



**St. Patrick**  
**Catholic School**  
**Student Handbook 2010 - 2011**



It is our pleasure to welcome you to the St. Patrick Catholic School Community. Our school was originated in 1959 by the Sisters of Mercy. The sisters initiated a Christ-centered environment in which to educate students that served St. Patrick Catholic Parish and the surrounding community. We strive to continue that mission today. Students of all faiths, who are open to the teachings of the Catholic Church, are also welcomed to share in our school community as we proclaim the message of Jesus Christ. In choosing St. Patrick, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. During this present school year and the years to come, we will help your child grow spiritually, morally, emotionally, academically, and socially. In order to assist this growth, it is necessary for the home and school to work closely together. We believe that the parent is the first teacher of the child and is responsible for developing in him/her good behavior habits and proper attitudes toward school. St. Patrick will assist you by helping you pass on the beliefs and teachings of the Roman Catholic faith, inspiring students to reach out to others in a caring, Christian way, and by offering your child an academic, Christ-centered education in a structured environment where building the local community, and serving others is promoted.

Our parents are required to take seriously their role as prime teacher of their child and assist them in practicing their Catholic faith. We hope that each parent recognizes that the teacher takes the place of the parent when the child is at school. Each parent should strive to convey to their child/children a respect for law, authority, rights of others, and a respect for property. We count on our parents working with the school in carrying out recommendations that are made in the best interest of the child, including discipline. Lastly, we hope that our parents talk with their children about their school activities and show an active interest in school work and assignments.

St. Patrick Catholic School is committed to providing each child with the opportunity to grow, develop and excel, while keeping individual talents and skills at center focus. The policies and procedures contained in this handbook are the result of a concerned effort on the part of the faculty and administration. This information concerning our history and philosophies has been carefully prepared and presented to assist you in becoming an integral part of our school community. Both the parent and student should become familiar with this handbook and refer to it often during the school year. We look forward to assisting you this next year and may God bless you and your family as we embark on this educational journey together.

*St. Patrick Catholic School – Administration and Faculty*

## ***St. Patrick Catholic School***

St. Patrick Catholic School is located on the campus of St. Patrick Catholic Church in Largo, FL. St. Patrick is a Pre-Kindergarten (3) through 8th grade Catholic Elementary and Middle School operating in the Diocese of St. Petersburg. The Diocesan curriculum guidelines, consistent with the Florida Catholic Conference, are followed for the teaching of all secular subject areas.

### ***Mission Statement***

St. Patrick Catholic School is a Christ-centered environment, which promotes academic excellence, spiritual and social development, through effective instruction and a celebration of our faith.

### ***Accreditation***

St. Patrick Catholic School is fully accredited through the Florida Catholic Conference.

### ***Admission Information***

#### ***Nondiscriminatory Policy***

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

Re-registration for St. Patrick Catholic School takes place sometime in January/February. It is required that all accounts be current before a student will be permitted to re-register. All applications for re-registration should be received by the appropriate deadline or the students reserved spot for the upcoming school year may be forfeited.

New registrations may be accomplished by appointment in the school office throughout the calendar year. As openings become available, the following priorities will be used to accept students to St. Patrick Catholic School:

1. Families with other children attending St. Patrick.
2. Members from a registered and actively supporting St. Patrick Church family.
3. Members of parishes affiliated with St. Patrick according to date of application.
4. Member from a non-feeder parish according to date of application.
5. Non-Catholics according to date of application.

Students with handicaps and special needs can be serviced with reasonable accommodations on the part of the school; however the school is not handicap accessible or a special needs school. Admission of all students is at the discretion of the administration after careful examination of school records.

### ***Admission Requirements***

Children entering Pre-K (3) must be three (3) years of age by September 1st. Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>. Students will be conditionally accepted into the Pre-kindergarten and Kindergarten programs with full acceptance contingent on displayed readiness.

Requirements for registration include:

- \*Verification of active parish affiliation/stewardship(Catholic applicants)
- \*Health Records
- \*Birth Certificate (original)
- \*Baptismal Certificate and other Sacramental records (Catholic applicants)
- \*Report Cards
- \*Standardized Test Results
- \*Record of Student Support Plans (If applicable)

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Patrick Catholic School will meet the educational needs of the students. An interview with the student is usually part of the admission process. Testing in some academic areas may be held for new incoming students in Grades 3-8. All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Patrick Catholic School. Non-Catholic students whose parents accept the philosophy of St. Patrick will be accepted

on a space available basis. Applications will not be considered complete until all paperwork has been received and evaluated.

**No exception will be made to the above requirements. Students will only be admitted to St. Patrick Catholic School at the discretion of the administration.**

# *Financial Obligations*

## **TUITION SCHEDULE SCHOOL YEAR – 2010-2011**

Tuition rates are determined yearly based on a percentage of the actual cost to educate each student. Tuition and fees are subject to change each school year. Revenue for operating costs each year comes from three sources:

- 1) Tuition.
- 2) Subsidy from St. Patrick Parish Community and feeder parishes.
- 3) School fundraising through the PTO.

The “Registered Catholic Steward” is applied to Catholic families participating in a parish affiliated with St. Patrick Catholic School. Families must be registered members of St. Patrick, St. Catherine of Sienna, St. Jerome, St. Justin Martyr, or St. Matthew Parishes for six months prior to registration to receive the Registered Catholic Steward rate. The parish priest must be contacted for information on eligibility of subsidy, and a form regarding eligibility must be filled out and returned to the school office.

Families new to the area must show proof of prior parish affiliation before receiving the Registered Catholic Steward tuition rate.

### **KINDERGARTEN - GRADE EIGHT**

Actual Tuition Rate per child.....	\$7100
Tuition charge for “Registered Catholic Steward”	
One child.....	\$4460
Two children.....	\$7570
Three children.....	\$9920
Additional children.....	+\$1500
Tuition charged per child for Non-Parishioner students.....	\$6800
Current Student Registration fee per child.....	\$150
New Student/Open Registration fee per child.....	\$250
Book Fees per child.....	\$250
Technology Fee per child .....	\$100

### **PRE-KINDERGARTEN**

Tuition charge per student (full day).....	\$4841
Tuition charge per student (half day).....	\$3120
Registration .....	\$125

**FINANCIAL ASSISTANCE FORMS for grades K – 8 are available ON-LINE at [www.factstuitionaid.com](http://www.factstuitionaid.com) or at the school office. \*The application deadline to FACTS® Grant and Aid Assessment is April 15, 2011.** Tuition assistance is available on a limited basis to aid families experiencing economic hardships. All applications for assistance require financial disclosures. Completing an application does not guarantee that assistance will be awarded or that a student has been accepted for the following school year. The administration reserves the right to consult with the tuition committee regarding any assistance application. All tuition assistance must be reapplied for each year.

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

- Pay in full by August , 2009 (3% discount), or
- Pay ½ annual tuition by August 1, 2010 and the remainder by January 5, 2011, or
- Pay ten monthly payments beginning August 1, 2010 and ending May 1, 2011. These payments are considered late if not received by the 10<sup>th</sup> of each month. **There will be a \$25 late fee assigned to accounts not paid by the 10<sup>th</sup> of each month.**
- The Registration Fee for new students will be due on February 15, 2011 or at the time of registration. All families re-registering after this date will be charged Open Registration Rates. All Registration Fees are **NON-REFUNDABLE**.
- **The Book Fee for returning students is due on May 30, 2011.** The Book/ Fee for new students is due upon acceptance to the school. This fee is refundable prior to the start of the next school year. The Book Fee covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies and manipulatives, art materials, assignment books, physical education equipment (playground balls, jump ropes, etc. for use by coach and classrooms during recess times), and Science Lab fees for consumable materials. The Book Fee DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.
- **There will be a \$25 returned check fee for all checks made payable to St. Patrick Catholic School that do not clear the bank.**

**A FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY LATE OR RETURNED TUITION PAYMENT.**

Before the registration process is complete, all payments must be satisfied. The payment of Registration and Book fees does not guarantee acceptance to St. Patrick Catholic School.

### ***Delinquent Accounts***

Tuition accounts are considered delinquent if they are not paid by the due date. All overdue accounts will be referred to the Tuition Committee for immediate action. Failure to pay your child's tuition by the 20<sup>th</sup> of each month will result in your child being asked to leave St. Patrick Catholic School. Re-registrations cannot be processed for families with delinquent accounts until all accounts have been brought up to date.

### ***Withdrawal Policy***

Families must notify the school in writing if a student is withdrawn from the school. A thirty day notice is required upon a student's withdrawal.

**Completed records will not be sent to transferring schools of students whose financial commitment is in arrears.**

Student records for accounts in good standing will be forwarded upon receipt of a written request from the admitting school. Eighth grade students, upon graduation, will not have their permanent records completed until the May tuition payment is received. Students cannot participate in graduation or receive their report cards if they have a delinquent account.

A student that has previously withdrawn from St. Patrick Catholic School will only be readmitted at the discretion of the administration.

### ***Money Collection***

All money sent to school should be placed in a sealed envelope and clearly labeled with the student's full name, grade, amount, purpose (hot lunch, milk, tuition, field trip). Students should not bring money to school unless absolutely necessary. Money should be given to the teacher and not left in a desk or book bag.

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE at 581-4865.**

## ***General Information***

### ***School Hours***

Grades Pre-K through 4: 8:15 AM – 2:50 PM.

Grades 5 through 8: 8:15 AM – 3:00PM.

**Students not in their homeroom at 8:15 AM are considered tardy.** At St. Patrick Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

Parents must drop off and pick up their children in the designated areas. Before Care opens @7:00 AM (PE building) any student who arrives between 7:00-7:45 must report to before care until they are dismissed to their classrooms at 7:45 AM. No Exceptions. Students who have another purpose for reporting to school early should report directly to the designated area and check in with the staff member in charge.

All students not utilizing the drop-off car lines should be accompanied by a parent while crossing the parking lot. **No child should be dropped off in the back teacher parking lot or in front of the church fire lanes.** Repeated offenses of dropping off in the wrong area may result in your child being issued a referral.

Dismissal time begins at 2:50 (for younger grades) in front of the church and runs until 3:15PM. Those arriving after 3:00 should line up in the second car-line located behind the cafeteria. Parents should wait in the car line until their child/children are brought to them.

Rainy day dismissals are initiated on days when the weather is inclement and deemed too dangerous to follow the regular dismissal procedures. On these days, parents should park their vehicle and pick their children up at their classroom.

Please check the school calendar and school website for early dismissal dates. Students not picked up by 12:15 on these days will be taken to Extended Day.

Parents should make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students not picked up by the end

of dismissal (3:15 PM) will be sent immediately to the Extended Day PM Program unless they are participating in a supervised extra-curricular activity. NO EXCEPTIONS.

Parents are billed separately for Extended Day fees. The program is available until 6PM. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM.

Students walking home should wait to be dismissed by their classroom teacher and should leave the property immediately. Students should not linger after dismissal or reenter the campus grounds after school ends unless they are participating in an after-school activity.

### ***Extended Day Program***

Our school provides an Extended Day Program for our families for an additional fee. All students are automatically registered for the Extended Day Program. The program is available to all students who attend St. Patrick Catholic School. This program provides care, supervision, recreation, and enrichment activities to students before and after regular student hours.

The AM Program is held in the PE Changing Room. Morning hours of operation are from 7 – 7:45 AM. **All children arriving to school before 7:45 AM should report to the Extended Day room and sign in. NO EXCEPTIONS.** The Afternoon Program is held in the Art Room located in the Jubilee Building. Afternoon hours are from 3:15 PM to 6PM. Children must be signed out by a parent/legal guardian or other authorized person.

**Your child cannot remain on school grounds after 3:15PM without being supervised.** Any student not picked up by 3:15PM and not enrolled in an after school activity will be taken to the extended day room and the appropriate fees applied. Any student not picked up on time after sports or other extracurricular practice will be taken to the Extended Day room and signed in by the activities supervising adult (coach, leader). Parents volunteering on the school campus may bring their child/children to Extended Day free of charge during their service. **Each child must be signed in and out each day. Students not signed out will be charged for the full day.**

A complimentary afternoon snack is provided as a courtesy to you and your child. Please note that we cannot take special requests for snacks. Students may bring their own snack if necessary.

**Morning Care Fees: \$2.50 per day.**

**After Care Weekly Fees: \$55 per week.** This plan is to be used by those who will be using the service infrequently. Short weeks will be prorated at \$10 per day.

**After Care Monthly Rates: \$180 per month.** This plan includes both AM and PM care. You will automatically be billed for this plan if you use the service **frequently**.

**Yearly After Care Rates: \$1550 per year.** This plan includes both Am and PM care. Fees are due with August tuition payment.

**Daily After Care Rates:** These rates are designed for those of you who will use the service rarely or in the case of an emergency.

- Half Day: \$10 per day (pick up by 4:30)
- Full Day: \$14 per day (pick up by 6PM)
- Early Dismissal Days: \$10 (pick up by 3:15PM)
- Early Dismissal Days: \$14 (pick up by 4:30PM)
- Early Dismissal Days: \$19 (pick up by 6PM)

**Late Pick-Up Rates:** The Extended care Program closes at 6PM. If you have not picked up your child/children by this time, you will be charged a late fee of \$1 per minute. This rule will be strictly enforced.

**Multiple Children:** each additional child may attend at 50% off.

**Delinquency Fees:** All Extended Day fees will be billed on the 15<sup>th</sup> day and are considered late by the 30<sup>th</sup>. A fee of \$25 will be assigned to delinquent accounts. Families that are over one month delinquent will be suspended from the service.

**Families with delinquent accounts for the Extended Day Program will forfeit their right to utilize the program until all fees are brought current.**

## ***School Office Hours***

The school office is open on all school days from 7:30AM to 3:30 PM. A summer schedule is published in May before school breaks for summer vacation.

## ***School Visitors***

School visitors (volunteers, parents, etc) must sign in at the main office. Nametags are to be returned to the front office and all volunteers should sign-out before departing. Administration reserves the right to deny anyone access to the campus who refuses to sign-in.

Classroom interruptions should be kept to a minimum so that learning can be kept at a maximum. Unless it is an emergency or arranged ahead of time, parents may not disturb the classrooms during instructional time. Messages can be delivered by the office staff at a time that minimally interrupts instruction.

## ***Phone Calls/Messages to Students***

Students may not use the phone except in the case of emergency and with permission in writing from the classroom teacher. Students may not receive personal phone calls at school and will not be called from class to accept phone calls. All after school plans, activities, and arrangement must be made before your child comes to school each morning.

Personal cell phones, if brought to school, should be turned off and may be kept in the students back pack or locker. **Teachers will confiscate a cell phone if they see it or hear it.**

Messages or articles that are delivered to students must be brought to the school office. Parents should not drop off items directly to the child's class.

## ***Home-School Communication***

In order to insure that all communication from school reaches home in a timely manner, St. Patrick Catholic School posts the majority of forms, newsletters and information on-line at [www.stpatrickcatholic.org](http://www.stpatrickcatholic.org). Parents may also subscribe to e-news by filling out the appropriate forms. For those that do not have access to the web, envelopes containing all correspondence are sent home.

### ***Office Records***

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

### ***Child Custody Documents***

It is the responsibility of the custodial parent/legal guardian to make the school aware of any court order preventing any unauthorized visitation. If a court order does exist, a copy must be placed in the child's permanent record card which is kept on file in the school office. School is not a place for visitation. Administration reserves the right to not allow non-custodial parents visitation rights during the school day.

### ***Attendance***

A student's absence from school interferes with his/her academic progress. Regular attendance is required of all students in order to support the academic climate of the school and individual student progress.

**When a student is absent from school, a parent should call or email [rballard@stpatrick-largo.org](mailto:rballard@stpatrick-largo.org) by 9:00AM each day of the absence.** A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. Notes of excuse must be sent even if you have phoned in your child's absence. Any absence that is not followed up with a note of excuse will be counted as unexcused. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent

three days would be given three school days to complete the missed work. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

A parent may call the school office before 9:30 AM to arrange for daily/homework assignments. Assignments may be picked up at the school office. For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (20) days or the equivalent of 20 days including tardies, can be cause for a student to be retained in the current grade for another year. A student must be enrolled/present for at least 20 days in one trimester in order to receive grades for that semester. Administration will make the final decision of grade assignment/issuing of grades after consulting with the appropriate faculty members.

A student will be automatically withdrawn from St. Patrick Catholic School after two weeks of unexcused absences.

Students who do not attend school during the day may not participate in after school or evening school activities (team practices, games, dances, etc.).

### ***Tardies***

Punctuality is essential to the teaching and learning process. A student is considered tardy if he/she arrives to the classroom after 8:15AM. Repeated tardiness sets a bad example for our children. Tardiness interferes with individual student progress and is a distraction to the entire class. **After 7 occasions of tardiness in one trimester, students will be held in the school office until the next subject area begins and a grade of “0” will be assigned for any missed work.** The faculty and staff cannot be responsible for remediation of excessively tardy students.

**Parents should attempt to make medical and dental appointments during non-school hours.**

Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Administration may grant early dismissals for necessary appointments when the request is made in person or in writing by the parent or legal guardian. The request should be made in the office the morning of the appointment or early release. Students must be signed out by an authorized adult for all early release appointments.

***Academic Information***

***Curriculum***

The Diocesan curriculum guidelines, consistent with the Florida Department of Education guidelines and standards set forth by the Florida Catholic Conference, are followed for the teaching of all subject areas. St. Patrick Catholic School is fully accredited by the Florida Catholic Conference.

Daily academic areas are: Religion, Math, Language Arts, Social Studies, and Science. Additional weekly subjects may include: Physical Education, Music, Art, Band, Media, Technology, and Foreign Language.

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

**Religion**

The sharing of our faith is the primary reason for St. Patrick Catholic School's existence. Religious instruction is part of each day. Students attending our school are required to participate in all religious activities. Religious practices in the family are encouraged.

Sacramental preparation is handled at the parish level with supportive instruction in the school and religion classes. The sacramental life of the student is fostered by:

- Catholic doctrine and tradition;
- Bible study;

- Social Justice teachings;
- Preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held on each Wednesday for the entire school community. Students in grades three through eight attend Adoration of the Blessed Sacrament every Wednesday. The Sacrament of Reconciliation is offered during Advent and Lent. Students in Grades 5 and 8 will take the ACRE (Assessment of Catechesis of Religious Education) Test in May. Classes recite the rosary frequently, attend Stations of the Cross during lent, Retreat experiences are afforded to our 6<sup>th</sup> and 8<sup>th</sup> grade students.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Patrick Catholic School.

Preparations for the sacraments of Reconciliation, Eucharist, and Confirmation form the core of our efforts. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist and Confirmation are only conferred to students baptized in the Roman Catholic tradition

### **Language Arts**

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

### **Mathematics**

Mathematics Skills, Pre-Algebra, and Algebra I.

### **Physical Education**

Physical fitness programs appropriate for each grade.

### **Foreign Language**

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

### **Social Studies**

History, Geography, Economics, Florida History (Grade 4), and Current Events.

### **Science**

General Sciences and Laboratory Experiences.

### **Fine Arts**

Liturgical Music, Music, Art, Performing Arts, and Band.

### **Computer Literacy**

Word Processing, Data Base, Spread Sheets, Web Design, and Integration with Curricular Subjects.

### ***Supplies***

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. School supply lists are available in the office. Some supplies may need to be replenished throughout the school year.

### ***Other Student Activities***

To enhance the regular school curriculum, the school offers many student activities. These are excellent opportunities for students to develop particular gifts and skills and learn how to work as a group or team.

Students involved in extra-curricular activities represent our school and its philosophies. **Extra-curricular activities are offered as a service to our students and the opportunity, which is open to all students, may be taken away for inappropriate behavior on the part of the student or their parent.**

Parents have the responsibility to pick up their children on time after practice, games, clubs, etc. Siblings that are not participating in the activity must report to the Extended Day Program. Remaining student (no matter what age/grade) will be taken to the Extended Day Program and parents charged accordingly.

## ***Athletics***

All athletics at St. Patrick are under the direction of the Athletic Director, Mr. Frank Bogataj. St. Patrick is a member of the Pinellas youth Conference, participating in both boys and girls inter-school competitive sports. These sports include baseball, basketball, soccer, softball, track, and volleyball. Participation in the sports program assists the formation of a well rounded personality through dedication, discipline, and sacrifice. The goal of the program is to ensure that each student has fun while acting in a sportsmanlike manner, working for the good of the whole team, and respecting the personalities of others. Sportsmanship does not mean winning at all costs – it does mean striving to win, but also accepting defeat graciously, giving ones best at all times, and not disgracing the opponent.

Some sports require that a student purchase a sports uniform from the school. The first sport uniform fee is \$45. Each additional sports uniform will cost \$25.

Some sports include athletic gear/wear that is provided by the school. It is the student's responsibility to return all gear at the end of the season. Students not returning issued athletic gear/wear will be expected to replace it at the current retail value.

St. Patrick makes the added stipulation that to participate in the sports program a student must consistently be working to the best of his/her ability scholastically. **The administration reserves the right to suspend or remove a student from any or all extra-curricular activities.** Students are expected to:

- Maintain at least a C or S average in each subject area.
- Have an acceptable conduct, attitude and effort. A student with unacceptable (U) indicators will be unable to participate until the grade or their attitude has been brought up to an acceptable level.

**Grade checks are only done on a weekly basis.** If a student receives below a “C” or “S” in any subject or area of conduct, the student will be suspended from the sport/activity until the next scheduled grade check. A student must be present for the complete school day in order to participate in any activity after school. A student assigned a weekly detention may not participate in sports on that day. All transportation to inter-scholastic competition is provided by the parents. Parents are responsible for ensuring

that their child arrives to and from games. St. Patrick Catholic School does not provide nor monitor transportation to and from these events.

### ***Music Program***

Our school has an extensive Music and Fine Arts Program under the direction of Mrs. Anna Kiefriter. The program includes band, drama, and music education. All students are expected to participate. Concert performances are scheduled during the year for parents and friends.

**Attendance at the concerts are mandatory for students.** Parents should ensure that they check the school calendar for concert dates and times. A student's music grade may be affected if they are unable to attend.

Students in band may purchase or rent their instrument. Instruments may be rented yearly from the school. Music programs may have additional fees not covered by the Curriculum/Book fees.

### ***National Junior Honor Society***

The National Junior Honor Society ranks as one of the oldest and most prestigious national organizations for middle level students. Chapters exist in more than 60% of the nation's middle level schools and millions of students have been selected for membership. NJHS is sponsored by the National Association of Secondary School Principals, which also sponsor National Honor Society at the high school level.

To be eligible for membership consideration, students must have a cumulative grade point average of 85% for grade 6 – 8. Additionally, potential members must meet high standards of leadership, service, citizenship, and character. Members of the seventh and eighth grade classes are evaluated by members of the Faculty Council for membership yearly. Information regarding application and acceptance is available from the National Junior Honor Society teacher representative in December.

## ***Grading Scale***

The grading system is as follows:

### **Kindergarten**

Kindergarten will be issued every trimester. This report will use the following grading scale:

/+	Above Average Interest Shown
/	Satisfactory Progress
O	No Interest Shown
N	Needs Improvement

### **Grades 1 and 2**

Grades 1 and 2 use the following marking system:

A	-Excellent
B	-Very Good
C	-Satisfactory
D	-Needs Improvement
U	- Failing/Unsatisfactory
Personal Development and Specials Marks	
S	- Satisfactory
I	- Improvement Needed

**Grades 3 - 8** use the following scale to determine grades:

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	68-69
D	66-67
D-	65
F	below 64
I	Incomplete

Effort and Conduct will be graded using the following system:

S	Satisfactory Effort
N	Needs Improvement
U	Unsatisfactory

Teachers may assign a plus (+) and/or a minus (-) in the category as well.

St. Patrick Catholic School strives to give accurate grades to each child. Parents and teachers may often not agree on grade assignments. All discrepancies or questions concerning a particular grade should be brought to the attention of the teacher within ten (10) days of the grade being issued.

### ***Academic Honesty***

Honesty is expected of student in the performance of all academic work. Cheating, plagiarism, or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on their exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or possible expulsion.

### ***Academic Excellence Awards***

To be eligible to receive the award for Academic excellence each trimester, a student in Grades three (3) through eight (8) must maintain a 93 or above average and a grade of Satisfactory in all subjects including conduct, effort, and behavior.

### ***Testing***

Seventh and Eighth grade are given exams each school year. Students with delinquent accounts will not be allowed to test until all fees are current. On the day of testing, these students will be sent to a quiet area with an alternative assignment. It is the responsibility of the parent to ensure that all accounts are up to date before testing begins.

St. Patrick Catholic School participates in the diocesan wide standardized testing program. The Iowa Test of Basic Skills is given in Grades 2 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. Each student's scores will be sent home prior to the end of the school year.

## ***Report Cards/Progress Reports***

Report Cards are important tools for communication. Report Cards will be given three (3) times during the academic school year or every twelve (12) weeks.

Progress Reports will be given mid-way between each twelve-week grading period. These reports convey a student's progress to parents.

Each teacher has their own procedures for how information is sent home from school. Please assist the classroom teacher by emptying any folder or backpack, sign any required papers, and return it/them to school on the next school day.

Basmati: All middle school students are assigned an account number for the Basmati online grading service. **Parents and students are expected to check the service weekly for student grades and progress.** Teacher emails, missing assignments, and grades are included in valuable service.

## ***Graduation Picture/ Ceremonies***

### Eighth Grade Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Catholic education just completed. A graduation fee of \$75 is due by the end of the second trimester. This fee covers the cost of the eighth grade field trip, student cap and gown, graduation ceremony and reception. Fundraising may occur for any other events and is at the discretion of the administration and the eighth grade homeroom teacher. Left-over funds will be gifted to the next year's graduating class.

### **Appropriate attire should be worn for the occasion:**

**Boys: dress shirt, dress pants ,jacket and tie should be worn. Dress shoes (no sneakers) should match outfit. Hair should be combed, neat and cut according to the dress code. Absolutely no facial hair or long sideburns. Girls; Modest dress with flesh colored panty hose should be worn. No pants. Any light fabric dresses should be worn with an appropriate slip. No undergarments should be visible. No stringy**

**spaghetti or halter straps. Dresses should not be tight fitting or low cut. Dresses should be of an appropriate length. Shoes should be a reasonable height. Hair should be combed and neat according to the dress code. No special highlights or coloring allowed. Modest make-up is acceptable. Acrylic nails are allowed for this event.**

### Kindergarten Graduation

Graduation from kindergarten is marked by a simple ceremony and celebration held at the end of school. A graduation fee of \$25 is due by the end of the second trimester. This fee covers the cost of the student cap and gown, invitations, graduation ceremony, and reception. Appropriate attire should be worn for the occasion.

### ***Parent/Teacher/Student Conferences***

Two Parent-Teacher-Student Conferences are requested each year or as needed. Conference days for will be counted as school days. School is not in session during conferences. Conference schedules are prepared and issued by the classroom teachers well in advance of the scheduled date. Parents requiring additional conferences during the school year may make arrangements with the individual teachers.

Conferences are held to promote healthy dialogue that helps families better understand and assist student learning. In addition to written reports and scheduled conferences, parents and guardians are free to contact teachers at other times as needed. Appointments may be scheduled by contacting the teacher via email or by leaving a phone message with the front office.

**Teachers are not available to conference during the school day when students are present. Instructional time, student AM arrival time, and dismissal time are not the proper places for a conference.** Teachers have been instructed to not engage in conversation with parents at this time.

### **Guidelines for Conferencing**

Because St. Patrick strives to be a faith community, parental cooperation and good parental relations are essential. As a faith community, our first instinct is to assume that each of us – teachers, administrator parents, guardians, and other care givers – has the child’s best interest at heart. While we are as a school excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents are asked to show similar respect. In this way positive resolutions can be reached.

While conferencing:

- Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request an interview with you child's teacher in private.
- Try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontation with the teacher and unwise decisions.
- **Discuss difficulties in the classroom with the teacher before bringing your concerns to the attention of the principal.** This includes problems such as routine procedures (homework, class assignments, and test scores), classroom or playground behavior, or student-to-student problems. The parent may contact the teacher by email or with a phone call to the school. Teachers are available for conferences ½ hour after school ends or at other scheduled times.
- If the problem cannot be solved between the classroom teacher and the parent, the parent may inform the principal. The administration will only entertain notes that are signed or callers that identify themselves. Due to school responsibilities, the principal may not be available immediately. Patience in setting appointments or in expecting return phone calls are appreciated and expected. **An appointment is necessary to conference with the principal.** Please call the school office to arrange an appointment time.

All staff members of St. Patrick promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner.

Parents and guardians are expected to show concern and respect for the staff of St. Patrick, as well as the other children and families within our community. The following behaviors, therefore, are unacceptable within our community:

- Assaults or harassment of a staff member, other student or parent.
- Intimidating or verbally abusing any member of the community – in person, in writing, or on the phone.

Likewise, commission of any of these acts on the part of a staff member will lead to appropriate disciplinary actions as determined by the administration.

Misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions:

- Limiting or refusing permission to enter or use school grounds or facilities;
- Asking someone other than the person exhibiting the poor behavior to represent the child's best interest in school matters;
- Refusing to allow the child to re-register, and in extreme cases, initiating procedures to ask the family to withdraw from the school.

Communication is the most effective method of understanding and problem solving. Communication and cooperation between parent and teacher are essential. If at any time a parent has a concern pertaining to their child in a school situation, we ask that the child's teacher be contacted as soon as possible.

### ***Promotion Policy and Retention Policy***

Advancement to the next grade in St. Patrick Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas.

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

St. Patrick Catholic School follows the guidelines for remediation set forth by the Diocese of St. Petersburg. It is the responsibility of the parents to provide the school with written verification that the student successfully completed summer school or professional private tutoring.

The inability of a student to meet the total curriculum requirements of the school program within the school year due to lack of application, absenteeism, ability, or maturity level may result in the student being retained. Ordinarily, a student who fails two (2) subjects will not be promoted. In all cases, decision for retention rests with the school principal.

### ***Academic Probation***

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Probation is a trial period during which a student's progress is closely monitored and teacher recommendations are followed. Should a child perform unsuccessfully after a period of probation, they may be asked to leave the school community.

### ***Academic Referrals***

The classroom teacher may also issue referrals for parent intervention in academic areas. The following are a few examples of behaviors that would warrant an academic referral being issued:

- Not turning in homework
- Missing or lost assignments
- Low test scores
- Poor class performance

Once a student has accumulated three academic referrals he/she will be assigned to Study Hall. Study Hall is held on Monday, Tuesday and Thursday from 3:15 – 4:15PM. All students must be signed out by a parent or guardian. All students not picked up by 4:15 PM will be taken to the Extended Day PM Program.

### ***Homework***

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Daily homework should not be viewed as punishment. Most teachers submit their weekly assignments on [schoolnotes.com](http://schoolnotes.com).

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on an assignment. However, the table below provides guidelines for the amount of time the typical student should spend daily on homework. If a problem arises and parents are concerned about the amount of time spent on homework, it would be best to contact the teacher.

### Homework Time

Kindergarten	HomeFun as assigned
Grades 1 – 3	15 to 30 minutes
Grades 4-5	15 to 45 minutes
Grades 6-8	45 to 90 minutes

Homework is usually assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening, PTO meeting nights, or Music Concert evenings. **Traditionally, no tests or quizzes will be given on Mondays.**

It is the student's responsibility to complete assigned work. When homework is assigned parents should:

- Provide the student with a quiet, well-lit place to study;
- Observe, encourage, and assist if needed (resist the temptation to give too much help).

### ***Homework/Classwork Policy Due to Illness***

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for assignments. Assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

### ***Discipline Policy/Conduct***

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

We provide a wholesome Christian environment that exposes its students to Christian principles, values, and attitudes. Thus, our school is committed to maintaining a school environment in which law abiding Christian students will exert a positive influence on their peers. Our daily goal is to help the child learn to make the right choices, to develop self-discipline and a sense of personal responsibility. In order to do this, students at St. Patrick must learn that each action, good or bad, will have a consequence.

Each teacher has developed a list of classroom rules along with positive incentives and consequences for misbehavior. This information will be sent home in letterform at the beginning of the school year. Parents are expected to review the classroom rules with their child. The teacher will handle most discipline situations and make appropriate decisions. If an offense is of a serious nature, it will be brought to the attention of the principal.

Continued disrespect, classroom disruption and/or a disregard for school rules may be reason to ask that a child transfer from our school. The following are considered grave offenses and will not be tolerated at St. Patrick:

- Fighting.
- Sexual harassment.
- Disrespect shown to any faculty, staff, or fellow student.
- Use of obscene language.
- Disruptive behavior or insubordination.
- Possession of a dangerous and/or harmful material or weapon on school property.
- Smoking anywhere on school property.
- Possession of or use of a controlled substance.
- Dishonest behavior.
- Possession of immoral or pornographic material.
- Truancy.
- Consistent non-conformity to school rules regarding proper dress or good grooming.
- Cheating or aiding another to cheat.
- Destruction or vandalism of property.
- Bullying another student verbally or physically.
- Forging a parent's signature.

Any of the above infractions are subject to strict review and disciplinary action at the discretion of the principal. Property damage and value of school property will be determined by the administration. Any instance of cheating will result in a grade of zero (0) being assigned with no opportunity for retakes or grade improvement provided.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Students who accidentally bring electronic items to school without permission should turn the item in to the classroom teacher first thing in the morning and pick them up at the end of the school day. Items brought to school without permission and not turned in will be confiscated and a referral issued. The item will only be returned to the child's parent.

The school Administration will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

**Items taken away from students will only be returned to the parent(s)/guardian(s).**

#### **Harassment Policy**

The Diocese of St. Petersburg requires that each parish, Catholic school, or Early childhood Center establish and adopt the policy that prohibits any form of harassment. The diocese strives for the establishment of a Christian, professional and supportive educational environment for all persons engage in or involved with religious education programs, school , centers, and parish youth ministry programs in non-employment situation. No parish, school, center, or ministry will be responsible for off campus harassment, unless it occurs at a parish, school, or center sponsored event.

Any form of harassment will not be tolerated at St. Patrick Catholic School. Harassment is defines as communication or conduct designed to reduce the dignity of the individual in the form of written requests for favors, unwelcome teasing and other verbal or physical contact (which can be written physical visual, or verbal). Sexual harassment is any unwelcome advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

#### ***Anti-bullying Policy***

Everyone at St. Patrick Catholic School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at out school.

Our school defines bullying as follows:

Bullying is unfair and one sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying could include, but are not limited to:

- Hurting someone physically by hitting, tripping, pushing, etc.
- Stealing or damaging another's personal things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race, culture, gender, size or appearance.
- Inappropriate touching.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Look into all reported bullying incidents.
- Implement consequences for bullying.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will be taught the following things to prevent bullying:

- Be respectful, safe and responsible.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying to the closest adult in charge.

### ***Referral System***

Third through eighth graders utilize a referral system for correction of minor misbehaviors during the school day or at school activities. Correction will be made by the teacher immediately, whether verbally or in the form of a referral. In a classroom situation, the student usually receives a warning for disruptive behavior. If the misbehavior continues, a referral will be given.

The purpose of the referral system is to place responsibility on the child for his/her actions and to keep parents informed of their child's behavior.

Teachers give serious consideration before issuing a referral. Repeatedly passing notes, chewing gum or candy, and failing to follow classroom rules are situation in which a teacher may issue a referral. An automatic detention (equivalent to 3 referrals) may be given for any grave offense without warning.

Accumulation of three (3) referrals will result in an hour detention period to be held on Monday or Tuesday after school. All referrals and detention notices must be signed and returned the following school day. Failure to return a referral on time will result in another referral being issued.

### ***Detention***

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal and the detention coordinator who monitors the detention.

**Detention takes precedence over appointments, practices, lessons, ballgames, etc.**

### ***Off-Campus Conduct***

The administration of St. Patrick reserves the right to discipline its students for school related off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

### ***Cheating***

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

### ***Suspension/Expulsion***

In-school suspension, suspension, and expulsion are the most serious disciplinary measures used when a student acts in an irresponsible manner in or out of school. Any infraction of the rules, if repeated and after sufficient warnings, may result in the suspension of a student. Suspension may be in-school or out of school, depending upon the circumstances. This decision is left to the discretion of the principal. A student is expected to make up all school work missed during his/her suspension.

The following are few examples of misconduct that may mandate an in-school suspension:

- Failure to serve an automatic detention.
- Six (6) Referrals. The parent will be notified by letter after the second automatic detention or six referrals. It is the parent's responsibility to be aware of the number of referrals their child has accumulated.

Immediately following in-school suspension a staff/parent conference will be held.

The following are examples of misconduct that may mandate an out of school suspension:

- Accumulation of nine (9) referrals.
- Three (3) automatic detentions (parent conference required).
- Harassment in any form.
- Disrespectful language or conduct toward authority.
- Persistence profanity or vulgarity.
- Persistence in wearing uniform in an inappropriate way.
- Physical abuse of another student.
- Any other action that is of a serious nature.

A meeting must be held with the principal before the student will be allowed to return to school. A student is expected to complete all missed assignments while on suspension in order to ensure that they have accomplished the standards and benchmarks. A grade of zero, however, will be given to all assignments. Students who receive an out-of-school suspension will not be allowed on campus or be able to participate in sports/activities during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Patrick Catholic School. Actions that may warrant expulsion are:

- Accumulation of twelve (12) or more referrals.
- Use or possession of tobacco, alcohol, or drugs.
- Extensive vandalism or mistreatment of school property.

- Detrimental actions to the moral and/or spiritual welfare of other students.
- Persistence in misconduct for which a student has been previously suspended.
- Possession of fire arms or other weapons.

**The principal is the final recourse in all discipline issues and can take action against any behavior that violates the spirit and philosophy of St Patrick Catholic School even though it may not be specified in this handbook. The school reserves the right to dismiss any student who fails to respect school or classroom regulation or who otherwise by his/her conduct or neglect of study does not measure up to the standards of the school.**

### *Playground Behavior*

Please discuss the following rules and guidelines for Playground Behavior at Recess time. Administration reserves the right to exclude any child from the privileges of Recess for inappropriate playground behavior.

- All student should obey playground monitors at all times.
- All students must be accepted and allowed to play. No exclusive games, groups, or clicks.
- No wrestling, tripping, pushing, hitting, or fighting. This includes pretend fighting and martial arts games.
- Balls/Toys from home are not allowed on the playground unless approved/requested by the classroom teacher.
- No jumping from, twisting, flipping, or doubling up on the swings.
- No climbing up slides. Only one person at a time down the slide.
- No throwing rocks, sticks, pine cones, or mulch.
- No playing with sticks or rocks found on the playground.
- When the whistle blows, students are to respond immediately and line up quietly.

### *Library*

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

1. Borrowed books are to be returned on time and in good condition.
2. A fine of 10¢ per day is required for overdue books with a

maximum fine of the cost to replace the book. Books that are damaged or lost must be paid for by the student before any other materials may be checked out.

### ***Field Trips***

Field trips are designed to correlate with teaching units and to achieve curricular goals. All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students not attending the field trip will be counted absent for the day.

Seat belts must be worn at all times when traveling to and from a field trip. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. All monies collected for the field trip are **non-refundable**. Student **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

Attendance of younger siblings on a field trip is at the discretion of the supervising teacher. Please ask before the trip whether it is acceptable for a sibling to attend. Siblings should not be pulled out of other classes/grades to attend a field trip.

## ***Lunch Program***

Saint Patrick Catholic School offers a catered lunch program daily.

Students may choose to bring their lunch each day. Students should not bring glass bottles. Any late lunches should be brought to the school office.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

**Purchasing Lunch:** The following procedures will ensure the smooth running of our lunch program. Please check the monthly lunch calendar online or in the office and decide what your child wishes to order for the week. Print out a copy of the weekly lunch order form or pick one up in the office. Please completely fill out form. Forms and payments should be submitted to the school office on Wednesdays prior to the week that you are requesting lunch. You may pay your fees a month at a time, but a form should be filled out for each week. Please be sure your child's name and grade are on the Lunch Order Form that you return to school. Checks are made payable to St. Patrick Catholic School. Note on the memo line "Lunch Program".

### **What happens if I forgot to order and my child forgets his/her lunch?**

Your child will receive a turkey or cheese sandwich from the lunchroom staff if they forget their lunch. Chips and a drink will be provided. Parents will be billed (Pre-K & K \$2.00 Grades 1-8 \$3.25). Charging of red ticket lunches is not encouraged. The office will be returning any money sent in for students that have missed the Wednesday deadline. No Exceptions

## ***Uniforms and Dress Code***

All students are to be in full uniform at all times unless otherwise directed by the school. Clothing which does not follow the uniform policy will need to be changed before the students will be allowed to join their class. Written notification is required if there is a medical reason for a student not being in their uniform.

Uniform components (pants, shorts, skorts, jumpers, blouses, shirts, vests, and sweaters) may be purchased through:

Allen Sports Center  
6585 Seminole Blvd.  
Seminole, FL 33772

In addition, uniforms may be purchased at [www.landsend.com](http://www.landsend.com). A uniform checklist for your child's grade is available in the school office.

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

**Hair:** All students hair should be combed neat. Boys hair should have bangs that are above the eyebrows. Boys hair should be no longer than 2 ½ inches in length from any given point on the scalp and should be above and not touching the shirt collar. Boys hairstyles should be trimmed around and not covering the ears. No tails, spiked hair, page boys, surfer looks, or severe or controversial haircuts are permitted. **Hair coloring, highlighting, and bleaching is not permitted for all students.** No beads should be worn in the hair.

**Makeup and Jewelry:** No cosmetics, lip gloss, colored Chap Stick, nail polish, or artificial nails may be worn. No tattoos of any kind. No Hologram contact lenses. No body piercing except pierced ears. Girls may wear **one** pair of post type earrings. Boys may not wear earrings of any type. Jewelry should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain. Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

No **hats/bandanas** may be worn on the school grounds at any time unless they are necessary to participate in a sporting event or enrichment club.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirt tails should be tucked in so that the belt and waistband are visible. Belts must be worn at all times with pants/shorts that have belt loops. Culottes and jumpers should be no more than one inch above the

knee. Shorts should be knee length and worn at waist, pants should not sag or droop in any manner.

**Shoes must be clean, comfortable, and must be the approved black shoe.**

Socks should be folded down and not scrunched in any manner. Ankle socks of any kind are not permitted.

Girls PE uniforms should be approximately three to four inches above the knee. Shorts or sweatpants should not be rolled up or pulled down in any way. Pajama style shorts/low waist styles will not be accepted.

Only the navy blue cardigan or fleece may be worn in the classroom with the school uniform on cold days. The only exception to this rule are for those students who wear their PE clothes to school (Grades Pre-K through 2). Jackets may be worn to and from school, when changing classroom and on the playground, but must be removed once inside the classroom.

**Brownie/Scout Uniforms** – Students may wear the scout uniforms on meeting days.

**Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day and/or will serve a detention. Parents are asked to ensure that the complete, crisp, clean uniform is worn to school.**

***Out-of-Uniform and Dress Down Day Guidelines***

**Students may wear:**

- \*jeans/khakis
- \*tennis shoes/close toed shoe
- \*double roll socks
- \*shorts no shorter than three inches above the knee
- \*skirts no shorter than three inches above the knee
- \*skorts
- \*sweatshirts
- \* appropriate slacks

**Students may not wear:**

- \*flip-flop sandals or heels
- \*no open back shoes
- \*tight fitting pants, shorts or jeans

- \*tank tops or spaghetti strings
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*make-up
- \*hats

**Good Rule of Thumb: If you think you shouldn't wear it, you shouldn't!!**

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

***Sickness and Medication***

School age children occasionally have signs and symptoms, which may be related to communicable diseases. Only a licensed health practitioner can determine a diagnosis and/or prescribe treatment and provide instructions regarding the student's return to school. Very few illnesses mandate exclusion from school. However, students should be excluded from school participation if:

1. Illness prevents students from participating in school activities;
2. Student requires more care than the school staff can provide;
3. Any symptoms listed below are observed;
  - Vomiting
  - Diarrhea
  - Skin lesions that are weepy or pus filled
  - Colored drainage from eyes, nose, or ears
  - Difficulty breathing
  - Stiff neck or headache with fever
  - Head lice
  - Pink eye
  - Behavior change – irritability, lethargy
  - Jaundice (yellow color to the skin or eyes)

If a child is required by a medical doctor to take prescription medication during the school day, the office staff will observe the child taking the medication under the following conditions.

The medication is received from a pharmacy and has on its label the following information:

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

If a doctor determines that a child needs to take a non-prescription medication while attending school a note is required. The medicine must be in the original container. All non-prescription medication (cough drops, lip balm, etc.) should be taken to the office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

A written parent permission/request form must be signed and on file for each medication required.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible. This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state laws.

If a child becomes ill during the day, it is always in his/her best interest to go home. It is the responsibility of the parent to provide transportation for this purpose. Please ensure that the emergency form is updated as needed with your name, home phone, cell phone, work phone numbers, doctors phone number, and at least two people we can contact if we cannot get in touch with you.

### ***Illness and Recess/PE***

If a child is too sick to go outside for recess, they are considered too sick to be in school. A signed, dated doctor's note must be on file in the school office in order for a child to be excused from PE classes for an extended period of time. Doctor's notes should be updated bi-weekly until the child is ready to rejoin the class. If a child is excused from PE, then it is also not expected that they will participate in recess or sports. Children not

participating will be asked to sit in a shaded area while the regular class is conducted.

### ***Insurance***

All students enrolled in a school operating within the Diocese of St. Petersburg, are insured through the Diocesan insurance plan. Coverage includes accidents that happen during school hours; while attending activities sponsored and supervised by St. Patrick Catholic School; religious services and instruction; and travel to and from any aforementioned activities.

This insurance is mandatory for all students, and is collected as part of the material fee at the time of registration. **Coverage serves to supplement all other insurance parents may have on the child.** You can get more information by calling the Diocesan Insurance Office.

### ***Gifts and Parties***

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

If you wish to send treats for the class on the birthday of your child, please check with your child's teacher to discover the best time of day to celebrate. Birthday parties at school are not permitted. We request that birthday treats be already prepared into individual servings.

School sponsored parties and graduation celebrations may be planned by the school and will be chaperoned by school personnel. Teachers will involve/invite parents on an individual basis. Their procedures for holding class parties may vary from teacher to teacher. Check with your child's teacher if you should have more questions.

### ***Carpools/Dismissal Time***

Parents should pay close attention during dismissal time. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty. Parents are required to use the car line instead of parking their vehicle. If you must park your vehicle, please park in front of the church and not on the side by the cafeteria. It is the responsibility of the parent to contact car pool members and after school

care agencies when a child is absent, leaves school early, or needs other arrangements to be made. **Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.**

### ***Returning to School After Dismissal***

**Students are not permitted to return to the school building after the 3:15 PM dismissal unless accompanied by a teacher.** Students who choose to return to school after 3:30 PM without a teacher, face detention, suspension, or expulsion.

### ***School Safety/Harassment or Bullying***

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

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

Parents are discouraged from allowing students to engage in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. Postings on these sites may result in disciplinary actions if the content of the student's blog includes comments regarding the school, the faculty, other students or the parish. Please ensure that your child does not list the school, its faculty members or other students on these sites, nor should pictures be posted of students wearing school uniform or sports uniform.

### ***Drugs and Alcohol***

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

### ***Child Abuse Laws***

St. Patrick Catholic School abides by the Child Abuse laws of the State of Florida. This law mandates that all cases of **suspected** abuse

and/or neglect be reported to Child Protective Services.

### ***School Property***

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

### ***Lockers***

Each middle school student and some elementary grade students are assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out.

### **Volunteers**

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and are requested to complete the Diocesan mandated background check and Safe Environment training. There is a \$55 fee which can be counted as 4 parent hours. Ordinarily, any adult with a criminal conviction is not eligible to serve. The school reserves the right to decline to accept the services of a volunteer, to request a volunteer withdrawal from service in school activities whenever, in the judgment of the administration, it is in the best interest of the school to do so.

Volunteers serve in a variety of capacities which include, but are not limited to:

School Advisory Committee members, Parent Teacher Organization officers, classroom assistance to teachers, cafeteria assistants, Home Room parents, field trip chaperones, reception desk clerks.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and

structures of the school, parish, and Diocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principal and respect the dignity of those with whom they work and come in contact with.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community. Any person who has a conflict with a school volunteer outside of the boundaries of the school must settle that dispute outside of and without involving or using school resources.

### ***Student Directory***

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

### ***Emergency Information***

In emergencies, information may be released to appropriate persons if it is necessary in the judgment of the principal for the safety of the student or other persons. The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professional and other appropriate parties in connection with a health and safety emergency.

### ***Emergency Drills***

State Law requires that fire drills be held monthly. Detailed escape plans are posted inside the door of each classroom. During the **Fire drills**, students should follow these regulations:

1. Rise in silence when the alarm sounds taking nothing with them;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

**Tornado drills** are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

### ***Crisis Plan***

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

Emergency lock down drills are conducted periodically.

In the event a situation arises that requires that the building be evacuated, students will be moved to one of two secure designated locations:

1. St. Patrick Catholic Church and/or Parish Center
2. Off Campus – down the street at Taylor Park by the playground.

During an emergency, parents should not call the school so that phone lines will be available for use by emergency personnel.

### ***Weather Emergencies***

In case of inclement weather, St. Patrick Catholic School will follow Pinellas County’s Public School closings. Please do not call the school office.

### ***Lost and Found***

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket.

**Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

### ***Parent’s Role in Education***

We, at St. Patrick Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child’s life--

-physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Patrick Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with us at St. Patrick, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment.

Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## ***Parents As Partners***

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

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

Parents agree:

- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of his/her parents.

Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdrawal from the school or be denied the privilege of re-registering.

### ***Parent Organization***

St. Patrick Catholic School Parent Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. The PTO is a union of parents and teachers committed to an affirmation of a school wide partnership; all facets of our children's educational life working in unison. The donation of parents' time, talent, and treasure serve to enrich the total academic program at St. Patrick. **PTO dues are \$25 each year and are required for each family.** Checks should be made payable to: St. Patrick Catholic School PTO.

### ***Parental Commitment***

In order to keep the tuition as low as possible, as well as providing for the special programs and needs of the school, parents are required to take an active role in the fund raising activities sponsored by the school and the PTO. The PTO has established and supports a commitment to service designed to involve all families.

Service hours are as follows and are mandatory:

#### Regular Service Hours:

- Each family must complete twenty (20) hours of service (ten for a single parent) to be accomplished by participation in income generating activities (Fish Fry, Benefit Dinner, etc) or by giving direct service to the school (lunchroom duty, field trip chaperoned, clinic help, etc). Activities are approved/denied by the administration and/or the PTO Board of Directors. Please ask a person in charge if you are unsure that your activity qualifies.
- Any family not fulfilling their commitment for the 2010-2011 school year will be billed at a rate of \$10 per hour. All penalty fees will be turned over the St. Patrick Tuition Committee for collection.

#### Fun Fair Service Hours:

- Each parent is required to work three (3) shifts during the Fun Fair Weekend. Shifts may be subbed out in your name to a family member, friend, or relative who is over 18 years of age. No children under 18 will be allowed to work shifts. No incomplete shifts can be accepted.

- Each parent is required to work either one (1) set up or one (1) break down shift.
- If the above requirements are not met a penalty fee of \$500 will be charged per parent (maximum of \$1000 per family). Families will be billed for the full amount should they fall short of the hours/shifts required. All delinquent accounts will be referred to the St. Patrick Tuition Committee for collection. Checks should be made to the St. Patrick PTO Fun Fair Account.

100% family involvement is critical or the PTO commitment to St. Patrick to be achieved.

The St. Patrick Catholic School community recognizes the commitment of time and collective talents donated so generously by or parents; such a commitment serves to enrich the total academic program at our school.

### ***Right to Amend***

St. Patrick Catholic School reserves the right to amend this Handbook at any time during the school year.

### ***Verification of Compliance***

A written statement signed by the parent/guardian should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. Please fill out and return the signature page located at the end of the handbook.

St. Patrick Catholic School  
1501 Trotter Road  
Largo, FL 33770

## Student Handbook Acknowledgement Form

*Please read the following information carefully. Both parents/guardians should read and sign this form.*

I understand and consent to the responsibilities outlined in the St. Patrick Catholic School 2010-2011 Student Handbook. I understand and agree that my child will be held accountable for his/her behavior and consequences as outlined in this document. These guidelines apply at school, school sponsored events, school related activities, and school sponsored travel. I understand that any student who violates the code of conduct is subject to disciplinary action as outlined in the Student Handbook and which may include referral for criminal prosecution. I further understand and consent to my parental responsibilities as outlined in this handbook.

Date: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Student Name, Grade, and Signature: \_\_\_\_\_

\_\_\_\_\_

Student Name, Grade, and Signature: \_\_\_\_\_

\_\_\_\_\_

Student Name, Grade, and Signature: \_\_\_\_\_

\_\_\_\_\_

Student Name, Grade, and Signature: \_\_\_\_\_

\_\_\_\_\_

*Signed form due to Sr. Veronica Visceglia, SSND by September 3, 2010*