

# St. Patrick Catholic School Student and Family Handbook



**St. Patrick Catholic School is fully accredited by the Florida Catholic Conference, and is a member of the National Catholic Education Association.**

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It is our pleasure to welcome you to the St. Patrick Catholic School Community. St. Patrick Catholic School was founded 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.

In July of 2016, St. Patrick Catholic School transitioned to a diocesan school. And, beginning in July of 2017, St. Patrick Catholic School became a Notre Dame ACE Academy. This partnership with the Diocese of St. Petersburg and Notre Dame ACE Academies will continue to build upon the foundation of nearly 60 years that St. Patrick Catholic School served the surrounding community as a parish school.

The faculty and staff of St. Patrick Catholic 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 school year and the years to come, we will help your child grow spiritually, morally, emotionally, academically, physically, 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 primary 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 concerted 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*

## **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.*

## ***Our Root Beliefs, which are rooted in all we do:***

*God is central*

*Christ is the Way*

*We are always learning*

*We are unique and valuable*

*We are united in love*

## ***Our Core Values:***

*Seek, Persist, Excel, Love and Serve*

## ***Our Shared Purpose:***

*To make God known, loved and served.*

## **POLICIES AND PROCEDURES**

The fact that a child has been registered at St. Patrick Catholic School (SPCS) indicates that its policies, rules, regulations and consequences have been examined and accepted by parents and guardians. It is expected that the judgment of school authorities concerning decisions, policies, rules and regulations and/or the discipline of the students will be respected and supported by the parents and guardians. If conflict arises, parents and guardians are expected to discuss the problem privately with those concerned and not in front of the student(s), other parents or guardians or with others in general. Education is a partnership. The parent is the primary educator: the school supports the parent in this endeavor. However, in the view of the administration, if there is a breakdown in this partnership, parents may be asked to remove their child from the school.

**Chapter One**  
**Enrollment**  
in St. Patrick Catholic School

**I. PARENT/SCHOOL COVENANT**

Parents and School sign a covenant upon registration. This covenant states:

*As parents of children in St. Patrick Catholic School, we promise to read carefully and support the philosophy of the school, as stated in the handbook. We promise to attend weekend Mass and Holy Days of Obligation, as a family when possible. We promise to provide prayer experiences in our daily living and set a Christian example for our children. We promise to help our children with their lessons and take an active part in their education. We promise to support with regular attendance at Parent Teacher Organization (PTO) meetings, to fulfill our required volunteer hours, and to assist with fundraising. We promise to follow the designated stewardship plan for our parish and use the envelope system for our offering to help the parish acknowledge our accountability. We understand that our reception of the Diocesan subsidy for tuition throughout the year is dependent upon our fulfillment of the covenant.*

**II. ADMISSIONS POLICY**

St. Patrick Catholic School gives preference of admission to students in the following order:

1. Siblings of students currently enrolled in the school
2. Children of families who are registered, practicing, and contributing members of St. Patrick Parish, St. Jerome Parish, St. Justin Martyr Parish, and St. Matthew Parish
3. Catholic children whose families are registered, practicing, and contributing members of parishes other than those listed above, and
4. Other applicants

**The administration reserves the right to deny admission to any student upon review of his/her academic or conduct record for just cause.**

**III. Pre-K and KINDERGARTEN ADMISSION**

- a. Since Pre-K (Pre-K 3 and VPK) and Kindergarten are integrally incorporated into St. Patrick Catholic School, their programs follow the same philosophy and objectives, rules and regulations as the rest of the school. There are no commencement exercises for Pre-K or Kindergarten, since there are no sequential breaks.
- b. In order to be admitted to Pre-K 3, child must have attained the age of three years, be fully toilet trained, and have proof of the necessary immunization and physical exam. In order to be admitted to VPK, children must have attained the age of at least four years on or before September 1 of the current school year and have proof of the necessary immunizations and physical examination. In order to be admitted to Kindergarten, children must have attained the age of at least five years on or before September 1 of the current school year and have proof of necessary immunizations and physical examination.

#### IV. CONSENT TO EXCHANGE INFORMATION

No information regarding a current or former student may be exchanged with any non-school based party without a signed, written *Consent to Exchange Confidential Information* except in situations of suspected abuse, neglect, exploitation, endangerment or medical emergency. This form is available in the school office and must be signed by the parent/guardian.

#### V. EXTENDED DAY PROGRAM

St. Patrick Catholic School offers an Extended Day program for children in Pre-K through 8<sup>th</sup> grade. The before school program begins at 7:00 AM and ends at 7:35 AM when students are dismissed to their homerooms. The after school program begins at dismissal and ends at 6:00 P.M. Students attending Extended Day are automatically registered as students at St. Patrick Catholic School. A daily record of attendance is kept in order for billing.

A penalty fee per student will be assessed to parents picking up their children after 6:00PM. The program will be available on all regular school days and most early dismissal days, except for the last day of school. Extended Day fees are payable in advance on yearly or quarterly basis. Fees are payable by cash, check, or money order in the front office. Checks must be clearly marked Extended Day program in the memo line. Contact the school office for information and rates.

No electronic devices are permitted during the Extended Day Program (See ELECTRONIC DEVICES). In addition, all policies and procedures that apply during the school day, apply to the Extended Day Program as an extension of the school day.

#### VI. IMMUNIZATIONS

Florida State Law requires that school-aged children are immunized against communicable diseases. The immunizations are not optional and must be fulfilled in order for your child to be enrolled in school. Records of immunization must be submitted to the school on the DH 680 state form (blue card) on or before the first day of school. Pinellas County requires the following schedule of immunizations for school aged children:

- **Pre-K** - Varicella ( Chickenpox or history of disease), Hepatitis B Series, Hib, DTP  
(appropriate # for age), Polio (appropriate # for age), MMR (appropriate # for age)
- **K – 3** - Varicella (Chickenpox or history of disease)
- **K – 6** - DPT (5 doses Diphtheria, Pertussis, Tetanus), Polio (4 doses IPV, OPV), MMR, (2 doses Measles, Mumps, Rubella), Hepatitis B Series (given over 6 month period)
- **7 – 12** - DPT (5 doses Diphtheria, Pertussis, Tetanus), Polio (4 doses IPV, OPV), MMR, (2 doses Measles, Mumps, Rubella), Hepatitis B Series (given over 6 month period), TD (1 dose)

#### V. NON-CUSTODIAL PARENTS

- St. Patrick Catholic School abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic

records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If there is a court order specifying non-release of a child to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce decree.

## **VI. NON-DISCRIMINATION POLICY**

St. Patrick Catholic School does not discriminate on the basis of race, sex or national origin.

## **VII. REGISTRATION**

Re-registration for current students takes place in early spring. The principal has the sole right to deny acceptance of registration or re-registration for any reason.

## **VIII. SPECIAL NEEDS**

Parents of students with suspected or diagnosed special needs should contact the school Principal or Guidance Counselor for assistance.

## **IX. TRANSFERS**

Parents are asked to come in person to the school office to complete a Withdrawal Form in advance of date of transfer.

Upon request from the receiving school, the Office Manager will mail out the transfer, transcript of scholastic record, and standardized test results, duplicate of health record – directly to the school – provided that:

1. All school property, including texts and library books, have been returned to the school
2. All tuition, fines, and book bill payments have been completed.

## **X. WITHDRAWAL**

Acceptance at St. Patrick Catholic School implies a commitment by the school to the child according to its mission. It likewise implies that parents make a commitment to the same.

The decision to withdraw a child from SPCS is a serious one. It is generally considered permanent and should be made only after due consideration, consultation with the school and other professionals familiar with the child's needs. If a parent fails to re-register a student by the due date for re-registration, the school will immediately consider other students' applications for admission for the next school year.

When a student leaves St. Patrick Catholic School, he/she will be given a "re-admittance eligibility" status. One of the following conditions will be assigned based on the circumstances surrounding the withdrawal of the student

**Eligible for Re-admittance** – one of the following situations would render the student/family eligible for re-admittance – given that a spot is available in the grade(s) requested. Student withdrew because:

- Family’s financial situation that the school cannot support
- Family relocated out of the area
- Based on mutual agreement between the parents and the school administration – it is in the best interest of the child to move them (e.g., child needs to repeat a grade, or receive temporary specialized services).
- When withdrawing a student for any of the above situations, the school must be given at least 30 days notice prior to the transfer or to the last day of the school year. (an exception can be made in the case of a job relocation)

**Ineligible for Re-Admittance** - if a family/student withdraws under any of the following conditions, the student will not be re-admitted to the school:

- Student is asked to leave for violation of the school policies or for disciplinary reasons.
- Family withdraws from the school, is re-admitted and withdraws again, for reasons other than financial or family relocation.
- There is a potential or actual conflict between the school and the student and no effort is made on the part of the family to resolve it with the school administration – the child is simply withdrawn.

## CHAPTER TWO

### ATTENDANCE and DAILY SCHEDULES

#### I. ABSENCE / ATTENDANCE:

Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits which will serve them best while in school and in later years.

State of Florida law requires those children between the ages of 5 and 16 attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Attendance is an essential element to good progress in school.

School calendars are distributed to families to aid them in planning family vacations. Schools strongly encourage families to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of absences.

Parents/guardians must notify the school office of a child's absence at 727-581-4865 prior to 8:30 AM. As a safety procedure, if a child is absent and the parents have not called, the school will attempt to contact the parents. When a student is absent, the school must receive communication from parents/guardians explaining the reason for the absence, either voice message or electronic. The communication must include 1) the child's full name, 2) dates of absence, and 3) the nature of illness or reason for absence.

In the case of prolonged medical absence, three or more days, parents should call the office before 8:30 AM for missed class work and homework, so the work can be prepared and be ready for pickup at dismissal time. Due to teaching schedules it may take up to 24 hours to have materials prepared for pick up in the school office. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Ten (10) tardies in a trimester are considered excessive. A notification will be sent home on the tenth tardy. A conference with the school counselor and homeroom teacher will be mandatory.

Six (6) absences in a trimester are considered excessive. A notification will be sent home on the sixth absence. A conference with the school counselor and homeroom teacher will be mandatory. On the seventh absence, consequences may be given. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance.

Students should not be permitted to return to school unless well enough to participate in school activities. Students must be present for at least four (4) hours of the school day to be considered present that day. In order to participate in any after school activities, including the extended day program, students must be present on that day. Students who are absent more than 20 school days during the year may be under administrative review for academic retention and may be asked to withdraw from St. Patrick Catholic School.

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50.

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

School Hours\*

Daily:	7:50 AM – 3:15 PM
Half Day (Noon Dismissal):	7:50 AM – 12:00 PM

## **II. APPOINTMENTS**

Dental/Medical: These should be made outside school hours when possible. If they must be attended to during school hours, the parent will provide the explanation at the time the student is signed out.

## **III. ARRIVAL**

The school day begins promptly at 7:50 A.M. Extended Day morning supervision will begin at 7:00 AM, all students arriving between 7:00 AM and 7:35 AM are required to report to the Extended Day room. It is not permitted for any student to be dropped-off prior to 7:00 AM. Parents can either drop off students in the car line (by the cafeteria) or walk them to the classroom in the morning (parking is available in the main church lot and the front gate will be open for this purpose). Gates will be open for parent drop-off and car line at 7:35 AM.

Students not in their classrooms by 7:50 AM will be marked tardy. All students arriving after 7:50 AM, a parent must park and walk them into the school office to sign in their child as tardy. St. Patrick Catholic School assumes no responsibility for children arriving earlier than 7:00 AM, unless approved by the School Principal. No child should be dropped off in the back teacher parking lot or in front of the church fire lanes.

Since morning assembly is the time when the entire school prays together, pledges allegiance to our country, hears a spiritual thought for the day as well as the daily agenda and the upcoming events of the week, it is essential that each child be present at these events from their beginnings it is encouraged to have your child dropped off by 7:45 AM, so they are seated and ready at 7:50 AM.

## **IV. DISMISSAL**

Dismissal takes place from 3:15 PM to 3:30 PM. Parents may park either in the main church parking lot or in the side parking lot by the cafeteria. All students must be picked up in their classrooms by parent, guardian, or other person authorized for pick up for the student. If an injury or other situation prevents a parent or guardian from walking to the classroom, please contact the front office to make special arrangements. We ask that parents please recognize and respect that the teachers have a responsibility to other students during drop off and pick up times. These times should not be used as an impromptu parent-teacher conference. While it is important to have continual dialogue between the parent and teacher, please be mindful of the conversation and set up a time for a parent-teacher conference if necessary.

A written note from a parent or guardian is required whenever a change, (including method and/or pickup by a person not listed on the Emergency Information form), in dismissal procedure occurs. Students will not be permitted to call home to make afternoon arrangements. Students who are not picked up by 3:30 PM will be sent to the Extended Day Program and parents will be billed appropriately.

Students involved in school sponsored after school activities must be supervised by an adult at all times. Only club or team members may stay for meetings or practices. There are no spectators as we do not provide supervision for this. Brothers, sisters, and friends must go home or to Extended Day at the regular time. The coaches are responsible for their teams and cannot attend to spectators.

Students who leave the school grounds in school/sports uniform are expected to follow the rules of the school as if they were still on the property. Disciplinary measures may be imposed for students in school uniform not behaving in a manner in keeping with school policies even if they are not on school grounds at any time before or after school. Any student

who remains after school following club or team events who do not have written permission from a parent to walk or ride a bike home will be sent to the extended day program and the daily rate will be charged.

If it is necessary to pick up a student before 3:15 P.M. (See Dismissal above), a written note from the parent notifying the teacher is required the morning of the early dismissal. Upon the parent's arrival at the School Office, the parent will sign their student out. The student will then be called over the P.A. If a student will be going home with another parent that is an authorized pick-up, the parent must call the school office or email the teacher before lunch. If the other parent is not an unauthorized pick-up, a written note is required. At no time is a parent permitted to go to the classroom to pick up a child without permission from the office.

Dismissal on the last day of the school year is immediately after Mass or prayer service.

## **V. BIKERS & WALKERS**

Written permission must be sent to school by the parent for a child to be released by school personnel to walk or ride a bike home after school or after team/club events.

## **VI. EMERGENCY DISMISSAL/SCHOOL CRISIS PLAN**

Parents reporting to the office to pick up their child(ren) should sign in on the list at the front desk and then wait until their child(ren) are called.

In case of total school evacuation, students will be escorted by SPCS staff to Msgr. McCall Hall.

In the event of a crisis at St. Patrick Catholic School, a diocesan crisis intervention team may be called in to assist administration, faculty, staff, students or parents as the situation warrants.

The school crisis plan, by Florida Law, is not a public record and will not be released for viewing by parents or anyone other than the faculty and the school crisis team members.

## **VII. TARDINESS**

Morning gathering is the beginning of the school day for all students and it is important that they be present and on time. Morning assembly is the time we gather together as a school family for morning prayer, the Pledge of Allegiance to our country's flag and to rededicate ourselves daily to our mission as a school. Students who arrive to school late, and after classes have begun to assemble at the morning gathering will be required to remain in the school office until the end of the morning gathering. Students in grades 3-8 who accumulate four or more tardy notices in the same month will be denied the privilege of dressing down for Spirit Day.

In the Middle School classes (6-8), students who are not in their seats at the beginning of each class will be marked tardy.

## CHAPTER THREE

### STUDENT UNIFORM and APPEARANCE

*CHILDREN'S NAMES SHOULD BE CLEARLY MARKED ON ALL OF THEIR CLOTHING AND PERSONAL BELONGINGS, INCLUDING SNEAKERS.*

I. **Provider:** Risse Brothers School Uniforms is the official St. Patrick Catholic School uniform provider. **The 2017-2018 school year is a transition year for uniforms and students may wear any uniform item that was approved for the 2016-2017 school year.**

II. **Purchase Uniforms:** School uniforms may be purchased at their retail location at 1603 Sunshine Dr., Clearwater FL 33765 or through their website at [www.rissebrothers.com](http://www.rissebrothers.com). There may also be an additional opportunity to have the “store” brought to St. Patrick, in which case additional details will be forwarded to the community at that time.

III. **Uniform Requirements:**

**Pre-K:** Students do not wear a uniform. Socks and comfortable shoes are required. Sandals are not considered appropriate footwear and are not permitted.

**Girls:**

- Plaid skort (1 – 8)
- Khaki skort (Pre-K – 8)
- Khaki walking shorts or slacks (Pre-K – 8)
- Black or brown belt
- Solid black shoes
- Green oxford shirt with SPCS logo (1 – 8)
- Green mesh polo with SPCS logo (Pre-K – K)
- Green jacket or sweatshirt with SPCS logo (Pre-K – 8)

\*Only plain white t-shirts OR PE t-shirts may be worn under the uniform shirt

**Boys:**

- Khaki shorts or slacks
- Black or brown belt
- Solid black shoes
- Green mesh polo with SPCS logo (Pre-K – K)
- Green oxford with SPCS logo (1 – 8)
- Green jacket or sweatshirt with SPCS logo (Pre-K – 8)

\*Only plain white t-shirts OR PE t-shirts may be worn under the uniform shirt

**Girls/Boys:** All slacks, shorts and skirts must be worn at the waist. All shirts must be tucked in so the waistband or belt can be seen.

**Cold Weather Clothing:**

- Clothing without the SPCS logo can be worn to and from school ONLY. ONLY green sweaters, fleece, hoodies, or sweatshirts with the SPCS logo may be worn in the classrooms, hallways and offices of SPCS. No other jackets, sweaters and/or sweatshirts may be worn at any time during the school day.

**Shoes and Socks:**

- Solid black shoes or sneakers ONLY (No logo visible)
- Solid white or black socks or tights – socks must visible and not exceed the knee.
- Sandals and wheeled shoes are prohibited – Heels are prohibited

For safety reasons all shoes must be tied/velcroed

**IV. Physical Education Uniform: (Grades 3 – 8)**

- SPCS tee shirt with St. Patrick logo
- Mesh shorts with school logo
- Solid black shoes: ONLY comfortable/supportive, solid athletic shoes \*No dress shoes, heels, flats or wheel shoes are allowed.
- Sweatshirts and sweatpants on cold weather days.

**V. Body Tattoos/Body Piercing, Make-Up and Nail Polish: Prohibited****VI. Jewelry:**

- 1 wristwatch (smart watches are not approved for school use)
- 1 religious bracelet (WWJD or another)
- 1 thin (3mm) chain with a religious cross or medal
- Medical ID bracelet if appropriate
- 1 pair post earrings, 1 in each lower lobe only (girls only)
- No rings

VII. **Spirit Day:** P.E. T-shirts, SPCS spirit shirt, or ND ACE Academy College and Heaven shirts with uniform shorts/skort/pants or jeans and sneakers. All other uniform rules apply.

VIII. **Sunday's Best:**

Girls:

- Dress or skirt, 2-inches above the knee or below
- Shoes: closed toe shoes only; heels are prohibited
- Shoulders must be covered: no sleeveless dress or blouse

Boys:

- Dress pants: Black, brown, gray, green, blue slacks (no shorts or jeans)
- Polo shirt or button down dress shirt
- Ties allowed, but not required
- Same shoe requirements as standard uniform

IX. **Book Bags and Backpacks:** Student backpacks should be large enough to accommodate student supplies as is grade level appropriate.

X. **Overall Appearance:**

**Hair:**

- Hair should be neatly combed. Extreme hairstyles (i.e. mohawks, feather braids and died hair) as determined by the administration and artificially colored hair that is distracting is not permitted. Beaded hairstyles and specialty braided in excessive design (i.e. "hair braid party") styles are not permitted. Girls' hair accessories should be kept small and not be a distraction. Parents should provide neutrally colored (black or brown) hair accessories or in the school colors of green or white. Head bands with scarf "tails" are not permitted. Hair may not hang over the eyes. The length of boys' hair must be above the top of the collar when the head is held in an upright position. Earrings on boys are not permitted. Make-up and nail polish on girls is not permitted, including artificial nail tips and French manicures.

**Jewelry:**

- For reasons of safety and security, no hanging jewelry, hair wraps or ornamental chains or rings are permitted. One religious medal on a small (maximum 3mm width) chain is permitted. Girls with pierced ears may wear one small post earring in each ear; no hanging or hoop earrings are allowed.
- Jewelry in violation of the uniform guidelines will be sent to the school office and held until the parent comes to get it.

XI. **Privilege of St. Patrick Uniform:**

- It is a privilege to wear a St. Patrick Catholic School uniform. It should be worn properly, be in good repair and be complete. Uniform items with holes are to be repaired

or replaced. Students are required to return home as they were sent to school, i.e., orderly and in full uniform. All shorts, pants and skirts should be worn so that they fit at the waist, not rolled at the waist or hanging down around the hips. Sweat pants and/or leggings may be worn under or over school uniforms, only on extreme cold days. All students have the option of long uniform pants on cold weather days.

- Defacing a school uniform is considered a suspendable offense.
- Students who are out of uniform may be removed from class and parents will be called to bring a complete uniform. Uniform infractions are a disciplinary offense.

## CHAPTER FOUR

### ACADEMIC PROGRAM

#### BOOKS

Students must have respect for their own property and that of others. Children should take care of all books. Hardback books should be treated with particular care, since they are utilized by students over a period of years. Students should place books/items in their bags with care in order to preserve book bindings and overall book condition.

It is best practice to keep all hard-bound books covered, and the covers are to be kept clean and in good repair. Covers should not be taped to the inside of the books. At no time should a textbook be covered with clear contact paper. The child's name and grade are to be written neatly on the paper cover of all books in ink.

Students are responsible to pay a fine or replacement fee for damaged or lost textbooks and library books.

#### GRADING POLICY

##### A. Philosophy

We believe ...

- Students should have a clear understanding of the learning objectives
- Our system of grading should be timely, specific, fair and accurate
- Grades should be based on a well-defined set of standards
- Grades should be an accurate measure of a student's ability to demonstrate understanding
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade
- Assessments are critical to the teaching and learning process

##### B. Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

1. To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

##### C. Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories.

### **Formative**

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is not to judge a student's final competency on a topic or unit, but to evaluate where he or she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

### **Summative**

After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are *Formative* or *Summative* based on their intended use and purpose and not by form. A quiz for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way, a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature as students get familiar with or reinforce what was learned in the classroom

## **D. Purpose of Grades**

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students with regard to their performance relative to the learning standard(s).
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts and to evaluate the effectiveness of school programs

## **E. The Grade Composition**

In order to represent an accurate measure of what a student knows, understands and is able to do, the academic trimester grade needs to be based primarily on work that is evaluated for appropriate content, understanding and correctness, at a time when the student has had sufficient instruction and practice to be responsible for the material. Summative assessments will therefore be the primary constituent of the trimester grade. They will account for no less than 80% of the trimester grade. Formative assessments will account for no more than 20% of

the trimester grade.

Criteria that are not a direct measure of student learning will not be included in the academic grade. These attributes will be reported separately. Please see *Section G: Reporting Conduct and Approaches to Learning*

## F. Reporting Grades

Individual assignments will be either assessed traditionally or by using a rubric. When traditional grading is used, 50% will be the lowest failing grade recorded. The following rubric achievement descriptors will serve as a scoring guide.

### SCORING GUIDE

Letter Grade	Descriptor	% Score
<b>A</b>	The student provides evidence of deep understanding and fluent application of the target standard(s).	90-100
<b>B</b>	The student is close to meeting the target standard(s).	80-89
<b>C</b>	The student meets part of the target standard(s).	70-79
<b>D</b>	The student is just beginning to address the basic ideas of the target standard(s).	60-69
<b>F</b>	The student provides little to no evidence of addressing the target standard(s), including missing or incomplete work.	50-59

At the end of the marking period (trimester), the mean of all assessments (with appropriate weights) is matched to the scoring guide for a final letter grade and the awarding of corresponding quality/grade points (if applicable).

## G. Reporting Conduct and Approaches to Learning

The Diocese recognizes that the cultivation of good behavioral and learning habits and behaviors support learning in the long run.

### Conduct

While schools may create their own rubric for Conduct, the principles of Respect and Responsibility should be the focus for conduct behaviors. The following are the indicators of Respect and Responsibility.

#### *Respect*

- Demonstrates a good attitude
- Is respectful to adults and peers in speech and action
- Maintains positive peer relationships
- Respectful of personal, peer, and school property

#### *Responsibility*

- Exhibits self-control
- Follows directions and does not need constant reminders
- Socializes only at appropriate times
- Takes ownership for behavior

The following is an example of a rubric for the reporting of *Conduct*.

	<b>Respect</b>	<b>Responsibility</b>
<b>4 Exceeds</b>	Consistently respectful, kind and cooperative.	Consistently follows school/classroom rules and directions.
<b>3 Meets</b>	Frequently respectful, kind and cooperative.	Frequently follows school/classroom rules and directions.
<b>2 Developing</b>	Occasionally respectful, kind and cooperative.	Occasionally follows school/classroom rules and directions.
<b>1 Rarely</b>	Rarely respectful, kind and cooperative.	Rarely follows school/classroom rules and directions.

### Approaches to Learning (ATL)

While schools may create their own rubric for ATL, the principles of Organization, Communication / Collaboration and Reflective Thinking should be the focus for all ATL behaviors. The following are the indicators of Organization, Communication/ Collaboration and Reflective Thinking.

### *Organization*

- Prepared for class
- Punctual with homework and in-class assignments
- Completed homework and in-class assignments

### *Collaboration & Communication*

- Participates in class
- Attentive and engaged during instruction
- Demonstrates helpfulness and teamwork

### *Reflection & Personal Initiative*

- Open to teacher help and correction
- Makes effort to improve behavior/performance by seeking help when needed
- Makes time for personal study and improvement

The following is an example of a rubric for the reporting of ATL.

	<b>Organization</b>	<b>Collaboration &amp; Communication</b>	<b>Reflective Thinking</b>
4 Exceeds	Consistently displays readiness to learn through preparedness, punctuality and task completion.	Consistently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Consistently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
3 Meets	Frequently displays readiness to learn through preparedness, punctuality and task completion.	Frequently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Frequently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
2 Developing	Occasionally displays readiness to learn through preparedness, punctuality and task completion.	Occasionally attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Occasionally open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
1 Rarely	Rarely displays readiness to learn through preparedness, punctuality	Rarely attentive and engaged; participates well in class; works well in	Rarely open to teacher feedback; reflects on how to keep improving;

	and task completion.	groups; seeks help when needed.	produces quality work; makes time for personal study and improvement.
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## H. Other Matters on Assessment and Grades

### 1. Honor Roll (Grades 4 – 8)

Honor Roll is awarded to students who encompass merit and integrity that results in academic and behavioral success.

Honor Roll eligibility is determined by:

1. Grades in all subject areas
2. Approaches to Learning (ATL's) in all classes
3. Conduct in all classes

students can earn Principal's Honors or Honors. Eligibility requirements follow:

#### Principal's Honors

- All A's
- 3 or 4 in ATL's
- 3 or 4 in Conduct

#### Honors

- All A's and B's
- 3 or 4 in ATL's
- 3 or 4 in Conduct

### 2. Make-Up of Academic Work during Absence

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to ParentsWeb to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50.

In the case of prolonged absence, three or more days, parents should call the office before 8:30 AM for missed class work and homework so that the work can be prepared and be ready for pickup at dismissal time or sent via e-mail. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Homework assignments for extended absences should be arranged with the teacher. Parents may pick up textbooks, if necessary, at the end of the school day but should email the teacher by 10:00 AM to arrange this. Requests for homework should be made by contacting the classroom/subject teacher. Due to teaching schedules requests may take up to twenty-four hours to be completed.

### **3. Make-Up of a Scheduled Summative Assessment during Absence**

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

### **4. Retakes**

*The focus of the Office of Catholic Schools and Centers of the Diocese of St. Petersburg is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative.\**

The following retake policy is designed to encourage relearning on the part of the student.

#### **Criteria for Retakes**

##### **Grades K-5**

1. The retake process will be initiated by the teacher. The teacher will communicate with the parent when a retake is necessary. (This will be required in the case where the grade achieved is below a 70).
2. A student may retake a summative once.
3. Students may be required to participate in additional practice in order to qualify for a retake.

##### **Grades 6-8**

1. The retake process must be initiated by the student.
2. A student may retake a summative once.
3. The Application for a Retake should be completed by the student (with parent, if needed), signed by student and parent, and returned to the examining teacher no more than five (5) school days after the grade has been posted.
4. On the Application for a Retake, the student will identify the deficient standards/topics and include a clear learning plan and timeline to close the learning gap.
5. Students may be required to participate in additional practice in order to qualify for a retake. Students are required to have turned in all assignments, on time, for which the assessment is measuring in order to be eligible to request a retake.
6. Only one retake in each subject may be taken each trimester.

#### **Limitations and Deadlines (K-12)**

1. Only one retake will be allowed per summative.
2. All graded formative assessments must be completed on time prior to the

original summative.

3. The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
4. Trimester exams and summatives that are extended projects with ongoing feedback and clear completion deadlines do not qualify for retakes.
5. The student will forfeit the retake opportunity if either the scheduled retake date or a scheduled teacher required additional practice is missed, unless excused or rescheduled by the teacher.

### **Teacher Facilitations (K-12)**

1. Teachers will group summative assessments around specific learning standards to help the student identify deficiencies and plan a successful retake. Teachers will post retake dates when the summative assessments are returned.
2. The retake will only assess the deficient standards, allowing the student to focus on closing the learning gap and improving the assessment score. The higher grade (out of the retake or the original grade) will be recorded for credit in the grade book.
3. Teachers have discretion and may require that a student complete missing ungraded assignments correlated to the deficiencies before the retake is administered.
4. Teachers have discretion over the format of the retake assessment.

\*Teachers reserve the right to deny a student from a retake before, during, or after the retake form is completed if the teacher can show due cause as to why there should not be a retake. This may include, but is not limited to, situations that involve academic dishonesty.

### **5. Zeros**

Missing work and the use of zeros. Teachers understand that a zero (on the 100-point scale) on an assignment is a disproportionate penalty that places the student at a disadvantage when it comes to making up the grade deficit. A score of 50 represents the lowest failing score. Any assessment that is not turned in on the due date, the student will receive an automatic 50. At St. Patrick Catholic School we strive to live the value of persist, in doing so, it is the school policy that all graded assessments be completed prior to students receiving a final grade in a course.

## **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 Program.

## **GRADUATION REQUIREMENTS**

To graduate from St. Patrick Catholic School, a student must have maintained a passing average (minimum of 60%) in all subjects in eighth grade and have met all financial obligations of tuition and fees.

## **INTERNET USAGE BY STUDENTS**

All students must have a signed Technology Acceptable Use Policy form (provided by the school) in order to access the Internet or utilize the computers on school property. Parents are expected to closely monitor student use of internet sites, blogs, chat rooms, instant messaging, electronic mail and the like at home. Due to media release guidelines, no school related videos or pictures are to be posted on YouTube or any other online sharing site without the stated permission of the school administration.

Students will be taught proper writing and research techniques, especially as it pertains to the legitimate documentation of print and electronic sources. Students who have been proven to plagiarize (definition of plagiarism = to take and use ideas and passages from another's work without giving proper credit) by a teacher's due diligence will be subjected to school consequences. Please go over these guidelines, as well as the information presented on the Technology Acceptable Use Policy form, with your student/s. Infraction of the rules set forth in this document, as well as the Technology Acceptable Use Policy form, can result in permanent suspension from Internet use by the student at school.

## **PROMOTION/RETENTION/SUMMER SCHOOL**

St. Patrick Catholic School strives to insure that each child has a valid formation in the basic skill areas that will render him/her capable of living in society as a responsible citizen. Therefore, in order for a student in the primary grades (1 & 2) to be promoted to the next grade, he/she must demonstrate mastery in the areas of Language Arts (Reading, Grammar, Composition, Spelling) and Mathematics skills.

The core subjects for students in grades three through eight in the Catholic Schools of the Diocese of St. Petersburg include: Religion, Math, Language Arts, Science and Social Studies. A student enrolled in a Catholic school who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

The following criteria must be met with regard to the remediation process:

1. Remediation must take place in one of the following ways:
  - By a teacher certified in the subject area contracted by the parent and approved by the principal
  - In a remediation program which has been approved by the principal

\*Neither the student's current teacher nor any teacher who presumably will be the subject area teacher in the future may tutor or provide remediation for a student by hire.

2. Prior to the beginning of the next school year, the principal must receive:
  - Validation of attendance
  - Proof of proficiency in the subject area(s), including work samples and test scores

\*Failure to meet remediation guidelines may result in retention or the student may be withdrawn from the school.
3. The following documentation guidelines will be followed after meeting remediation guidelines:
  - The original failing grade is recorded on the permanent record and may not be altered
  - Proof of proficiency in the subject area must be recorded separately on the permanent record card.

St. Patrick Catholic School reserves the right to withhold a student's report card and RenWeb privileges if tuition and/or additional fees are not current, Home and School Meetings not attended, or parent-teacher conferences not attended.

Children who have exhibited unsatisfactory conduct during the year may not be accepted back into St. Patrick Catholic School for the following year.

## **RELIGION**

Religious training is of the utmost importance and forms an integral part of school life. Students attend daily Religion classes that provide the foundation for a clear understanding of Catholic faith and living.

The student body has the opportunity for Reconciliation, Mass, and Eucharist on a regular basis. Para-liturgical celebrations are also scheduled for special feasts.

Every effort is made to lead the student to live his/her Christian commitment daily in all he/she does. Parents are asked to cooperate in the faith formation of their children, especially through the example of their own Christian living in the circumstances of each day and in their faithful observance of the Sunday obligation.

## **SPECIAL NEEDS**

Parents of students with suspected or diagnosed special needs should contact the school Principal or Guidance Office for assistance.

## **STUDENT RECORDS**

The student permanent record card contains the following information: student's full name and any known changes thereto due to adoption; authenticated birth date, place of birth, race, and sex; last known address of student; names of student's parents or guardian; name and location of last school attended; number of days present and absent; date enrolled; date withdrawn; courses taken and a record of achievement; date of graduation; standardized test results; health data, sacramental information, divorce decree, and custodial information, if applicable.

If parents, guardians, or an eligible student (18 years or older and self-supporting) wishes to view this record, this request must be made in writing and submitted to the school with no less than twenty-four hours notice. The inspection and review of the record will be held in the presence of the school principal.

## CHAPTER FIVE

### CONDUCT

#### 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 Catholic School 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 letter form 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.

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, laser lights, CDs, iPads 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 our 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 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 may face a failing grade, detention, suspension, and/or expulsion.

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

In-school suspension, out of school 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 50, 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 may 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 students should obey playground monitors at all times.
- All students must be accepted and allowed to play. No exclusive games, groups, or cliques.
- 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 climbing, pushing on fences.
- No playing with sticks or rocks found on the playground.
- When the whistle blows, students are to respond immediately and line up quietly.

## CHAPTER SIX SCHOOL COMMUNICATIONS

### COMMUNICATIONS

All communications relating to St. Patrick Catholic School activities, events, personnel, or students whether oral or written, created to be distributed to the parish, school families, the community at large, or the media, must be submitted in advance and approved by the principal. This includes press releases, photography, video, film, newsletter, solicitation letters, bulletins, annual publications, and video productions. Communications between the school and the home takes place through a variety of ways:

#### **1. Electronic Mailings**

Newsletters, messages, updates and Information Packets will be sent via email or text message with possible PDF attachments. Families are encouraged to print and/or read and disseminate the information accordingly. Other communications may be emailed as needed.

#### **2. Parent-Student Handbook (attached to school website)**

The Handbook contains the rules, expectations and other pertinent information of St. Patrick Catholic School. Families and students will be expected to sign off that they have read and understood this handbook in order to attend St. Patrick Catholic School. The school administration reserves the right to amend any policy contained within the handbook at its discretion and updates to the handbook will be made as necessary. The school administration also reserves the right to rule on unusual cases in discretionary manner.

#### **3. Parent-Teacher Organization Meetings (attendance is required)**

The general PTO meetings are held three times a year. The dates for the meetings are printed on the calendar and disseminated via the electronic updates. General assembly meetings are held in the McCall Hall and begin promptly at 6:30 PM.

#### **4. Parent-Teacher Conferences**

Conferences between parents and teachers are welcomed. Appointments are made in advance for these conferences. Additional conferences can be arranged any other time during the year by sending a written note or e-mail requesting such a conference to the teacher or by telephoning the school office requesting a conference. Please do not attempt to meet with teachers immediately before or after school (drop-off and pick-up) without an appointment as all teachers have supervisory duties at those times.

#### **5. Parent-Administrator Conferences**

If a parent has a concern, the procedure to follow is to first meet and discuss the difficulty/concern with the teacher or the person involved. A face to face meeting with this person is required before a conference with an administrator will be scheduled. If a

conference with an administrator is required, send in a written note, e-mail or telephone the school office to request a conference. Drop-in requests for conferences cannot be accommodated.

## **6. Telephone Calls**

Telephone calls should be limited to emergencies. Students may not be called to the phone. They should know before school what they are expected to do for the day. Only in cases of emergency will messages be relayed to the student. In case of illness or injury, parents of the students will be called. It is essential that any change in home or work phone number be communicated to the office manager.

If for some unforeseen circumstance, an after-school activity is cancelled, with the Principal's authorization, students will be allowed to use the office phone. No student is permitted to use or possess cell phones during school hours all cell phones that are brought to school must be turned into the main office at the beginning of the day and will be returned to the student at the end of the day.

## **7. Parent to Staff Messages – Student Delivery**

Enclose all correspondence to school staff in a sealed envelope with the name of the recipient clearly marked on the front. Envelopes addressed to/from school staff may not be opened by students.

## **8. Advertisements**

Only flyers provided by the community for not-for-profit organizations which relate to services/activities for children or families of St. Patrick Catholic School will be included in the monthly electronic mailings.

**9. School Fax Machine** – (727) 581-7842 -Parents should not send time-sensitive information such as dismissal changes to the school fax machine. Any time-sensitive information should be sent in writing to the teacher or called in to the school office.

## **10. Internet**

Website: [www.stpatrickcatholic.org](http://www.stpatrickcatholic.org). The SPCS monthly calendar, menu, teacher pages and other information may be found at the website.

## **11. RenWeb: School information system**

RenWeb is a secure, online communication tool. The objective of the RenWeb site is to provide information to parents about assignments and numerical grades and to increase communication between the school and home. At the beginning parents are given instructions about how to log on to the website along with a user name and password for secure access. This communication replaces all paper progress reports in grades 3-8. Teachers will post grades at minimum every two weeks. Parents should periodically check their child's progress and communicate any concerns to the teacher. Families that are not current with tuition and/or fees or who have not attended mandatory meetings may lose their RenWeb privileges. The link for logging on can be found on St. Patrick's homepage.

## **12. Parent Alert System**

Parent Alert broadcasts instant voice, text and Email messages using a database of parent or guardian contact information. To participate in receiving Parent Alerts: email or text messages, parents need to supply contact information on their child's registration. Parent Alert is utilized through RenWeb and is designed to help eliminate phone tie-ups, miscommunication, unnecessary trips, and other pertinent information that needs to be communicated home, or during an emergency or unplanned event. Any questions regarding the Parent Alert System should be directed to the main office.

## **13. Media Release & Permission**

In order for a student's image to be used for any video production or print media which will be seen outside the school, a signed media release form (provided by the school) must be on file in the school office. All media personnel must have prior written consent from the pastor to film, interview, or photograph anyone on parish grounds.

## CHAPTER SEVEN STUDENT LIFE and RESPONSIBILITIES

### I. FIELD TRIPS

At the discretion of the classroom teacher, field trips of an educational nature may be taken during the school year. Field trips must be within the Tampa Bay area and must take place within the school day hours. For reasons of safety, supervision and liability, trips to recreational and theme park venues are excluded. For security reasons, students may not be picked up from, brought late or left behind with parent chaperones at any field trip location, but must leave and return to the school with the predetermined chaperones, unless prior approval is made with the principal. An exception will be made for students who get ill on field trips. These students must be picked up at the field trip by a parent or designated adult.

The identity, number of and role of trip chaperones are determined solely by the classroom teacher in advance of the trip. Siblings or other children not in the class are not permitted to attend. Additional parents are not permitted to visit the same venue(s) of a class trip while the students are present. Parents must be willing to assume responsibility for students other than their own child and to follow the teacher's directives for the day. Care is taken to judiciously group students with each other and their chaperones. We do expect parents to be gracious and accepting of those students assigned to them for the field trip.

Parent drivers may not make extra stops with their groups before or after field trips. No food/drink is to be provided to students on the way to or from the field trip unless this was pre-arranged by the teacher. Participation is a privilege and may be denied to a child who does not abide by classroom and school rules. Written parental permission on the school form is required before a student may participate. Only this form will be accepted. This form will be sent home at the appropriate time. Parents who chaperone must follow guidelines set by the Diocese of St. Petersburg and St. Patrick Catholic School.

### II. VOLUNTEER

Diocesan policy dictates "...that any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care or supervision of children...be screened. " Volunteers will be asked to complete a Level II Federal Background Screening (fingerprinting). Fingerprinting information is available at [www.dosp.sofn.net](http://www.dosp.sofn.net).

Any adult chaperone or volunteer must also complete the Safe Environment Training mandated by the Diocese.

#### **Volunteer Drivers**

The Diocesan policy concerning volunteer drivers is as follows:  
Anyone providing transportation for school/center activities must have a valid Florida driver's license and his/her own automobile liability insurance with limits of at least \$100,000 bodily injury for each person and \$300,000 bodily injury for each accident, and property damage liability limit of \$50,000. The vehicle to be used must be in safe operating condition and occupancy must not exceed the maximum number of occupants for that vehicle. The Diocese of St. Petersburg does provide insurance coverage, but only as a secondary source to your own insurance since Florida Law requires the owner of a vehicle to be insured. In order to be covered under the Diocesan plan, proof of insurance must be furnished. A photocopy of the volunteer's driver's license, automobile registration and insurance card is required.

St. Patrick Catholic School adheres to this policy. Therefore,

1. The driver must have come into the school office to complete the Volunteer Driver form and submit their driver's license, automobile registration and insurance card for copying. (This must be updated each school year.)
2. It is helpful to complete the Volunteer Driver form and submit documentation of insurance, registration and driver's license several days prior to the event.
3. The Volunteer Driver regulations apply not only for school field trips but also for any school sponsored events, club outings and/or other events for which the school distributes a permission form.

### **III. FORGOTTEN ITEMS**

Students may not call home for forgotten items. No forgotten items may be brought to the school by anyone after the school day has begun nor are any students permitted to return to school to retrieve a forgotten item. This includes school work, supplies, projects or clothing. Forgotten lunches/lunch money are an exception.

### **IV. FUNDRAISING**

Fundraising using the school name or premises must first be approved by the Principal. The purpose of fundraising activities must support the mission of St. Patrick Catholic School. The school relies on fundraising activities to help defray the rising cost of educating your child/ren.

### **V. LOST AND FOUND**

Anything not claimed will be given away on a bi-weekly basis. Parents are encouraged to label everything with the students' name to facilitate distribution of lost items.

### **VI. LUNCH**

Children may bring their own lunch to school or buy it in the cafeteria. All lunch payments must be paid with cash or checks made out to St. Patrick Catholic School. Lunches and drinks can be purchased utilizing lunch menus available in the school office (lunch menus and payment must be turned in to the school office by Wednesday of the week before). No lunches are served on early dismissal days. No parent may pick up a child during lunchtime to take them to lunch off campus. Parents are welcome to secure a visitor's pass and have lunch with their children at the regularly scheduled time.

Students celebrating birthdays may bring in a small snack, which is easy to distribute, such as cupcakes or cookies, to be shared with the class during lunch break or snack time. The teacher must approve this snack and time of distribution. Do not send in birthday cakes or any items requiring preparations. Party lunches with special foods and snacks for individual groups are not permitted.

The microwave may not be used by any child.

## VII. PARTIES AND INVITATIONS

Invitations to private parties may be distributed at school only under certain conditions. All children in the class must be invited and they must be given to the teacher for distribution. Reserving rooms, halls, facilities or equipment in the name of St. Patrick Catholic School is forbidden.

St. Patrick Catholic School assumes no responsibility for any private parties. Such private parties are not school functions and parents accepting such invitations shall be responsible for all risks associated with such private parties.

The school office, school faculty or staff may not be able to accept gift deliveries, i.e. flowers, balloons, etc. for students.

## VIII. PROGRAMS/SPECIAL ASSEMBLIES

Parking for guests attending assemblies, programs, Masses, and special events is the church lot. Following all afternoon school events, students will report back to their classrooms for the remainder of the school day and will be dismissed at the regular time and dismissal area. Parents may not sign out for early dismissal children, their siblings, or carpool members following afternoon programs and events.

## IX. SPORTS

Boys' sports include flag football, soccer, basketball, baseball and track. Girls' sports include volleyball, soccer, basketball, softball and track.

Students participating in sports will be given information from our Athletic Director, specific to that sport.

Forms: Parents of athletes who make the team must complete an application for athletic participation and a warning and release form and provide an original, notarized certificate of satisfactory health from an examining physician. No faxed copies are acceptable. Sport fees are communicated by the Athletic Director where they apply.

**Eligibility:** Participation on a varsity team is a privilege that requires a student to balance practice times, games and their academic responsibilities. Students will be screened prior to try-outs. Students who do not meet the eligibility standard will not be permitted to try out for a varsity team. In order to participate on the team during the sports season, team members must maintain a satisfactory average in all major subject areas and in conduct in all classes. Eligibility is reviewed.

**Athletic Calendar:** A calendar of the dates and times of practices and games will be issued to parents and team members at the beginning of the sports season. It is the responsibility of the team member and the parent(s) to arrange to attend practices and games and provide transportation. Should a game or a practice be cancelled, team members will be under the supervision of their coach until they are picked up.

## X. STUDENT ACTIVITIES

The St. Patrick Catholic School community desires to join in students' recreation, share with them in friendly conversation, and enjoy the gift of life that God grants. To that end,

activities are offered at various stages of a student's life here at St. Patrick Catholic School to help students develop in a well-rounded, holistic way.

CHAPTER EIGHT  
**FAMILY RESPONSIBILITY and ACTIVITIES**

**I. PARENT/SCHOOL COVENANT**

Parents and School sign a covenant upon registration. This covenant states:

*As parents of children in St. Patrick Catholic School, we promise to read carefully and support the philosophy of the school, as stated in the handbook. We promise to attend weekend Mass and Holy Days of Obligation, as a family when possible. We promise to provide prayer experiences in our daily living and set a Christian example for our children. We promise to help our children with their lessons and take an active part in their education. We promise to support with regular attendance at Home and School meetings, to fulfill our required volunteer hours, and to assist with fundraising. We promise to follow the designated stewardship plan for the parish and use the envelope system for our offering to help the parish acknowledge our accountability. We understand that our reception of the Diocesan subsidy for tuition throughout the year is dependent upon our fulfillment of the covenant.*

**II. PARENT-TEACHER ORGANIZATION (PTO)**

St. Patrick Catholic School Parent-Teacher 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:**

- Anyone who volunteers with students must have a level II Background Screening and have taken the Safe Environment Class. No EXCEPTIONS
- 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, Pot O' Gold, etc) or by giving direct service to the school (field trip chaperone, 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 2013-2014 school year will be billed at a rate of \$25 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.

### **III. HOMEROOM PARENTS**

Each class has one or two volunteer parents who will assist the teachers for special projects. Parent-Teacher Organization and teachers direct the activities of the homeroom parent.

#### **IV. VOLUNTEERS**

Diocesan policy dictates "...that any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care or supervision of children ... be screened." Volunteers will be asked to complete a Volunteer Application Form and submit it to St. Patrick Catholic School for processing through the Florida Department of Law Enforcement. In addition, the Diocese of St. Petersburg mandates Safe Environment Training for all volunteers.

All volunteers must report to the school office upon arrival where a visitors' pass will be issued. This pass must be visible at all times while on campus.

“In Unity We are One in the Lord”



***A Code of Conduct  
for  
Parents, Guardians, Caregivers,  
Volunteers, and Visitors  
of Catholic Schools  
in the  
Diocese of St. Petersburg***

***“Search Me, O God, and Know My Heart”***

*-Psalm 139*

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of St. Petersburg. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of St. Petersburg.

# Code of Conduct for Catholic Schools in the Diocese of St. Petersburg

The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. “All rights have to be balanced by responsibilities because we are in relationship” (Putney, 2005).

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors model acceptable behavior always within the school setting, at school sponsored activities or when the school can be involved in any social or professional media. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (*The Code of Canon Law*, Canon 796, Para. 2).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models within your child's life. “Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators” (*Gravissimum Educationis*, 1965, para. 3).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. All staff and students at our Catholic schools are guided by similar codes. The Code is written in line with the school's values and expectations. The Code stands beside, but does not of course exclude or replace, the rights and obligations of individuals under common law. All Catholic schools are private property owned by the Roman Catholic Diocese of St. Petersburg.

## The Gospel and Our Values:

We are called to emulate Jesus' call to love God and to love each other. We look to the values taught to us in scripture and the Christian belief to guide us, including: **Love** (1 John 4:7-19); **Promoting Life in Abundance** (John 10:10); **Inclusion** (Luke 19: 1-10); **Reconciliation** (Luke 15: 11-32); **Compassion** (Luke 10: 30-37); **Justice** (Matthew 25: 31-460); **Liberation** (Luke 4: 16-21); **Community** (John 15); and **Hope** (Luke 24: 13-35).

## **In living out these Gospel values, we strive to develop the following:**

- An inclusive approach including a non-judgmental and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication
- The ability to work civilly with other people
- Reverence for Creation
- Trusting relationships
- Responsible actions

## **As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:**

- Support in words and actions the philosophy of Catholic Education
- Work in trust with the school for the common goal of achieving what is best for all
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Respect the decisions made by the administration, even if you disagree with them.
- Help your child/ren to understand that ‘giving of your very best’ is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school’s policies, as outlined on the school webpage and/or the school’s handbook and endeavor to support them in the home
- Cooperate where your child’s behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Castoff gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year, level, and across the school
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises

## **Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren’s education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner

- To have a timely response to concerns raised, usually within 24-48 hours
- To be treated with professionalism by all faculty/staff members

## **Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on campus, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events

## **Grievance Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or concern**, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, you may complete the online form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation.

**It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.**

***Deliberate breaches and inability to respect the Diocese of St. Petersburg – Office of Catholic Schools and Centers Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.***

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE ( 1-800-962-2873) and/or law enforcement.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of St. Petersburg Catholic School, are accepting of this Code of Conduct in its entirety.

*Excerpts of this policy have been used by permission of the Diocese of Townsville, AU.*

## CHAPTER 9 SAFETY AND SECURITY

### I. ANIMALS

For reasons of safety, no pets from home may be brought to the school for show and tell or for any other reason. The only exception to this directive will be afforded to those who rely on the use of service animals (e.g., service dogs that help the blind and the deaf) and who are thus protected by civil law. Class pets in cages are permitted.

### II. ASBESTOS MANAGEMENT

The Facilities/Maintenance Department maintains the St. Patrick Catholic School Asbestos Management Plan which is available for review upon request.

### III. CHILD ABUSE REPORTING

More than 1 million children are victims of child abuse and neglect each year, according to state child protective service agencies. Many victims don't receive help because they are not reported to the system. These abused and neglected children span all ages, races, religions and socio-economic backgrounds. Child maltreatment includes actions that result in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse or exploitation of a child under age 18 by a parent or caretaker.

Teachers and school staff are trained to recognize signs of abuse and neglect. If a student should report what is suspected to be abuse or asks for help in this regard, the school staff member is **REQUIRED** to make a report to the Department of Children and Family Services (DCF). It is not the responsibility of the school to launch a full investigation. DCF will make the determination of whether the report requires further investigation.

**Florida Statute, 415 states that “any person, including, but not limited to, physician, osteopath, medical examiner, chiropractor, nurse, or hospital personnel, other health or mental health professional, practitioner who relies on spiritual healing, school teacher, official or personnel, social worker, day care center worker, or other professional child care, foster care, residential or institutional worker, law enforcement officer who knows or has reasonable cause to suspect, that a child is abused or neglected shall report such knowledge or suspicion to the Florida Abuse Registry immediately.”**

The professional staff in a Catholic school has a moral and ethical mandate to ensure the safety of each child by state of Florida certification standards, National Catholic Education Association guidelines, Florida Catholic Conference Accreditation standards, Southern Association of Schools and Colleges standards and Diocesan guidelines.

The State of Florida mandates that any professional working directly with children must report any suspicion of abuse, neglect, exploitation or endangerment of a child to the Department of Children and Families. (F.S., 415) According to this law, those professionals, acting in good faith, who report such allegations to proper authorities under the law are held harmless.

Once a report is made, the investigation is in the hands of DCF. The school will follow all directives given them by this agency and any other law enforcement officers or judicial entities. A request will be made by the school to DCF to notify the parent of the report. DCF may deny this request.

#### **IV. HARASSMENT POLICY**

St. Patrick Catholic School, strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at St. Patrick Catholic School, condemn any form of harassment and will address all credible allegations in accord with the diocesan policy.

#### **V. HURRICANE PREPAREDNESS**

Diocesan policy requires that in case of closure due to hurricane warning or aftermath that two closure days will be forgiven and any days missed beyond two will be made up. The school calendar denotes the holidays that may be used as Hurricane Make-Up Days. If Pinellas County Schools are closed due to threat of hurricane/bad weather/flood, SPCS is closed as well. To ensure student and staff safety if conditions warrant, the Principal, in consultation with the Superintendent and Pastor, may choose to close the school regardless of Pinellas County's actions.

#### **VI. INSURANCE**

Each child is covered for student accident by a secondary insurance coverage provided by the Diocese of St. Petersburg. Participation is mandatory and is paid for through the annual school fees. Coverage applies during all school activities, and includes accidents that occur when the student is traveling between home and school. Accidents should be reported directly to the St. Patrick Catholic School office. The office will then send the necessary claim forms. Only in case of difficulty with this company should the diocesan office be contacted.

#### **VII. MEDICATIONS/ ILLNESS / INJURIES / LICE**

Please do not send children to school if they have fever or have been sick during the night. If a child becomes ill or has an injury during school that requires more than basic first aid, parents will be notified by phone to pick up the child. For this reason, parents must complete a School Emergency Card. It is essential that any change in home or work phone number be communicated to the school secretary.

Children who have been excluded from physical education by their doctor must present a physician's note to this effect. A physician's note is also required when they are able to resume their physical education activities.

**PARENTS ARE REQUIRED TO PERSONALLY DELIVER TO SCHOOL ANY MEDICATION TO BE ADMINISTERED AT THE SCHOOL. CHILDREN ARE NOT PERMITTED TO KEEP MEDICINE IN THEIR POSSESSION AT ANY TIME.** When the medication is delivered, a release form must be completed authorizing the school representatives to dispense medication to the child. The form can be obtained at the school office. The medication must be delivered in the bottle or container in which it was dispensed and must be labeled with the student's name, dosage, frequency of administrations, and physician's name. Parental as well as physician authorization is required before any medication can be administered to your child. This includes over the counter medications such as Tylenol or Motrin. In addition to the release form, please include a note for the teacher advising that a medication is required at a specific time and the duration of the prescription.

Medication should not be transported between home and school on a daily basis. Separate containers should be kept at home and at school. If the parent has filled out the proper forms, the office will call children to the clinic for forgotten medications.

If your child has special health needs (e.g., asthma or breathing problems, severe allergies, chronic illness, heart disease, diabetes, eye or ear problems) complete information must be submitted to the office in writing on the Medication Form. It is imperative that the parent makes sure there is a supply of emergency medication in the clinic, or if necessary, in the classroom should the student require it. Parents should also make the teacher aware of any special health needs.

The school will notify the parent any time lice or nits are found on a student. Parents will be given information regarding proper treatment for the removal of lice and nits from the scalp and the home environment. After treatment, the parent must accompany the student to the school office. Students will be reexamined by authorized school personnel upon returning to school after treatment. Students will be excluded from school until **COMPLETELY** free of both lice AND nits.

St. Patrick Catholic School is not authorized to allow staff to assist in administering special treatments, procedures or therapies; it can only provide supervision for these. Therefore, children in need of such specialized treatments, etc. must be capable of self-administration. If a child cannot self-administer a parent is required to come to school and personally do so.

**In cases of emergency requiring immediate medical attention, a school representative will call 911.** Attempts to notify the parent will follow.

## VIII. SAFE SOCIAL ENVIRONMENT

St. Patrick Catholic School is committed to protecting the dignity of all SPCS stakeholders (students, faculty, staff and parents) and ensuring the respect they should be afforded as God's creations. This initiative is rooted in our Mission Statement, Core Values and Root Beliefs. A safe social environment focuses on age appropriate boundaries that surround a person's physical, intellectual, emotional and spiritual well being.

## IX. SAFETY PATROL

The Safety Patrol is on duty before and after school. All students are expected to follow the directions of the patrol members and all safety rules. Parents are asked to follow the patrol guidelines and the traffic procedures as outlined in this handbook.

## X. SMOKE-FREE POLICY

St. Patrick Catholic School and Parish Center have been designated smoke-free environments. Smoking is not permitted in the school, Parish Center, or on school grounds during regular school hours or at school sponsored events. Adults wishing to smoke must step outside the Parish Center's north side entrance only (facing the church).

## XI. SEARCH AND SEIZURE

St. Patrick Catholic School reserves the right to search desks, lockers, students and personal belongings in order to insure the safety, health, and property of the school, students and staff.

# Student and Family 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 2017-2018 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 including the fulfillment of all required parent service hours. I understand that failure to meet the outlined expectations in this document may result in the withdrawal from the school or that we may not be permitted to re-enroll our students for the following school year.

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

Parent or Guardian Name – Printed \_\_\_\_\_

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

Parent or Guardian Name – Printed \_\_\_\_\_

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

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

\_\_\_\_\_

**Signed form due to the School Office by Monday, August 21, 2017**