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Saint Patrick's Catholic School
Parent – Student
Handbook

2011-2012

Our mission is to glorify God through the education of children in the truth and love of Jesus Christ. The school pursues this training in truth and love through the spiritual, intellectual, physical, and moral formation of children.

- *from the MISSION STATEMENT*

Forming Seekers of Truth and Bearers of Light
since 1856

The Saint Patrick's School Parent-Student Handbook is presented for the interest and information of parents and students in this educational community. It is accompanied by the sincere hope that these directives will promote and foster good will and cooperation by helping to insure consistent action and objective treatment within a Christian framework.

The regulations are compiled within the broad framework of the Handbook of Regulations for schools in the Diocese of Nashville and the Regulations and Minimum Standards for state-approved schools. To supplement the handbook, school bulletins will occasionally be sent home to inform parents of the current necessary information.

Saint Patrick's School reserves the right to modify, reformulate or amend the present handbook when deemed appropriate and necessary.

Saint Patrick's School is accredited by the Southern Association of Colleges and Schools and the State of Tennessee through the Diocese of Nashville.

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The master copy of this document is kept on the computer of the Principal of St. Patrick School. The principal has the sole right to change any portion of this document. For verification of any part of this handbook downloaded from online, please call 931-582-3493.

(Special Absence Approval form, cont.)

Day(s) and Date(s) of Absence:

Reason for absence (explain):

Student name(s):

Student signature

Student signature

Student signature

Parent/Guardian signature _____ Date _____

_____ Approved – Excused Absence

Principal signature

_____ Not Approved – Unexcused Absence

Principal signature

Teacher(s) signature _____

PHILOSOPHY

Saint Patrick’s School is a Catholic elementary school which strives to impart a Christian education enabling students to take their place as well-rounded Christian citizens in their community, and to prepare them to spread the Gospel and to live it. Developing the spiritual, mental, moral, physical and social growth of each individual child will be accomplished through guidance in Christian ideals and a well-planned curriculum that fulfills the individual needs and learning abilities of each student. The Catholic Church recognizes the parents as the primary educators of their children, and Saint Patrick’s School is wholeheartedly committed to the task of cooperating with parents and aiding them in recognizing and developing the dignity of each child.

MISSION

Saint Patrick's Catholic School’s mission is to glorify God through the education of children in the truth and love of Jesus Christ. The school pursues this training in truth and love through the spiritual, intellectual, physical, and moral formation of children

The Irish Catholic heritage of Saint Patrick's Parish, manifested in a legacy of sacrifice for children, endows the school’s mission. Unwavering sacrificial commitment by the parish, parents, faculty, alumni, and community sustains the mission. Graduates, striving for holiness, fulfill the mission in time and eternity.

HISTORY

In 1856, the Reverend Aloysius Orengo, cognizant of the large number of children in the community, built the first Saint Patrick’s School in the area. The parish and school continued to grow. In 1925, Reverend John Murphy, feeling the need for a new school, arranged for the construction of the modern building. He secured the Sisters of Mercy from Nashville. In the early thirties, the school was forced to close due to the Depression, and the Sisters of Mercy returned to Nashville.

In 1937, Reverend Thomas Gill, a Dominican priest, became pastor. He succeeded in reopening the school and brought the Dominican Sisters from Saint Cecilia in Nashville to staff it.

In May 1942, the church, school, and rectory were destroyed by fire. Reverend John Schelly, the pastor, procured a large frame house and with the help of the men of the parish, renovated the building. In August

it was ready to receive the Sisters and students. Classes began on schedule.

From 1946 to 1948, Reverend James Kemper served as pastor. During that time he drew the plans and built the old school building. The current building was completed in December 2003 under the direction of Father John Sims Baker. It is staffed with a combination of certified sisters and lay teachers.

Saint Patrick's School is SACS and state accredited and has been a cornerstone for a quality education in Humphreys County.

STATE APPROVAL - ACCREDITATION

Saint Patrick's School received its accreditation with the Southern Association of Colleges and Schools in 2005. Also, each year the principal submits to the Superintendent of Schools for the Diocese of Nashville a report concerning the status of each of the following qualifications: teaching personnel, curriculum, organization, administration, physical facilities, safety codes, and equipment. Upon completion and approval of this report, the principal is notified of state approval. Every five years a team of diocesan administrators conducts an on-site evaluation of the school. The recent visit occurred in the spring of 2005, and state approval was again granted.

ADMISSION

New students are admitted to all levels depending upon available openings.

Preference is given to

1. Saint Patrick's Parish children
2. Catholic children from other parishes
3. Siblings of current students
4. Non-Catholic children.

Saint Patrick's School admits students of any race, creed, or color, as long as they meet academic standards and space is available. Saint Patrick's School will not accept students if the school cannot meet their special needs. Ordinarily the school will not accept students who have been expelled from other schools.

Admission is determined by an entrance assessment, an interview, and evaluation of previous school records. All applicants participating in the

Appendix B

Special Absence Approval Form

In some special extenuating circumstances, absences of students may occasionally be considered excused for family trips. This is, nevertheless, counted toward the total absence of the student for the year. In order for these absences to be considered excused, three conditions are necessary:

1. Complete the bottom portion of this Special Absence Approval Form and return it to the principal at least one week prior to student's absence.
2. Indicate Plan A or Plan B for how missing work and tests will be completed.
 - Plan A - work given in advance**
Parents may request work ahead of time. However, teachers are not required to give work ahead of time, even for excused absences. If work is given before the time the student will be absent, the work is due upon the student's return. Tests will not be given in advance. For work missed and assigned when the student was absent, the work and tests must be made up in the same time span as the student's absence (ex: 2 days' absence, s/he has 2 days to complete missed work.) All tests and work not completed by that time will receive a 20% grade deduction.
 - Plan B - work given upon return**
If no work is given to the student prior to leaving for an excused absence, then the work missed and assigned when the student returns (work and tests) must be made up in the same time span as the student's absence (ex: 2 days absence, s/he has 2 days to complete missed work.) All tests and work not completed by that time will receive a 20% grade deduction.
3. You will receive notification from the principal regarding the status of this absence. If an absence is considered unexcused, all completed work and tests will receive a 20% grade deduction.

(Technology Use Agreement, cont.)

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their children may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Technology Agreement

I have read the 2011/2012 technology agreement and agree to follow the rules and regulations stated above.

Student signature _____

Parent signature _____

entrance assessment process will be notified of acceptance. All new students will be under a 90 day probationary period.

An agreement is to be signed by the parents of students admitted to Saint Patrick's School pertaining to the support of rules and policies of the school as given in the *Parent Student Handbook* and by the individual classroom teacher.

The following are required for every child entering the school:

- Birth Certificate
- Verification of active parish affiliation/stewardship (Catholic applicants only)
- Baptismal Certificate (if Catholic)
- State approved Health and Immunization form (Available from your doctor or local Health Department)
- Report cards
- Standardized test results
- Record of IEP

According to the State Department of Education, a child must be 5 years of age on or before September 30th of this academic year to be eligible for entrance into kindergarten. A child must be 6 years of age on or before September 30th to enter first grade.

PARENT'S ROLE IN EDUCATION

We, at St. Patrick School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life -physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Patrick School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Patrick School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Appendix A

TECHNOLOGY USE AGREEMENT

Adapted from NCEA's From the Chalkboard to the Chatroom, 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Patrick School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

Regina Caeli - instead of the Angelus from Easter Sunday until Pentecost

V. Queen of Heaven, rejoice! Alleluia!

R. For He Whom you did merit to bear, Alleluia!

V. Has risen as He said! Alleluia!

R. Pray for us to God! Alleluia!

V. Rejoice and be glad! Alleluia!

R. For the Lord has truly risen! Alleluia!

Let us pray. O God, through the Resurrection of Your Son, Our Lord, Jesus Christ, You were pleased to give joy to the world. Grant, we beseech You, that through the intercession of the Blessed Virgin Mary, we may obtain the joys of everlasting life, through the same Christ, our Lord, Amen.

AFTER LUNCH PRAYER

We give Thee thanks for all Thy gifts, Almighty God, who live and reign forever and ever. Amen.

PRAYERS AT THE END OF THE DAY

Act of Contrition

O my God, I am heartily sorry for having offended You, and I detest all my sins because of Your just punishments. But most of all because they offend You, my God, who art all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasions of sin, Amen.

Guardian Angel Prayer

Angel of God, my guardian dear, to whom God's love commits thee here, ever this day be at my side to light, to guard, to rule and to guide. Amen.



PARENTS AS PARTNERS

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

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

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

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

REGISTRATION

The following fees are in effect for the current school year:

New Family Admission Fee.....Due with Application\$50
Non-refundable, unless the student is not accepted.

Registration Fee (per student)....Due May10 -31.....\$225
The registration fee covers the cost of ordering workbooks and other consumable materials, purchasing and renting books for the school year, supplying achievement tests and materials, providing materials for the PE program and library, and funding Home & School Association for materials for events during the school year. This fee also reserves your child's place in the class.

Late Fee (Registration)\$25

TEXTBOOKS

The book fee covers the purchase of consumable books and the rental of textbooks. Students are responsible for the care of the books they use. While normal wear and tear is inevitable, students will be held financially responsible for the entire cost of replacing a book that is lost, defaced, or damaged. Books must be covered with paper bags, paper covers, or book socks, but contact paper is not to be used on textbooks.

TUITION

St. Patrick Parish historically has made the commitment to contribute to the operational costs of the school, but parents must pay the balance of the cost in tuition and book fees.

Tuition rates are set each year by the St. Patrick School Committee and are divided into two categories: Catholic and Non-Catholic. After the tuition is set for the year, which is based upon the actual cost to educate one child, this total is divided into ten equal payments. The payments begin in July and conclude in April. Tuition may also be paid semiannually with the first payment due July 1st and the last payment due December 1st.

DAILY SCHOOL PRAYERS

MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our bishops and of all the apostles of prayers, and in particular for those recommended by our Holy Father this month. Amen.

BEFORE LUNCH PRAYERS - Grace and Angelus or Regina Caeli

Grace Before Meals

Bless us, Oh Lord, and these thy gifts which we are about to receive from thy bounty, through Christ, Our Lord. Amen.

Angelus

V. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail Mary, etc.

V. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word.

Hail Mary, etc.

V. And the Word was made Flesh.

R. And dwelt among us.

Hail Mary, etc.

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us pray. Pour forth, we beseech Thee, O Lord, Thy grace into our hearts, that we to whom the Incarnation of Christ Thy Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ, our Lord. Amen.

PARENTAL COOPERATION

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at St. Patrick Catholic School constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the St. Patrick personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of St. Patrick or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligation under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from St. Patrick Catholic School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

NOTE: Saint Patrick's School Administration retains the right to update the present handbook as deemed necessary.

TUITION POLICY

Tuition is paid through the ACH Network tuition plans. Forms for this purpose are provided to all St. Patrick School families and are to be returned as part of the registration process.

- St. Patrick School tuition is due on the 1st day of each month, beginning in July through April as set up with electronic transfer through Automated Clearing House (ACH).
- A late fee of \$25/month will be assessed to all accounts on which payment has not been received 10 days after it is due.
- Parents with accounts past due 60 days must be brought current (zero past due balance, including late fees), or St. Patrick's pastor and/or principal reserve the right to remove the child/children from the school enrollment.
- Also, families who have an outstanding tuition balance from the previous year may be prevented from enrolling their children at St. Patrick's for the next school year.
- Participation in school fund-raisers, as listed on the tuition agreement form, is essential to receive the set deductions.
- If a family withdraws from the school owing tuition to the school, then the school may hold the children's permanent records and final report card until the payments are reconciled.

PARISH SUBSIDY

To assist in providing a quality Catholic education, Saint Patrick's School requests tuition supplements from each Catholic student's home parish.

MAJOR FUND-RAISERS

IRISH PICNIC

The Irish Picnic is the major fund raiser for Saint Patrick's School which has taken place since the beginning of the school over 150 years ago. The Picnic is held on the last Friday and Saturday in July each year. On Friday and Saturday, 4000 barbecue chicken halves and 20,000 pounds of barbecue pork will come off the pits. Game booths, music, dancing, and a gathering of family and friends turn the Picnic grounds into a festive place. Each school family makes a \$25 meat donation, contributes toys for the booths, sells tickets for the prize drawing, donates food for the dinner stand, and works various booths for the two-day event. Several work days to repair the booths and to clean up the grounds will be held before and after the picnic.

SPRING BARBECUE

The Spring Barbecue is held in late April each year. Students are asked to sell whole barbecue shoulders prior to the event. These orders are picked up before noon on the day of the barbecue. Parents are asked to help with the barbecue clean-up days of picnic grounds a few weeks prior to the barbecue, actual help cooking the shoulders on Friday and Friday night of the barbecue, and/or the selling and pick-up of the shoulders on Saturday.

All parents of children attending Saint Patrick's School are expected to participate in fund raising activities, especially the annual Irish Picnic and the Spring BBQ. The fund-raisers cover a third of the operating cost of the school and offset the tuition charged for every student.

STUDENT DIRECTORY

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

PROPERTY

One of the basic practices of the Christian community is respect for property, one's own and that of others. Students are encouraged to take pride in their school building and classrooms. They are to handle equipment and materials with care. Students will be required to make financial restitution for any careless or deliberate damage caused to school property or to the belongings of another. Students should not bring personal valuables to school.

CELL PHONES

Students may not use cell phones at school. If they must carry them for after school safety reasons, they should keep phones turned off in their backpacks during the school day. Any cell phone that rings or is used during school hours, or is seen by the teacher will be confiscated and kept until the parents come to the office to claim it, and the student will be served a detention. Infractions thereafter will result in a \$25 fine.

TOYS AND PETS

Students may not bring toys or pets to school without permission from the classroom teacher or principal. Electronic devices such as pagers, MP3 players, and similar devices should not be brought to school. Any such item brought to school without permission may be confiscated by a teacher or the principal and held until a parent picks it up.

LUNCH

A hot lunch is served daily. A menu is sent home each month. Milk, snacks and ice cream may be purchased separately. An addendum of specifics for the lunch payment system will be provided for parents. Parents are responsible for tracking their own lunch payments.

Soft drinks or bringing in lunches from fast food restaurants are not permitted.

Parents are welcome to join their children for lunch, but it is necessary to let the school office and classroom teachers know in advance. Please call before 9:00 a.m. the day you plan to come to lunch.

Please notify the school office in writing regarding any food allergies your child may have.

CAFETERIA

The following good manners and behaviors are expected at lunch and in the cafeteria:

- Say “Please” and “Thank you” when asking for and receiving service.
- Show respect toward the cafeteria staff.
- Speak in a pleasant tone of voice to those near you (not too loud.)
- Leave your place neat and clean.
- Use good table manners. Do not play with or throw food.
- Do not run, push, or cut in line.

TRANSPORTATION

Parents should notify the school of their children’s method of transportation at the beginning of the school year. If there is a change in the method of transportation, a note must be sent to school.

BUSES

The bus is financed by the parents of students who ride the bus from Saint Christopher’s Church. Students from Humphreys County may ride the county buses.

Students who ride the buses must stay seated at all times. Loud talking and misconduct are not permitted, as both endanger the safety of all. Respect should always be shown to the driver. Parents are liable for any damage done to the bus by their child. Students who misbehave will be reprimanded. If misconduct continues, they will be put on temporary probation or be permanently expelled from the bus.

CURRICULUM

The course of study follows the curriculum guide for the schools of the Diocese of Nashville. A sequential core of basic subjects, including religion, is taught. As Catholic teaching emphasizes the present life as training for eternal life, the moral and religious development of the child is of primary concern, so all students are required to take religion. In striving for academic excellence, all students are also required to take language arts (reading, English, vocabulary, spelling, penmanship), mathematics, social studies/history, science, physical education and health. Additional enrichment activities may include computer, music, and art. Only students with a written doctor’s statement on file may be excused from physical education classes.

Saint Patrick students learn the teaching of Jesus Christ and the Catholic Faith, which form the foundation of a deep spiritual life. Our main purpose as a Catholic school is to develop young men and women who are convinced of God’s love and goodness, and who will courageously live and proclaim the Gospel of Jesus. This school acts as a support to, not as a substitute for, parents in the religious formation of their children.

ALCOHOL AND DRUG ABUSE PREVENTION AND PERSONAL SAFETY PROGRAMS

A drug education curriculum, recommended and approved by the Catholic Schools Education Office, is implemented from kindergarten through 8th grade. The curriculum is included within the context of the science, physical education, and/or religion programs. All faculty and staff of Saint Patrick’s School are required to receive appropriate training in alcohol and drug abuse prevention. A periodic monitoring of student use of alcohol and drugs now required in Catholic schools is achieved by the anonymous survey, called PRIDE, administered every other year to students in grades six through eight. Results of the survey are shared with the school board, the staff, and all interested parents. Curricular prevention programs as well as parent information and training sessions will be implemented annually in response to the results of the PRIDE survey. The school offers to its parent constituency, an on-going “Parent Education Program.” Also each year the Diocesan-wide Safe@Last personal safety program is taught to Pre-K through eighth grades.

STUDENT EVALUATION

HOMEWORK

Homework is an essential part of the learning process. A certain amount of homework is necessary to reinforce what is taught in school. The purpose of homework is to help the students grasp and master the work presented in class. The student who successfully learns the process of completing homework also is mastering self-discipline, independence, initiative and responsibility. Research reveals that daily homework checked by the teacher with comments about the correctness of the work will increase student knowledge.

Homework should provide:

- an extension of classroom activities
- an evaluation tool for both the teacher and student
- a positive learning experience emphasizing quality not quantity
- an opportunity to stimulate creative, logical, and critical thought
- additional opportunities to learn time management and organizational skills

An average day's homework would not normally exceed:

Kindergarten	5-10 minutes
Grades 1 & 2	20-30 minutes
Grades 3 & 4	35-60 minutes
Grades 5 & 6	60-90 minutes
Grades 7 & 8	90-120 minutes

Homework time does not include studying, long-range assignments and/or projects. Parents who are concerned about "too much" or "too little" homework should contact the teacher involved.

Teachers will:

- provide assignments relevant to class work
- clearly communicate the homework policy and each assignment
- teach students how to do homework
- use assigned homework as an assessment tool
- assign homework requiring skills students have already been taught
- value homework by checking and recording all assignments
- consider the time required to complete an assignment
- provide clear instruction for assignments
- periodically check assignment notebooks at the end of the day
- contact parents when necessary

PHOTO/VIDEO RELEASE

Photographs, videos, and artwork of students may be used periodically throughout the year in newspapers, parent communications, newsletters, or other media. Parents who wish not to have their child(ren)'s photos used must complete and turn in to the office a notice indicating this by August 31st.

TECHNOLOGY

St. Patrick School has an Acceptable Use Policy that we require all students and parents to sign. We believe that knowing and understanding the proper use of the computer is as important to instruction as using the computer itself.

We ask you to read and sign the policy with your child.

(See Appendix A)

BUILDINGS AND GROUNDS

SECURITY POLICY

For security purposes, exterior doors are kept locked during school hours. To gain entrance visitors must register at the office. Students are not allowed to open doors for visitors.

OFF-LIMITS AREAS

Saint Patrick's School is maintained and operated for the benefit of its students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These include storage areas, the pool room storage, all cleaning/storage areas, kitchen, reception area, faculty workroom and library closet.

Students are not allowed to leave school grounds during the school day. An infraction of these rules may constitute cause for suspension. Students may not remain on campus while awaiting after-school events unless arrangements have been made for their supervision by the adult in charge or by the Saint Patrick faculty or staff.

GOVERNANCE

The Code of Canon Law requires that all Catholic schools in a diocese are to be subject to the supervisory and regulatory authority of the diocesan bishop and his representatives. The Superintendent of Schools is charged with the responsibility of monitoring compliance. The pastor is responsible for financial administration and religious education programs. The principal directly supervises teachers and school personnel, formulates educational policy in consultation with the School Committee and implements diocesan regulations.

SCHOOL COMMITTEE

The St. Patrick School Committee serves as an advisory body for the educational facilities of St. Patrick Catholic School. Responsibilities include 1) advising the administration on how to implement policies and educational programs and 2) presenting reports on the status and functions of other committees. The school committee is also involved in an advisory capacity in the budget formation and implementation.

The School Committee functions in accordance with policies and procedures established in the *Catholic Schools Policies and Rules of the Diocese of Nashville*. The St. Patrick School Committee works through various subcommittees: policy and planning, budget and finance, building and grounds, and development. Diocesan approved by-laws direct that members are appointed from the parishes and from the school community. All meetings are open, but items must be placed on the agenda through a written notice given to the principal two weeks prior to the meeting. If the item is not an administrative issue, it is taken to the executive committee for approval to be on the agenda.

HOME AND SCHOOL ASSOCIATION

St. Patrick's Home and School Association strives to promote a close relationship among parents, teachers, the principal, and the pastor working together in common support of Catholic school students. The Association supports the school by planning and conducting events to build community and to support planned efforts to raise funds for school-related projects. Its projects encompass many opportunities for parent involvement and support. These opportunities are made known throughout the year by the Home and School Committee members.

Parents will:

- establish homework as top priority - expecting students to complete it by themselves
- provide adequate time and a suitable place for the student to complete homework
- be available for questions, but remember that homework is the child's responsibility
- contact the teacher when their child consistently has difficulty completing assignments
- check student's assignment notebooks daily

Students will:

- record all assignments in assignment notebook (grades 3 – 8).
- do all homework to the best of their ability - working neatly
- clarify homework instructions with the teacher
- take home materials needed to complete assignment
- budget time
- return work completed to the teacher by due date
- accept responsibility for homework following absence

Assignment notebooks are required for all students in Grades 3 – 8. Parents are encouraged to review these notebooks with their children. Assignment notebooks are purchased through the school office at the beginning of each year.

When there is a legitimate reason why a student is unable to complete homework (illness, family emergency, etc.), we ask parents to send a note to the teacher with an explanation. Parents can help their children achieve success by enabling them to do homework well. It is the student's responsibility to learn to do homework correctly and responsibly.

Make-Up Work

In the case of an excused absence, tardy, or early dismissal, it is the responsibility of each student to ask their respective teachers for the work missed. The student will have the same time span to make up work as days absent (e.g.: if a student is absent two days, the student will have two days to complete the work). If work is not turned in within the above time frame, work is considered late and 10% will be deducted from the grade earned for each day the make-up work is late.

Homework may be requested before 9:00 a.m. on the day of the absence. Homework may be picked up in the school office or be brought home by another student.

For grades 5-8: Homework may be requested on or after the second day of absence before 9:00 a.m. and may be picked up in the school office after 2:45 p.m. or brought home by another student on the second day of absence.

GRADING SYSTEM

Students will be assessed in a variety of ways during the course of their studies at St. Patrick Catholic School. The purpose of report cards is to alert the parents and present them with an assessment of their child's achievement in his/her academic studies.

Students who have identified disabilities and who have a current IEP should receive an asterisk on their report card grade if modifications have been made to the curriculum or assessments. Conversely, accommodated programs should not be denoted.

REPORT CARDS

Report cards are issued at nine-week intervals. Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher prepared tests. Grades are based on all aspects of the student's work, as well as participation and homework. Part of each report is an evaluation of student behaviors which affect academic achievement and well-being. It is to be remembered that grades are only part of the complete picture of a child's learning. They are meant to be used as a reference point.

Report cards are to be picked up by parents the first quarter, are sent home with students the second and third quarters, and are mailed at the end of the year.

EMERGENCY PROCEDURES

WEATHER EMERGENCIES

Saint Patrick's School generally follows the first day of closure made by Humphreys County. For each and everyday that the school is closed that has not been scheduled ahead of time, announcements will be sent to TV stations. (Channels 2, 4, & 5).

EMERGENCY DRILLS

Fire/rapid dismissal drills are held monthly during the school year. Tornado drills are held during the months of March, April and May. Procedures for disaster drills are posted in each classroom. Students are instructed in the proper procedures to follow in case of fire or tornado. Failure to follow these rules may be treated as a serious discipline issue.

St. Patrick School was built as a tornado shelter. Should a tornado watch or warning be given during arrival or dismissal times, parents/drivers are most welcome to come into the school for safety. If a tornado watch or warning is given at dismissal time, the Dickson school bus will NOT run until it is safe to do so.

HARASSMENT POLICY

As a school committed to respecting the dignity of all, behavior which degrades any individual is forbidden. This includes sexual harassment. Sexual harassment can be defined as behavior containing sexual suggestions, including verbal slurs that are offensive to a reasonable person. All allegations of sexual harassment will be taken seriously and promptly investigated following the guidelines of the Diocese of Nashville.

T-shirts should be worn, especially under white shirts, and should be solid white (no color, print, design, etc.). Solid white or forest green turtleneck shirts may be worn under the shirts or sweaters for warmth. In cold weather girls may wear forest green or white tights. Long-sleeve shirts should not be worn beneath short-sleeve shirts.

Shorts may be worn until Thanksgiving and after spring break.

Accessories

Jewelry should be plain, simple and worn in a conservative style. A single chain with a religious symbol, a single ring on one hand and a watch are acceptable for boys and girls. Girls only may wear one pair of post style earrings, no hoops and no larger than a dime. Girls may also wear small, simple hair accessories. No miscellaneous body piercing is acceptable. No make-up, finger nail polish, or false nails are permitted. No other accessories are permitted.

Hair should be clean and neatly combed. Hair must be kept out of eyes. Boys should keep hair length above the eyebrows, collar, and the ears. No extreme hairstyles are permitted, including tinted hair, “tails,” Mohawks, or shaven heads.

Out-of-Uniform Days

Students may be allowed by the principal to come out of uniform for special occasions provided the following guidelines are observed:

1. Clothing must be free of holes and tears.
2. No T-shirts, tank tops, “see through”, advertisements, suggestive pictures or messages on shirts. Midriff should be covered.
3. Walking shorts of equal or better quality than uniform shorts may be worn. No bicycle shorts, spandex, “cutoffs,” or short shorts. No jogging suits.
4. No make-up for girls (a little may be worn for school pictures); no earrings for boys.
5. Students will look neat and clean at all times.
6. For reasons of safety, no boots with deep treads, sandals, clogs, stacks, mules/slides, platforms, or any shoes with open toes, sides or heels may be worn at any time.

Parents will be called to bring suitable clothes or the student’s uniform for those who fail to follow these guidelines.

GRADING SCALE

Kindergarten

Students receive progress reports detailing specific skills.

Grades 1 & 2

Students receive letter grades as follows:

E (Excellent)	= 93 – 100%
G (Good)	= 86 – 92%
S (Satisfactory)	= 77 – 85%
N (Needs Improvement)	= 70 – 76%
U (Unsatisfactory)	= below 69%

Grades 3 - 8

Students receive number grades as follows:

99-100	A+
95 – 98	A
93 – 94	A-
91 – 92	B+
88 – 90	B
86 – 87	B-
84 – 85	C+
79 – 83	C
77 – 78	C-
75 – 76	D+
72 – 74	D
70 – 71	D-
69 & below	F

CONDUCT AND EFFORT

St. Patrick School holds students to high standards of integrity, honesty, respect, and reliability. Conduct and effort grades reflect the student’s attitude, behavior, and effort in class, in interaction with peers, and in the work he/she does.

Conduct and Effort Codes 3-4 grades

G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Conduct Codes 5-8 Same as above with additional comments for conduct and effort.

INTERIM REPORTS

Parents are also kept informed of the student's progress through interim reports. Teachers will use interim progress reports to inform the parent of a student's current standing. Interim reports are issued in Grades K - 8 at mid-quarter.

SEMESTER EXAMS

Students in Grades 7 and 8 have semester exams which count one-fifth of the semester grade.

ACADEMIC AWARDS

St. Patrick's School takes pride in students' academic achievement. Students in grades 3 – 8 who have shown academic achievement as well as good effort and conduct are recognized every quarter and at the end of the year. A "Needs Improvement" or "Unsatisfactory" mark in any area (including conduct) will prevent a student from achieving Honor Roll status.

1. **The Principal's List (blue ribbon)** – A student who achieves A's in all courses.
2. **Honor Roll (red ribbon)** – A student achieves more A's than B's for this honor, and has no grade less than a B.
3. **Citizenship (green ribbon)** – A student achieves all G's in conduct and effort.

STANDARDIZED TESTING

The diocese of Nashville uses the *Iowa Test of Basic Skills* standardized test. The ITBS is a norm-referenced test and is administered each spring at St. Patrick School in every grade level, beginning with kindergarten. These tests are a measure of the student's academic potential, achievement, and basic skills, as individuals and as compared to other students in the diocese and across the nation. Testing dates are announced in advance in order to keep families well informed and to insure that students are present in school. Results of the test are sent home to parents and are discussed in a Parent-Teacher conference and at a general parent meeting.

Students entering kindergarten are required to take an entrance assessment in order to assure adequate preparation for kindergarten. This test is administered in the spring. A parent interview is also required as part of the entrance process.

- Black or brown belts must be worn with slacks (unless waist is completely elastic).
- Forest green sweatshirts with school patch or forest green sweaters from Dennis-Larose with school patch. School uniform shirts must be worn under uniform sweatshirts. Patches may be purchased in the office.

Shoes

All shoes must be clean and of a solid color with all laces tied. Recommended shoes include: penny loafers, oxfords, saddle shoes for girls (white and black or navy), t-straps for girls, or any solid colored dress shoe.

If tennis shoes are worn, they must be solid black or white, without a design effect. A very slight contrasting color trim of black or white is permitted. Tennis shoes are recommended on PE days.

For reasons of safety, no boots with deep treads, sandals, clogs, stacks, mules/slides, platforms, or any shoes with open toes, sides or heels may be worn.

Socks (forest green or white knee or crew) must be worn at all times. Socks must have a cuff that naturally covers the ankle. In winter months and when the temperatures are cool, girls may wear black, white or forest green tights.

UNIFORM VIOLATIONS

The uniform code is the responsibility of each student and parent. Whenever a student is not in full uniform, parents are to send a note to the teacher explaining the reason. If the reason is unacceptable to the administration, a violation shall occur.

First Violation: A verbal warning to student will be given. Parent will receive a uniform violation notice that must be signed and returned the next school day.

Second Violation: Student receives a recess detention. Parent will receive a second uniform violation notice that must be signed and returned the next school day.

Third Violation: Student is sent to the principal. Parents contacted and must bring items to the school to correct the uniform deficiency before the child may return to class. Student receives a detention.

Fourth Violation: Parent-student-principal conference.

The school administration reserves the right to make judgment as to the appearance of students.

COLD WEATHER

UNIFORM AND DRESS CODE

Uniforms are worn in all grades, Pre-K-8. Uniforms should be obtained from *Dennis-Larose* of Memphis. Order forms and further information are available in the school office. Uniforms must be clean and free of holes. All articles of clothing of any kind must be marked with the name of the student. Pre-K modifications are communicated through the teacher.

For Boys

- Khaki slacks with no more than 4 pockets (2 in front, 2 in back), plain with no ornamentation (no faddish styles, denim, or corduroy).
- Khaki walking shorts - same as above - and just above the knees.
- White or forest green knit or oxford cloth shirt.
- Shirts must have a collar and must be tucked in with belt visible. Shirts may be long or short-sleeved.
- Black or brown belts must be worn with slacks (unless waist is completely elastic).
- Forest green sweatshirts with school patch or forest green sweaters from Larose with school patch. School uniform shirts must be worn under uniform sweatshirts. Patches may be purchased in the office.

For Girls

- Plaid skirts and jumpers (must be purchased from *Dennis-Larose*). Hem lines should be to the knees. Hems must be sewn. Pins, staples, and tape are not allowed. Shorts are required under skirts and jumpers.
- Skorts from Dennis-Larose may be worn in grades Pre-K-4.
- Khaki slacks with no more than 4 pockets (2 in front, 2 in back), plain with no ornamentation. No faddish styles should be worn: i.e., hip-huggers, flared legs, denim, corduroy, etc.
- Khaki walking shorts - same as above. Plaid shorts purchased from Dennis-Larose. Shorts must extend to the knees and must be no more than 4" above the floor when kneeling (applicable to girls in grades 5-8).
- White or forest green knit or oxford cloth shirts.
- Shirts must have a collar (no ruffles) and be tucked in with belt visible. Shirts may be long or short-sleeved.

PROMOTION

The foundation in reading is laid in the primary grades. Hence, in the primary grades, promotion is determined mainly on the child's progress in reading. In grades 4-8, promotions are determined by the average marks the student receives in all academic subjects. A student who has a 70% general average will be promoted unless he/she has failed both English/language arts and mathematics. Failure in any subject for the entire year must be made up in an accredited summer school. Evidence must be given to the school that the student has completed this requirement before entering the next grade.

RETENTION

The decision to retain a student in the present grade will be based on a consideration of the overall welfare of the student made by carefully weighing academic, emotional, and social factors. Individual factors weigh heavily in the decision to retain a student.

PROCESS FOR RETENTION:

1. The teacher may inform the principal by the end of the second quarter of the possibility of retention. Parents will be contacted.
2. During the third quarter, the teacher and principal will meet with the family to inform them of the possibility of retention.
3. In the case of a student with a severe learning problem, it may be necessary to recognize that Saint Patrick School is not equipped to meet the needs of every student and that a transfer may be necessary.
4. The teacher's retention recommendation will remain on the student's records.
5. A student review team will convene consisting of the principal, the child's teachers, and the parents to make a final recommendation regarding retention.

Diocesan policy states that the final decision to retain a student is the responsibility of the principal.

TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled.

MID-TERM PROBATION

If a student receives two grades below 74%, or one grade below 70% on a mid-term, the student will not be permitted to participate in Extra Curricular Activities at Saint Patrick's School for one week, unless the student is daily receiving tutoring made available through the 21st Century Grant, provided tutoring is available through this grant. A student will lose the privilege to participate in Extra Curricular Activities throughout the probation period, even if tutoring is being received through the 21st Century Grant, if the student does not show effort and improvement. The length of the probation is left to the discretion of the teacher and principal.

REPORT CARD PROBATION

If a student receives a grade of 70% - 74% in any subject, the student will not be permitted to participate in Extra Curricular Activities for a period of one week, or longer if the student has not improved above probation criteria at the end of the probation period. The length of the probation is left to the discretion of the teacher and principal. If the student is involved in an athletic activity, the student may attend the games and sit with the team but not dress out. Students on probation are not allowed to attend practices during this period so as to provide time for added work/help in the appropriate subject area(s) to bring up the low grade(s). If a student receives a "U" in conduct code and 3 or more of the following effort/conduct comments 3-8, 10, 12, 14, or 16 (listed below) the student will not be permitted to participate in Extra Curricular Activities for one week, or longer if the student has not improved above probation criteria at the end of the probation period. The length of the probation is left to the discretion of the teacher and principal.

Effort/Conduct comments:

- 3 – Missing/incomplete assignments
- 4 – Low test/quiz scores
- 5 – Late assignments
- 6 – Unprepared for class
- 7 – Poor class participation
- 8 – Performance influenced by absences/tardiness
- 10 – Does not demonstrate reverence for prayer and liturgy
- 12 – Does not demonstrate respect for others
- 14 – Does not follow the rules
- 16 – Does not demonstrate appropriate behavior outside the classroom

EDUCATIONAL FIELD TRIPS

Educational trips serve an important aspect of our curriculum. Each trip has application to a unit of work studied by the students in certain grades during the school year. Adequate preparation for the trip is made with the class to indicate the nature of the trip, its purpose, things to be observed and/or recorded, and any special plans or requirements for the trip.

Students may be deprived of participating in a class trip as a disciplinary action. Students should be made aware of the fact that field trips are privileges afforded them; no student has an absolute right to attend a field trip. Students can be denied participation in field trips if they fail to meet academic or behavioral requirements.

Written permission must be obtained before a student will be allowed to go on a trip. There are no exceptions to this rule.

The school uniform is usually worn unless the nature of the trip would necessitate other types of clothing. Permission to be out of uniform comes from the principal's office.

Any parent who accompanies students on school activities has the responsibility and duty to enforce all rules of good conduct and safety. Younger children and/or siblings may not be brought on a field trip experience because the first duty of the accompanying adult is the supervision of the students from the class taking the field trip.

SPECIAL EVENTS

LITURGIES

The school day begins with the Holy Sacrifice of the Mass one day each week for grades 1 - 8. On Holy Days of Obligation, the kindergarten attends Mass accompanied by the students in grades seven and eight. Students actively participate in school Masses by being lectors, servers, and singing in the choir. Exposition of the Blessed Sacrament, Eucharistic Adoration, and Benediction take place on Fridays. The Sacrament of Reconciliation is provided weekly. Parents and community members are invited and encouraged to attend.

SACRAMENTAL PREPARATION

Preparation to receive the Sacrament of Reconciliation and the Sacrament of the Holy Eucharist begins in the second grade. Parent meetings are scheduled prior to the reception of these Sacraments and are mandatory. Parental role modeling in receiving these Sacraments is most beneficial.

Preparation for the Sacrament of Confirmation occurs every other year in the seventh and eighth grades.

GRADUATION

Students graduating from eighth grade at St. Patrick School receive the official diploma issued by the Catholic Schools Office of the Diocese of Nashville. Mass is celebrated and a family reception follows in honor of the graduates. Kindergarten graduation occurs during a ceremony near the end of the school year.

PARTIES

All grades may celebrate All Saints Day, “Gaudete” Friday before Christmas or “Epiphany” after Christmas, St. Valentine’s Day, and the Feast of Saint Patrick. Birthday parties are not permitted, but a treat may be sent to be shared with the class. Invitations to private parties may not be given out at school unless the whole class is invited. Private parties on school nights are not recommended.

Eligibility for Extra-Curricular Activities.

A grade of less than 70% in any subject on the Report Card will make a student ineligible to participate in any Extra Curricular Activity until the next mid-term. The student may not attend practices or sit with the team during the game.

LIBRARY

Children can develop a sense of responsibility through the use of the library. The rules and regulations to be followed include:

- No books may be checked in or out when the library is unattended. Any books checked out must be taken care of by the student.
- A fine will be charged for books not brought back in due time. Lost and damaged books must be replaced by the cash value of the said books.
- No student may check out or renew a book in another student’s name.
- When checking out books, both first and last name must be used.
- Reference books may not be checked out of the library.

ARRIVAL AND DISMISSAL

School hours are from 7:45 a.m. to 3:00 p.m. Teachers are on duty at 7:30 a.m. Students must be in the classroom no later than 7:45 a.m. No child(ren) should be dropped off before 7:30 a.m. unless arrangements have been made for before-school tutoring.

For early dismissal, parents are asked to come to the school office to get their children and to sign them out. Students cannot be called for early dismissal from 2:45 – 3:00 p.m. Only students riding buses will be dismissed during this time. Car riders will be dismissed beginning at 3:00, after the St. Patrick’s bus has departed.

ATTENDANCE

Regular attendance is essential for academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student’s current academic achievement and to encourage mature adult behavior in the future. Prolonged or frequent absence has a negative effect on learning and could result in repetition of a grade.

CONDITIONS FOR TARDY OR ABSENCE

A designation of absent means a student is not in attendance at the school or in the class to which he/she is assigned.

- If a student **arrives after** 10:00 a.m., he/she is considered a half day or morning absent.
- If a student **arrives after** 12:00 p.m., he/she is considered a whole day absent.
- If a student has been in school and **leaves before** 10:00 a.m. and does not return, he/she is considered a whole day absent.
- If a student has been in school and **leaves between** 10:00 a.m. and dismissal and does not return, he/she is considered a half day or afternoon absent.

A designation of tardy means the student was not in the classroom by 7:55 a.m. Three tardies equal a half day absence.

TARDINESS

The first minutes of each day are most important in setting the tone for the day. Tardiness deprives the student of the opportunity for a smooth and organized beginning. Additionally, tardiness creates a disturbance to the teacher and other students and has a negative impact on learning. Similarly, in cases of absence, careless habits negatively impact the student's school life and academic achievement. Both the Diocese of Nashville and the State of Tennessee maintain similar positions concerning attendance.

Arriving late for Mass is a tardy and is considered even more serious than arriving late for class.

EXCESSIVE TARDINESS AND ABSENCES

Saint Patrick's School follows the Humphreys County policies and regulations regarding student absences. After every five absences, whether excused or unexcused, a parent or guardian will receive written notification, and a record of this notification will be kept at the school. Students may not be absent for more than 25 days without being retained.

The Diocese of Nashville's policy states that in cases of tardiness that are excessive and not legitimate, the principal must insure that the parents amend the situation immediately. Should they refuse, the principal has the right to ask the parents to remove the child from school.

athlete performs well, whether on our team or the opponent's, Saint Patrick athletes say, "Nice play!" or "Good shot"! If any athlete gets knocked down, Saint Patrick athletes stop and assist them. After a game, Saint Patrick athletes respond with, "Good game!" or "Thanks for playing!" These *acts of kindness* are true marks of Christian athletes.

4-H CLUB

All students in grades 4-8 participate. Meetings are held in our school once a month during school hours. All students are required to participate in the contest and programs sponsored by this club.

CHESS CLUB

All students in grades K-8 may participate. The Club meets once a week after school on a day designated at the start of each school year.

COPERNICUS CLUB

When offered, all students in grades 4-8 may participate. This astronomy club meets once a month with additional star-gazing nights scheduled during the year.

FORENSICS

When offered, all students in grades 5-8 are eligible and are encouraged to participate. Practice is scheduled one afternoon a week during school hours. Additional practices may be scheduled outside of normal school hours.

EXTRA CURRICULAR ACTIVITIES

ELIGIBILITY

Participation in co-curricular and extra curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. All students who participate must recognize the importance of Christian values, academics, responsibility, and teamwork. All students participating in any athletic activity must have a medical form on file in the office. Parents are responsible to see that this form is completed. Eligibility to participate in Extra Curricular Activities depends on the student's commitment to achieving the academic and behavioral standards of Saint Patrick's School.

ACTIVITIES

The following extracurricular activities are available to students:

BASKETBALL

All students in grades 5-8 are eligible to participate with the consent of the parents and medical doctor (completed form must be on file in the office before the student can practice). Practice sessions begin in late August. The season ends with the tournament in December. Parents of players help at the games with the concession stand and cleaning up of the gym after the games. Players are under the supervision of the coaches or designated adult during the dressing periods before and after the games, and before, during, and after practice.

CROSS COUNTRY

When offered, all students in grades K - 8 are eligible to participate with the consent of the parents and medical doctor (completed form must be on file in the office before the student can practice). The meets for this fall season sport are held in Nashville on Sunday afternoon.

Sportsmanship

A positive Christian attitude is manifested toward coaches, referees, fellow teammates, and players on the other teams. An unacceptable attitude includes the following un-Christian behaviors: pouting, sulking, huffing, complaining, arguing, stomping, yelling, pushing, shoving, elbowing, name calling, etc. Saint Patrick's School athletes are known for their respectfulness, polite manners and courtesy to all. When any

VERIFICATION OF ABSENCE

If a student is absent, parents must notify the office between the hours of 8:00 and 9:00 a.m. Parents may request homework to be picked up at 3:00 p.m. or request that it be sent home with another child.

When a student returns to school following an absence, he/she must bring a written and signed statement indicating the reason for the absence. Parents are asked to make doctor appointments outside of school hours, if possible.

If a student goes home ill during the school day or misses the entire day before a sporting or school function, **he/she may not participate in the extra-curricular function.**

EXCUSED ABSCENSE

Absences will be excused on the basis of verified contact with the parent or guardian, as well as by a written explanation for the following reasons:

- Personal illness of the student
- Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours
- Student participation in school-sponsored activities taking place during school hours
- Death in the immediate family
- Reasons of extenuating circumstance to be judged by the principal

MEDICAL EXCUSES

Students who are absent more than three days for illness should submit a doctor's certificate detailing the nature of the illness and any restrictions placed on the child's activities.

UNEXCUSED ABSENCE

Absences other than those mentioned above, or any absences without a written explanation from parents, will be considered unexcused. **In the case of an unexcused absence, the teacher is not required to instruct again. All work and tests missed will receive a 20% grade deduction.**

The student will not be promoted to the next grade, regardless of achievement scores, if (s)he is absent for the maximum number of days (25 per year).

WORK MISSED DUE TO AN ABSENCE

It is not required of teachers to issue work ahead of time for students who anticipate being out of school. Work that is missed may be obtained and made up upon the student's request if the absence is an excused one.

If a student has an excused absence for one day, classwork missed is due the day after the student returns. The student is given one day for each excused day absent in which to complete and turn in missed work. For example, work missed due to a Tuesday absence would be due on Thursday.

ANTICIPATED ABSENCES

These trips and vacations are discouraged as the class time missed has a negative impact on the student's learning. It is not possible to replicate the learning lost by absence through make-up work. Parents should be aware of the impact of unnecessary absences and plan for family vacations using the school calendar. Parents are asked to submit a "Special Absence Approval Form" to the principal one week in advance if they wish the absence to be considered excused. These forms may be obtained from the office and are found in Appendix B in the back of the handbook. Vacations and trips taken without prior approval will be considered unexcused, and all work/tests missed will receive a 20% grade deduction.

SCHOOL COMMUNICATIONS

PARENT'S COMMUNICATION

A well-balanced child can only develop with the full cooperation of parents and teachers. Open communication between parents and teachers is essential for the academic growth of children. Parents are encouraged to call the teacher(s) in order to discuss the progress of their child(ren). Parents may request an appointment with a teacher(s) at any time either by calling the school office or by sending a note. Parents are asked to refrain from conferencing with the teacher during school hours as teachers are not permitted to leave the children to confer with parents during class time. Teachers will make every effort to return all calls as soon as possible.

CO-CURRICULAR ACTIVITIES

These activities are provided by various staff members. They are an extension of the curriculum and provide enrichment opportunities. Students wishing to participate in co-curricular activities must show commitment by regular attendance, exemplary conduct, and responsible participation.

STUDENT GOVERNMENT

The Student Council will work on projects that support the school, parish, and local community. It provides the members with opportunities to develop leadership skills in promoting school spirit and in-service activities. Student Council Officers are elected by the student body for the following offices: President, Vice President, Secretary, and Treasurer. Representatives and alternates are elected from each class from the 4th through the 8th grade.

ALTAR SERVERS

Boys are eligible to become altar servers in 4th grade and are trained by the pastor. Parents who allow their son to become an altar server assume the responsibility for enabling him to be punctual and dependable.

SPRING MUSICAL

If held, the Spring Musical is open to all students 3rd through 8th grade. Practices begin in January and include in-school and after school practices. Two performances are scheduled in May.

5. At any time, any aggrieved person may apply to the Diocesan Tribunal for mediation services.

PARENT-TEACHER CONFERENCES

Required parent-teacher conferences are scheduled in the fall after the first report card. However, every parent is encouraged to call the office and arrange for a conference when it seems desirable or necessary. Likewise, teachers will contact parents when it seems desirable or necessary. This home-school contact is essential for student success. Parents are encouraged to inquire and to discuss the progress of their children at any appropriate time during the school year. Teachers will gladly arrange an appointment after school hours. Conferences will not normally be made during school hours; neither should parents come unannounced to a classroom to speak with a teacher. Parents who volunteer should also follow these directives.

THURSDAY FOLDERS

A folder containing each student's weekly work as well as conduct and effort reports will be sent home with the student every Thursday. Parents are to review these papers, sign the folder, and send it back with the student on Friday, or the following school day. Parental feedback is appreciated, so space is provided for comment. The Thursday folder may also contain relevant information about upcoming events. All materials prepared by parents for release to the parish or school community must be approved by the pastor or principal.

PRINCIPAL'S COMMUNICATION

A letter from the principal is included in the weekly *Patrick's Pride*, sent home each Thursday, which covers school news and upcoming events. Families may receive *Patrick's Pride* via e-mail.

QUARTERLY NEWSLETTER

A quarterly newsletter is mailed to all parents, alumni, and other friends of the school.

VISITORS

Visitors are always welcome, especially parents. However, since a visitor can create a distraction to learning, appointments for visits are required, so as not to interfere with planned instructional time. All parents and visitors are required to sign in and out with date and time at the school office. Parents and/or visitors are not allowed to go to the

classrooms while class is in session unless the visit was arranged beforehand. We ask the parents not to wait outside the classroom door when a teacher is busy with his/her class.

DELIVERIES

In order to avoid disrupting instructional time, parents are not to deliver items directly to students in the classroom. These items are to be given to the secretary in the school office. Students will receive such items at the proper time. Delivery of flowers or balloons during school hours is discouraged.

HEALTH

IMMUNIZATIONS

Medical examination forms and immunization forms are required of all kindergarten students, and all new students in grades 1 through 8.

The school requires the following immunizations legislated by the state:

- Basic series of DPT and boosters
- Basic series of Polio
- MMR vaccine
- Hepatitis b Vaccine for entry into Kindergarten

A child will not be permitted to start class until all required health forms have been completed by a physician and returned to the school office.

ILLNESS

If a child becomes ill during school time and needs special attention, parents will be contacted. If we are unable to locate the parent, the name and number noted on the "Emergency Form" will be called. No child will be sent home without permission of the parent, or one designated to take the place of the parent. No child will be sent home alone during school hours. Therefore, it is required that the emergency number be filed for each student and kept up-to-date.

If a student has been ill with a fever, cold, sore throat, skin rash or skin eruption, he/she should NOT be in school. A child should be free of ailments and/or fever for twenty-four hours before returning to school.

2. Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement, if appropriate.

CONDUCT OUTSIDE OF SCHOOL

The student is a St. Patrick Catholic School student all the time. A student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school, may be disciplined by school officials. St. Patrick Catholic School strictly prohibits any student from use of technology which is unethical or liable. This includes, but is not limited to, information shared about the school on the Internet (the use of pictures or text of staff, family or student) that could be considered harmful to the St. Patrick community and its good reputation. Harassment is not limited to school hours. Any student who uses technology to harass another will face appropriate disciplinary, legal and/or monetary action by the school administration.

DISCIPLINE COMMITTEE

In most cases, the proposed disciplinary action will be considered by the principal and any faculty involved. If necessary, the matter will be taken to the Discipline Committee for conclusion. Saint Patrick's Discipline Committee is comprised of the pastor, principal, School Committee Chair and one or two faculty members.

RESOLUTION OF DISPUTE

According to the Diocesan policy, disputes should be solved at the lowest level of authority if at all possible. The following guide is given:

1. Approach the person with whom there is a problem and attempt to resolve the dispute.
2. If efforts to solve the issue on this level fail, take the concerns to the principal.
3. If a good faith resolution cannot be reached with the principal, contact the pastor in the parish school or the superintendent in a diocesan school.
4. In parish schools, if a resolution cannot be reached with the pastor, the superintendent of schools may be contacted.

these, and look-alike to these. Offending students are subject to expulsion.

PHYSICAL VIOLENCE

St. Patrick's School takes a serious stand against physical violence. Any student who willfully strikes, kicks, bites, or assaults another student will be sent to the principal's office. Parents will be notified, and suspension may result.

BULLYING

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- Physical intimidation or assault
- Oral or written threats
- Teasing
- Name calling and putdowns
- Threatening looks
- Gestures or acts of aggression (overt and covert)
- Cruel rumors & false accusations
- Social isolation

- Cyber-bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel, e.g., the principal, a teacher, or a coach.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff, and review of school records. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

1. Consequences for students who bully others shall depend on the results of the investigation and may include:
 - Counseling
 - Parent conference
 - Detention
 - Suspension and/or Expulsion

A child should not be sent to school with a stomach ache, headache, or other ailment. If a child is not well enough to stay in class, a parent will be called to come and take him/her home.

COMMUNICABLE DISEASES

When a suspected case of chicken pox, measles, impetigo, mumps, contagious conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable diseases is reported, the parents will be called immediately to come and take the child home.

A child suffering from any communicable disease and in need of special medical attention shall be excluded from attendance and readmitted upon receipt of a doctor's written verification of recovery or wellness to attend school.

MEDICATION

The school shall not dispense medication to students except when prescribed by a doctor or provided by the parent. If a child is on medication and the medication must be administered during school time, the parent must complete the form with the following information:

1. Name of Child
2. Date
3. Medication
 - a. Dosage
 - b. How to be administered
 - c. Refrigeration needs
 - d. Time(s) to be administered

All medicines must be brought to the school office. Students may not carry medicines on their person unless there is a written recommendation by a physician and for a serious reason. A health volunteer or designated school personnel will administer medication.

- Abuse of the acceptable use of technology policies—Internet access abuses will also result in denial of privileges according to Acceptable Use Policy (see Appendix A).

Very serious behaviors will result in conferences with parents and multiple suspension days with a referral for counseling or expulsion from school. Some examples:

- Verbal or written threats or threatening behavior
- Possession of dangerous objects such as guns, knives, lighters, etc.
- Stealing
- Behavior which results in injury to another student
- Cigarettes, drugs, alcohol (use or possession)

The lists of infractions are not all inclusive. The principal reserves the right to determine the seriousness of a student's actions. Also, the school has the right to amend rules and/or waive rules and procedures in cases which warrant such action.

SUSPENSION

In the event of serious, disruptive behavior harmful to self or others, a student may be suspended. Parents will be contacted concerning the suspension. In-school suspension will result in the student being isolated from his/her classroom. Out-of-school suspension requires the student be absent from school under the supervision of parents. Each day the child is suspended, he/she will be expected to do work in each subject assigned. A student who is suspended is required to complete all assignments. These will be averaged in the same way as all late/incomplete assignments. Tests will be made up, but the grade will be averaged with a 20% penalty.

EXPULSION

Diocesan policy for elementary schools requires that the principal, in consultation with the pastor, make the final decision to expel. Expulsion may be considered, even on the first offense, for extreme and seriously disruptive behavior harmful to self or to others. Expulsion may also be considered for repeated conduct which is detrimental to the progress or efficiency of the school.

A zero tolerance policy is enforced at St. Patrick Catholic School with regard to the possession and/or use of alcohol, drugs, and mood altering chemicals of any kind, tobacco, the actual paraphernalia associated with

St. Patrick's uses discipline notices (pink slips for minor misbehavior and white slips for major misbehavior) in school. Parents are asked, through these notices, to reinforce the teacher's efforts. Discipline pink slips are to be signed and returned the next day with the parent's signature. If they are not returned, another pink slip will be issued. When students receive three (3) pink slips or one (1) white slip, they will be required to serve detention that can be administered in the form of no recess. After two detentions the student will meet with the discipline committee of teachers, and will choose a mentor teacher to help him or her to meet behavioral goals. Parents will receive a written report of that meeting. A third detention will result in a one-day suspension from school. The following morning the student and his/her parents must meet with the discipline committee at 7:15 a.m. to review the behaviors and plan for improvement. A fourth detention requires another one day suspension and parent meeting. A fifth detention results in a two day suspension and a consideration of expulsion. A sixth detention results in a recommendation for expulsion by the discipline committee to the principal and pastor.

If parents have a question concerning student behavior, or disciplinary action, a conference with the teacher is suggested. If the situation needs further resolution, a conference with the teacher, parent and principal may be recommended.

Repeated minor misbehaviors or disobediences will result in a pink slip. Students who receive three pink slips will serve a detention.

More serious misbehaviors will result in students receiving a white slip. Students who receive one white slip will serve a detention. Other punishments, appropriate to the infraction, may also be required such as suspension. Some examples of behavior for which white slips/suspension might be issued:

- Major class disturbance (i.e., excessive talking, throwing things)
- Disrespect of adults or other students
- Obscene language, gestures, notes, etc.
- Verbal or physical harassment of other students, including harassment perpetrated with mobile or Internet technology
- Cheating (also, an automatic zero)
- Disregard for adult authority
- Pushing, shoving, horseplay that could result in injury
- Destruction / vandalism of property
- Forgery/falsifying of any signature

STUDENT SAFETY

INSURANCE

All students attending Saint Patrick's School must be covered by some form of accident insurance. The school is not liable for injuries occurring on the premises. Please contact the school office if insurance is needed.

CHILD PROTECTION

We welcome volunteers for lunch and recess, field trips, activities planned by the room mothers and teachers, coaching and club moderators. However, in order to volunteer regularly, parents must complete the diocesan Safe Environment program and undergo a Kroll background check.

NON-CUSTODIAL PARENTS

Students will be released from school only to their parents or persons authorized by their parents. Unless the school has been provided with a legally binding document to the contrary, students will be released to either parent. If students are to be released to anyone else, signed authorization stipulating to whom the child may be released must be given to the office prior to the time of release.

ACCESS TO STUDENT RECORDS

St. Patrick School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. The principal only, as custodian of the records, authorizes the release of personal information about students.

DISCIPLINE CODE

The St. Patrick Code of Conduct is based on the Gospel message of Jesus. In all areas of learning, discipline must be considered in the development of the whole person. As part of a Catholic Christian community, every member of St. Patrick School is expected to respect the dignity of all, remembering that all are made “in the image and likeness of God”. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

Presence in the school is based on the following criteria:

- The choice of St. Patrick School is a choice of values. When parents choose St. Patrick School, they agree to be governed by the basic philosophy of the school, its rules, and procedures, and the Catholic values and virtues that are at the heart of the school.
- They agree to work with the school to help each child develop a sense of honor, integrity, and responsibility toward self and others.
- Parents are asked to help students develop a correct attitude toward discipline and to recognize that an effective school requires order and structure. With all working together, the education of all students should be enhanced.

School-wide Procedures

- The hallways are quiet zones from 7:50 a.m. until 3:00 p.m. for all students.
- Students will respond to all adults using “yes” or “no” followed by “sir,” “ma’am,” “Sister,” or “Father.”
- Running is not allowed inside the school building.
- When a visitor enters the classroom, students respectfully stand to acknowledge their presence and follow the teacher’s instructions.
- All St. Patrick students and adults are responsible for keeping our school clean. At all times we will help each other to keep our building beautiful.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

- Will be honest and committed to integrity
- Will be respectful and courteous toward all teachers and adults
- Will refrain from harassment of any kind
- Will use appropriate language
- Will speak respectfully to and about others
- Will complete all assignments and participate fully in class
- Will respect all school and personal property
- Will refrain from any deliberate disruption in the school
- Will demonstrate good sportsmanship when engaged in all school-sponsored co-curricular and extra-curricular activities
- Will be present for all required activities unless officially excused by the administration
- Will adhere to the dress code
- Will not give or receive unauthorized assistance on tests, quizzes or assignments
- All of the conduct expectations include student use of the Internet.

Students are taught cooperative conflict resolution skills to assist them in this endeavor. The skills of communication, listening, problem solving, mediation, and negotiation are vital to a peace-centered school.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

Self-discipline is a process, and as such, develops from childhood through adulthood. In partnership with the parents, who are the primary educators, the faculty, staff and administration work to develop this process in each student in a completely Christian manner.

DISCIPLINE POLICY

All teachers are expected to prepare a discipline plan for their classrooms and have this plan on file in the office, as well as posted in their respective rooms. This plan will take into consideration the class as a whole and follow the philosophy of St. Patrick Catholic School. Discipline should always be handled directly by the teacher involved. If it becomes necessary, the principal will be consulted for direction. Each teacher will communicate their class/grade discipline policies to the parents in writing as soon as possible.