

# **Saint Patrick Catholic School**



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## **Student/Family Handbook**

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## Student/ Family Handbook

This handbook is intended to serve as a guide for working towards a better realization of the philosophy, goal, and objectives of St. Patrick Catholic School by providing the students and parents with a common understanding of the spirit and general regulations of the school. The following provisions of this handbook address only the specific areas referenced. New situations may arise during the school year that require the implementation of additional policies and disciplinary actions as well as adjustment of existing policies and procedures. The administration expressly reserves their right to draft, institute and enforce any new policies and to adjust existing policies in order to improve the school atmosphere and education of our students. The students and their parents expressly waive any right to contest the administrations right to adopt new policies, approve additional disciplinary actions, and change existing policies.

St. Patrick School is a pre-kindergarten through eighth grade Catholic School operated by St. Patrick Catholic Church, under the direction of the Bishop of the Diocese of Lincoln and the Pastor of the St. Patrick parish. As a state approved school with degreed and certified teachers, St. Patrick School abides by all state requirements and regulations. The classrooms are self-contained with specialty teachers in band, vocal music, computer, and physical education.

### **Educational Philosophy**

St. Patrick Catholic School seeks to provide opportunities for the students and staff to participate in the practice of their faith and to create an atmosphere supportive of religious values. St. Patrick School recognizes that God has entrusted the parents of our students as the primary educators of their children and works to assist them with this task.

### **Mission Statement**

The mission of St. Patrick Catholic School family is to form students who possess strong religious values, academic integrity, individual responsibility, and a clear sense of citizenship.

### **Goals:**

- To create strong Catholic children who understand their faith and can live it out daily.
- To impart knowledge, develop understanding, and cultivate an appreciation for the basic academic subjects.
- To emphasize respect for and recognition of the dignity of all human beings.
- To assist along the path of the ultimate goal which is salvation of immortal souls and knowledge of their responsibility to God.

### **Admission**

St. Patrick Catholic School exists primarily to assist faithful, practicing Catholic parents in the education of their children. Parents are the primary educators of their children and should work closely with the school to provide a high-quality education for their children. St. Patrick School does not discriminate on the basis of race, color, national, or ethnic origin and promotes an atmosphere of inclusion and diversity.

Attending St. Patrick School is a privilege and requires the communication, stewardship, and positive support from parents and the entire school family. An annual registration will be conducted in the spring of every school year for currently enrolled students. Parents will be allowed to register their children provided tuition and fees are paid and the payment form has been completed. If students are registered in another parish a verification form must be filled out by the pastor of that parish and returned to the school to qualify for the Parish Stewardship Scholarship rate. According to Nebraska State Law, to begin Kindergarten the child must be five years old on or before July 31<sup>st</sup>. Preschool students must be four years old by July 31<sup>st</sup> of the current year.

*A physical examination as prescribed by the State Department of Education is required of all pupils before entrance into school, and when beginning the seventh grade, or transferring from out of state. In addition, prior to entering school, every pupil shall be immunized against measles, rubella, poliomyelitis, diphtheria, pertussis, hepatitis B, chicken pox (two vaccinations), and tetanus.*

*As part of the initial registration, parents should provide a copy of the students' birth certificate as well as certificates from the reception of sacraments. If the student is transferring from another school; academic and health records will be requested.*

### **Illness and Vaccination Policy**

Students are to be excluded from school if they have a cough that can't be subdued with cough suppressants, a fever (100.4 or higher), or any orally communicable condition such as vomiting, diarrhea, ringworm, pink eye, etc. If a child becomes ill with an uncontrollable cough, fever, vomiting, or diarrhea while in the care of the school or extended care program, parents or emergency contacts will be called to come and pick up the child. Children must be symptom free for 24 hours from before returning to school. As with anytime your child is not going to be at school, we ask that you call or email to notify us before 9:00am.

Students must be vaccinated according to state requirements in order to be enrolled in the Lincoln Catholic Schools. The only exceptions acknowledged by the diocese are those for medical reasons and for which a physician has signed a waiver form. Personal Conscience forms may be submitted as a sworn and notarized affidavit listing which required immunizations have not been received. Although an exemption may not be claimed on the basis that use of current immunizations directly violates Catholic religious-moral teaching, parents may discern the issues in accord with their well-formed consciences. However, key elements of the Church's teaching on immunization must be read and parents/guardians must sign an affidavit affirming that these are ecclesial teachings to which Catholics must offer "a religious submission of the intellect and will." The school is to receive an assurance from parents/guardians that they understand and accept the risks associated with the omission of immunization. If a disease for which the child is not immunized breaks out in the community (or if the child contracts the disease), then the child will not be allowed to attend school until the outbreak is contained (or the child recovers and presents a release from a medical professional or physician's note assuring recovery). The school is not obligated to modify services during this time.

### **Tuition**

The tuition charged by St. Patrick School represents only a small portion of the cost to educate a student. Therefore, parents who enroll their children at St. Patrick School are expected to fulfill their duty to faithfully tithe to the Church through Stewardship and read the Parish Stewardship Information handout (see Appendix A).

To qualify for the Good Shepherd Scholarship or the Shamrock Scholarship a family must apply through the FACTS Grant & Aid Management portal. Please see Appendix G for a detailed explanation and instruction on how to apply.

### **FACTS Tuition Management**

FACTS Tuition Management Company will exclusively manage the collection of all tuition at St. Patrick. Please see Appendix H for a detailed explanation and instruction on the new procedures for tuition payment.

### **Pre School**

All 4 year old preschool students may attend full days Monday through Friday from 8:00am to 3:20pm or full days Monday, Wednesday, and Friday. The students may participate in the school lunch program and Extended Care Program. They also receive Music, Library, and Physical Education classes if they attend all 5 days. An option to rest or nap is given after lunch.

### **Pre School Dress Code:**

- All tops must have sleeves (no tank tops)
- Girls must wear shorts or leggings under dresses and skirts
- Pants ONLY (no shorts) Oct. 15th - March 15th
- Athletic shoes required (NO sandals or boots)
- No Jewelry – except for stud earrings worn by girls

### **Lunch**

The current lunch cost will be shared before school begins is published on the monthly lunch calendar. All students are welcome and encouraged to apply for Free and/or Reduced Lunch through the form sent out in the summer. All forms must

be turned in to the school by 30 full school days after the first day of school. All students who attend school for a full day are served lunch including the Preschool students. The complete lunch information can be found below in Appendix B.

### **Regular School Day**

A regular school day for students in 4 year old preschool through 8<sup>th</sup> grade at St. Patrick School begins at 8:00a.m. The tardy bell rings at 8:00a.m. We begin the day with Holy Mass for all the students at 8:05a.m. Students who arrive between 7:00 and 7:40a.m. will be required to go to Extended Care. Upon entering the building or coming from Extended Care, students will wait in the atrium until dismissed to their classroom at 7:45a.m when the bell rings. All students are dismissed at 3:20p.m. At dismissal time students are to leave the building and wait with their class during pick up. Those who have not been picked up at 3:30pm will be required to go to Extended Care. If a student is to report somewhere other than home, we ask that the office be notified. Extended Care is available until 6:00p.m. each day including most early dismissal days.

### **Early Dismissal**

All of our early dismissal days will be a 1:00p.m. dismissal. Typically, one Friday of each month will be an early dismissal for staff meetings. You can see all of the early dismissal dates on the calendar for the school year. After School Care will be available on most of these days until 6:00p.m.

### **School Closing Procedure**

The Diocesan Education Office typically communicates and matches the closing policies of the Lincoln Public Schools, BUT the Diocesan Education Office may elect to keep schools open, even if LPS chooses to close. The decision to close schools due to inclement weather is normally made before 6:00 a.m., at which time the local radio and television stations are notified. School closing information will be shared via email, text to those who opt in, and may be heard on local television channels and radio stations.

### **Tardiness**

Students are considered tardy if they are not in the building by the 8:00 a.m bell. Tardy students should go to the office to leave backpacks and coats before heading to Mass. Students who arrive late due to an early morning appointment will receive an excused tardy if a parent makes contact with the school office. If you know your child is going to be late for an appointment it is essential you notify the office.

### **Tardy Policy**

In accordance with diocesan policy that "class time must be made up if there is no valid reason for tardiness", the following stages will be followed in regards to tardies.

- **Stage 1:** When a student accumulates 10 unexcused tardies, a letter will be sent home to notify the parents.
- **Stage 2:** When a student accumulates 20 unexcused tardies, the student and his/her parent(s) will be required to meet with the principal to discuss concerns and develop a plan of action to avoid any more absences or tardies.
- **Stage 3:** Should a student reach 30 unexcused tardies then the students and his parents will be required to meet with the principal and pastor. If a change of the pattern of tardies cannot be agreed upon and implemented then the family may be required to find an alternative educational institution.

### **Field Trips**

Educational trips will be planned during the school day throughout the year. Parents will be given sufficient advance notices to parents/guardians prior to planned trips. Permission slips must be signed and returned to each individual field trip in order for your child to participate. Since St. Patrick School does not have a bus, volunteer drivers will be taking the students on trips, or the students may walk if the point of interest is near the school. Any volunteer driver must provide the necessary assurance of insurance and have a background check.

### **Extra-Curricular Attendance**

Students who are absent for a full day, whether ill or unexcused, will not be allowed to participate in school sponsored activities that same evening. Students who are absent in the morning, need to return by lunch time to participate. Excused absences (funeral, appointment, etc) will permit the student to participate, even if they miss the school day.

## Attendance

- All students coming or leaving during the school day must be checked in and out of the office.
- Students may not leave the school grounds without permission.
- It is highly recommended that students avoid appointments during school hours when possible.
- Anytime a parent or parents are out of town, the office is to be notified of whom to contact in case of emergency.
- If your child is going to be absent for any reason, parents must call or email ([st.patricklincolnschool@cdolinc.net](mailto:st.patricklincolnschool@cdolinc.net)) to inform the school of this absence before 9:00a.m. We will need to know the reason for the absence in order to complete the state requirement of reporting our schools absences report.
- If you have a absence due to illness you must notify the office. If you would like homework it is the responsibility of the parent to request it.
- Truancy is an absence from school or class without the knowledge and consent of the parents and/or the school authority. Every truancy will be dealt with on an individual basis.

## Extended Absence

Please note the following for when families choose to take their child out of school for more than 1 day to visit family or take a vacation. Students with extended absences due to medical reasons will work with teachers and administrators to create an individual absence plan.

- Teachers are not expected to provide work in advance
- Teachers may inform families of what material will be covered during their absence and the student will be responsible for reviewing the material and should be prepared to take assessments upon return
- Students may miss recess or specials time to take missed assessments or complete make-up work

## Absences Policy

- **Stage 1:** When a student accumulates 5-15 unexcused absences a letter will be sent home to notify the parents.
- **Stage 2:** When a student accumulates 15 unexcused absences, the student and parent(s) will be required to develop a plan of action to avoid any more absences.
- **Stage 3:** Should a student reach 20 unexcused absences the students and parents will be required to meet with the principal and pastor. More disciplinary action may be required. Possible disciplinary actions may include suspension, expulsion, retention in current grade, report to Child Protective Services. A student who misses more than 20 school days for the entire year has failed to meet the attendance requirement for the school and for the state of Nebraska.

## Discipline and Conduct

An effective system of discipline allows teachers, students, staff, and administration to work together in a positive environment so learning can take place. All members of the school community should be respectful, courteous, and should reflect our Catholic values and virtues. It is understood that individual classroom teachers may have differing classroom rules and expectations. Students are expected to adhere to the expectations outlined by their teachers as well as the school-wide expectations listed below.

## Basic Rules

- Students will show respect for people in authority, and follow their directions immediately.
- Student will show respect for fellow students, school property, and their property.
- No students may have in his/her possession, on or near school property, any item that may potentially be dangerous.
- Students will use appropriate language in accordance with Catholic morals and values.
- Students are expected to play safely, be kind to others, and keep hands and feet to themselves.

Violations of any of the above rules or classroom rules will result in consequences which may include but are not limited to: detention, loss of privileges, a telephone call home, missed recess time, staying after school, or restitution for damages. If necessary, a student will receive an in or out of school suspension or expulsion. The administration reserves the right to address unique circumstances as needed.

## Junior High Discipline Policy

At St. Patrick School we want to help middle school students develop skills in successful study habits, discipleship, responsibility, and appropriate behavior to help them prepare to be successful now and in high school. Students who do not follow expectations set forth for their behavior and academic work may receive demerits/ detentions any time they are on school property.

Students must carry their demerit cards around with them during the school day. Demerits are given for the following reasons: dress code, tardy, inappropriate behavior, minor disturbance, dishonesty, food in classroom, not following directions, disagreeing inappropriately or not accepting consequences/criticism, offensive language/gestures; excessive talking; disrespect; other. Demerits are given at the staff's discretion. If a circumstance warrants, an automatic detention or another consequence may be given.

Once a student receives five demerits, a detention will be served. Detentions will be served during the lunch and recess.

- **Stage 1:** After a student has 5 detentions a letter will be sent home indicating concern and requesting a meeting to be set up with the student, parents, and teachers to discuss the reasons for the infractions and what can be done to help the student become more successful in following the expectations.
- **Stage 2:** After a student has 8 detentions another letter will be sent home indicating concern and requesting a meeting to be set up with the student, parents, teachers, and principal to discuss the reasons for the infractions and what can be done to help the student become more successful in following the expectations. The student will then be put on a discipline contract in which specific needs will be discussed and agreed upon. Once this student reaches this discipline stage, the student will serve an in school suspension in place of detention.
- **Stage 3:** After a student has 11 detentions a meeting will be set up with the pastor and principal to discuss the discipline contract infractions and the action the school will take. Possible disciplinary actions may include suspension, expulsion, or retention in current grade. The student will be issued an out of school suspension with direct consequences should the actions continue.

The administration of the school reserves the right to review the discipline policy and adjust stages as necessary.

## Liturgy and Sacraments

Mass: St. Patrick's students and teachers attend Holy Mass daily at 8:05a.m. Students participate in the Mass through prayerful participation as well as grade appropriate functions such as reading, serving, and taking up the gifts. Students are expected to actively participate in the Mass. Through our reverent participation in the Holy Mass, we give glory to God. Parents are welcome to join the student body in worship whenever possible.

Holy Communion: Catholic students who are able and spiritually prepared to receive Communion are encouraged to do so. Those students who are unable to receive Holy Communion (in grades 3-8) are expected to receive a blessing.

Confession: Students will be given the opportunity once a month to go to Confession during the school day.

Adoration/ Benediction: All students will attend an Adoration and Benediction after mass on the First Full Friday of the month. Families are welcome to attend.

Stations of the Cross: All students will pray the Stations of the Cross on Fridays during the season of Lent.

Sacramental Preparation: St. Patrick School will assist parents of children in the second grade in preparation necessary to receive the sacraments of Reconciliation and First Holy Communion. St. Patrick School will assist parents of children in the fifth grade with the sacrament of Confirmation. Children will receive instruction at school prior to the reception of the Sacrament. The dates will be posted in the newsletter and be on the calendar that is sent home.

## Late Work Policy

When a student is not prepared for class due to any missing or incomplete assignment, the student will be sent to the office to contact a parent. They are to notify the parent that the assignment is missing or incomplete.

## Report Cards

Report cards are issued each quarter in PreSchool through 8<sup>th</sup> grade. The student is evaluated according to their progress and effort. Grades on report cards are final. Parents are asked to view and discuss their child's report card with their child.

## Progress Reports

All students in grades four through eight will receive a progress report towards the middle of each quarter. Parents are asked to view and discuss their child's progress report with their child.

## Grade Marking Scale Grades 1-8

A+	99-100%	B+	91-92%	C+	83-84%	D+	71-70%
A	95-98%	B	87-90%	C	79-82%	D	72-74%
A-	93-94%	B-	85-86%	C-	77-78%	D-	70-71%

Failing is anything below 70%

## PreSchool and Kindergarten:

- 4- Exceeds Standards; the student is able to go beyond the standard written on a consistent basis.
- 3- Meets Standards; the student is able to meet the standard as written.
- 2- Approaching Standards; the student is working towards meeting the standard
- 1-Below Standards; the student is unable to meet the standard above 50% or without adult intervention

## Testing

The Iowa Test of Basic Skills is administered every spring in grades 3-8. These tests are standardized tests that can measure learning, but are not the only indicators of academic achievement. Score reports will be distributed after the end of the school year.

## Honor Roll

The Honor Roll is calculated at the end of each quarter in grades 4-8. The Honor Roll will include those students who maintain at least a B in each of their required academic classes: english, math, science, social studies, and religion as well as specialty classes: music, art, computer, and physical education.

## Parent-Teacher Conferences

Parent-Teacher conferences serve as an excellent opportunity for communication with teachers regarding the progress of your child. Conferences allow teachers and parents to share successes of each student as well as concerns. Parent/guardians are expected to attend scheduled conferences. Scheduled parent-teacher conferences will be held in the fall and spring. Please consult the calendar for conference dates and times. The school office will be in communication with you about these times and dates.

## Library

The library and library books are a vital part of a student's education. Books are checked out for a period of two weeks. Children with overdue books will not be allowed to check out other books until the overdue books are returned. A fine will be assessed for damaged books. If a book cannot be repaired, the student will be required to pay for a replacement book.

## Band

Instrumental music is offered to students at St. Patrick School in grades 5-8. The lessons are free, but the students are required to provide their own instruments. Lessons are given both privately and in groups. There are band performances twice a year.

## **Textbook/Supplies**

It is the responsibility of each student to give proper care to all instructional equipment and supplies. The school furnishes textbooks and a daily planner for each student. Other school supplies such as crayons, pencils, paper, etc. must be provided by the student. St. Patrick School may obtain textbooks furnished by Lincoln Public Schools through the Textbook Loan program. To receive these books, parents will be asked to complete forms and return to school in a timely manner to receive these books.

## **Athletics**

In physical education classes the children are taught games, team play, cooperation, and sportsmanship. The 7<sup>th</sup> and 8<sup>th</sup> grade classes may play team sports through the Catholic Athletic League (6<sup>th</sup> graders may be allowed to play when combined enrollment for seventh and eighth grade becomes fewer than 12 boys or 12 girls). St. Patrick's athletes will observe the guidelines established by the league. Students who wish to participate in the sport league are to present a permission slip from the parent/guardian, a physical form from the family doctor, and are expected to maintain positive academic standing and appropriate behavior. If a student earns an F in any class, they not be eligible to play in games until the grade is raised to at least a D-. If a student's behavior in class is inappropriate, and /or excess demerits are accumulated, they may be removed from the team. Transportation to and from games and practice is the responsibility of the parents.

## **Visitors**

For security reasons, the doors remain locked to the school during the school day. Visitors and parents are asked to ring the bell to be admitted in the building. All visitors must report to the office, sign in, and wear a visitor badge while in the building. To ensure that learning is not interrupted, parents should make prior arrangements with the classroom teacher before visiting the classroom. Appointments with teachers should be scheduled for before or after school.

## **Alumni**

St. Patrick alumni are welcome to visit the school when the following conditions are met:

- Visit has been requested and approved in advance.
- Alumni who are current high school students should be supervised by a staff member at all times. If no staff is available, visiting students will be asked to wait in the office.

## **Volunteers**

Volunteers are a tremendous asset to the school community. Volunteers should contact the principal to find ways to best utilize their time and talents in our school. If a volunteer will have contact with students, they are to receive a background check and complete the Safe Environment training. Volunteers to the school must be adults unless the principal gives special permission.

## **Communication**

Effective communication between the home and school is crucial to the success of students. Parents may communicate by e-mail or leaving a message with the school office. Emails and phone calls will be returned at the earliest convenience. If there are classroom concerns about a student, please contact the classroom teacher directly before contacting the administration. Each Thursday a newsletter from the office will be sent home electronically through email. The email address(es) used will be those on file for the family.

## **Electronic Devices and Cell phones**

Cell phones, smart watches, and other electronic or musical devices are not to be used in school during regular school hours. All such items are to be turned into either the homeroom teacher or the school office until student has left the property. There is a phone in the school office for emergency student use. Violation of this policy will result in the watch or electronic device being confiscated and taken to the main office. A parent or legal guardian must then come to school to retrieve the item.



## **Toys**

Students are not to bring toys to school unless they are part of a “show and tell” activity in the student’s classroom. Items should be kept in a student’s backpack. St. Patrick School does not accept responsibility for lost or stolen items.

## **Vandalism and Damage**

Student may be assessed the cost of repair or replacement of school property if they have been guilty of destroying, marring, or losing it, whether through their carelessness or deliberate actions. School books must be covered at all times to help protect them from damage. Worn covers should be replaced. Student will be fined, in whole or part, for damaged books at the end of the year.

## **Treats and Snacks**

Children may bring treats for birthdays provided there are enough for each child in the class. Treats should be individual, easy to distribute, and not messy. Invitations to private parties should not be handed out on school property unless there is an invitation for every child in the classroom. Healthy snacks are encouraged. If a child chooses to bring a water bottle, it should only contain water, refills are allowed 1x day. Tree nuts are not allowed in St. Patrick Catholic School for any reason.

## **Health and Safety Policies**

The teachers and other school personnel safeguard the children while they are at school. The security system enables us to be extra vigilant with locked doors and cameras. Supervision and normal precautions are taken to aid in the safety of all students. Injured and ill students are brought to the school office. Office personnel will decide if the parents need to be informed or if the injured student is to be sent home.

## **Treatment of Injuries/ Medication**

The office personnel may administer first-aid for minor injuries. In case of illness the office personnel may take temperatures of students. Parents will be notified if the injury or illness needs further attention. All non-prescription drugs must be brought to the office in the container in which they were sold. The bottle or box must be labeled with the student’s name. All prescription drugs must be brought to the office in the original prescription bottle.

## **Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product or any electronic device which may resemble smoking, at any time, including non-school hours (24/7):

- in any building, facility, or vehicle owned, leased, rented or chartered by the St. Patrick Catholic Church and School;
- on any school grounds and property – including sidewalks and parking lots – owned by St. Patrick Catholic Church and School; or
- at any school-sponsored or school-related event on-campus or off-campus.

## **Appendix A: Stewardship Information**

## **Appendix B: School Lunch and Snack Milk Program**

## **Appendix C: Dress Code and Appearance**

## **Appendix D: Computer and Internet Use Policy / Photo & Media Release**

## **Appendix E: St. Patrick Before and After School Program**

## **Appendix F: Drop off and Pick up Procedure**

## **Appendix G: FACTS Grant & Aid Application**

## **Appendix H: FACTS Tuition Management**

**Appendix A**  
**Catholic Education in the Diocese of Lincoln**  
**St. Patrick Catholic School**  
**Parish Stewardship Information**

**Philosophy:** The Catholic Diocese of Lincoln has established a school system in order to fulfill, in part, the mandate of Christ to teach the Gospel to the whole world. (Matthew 28:18-20) Catholic schools in the Diocese of Lincoln help to form students in Christ by means of teaching doctrine, celebrating Liturgy and prayer, building community in Christ, and fostering Christ-like service, in order to assist parents in their duty as the primary educators of the whole child.

**Educational Role of Catholic Parents:** Parents and those who take their place are bound by the obligation and possess the right of educating their offspring. Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children, according to local circumstances.

Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators.

**Role of the Catholic School:** Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principal assistance to parents in fulfilling the function of education.

Catholic Schools exist to assist parents in their role as primary educators of their children. We work with parents to provide the best formation in the faith and the best educational opportunities available. We work with parents to help children live as disciples of Jesus and to achieve their academic potential in seeking His will for their lives.

**Funding of Catholic Schools in Lincoln:** Catholic schools in the Diocese of Lincoln operate primarily on the financial contributions of parishioners of supporting parishes. Tuition only covers a small portion of the costs associated with a child's education. Whereas public schools are funded through taxes, Catholic schools do not receive any direct financial assistance from the city or state. It is the work of the entire Catholic community to ensure that children have access to a Catholic education. A significant percentage of a supporting parish's resources are allocated to Catholic education.

**Christian Stewardship:** Mature disciples make a conscious, firm decision, carried out in action, to be followers of Jesus Christ no matter the cost to themselves.

- Beginning in conversion, change of mind and heart, this commitment is expressed not in a single action, nor even in a number of actions over a period of time, but in an entire way of life. It means committing one's very self to the Lord.
- Stewardship is an expression of discipleship, with the power to change how we understand and live out our lives. Disciples who practice stewardship recognize God as the origin of life, the giver of freedom, the source of all they have and are and will be. They are deeply aware of the truth that "The Lord's are the earth and its fullness; the world and those who dwell in it" (Ps 24:1). They know themselves to be recipients and caretakers of God's many gifts. They are grateful for what they have received and eager to cultivate their gifts out of love for God and one another.

## Stewardship of Time, Talent, and Treasure

All that we have is a gift from God, our Father and the Creator of all things. Our lives, families, homes, jobs, talents, and even the air we breathe – God bestows his blessings on us freely and generously. The most important gift is Jesus Christ, the only Son of God, whose life was given on the cross for us. As we reflect on these gifts, our hearts are filled with gratitude for His generosity. Stewardship is the way that we demonstrate this gratitude and show God and others that we are grateful for all the blessings He has given to us.

For the Catholic School to succeed in fulfilling its mission, parents, children, teachers, and the parish community must work together for the good of our children. Each person must contribute to the educational endeavor and commit to living as a steward of God's gifts.

**Time:** How we choose to spend our time indicates what we value. We have limited time and it is important to thoughtfully consider how we choose to spend it. It is essential that each member of the parish and school communities offer their time to the advancement of these communities.

- How will you spend your time to develop your and your family's relationships with Christ?
- Is your family committed to prayer on a daily basis?
- How will you contribute your time for the benefit of your parish?
- How will you commit to contributing your time for the benefit of your Catholic school, including attendance at parent teacher conferences, participation in the Home and School Association, and volunteering at the school and at events?

**Talent:** God has blessed each of us with unique skills, gifts, and talents. Sharing these gifts with our parish and school communities allows us to give what we have received and to share who we are. In doing so, we can build the body of Christ for the benefit of these communities.

- In what ways can I uniquely contribute to our parish and school communities?
- What skills do I have that can help our communities become a greater reflection of Christ's love?
- How can I share myself with others within the parish and school community? Can I help plan and organize events, be a mentor for a child, serve food, clean facilities, serve on a committee, act as a parent representative, complete a repair project, or be a classroom assistant?

**Treasure:** In gratitude for the material and monetary blessings we have received, we should feel compelled to give to those in need and to the Church. We are asked to give sacrificially, not only from our excess. It is not only the amounts of our financial contributions that matters, but whether they are truly sacrificial and are motivated by our gratitude to God. In the Gospels, when Jesus saw a woman contribute two small coins to the temple treasury, he said "I tell you truly, this poor widow put in more than all the rest; for those others have all made offerings from their surplus wealth, but she, from her poverty, has offered her whole livelihood." (Luke 21:1-4)

- Do I give money to the Church in proportion to the blessings I have received?
- Do I thoughtfully consider how I spend my money?
- Am I committed to contributing financially to my Church?
- What amount of money can I give to the Church each week?
- Do my financial contributions indicate that I am living as an active disciple of Jesus?

## Appendix B School Lunch Program

St. Patrick School participates in the National School Lunch Program. Monthly menus will be sent home and are available online. There are applications for free or reduced meals available in the office. Everyone is strongly encouraged to apply. All applications are held in absolute confidentiality. These letters and applications are sent home with students prior to the school year and are available in the office at all times. If financial circumstance changes at any time in the school year, you have the right to apply at any time in the school year for free or reduced meals.

**Prices:** The current hot lunch daily rate will be published on the monthly lunch calendar. All charges must be paid through the My School Bucks account or by a check/cash dropped off to the office. No payment will be accepted from students in the lunch line. Family and friends are welcome to join us for lunch and may purchase a hot lunch (charged to the student account). If you plan to eat school lunch with your child, please let the office know by 9:00a.m. of that day. Please do not bring outside food or beverages to your child from any outside eating establishment (i.e. fast food).

**Account balances Policy:** Families are highly encouraged to utilize and frequently check your balance on MySchoolBucks.com. At any time, when a family account reaches a negative balance, the family will be notified via email of the negative balance and should load their MySchoolBucks account or send the payment to the school.

Any positive balance or unpaid debt at the end of the year will be carried over to the next school year unless the last student in the family is in his/her final year in the school in which case the account will be settled at the end of the year. For accounts with a credit, a check will be issued to the family. Payment must be made before the student leaves for negative account balances. Families are strongly encouraged to apply for the Federal Free/Reduced Lunch Program.

### **Rules:**

- 1: Students who bring lunches will not be allowed to use a refrigerator or microwave.
- 2: Lunches from home should not contain excessive sweets (dessert, candy) or soda
- 3: Children are not allowed in the food preparation or clean up area.
- 4: To get any food from the counter you must have a tray.

### **Non-Discrimination Statement:**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) Fax: (833) 256-1665 or (202) 690-7442; or  
(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)  
This institution is an equal opportunity provide

## Appendix C

### St. Patrick School Dress Code

Personal appearance affects one's attitude and behavior. Good grooming exhibited through cleanliness, decency, and neatness indicates self-respect. The learning atmosphere is promoted when students look their best and practice this discipline. We ask parents to ensure that their children are dressed appropriately for school. All clothes must be clean, without tears, holes, tattered, or faded and appropriately sized. The administration reserves the right to make discretionary judgments regarding the appropriateness of student dress.

*Students will receive 1 written warning for non-compliance before receiving a consequence.*

The following companies sell dress code appropriate clothing – you are welcome to purchase uniforms **anywhere** you like:

- JC Penney: JCPenney.com/ Gateway Mall
- Old Navy: OldNavy.com / Southpointe Mall
- Dennis Uniform: dennisuniform.com (402) 496-9911
- ArtFX Polo/ tee/ sweatshirts with logos (402) 421-2611

If you need assistance acquiring an appropriate uniform, please contact the office. *Preschool – please see handbook for dress code.*

#### **Relaxed fit trousers**

- must be solid color: navy blue or tan
- must have belt loops
- no** exterior pockets (cargo pants/ exposed back pockets)
- no** stretch pants, leggings without skirt/skort, denim, skinny pants or sweatpants

#### **Shorts**

- solid colors: navy blue or tan
- must have belt loops
- length should be near knee-length or longer
- no** exterior pockets (cargo shorts/ exposed back pockets)
- no** biker shorts, gym shorts, denim shorts, or tight shorts
- Shorts may be worn in the fall through Oct. 15<sup>th</sup> and beginning in the spring on March 15<sup>th</sup>

#### **Jumpers/skirts:**

- jumpers/ skirts must be solid color: navy blue or tan
- 6<sup>th</sup> - 8<sup>th</sup> grade girls may wear skirts or skorts in Pius plaid  
(ask the school office for purchase info if needed)
- length should be at most 2" above the knee or longer
- may be worn year round with the appropriate undergarment:
  - if a skort**
    - no additional undergarment required during shorts season
  - if an open bottomed jumper/skirt:**
    - shorts must be worn underneath during shorts season
- fitted/ ankle length/ solid color leggings must be worn underneath shorts and skirts during the winter season (2<sup>nd</sup> and 3<sup>rd</sup> Quarters)

#### **Shirts:**

- polo shirts are **required**
- must be solid color: white, forest green, or navy
- must have a full collar / may be short or long sleeved
- must be worn tucked in or banded
- St. Patrick school logo on the polo *optional*
- undershirts (long or short sleeve) should be black, white, or gray

#### **Sweaters/sweatshirts:**

Please ensure your child has weather appropriate clothing items.  
*Coats, hoodies, or other non-uniform sweatshirts are for outdoor wear only and not to be worn to mass or in the classroom.*

- may be a cardigan sweater, sweatshirt, or fleece (no hoods)  
(solid color: white, forest green, black, gray, or navy blue)
- St. Patrick logo sweatshirt or St. Patrick logo fleece jacket  
(purchased from school order: past or present)

#### **Jewelry**

- small chains with religious medals or crosses are allowed around the neck
- one small religious bracelets or a wristwatch is allowed for boys and girls (will be confiscated if they become a distraction) smartwatches are not allowed.
- stud earrings (no dangles or hoops) worn by girls only in the lower lobe of the ear.
- facial or other visible body piercings are not allowed.

#### **Makeup/nail polish**

- no** makeup -**no** nail polish -**no** nail designs -**no** fake nails -**no** fake tattoos

#### **Belts**

- required** 3<sup>rd</sup>-8<sup>th</sup> grade / must be solid color: black or brown

#### **Boys' hair**

- should be clean, a natural hair color, and neatly kept
- must not fall below the eyebrows, over the top of the ears, or past the top of the collar
- floppy or spiked hair, shaved areas, designs, mohawks, faux mohawks, faddish styles, and pony tails/buns are not allowed
- sideburns are not to go below the middle of the ear
- must be clean shaven

#### **Girls' hair**

- hair should be clean, a natural hair color, and neatly kept
- headbands and hair accessories should be simple and not a distraction
- shaved areas are not allowed
- bangs should not be worn past eyebrows

#### **Footwear**

- athletic shoes are required
- socks are required
- all shoes must be laced all the way up and fastened properly
- no** sandals -**no** boots
- snow boots are allowed with a change of shoes. If boots are worn to school, shoes need to be changed into *before* entering the classroom
- socks** are to be solid in color; black, white or gray and contain very little brand markings of the same colors

#### **Shamrock Spirit Days:**

*Shamrock Spirit Days allow students to wear a St. Patrick logo t-shirt in lieu of their polo and appropriate full-length blue jeans or uniform bottoms*

- Students must wear a St. Patrick logo t-shirt (purchased from ArtFX)
- Spirit days will be announced at school and sent home in the newsletter.
- jeans must be in good condition (no rips or tears); blue in color, no jeggings, leggings or tight pants are allowed

## Appendix D

### Computer and Internet Use Policy

**General Guidelines:** St. Patrick School strives to provide an exciting, interesting, and motivating learning environment that allows student to develop their God-given capabilities. To help them achieve this goal, the school provides selected advanced technology for students to explore, investigate, design, and create in a Christian environment. Technology is a very important part of a child's education, as it is used to challenge them in all subjects.

Technology and the Internet are available in all classrooms, in the computer lab, and also in the library for educational purposes only. With this access come important individual, family, and school responsibilities. Students will be held accountable for computer and Internet usage. For its part, the school will provide monitoring to the extent possible. This includes software protection for undesirable Internet sites and password protection of operating systems and key files. This means that a student may have comparatively more restricted access to computer files and the Internet than at home. St. Patrick School requests parental support in reinforcing these restrictions.

The Diocese of Lincoln provides Office 365 email and online documents, there should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes. Accessing information or using the computer in any way counter to the St. Patrick School mission statement (such as accessing or providing materials to sites which include information on drug use, pornography, bigotry, hate, violence, or criminal behavior) is not allowed. Students doing research on controversial issues must receive permission from their teacher and/or other staff member before using such Internet sites.

Students are not allowed to alter settings or add software without permission from a faculty or staff member. Unauthorized access of computer login, directories, and other software hacking is prohibited. Students are to respect the privacy rights of others by accessing only their own documents. No student, or student's parent or guardian, without the expressed prior written authorization of the school's principal, may utilize the school's name or identifying logo. Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action. Negative or unjust portrayals of school or persons associated with the school, on any website (including social networking sites) may be subject to disciplinary measures. This applies to actions initiated either in or out of school.

**Acceptable Use:** Computers and the Internet are available at St. Patrick School for school assignments. In accordance with the St. Patrick School Mission statement, student will be held accountable for computer and Internet usage. We expect students to conduct online activities with courtesy, honesty, and respect for others; and to observe all school rules and policies as states in the handbook.

**Unacceptable Use:** Unacceptable use includes, but are not limited to, the following:

- Activities that are not educational in nature
- Activities that are illegal, dangerous, or destructive
- Use or alteration of another person's account; violation of privacy or the integrity of others' files
- Cyber-bullying; sending or displaying offensive messages/pictures; using obscene language; harassing, insulting, or attacking others
- Copyright violation or plagiarism
- Use of social networking sites, chat rooms, interactive games, instant messaging, non-school related bulletin boards, blogs, or personal email. Reminder that it is illegal under federal law for anyone under 13 to be on any social networking site without parental permission.
- Only students 13 and older may legally download home or mobile applications of Office 365 – always ask for parent permission
- Hacking or attempting to violate or change files
- Downloading programs or installing software
- Altering computer settings especially control panel settings
- Damaging computers, systems, or networks
- Use of technology for personal gain
- Financial transactions

**Plagiarism:** Students at St. Patrick School may not plagiarize. We define plagiarism as any of the following:

- Word-for-word copying from a source
- Paraphrasing without proper citation
- Using ideas without proper citation
- Using graphics without proper citation

Consequences: If any part of the student's assignment is plagiarized, they will receive a score of 0.

**Cyber-Bullying Policy:** Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings. Cyber-bullying can last a long time and be very detrimental to the victim. Cyberbullying in any form, at any time, will NOT be tolerated.

**Print Media Release:** Parents/Guardians hereby agree and give permission for St. Patrick Lincoln and/or the Diocese of Lincoln to photograph and publish to print media my child's name, image, likeness, or student work in any form (hereinafter collectively referred to as "print works"), and to display, publish, distribute or exhibit these print works or any part thereof for the purpose of and in connection with any material that may be created by the Schools including, without limitation, for print media.

By entering into this informed consent and release and granting the permission as stated herein, Parents/Guardians also are releasing St. Patrick Lincoln and the Diocese and their respective officers, directors, agents and/or employees from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out of or related to my son/daughter's participation in any media events.

**Web Media Release:** Parents/Guardians hereby agree and give permission for St. Patrick Lincoln and/or the Diocese of Lincoln to record, film, photograph, audiotape or videotape my child's name, image, likeness, spoken words, student work, performance and movement, in any form (hereinafter collectively referred to as "Works"), and to display, publish, distribute or exhibit these Works or any part thereof for the purpose of and in connection with any material that may be created by the Schools including, without limitation, for broadcasting on television.

By entering into this informed consent and release and granting the permission as stated herein, Parents/Guardians also are releasing St. Patrick Lincoln and the Diocese and their respective officers, directors, agents and/or employees from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out of or related to my son/daughter's participation in any media events.

**Appendix E**  
**St. Patrick School Extended Care Program**

**Philosophy, Goals and Eligibility**

This program has been created to serve all families with children in Preschool thru 8<sup>th</sup> Grade enrolled at St. Patrick School. As we strive in our efforts to help your children grow spiritually and academically, we will provide a safe, positive and enjoyable environment for your child.

**Right to Amend**

The program director reserves the right to amend this handbook at any time. If amendments to the handbook are made, each registered family will receive a notice of the amendment and will be asked to attach it to their existing handbook. In the unlikely event that fees or hours of operation change during the school year, a 30-day notice will be given.

**Enrollment Procedures**

All school students are automatically enrolled in the program. Families agree to enrollment each year with registration.

**Hours of Operation**

The program will be available to your child every day school is in session, from 7:00 to 7:45am. On a normal school day after school all students will go outside from 3:20 to 3:30pm and the program will begin upon their arrival back in school at 3:30pm and last until 6:00pm. On early dismissal days when students are dismissed at 1:00pm, extended care will begin at 1:10pm and go until 6:00pm that day. This will include unforeseen early dismissals; such as weather related closings. All students who are at school before 7:45am and after 3:30pm will be required to be in the Extended Care Program room.

The program will not be available for your child(ren) on the days school is not in session.

**Fees**

Extended Care Fees will be paid every two weeks through the FACTS Tuition Management Program. You will receive a 10 day notice before the fees will be charged to your bank account or credit card (this is the electronic notice on Monday), whichever you have set up when establishing your FACTS Management Program account. You can switch between ACH bank account payments and credit card payments as you desire, but this must be done at least two business days prior to the draw. Your online account has detailed information and it is recommended that you consult your account frequently for information.

The fee for the program is charged for every 15 minute period your child is in the program (up to 2 children), and a flat daily fee for the third child in the same family. Subsequent children will not be charged. You will be charged ONLY for the minutes the child is actually in attendance in 15 minute increments. Children who do not regularly attend the program are welcome.

You will not be allowed to drop your child off for Before School Care until 7:00am. If your child is not picked up by 6:00pm from Extended Care, the situation will be addressed on a case by case basis. If a parent is unable to pick up their children by that time due to unforeseen circumstances, the parent needs to call the church office, (402) 466-2752, as the school office is closed after 3:30. The staff person on duty will stay with the child (ren) until parents arrive to pick up their child (ren). After 6:00pm there will be an additional charge per 15 minutes. Please be mindful that our staff members have other obligations, as do you.

**Center Policies**

**ILLNESS:** If a child becomes ill while in the care of the Extended Care Program, parents will be called to come and pick up the child right away. The child must be fever free for 24 hours before they are able to attend Extended Care. In the event of contagious infections/illness, children cannot attend after school care until released by a doctor.



**DISASTER PLAN:** In the event of a natural or man-made disaster, such as carbon monoxide, gas leak, fire, tornado, flood, etc. students will evacuate the building. Parents will be contacted to come and pick up their children based on information from their enrollment forms.

### **Communication**

In the event of a grievance, concern, or question about any aspect of the Extended Care Program, please speak to one of the staff members. If you are not satisfied with the response, contact the Director. If all other avenues of resolution have failed, contact Fr. Schweiger at the rectory, (402) 466-2752.

### **Program Structure**

Our program is a supervised play/recreational program. The type of play encouraged in our program is not structured. One of the goals for extended care is to foster language and social development of all children. There will be physical activity and down time. Students will be fed a healthy, nutritious snack, followed by physical activity outside on the playground when the weather permits. In case of inclement weather, students will go to the gym. After physical activity, students will engage in quiet games individually or in small groups. Students will be encouraged to work on homework, but we will not take the responsibility of the homework from the child.

The Extended Care Program takes place in the St. Patrick Gym/Stage area and outdoor playground. When picking up your children please use the gym entrance and use your family code to enter. The rules of discipline are the same as the school rules. If students fail to follow school rules, the situation will be discussed with parents and a solution will be determined. When a serious offense occurs, your student will receive a written incident report written by the teacher who witnesses the incident. After 3 incident reports, your child will not be allowed to attend after school care for 1 day. If your child receives 3 additional reports, they will be suspended from after school care for 1 week. Any more additional reports after that will be reviewed on a case by case basis. Suitable disciplinary consequences will be administered up to and including the possibility of a permanent suspension from after school care. Please notify the school if someone other than a parent/guardian will be picking up children from Extended Care. This individual may be asked to present a photo I.D. to prove their identification.

## Appendix F Drop off and Pick up

All traffic must flow in the directions indicated on the map and you CANNOT get out of our car in the circle drive.




Please do not turn left in to or out of the circle drive. There will only be right hand turns allowed. Be sure to pull all the way into the lane for dropping off so cars can get to the pull through lane. There will be staff directing cars to open spots.

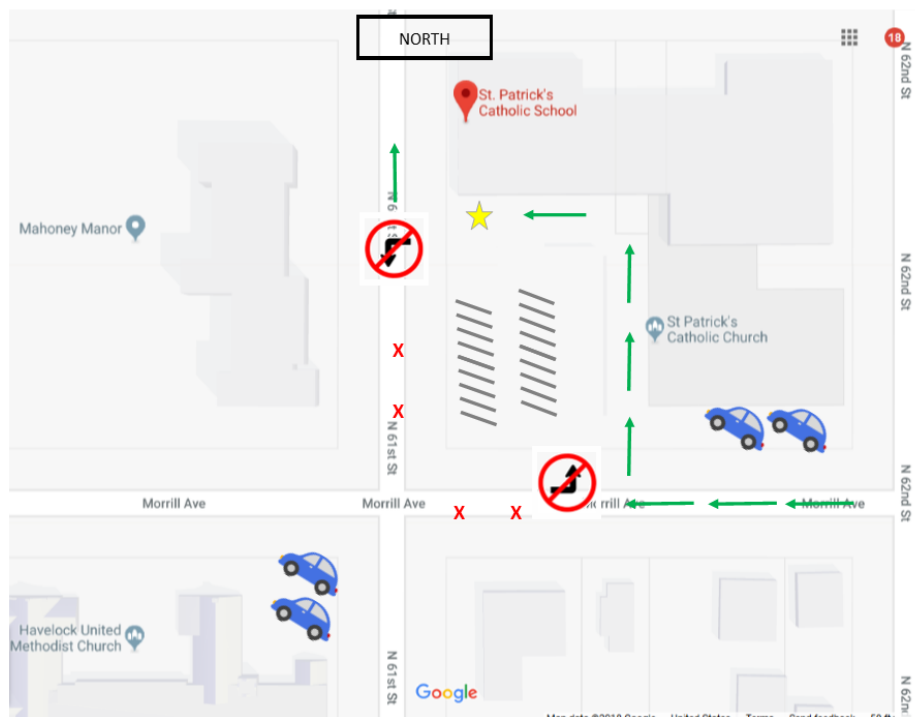
There will be no parking in the circle drive parking lot from 9:00am till 4:00pm.

The students must come to you to ensure constant flow of cars. If you want to park and walk to get your child(ren) you will need to park in the diagonal parking in front of the church, by the church across the street, or on the street.

Students will remain on the sidewalk area in front of the school until a parent comes to the drop/pick up lane or until a parent comes and retrieves them.

If your child is walking home, please make sure your child's teacher knows and we will escort them across the street at the locations on the map where the teacher is stationed. The only students walking away from the circle drive will be those students who are walking home and have notified school. One of those is in front of the rectory and the other is in front of Mahoney Manor. These are the ONLY places students can cross the street. We want to make sure they are crossing safely. Thank you for your cooperation.

- We want to keep the line moving, please pull all the way forward in line 
- Parents/guardians CANNOT get out of their car and leave it parked in the pick-up lane— ALL students will come to the cars that are waiting in the pick up lane
- If you would like to park – please park on the south side of the church or at Havelock United Methodist (SW of school) 
- Students will not get into their car until the car is in the pick-up lane—students are not to enter a car that is still in the street
- Right turn into the parking lot and out of the parking lot (please do not enter parking lot from the west) 
- There is no parking on the street in front of the rectory as there is not enough room for cars to get through **X**
- Please use crosswalks when crossing streets



**Appendix G**  
**FACTS Grant & Aid Application**

FACTS Grant & Aid Assessment conducts the financial need analysis for ALL St. Patrick School families desiring to receive the Good Shepherd Scholarship, Shamrock Scholarship or the Family Cap Scholarship.

Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by March 31st of every year. A family can apply online by going to the St. Patrick School Website and click on "FACTS Grant & Aid" link on front page. The school website is:

<http://www.stpatricklincolnschool.com>

OR a family can go to the Good Shepherd Scholarship website and click on "Apply For a Scholarship – Find out More" at [www.goodshepherdscholarship.com](http://www.goodshepherdscholarship.com) OR a family can go to the FACTS Grant & Aid website at

<https://online.factsmtg.com/ga/aid/inst/3GV21>. All three of these options take the person to the same place.

Once an online application has been completed, the following information will need to be uploaded to FACTS to complete the application process:

Copies of your most recent Federal tax forms including all supporting tax schedules.

Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in pdf format online.

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637 or you may call the parish rectory or school.

**Appendix H**  
**FACTS Tuition Management**

St. Patrick Catholic School has partnered with FACTS Tuition Management Company to manage ALL Tuition, Pre-School and Extended Care payments for ALL families of St. Patrick School.

Families will receive an email invitation from FACTS Tuition Management to set up a user account with them. Once you have established an account, from that point on all your tuition, pre-school and extended care payments will be made through FACTS. You will be offered an option of paying for your tuition in one payment, two payments or ten (10) payments (once a month from August – May).

The fee charged by FACTS is dependent on which method you choose.

Extended Care will be paid every two weeks.

You will receive a 10 day notice before the fees will be charged to your bank account or credit card, whichever you have set up when establishing your account. You can switch between ACH bank account payments and credit card payments as you desire, but this must be done at least two business days prior to the draw.

Your online account has detailed information and it is recommended that you consult your account frequently for information.

For those families who do not have a bank account or credit card, special arrangements must be made with the pastor.