



SAINT PATRICK SCHOOL
TO KNOW GOD, TO LOVE GOD, TO SERVE ALL

Parent and Student Handbook

St. Patrick School Vision Statement

St. Patrick School, a Roman Catholic community rich in faith and family traditions, believes in preparing the whole child spiritually, intellectually, socially and culturally for his or her life journey: living a Christ-centered life through service to God and community.

St. Patrick School Mission Statement

To Know God, To Love God & to Serve All

To Know God, To Love God, To Serve All

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Enrollment Policy

St. Patrick's does not discriminate on the basis of gender, race, color, or national/ethnic origin in the administration of its policies, or school administered programs or activities. The school administration reserves the right to make final classroom placement decisions.

The St. Patrick School Board has established the following criteria for admissions. In order to plan for the upcoming school year in terms of class structure, materials and budget, it is important to determine early the student enrollment numbers. For these reasons, St. Patrick School has a Priority Enrollment period during which priority will be assigned as follows:

1. All currently enrolled students (P-8)
2. Previously enrolled students returning from special program schools
3. Children of parish families with siblings currently enrolled
4. Children of parish families without siblings enrolled
5. Children of non-parish families with siblings enrolled
6. Children of non-parish families without siblings enrolled
7. Children from families of other religious faiths

During Priority Enrollment, all applications will be processed according to the criteria listed above. The inclusive dates of the Priority Enrollment period will be established by school administration each year and appropriate notifications will be made to parents and prospective school families.

Current returning students who are registered during Priority Enrollment will be guaranteed admission, provided that tuition payments are current or other acceptable arrangements have been made with the school administration. If a currently enrolled student does not apply during Priority Enrollment, then priority status will no longer apply. All enrollments received after the Priority Enrollment period will be processed on a first come, first served, basis.

In order to be considered for enrollment, student(s) and parents(s) must agree to abide by school policies. Parents must also agree to the school's Vision & Mission statements. St. Patrick School is first and foremost a Catholic school. The Catechism of the Catholic Church, along with the traditions of the Church and a dedication to the sacraments permeate all aspects of our curriculum.

Active parishioner status is determined by regular Sunday worship (i.e. 3 out of 4 weeks per month), participating in the faith community's ministries and activities, and attempting to contribute financially to St. Patrick Parish.

Families who have failed to pay off prior years' tuition to St. Patrick School or another Catholic school within the Diocese of Grand Rapids will not be considered for admission until the unpaid tuition balance has been paid.

A family must complete the St. Patrick School Registration Form and sign-up with Smart Tuition, in order to be considered registered.

Waiting Lists. St. Patrick School shall have a fair and accurate procedure to admit children from a waiting list for Kindergarten through 8th grades. A waiting list will be maintained when the number of children who apply exceeds the number of students allowed in any grade.

Statement of Curriculum

The St. Patrick School curriculum is developed in partnership with other PreK-12 Catholic schools in our Diocese and in accordance with the Michigan Curriculum Framework requirements. The St. Patrick School curriculum meets and exceeds the Common Core states content standards (a set of learning expectations developed by parents, educators, business leaders and university professors, to assist schools in the development of local district curricula in the State of Michigan.)

In fulfillment of the St. Patrick School mission statement, the curriculum provides an education rooted in the Catholic faith. Instruction in Catholic doctrine, service and Catholic Christian values are a daily part of our curriculum. This is accomplished by formal religion classes, weekly liturgies, school-wide service projects, song & daily prayer. Catholic beliefs and values are embedded in all core curriculum areas and are modeled by the staff and students of St. Patrick School.

The curriculum is challenging, current and personalized. It is delivered through a variety of modalities including: direct instruction, exploration, research, cooperative projects, hands-on instruction and technology. The goal of the curriculum is to empower students to take responsibility for their learning and begin the journey to life-long learning.

Understanding the importance of the arts, physical education and foreign language in the development of students, St. Patrick School provides opportunities for students to participate in band, general and liturgical music, physical education, Spanish language and fine arts programs. St. Patrick School partners with Grand Rapids Public School and Lowell Area School Shared-Time program to provide instructors for some of these programs.

Tuition Policy

It is the goal of St. Patrick School to work with each family to provide a Catholic education for their children. We understand that many families are sacrificing to invest in their child(ren)'s education. It is important to realize that parishes are investing significant dollars into the ministry of Catholic education. Therefore, it is critical to the financial health of the school (and school families) that there is open and honest communication about timely tuition payments. Family financial information will be kept confidential.

Parents/guardians are required to sign a tuition agreement and register with Smart Tuition (www.smarttuition.com) and are expected to meet their tuition obligation per the signed agreement. If at anytime during the year a family is unable to meet a tuition payment, it is the family's responsibility to contact the school principal, before outstanding/delinquent tuition becomes an issue, to make alternate arrangements. The parent/guardian is completely responsible for making contact with the principal in the event that a payment will not be made by the due date.

Keeping tuition costs reasonable is the responsibility of all, and the St. Patrick budget does not include funds to cover costs associated with late and delinquent tuition collection. Families who have past due tuition balances from St. Patrick or any other Catholic School will not be allowed to start the new year. The bottom line is that St. Patrick has financial obligations and payroll to meet, and a stable and predictable cash flow to operate the school is necessary. It is the firm policy of the School Board that fees must be paid when due. Students may not be seated at the beginning of the semester in a non-payment of tuition situation. Student transcripts may not be transferred unless payments are satisfied.

Registration fees are non-refundable. When partial registration is made, it is understood that the payment is for the registration of the eldest child. Balance of registration is due before the last day of school.

Parishioner Procedure for Tuition Assistance

It is the policy of the School Board that attendance at school will not be denied to children of families who are unable to pay. Those families must follow the procedure for scholarship assistance.

In an attempt to make the application process for tuition assistance objective, confidential and simple, the third party evaluation programs are used to assist in the fair distribution of tuition grant dollars. The process uses the same formula that college financial aid offices use. A copy of your federal income tax return or documentation of non-taxable income is required. Tuition

assistance is based on the prior year's income; projected income is used when there has been loss of income. Applicants must apply online; information regarding due dates will be provided.

A determination of funds available for assistance is made by the parish. Funds are then awarded to families based on the third party evaluations.

Individual applications are accepted throughout the year on an exception basis to handle emergencies that arise after the application deadline. If you have any questions, please do not hesitate to contact the school office.

Collection of Tuition and Registration Fees

Pursuant to Diocesan Policy 3160, this policy has been developed as a formal tuition payment policy for St. Patrick School. Included in the Diocesan Policy is the requirement of the use of a third part tuition management company.

Per the intent of the Diocesan Policy "The use of a tuition management company is considered across the country as best practice for many reasons: the responsibility of handling money within the school and parish is greatly reduced; payment options for parents are greatly increased; staff time spent collecting tuition can now be spent in reaching out to help families that struggle (the church is no longer making the collection calls, but rather the place parents call when they are in need); real-time reports are readily available (electronically) regarding revenue, cash flow, uncollected tuition, etc.; reduces parish/school mailings/copies; service is handled by trained tuition management professionals working to the standards of that industry; technology is optimized for the benefit of tuition collection; and more."

With this in mind, the following will be the Policy of St. Patrick School regarding collection of tuition and other monies:

All tuition payment plan options require the use of a third party tuition collection service-SMART Tuition. Options for tuition payment include full payment, semester payments, and a monthly payment plan

All school families must set up an account with SMART tuition and are obligated to follow the rules and regulations as outlined by the service. SMART tuition shall be the sole mechanism of payment for tuition, registration fees and for other money exchanges including (but not limited to) before/after care payments child attends. If there are any bank fees associated with automatic withdrawals, late fees, returned checks, NSF notices, collection fees, etc., the amount of the charges will be added to the family's tuition bill.

Payments begin July 1 and continue through June 30 annually.

1. Annual: Total annual tuition including registration fee, is due on or before July 20, waive \$38 Smart Tuition fee
2. Semi-annual: Two payments in the amount of 50% of total tuition including applicable fees. The first payment is made by July 20 and the final payment by January 20.
3. 12-Month Automatic Payments: Monthly tuition payments are made over a 12-month period, July through June.

Families who register after July 1st must become current on payments by making increased payments or by paying the total amount in arrears as of their start date. New families enrolled in school after the start of the school year shall pay a tuition fee based on complete payment for the first quarter in which the child attends. If there are any bank fees associated with automatic withdrawals, late fees, returned checks, NSF notices, collection fees, etc., the amount of the charges will be added to the family's tuition bill.

Non-Parishioner Procedure for Tuition Assistance

Non-parishioners may contact their home parish for information on parish support for Catholic school tuition.

Student Records

A student's parents or guardians have access to their child's school records. If you wish to review your child's school records, please contact the principal.

Students' Records Release Policy

Upon receipt of a record request from another school to which a student has applied for admission or which a former student is attending, all academic records are forwarded to the requesting school. Student records are not released until a signed parental request for records form has been received from the new institution. This request form should be on the institutional letterhead of the new institution. A student's parents may have access to their child's school records. If you wish to review your child's records, please contact the principal.

Diocesan Field Trip Policy

Class visits, retreats and other learning experiences to places of cultural, educational and religious significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers, catechists and adult supervisors should prepare the children for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip.

To provide for the safety of the students, parents must fill out a permission slip for each field trip for their child to participate. This form must be on file at school. **Telephone calls will NOT be accepted in lieu of paper forms.**

Whenever possible, bus transportation will be provided. If personal vehicles are to be used, a signed Diocesan Volunteer Driver Information Sheet must be submitted to the administrator for each vehicle. Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities.

Band Limited Open Enrollment for Catholic (Active Parishioner) School Age Children

St. Patrick School seeks to provide opportunities for education that reach beyond the classroom. To this end, the school has arranged to have Band Instruction provided throughout the school year for interested students in grades 5-8. In addition to enrolled St. Patrick Students, participation in band will also be made available to other active St. Patrick Parishioners who are not attending St Patrick School but do attend the Parish Religious Education Program. Families who enroll children will pay a participation fee. In addition, participating families will be expected to fulfill volunteer requirements as needed. Administration will admit students for Band Participation on a first come-first serve and case by case basis based on available space in the band. All Band participants including non-enrolled Saint Patrick students are considered Saint Patrick students during their participation, since they are in an academic setting, and will be expected to follow the school policies and procedures.

Attendance Policy

Unexcused absence and tardiness is harmful to the continuous educational program of a student. Such absences and tardiness are strongly discouraged. It is the shared responsibility of the school and the home to assist students in developing the desirable habits of regular attendance and punctuality.

Absence

Absence is defined as a child not being present for classes for part or all of the regular school day. Children with fevers and/or ill with contagious conditions should remain home until the fever is gone (fever-free for 24 hours) and/or the contagious period has past. For the health and well-being of students and staff and to contain the spread of illness, please do not send a child to school who is sick.

In case of absence from school:

1. Please call or email the school office by 8:30 a.m. at 691-8833, extension 15. Please leave your name, your child's name, grade and the reason for the child's absence. The school office will (for the safety of the child) attempt to contact the homes of absentees who have not called school. It is your choice to also contact the teacher.
2. Unexcused absences are defined as anytime a child is out of school and a parent or guardian has not called to report the absence or sent a note. Unexcused absence deemed unreasonable may be considered truant. In this case, parents will be contacted by the principal and a plan of action will be established. If a truancy continues, a referral may be made to the truancy officer through the Kent Intermediate School District.

If a student must leave school prior to the regular dismissal time, a parent/guardian must contact the school office that day. Parents picking up students during school hours are asked to check in at the office and sign their child out. It is your choice to also contact the teacher.

Students are expected to be in attendance and arrive on time on every school day of the year. Should a student be tardy, the classroom teacher will record the tardiness. Where frequent tardiness exists, the teacher and/or principal may confer with the parent/guardian to determine necessary corrective action.

Parents are expected to make arrangements for their child's transportation home at the end of the day, if they cannot pick them up at regular dismissal time.

Tardy

Since punctuality is a life skill, the importance of timeliness is emphasized to students while in school. Tardiness is defined as a student being late

reporting for class in the morning, or when classes resume after lunch. In the case of tardiness, the following procedures are to be followed:

1. Parents must call the school by 8:30AM to report a child's tardiness.
2. Each Tardy will be reported on the Progress Report (Report Card) and in the student's official school cumulative file as either "excused" or "unexcused."
3. The parent or guardian of an excessively tardy student will be contacted by the classroom teacher and/or principal.

Work Assigned During an Excused Absence

Absent and tardy students are responsible for completing any work they missed during their absence. Students have one day for each day of absence to complete the work missed. Teachers will work with students who have extended or multiple excused absences to create a plan and a timeline for completing the missing assignments.

Request to Pick Up Homework

Parents wishing to collect homework for an absent student, or have it sent home with a sibling must notify the office before 10AM. Although staff will do their best, it is not guaranteed that requests made after 10AM will be ready for pick-up at the end of the same day. It is your choice to also contact the teacher.

Medical Appointments During School Hours

Every effort should be made to schedule non-emergency appointments for non-school days/hours. In the case of doctor appointments and sickness during school, the following procedures apply:

1. If a child must be excused early for a medical appointment, a written notice must be presented to the teacher in advance of the appointment.
2. In case of illness during school hours, or if an injury occurs which requires medical attention, the parent(s) will be notified. If the parents cannot be located, the person(s) listed as emergency contact will be notified.
3. If a student leaves school early for any reason, the student and adult must follow the procedures outlined in the sign-out policy.

Vacations

Parents are encouraged to plan vacations to coincide with St. Patrick School breaks. If this presents a problem, the following procedure is to be followed:

1. Parents must submit to the principal written notice of a planned vacation, prior to the planned absence.
2. It most likely will not be feasible to give homework in advance, as assignments are usually determined by daily class progress. Consult the

- child's teacher regarding the feasibility of assignments prior to vacation.
3. Upon the student's return, it is the student's responsibility to meet with the teacher(s) to make arrangements within a reasonable time, to complete missing work.

Sign Out Procedure

1. No child is allowed to leave the school building unless accompanied by an approved adult.
2. Approved adults are considered parents/legal guardians with either partial or full custody rights to the child, those listed as emergency contacts, or another adult named in writing by the parent/legal guardian. If a parent does not have custody rights to the child, the custodial parent must provide the school office with legal documentation supporting the fact.
3. During school hours, students must be signed out in the school office only, not in the classroom, cafeteria, gym, playground, lobby, etc.
4. When signing a child out, the child's name, adult's signature and time of departure must be noted.
5. After school, children who are waiting for rides must wait inside school.

Communication

The staff at St. Patrick School considers parents to be partners in their child's education process. Therefore, two-way communication between school and home is a vital link for the safety & success of our students.

It is mandatory that the commitment page for the handbook be signed and returned to the school office as indicated. It is our personal and professional belief that the more parents and school personnel communicate with one another; the more the students benefit.

Shamrock and Website

A newsletter, *The Shamrock*, is emailed weekly on Fridays and contains important information. The website address is www.stpatrickparnellsschool.org and it too contains important information, downloadable forms and the weekly *Shamrock* is posted there. Please bookmark & visit the website regularly.

Address/Telephone Change

Parents need to notify the school office of any change of address or telephone number, or any other essential information needed for school records.

Telephone Calls and E-mails

Teachers are asked to communicate with parents whenever they believe it is important to share information regarding behavior, academic performance, or other significant developmental issues. Please ensure that you share phone numbers and email where you can be reached most readily.

Addressing Concerns

When there is a concern about a school matter, please address the source of the concern. For example, if a parent is concerned about an issue related to a teacher or a classroom practice, the parent must first discuss it with the teacher. If the parent/teacher meeting does not bring about a satisfactory solution, the principal should be contacted to help with the resolution of the problem. If the matter is not resolved to the satisfaction of the parent, he or she may pursue it with the School Board.

Non-custodial Parent

In the absence of a court order to the contrary, the non-custodial parent will be provided with access to the academic records and other school related information regarding the child **upon request only**. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

School to Home Travel Policy

The principal must have written notification from the parent/guardian for a student to deviate from the usual travel procedure from school to home.

Classroom Visits

Parents are welcome to schedule a classroom visit anytime during the year. We ask parents that they limit their visits for observation to one-half hour a day.

While we encourage students to make sure they have all their supplies for the school day, it is understandable that students will occasionally forget lunches, books, etc. Students are allowed use of the office phone to call parents and ask that it be brought to the school office so as not to interrupt the learning process.

The teacher's time belongs to the students during school hours. Teachers are liable for students in their classrooms and are not allowed to leave their classrooms while classes are in session, either to answer the telephone or to confer with parents. Parents and others who arrive at the school are requested to check in at the school office. Do not automatically go to your child's classroom. Telephone messages will be relayed to the teacher, who will call you back. If it is necessary to bring articles of clothing, lunches, etc. to school during the day, parents are asked to leave them in the office rather than disturb the class.

Students should not invite guests or visitors to come to St. Patrick school during the school day without first seeking permission of the principal.

Family Emergency Plan

Parents should instruct their children where to go, or who to contact if they meet with problems when traveling to and from school. Although precautions are taken, occasionally unavoidable delays and mishaps occur. Please make sure each child (not only the oldest child who may be absent that day!) knows what to do if no one is home when he/she arrives or misses the bus.

Parent-Teacher Conferences

Conferences are scheduled during the course of the year for the purpose of discussing student academic and developmental progress. November conferences are mandatory, February conferences are optional. Specific information regarding conference schedules and guidelines will be distributed prior to the conferences.

Although formal conferences and report cards are a good way to keep informed of your child's progress, please do not wait for conferences if at any time you have a concern. More frequent conferences will be provided upon request of the teacher or parent(s).

Infinite Campus

Parents and students are encouraged to login often to Infinite Campus to check your child's academic progress, check for missing assignments, and make sure the attendance record is accurate. All report cards are posted on the Infinite Campus portal; specific dates are on the calendar on the website.

Communications from Home

The St. Patrick staff encourages you to contact them whenever you have a concern and to share good news! Contact may be made via email or written communication. In most cases, a response from the teacher or principal can be expected by the end of the next school day. Often, a meeting between parent and teacher is the most productive means of resolving a concern. However, parents are highly encouraged to call ahead and schedule an appointment to assure availability.

Please help your child's teacher stay informed of major family changes such as deaths, severe illness, pregnancy, changes in family structure, address or telephone changes, etc. This will help us to better meet student needs.

Teachers and staff are committed to meeting the needs of each individual student and believe that communication with parent(s) is essential to this goal. The staff wants to ensure that every parent has the time needed and that the conversation is held confidentially in an environment where the teacher has access to records and can document important information from parent(s).

To this end, please understand that teachers cannot conference with parents or visitors when classes are in session, when they are supervising students or at social or sporting events. Teachers enjoy seeing their students and their families at social events; we remind you to please use these events for socializing.

Special Occasion Deliveries & Visits

Student birthdays are always a special day at St. Patrick's! Many students like to bring a small treat to share with members of their homeroom to celebrate their special day. If you are sending treats, please make sure there are enough for the entire homeroom.

Grading Scale, 4th-8th Grades

A+ 97-100	A 93-96	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
F 0-59		
CR Credit		
NC No Credit		
Inc Incomplete		

Testing

NWEA MAPs Testing is administered to students in 2nd - 8th grades in Oct., Jan. and Apr.

Homework

Homework is assigned for the following reasons:

To enrich and extend what the pupil has learned in class;

To prepare to share with others something he has discovered, read, or created;

To improve basic skills.

The amount of time a student should spend doing homework differs with each individual. If a student does not complete assignments in school, he/she will undoubtedly have some home study to do. Should this be the case, parents are urged to see that home assignments are completed. Assignments must be completed within a reasonable amount of time when a student returns to school after an absence. Homework is posted on teachers' websites.

Student Responsibilities

Each student has the responsibility to take proper care of books and materials assigned to him/her. A good way to protect books is to cover them and to carry them in a bag. Students should write in workbooks *only* (unless directed otherwise by the teacher).

All school property (the building, furniture, and equipment) must be used with the same care used with the property and furnishings in our homes. Parents are expected to replace any property damaged, destroyed or lost by their child.

Each student has the responsibility to treat other classmates, schoolmates, teachers, and staff the way he/she wishes to be treated. Each student is responsible for completing all assignments carefully and on time. In case of absence, students must make up the work they missed, in accordance with Attendance Policies.

Code of Conduct

All students, parents and faculty of St. Patrick School are expected to conduct themselves in accordance with Christian values at all times. St. Patrick School's Code of Conduct applies equally to parents, faculty and all adults who wish to remain members in good standing within the St. Patrick School community. All students are expected to abide by the following code of conduct while on school property or while representing St. Patrick School off-site. It is further hoped that all students will internalize this code of conduct, so as to help guide their actions and conduct while away from their school community.

Conflict Management

Students in conflict should use Christian methods under the guidance of teacher(s) and /or principal to resolve their problems. This means to solve their disputes by using calm, logical, and safe means and by asking themselves what Jesus would have them do. Parents will be notified of all disputes of a serious nature. Principal, teacher(s) and parents together will work with the student(s) to resolve the difficulty.

Harassment and Violence

St. Patrick School will not tolerate verbal or physical harassment of any kind. St. Patrick School will not tolerate discrimination against anyone on *any* basis, including race, creed, color, national origin, religion, sex, age, and abilities. This policy covers all students, teachers, administrators, employees, volunteers or other staff at St. Patrick School. Physical violence between St. Patrick students is never tolerated.

Anti-Bullying Policy

St. Patrick School will not tolerate bullying behavior of any kind. Bullying may include any of the following forms or combination of forms: ***physical bullying*** (physical threats, pushing, hitting, kicking, hair pulling, strangling); ***emotional bullying*** (teasing, name calling, ethnic & racial slurs, sarcasm, the spreading of gossip & rumors, shaming, blackmailing, other emotional intimidation); ***social bullying*** (rejecting, excluding, isolating, manipulating friendships, ostracizing from group); ***cyber-bullying*** (defamatory and intimidating written comments to e-mails, internet social networking sites or phone texts); and even ***intellectual bullying*** (shaming, rejecting, verbal slams about how dumb, slow or ignorant someone may be). The ultimate determination for establishing whether an action comprises bullying behavior involves two essential components:

1. One person is intentionally trying to hurt another person;
2. The person who is committing the bullying behavior is *more powerful* than the person that is being hurt. In addition to actions that are deemed hurtful or violent, bullying behavior involves an attempt to establish control and dominance over the other person through those specific bullying actions.

Any occasion of bullying behavior should be reported immediately to the appropriate teacher(s) and the school principal. Some student *bystanders* may not actively participate in specific bullying behavior other than as a fringe group member. However, they may incur some culpability as result of the bullying incident. If such bystanders fail to report and make some attempt to stop ongoing bullying behavior, they become part of the problem in the tacit condoning of such behavior. In such cases, they may also be subject to a more limited form of disciplinary action.

Consequences

As a Catholic school, we respond to a unique call for passing on the Catholic faith and leading our students to Jesus. As Christian *disciples*, we the members of the St. Patrick School community strive in our “discipline” to open ourselves and allow God to transform us ever more fully into the image and likeness of Christ Jesus throughout the many activities of our daily lives. Our aim, therefore, is to help students grow in self-discipline as they choose to follow Christ Jesus more closely in their own life journeys. Respect for others and the promotion of behaviors that support the inherent dignity of all people remains a core value in our discipline policy. In order to ensure that all students are able to grow in their faith journeys as they respond to Christ Jesus’ call to this type of self-discipline, the staff and faculty of St. Patrick School are committed to creating a Christian environment where peace, charity, justice and mercy may flourish.

Suspension & Expulsion

Suspension is defined as the temporary removal of a student from the classroom. There are two types of suspension, “In-School” and “Home” suspension. In case of suspension:

1. Parents shall be notified directly either by phone, email or in writing of a suspension and may be requested to attend a joint conference among the student, parents, school administration and involved faculty members.
2. In no instance shall a student be asked to leave the school and to proceed home without prior notification of the parents.
3. The duration of the suspension and determination of the type of suspension—In-School or Home—shall be determined by the principal in consultation with the student’s parents.
4. For the duration of the In-School or Home Suspension, students may not participate in or attend any school functions including but not limited to sports events, regardless of where the event is held.

In-School Suspension

During an In-School Suspension, a student spends the school day in the school office (including lunch hour), under the supervision of teacher(s) and/or administration. It is a time for the student to reflect on the infringement that caused the suspension, make action plans to correct the problem and to make restitution when necessary. In-School Suspension is a learning time.

In the case of a first time In-School Suspension, the student is allowed to complete the work he/she is missing in the classroom, for full credit. For subsequent In-School Suspensions, the student will be required to complete classroom work, but will not receive academic credit for the work missed.

Home Suspensions

In more serious situations, a home suspension is warranted. In this case, the student will not be allowed to attend school for a specified number of school

days, as determined by the school administration in consultation with the parent. For a first Home Suspension, a student is allowed to complete school work missed for full credit. Assignments may be picked up by the parent(s) and returned. It is expected that home-suspended students are completing the assignments at home on a daily basis and no extension for completing work will be granted. For subsequent home suspensions, missed work must be completed before the student is permitted back in school, however no academic credit will be given for this work. Consideration will always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body. In the case of suspension:

1. Parents shall be notified directly either by phone, email or in writing of a suspension and may be requested to attend a joint conference between the student, parents, school administration and involved faculty members.
2. In no instance shall a student be asked to leave the school and to proceed home without prior notification of the parents.
3. The duration of the suspension and determination of the type of suspension—In-School or Home— shall be determined by the Principal in consultation with the student’s parents.
4. For the duration of the In-School or Home School suspension, students may **not** participate or attend any school functions including but not limited to sports events, regardless of where the event is held.

Expulsion

Expulsion is defined as a permanent dismissal of a student from the school. The principal will use every means available to discover the cause of the problems and will exhaust all appropriate remedies, such as referral to a guidance counselor, physician or priest. There may be situations which demand removal of a student from the school. The following though not an exhaustive list, are offenses which may incur expulsion:

1. Actions gravely detrimental to the moral and spiritual welfare of other pupils.
2. Assault, battery or any threat of force or violence.
3. Being in possession of weapons on school property or at a school sponsored event.
4. Open, persistent defiance of authority.
5. Continued willful disobedience.
6. Use, sale or possession of narcotics or alcoholic beverages on school premises.
7. Willful defacement or otherwise harming school property in any way
8. Habitual truancy.
9. Habitual suspension.

Procedure for Expulsion

Immediate, indefinite suspension will occur while the following process is completed:

1. The principal and teacher will hold a conference with the parent(s)/ guardian(s) to advise that drastic action is imminent. The Pastor will be informed.
 2. If the decision to expel is made, parents are notified in writing of the action.
 3. The right to appeal to the Pastor is made known to the parents.
- In the event that after consultation with the persons directly involved the expulsion is found to be inappropriate, the principal and teacher(s) are so advised and action to reinstate the student is undertaken.

See Consequence Matrix

The Consequence Matrix is only applicable when the student is referred to Mr. Czarnopys by his or her classroom teacher.

Health

Students enrolling for the first time in any school in Michigan must according to law, submit a completed health appraisal form which includes a statement signed by the physician indicating that they have been immunized.

Kent County Health Department offers the services of a public health nurse who serves as a health consultant to school personnel, students, parents and community agencies. The Health Department provides Vision and Hearing Screening.

Michigan law requires that: "All children enrolling in any school for the first time shall submit either a statement signed by a physician that they have been immunized or protected against diphtheria, tetanus, pertussis, measles, rubella, polio, mumps." A statement signed by a parent or guardian to the effect that the child has not been immunized because of religious convictions or other objections to immunizations will also be accepted.

Schools in Michigan are required to assess and report the immunization status of all 7th grade students. This requirement ensures that all 7th graders have fully updated immunizations, including the three obligatory doses of hepatitis B vaccine.

Safety: Adult Screening & Training

St. Patrick School seeks to abide by the Diocesan Office of Catholic Schools' policies in regards to parent background checks and parent attendance at training for Protecting God's Children. Parents new to the school fill out and return a confidential background check form, used to conduct an ICHAT (Internet Criminal History Access Tool) background check. The information provided is run against the Michigan State Police criminal records to ensure that parent volunteers have not been involved in crimes against children.

The other mandatory safety requirement for all parent volunteers involves attendance at a Protecting God's Children (PGC) training session. PGC sessions are part of a comprehensive safety program under the guidance of the U.S. bishops known as VIRTUS. These PGC sessions are meant to train adults in how to better safeguard our children's school and church ministry environments. Our Diocese *officially requires attendance* at PGC sessions for all parent volunteers and employees who have regular contact with children.

If you plan to volunteer in the school or your child's classroom, you need to attend a PGC training session. If you need to register for a PGC session, you should follow these simple steps:

1. Log onto www.virtusonline.org.
2. Click the "Registration" hyperlink (in the web page's left margin).
3. Click the "View of list of session" tab
4. Click the down arrow next to "Select your organization" and scroll down the list of organizations until you highlight "Grand Rapids, MI (Diocese)," then click the "Select" tab.
5. You will find a scheduled calendar list of the upcoming PGC sessions within our Diocese. Check on the PGC session's capacity and availability of seating. When you find a training session that works for you, click the "Start Registration" tab at the top of the page.
6. You will be asked to create a password and user identification name for registration within the VIRTUS online data base. Follow the registration prompts to complete your register for the specific PGC session that you want to attend.

Visitor Controls

During regular school operating hours, all visitors are required to:

1. Produce at least one photo identification before being allowed entry into the school (when identity is unknown)
2. Legibly sign in (providing their name, company, address, phone number, and the point of contact within the school)
3. Wear a visitor badge in plain view
4. Be escorted at all times while in the facility when identity is unknown

Protecting God's Children Training

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Safety

Due to the times that we currently live in, the (west) back school entrance door will remain locked all day, except during recess. The front door will be locked all day except for morning drop-off. Visitors during the day please come to the front doors where a camera and buzzer system is in place.

Background Checks

The safety of our children is our first priority. To this end, background checks will be required of all paid employees and volunteers who work with or near students of St. Patrick School.

Background Checks & Training

All employee and volunteer positions/work will be considered conditional until the following criteria is met:

1. Every employee or volunteer who works with, or who may come into contact with school children (including but not limited to teachers, childcare workers, aides, secretaries, custodians, coaches, tutors) must agree to:
 - A. read and sign the Grand Rapids Diocese's Standards of Ministerial Behavior form (must be completed before beginning work)
 - B. Agree to criminal background check by completing and signing Employment Inquiry release (must be completed before beginning work)
 - C. Abide by the policies and procedures of St. Patrick School
 - D. Attend and participate in a Virtus Protecting God's Children Awareness Seminar (Must be completed within 1 month of beginning service or as soon as it is offered)
 - E. Never start up a group, committee or program without the permission of your immediate supervisor.
 - F. Report any suspicion of abuse to the proper authorities.
 - G. Do not use school facilities/property for personal convenience or personal/commercial gain.
2. In addition to Part 1 above, paid employees (including but not limited to teachers, childcare workers, aides, secretaries, custodians, coaches, tutors, playground supervisors) must agree to:
 - A. Be fingerprinted by the Michigan State Police (must be completed within 10 days of date of hire or volunteering)
 - B. If selected, complete the ongoing, On-line Virtus training in a timely manner
3. In addition to Part 1 and 2, all Childcare workers must agree to:
 - A. FIA (Family Independence Agency) background checks as required by the licensing department (must be completed before beginning work).

Information Gathered from Background Checks

Information gathered from the Background Checks will be kept strictly confidential. Employees and volunteers will be notified in writing if something does not permit them to be employed by or volunteer for St. Patrick School.

1. Any employee or volunteer convicted of a crime involving abuse, negligence or endangerment, or is required to register with the Sexual Offenders List will not be permitted to work or volunteer at St. Patrick School.

2. Any employee or volunteer, including coaches, who have been convicted of driving under the influence of drugs or alcohol, or reckless driving in the past 10 years will not be allowed to drive students to school sponsored activities.
3. Any employee or volunteer who has been convicted of forgery, passing bad checks, embezzlement or larceny will not be allowed to work or volunteer in money handling or fundraising capacity. This includes but is not limited to; SCRIP Coordinator, PTO Treasurer, Event Treasurer, Child Care Director.

Lunch Supervision

St. Patrick parents assistance is necessary for lunch duty. An annual schedule by week is published in the weekly Shamrock and posted on the website. If you can't be present to do your lunch duty, please arrange for a substitute. You will be responsible to pay the \$8 fee directly to the substitute.

Lunch Duty Guidelines

1. Please arrive between 11:35 and 11:40.
2. Sign in at the office and get a visitor's badge.
3. Head to the cafeteria to assist and supervise the children with the microwave, utensils, opening packages, cleaning up the spills, picking up trash, etc.
4. Students are expected to raise their hands to be allowed to put their lunchboxes in their classroom basket and put away their trash. They are then to return to their seats and remain there until 11:57.
5. At 11:57 both parents are asked to lead and supervise the children outside for recess.
6. 5-8th grade students will join in recess at around 12:15 each day. They will be dismissed from the cafeteria by the assigned staff supervisor for the day.

Playground Duty Reminders

Each parent will be given an assigned area that they are responsible to supervise during recess.

Area 1- soccer field and lower field

Area 2 - main playground

No students should be playing in or around the shed.

Students should not be playing in the habitat area - visibility is a safety concern. If a child is injured, they should be sent to the office with another student (unless it is a serious injury and then an adult should take charge of the situation). Students must get permission to enter the school building if they need to use the bathroom or get a drink.

Safety & visibility of all students is your priority while supervising.

Ordinarily, no student will be allowed to remain in the building during recess after lunch. The students need fresh air and exercise. If there is a compelling reason for a student to remain in the building during the noon hour he/she should be engaged in quiet activities: schoolwork, board games, watching a video, etc.

Safety Guidelines for the Playground

1. Students cannot stand on any equipment that is not designed specifically for standing.
2. Students shall swing back and forth, not sideways, when using the swings.
3. When on the climbing equipment, students cannot walk on the top and cannot grab the legs of others playing on the equipment.
4. Students cannot play "ball tag" near or on the equipment. Tackle football, pushing or shoving of any kind is not allowed.
5. Students cannot pretend to fight.
6. Students cannot climb on the "chute" or climb on the swing poles.
7. Students cannot hang on the basketball hoops. This causes damage to the equipment.
8. If students from various grade levels want to participate in a game or sport together, they may do so, but teams must represent all groups involved. Young children should not compete against the older children.
9. In Case of injury: If there is an accident or injury observed of any kind, the student(s) involved should contact a playground supervisor immediately. An assessment of the injury is to be made by the supervisor and injury guidelines followed.
10. Keep the injured person calm.
11. An assessment of the injury should be made before moving the person.
12. If the injury appears to be serious, do not move the person, especially if the injury appears to be in the area of the head, neck or back. Remain with the injured and send someone to the office for help.
13. If there is an open wound, try to obtain a pair of latex gloves before applying treatment. Apply steady pressure to the wound to control bleeding.
14. If injury appears minor, the injured person is brought to the office for first aid.

Pesticides

There are times when it is necessary to treat the building or grounds with pesticides. Pesticides are not used to prevent pest infestation. In the interest of safety, pesticides are not applied when the children are present. Warnings about the treatment of pesticides will be communicated throughout the *Shamrock*; however, if you wish to be personally notified before the application, please complete the notification form in the first day packet & return to office for our files.

Medication Distribution

Prescription Medication

If your child must take doctor prescribed medication during the school day, the following State laws must be followed:

1. In order for any medicine, prescription or non-prescription, to be taken at school, a *Doctor's Orders & Direction Form* must be completed and signed by both the parent and the student's physician. This form is available in the school office and on the website and remains in effect for the duration of the school year.
2. School personnel will only administer prescribed medications when: 1) the medicine is in the original container with a current script made out to the specific child; 2) the medication lists the doctor's directions for proper administration; and 3) the parent has signed a permission form authorizing school personnel to dispense the medication as directed.
3. A new *Doctor's Orders & Directions* form must be completed and signed by doctor and parent(s) each year.

Over the Counter Medicines

Students shall neither possess nor administer medications without direct adult supervision, to include over-the-counter (OTC) medications. All OTCs must be turned into the school office during school hours. Staff will not administer OTCs without a signed parent permission form dated within 7 calendar days. Parental permission signatures must match the Child Information Record parent signature before staff will administer OTCs to a student. Although staff cannot administer medications without the above conditions present, parents may come and administer any medication during school hours.

1. It is the responsibility of the student to come to the office at the appointed time to take the permitted medicine in the presence of an adult school employee. School employees are prohibited from administering medications to students.
2. A medicine log is kept in the office, indicating the day and time the medication was taken.

Student athletes are not allowed to possess OTCs or controlled substances, while they are on school property. OTCs include a wide variety of substances, such as aspirin, ibuprofen, medicated cough drops, nasal spray, pseudo fed, cough medicine, diet pills, and caffeine pills. Should a student athlete show up on school property with such items, the adult in charge must confiscate the item. The adult may give the item back to the student's parent when they go home. Once again, adult coaches, school and parish personnel may not administer OTCs to students without proper written authorization.

If there is any doubt as to whether an OTC substance qualifies as a controlled substance (i.e. real versus placebo effect), then the coach or supervising

adult shall treat it as a controlled substance. The coach does not need to evaluate the active ingredients of an OTC item. If a substance in possession of a student athlete is *perceived* as a performance enhancing drug, pill or ointment, then the item shall be confiscated.

Employment Policy for St. Patrick School Personnel

It is the firmly expressed policy of St. Patrick School that we do not discriminate in our hiring practices against anyone on the basis of race, color, national origin, gender, age or physical disabilities. We do reserve the right to hire based on a potential candidate's religious preference.

St. Patrick School abides by the provisions of the Family and Medical Leave Act. Before taking unpaid leave under the FMLA, an employee must use all their accrued paid leave.

School Weather Closings

St. Patrick School will normally close, or open after a two hour delay, whenever Lowell Area Schools closes or delays due to weather conditions that make travel unsafe. We suggest that you tune into WOOD TV Channel 8, WOTV Channel 4, WZZM TV Channel 13, or WOOD AM radio (1300) for school closings. St. Patrick School belongs to the GRAIL Web system and our school closing information is transmitted to most major broadcast networks in the area. *St. Patrick School, Parnell* will be listed if school is closed.

Severe Weather Procedure

St. Patrick School is deeply concerned for the safety of our students and realizes the importance of preplanning to ensure the protection of students and staff when the potential for violent weather exists. We follow the same procedures the Lowell Area Schools follow as stated below.

If students are in school when a tornado watch is issued, they will remain in school until the regular dismissal time.

If students are in school when a tornado warning is issued, they will be escorted to a predefined area of safety and remain there until the warning is lifted.

It is St. Patrick's policy not to dismiss students to parents during a tornado warning or thunderstorm warning, even if it means holding students beyond the normal dismissal time.

St. Patrick School will not begin school during a tornado watch or warning.

All after-school activities will be canceled during a tornado watch or warning.

Parents must assume the responsibility for making certain that their children understand where they are to go when school is canceled for any emergency.

This information may be written on the Child Information Card that parents are asked to complete the first week of school.

St. Patrick School Uniform & Dress Code

Personal appearance reflects one's inner attitude. In school, personal appearance should indicate an awareness of school as a special place of learning. St. Patrick students are required to adhere to the above listed dress code. St. Patrick School families are responsible for purchasing school uniforms for their children.

The dress code is in effect the first day of school. All aspects of dress should be consistent with our mission statement and not be distracting or disruptive to the learning environment. Students are asked to use common sense, have an attitude of cooperation, and a concern for modesty and neatness. If you have any concerns as to whether or not an item is appropriate or meets dress code, please check with the school office before removing the tags!

Students are expected to come to school in uniform. Parent's cooperation sets a good example for the students and is appreciated. The dress code will be monitored and enforced in each classroom. The principal (or designee) will have the final decision on what is appropriate. Students who come to school inappropriately dressed will receive a written notice that must be signed by the parent(s). Repeated violations will be addressed by the principal.

If a student comes to school improperly dressed and wearing unauthorized clothing, a faculty member will direct that student to phone a parent, in order to bring their child the proper clothing attire before they can rejoin instruction or classroom activities. If a student comes to school improperly dressed and a parent cannot bring clothes in, then that student may also be required to trade out their attire for shared school clothing from the front office. The student must return the borrowed clothing washed, dried and folded the next day.

Logo apparel may be purchased from Educational Outfitters (www.educationaloutfitters.com) or Lands End (www.landsend.com). St. Patrick School earns a percentage on all uniform wear purchased from Lands End (school code 900127564). Local stores that carry non-logo uniform wear include (but not limited to) Wal-Mart, Target, JCPenney, Kohl's, Gap, Old Navy and Meijer.

School Dress Code Boys and Girls

<u>Style Description</u>	<u>Comments</u>
<u>Shirts</u> Long or short sleeve shirts made of cotton or poly/cotton blend in white or navy in any of the following styles: broadcloth with peter pan round or pointed collar, or polo shirt. Shirts must be tucked in at all times (1st –8th grade).	School logo is optional, but must be from Educational Outfitters or Lands End. No other logos allowed.
<u>Sweaters</u> Plain navy blue or white in any of the following styles: crew neck or v-neck pullover (long sleeve), crew neck or v-neck cardigan (long sleeve) or v-neck sleeveless cardigan vest.	A uniform shirt must be worn under sweaters at all times. Absolutely no hoods are allowed in school.
<u>Sweatshirts</u> If a sweatshirt is worn it MUST be a navy sweatshirt with the school logo. Plain sweatshirts without the school logo are not allowed. Absolutely no hoods are allowed in school.	Logo sweatshirts may be purchased from or Lands End. Absolutely no hoods are allowed in school.
<u>Pants</u> Navy blue or khaki dress uniform slacks made of polyester/cotton or 100% cotton. Side seam pockets and slash pocket in rear.	Capri's, culottes, stirrup, cargo pants, cargo pockets, painter pants, sweats, corduroy, knit, or nylon pants are not allowed.
<u>Belts</u> Must be solid black, brown.	Large belt buckles are not allowed
<u>Socks</u> Socks must be worn at all times. If knee socks are worn with skirts, jumpers or shorts, they must be navy or white.	Low cut or ankle socks in any color may be worn.

<u>Shorts</u>	Navy blue or khaki dress, walking shorts made of polyester/cotton or 100% cotton. Knee length, side seam pockets and slash pocket in rear. Middle school students may also wear khaki walking shorts.	Shorts must be knee length. Shorts may be worn during May, June, September and October at the parents' discretion. No cargo, painter or athletic shorts.
<u>Jewelry</u>	Only stud type post earrings are allowed. One watch may be worn as long as it is not distracting. Any other type of jewelry (necklace, bracelet, ring, pins, etc.) may only be worn if it is religious in nature.	No hoop or dangling earrings allowed.
<u>Shoes</u>	Shoes must be worn at all times. Shoes must have a closed back and no open toe. No sandals, slippers, boots or crocs allowed.	Socks or tights must be worn with shoes. Snow boots are allowed only during outdoor activities.

Girls Only

Approved by St. Patrick School Board of Directors – August 2011

<u>Jumpers</u>	Navy blue, khaki or St. Patrick's registered plaid: 100% polyester or poly/cotton blend, box-pleat with drop waist line and rounded neck.	Knee length or longer. Jumpers with the St. Patrick logo may be purchased at ADCO or Lands End.
<u>Skirts and Skorts</u>	Navy blue, khaki or St. Patrick's registered plaid: 100% polyester or poly/cotton blend, pleated all-around skirt, kilt skirt, or split skirt. No skorts for 6 th – 8 th grades.	Knee length or longer.
<u>Tights</u>	Tights may be worn with skirts and jumpers; however, they must be one solid color of white or navy.	No footless tights. No multi-colored tights. No leg warmers.
<u>Hair Pieces</u>	Simple hairpieces that are not distracting or offensive may be worn.	

Electronic Equipment Policies

St. Patrick School is committed to teach its students and school community to learn effectively with technology and to ensure its responsible use. In general, the school will provide such technology needed as part of the curriculum. Additionally, use of any technology oriented device in school should have an educational focus.

In general, St. Patrick School discourages students from bringing cell phones and other personal electronic devices to school. The following policies will apply to such devices.

Cell Phone Policy

The only phone a student can use during the school day and when the school office is open before or after school is the office phone. If a student brings a cell phone to school, the cell phone must be kept off during the school day, and kept with the student's possessions. Any student using a cell phone during the school day and when the office is open before or after school will have the phone taken and kept in the office. The parent will need to get the cell phone from the office. The school will not be responsible for any lost or stolen phone.

Electronic Entertainment Devices (i.e. Game Devices, iPods, etc) Such devices are not allowed to be used at school during school hours. Students riding a bus may use an electronic entertainment device on the bus but it must be packed away with the student's possessions before entering school. It may not be taken out until back on the bus for the trip home. This restriction includes student recess times and other non-instructional times during the school day. Any electronic equipment seen at school will be confiscated and kept until a parent can accompany the student to get it back. The school will not be responsible for any lost or stolen device.

Electronic Readers

A device that may serve as an electronic reader (Nook, Kindle, iPad, etc) may be used with teacher approval and only for teacher approved reading material. The device may not be used as an Internet Browser or game device on school property unless specific permission is given to the student. Again, the school will not be responsible for any lost or stolen device.

Cameras

St. Patrick School respects the privacy rights of parents in taking pictures of their children. Parents must have consent of your teacher and participating students before taking pictures at school. The teacher will ensure that the specific students in their class have received parental permission to have their picture taken before such pictures are taken (i.e. a properly signed Picture Release Form from 1st day handout forms packet).

Students may not use cameras in any form (as part of an electronic device or as a designed camera) while at school or on school property.

Technology

Media Center

When students, staff, and parents borrow items from the Media Center, the loan period will be **fourteen (14) days**. Renewals are allowed unless the item is on the reserve list.

Students are limited as to the number of items they can have checked out:

DK & Kindergarten.....	1 item *	*exceptions may be permitted
1 st grade.....	2 items *	per the media specialist,
2 nd – 8 th grades.....	4 items *	teachers, or volunteers

Overdue items will be handled as follows:

1. A reminder slip will be sent home with the student.
2. A second reminder will be sent home if the item(s) are not returned.
3. The third reminder will be mailed to parents stating the status of the overdue item(s), and the borrower may be charged a fine.

Lost or Damaged Items

Please inform the media specialist or volunteers about damaged items from the Media Center. If the item is lost or can't be satisfactorily repaired, the borrower is responsible to pay the replacement cost. Replacement cost for items:

Paperback.....\$10.00 minimum

Hardcover..... 20.00 minimum

Reference..... 25.00 minimum

CD-ROM..... 20.00 minimum

Book w/ Cassette....15.00 minimum

Other items will be assessed accordingly

These rules are subject to the interpretation of the Media Specialist, whose decisions are final.

Internet Usage

All students, teachers, staff and parents must read and sign an Internet Usage Agreement to acknowledge that they are aware of the school policies, and that they will strictly adhere to these policies while using any of the school's computer equipment, either during or outside of school hours.

Software

Students, teachers, staff and parents are strictly prohibited from installing or using any of software on a school computer which has not been approved by the principal and/or technology coordinator. Approval will not be given, under any circumstances, unless proper documentation and certifications are available and on file with the technology coordinator.

School software is licensed for use in school only. It is illegal and therefore strictly prohibited for a student, teacher or staff member to install any

software on a home computer that has been purchased for the school.

Copying of software, videos or any other copyrighted resources with school equipment (including copy machines) by teachers, students, staff and/or parents is illegal and therefore strictly prohibited.

Television

Television viewing is permitted if the subject matter is directly related to the unit of study. Current news stories must be discussed with the principal before viewing live newscasts.

Parent Involvement: Community Service

One significant and noteworthy trait that our school possesses is its intimate, caring, family-like atmosphere. This family-like atmosphere permeates our entire campus, throughout our classrooms, hallways, lunchroom and playground. Our community service and volunteer service registration aims to share individual gifts and talents to meet the need of the collective good of our school and parish family.

Each year, families sign up to assist with 2 fundraisers, held annually. The sign up form is included with the registration form. As the event time approaches, families will be contacted by the event coordinator for details about assisting.

St. Patrick School supports and encourages parent involvement surrounding the various classroom activities and the communal life of our school. All school families are expected to do lunchtime supervision during the year and sign up for two or more fundraising events each year. In addition there are MANY other volunteer needs for activities, field trips, classrooms and school committees such as Parent Teacher Organization and Athletic Boosters.

Policy for Distribution of Printed Materials to Students

The principal will approve all correspondence sent through the school to students.

Consequences for Prohibited Substances

Students may neither use nor possess alcohol, tobacco, illegal substances, nor may they participate in any inappropriate usage of legal prescription drugs and OTC substances (as outlined above). Such substances are designated “prohibited substances.” Students will not carry, purchase, sell or consume any prohibited substances on parish property, or at any school sponsored event. The administrator will notify the diocesan superintendent, pastor and parents upon discovery of a student using or possessing any prohibited substances on school property. The administrator will schedule an immediate disciplinary conference with the student and parents.

Weapons

Students are prohibited from possessing any weapon on school property, or while attending a school sponsored function. The definition of “weapon” includes, but is not limited to, a firearm, knife of 2 inches length or greater, explosives, martial arts equipment, etc.

Search and Seizure

In the event that a student is suspected of possessing a weapon, alcohol or drugs, or in the event that such items are believed to be in an area where a student may retrieve them, the principal may perform a search to seize the items. The principal will conduct a personal search of a student in the presence of another adult. Students of a gender different from the principal will be searched by a principal designee of the student’s gender. If any illicit item is found, the police department will be notified immediately.

OSHA Standards for Bloodborne Pathogens

Personnel who are reasonably expected to come in contact with bloodborne pathogens include the following: school office secretary, maintenance personnel, principal, playground supervision coordinator, and teachers. Other persons are not expected to come in contact with blood or substances that contain blood and possible bloodborne pathogens.

Exposure Control

1. Maintenance personnel and other listed employees are expected to use at least 10% chlorine in the cleaning solutions used in cleaning restrooms, spillage that has the possibility of containing blood, areas where vomit spilled, health room sinks and utensils used for student aid.
2. Only persons appointed for that specific purpose are to perform the above listed duties.
3. In the event that a student vomits, VOBAN absorbed is to be thoroughly spread over the area and the custodian and principal are to be notified.
4. Employees are not permitted to clean such substances unless they are specifically listed above.

Work Practices

1. Authorized persons who clean substances and areas that have been described above are to use approved masks and gloves while in the process of cleaning. Masks, gloves, and if appropriate, gowns, will be provided by the school.
2. Hepatitis B Vaccine: This will be provided to employees listed above at no cost to the employee. However, the above listed employees are responsible for making the effort to obtain the pre-exposure inoculations. Documentation that states the vaccine has been received must be given to the school office for filing.
3. The above listed employees will comply with requests to receive training regarding bloodborne pathogens.
4. Records will be kept in the school office regarding training, exposure incidents, and occupational exposure.

It is our policy to keep this work site in a clean and sanitary condition. Possible unsanitary conditions must be reported to the principal as soon as such is witnessed.

Warning labels will be placed on containers that contain contaminated waste.

All employees are instructed to ask the principal for further information regarding this issue if questions remain. It is imperative that all employees comply with this policy.

Diocesan and Athletic Council Policy

Each school is mandated to develop an athletic eligibility policy based upon the concepts of effort and conduct. The goal of such a program is to assure that athletic progress does not come at the expense of academic performance. In an effort to standardize the eligibility process among all member schools, the Athletic Council recommends the following concepts be incorporated into each school's eligibility program:

- 1) The athletic director will inform the principal and teachers of students on team rosters at the beginning of the sports season.
- 2) Students will be evaluated weekly by teachers as to effort and conduct.
- 3) The first time a student is marked ineligible within an athletic season, the student assumes a probationary status for the remainder of the season. The principal must notify parents/guardians and the athletic director, the athletic director will notify the coaches as soon as possible when a student is put on probation.
- 4) The second time a student is marked ineligible within an athletic season, that student is prohibited from participating in any game for one week. The student may practice with the team but may not dress or participate in any game. Parents/guardians and coaches will be notified by the principal and athletic director of the child's status immediately and warned that another ineligible marking will result in removal from the team.
- 5) The third time a student is marked ineligible; he/she is permanently removed from the team. The principal informs parents/guardians and athletic director coaches as soon as possible.
- 6) In the event of serious violation of rules, the principal has the right to bypass the normal procedure and take whatever action he/she deems appropriate.

These guidelines are suggested as minimum components of a just and fair system of athletic eligibility. The support of parents, coaches, the principal, the athletic director, and the education commission is required to assure that the eligibility program will be successful.

Physicals, Proof of Insurance, Parental Permission

Any student who participates in the St. Patrick School athletic program must have on file : 1) a current year physical examination, 2) written permission from the parents to participate, and 3) proof of insurance coverage.

Athletic Eligibility

Students will be evaluated weekly by teachers as to conduct, effort and academic performance. Conduct and effort rated poor (or a "3") will be considered ineligible for athletic participation. Academic performance as reflected in the week's academic average - which is 69% or below will be considered ineligible, unless otherwise waived by the principal.

Teachers will prepare Athletic Eligibility forms for all students who are participating in the current sports program. Forms will be submitted through the office of the principal to the athletic director, who will see that families and coaches are notified of ineligibility. Ineligibility forms will be issued by Thursday, close of business, applicable to the upcoming weekend. We believe it is important to send home the forms so parents have specific information.

Sports Limited Participation for Catholic (Active Parishioner) School Age Children

Grand Rapids Area Catholic Elementary Athletic Council (GRACEAC) philosophy for the sports program states: The purpose of the athletic program at the upper elementary (5th grade and middle school, including grades 6-8) level is to complement home, church, and school in the development of the whole person. Activities of the program are for the benefit of the children, suited to their age and physical growth. The goals are 1.) to recognize the need of physical fitness in the wholesome growth of the child, and 2.) to provide enjoyable recreational activity which develops Christian attitudes of sportsmanship and fair play that can be sustained beyond the school. The primary function of athletics in the Grand Rapids Diocese should not be the development of exceptional athletes. Rather it must be the development of student-athletes who genuinely display the Christian qualities of good sportsmanship and fair play in every aspect of life. The successful operation of athletics depends upon a true commitment from all adults involved.

St Patrick School seeks to extend its sports program beyond the enrolled students. The school's sports program is provided to interested students in grades 3-8. In addition to enrolled St. Patrick Students, participation in the sports program will also be made available to other active St. Patrick's and St. Mary's (Lowell) Parishioners who are not attending St Patrick School but do attend the Parish Religious Education Programs in their respective parishes. Families who enroll children will pay a participation fee. In addition, participating families will be expected to fulfill volunteer requirements as needed. Administration will admit children for sports participation on a first come-first serve and case by case basis based on available space on the team. All sports participants will need to follow school policies and procedures whether they are enrolled students or not.

School Organizations

School Board

The School Board's primary concern is the ministry of Catholic elementary school education: the spiritual, intellectual, physical, emotional and social development of the students. The Board, operating in conformity with the policies of the Diocese of Grand Rapids and under the guidance of the Superintendent of Schools and the Canonical Administrator, shall concern itself with local school planning and policy issues pertaining to the general excellence of Catholic education at St. Patrick School.

Working in close collaboration with its administrative officer, the Principal, and hearing its many publics, the School Board formulates local school policies that enable the school to achieve its goals.

Among its responsibilities are:

1. Coordination of school educational activities
2. Liaison with other parish organizations, local public school authorities and the diocesan Board
3. Seek a better understanding and wider support of St. Patrick School and Catholic education within the local community through marketing
4. Interpret policies of the Diocesan Board and/or create policies under which the school shall operate
5. Determine that policies are being carried out according to the will of the diocesan Board and the Commission
6. Determine local policies relating to the planning, operating and maintenance of facilities and equipment
7. Approve an annual budget that has been developed by a budget committee composed of the principal, business manager and Commission president, however the pastor and finance council give final approval of the budget.
8. Serve as a local committee in the planning and building of new educational facilities
9. Promote unity among the Commission, parents, students and staff of the parish and school
10. Increase knowledge of all Commission members regarding all the educational programs of the school
11. Consult with the pastor and selection committee to select principal for the school
12. Commission members must adhere to the Constitution and its by-laws, uphold Commission decisions, participate in committees and attend meetings
13. Support and assist the educational endowment and tuition assistance funds through financial and other means

The Commission operates as collective group to advise and implement policies involving Development, Long-Range Planning, Marketing, Education/ Curriculum, and Transportation. The Commission may establish committees dedicated to these areas or other ad-hoc committees, as needed. Organizations that financially support parish educational programs are recognized as semi-autonomous organizations, responsible to the Commission. They include but are not limited to PTO, Athletic Association and SCRIP.

The School Board meets every other month. Parents and parishioners are welcomed as guests at the meetings and may stay for the entire meeting or leave at any time. Guests are considered silent observers; if you have a topic for discussion, please make arrangements 10 days prior to the meeting to be placed on the agenda. For more information on the procedure for this, please contact the school principal or Commission president.

PTO

All parents of St. Patrick School are automatically members of the Parent Teacher Organization and are encouraged to actively participate with the PTO Board. PTO organizes many functions and activities throughout the school year, including fundraisers, volunteer support, assemblies, field trips and social activities. Meeting dates are announced in the Shamrock.

Bus Etiquette and Student Responsibilities

1. It is the responsibility of the parents to be at the bus stop five minutes early both morning and evening of the scheduled time. The driver is responsible for maintaining the bus schedule and cannot wait for tardy pupils. Tardiness endangers many people and makes the schedule impossible to maintain.
2. Stand at a safe distance from the curb or edge of roadway. Stand quietly and in a single file so as to facilitate entry to bus.
3. Wait until the bus has come to a complete stop before attempting to get on or off the bus.
4. Enter and leave the bus at the front door. Use emergency doors for emergency use only or as decided by the driver. Do not tamper with emergency exits.
5. Once seated, remain in that seat. No standing, moving or changing seats while bus is in motion. No lying down while riding the bus!
6. Do not push or talk in a loud voice. Only radios or CD players with earphones are allowed to be used on the bus.
7. Do not use profanity. Do not argue or yell on the bus.
8. Keep hands and head inside the bus at all times.
9. If you must cross the street after exiting the bus, step back and walk toward the front of bus, STOP, wait for the driver to signal it is clear to cross the street. A student is not allowed to walk down the side of the bus at any time or any circumstance.
10. Keep bus clean and orderly; never put anything in the aisles. Do not throw articles out of the bus. No eating or chewing gum allowed on the bus.
11. Students must be picked up or dropped off at the designated stop established by the route map.
12. A dated permission slip must be given to the teacher for approval if a student will not be getting off at his/her regular stop or if additional riders will be using the bus. The teacher will be responsible to notify the driver.
13. Once a student is on the bus, NO ONE may take him/her off the bus. If the student is not to ride the bus, he/she should not get on the bus.
14. Obey the driver at all times. The driver is under the direct responsibility of St. Patrick School and is directed to enforce the rules set forth.

The above rules have been established as a result of consultation with the Parish and Diocesan Insurance Agent and the Michigan Dept. of Education, Pupil transportation services. These rules help ensure the safety of our children.

Transportation Policy for School Activities

St Patrick School is committed to developing an environment, in which students will grow both academically and spiritually. To this end, enriching school activities and field trips will be planned and these may require transportation from and back to school. This policy has been written regarding the use of bus services as well as the use of parent drivers if needed for these activities.

The use of parent drivers for school field trips and activities is strongly discouraged and in general parents will **not** be utilized for this purpose unless approved by the principal.

When activities are planned, arrangements for the transportation required should be considered in the planning of the activity.

A bus obtained from the Lowell School District will be the preferred mode of transportation for school activities and field trips.

Drivers will be those employed by the Lowell School District and must meet the requirements as set out in Policy 4450 of the Diocesan Schools' Personnel Policy:

4450 School Bus Drivers (revised September 2008):

All school bus drivers are to be properly licensed and meet all state requirements. All school bus drivers are subject to criminal history records check, FBI fingerprinting and a motor vehicle records check. Consistent with the at-will nature of the employment relationship, the principal and pastor have the discretion to reject any bus driver candidate for any lawful reason, including reasons based on consideration of his/her motor vehicle record and/or insurance risk.

Adult chaperones for any activities and trip will be approved by the principal and must have current background checks on file in the school office.

Field trip forms must be signed and returned by a parent/guardian prior to the trip.

St. Patrick School Middle School Handbook

Along with school policies/procedures included in the student handbook, these apply to our middle school students (grades 5-8).

Staying Informed Online

Attention Parents/Guardians: St. Patrick School has a number of online resources to keep you informed.

1. Our main website: <http://www.stpatrickparnellsschool.org> has a variety of helpful links including all the items on this page.
2. Classroom Pages has links to each teacher's classroom. Homework assignments are posted daily. Check [here](#) to stay current on your student's classwork and for homework assignments if he/she has missed school.
3. Parents will be able to view student grades on-line through the [Infinite Campus Portal](#).
4. The "Shamrock" is our weekly newsletter dedicated to keeping our parents, students, and community members informed on all things related to our school. Visit [here](#) to view articles or sign up.

If you have any questions about your child's progress, please contact your child's teacher directly. Teacher contact information is located on each teacher's classroom website and on the [staff](#) link on our main website.

10-Point Grading Scale

A+ 97-100	A 93-96	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
F 0-59		
CR Credit		
NC No Credit		
Inc Incomplete		

Honor Roll

In order to create an atmosphere of academic excellence, an honor roll has been established in grades 6 – 8. The purpose of the honor roll program is to recognize and honor secondary students who have attained outstanding academic success and to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subjects. Students qualifying for honor roll status have achieved a 3.50 or higher in each subject area (with no D's or F's).

Testing

NWEA Measures of Academic Progress (MAP) tests are given to students in grades 3-8 in October, January and April. Students are tested in the areas of reading, mathematics, language and science. MAP assessments provide detailed data about where each child is on their unique learning path.

Focus Time

A 25 minute block of time will be built into the middle school schedule to work with students in their identified "focus areas". The middle school team teachers will divide students into smaller groups and will teach specific skills to enhance academic areas that are identified as focus areas through NWEA data and classroom work.

Late Work

Late work/missing assignments will be accepted for partial credit until the date of the assessment of the topic.

Exams

All 7th/8th graders will be expected to take semester exams. These tests are cumulative exams designed to assess student comprehension of and ability in the skills presented throughout the semester. We want the students to experience the process of preparing for and taking this type of assessment. Our goal is for the seventh and eighth grade students to get this experience so that when they encounter high school exams, they have a better sense of what to expect.

Dress Code

St. Patrick's takes seriously a commitment to modesty, simplicity and chastity. Please ensure that appropriate clothing is worn on non-uniform days.

Modest and simple attire is expected. The following items may not be worn: short shorts, jeggings/leggings/tights as pants, sleeveless shirts, flip flops, open-toed shoes, sandals. Please do not wear shirts that have offensive illustrations or terminology, pants or jeans that have holes. Ladies clothing should cover shoulders, cleavage, back and midriff. Shorts, skirts, and dresses should be knee-length. See the school handbook for a description of acceptable school uniform description.

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Lockers

Lockers/cubbies will be assigned to students in grades 6-8. Using a locker is a privilege. Lockers are assigned for the purpose of storing supplies, coats, and other essential school items. Students are discouraged from bringing nonessential items of value. It is the student's responsibility to keep their space clean and tidy. Food items should not be left overnight. All students are reminded that other students' property and belongings are not to be disturbed or touched. The school cannot assume the responsibility for items lost or stolen from lockers.

Textbooks

Textbooks should be considered on loan to the students during the school year. A textbook checked out or issued to a student must be returned in the same condition or a damage charge will be assessed. Students must pay for any lost textbooks at replacement cost.

Service Opportunities: Living our Mission Statement: To Serve All Student Leaders

Our middle school students are the leaders of our school. They are expected to set the example that the younger students follow. (The greatest example we can give is to serve others.)

School Parties

Halloween: Students will be taking part in one of the following food service projects for the [Kids Food Basket](#) program: Breakfast Bundles, Popcorn Project, Brain Bites, Trail Mix, or Snack Sacks. Projects will include packaging foods as well as decorating lunch bags that will be donated as a special treat to school children who are part of the food program. After finishing the packing/decorating, students will be able to share refreshments and a movie in their classrooms. (needs: supplies for packing and refreshments to share)

Christmas: Performance for Parishioners: Students will prepare a Christmas concert featuring our band students....program will include skits and caroling. Students will perform, serve and enjoy holiday treats with the parishioners. (needs: beverages and desserts to share)

Valentines Day: Military Care Project: Students will be making cards and writing letters to veterans and others in the military. We will join the parish helping with their military collection. Students will be able to share refreshments and a movie in their classrooms. (needs: refreshments to share; items for the military collection)

Dorothy Day

During this school wide day of service, each grade will have special tasks to complete as a way of honoring the attributes of Dorothy Spedoski.

Cross-Age Mentoring

Students in 5th/6th grade will join the 1st/2nd graders and take part in *Poetry Partners*. This group will meet weekly to practice various poetry forms together. Students in 7th/8th grade will join the 3rd/4th graders and take part in *Playwright Partners*. This group will meet weekly and develop writing, speaking and performance skills together.

Catholic Social Teaching Unit

Students will explore the seven themes of Catholic social teaching--discovering ways to lead through service--by viewing current events through the "Catholic lens."

School & Parish Assistance

School and parish needs--including serving at funerals, helping with bulletins, replacing missalettes, preparing for school and parish events, etc.

Rosary Makers

Join efforts with *Our Lady's Rosary Makers* by making and sending rosaries to help missionary efforts throughout the world.

Going Green Group

Help the school earn and maintain evergreen status as a recognized *Michigan Green School*

Student Leadership Team

Take a bigger role in serving our school and our world by becoming an officer. Gain valuable leadership skills: plan, develop, and implement school-wide projects that address the needs in our world today

8th Grade Graduation Activities & Class Trip Policy

St Patrick School is committed to encouraging a respectful environment, in which students will **KNOW GOD, LOVE GOD, and SERVE ALL!**

1. Each school year a parent planning committee will be developed to propose, plan, and communicate the graduation activities and class trip.
2. The committee will plan the fundraising activities required to fund the activities and trip.
 - A. The 8th grade room parent will chair the planning committee.
 - B. The room parent or planning committee will plan the first meeting in September and schedule any future meetings.
 - C. The chairperson will be accountable for communication provided regularly with the principal, teacher, and parents.
 - D. The planning will also consider input from the current 8th grade class.
 - E. Fundraising monies will be used for graduation activities, class trip, seed money for next year's graduates, and a gift back to the school. These will be agreed upon by the parent committee and will be presented to the school board in the Fall of each school year.
 - F. Adult chaperones for any activities and trip will be approved by the principal and must have current background checks on file in the school office. The chaperones must include at least one school staff member.
 - G. **No** overnight trips will take place for the 8th Grade Trip. Any exception to this requires approval of the Pastor and Principal.
 - H. The destination of the 8th Grade Trip will generally be Cedar Point. Alternatives to this may be proposed but require approval of the principal.
 - I. Field trip forms must be signed and returned by a parent/guardian prior to the trip.
 - J. Transportation to the School Trip will abide by the Transportation policy, including that the use of parent drivers is strongly discouraged.