

**Saint Patrick's Catholic School**  
**Parent-Student Handbook**  
2015-2016



**Forming**  
**Seekers of Truth and Bearers of Love**  
**since 1856**

Saint Patrick's Catholic School's mission

is to glorify God through the education of children in the Gospel values proclaimed and embodied by Jesus Christ. In truth and love, the children are formed spiritually, intellectually, physically, and morally.

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 AdvancEd and the State of Tennessee through the Diocese of Nashville.

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## MISSION

Saint Patrick's Catholic School's mission is to glorify God through the education of children in the Gospel values of Jesus Christ. In truth and love, the children are formed intellectually, physically, morally, and spiritually.

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.

## 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.

## 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.

## ACCREDITATION

Saint Patrick's School received its initial accreditation with AdvancEd (formally named Southern Association of Colleges and Schools) in 2005 and was renewed in 2012. Every five years a team of diocesan administrators conducts an on-site evaluation of the school. The most recent visit occurred in the fall of 2012. In the fall of 2014, the Diocese of Nashville was awarded re-accreditation by AdvancEd as a district.

## 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 (sometimes referred to as the school board) serves as an advisory and resource body for the educational facilities of St. Patrick Catholic School. Responsibilities include 1) advising the administration on how to implement policies and educational programs, 2) presenting reports on the status and functions of other committees and 3) helping to locate or provide resources needed by the school. 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 closed, 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.

## ADMISSION POLICIES

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school. A student is admitted to the school on the premise that the student will benefit from and contribute to a Catholic, educational environment. It is the responsibility of the Principal to make decisions concerning acceptance of applicants.

Letters of acceptance will be sent to new students. This letter will include instructions for registration.

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.

Admission is determined by an entrance assessment, an interview, and evaluation of previous school records. All applicants participating in the entrance assessment process will be notified of acceptance. All new students will be under a 90 day probationary period. Saint Patrick's School will not accept students if the school cannot meet their needs. Ordinarily the school will not accept students who have been expelled from other schools.

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 (if applicable)

According to the State Department of Education, a child must be 5 years of age on or before August 15 to enter Kindergarten. A child must be 6 years of age on or before August 15 to enter first grade.

## NOTICE OF NON-DISCRIMINATORY POLICY

Saint Patrick School does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies, athletic and other school administered programs.

## 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.

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

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

- 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.

## TUITION and FEES

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): \$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 registration 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. Contact paper is not to be used on textbooks.

## TUITION

Tuition rates are set each year by the St. Patrick School Committee and are divided into two categories: Catholic and Non-Catholic. A variety of payment options are available.

If tuition is made in ten payments, it is due on the 1st day of each month, beginning in July and concluding in April.

A late fee of \$25/month will be assessed to all payments which are ten or more days late.

Families with an outstanding tuition balance from the previous year may not re-enroll for the next school year until arrangements have been made with the principal and pastor.

Participation in school fund-raisers, as listed on the tuition agreement form, is essential to receive the set deductions. Families who do not participate will be charged the amount of the deduction.

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

Parents submit subsidy forms to their parish to request the subsidy per child. These funds from the parishes help to cover the actual cost of education and allow St. Patrick's School to lower the tuition for Catholic students.

## DEVELOPMENT

### IRISH PICNIC

The Irish Picnic is the major fund raiser for Saint Patrick's School which has taken place since 1854. The Picnic is held on the last Friday and Saturday in July. Four thousand barbecue chicken halves and 20,000 pounds of barbecue pork are cooked on the grounds and sold. Game booths, music, dancing, and a gathering of family and friends turn the Picnic grounds into a festive place. Each school family contributes to the success of the Picnic by manning the booths, making a \$25 meat donation, contributing toys for the booths, selling tickets for the prize drawing, and donating food for the dinner stand. Several work days to repair the booths and to clean up the grounds are 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. The shoulders are cooked in the pits for twenty four hours. 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, help cook the shoulders on Friday and Friday night of the barbecue, and/or help with the selling and pick-up of the shoulders on Saturday.

### LEGACY CLUB DINNER

The Legacy Club Dinner is held in early spring and honors someone in the community who has been generous in placing their gifts and talents at the service of others, especially St. Patrick's School. Silent and live auctions are held which include theme baskets and art projects prepared and donated by each class.

All parents of children attending St. Patrick's School are asked to participate in these fundraising activities. The fundraisers cover a third of the operating cost of the school and enable us to keep tuition low.

## CURRICULUM

The course of study follows the curriculum for the schools of the Diocese of Nashville. A sequential core of basic subjects, including religion, is taught. In striving for academic excellence, all students are required to take language arts (reading, English, vocabulary, spelling, penmanship), mathematics, social studies/history, science, physical education and health. Specials classes include computer, library (K-4), music, Spanish, 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.

## COUNSELING

We are pleased to have a licensed, professional counselor from Catholic Charities available for our students at Saint Patrick one day a week. Counseling services may include group counseling, classroom presentations, providing resources for parents and teachers and/or individual counseling. The parents, teacher, or Principal may refer a student for counseling. Students may have one session with the counselor without written permission. To continue sessions, a "referral form" must be completed and given to the counselor by the individual making the referral. The counselor must obtain written permission from the student's parent(s) or legal guardian(s) prior to providing ongoing counseling services. Every effort is made to ensure the privacy and confidentiality of the counseling sessions. It is important that this service be a team approach: that is, the counselor, parents, and teachers working together for the benefit of the child. Psychologists who are not contracted through the school may not assess or work with a student in the school building without consent of the principal and the appropriate screening.

## SPECIAL PROGRAMS

Saint Patricks offers opportunities for personal, social, physical and spiritual development. These programs include drug and alcohol prevention programs, sexual awareness and safety, as well as social/personal skills development. Examples of such programs include: retreats, team building workshops, the Diocesan personal safety program (Safe @ Last) and DARE.

## 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 child's teacher.

### **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

**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 1 – 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 and provided for all students in Grades 1 – 8. Parents are encouraged to review these notebooks with their children. Assignment notebooks are given to the students 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.

## 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 Student Support Plan will receive an asterisk on their report card grade if accommodations have been given.

## 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 received at the Parent-Teacher Conferences for the first quarter, are sent home with students the second and third quarters, and are mailed at the end of the year.

Grades are also available through the on-line Parent Portal. Parents will receive their log-in information at the beginning of the year in order to access grades for their child/ren throughout the school year. Parents are encouraged to use the portal in order to keep current on their children's progress and be proactive in addressing their children's academic needs.

## **GRADING SCALE**

Pre-K and K 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.

## 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 for 20% of the semester grade. Each final grade for each quarter count towards 40% 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.

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

## MID-TERM PROBATION

If a student receives two grades below 74%, or one grade below 70% on the first, the student will not be permitted to participate in Extra Curricular Activities at Saint Patrick's School for 3 days or until sufficient progress is demonstrated as judged by the Principal. This will be a time of probation, even if tutoring is being received. 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 or an N in conduct or effort, 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).

A grade of less than 70% in any subject or a U in conduct or effort 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.

## 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 first grade. 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.

## **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:**

The teacher may inform the principal by the end of the second quarter of the possibility of retention. Parents will be contacted.

During the third quarter, the teacher and principal will meet with the family to inform them of the possibility of retention.

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 to another school may be necessary.

The teacher's retention recommendation will remain on the student's records.

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.

A student may be asked to leave Saint Patrick to attend a school that better serves his/her academic or social needs.

## **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.

## 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.
- Reference books may not be checked out of the library.
- Food and drink are not permitted in the library except by special permission of the principal.

## ARRIVAL AND DISMISSAL

School hours are from 7:45 a.m. to 3:00 p.m. Teachers are on duty at 7:25 a.m. Students must be in the classroom no later than 7:45 a.m. Students arriving after 7:45 must be signed in at the front office by their parent, and will receive a tardy slip.

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

## EXTENDED CARE

Saint Patrick Extended Care is offered daily on school days before school beginning at 6:30 a.m. and after school until 5:30 p.m. This is a service provided to any student enrolled at Saint Patrick School. Parents must fill out the appropriate paperwork in order for their child to attend. This paperwork as well as the fee schedule and general information regarding Extended Care can be obtained from the school office. Any child who is brought to the Extended Care program due to a parent not picking him/her up in the pickup line by 3:30 will be charged accordingly. Likewise, any student arriving at school prior to 7:20 am will be sent to the program and charged accordingly. For other policies and procedures, see the Extended Care Handbook.

## 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.

### **ABSENCES**

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 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 absent.

### **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. A designation of tardy means the student was not in the classroom by 7:45 a.m. Students who arrive after 7:45 must sign in at the office to receive a pass to class. 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 absent for more than 25 days must have a final average of 80% or may be 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. More than 7 tardies in a one month period requires a meeting with the Principal. Should they refuse, the principal has the right to ask the parents to remove the child from school.

### **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.

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.

### **EXCUSED ABSENCE**

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
- Anticipated absences which are pre-approved by the principal (see process below).

### **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 or give make-up work or tests.

### **ANTICIPATED ABSENCES**

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. It is not required of teachers to issue work ahead of time for students who anticipate being out of school.

### **WORK MISSED DUE TO AN ABSENCE**

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.

## **SCHOOL COMMUNICATIONS**

### **PARENT TO SCHOOL COMMUNICATION**

A well-balanced child can only develop with the full cooperation of parents and teachers. Open and frequent 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 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.

### **STUDENT CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangement occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

## **Communication with Teachers**

Faculty members may be reached by phone by leaving a message on their voice mail. Because teachers are fully involved in teaching and preparing lessons during the school day, the school receptionist will not interrupt teachers so that they take calls during the school day. Parents may also contact teachers through the School Parent Portal to request a phone conversation or conference. Teachers are asked to check their e-mail and portal messages once a day and return messages within 24 hours. If an immediate response is needed, it is best to call the office. We appreciate your cooperation so that teachers may provide the best quality education to your child with the fewest interruptions.

Out of respect for personal and professional boundaries, teachers are not to be texted or called on their personal cell phones, contacted via their personal Facebook page or called at their homes.

### **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.

## **SCHOOL TO PARENT COMMUNICATION**

### **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 NEWSLETTER**

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 read the Patrick's Pride on the school website ([sps-tn.org](http://sps-tn.org)).

### **QUARTERLY NEWSLETTER**

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

### **PARENT PORTAL**

The Parent Portal is a web-based tool to enhance communication between teachers and parents. Account information and activation codes are distributed to new parents in the beginning of the

school year. It is the responsibility of St. Patrick School parents to activate their Portal accounts to receive information posted by the school and individual teachers. Grades are available to be viewed throughout the school year and updated at least bi-weekly by each teacher. Midterm grades are posted to the Portal in addition to being sent home in paper form. Anyone needing assistance with the Portal should email the school office: [vicki.james@sps-tn.org](mailto:vicki.james@sps-tn.org) with "Portal Question" in the subject line.

## VISITORS

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 and to wear a name badge to show that they have signed in. Parents and/or visitors are not allowed to go to the classrooms while class is in session unless the visit was arranged beforehand.

## DELIVERIES

In order to encourage responsibility and develop maturity, no deliveries of forgotten items will be given to students during the school day; e.g. homework, projects, snack money etc. Any deliveries that are made will only be available to the student at the completion of the school day. This includes flower/balloon deliveries.

## 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. If a family would like to take an exemption, the appropriate paperwork must be obtained from the physician and be on file in 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.

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.

### **MEDICATIONS**

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:

- Name of Child
- Date
- Medication
- Dosage
- How to be administered
- Refrigeration needs
- 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.

## **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.

## **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.

## **DISMISSAL/PICK-UP**

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. A transportation plan is completed by the parents at the beginning of the school year. 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. If the person is not known by the school personnel, a form of identification will be asked for at the time of pick-up.

## **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.

## **PHOTO/VIDEO RELEASE**

Photographs, videos, and artwork of students may be used periodically throughout the year in newspapers, parent communications, newsletters, or other media. All parents must sign the Photo/video release form either consenting to or refusing to allow your child's picture/video to be used by the school. Form is due August 31st. (See Appendix C)

## **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)

## **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 7:40 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.

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.

Correction Students are expected to behave in an appropriate manner according to place, circumstance, activity and the demands of charity and justice. When the student disregards his/her responsibilities regarding behavior, etc. a correction is given. Three corrections in a day result in a pink slip. Out of uniform corrections are cumulative for the school year.

Pink Slip/White Slip: Three corrections in one day will result in a pink slip. A more serious infraction may result in an automatic white slip. If a student earns three pink slips in a nine week grading period, a notice of detention (white slip) will be sent home. A more serious behavior may result in an automatic detention (white slip), in-school suspension or expulsion. An example of such behavior would be disrespect directed toward an adult or teasing another child in a hurtful way.

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.

### Disciplinary Meeting

When a student receives a third detention, a meeting is set up to discuss the situation to effect a change in behavior. The parents or guardian, the Principal, teachers and student will meet together to discuss the consequence. Ordinarily, three detentions within a year warrant an in-school suspension. Continued detentions without improvement may indicate Saint Patrick is not the appropriate educational setting for the student, and the student may be asked to leave the school.

### In-School Suspension

During an in-school suspension the student comes to school but is removed from the regular classroom and from all activities. The student is given assignments and academic work to complete. The student may or may not receive credit for tests and assignments given on this day.

### Out-of School Suspension

During an out-of school suspension the student is given academic work to complete, but will not be given full credit for the work. Such students are under the supervision of their parents or guardians who will hopefully make this a time to discuss the problem and make appropriate demands regarding the atmosphere of work and study, rather than one of play.

### Serious Disciplinary Action

Saint Patrick's School's disciplinary action addresses suspension, expulsion, and removal, specifying the procedure in such circumstances. The student's chance to speak and express opinions in serious disciplinary circumstances will be respected. When serious misconduct occurs, the student will be allowed an opportunity to express his or her explanation of the situation. Due to the fact that there are many serious actions which cannot be itemized, the Saint Patrick School administration reserves the right to decide about serious disciplinary actions and their subsequent consequences.

Just cause for disciplinary action (detention, in-school suspension, out-of school suspension, or expulsion) will include, but not be limited to any of the following serious violations:

- Fighting of any kind
- Harassment
- Truancy
- Disrespect
- Academic dishonesty, including cheating, forgery, or plagiarism
- Belligerent, disruptive or incorrigible behavior to school staff, teachers, students or volunteers
- Smoking or carrying of cigarettes or tobacco
- Use of profanity
- Obscene conduct, sexual acts, or possession of obscene literature or materials
- Theft or deliberate damage to the property of school, church or another person
- Possession, handling, or transmitting of any object(s) that can be considered a weapon or dangerous object of no reasonable use to the student at school
- Use or possession of any illegal substance, mind-altering substance, inhalant, or intoxicant of any kind
- Leaving school grounds without proper permission
- Any other just cause

PLEASE NOTE Anyone caught with drugs or weapons or who threatens another student or adult will be suspended immediately pending expulsion. A student accused of a serious wrong can be placed on

home study pending an outcome or adjudication. Saint Patrick School reserves the right to search cubbies/desks/lockers (any property of the school) at any time, for health, safety and welfare of all students and personnel. Backpacks and purses may be searched in the event that there is suspicion of a student possessing a harmful, dangerous or illegal item or substance.

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.

### **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.

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

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

## **STUDENT ACTIVITIES**

These activities are provided by various staff members and assisted by parent volunteers. 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 COUNCIL**

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 5th grade and are trained by the pastor, or someone he appoints. 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.

## **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.

## **BAND**

Band is offered to students in grades 6-8. Meetings are held one day a week after school from 3:30-4:30 in the music room. Students may loan instruments from the school each year for a fee. Instruments must be returned at the end of the year in good condition.

## **CHESS CLUB**

When offered, all students in grades 2-8 may participate. The Club meets once a week on Wednesdays or 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.

## **ATHLETIC 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.

### **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 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.

## **BASKETBALL**

The number of basketball teams and the grade levels that may participate depends on student interest. Students 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 November. Games are played on Saturdays at various Catholic schools in Nashville. The season ends with the tournament in March.

## **CHEERLEADING**

Cheerleading is open to girls in grades 2-4. Girls practice after school 1-2 times a week during the basketball season and cheer at selected games.

## **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 afternoons during the month of September.

## **SPECIAL EVENTS**

### **LITURGIES**

The whole school (excluding Pre-K) attends Mass on Friday. Also, each grade attends Mass one other day of the week. Students actively participate in school Masses by being lectors, servers, and singing in the choir. Parents and community members are invited and encouraged to attend. Exposition of the Blessed Sacrament, Eucharistic Adoration, and Benediction take place on First Fridays. The Sacrament of Reconciliation is provided weekly on a rotating basis so that students have the opportunity to receive the sacrament once a month.

### **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. Pre-K students have completion ceremony at the end of the 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.

## **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.

## **UNIFORM AND DRESS CODE**

Uniforms are worn in all grades, Pre-K to 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.

### **BOYS:**

Dress uniform: (worn every Friday):

- Khaki slacks with no more than 4 pockets (2 in front, 2 in back), plain with no ornamentation (no faddish styles, denim, or corduroy).
- White oxford cloth shirt (long or short sleeved) with school patch
- Forest green sweater with school patch (optional)

Casual uniform options: (Monday-Thursday):

- Khaki walking shorts - same as above - and just above the knees.
- Forest green knit shirt with logo
- Forest green sweater, ¼ zip sweatshirt, or fleece with school patch/logo

Every day:

- 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).
- School uniform shirts must be worn under uniform sweatshirts or sweaters. Patches may be purchased in the office.

**GIRLS:**

Dress Uniform: (worn every Friday):

- 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.
- White oxford cloth blouse with patch or log (Grades 5-8) or white blouse with butterfly collar (Grades K-4).
- Forest green sweater with school patch (optional)

Casual Uniform options (Monday-Thursday):

- 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).
- Forest green knit shirts with logo or patch
- Forest green sweater, ¼ zip sweatshirt, or fleece, with school patch/logo

Every day:

- Shirts must have a collar (no ruffles) and 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).
- School uniform shirts must be worn under uniform sweatshirts or sweaters. 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 any other color. 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.

Shorts may be worn until Oct. 31 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.

## **COLD WEATHER**

T-shirts may be worn under uniform shirts but 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, black or white tights. Long-sleeve shirts should not be worn beneath short-sleeve shirts.

## **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 uniform violation notice that must be signed by the parent and returned the next school day. The student will come in uniform on Spirit Wear day at the end of that month.

Second Violation: A second uniform violation notice that must be signed and returned the next school day.

Third Violation: A pink slip is given.

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

## **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:

- Clothing must be free of holes and tears.
- No T-shirts, tank tops, “see through”, advertisements, suggestive pictures or messages on shirts. Midriff should be covered.
- Walking shorts of equal or better quality than uniform shorts may be worn. No bicycle shorts, spandex, “cutoffs,” or short shorts. No jogging suits.
- No make-up for girls (a little may be worn for school pictures); no earrings for boys.
- Students will look neat and clean at all times.
- 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.

## **SPIRIT WEAR DAYS:**

- On each last Wednesday of the month, students may show their St. Patrick’s School spirit by wearing a St. Patrick’s T-shirt (this includes Irish Picnic shirts) and/or sweatshirt. Students may also wear a plain green shirt. Jeans and tennis shoes may also be worn. Other regulations for Out-of-uniform days (above) pertain to these days.
- Any student receiving a uniform violation during that month must come in uniform on Spirit Wear Days.
- Parents will be called to bring suitable clothes or the student’s uniform for those who fail to follow these guidelines.

## **EMERGENCY PROCEDURES**

### **WEATHER EMERGENCIES**

Saint Patrick’s School generally follows the first day of closure made by Humphreys County. For each and every day that the school is closed, announcements will be sent to TV station. (Channel 5). Messages will also be sent via the School Messaging system to all parents who are enrolled in the system and posted on the Parent Portal.

### **EMERGENCY DRILLS**

Fire/rapid dismissal drills are held monthly during the school year. Tornado drills are held during the months of August, 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.

## BUILDINGS AND GROUNDS

### SECURITY POLICY

For security purposes, exterior doors (including the Activity Center) are kept locked during school hours. To gain entrance visitors must register at the office. Students are not allowed to open doors for visitors, including parents of the students.

### 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. At times, older students may be asked to help retrieve a desk or another item from the pool room, but no student may be left in the pool room unsupervised by an authorized adult.

Students are not allowed to leave school grounds during the school day. An infraction of these rules may constitute cause for suspension.

## LUNCH

A hot lunch is served daily. A menu is sent home every two weeks. 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 on the health form or 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 on the transportation form. If there is a change in the method of transportation, a note must be sent to school.

## **BUSES**

The buses are financed by the parents of students who ride the bus from Saint Christopher's Church (or from the Police Station in Waverly when in service). 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.

## **FAMILY 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.

## **SCHOOL AND PERSONAL 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 must be turned off and handed in at the office, and may be retrieved at the end of 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. The student will be served a recess 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 or any device that can access the internet during the school day 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.

## **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.
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## 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.

#### 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.

## 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.

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 caused 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 2015/2016 technology agreement and agree to follow the rules and regulations stated above.

Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_

## 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, your child may not receive credit for missed work.

(Special Absence Approval form, cont.)

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

Reason for absence (explain):

\_\_\_\_\_

Student name(s): \_\_\_\_\_

\_\_\_\_\_

Student signature

\_\_\_\_\_

Student signature

\_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

_____ Approved – Excused Absence	_____
	Principal signature

Teacher(s) signature \_\_\_\_\_

## Appendix C

### PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son(s)/daughter(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

to be photographed or videotaped at St. Patrick Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Patrick's Catholic School

Signed:

---

(Name Printed): \_\_\_\_\_

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

Return by August 31, 2015

# Handbook Agreement

## Parent Signature Page

I have read the 2015/2016 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

_____	_____
Parent signature	Date
_____	_____
Parent signature	Date
_____	_____
Student signature	Date
_____	_____
Student signature	Date
_____	_____
Student signature	Date
_____	_____
Student signature	Date

SIGNED FORM DUE in the school office by August 31<sup>st</sup> of each year.

+

SAINT PATRICK'S SCHOOL

A MISSION OF SAINT PATRICK'S CHURCH

175 Saint Patrick's Street

McEwen, TN 37101

(931) 582-3493

FAX (931) 582-6386

For verification of any part of this handbook downloaded from online, please call 931-582-3493.