohol or any other illegal item or item determined to not fit with the teachings of the Catholic Church.

The principal will work with school staff, the pastor, the Diocesan Superintendent, police, and other parties as needed to determine suspension or expulsion. Prompt notice and reason will be given to the parents.

Suspensions may begin immediately or on the next day. Students will be given appropriate opportunity to make up missed course work.

A suspension may be given before an expulsion to allow time for a thorough review. If the situation warrants, an expulsion from school can take effect immediately.

DIRECTORY INFORMATION

Saint Patrick School provides a Family Directory via Sycamore. Parents who do not want information released should contact the office.

DRESS CODE / UNIFORM POLICY

All students at Saint Patrick School are expected to dress in a manner that reflects our school's Catholic Identity. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others, and build school/community spirit. Saint Patrick School also feels that wearing of uniforms by students will help lessen the impact of socioeconomic differences and encourage students to concentrate on learning rather than attire.

General Requirements

- **All students are required to have hair of natural color.**
- All clothing must be neat and clean. All shirts must be tucked in. No baggy, tattered, or torn clothing. Pant legs cannot drag on floor. **No non-school logos on clothing.**
- **Uniform Shorts** may be worn from the start of school to October 15; and from April 15 to school year's end.
- **Non-Uniform Days (Spirit Days)** are held once a month. The purpose of a School Spirit Day is for students and staff to celebrate together one day each month by wearing clothing that fits a theme – usually seasonal. Student council chooses the themes with the permission of the principal. If you choose not to take part in the Spirit Day, you must wear the school uniform.
- **Scouting Uniforms** may be worn the day of Scout meetings.
- **Saint Patrick Sports' Uniforms** – volleyball, cross country, basketball, baseball, and softball shirts may be worn on the day of the **FIRST** home game.

Non-Uniform Days

- Attire must be neat with no inappropriate logos, symbols or words
- There is no attire permitted that makes reference to alcohol, tobacco, drugs or depicting violent acts (scenes, weapons, etc). No politically motivated or socially inflammatory slogans or graphics.
- Clothing must be in good condition and have no rips, tears, or holes.
- Hats may not be worn unless specified for the occasion.
- Out of uniform passes (if/when issued) may not be used on days when students attend Mass or participate in field trips that require uniforms be worn. Uniforms are required for all Masses.
- No sandals, flip-flops, or slippers allowed unless specified for the occasion.
- Socks or tights are required at all times.
- Undergarments must not be visible.
- Clothing that fails to cover the midriff, back, shoulders, or student's posterior is not permitted. If leggings are worn as pants, a shirt or sweater must cover the posterior.

All students at Saint Patrick School are expected to dress in a manner that reflects our school's Catholic Identity. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others, and build school/community spirit. Saint Patrick School also feels that wearing of uniforms by students will help lessen the impact of socioeconomic differences and encourage students to concentrate on learning rather than attire.

DRESS CODE / UNIFORM VIOLATIONS

Parental cooperation is necessary to maintain a uniform dress code. It is the parents' responsibility to assure the uniform regulations are followed so class time is not taken for teachers and principal to remind and enforce adherence to the dress code.

Implementation of Uniform Policy: The principal reserves the right to interpret, enforce, and modify the uniform policy / dress code as necessary. The school reserves the right to act upon any fad, trend, or radical behavior that may be distracting to students. All staff will be working together to ensure that the dress code is enforced.

The following consequences will be enforced:

1st Offense: Verbal warning.

2nd Offense: Verbal warning and parents notified.

3rd Offense: Immediate phone call to parents resulting in student being required to change prior to participating in further school activities and detention assigned.

DRESS FOR WINTER RECESS

Students in Preschool – Grade 4 are required to wear snow pants and boots for outdoor winter play.

K-4TH GRADE UNIFORM POLICY

2017-2018

Description	Color	Style
Classic Polo Shirt	<ul style="list-style-type: none">• White• Hunter Green	<ul style="list-style-type: none">• Short Sleeve• Long Sleeve• School logo optional• Must be long enough to tuck into pants or skirt

Sweater	<ul style="list-style-type: none"> • Navy Blue 	<ul style="list-style-type: none"> • Long Sleeve Cardigan
Sweatshirt	<ul style="list-style-type: none"> • Hunter Green 	<ul style="list-style-type: none"> • Must have Saint Patrick School Logo • Only hunter green sweatshirts with Saint Patrick School Logo will be available for sale • Handed-down sweatshirts of other colors may be worn and will phase out in the coming years
Pants	<ul style="list-style-type: none"> • Navy Blue 	<ul style="list-style-type: none"> • Twill only • No cargo or ankle banded pants
Shorts (Sept - Oct 15th) (April 15th - June)	<ul style="list-style-type: none"> • Navy Blue 	<ul style="list-style-type: none"> • Twill • No cargo
Jumper	<ul style="list-style-type: none"> • Plaid #80 	<ul style="list-style-type: none"> • Length of jumper must be no shorter than two inches above the knee
Skirt or Skort	<ul style="list-style-type: none"> • Navy Blue • Plaid #80 	<ul style="list-style-type: none"> • Length of skirt or skort must be no shorter than two inches above the knee
Socks	<ul style="list-style-type: none"> • Black • White • Brown • Navy Blue 	<ul style="list-style-type: none"> • Ankle – no knee highs, crews, or athletic socks with shorts • Tights or leggings (must be white or navy blue)
Tennis or Dress Shoes	<ul style="list-style-type: none"> • Black • Brown • White • Gray 	<ul style="list-style-type: none"> • Shoes must be closed-toe and closed-heel • NO sandals, clogs, boots, moccasins, or platform shoes are permitted • Tops of shoes must be ankle-height or lower • Heels must be no higher than 1 ½ inches • No roller or light up shoes
Belts	<ul style="list-style-type: none"> • Black • Brown 	<ul style="list-style-type: none"> • Plain, no studs or embellishments
Hair Accessories	<ul style="list-style-type: none"> • White • Navy Blue • Hunter Green 	

This is a comprehensive list. Your adherence to this policy is appreciated.

MIDDLE SCHOOL UNIFORM POLICY (5th – 8th grades)

2017-2018

Description	Color	Style
Classic Polo Shirt	<ul style="list-style-type: none"> • White • Hunter Green 	<ul style="list-style-type: none"> • Short Sleeve • Long Sleeve • School logo optional • Must be long enough to tuck into pants or skirt
Sweater	<ul style="list-style-type: none"> • Navy Blue 	<ul style="list-style-type: none"> • Long Sleeve Cardigan
Sweatshirt	<ul style="list-style-type: none"> • Hunter Green 	<ul style="list-style-type: none"> • Must have Saint Patrick School Logo • Only hunter green sweatshirts with Saint Patrick School Logo will be available for sale. Handed-down sweatshirts of other colors may be worn and will phase out in the coming years.
Pants	<ul style="list-style-type: none"> • Navy Blue • Khaki 	<ul style="list-style-type: none"> • Twill only • No cargo or ankle banded pants • Regular or relaxed fits
Shorts (Sept - Oct 15th) (April 15th - June)	<ul style="list-style-type: none"> • Navy Blue • Khaki 	<ul style="list-style-type: none"> • Twill • No cargo

Skirt or Skort	<ul style="list-style-type: none"> • Navy Blue • Khaki 	<ul style="list-style-type: none"> • Length of skirt or skort must be no shorter than two inches above the knee
Socks	<ul style="list-style-type: none"> • Black • White • Brown • Navy Blue 	<ul style="list-style-type: none"> • Ankle – no knee highs, crews, or athletic socks with shorts • Tights or leggings (must be white or navy blue)
Tennis or Dress Shoes	<ul style="list-style-type: none"> • Black • Brown • White • Gray 	<ul style="list-style-type: none"> • Shoes must be closed-toe and closed heel • NO sandals, clogs, boots, moccasins, or platform shoes are permitted • Tops of shoes must be ankle-height or lower • Heels must be no higher than 1 ½ inches • No roller or light up shoes
Belts	<ul style="list-style-type: none"> • Black • Brown 	<ul style="list-style-type: none"> • Plain, no studs or embellishments
Hair Accessories	<ul style="list-style-type: none"> • White • Navy Blue • Hunter Green 	

This is a comprehensive list. Your adherence to this policy is appreciated.

ELECTRONIC DEVICES

Personal electronic devices, such as but not limited to cell phones, iPods, cameras, etc. are not to be used on school property between drop-off and pick-up. At no time is texting, taking of pictures, or use of social media allowed. At any time while on school property, a student may be asked to put their phone away if it is not being used properly.

The following consequences will be imposed: (Order may vary depending on the nature of the offense.)

1st Offense: Verbal Warning

2nd Offense: Device will be confiscated for the remainder of the school day and returned to the student at the end of the day by the teacher. The teacher will communicate this with the parents.

3rd Offense: Device will be confiscated and given to the Principal. The Principal will take actions accordingly.

If a device is confiscated, it is the school's intent to return the device at the end of the school day. Depending on the nature of the offense, parents may be asked to come to school to pick-up the device or the device may be turned over to the authorities if warranted.

If a student needs to use their phone, they must ask a staff member and be granted permission. Use of the personal electronic device must be done in the presence of the staff member who granted permission.

Parents should not call or text students during the school day. Parents who need to contact their children are asked to call the school office.

Personal electronic devices should be turned off during school and stored where they won't cause issues.

EMERGENCY CLOSINGS

E-mail alerts will be sent out to families in the event of a school emergency closure due to inclement weather or other urgent circumstance. Twin City television and radio broadcasts and websites will also carry the information. In cases of inclement weather, Saint Patrick School follows the Hudson Public School District's schedule. Their website is: <http://hudsonraiders.org/>

EMERGENCY EVACUATIONS / CRISIS PLANS

Crisis Plans have been put in place to address various emergencies. The staff will use code signals through its P.A. system to alert staff without panicking students.

- Evacuate students according to fire drill
- Hold students. No one leaves. All is quiet
- Lock down. Hold students, lock room, close window blinds and turn off lights. Children move away from windows and doors.

Teachers take attendance to ensure all students on premises are accounted for. There will be one spokesperson for the school: the principal, pastor, or designee. When situation has ended, an ALL CLEAR signal will come over the P.A.

system. In the case of such a crisis, every visitor inside the building MUST report to the office. If they are in a hold or lock down situation, they must report by phone to the office where they are on the premises.

Evacuation Plans & Drills

In the event of situations requiring evacuation, students will be evacuated to the Oak Street Gym of Willow River School. Authorities will be called immediately. Staff and students will follow same procedures as for fire drills.

Children participate in fire and severe weather drills to learn to quickly evacuate the building. Students must WALK at all times and observe silence and order during the drills.

Tornados

When there is a tornado warning an announcement will be given over the P.A. System. Students must follow teacher instructions and proceed to designated areas in silence. The basement locker rooms under the Parish Education Center provides areas for the students and staff to gather for cover during tornados.

Hazardous Compounds

Some hazardous compounds are in the building for various purposes, such as cleaning, and these are all carefully labeled. Protective clothing is provided for staff who needs them, and the Poison Control number is posted in classrooms. Precautions are taken to store all chemicals carefully, and authorities shall be immediately called if there is a danger to anyone caused by a chemical on-site.

Security Cameras

Security Cameras are placed in strategic places throughout the building.

EMERGENCY INFORMATION

Every family is required to provide emergency contact information to be kept in the school office. For the safety of our students, please promptly notify the school office of changes to the emergency information. This information is used to contact you in the event of student illness/injury.

FIELD TRIPS

Teachers plan field trips to give students enhancing educational experiences to support what they have been learning in class. Students are expected to participate in the field trips, but they are a privilege and not a right. Students may be withheld from a field trip if the principal deems this appropriate.

Prior to each field trip, an email will be sent letting you know permission forms are available on Sycamore. Parents are to complete the permission form in a timely manner. **Students who do not have a completed permission form by the specified deadline will remain at school under supervision. A phone call from parents/guardians giving permission does not address legal authorization requirements for participants.** The permission form will describe the purpose of the trip and fulfills insurance/legal regulations. Parents who chaperone may need to pay their own way.

Chaperones

Chaperones may NOT bring siblings or other children on the trips. Seat belt use is mandatory for student transportation. **Driver and insurance information is needed on file at school before parents are allowed to drive other children. All chaperones are required to complete the diocesan background check and Safe Environment training at least three weeks prior to the field trip. Completion of this paperwork is valid for five years and must be completed prior to visiting classrooms or chaperoning field trips.**

Wolf Ridge (ELC)

Students in Grades 7 & 8 participate in three days of environmental classes and outdoor activities at the Wolf Ridge Environmental Learning Center (ELC) in Finland, MN. This trip is generally in December under adult supervision. A variety of student fund-raisers helps cover part of the expense.

FINANCIAL ASSISTANCE & SCHOLARSHIP

Financial assistance is available to families with students in Kindergarten – grade 8. Every effort is made to determine equitable distribution of funds, based on a confidential assessment of a family's financial situation and their ability to pay. Tuition Assistance Application Forms are provided in the school office.

Families wishing to contribute to the scholarship fund may do so by making checks payable to Saint Patrick School Scholarship Fund.

FINANCIAL RESPONSIBILITIES

Family Financial Accounts

Each family has two financial accounts managed through Sycamore: Tuition and Cafeteria. These accounts track all respective charges and payments. Parents are responsible for monitoring account balances through their online

Sycamore access. Accounts must be in good standing according to the agreed upon terms or re-registration may not be accepted. Lunches and milk must be prepaid by depositing money in this account.

The other three accounts which Sycamore may show are Childcare, Athletics and Miscellaneous. Childcare accounts would be if your child participates in Before or After Care, and any amount owed is due on a monthly basis by check. Athletics is only for record keeping purposes to track charges and checks deposited. Miscellaneous accounts are left over from RenWeb and should be paid off completely.

Fines

Fines are assessed for damage to or loss of textbooks, library books, and school property. These are considered a financial responsibility and will need to be paid in full before a final report card is issued.

Mid-Year Withdrawal

In the event a student is withdrawn for any reason mid-year, a \$100 administrative fee will be assessed. Tuition is prorated for the time enrolled. All accounts, fees and fines must be paid in full at the time of withdrawal.

Custodial Parents

Saint Patrick School requires one parent/guardian to act as guarantor of all financial responsibilities for each student. In the event of shared custody arrangements, one parent/guardian must sign the tuition agreement and be financially responsible for the payment of the tuition and cafeteria accounts. Any split billing arrangements are offered strictly as a courtesy by the school, must be agreed upon by the principal in advance, and will be suspended in the event of delinquency. The school will work cooperatively with custodial parents on all aspects of their children's welfare but financial liabilities will remain the responsibility of the account guarantor.

FUNDRAISING

The following is a present list of the authorized school fundraisers. (Fundraisers are not allowed without the knowledge and permission of the principal):

1. **Book Fairs:** Take place during the weeks of fall and spring conferences. Scholastic books are offered to students and parents, and a percentage of sales are donated to Home & School Association.
2. **Saint Patrick Gala:** Held on a Saturday in late March or early April. This is the school's largest fundraiser, featuring a silent and live auction, wine tasting, dinner, and entertainment for adults.
3. **Saint Patrick Golf Benefit:** A shot-gun scramble with a live and silent auction, dinner, and prizes.
4. **Box tops:** These items are collected for school reimbursement.
5. **Labels for Education:** Sweepstakes opportunities for participating brands.
6. **Scrip:** Gift cards from many national and local retailers can be purchased through the Scrip program. The school receives from 2% - 25% of the purchase from the retailer depending on the specific establishment. Scrip may be ordered at school or church.
7. **Go Buy Local:** Local establishments offer coupons and donate a portion back to the designated school.
8. **Lands' End:** Sends rewards based on total sales by Saint Patrick families.

GRADING POLICY

K – 2nd Grade

4 = Demonstrates an in-depth understanding of the knowledge and the skills assessed

3 = Consistently meets standards for the knowledge and skills assessed

2 = Meets some, but not all, of the standards for the knowledge and skills assessed

1 = Has not yet acquired the knowledge and skills assessed

(+) = Indicates a strength

() = No mark indicates satisfactory progress

(-) = Indicates a need to improve

(NA) = Indicates a skill not formally assessed this reporting period

(*) = Indicates work has been modified

3rd – 4th Grade

Excellent	Above Average	Average	Passing	Lack of interest, effort, cooperation
A 100-94	B+ 88-89	C+ 78-79	D+ 68-69	F 59 and below
A- 93-90	B 83-87	C 73-77	D 63-67	
	B- 80-82	C- 70-72	D- 60-62	

(+) = Indicates a strength

() = No mark indicates satisfactory progress

(-) = Indicates a need to improve

(NA) = Indicates a skill not formally assessed this reporting period

(*) = Indicates work has been modified

5th – 8th Grade

Excellent	Above Average	Average	Passing	Lack of interest, effort, cooperation
A 100-94	B+ 88-89	C+ 78-79	D+ 68-69	F 59 and below
A- 93-90	B 83-87	C 73-77	D 63-67	I Incomplete
	B- 80-82	C- 70-72	D- 60-62	N/A Not Applicable

GRADUATION

To graduate from Saint Patrick School signifies the completion of a strong academic and religious training program. Students are eligible if they have received passing grades for two or more quarters in each subject area and/or have no more than 8 unsatisfactory grades in total for a year. Students failing to meet the requirements will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony. However parents will be notified as soon as possible if it seems possible that their child may not graduate. The school will work with the student and the parents/guardians in an effort to achieve graduation status. The principal may require students to attend summer school to improve in a particular subject area or to complete unsatisfactory work before they are able to receive a diploma.

HEALTH & SAFETY

Children with fevers, rashes, or illness should not be sent to school. In the case of illness or injury an authorized member of the school staff will care for the student temporarily and a parent or guardian will be contacted. In the event the parent/guardian cannot be reached, the emergency contact designated by the parent will be called. If emergency medical treatment is necessary, the school will call 911 and then contact the parent/guardian listed as emergency contact.

- Children with Strep Throat need to be on medication for 24 hours prior to returning to school.
- Children with chicken pox should not return to school until pox are dried.
- Students with flu should not return to school until fever (over 100 degrees) is gone for 24 hours without fever reducing medication.
- Parents will be notified if child complains of feeling ill and has a temperature over 100 degrees.
- Parents will be notified immediately if child is detected to have lice. Child must be removed from school and given an appropriate hair treatment before they may return. A notice will go out to relevant grades if classmates have lice, but due to HIPA regulations school officials may NOT disclose the infected child's name or give other narrowing information.
- If a student is injured at school, the supervising teacher will immediately get the child medical assistance. After the crisis has passed, the teacher will fill out an accident form.

Medical Services & Expertise

The school is responsible for keeping health records and providing required student health screenings (i.e. visual, hearing, and scoliosis). Saint Patrick School accomplishes this with volunteer and contract nurses or trained volunteers.

A St. Croix County Health nurse is available for checks on communicable health problems. Parents must report communicable diseases to the school such as influenza, measles, mumps, chicken pox, head lice, etc.

Staff Training for First Aid: All staff employees are trained in first aid and CPR. Staff employees are also required to undergo annual training in regards to blood-borne pathogens.

Immunizations

Please have your child properly immunized prior to the start of school. To comply with the Wisconsin's Student Immunization Law, each student must supply written evidence of the minimum required doses of immunization or have a properly signed religious, health, or personal conviction waiver on file with the school.

HISTORY

The school was started in 1875 as "St. Mary's Academy on the Hill". In late 1889, the first Saint Patrick School was completed, a two-story red brick building at the present site. In 1953 the school was demolished to make room for a new school and gymnasium. The present building was completed and dedicated in 1955. It was updated over the years and in 2002, a building addition nearly doubled the school's space. The Parish Education Center, which is used by the parish during non-school hours, was dedicated in October 2002. This center also houses the Religious Formation Program. *(For a more detailed history see our web page under 'Our History').*

HOMEWORK

Parents help their children develop good homework habits by arranging for a quiet, well-lit area, designating a specific time and place for study, and having the necessary supplies close at hand. Students are responsible for bringing home textbooks, worksheets, and assignment pads, and for completing work on time.

Guidelines for daily home study:

Primary (gr. 1-3).....	15 - 30 minutes
Intermediate (gr. 4 & 5).....	30 - 60 minutes
Middle School (gr. 6-8).....	60 - 90 minutes

Confer with your child's teacher if you notice your child takes an unreasonable amount of time to do homework or repeatedly has minimal homework. Teachers will notify parents of ongoing problems with incomplete or missing work.

Making-up missed school work

When students are absent, they are allowed two days to make up the school work they missed for the first day of absence. If the absence extends beyond one day, one additional day is allowed for each day missed. For example, a two-day absence has three days of make-up time.

HONOR ROLL

Highest Honor = 4.0 Grade Point Average (G.P.A.)
High Honor = 3.67-3.99 Grade Point Average (G.P.A.)
Honors = 3.0-3.66 Grade Point Average (G.P.A.)

INCLEMENT WEATHER NOTIFICATION

In the event of severe weather, the local NEWS stations and radio stations will carry the school closing announcements, and the Hudson Public Schools website will post closings or delays and can be found at: <http://hudsonraiders.org/>. Saint Patrick School will also email all families of late starts or school closing.

INSTRUMENTAL MUSIC

Saint Patrick School instrumental music program gives instructions for individual instruments and provides large group ensemble rehearsals for grades 4 – 8. The fee for instrumental music is separate from school tuition. Checks must be submitted quarterly.

INTERNET AND COMPUTER USE

Saint Patrick School requires all families to read and sign an acceptable use policy for internet and computer/iPad use each year.

LIBRARY

Students visit the school library on a regular basis. Our school librarian and volunteers staff the school library. Students check out books on a weekly basis using our automated library system. Parents can view checked out books on Sycamore and will automatically be emailed daily if students have overdue books. Fines are charged for late returns or lost books. Reference books cannot leave the library.

LOST & FOUND

The school will not be held accountable for lost or stolen items. Children are discouraged from bringing money and items of value to school. Lost and found articles are kept in designated bins in each wing of the school. Lost materials

will be on display at conferences and parents should check the bins frequently. Items left unclaimed are donated to a local charity.

LUNCH PROGRAM

Saint Patrick School will offer a hot entrée and salad bar prepared on site every day. Money is deposited into students' cafeteria accounts on a prepaid basis and lunch costs are deducted daily. Free and reduced price lunches are available to those who qualify according to state guidelines. When a family qualifies, such information remains confidential.

Parents are welcome to eat lunch with their children. If you would like to order a lunch please do so by 9:00 a.m. through the office. Fast food lunches should be considered a treat and are discouraged for use on a regular basis.

Students who bring bag lunches may purchase a la carte milk. Bag lunches should be nutritious. Lunch begins serving at 11:30 a.m. with the youngest grades and the last section begins serving at 12:25 p.m.

MASS & PRAYER SERVICES

Prayer is an integral part of every day. Mass is held at 9:00 a.m. Friday mornings in the gym, or 9:15 a.m. at the Church. PLEASE JOIN US! Students sing, read, and help plan these joyful Masses. On Holy Days of Obligation, students attend Mass at the church (typically at 10:00 a.m.) in lieu of the Friday celebration. During Advent and Lent, students celebrate the sacrament of reconciliation. Students meet monthly for Living the Word Prayer Service.

MEDICATIONS

Over-the-Counter Medications: Saint Patrick School personnel may not administer over-the counter medications UNLESS parents have completed the required consent form and the medication is in the original manufacturer's container. The parental consent form must be completed each year. Dosages other than the recommended therapeutic dose on the packaging for age/weight require the written instructions of a medical practitioner and the completion of the "Prescription Medication Medical Consent Form". These exceptions must also be completed each year. Medications need to be picked up at the end of the year or will be safely discarded.

Prescription Medications: Prescription medications require a parental consent form and physician authorization form. Medications must remain in their original container and be labeled with the child's name and dosage. Inhalers are kept in the child's backpack. Students must also have a parent's/physician permission on file for the use of inhalers.

Epi-Pens: Students who have allergies that result in anaphylaxis should have an Epi-Pen stored in the office with the appropriate parent/physician release. Saint Patrick School reserves the right to declare classrooms, lunch tables, and other areas peanut-free.

All medications must be picked up at the end of the school year; no authorization or medication can carry over to the new school year.

MID-TERM PROGRESS REPORTS

Mid-term progress reports are distributed four times a year to students in grades 5-8. This communication is meant to inform parents if any corrective action needs to be taken before the end of the quarter. Mid-terms notifications are sent via email and are available as documents in Sycamore by hovering over your student's photo.

NON-CATHOLIC STUDENTS

Students are not required to be Catholic for admission, but all students, including non-Catholics, attend religious instruction and liturgies. These instructions and liturgies are essential to the mission and community life of the school.

PARENTAL RESPONSIBILITIES

- Foster respect, religious values, and positive attitudes toward peers and staff in word and deed.
- Know and comply with all school policies and help your child do the same.
- Read school communications.
- Be aware of child's academic progress; require that child does homework. Help child get sufficient rest and a good breakfast.
- Consult with staff as soon as there are concerns and work through the problems with them using mutually respectful discourse.
- Attend school-related meetings, conferences, and other functions.
- Volunteer for school activities and fundraisers.
- Attend Sacramental preparation. These preparation processes are family-centered and are assisted by the Parish Religious Formation Program and the school.
- Support the parish and school financially.
- Provide the necessary school supplies. A list of needed supplies is available annually.

Concerns or problems should always be addressed first to the primary person(s) involved. If satisfactory results are not attained, the matter should be brought to the principal's attention.

PARKING

Parents are asked not to park in the Fourth Street lot when children are using it for gym or noon recess. This lot may be used for morning drop-off and afternoon pick-up. Enter and exit by way of the alley. Please enter ONLY through the south (St. Croix St.) side, and exit ONLY through the north (River St.) side. Parking is also available on city streets, with the exception of the east side of 4th St. when school is in session.

PARTIES

Within the classroom, teachers decide how children's birthdays are celebrated. Classroom parties hosted during school hours must be kept simple and need the principal's prior approval.

To avoid hurt feelings, please send home party invitations through the mail and arrange for balloon and flower deliveries at home.

PROGRAMS

Each student is expected to participate in certain school presentations during the school year. The success of the production depends upon every child doing his/her part, therefore students are required to attend. If there is a particular reason why a student cannot attend, parents need to arrange for this prior to the day of the performance. An alternate assignment will be given.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on each student's academic, physical, social and emotional growth and involve consultation with parents, teacher(s), principal and any other personnel involved with the student.

PUBLIC SCHOOL SERVICES

Contact Information

Director of Pupil Services
644 Brakke Road
Hudson, WI 54016
715-377-3703

Drug-Awareness Education

Students at Saint Patrick School benefit from the same drug-awareness education programs and materials as in the public schools.

Shared-Time Programs

Saint Patrick students may attend public school courses for credit if there is room and the course is not otherwise offered at Saint Patrick School. To take advantage of this opportunity, students must arrange their own transportation.

Sports, Extra-Curricular Activities and Clubs

Saint Patrick School students may join the sports, activities, and clubs offered at the public school if there is room and Saint Patrick School doesn't have a similar offering. Some of these sports and activities for Middle School students include: football, wrestling, track, and ski club.

RECESS

Recess is part of the regular curriculum program for grades K-4. It provides physical exercise and social experiences complementary to healthy development. Students in grades 5-8 will also have a recess after lunch. All students are to be on the playground during recess, and should be appropriately dressed for outside recess. Students with medical excuses will be allowed to remain in the school during scheduled recesses under supervision. All students will remain indoors during rainy weather and when temperatures or wind chill drops below zero.

The playground area and equipment is for student use. They are expected to show respect for all playground equipment, play fairly, share and exhibit courtesy to all classmates. At the end of each recess students are to stop all play, walk to the designated area and wait for the supervisor to lead them in to the building. Students are supervised on the playground at all times.

REGISTRATION

Registration for new and returning students is done in the spring, which allows us to assess and allocate staffing needs for the upcoming school year.

REPORT CARDS

Student report cards are generated quarterly and sent home electronically.

SACRAMENTS

The Sacraments of First Eucharist (First Communion) and First Reconciliation are mandatory for Catholic students in grade 2, according to parish and Diocesan policy. Guidelines for preparation and the reception of First Communion and Reconciliation are followed according to those set by the Diocese of Superior.

SAINT PATRICK SCHOOL PARENT GROUP

Mission

This association acts as a communication vehicle between faculty, parents, parishioners, and the Hudson area community. It provides essential operational assistance to the school, sponsors educational speakers, and serves as a great way for parents to get to know one another. By working on different projects together, you meet fun new people you might not have otherwise.

Members

All parents/guardians of school students and faculty are members. Each family pays dues at the beginning of the school year.

The executive committee includes the pastor, school principal, and three officers who serve two-year terms.

Room Representatives

Each classroom is assigned room parent representatives who serve as liaisons for each class.

Meetings

Association meetings occur in the evenings indicated on the school calendar. A copy of the Association's Constitution is available in the school office.

SCHOOL COMMITTEE

Mission

The purpose of the School Committee is to support the principal, staff, and pastor by providing parental input and ideas, serving as an advisory committee on topics which include (but are not limited to) educational policies and school mission, long-range plans, school budget, financing of educational programs, public relations, and the setting and evaluation of goals.

Members

8-10 members, two staff, and one-two parish council liaisons, along with principal and pastor.

Meetings

Meetings occur the third Tuesday of each month at school or church and are open to parents and parish members.

SCHOOL DECISIONS & MANAGEMENT

The Principal's Role and Responsibilities

As the head of the school the principal oversees decisions having to do with students, staff, facilities, financials, curriculum, textbooks, athletics, discipline, health and safety, extracurricular activities, etc.

The Pastor's Role and Responsibilities

The pastor oversees the work of the principal. Along with the principal, Parish Administrator and Pastoral Council, he watches over the school budget and finances. The pastor, in counsel with the Trustees, Parish Administrator, Pastoral Council and Finance Council must approve staff raises, hires, and fires. The pastor is also the final authority in terms of the decision to expel a student.

Parental Input

The principal receives input on general policy decisions from the School Committee and on athletic policy decisions from the Athletic Directors. The School Committees in part consists of parent membership, and the two Athletic Directors are current or former parents. These parents receive and provide to the principal parental and parish input. However the principal's decisions are final until the policies come up for review. It is the ultimate responsibility of the principal to make binding decisions, for it will be s/he who bears the final accountability for those decisions.

The Home & School Association also works closely with the principal, supplying financial and community support to the staff. It helps to promote communication among parents, teachers, and administration.

SCHOOL PICTURES

A professional photographer takes individual formal student pictures in the fall and a yearbook is published each spring. Purchase of either or both is optional. Parents are responsible for submitting completed order forms with payment or by submitting orders and payment online. Every student will have his or her picture taken for class composites and the school yearbook.

SNACK BREAK

Students may bring a snack for a mid-morning snack break. We recommend nutritious snacks.

SPECIAL EDUCATION

Exceptional Education Needs

Saint Patrick School strives to meet the needs of all students. Classroom teachers assess the needs of each student through screening assessments, observation, daily work, etc. If a student is found to have a special need, modifications, accommodations, and/or interventions will be utilized. Education plans for students may be written listing special strategies, goals, modifications, and/or accommodations. Students may be referred to the public school district for assessment. Written parental permission is required. A service plan may result from this assessment. The service plan may include direct services that would be provided at the public school.

When school personnel suspect that a student has exceptional educational needs, parents are contacted. After thorough discussion of the student's needs, the child may be referred for further testing.

Screenings

All children in the Hudson School District, whether attending Saint Patrick or Trinity Lutheran School, the public school, or have a home-based education are entitled to a developmental screening to determine if a student has a disability and special education needs.

STANDARDIZED TESTING

Saint Patrick Students take the MAPS testing two times a school year and any other standardized testing required by the diocese.

STUDENT RECORDS

A record of each student's academic performance, test scores, behavior, attendance and medial information is kept on file. Federal and state laws provide that these records be available for examination by the parent/s of students. Questions concerning student records should be directed to the principal of Saint Patrick School.

SUMMER SCHOOL

Saint Patrick School students are invited to participate in ALL summer school programs on the same basis as all other students in the Hudson School District. There are remedial and enrichment classes in the basics of math science, language arts, social studies, and study skills. Additionally there are some classes offered in the arts and recreation. The schedule of classes and registration materials are sent through the mail, and parents register their children as directed. For Special Education offerings, there is a pre-registration.

TRANSFER OF RECORDS

A formal request for transfer of records must be completed and verified at the school office.

TUITION & PAYMENTS

Saint Patrick School charges annual tuition. There are separate tuition rates for parishioners and non-parishioners. **The parish contributes monetarily to each student's education in grades Kindergarten through 8th.** This is why families who receive parishioner-based tuition are expected to be contributing members of the parish.

Parents sign a Tuition Payment Agreement at registration and select one of three payment methods:

1. **Annual:** Full payment due September 1. (There is a \$125 discount per student with this option.)
2. **Semi-annually:** Payments due in September and February.
3. **Monthly:** Payments are September through June. Tuition is divided into ten monthly installments and automatically withdrawn from your bank account. There is no fee for this plan.

Tuition charges and payments are posted to the family's Tuition account. Failure to meet the tuition agreement, to re-negotiate the agreement, or to apply for tuition assistance may result in non-registration for the following school year. In these cases, the pastor makes the final decision.

VISITORS

All school doors are locked during the school day. Visitors and vendors are asked to use the front door and are required to sign in at the school office and obtain a visitor pass prior to proceeding.

Parents are welcome to visit their child's classroom – but must call to make an appointment. Please do not conference with teachers during their instructional day or while they are responsible for students. Parents wishing to volunteer in the classroom, attend classroom parties or activities, or chaperone field trips are required to complete a diocese mandated background check and Safe and Secure Environment training at least three weeks prior to the scheduled event. Please contact the office for details on this policy and instructions.

VOLUNTEER OPPORTUNITIES

Saint Patrick School is kept going daily through the efforts of many volunteers, doing the many necessary things which would be so missed without you. **Your talents and time are always appreciated here!**

Saint Patrick parents are known for their generous support of the school with their time and talents. There are many chances to volunteer, and the rewards are great – not only in heaven, but here on earth. You get to meet new people, have fun working toward common goals, and watch your children grow as they learn from your model of service.

Diocese Requirement

For all regular volunteers, the Diocese of Superior requires background checks and volunteer training, in keeping with similar laws for Wisconsin public schools. The volunteer training may be taken on-line. The background check is confidential and processed by an outside, secure vendor.

Class Helpers: Teachers often look to parents to sign up for special classroom events (i.e. Tale and Treat, tutoring assistance, classroom assistants for science projects, or chaperones and drivers on field trips.)

Room Parents: Each class is aided by at least two room parents. These parents are available to help the teacher organize parents for any class events or activities requiring parental involvement. They help with class purchases of Gala baskets, parties, etc. Sign-up happens at the beginning of the school year.

Cafeteria and Playground Supervisors: Volunteers are needed to help watch the students at lunch and at recess to keep them safe, happy, and well-behaved.

Library, Music, Art, and Theater: Volunteers are needed to assist the specialists in these areas. (i.e. library aides, musical preparation, and fine arts events)

Office Assistants: Volunteers are needed to help back up the office staff when members are sick or overly busy.

Coaches: Coaches are needed for cross country, volleyball, basketball, baseball and softball throughout the year.

Speakers: Parents may have a professional skill or an enthusiast's hobby that you could share with the students. Please let us know. Many parents share their knowledge with the school community by coming in as a speaker or through the Junior Achievement Program.

Drivers: Drivers are often needed for field trips. You need a driver's license, seat belts, insurance, and to have a completed driver form on record in the office.

School and Class Needs List: There are always things that can be made or donated, work projects that could use volunteers, etc.

Home & School Association: All parents are automatically members of the Home & School Association, and all efforts of this group go directly to help the school. Becoming active in this association is a good way to get to know more parents and feel like you are making a difference.

YEARBOOK

Saint Patrick School produces an annual yearbook. Information for the purchase of a yearbook is available in the school office.