

ST. PATRICK SCHOOL
GRADES DK-12



2016-2017
PARENT/STUDENT
HANDBOOK

MISSION STATEMENT

We Pray! We Learn! We Achieve!



PHILOSOPHY

**And whatever we (you) do, in word or in deed,
do everything in the name of the Lord Jesus,
giving thanks to God the Father through Him."**

(Colossians 3:17)

This is the foundation of the St. Patrick School Philosophy.
Our purpose is to serve as role models who are living examples
of Christian values and to seek and foster the ability to see Jesus
in everyone, through a spirit of respect and cooperation.

STUDENT HANDBOOK 2016-2017

This handbook belongs to:

Name _____

Address _____

City/State/Zip _____ Phone _____

High School Daily Schedule (Grades 9-12)

	Regular Schedule	Mass Schedule
1 st hour	7:30-8:21 a.m.	7:30-8:06 a.m.
2 nd hour	8:24-9:14 a.m.	8:09-8:44 a.m.
3 rd hour	9:17-10:07 a.m.	8:47-9:22 a.m.
		Mass/Homeroom 9:30-11:00a
4 th hour	10:10-11:00 a.m.	11:32-12:14 p.m.
	Lunch 11:00-11:28 a.m.	Lunch 11:00-11:28 a.m.
5 th hour	11:32-12:28 p.m.	12:17-12:56 p.m.
6 th hour	12:31-1:24 p.m.	12:59-1:38 p.m.
7 th hour	1:27-2:20 p.m.	1:41-2:20 p.m.

Middle School Daily Schedule (Grades 6-8)

	Regular Schedule	Mass Schedule
1 st hour	7:30-8:21 a.m.	7:30-8:06 a.m.
2 nd hour	8:24-9:14 a.m.	8:09-8:44 a.m.
3 rd hour	9:17-10:07 a.m.	8:47-9:22 a.m.
		Mass/Homeroom 9:30-11:03a
4 th hour	10:10-11:03 a.m.	11:35-12:14 p.m.
	Lunch 11:03-11:32 a.m.	Lunch 11:03-11:32 a.m.
5 th hour	11:35-12:28 p.m.	12:17-12:56 p.m.
6 th hour	12:31-1:24 p.m.	12:59-1:38 p.m.
7 th hour	1:27-2:20 p.m.	1:41-2:20 p.m.

Elementary Daily Schedule (Grades DK-5)

DK a.m.: 8:45-11:45 a.m.	DK full day: 8:45-3:50 p.m.
8:30 a.m.	Students arrive at school
8:30-8:40 a.m.	Supervised play in parking lot/hall
8:45 a.m.	Instruction begins
9:30 a.m.	All-school Mass (Thursdays only)
11:45 a.m.	Dismissal of Developmental Kindergarten a.m.
11:40 a.m.-12:20 p.m.	Lunch for grades DK, K, 4, 5
12:25-1:05 p.m.	Lunch for grades 1, 2, 3
3:50 p.m.	Dismissal for students



SHAMROCK FIGHT SONG

*Shamrocks, we're cheering your name.
You'll bring St. Patrick's victory and fame.
Keep our colors flying bright.
Let's make St. Patrick's proud tonight.*

*Whatever the odds, we're in there to win.
Shamrocks keep fighting; never give in.
Shout and cheer with all your might,
For Shamrocks will win tonight!
Rah! Rah! Rah!*



2015-2016 School Board

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I Admissions

St. Patrick School does not discriminate on the basis of race, sex, creed, color, religion, or national origin in the admission of students. Students of registered members of the parish are given priority. Students of non-registered parents are admitted as enrollment numbers allow. Tuition is billed according to the format established by the School Board and the school administrators, with the approval of the Finance Council. St. Patrick School has one tuition schedule that is applied to both parishioners and non-parishioners alike.

I.1 Registration of Student Transfers

Students interested in transferring to St. Patrick School must apply for admission. Students should enroll within the first week of any academic quarter, but exceptions may be made at the discretion of the school administrators. Decisions regarding admission are made following a review of the student's full academic, attendance, and disciplinary record from the current school. This includes appropriate credentials (transcript of credits and/or report cards). Falsification or withholding of documents, records, etc., and/or concealing of serious problems are grounds for immediate dismissal. Admission of transfer students is subject to an entrance interview with the student and the student's family with the school administrators or designee, and is subject to the approval of the school administrators.

St. Patrick School shall not admit any student expelled from any school pursuant to PA-328 (pertaining to weapons possession, rape, and arson) and shall refuse admission to any student who has committed a weapons offense, an assaultive offense, has delivered controlled substances, or committed criminal acts.

All transfer students admitted are placed on a probationary status for one year. Probation may require the student to execute and comply with a behavioral contract, treatment and reports from social service providers. Students who leave St. Patrick School and transfer to another school may come back to St. Pat's one time. When a student leaves a second time and transfers to another school they will not be readmitted unless extenuating circumstances apply.

2 Accidents

If an accident or injury occurs at school, emergency first aid will be administered. Every effort will be made to contact the parents. In the event that we are unable to contact parents, we will contact an authorized person on your emergency record. Therefore, it is extremely important that we are given an emergency contact person, preferably someone local with a telephone number. In addition, any work numbers listed on the record should allow school personnel to reach an individual rather than an answering machine.

3 Attendance Policy

Students should arrive at all classes on time every day. A student who is sick should remain at home and a student who is well enough to be at school should be well enough to participate in all school activities, including lunch recess. Students too ill to be in school are also considered too ill to attend or participate in after-school activities.

Students are not allowed to leave the building during regular school hours without approval of the school administrators. Sick students are to be picked up at the office by a parent or parent-designee. The student needs to be signed out. It is very important to provide the office with emergency telephone numbers where you can be reached in the event that your child becomes ill or injured. If you are employed, please be sure we have your work number. Student emergency information is updated at the beginning of each school year, please review

information as it is sent home and return it to the school office with changes. If you have changes mid-year, please call the school office with updated information.

All contagious diseases must be reported to the school immediately. If head-lice are discovered, students are released from school as soon as parents can pick them up. Students may return to school after proper treatment and examination to demonstrate that they are completely free from evidence of head-lice.

3.1 Absences

Absences may be school-approved, parent-excused, or unexcused. Students in grades 6-12 who arrive fifteen (15) minutes after the beginning of class are considered absent. Students in grades DK-5 who arrive thirty (30) minutes after the beginning of class are considered absent.

Parent-excused absences or other absences initiated by the parent/guardian are to be reported to the school in accordance with the absence report procedure described below. Excused absences are counted as absences for regular school attendance. Medical appointments should be scheduled at times that do not conflict with class hours.

Unexcused absences are those which have not been reported as required or approved by the school administrators; these may be the following: (1) skipping class or failing to report to school; (2) leaving the building without checking out in the school office and without parent/guardian permission; (3) failure to report to the office with required documentation when returning after an absence. All unexcused absences, truancy, or skipping classes will result in detention and possible suspension upon the discretion of the school administrators. Probationary status, loss of student privileges, or further disciplinary action may be invoked.

Disciplinary Consequences:

Students' daily attendance will be closely monitored.

Grades 6-12/Semester:

- Five (5) total daily absences (both excused and unexcused) in a class - letter home notifying parents of the absences and explaining the next step in the process.
- Seven (7) total daily absences (both excused and unexcused) in a class - teacher(s) and administration will meet with parents and student to set up a plan to improve attendance.
- Ten (10) total daily absences (both excused and unexcused) in a class - will result in the loss of credit for that class. The loss of credit will remain until the student has completed a credit recovery plan.

Grades DK-5/Semester

- Five (5) total daily absences (both excused and unexcused) - email/phone home notifying parents of the absences and explaining the next step in the process.
- Seven (7) total daily absences (both excused and unexcused) - letter sent home notifying parents of the absences and explaining the next step in the process.
- Ten (10) total absences (both excused and unexcused) - parent meeting to discuss a plan for student to make up time missed and ways to improve the attendance.
- Fifteen (15) total absences (both excused and unexcused) - student will be retained unless approval is given to be promoted to the next grade level by the administration.

At the discretion of the school administrators, exceptions may be made for absences due to a severe illness or other extended absences. A doctor's note may be needed to verify an absence due to illness.

For any concerns in regards to attendance and extracurricular activities, please see the athletic handbook.

3.2 Absence Reporting Procedure

1. Parents must contact the school office by 7:30 a.m. for high school and middle school students and 8:45 a.m. for students in grades DK-5 if their child will be absent or tardy. The school telephone number is (517) 647-7551. If the school has not been notified by 7:30 a.m. for high school and middle school students or 8:45 a.m. for elementary students, parents will be called to verify the absence.
2. High school students who must leave school early are to obtain a pass from the office prior to the start of school. Parents must provide a written request, stating the reason for early dismissal before the office staff will issue a pass. Students who leave for an appointment and return before the end of the regular school day must report to the office upon return. When entering or leaving the building at other than regular times, students are to come to the office and sign in/out.
3. If students will miss part of the school day, they should request the assignments and materials that will be missed in advance of the absence. Students will be expected to make up tests and quizzes and assignments will be due on the day they return to school.
4. When students will be absent for two or more days due to an extended illness, parents should contact the school office and arrange to have a sibling or friend bring their assignments home to them. Completed assignments should be returned to school as they are ready for submission.
5. Extended absences (one day or more) for reasons other than illness must be requested **in advance using a "Pre-arranged Absence from School"** form which is available in the main office or on-line on the school's website (www.portlandstpat.com). **Prior to the absence**, the student must present the "Pre-arranged Absence from School" form to all teachers for completion, obtain a parent/guardian signature, and then bring it to the office for Administrator approval and attendance recording. The student is responsible for making up all academic work missed during the absence.
6. We do encourage parents/guardians to arrange their vacations so they do not interfere with the regular school calendar.
7. Absences will be considered unexcused if the guidelines are not followed, in which case the student may receive a zero for all work missed. Absences must be verified by 9:00 a.m. the next day or the absence may remain unexcused.

3.3 Appointments

If it is necessary for a student to be excused from school to keep a medical or dental appointment, please send a written request to the elementary classroom teacher (high school students should take the request to the office and obtain a written pass). Teachers send this information to the office. For students in grades DK-8, a parent or designee must pick the student up from the office and sign them out. When students return to school, they must stop in the office to sign back in.

3.4 Illness or Injury During School Hours

If a student becomes too ill to remain at school or is injured during school hours, he/she may leave after the parent/guardian is called from the main office, and the secretary confirms with the parent/guardian the nature of arrangements being made to pick up/send home the student. Students who leave due to illness may not return for any school-sponsored function later that day. All school-related injuries requiring treatment must be documented as soon as possible following the injury. Incident Report forms are available in the school office. All schools in the Diocese are required to submit these forms to the Michigan Catholic Conference.

3.5 Make Up Work for Excused Absences

See Section 46. Make Up Work

3.6 Tardiness Policy

Middle/high school students may arrive at school beginning at 7:00 a.m. All students are expected to be in their classrooms and ready to learn at 7:30 a.m. Any students arriving after 7:30 a.m. will follow the consequences outlined in the Behavioral Consequences Rubric per Section 17.8 Behavior Rubrics.

Elementary Students (DK: a.m.-5th grade) may be dropped off for school beginning at 8:30 a.m. Any students dropped off before 8:30 a.m. will be sent to the latchkey room. All students are expected to be in their classrooms and ready to learn at 8:45 a.m. Any students arriving after 8:45 a.m. will follow the tardy rubrics below. DK: p.m. classes follow the same procedures with their arrival time starting at 12:30 p.m. and class time starting at 12:45 p.m. Tardiness is cumulative per quarter.

Elementary Tardy Rubric:

- First late arrival to class will be noted by teacher, office staff, and on Infinite Campus.
- Second late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Parents will be notified. Students will miss a recess
- Third late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Parents will be notified. Student will miss two recesses.
- Fourth late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Student will miss three recesses. Administration will set up a meeting with parents to discuss ways to solve the problem and further consequences for continued tardiness.

Middle/High School Tardy Rubric:

- First late arrival to class will be noted by teacher, office staff, and on Infinite Campus.
- Second late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Parents will be notified. Student will serve one after school detention.
- Third late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Parents will be notified. Student will serve two after school detentions.
- Fourth late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Student will serve two-hour detentions. Administration will set up a meeting with parents to discuss ways to solve the problem and further consequences for continued tardiness.

4 Auxiliary Services

The Ionia Intermediate School District, the Portland Public School District and the Ionia County Health

Department provide auxiliary services. These services include, but are not limited to, speech and language, hearing impaired services, special education (teacher consultant services only), Title I, physical therapy, occupational therapy, and a school psychologist. Students receive services on-site.

5 Automobiles – Parking

Students who drive to school must use the parking lot on the south side of Grand River Avenue. Students must register their vehicles with the school office by the end of the second week of school. A form will be provided to any student who may wish to drive to school. If a student has not registered their vehicle by the end of the second week of school, driving privileges will be revoked immediately and will not be reinstated until the correct paper work is on file.

Students may not park on the streets around the school or near the Parish Office or Annex. Students may not park on the streets adjacent to school until after 4:00 p.m. This is to save those spots for school staff, parent pick up/drop off, and for other needs of the parish. Students who violate parking directives may be denied the opportunity to drive to school.

6 Automobiles – Safety (Parking Lot Policy)

St. Patrick High School does not advocate the driving of private vehicles by students to school but understands it is a necessity for some students. Limited parking space and concern for student and staff safety, as well as security, necessitates that the following rules, regulations, and procedures be adhered. **It is understood that campus parking is a privilege and not a right.** Parking spaces are provided daily on a first come, first serve basis. There are no saving or claiming of parking spaces.

- Only students in grade 10 - 12 are permitted to park on campus. Parking spaces are limited and registration of vehicle with the school office deadlines must be adhered. Students who turn 16 during their freshmen year of high school are allowed to drive to school at the discretion of the school administrators.
- Students are only allowed to park in the student parking lot next to Father Flohe Field and in the city parking spaces on West Street along Alton Park.

The parking lot is monitored by the school administrators and the Portland Police Department. Disregarding parking policies may result in parking privileges being revoked.

Registration of Vehicles: (Cars, trucks, mopeds, etc.)

- All students who drive to school must register their vehicles with the main office before the end of the second week of school. Parking Registration applications will be passed out to students on the first day of school and must be completed and returned to the office. Parent/guardian must sign the Parking Registration application to be valid.
- If problems are occurring in the student parking lot, spaces will be assigned to individual students.

Driving/Parking Responsibilities and Regulations:

- All State of Michigan motor vehicle laws apply on school grounds.
- Students are not permitted to use their cars or go to their cars during school hours without prior approval from the school office.
- Students must exercise extreme caution when driving on school grounds.
- Students going to Heartlands Institute of Technology vocational school may not use their cars without the prior approval of both the home school administrators and the vocational school administrators. If there is a bus available, Heartland Students are required to take the bus.
- Keys to vehicles should be removed from the car after parking. Vehicles should be locked.

- ❑ Students are required to leave the parking lot on West St. in the right lane only. West St. is a two way street and students are not allowed to use the left lane when exiting the parking lot onto Grand River Ave.
- ❑ Students who drive to school must maintain regular attendance. St. Patrick School will not accept any transportation related excuses for being tardy to school. Excessive tardiness to school will not be tolerated and may result in the loss of parking privileges.
- ❑ Under emergency dismissal conditions, only the registered driver and an immediate family member will be permitted to leave school property in the vehicle.
- ❑ If the school office dismisses a student due to illness, a parent or designee listed on the emergency card may be asked to pick up the student if it is deemed they are too ill to drive.
- ❑ Students are not allowed to loiter in their vehicles or in the parking lot before or after school.

DISCIPLINARY CONSEQUENCES FOR DRIVING/PARKING VIOLATIONS:

- ❑ The school administrators reserve the right to suspend or revoke parking privileges for repeated or serious disciplinary infractions. **If your parking privileges are revoked for any reason, your car is not permitted on campus or on any city streets in close proximity to the school.**

It is imperative to remember the responsibility that comes with driving privileges. All student drivers must drive carefully to insure the safety of all. It is particularly important to exercise special caution in the area of the school and the church.

7 Awards and Honors

National Honor Society nomination is based on cumulative grade point average (GPA) for a minimum of three (3) semesters. Induction into the National Honor Society is held in March. Students may be nominated if they have earned a grade point average of 3.700 or higher starting with class of 2019. Nominated students are then evaluated by the faculty committee who will receive input from each student's teachers to determine whether or not they may be inducted. The faculty committee will consist of three (3) staff members and will approve students with a majority vote. The approval process will be determined by the following three (3) criteria: 1) Character shown at school and in the community, 2) leadership in the school, parish, and/or community, 3) church, school, and community service. The nominee must show a yearlong commitment to Christian service and service to the community. This year-long commitment to service will be explained in a written essay that is a minimum of one page in length.

Senior awards will be presented at the annual Junior-Senior Banquet.

Graduating with Honors - Graduating seniors who have achieved a high level of academic success will be recognized as having "graduated with honors" based on the following weighted grade point averages: Summa Cum Laude with a 4.0 GPA or higher, Magna Cum Laude with a 3.90 to a 3.99 GPA, and Cum Laude with a 3.79 to 3.89 GPA. Students who have "graduated with honors" will have this designated on the graduation program and will be provided with cords to wear at commencement. Effective with the 2015-16 school year, St. Patrick School will no longer officially recognize a "Top Ten" from the graduating class. An unofficial top ten list will be submitted at the request of any newspaper and will be based on the top ten weighed grade point averages at the time of the request.

Determination of Valedictorian and Salutatorian is based on the cumulative weighted grade point average (GPA) at the end of eight (8) semesters.

In order to qualify for Valedictorian and Salutatorian status, students must have been enrolled at St. Patrick School for a minimum of two academic years out of the four years required for graduation.

8 Before and After School Supervision/Latchkey

Playground supervision is provided from 8:30 a.m. to 8:45 a.m. Parents should be advised that ***no supervision is available on the playground before 8:30 a.m. and students should not arrive at school before that time unless they are enrolled in the Latchkey program.*** All students go to the parking lot between the church and the school when they arrive. During inclement weather students may go into the building where they will wait in a designated area.

Morning Latchkey is available for students from 6:30-8:30 a.m. This service is provided at a rate of \$3.00 for the first hour (or \$4.00 per day if arriving before 7:30 a.m.). Afternoon Latchkey is available from 3:45-6:00 p.m. and is provided at a rate of \$3.00 for the first hour (or \$4.00 per day if picked up after 4:45 p.m.). If a parent picks up a child late more than once, a letter will be sent informing them a late fee will begin being assessed for every late pick up. The late fee rate is one dollar per minute and will be added to that day's fee each time a parent is late. Call the school office for more information. For safety reasons, all students who need to arrive before 8:30 and who remain in the building after 3:45 must go to Latchkey unless other arrangements have been made in advance.

9 Bicycles

Students may ride bicycles to and from school. When they arrive at school, they must park and lock their bikes in the bike rack that is located in the parking lot between the church and the school. Students may not ride their bikes during regular school hours.

10 Books

Students must cover their textbooks in order to protect them from undue wear. Covers are available from individual teachers. Students should carry their books in a book bag or plastic bag to protect them from damage. In the event of damage, students will be required to pay the replacement cost of the book.

11 Bring Your Own Device (Technology)/BYOD Plan

St. Patrick School is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into academic content to acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment.

Students may bring their own technology tools to their designated classes. Users will be required to accept the following terms of use prior to connecting to the SPS wireless network:

SPS is providing wireless connectivity as a student service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the SPS wireless network is entirely at the risk of the user, and SPS is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection (including a virus the student's device may contract). If a student causes damage to the SPS wireless network, server, or any school equipment (such as a bringing a virus to the school) the student would be responsible for the damage. Once on the WiFi network, all users will have filtered internet access just as they would on a school owned device. All teacher users will be filtered at the student level when using personal technology devices.

Students will need to bring their device to the office and receive permission to use it during the school day. Once permission is received, arrangements will be made with Greenlight IT staff or a staff member, as designated by the school administrator, to have the device connected to the SPS wireless network.

The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your technology tool, then you must follow those directions. Only teachers who are in the BYOD program will be allowing students to bring in devices to use in the classroom.

If a student is encountering problems logging on to the SPS Wireless Network, Greenlight IT will examine the device to ensure it is not the fault of the school network. If the problem is not that of St. Patrick School, it is the responsibility of the device's owner to troubleshoot individual devices. Check your owner's manual for issues concerning connectivity or other related issues. It is not the responsibility of the St. Patrick School staff to fix/repair/troubleshoot individual devices. Check the owner's manual for issues that could arise or take the device to a computer repair shop.

Bringing your own technology tools to school can be useful, however some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. SPS is not responsible for the theft of a device nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense.

Students are expected to follow the submitted acceptable use procedures when accessing the internet through any device. All students are expected to use the SPS student login to access the internet. Students should not access the internet through any cellular data provider while on campus.

The Acceptable Use Policy for SPS remains in effect even when you are using your own device. Violating the terms of this policy would be a student code of conduct violation and would be dealt with by the building administrator.

St. Patrick School cannot guarantee that locally installed software packages will be available nor campus printing devices. Virus protection is always advised. We will continue to evaluate the BYOD Plan and the needs for the future and make changes based on recommendations and experiences. Students will have access to their Microsoft Office 365 accounts, which provide access to a suite of tools that are compatible with the district office suite. All web based resources provided by the school will be accessible to the students.

12 BYOD Acceptable Use Agreement (for grades 6-12)

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To enhance learning, students may now bring their own technology to our campus to pilot the BYOD initiative.

Definition of Technology

For purposes of BYOD, "Devices" means personally owned wireless portable electronic equipment used for instructional purposes. **All approved devices must allow access to the internet through a fully functional web browser and be capable of accessing the SPS wireless network.** Recognizing the rapidly changing world of technology, the list of allowed devices will be reviewed annually. Approved devices include: iPads, iPhones, iPods, laptops, netbooks, notebooks, smart phones, tablet computers, eReaders, Kindles, and Nooks that meet the definition of technology.

Internet

All internet access shall occur using the SPS wireless network. Cellular network adapters are not permitted to be used by students to access the internet at any time.

Security and Damages

Responsibility to keep privately owned devices secure rests with the individual owner. St. Patrick School and staff, are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

Student Agreement

The use of personal technology to provide educational material is a privilege, not a necessity. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school without prior permission. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment.

Students and parents/guardians participating in BYOD must adhere to all Board policies and the *SPS Acceptable Use, Media Release and Internet Safety Procedures*. Additionally:

- Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.
- The device must be in silent mode while on school campuses unless otherwise directed by the teacher.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during instructional time.
- The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless assigned by the teacher as allowed by the *SPS Acceptable Use, Media Release and Internet Safety Procedures*.
- The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- Students must comply with teachers' request to turn off the device.
- To foster better social interaction, cell phones and other electronic devices are not to be used during lunch time.

Students acknowledge and agree that:

- The school's network filters will be applied to the SPS wireless network access to the internet and should not be circumvented.
- The school may collect and examine any device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school-related purpose.
- Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school. Charging will be permitted if outlets are available. It is at the teacher's discretion to allow charging during class time.
- The students remain subject to all other school behavior rules.

13 Bus Information

Students may be eligible to ride Portland Public School buses without charge. If you wish to be included on the regular bus route, please contact the public schools' Transportation Office at (517) 647-2993.

Only students eligible to ride the bus will be allowed to do so. Bus assignments and issues are handled through the Portland Public School Transportation Department. Because riding a public school bus is a privilege and not a right, inappropriate or disruptive behavior on the bus may cause loss of bus privileges. Behavior problems are handled through the public schools. Discipline slips are sent to parents with copies to St. Patrick School. Public school personnel have the right to interview students at St. Patrick School in the presence of the school administrators in the event that a discipline problem occurs on the bus.

Any changes with student pick-up or drop-off should be directed to the PPS Transportation Department at (517) 647-2993.

Students who need to ride a bus other than the one assigned must contact the Transportation Office at (517) 647-2993 in advance to make proper arrangements.

14 Cafeteria – Lunch

The cafeteria is provided for the convenience of students. Students who purchase items should exercise courtesy by moving through the lunch line quickly and going to one of the tables assigned to their grade level. While eating, students should observe proper table manners and speak in a conversational tone of voice. Students are responsible for cleaning their immediate eating area. All paper, cartons, cans/bottles, and other waste must be placed in the receptacles provided. No food or beverages may be taken from the cafeteria.

15 Care of School Property

The school plant, facilities, and furnishings are provided for student use and must be respected by each student. Any defacement, damage or destruction through carelessness, foolishness and/or non-compliance with school rules must be paid for by the student(s) involved. The student(s) may also be expected to assist with (or perform) the repairs under the direction of the Maintenance Supervisor.

16 Change of Address

Parents should notify the school office of any change of address, telephone number, or other essential information including names and phone numbers of emergency contacts. It is important that we have a number that allows the office staff to reach an operator or another person when attempting to reach parents at their place of employment. Please help us keep the information on your emergency records accurate and current.

17 Code of Conduct – Student Behavior and Discipline

Christ is the center of our faith and the center of all we do at St. Patrick Catholic School. Without Christ our school would cease to be Catholic. We expect our students to follow the example Christ gave us, to love God with all our heart, with all our soul and with all our might. Students can demonstrate this by actively participating in prayer at Mass, prayer at school, and prayer at other special liturgical celebrations. Christ also taught us to love each other as much as we love ourselves. Students can demonstrate this by showing respect to the faculty and staff, by being considerate to their schoolmates and visitors, by respecting the rights and property of others, and by accepting responsibility for their actions.

17.1 School Rules

- **Walk quietly when moving to and from activities.**
- Electronic devices are prohibited in classrooms, except under teachers' discretion.
- Respect "Quiet Zones"- no talking in hallways, restrooms, stairwells, church or the library.

- Keep your hands, feet, and inappropriate comments to yourself.
- Be honest with everyone, even when telling the truth is difficult.
- Do your own work.
- Treat others with respect.
- Follow the dress code.
- Do not chew gum in the church, the school or on the playground.

Most discipline problems are handled in the classroom. Should a problem continue, the student will be brought to the school administrators so that the teacher, student, school administrators and/or parent may work together to solve the problem.

Students violating a classroom rule will be assigned a detention by the teacher who may set the detention time either during lunch or after school. The detention must be served either the day of the violation or the next day the student is in attendance. The length of the detention may be anywhere from ½ hour to 1 hour based upon the severity of the violation, and at the discretion of the teacher or school administrators. If the detention is assigned by the teacher because the student violated a general school rule, the student will make detention arrangements with the school administrators. Students who fail to serve a detention will receive a one-day suspension which will be assigned by the school administrators.

When a student receives a 4th detention during any quarter of the school year for separate incidents other than tardiness to class, it will result in an IMMEDIATE in-school suspension. The student may return to school after a conference has been held with the student, teacher(s), parents and the school administrators to develop a plan for changing unacceptable behavior.

Students who continue to disrupt a class or who are involved in a serious offense will be removed from that class. Removal from class is considered a serious measure. Classes missed will be considered absences, and parents will be notified. Further action may be taken.

Students whose conduct or academic work shows a serious lack of responsibility may be placed on probation for a specified length of time. During this time they will be notified of specific conditions they must fulfill to remain in school. A conference with the parent/guardian will be held to discuss the length and conditions of the probation. A probationary contract may be written to assure that all conditions are clearly understood by the student and parent(s). At the end of the probationary period, a decision will be made by the school administrators as to whether the student will be taken off probation, asked to withdraw from the school, or be dismissed (expelled).

Parents will be informed of the reason(s) for and the length of the suspension. Students are responsible for all classroom material covered during the suspension.

The school administrators may suspend students if their conduct, influence or academic progress is unsatisfactory. Suspensions may be out-of-school or in-school. The school administrators, with the Pastor, reserves the right to dismiss any student whose conduct, influence or academic work indicates a continuing and serious lack of responsibility. Expulsion is final. Students who are expelled will not be readmitted to or receive a diploma from St. Patrick School.

17.2 Major Offenses

Violation of major offenses will result in immediate action by the school administrators. Parental notification will be made as soon as violations are reported.

The commission of or participation in any criminal activity at any time is prohibited. Such activities include, but may not be limited to:

1. Possession--use or transfer of tobacco, alcohol, drugs or other controlled substances. Random drug testing may be required.
2. Arson--the willful, malicious burning or attempt to burn any property.
3. Assault--the threat of physical violence or violence to other person(s).
4. Burglary--breaking and entering a building.
5. Larceny/Robbery--dishonestly acquiring the property of another person.
6. Possession or use of explosives on school property or at any school-sponsored activity.
7. Extortion, blackmail, or coercion--obtaining money or property by threat of violence; forcing someone to do something against his/her will, by force or threat of force.
8. Disrespectful behavior or language toward, or intimidation of school authorities or students--interfering with teachers/Administrators or students by threatening force or violence; or by use of obscene, abusive, or vulgar language.
9. Defacement and/or vandalism--the willful damage, or destruction of property belonging to another. Student and/or parents will be required to make restitution for the costs incurred by such action.
10. False fire alarms or bomb threats.
11. Possession of inappropriate or disruptive items such as fireworks, smoke bombs, weapons, or items which resemble weapons; possession of dangerous, noxious or harmful objects such as laser pointers. These objects may include, but are not limited to:
 - Knives
 - Slingshots
 - Water guns
 - Any type of gun
 - Any object being used as a weapon or that could be used as a weapon
12. Picking up and/or throwing snowballs, ice-balls, sticks, rocks, or any other object that may be found on the ground.

PA102-99, the Statewide School Safety Policy, Section 1308(5) requires school district notification of any criminal or juvenile court action initiated or taken against a student of that school district. This notification will be made by the local law enforcement agency.

17.3 Weapons

In addition to the criminal activities listed above, St. Patrick School follows the Diocesan recommendations and School Board policy regarding possession or use of weapons as follows:

"Students who are found in possession of or use any item deemed by law to be a weapon on school property or at any school-sponsored event will be expelled. The Administrator must notify the Diocesan Superintendent, the School Superintendent [Pastor] and the parents upon discovery of a student in possession of a weapon. A conference shall be held promptly with the student and parents together. Each case must be treated individually in conformity with the Christian and American systems of justice. Students who have been expelled from other schools for violation of the weapons policy will not be admitted to St. Patrick School." Policy #2182

17.4 Sexual Harassment/Infractions Related to Lack of Respect for Human Dignity

Sexual harassment is prohibited. No member of the St. Patrick School community, including Administrators, employees, volunteers, and students, male or female, shall engage in sexual harassment. For the purpose of this

policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, or written communication of an intimidating, hostile or offensive sexual nature.

Sexual harassment is reprehensible and will not be tolerated. All employees and students of the school district are expected to comply with said policy. Appropriate disciplinary action designed to stop the harassment immediately will be taken against any employee or student who violates the sexual harassment policy. Based on the seriousness of the offense, disciplinary action may include verbal or written warning or reprimand, suspension or discharge.

St. Patrick School expects all students to conduct themselves with dignity and respect for fellow students, faculty, and others. Harassment will not be tolerated. Policy #2173-A

17.5 Offenses Other than Major

1. Challenges to school authority, including but not limited to disrespect, defiance and insubordination.
2. Bullying – the repeated aggressive behavior arising from the deliberate attempt to cause physical or psychological distress to others. It will not be tolerated. Bullying includes, but is not limited to, hurtful teasing and name calling; pushing and shoving; malicious gossip; damage to property; exclusion from a group of friends or from a game – often in front of others; making fun of high achievers, low achievers or those who ask questions in class.
3. Cyber bullying – the same as bullying above, only with the use of social media and/or technology.
4. Unexcused absence, including skipping school.
5. Possession of electronic devices such as pagers, video players, laser pointers, etc. in school.
6. Misuse of cell phones, iPods, radios, CD players.
7. Gambling – participating in games of chance with the intention or appearance of exchanging money or items of value.
8. Behavior disruptive to the educational environment; disruptive behavior on or within sight of school property or at school-sponsored activities.
9. Gum-chewing on school property.
10. Inappropriate behavior toward others, including but not limited to:
 - a. Inappropriate display of affection
 - b. Vulgar, profane or obscene behavior or language (written or oral)
 - c. Verbal intimidation
 - d. Demeaning comments or actions
 - e. Reckless endangerment, including the throwing of objects
11. Cheating – giving or receiving assistance on any assignments or tests without permission. The National Honor Society guidelines stipulate that consideration for membership be deferred for one year if a student is found guilty of cheating.
12. Plagiarism

17.6 Penalties for Offenses Other than Major

While each offense will be weighed independently, penalties can include detention, suspension, or service work relevant and proportionate to the offense, and suspension.

Disciplinary procedures may include one or more of the following:

- Conference between teacher and student
- School or Community Service

- Counseling
- Conference with student, parent/guardian, teacher, Administrator
- Behavior Contract
- Detention
- Disciplinary Probation
- Social Probation
- Suspension
- Expulsion

17.7 Concern/Complaint Resolution Process

If a parent has a concern that arises out of a classroom situation or a disciplinary action, the following procedures and time line should be followed:

1. The parents are asked to make an appointment with the teacher involved to discuss the concern and resolve it, if possible. This step should take place in a timely fashion in relation to the date of the incident.
2. The parents are to contact the school administrators within five school days of meeting with the teacher if they wish to appeal the teacher's decision.
3. If the parents do not agree with the school administrator's decision, they may fill out a Complaint Resolution Form and submit it to the school office.

17.8 Behavior Rubrics

St. Patrick School Behavior Rubrics

Definition of terms used in rubrics:

Mean or Aggressive Behavior (Bullying):

Mean behavior (aggression) is any look, gesture, word or action that hurts a person's body, feelings, friendship or things. It is not how it is intended but how it is perceived.

Bullying is the repeated aggressive behavior arising from the deliberate attempt to cause physical or psychological distress to others. It will not be tolerated. Bullying includes, but is not limited to, hurtful teasing and name calling; pushing and shoving; malicious gossip; damage to property; exclusion from a group of friends or from a game – often in front of others; making fun of high achievers, low achievers or those who ask questions in class.

15-Second Intervention:

A 15-second intervention is a way for staff to debrief students after witnessing certain behaviors.

- I saw you _____. (Repeat to them what you saw or heard exactly.)
 - This behavior fits our definition of _____. (Let them know what behavior they did: teasing, fighting, bullying etc.)
 - I would never let someone disrespect you in that way, and it is not okay to do what you did to _____. (Other student.)
- We do not do that here.
- This needs to stop.

If the behavior falls on the rubric, add the following:

- I will be documenting this, and there will be consequences from the rubric.

Time to Think Form:

It is critical to provide students with a format to reflect upon the mean or aggressive behavior. St. Patrick School “Time to Think Forms” are adapted versions of a form provided by Dr. McEvoy. These forms are age-appropriate. The form is filled out with the school administrators and sent home for parents to sign and return.

Detention:

- Lunch: these are held during the student’s lunch or recess time.
- After School: held after school hours.
- Detentions are served either at lunch time or after school, at the teacher or administrator’s discretion. All detentions must be served either on the day they are assigned or the day after (if arranged with the teacher or administrator at the time of the offense).

Suspension:

- ISS: In-school suspension
 - Student will be doing class work (in the office or other work room) but not attending classes
 - All in-school suspensions will be served with the Director of Student life or Principal
 - OSS: Out of school suspension: For some offenses, it is important to remove the student from the school for a period of time.

Parent Notification:

Can be done in three ways:

1. Email
 - a. Teachers or administration will email parents to notify them of what happened.
2. Phone Call
 - a. Teachers, student, or administration will make a call home to explain what happened.
3. Parent Conference
 - a. If needed, a face-to-face parent conference will be held to make sure that behavior expectations are clear and develop a behavior plan.

Persistent disciplinary problems will result in loss of privileges (e.g. participating in graduation), long-term suspension and/or recommendation of expulsion. Criminal acts committed at any time, in any place, are subject to disciplinary action including expulsion, at the sole discretion of the school administrators.

*** Rubrics are subject to change.**

St. Patrick School - Grades DK-2 - Mean Behavior Consequence Rubric

Behaviors include but are not limited to those listed. Consequences on this rubric are guidelines only and may be more severe or less severe at the discretion of the teacher or administrator. For 5th offense for any given level go to the 4th offense box of the next level. Consequences are cumulative per quarter.

*Student will call parents if Time to Think Form is not turned in the next day

Offense	1 st	2 nd	3 rd	4 th
<p>Level 1: Mean behavior that would hurt the feelings of others including: “Just kidding” behavior or “horseplay”</p> <ul style="list-style-type: none"> Unkind gestures or looks or name calling Teasing Play fighting Grabbing, Shoving, Pinching, Pushing, Poking Frequently tattling 	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Immediate 5-7 minute time out</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Immediate 5-7 minute time out Loss of 1 recess or playtime</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Immediate 5-7 minute time out Loss of 2 recesses or playtimes</p>
<p>Level 2: Behavior that could injure others including:</p> <ul style="list-style-type: none"> Spreading rumors/gossiping Mean notes/tricks Swearing/profanity Spitting Insulting remarks Throwing objects at a person Hitting/kicking/slapping/ Pushing/tripping 	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Immediate 5-7 minute time out Loss of 1 recess or play time</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Immediate 5-7 minute time out Loss of 2 recesses or playtimes</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Immediate 5-7 minute time out 1 lunch detention</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Immediate 5-7 minute time out 2 lunch detentions</p>
<p>Level 3: Harassment with intent to harm including:</p> <ul style="list-style-type: none"> Social alienation Retaliation for reporting False reporting Bullying Stealing Excluding others/shunning 	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form Notification to Parents Immediate 5-7 minute time out Loss of 2 recesses or play times</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form Notification to Parents Immediate 5-7 minute time out 1 lunch detention</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form Notification to Parents Immediate 5-7 minute time out 2 lunch detentions</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form Notification to Parents Immediate 5-7 minute time out 1-day ISS</p>
<p>Level 4: Purposeful behavior causing injury or damage including:</p> <ul style="list-style-type: none"> Punching/kicking/fighting Biting Vandalism Any other form of physical aggression 	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Loss of 3 recesses or playtimes Immediate 10-15 minute time out.</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form Notification to Parents Immediate 5-7 minute time out 2 lunch detentions Parent meeting to create behavior plan</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form Notification to Parents Immediate 5-7 minute time out 1-day ISS Parent meeting to discuss behavior plan.</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form Notification to Parents Immediate 5-7 minute time out 2-day ISS Parent meeting to discuss behavior plan.</p>

St. Patrick School - Grades DK-2 - Inappropriate Behavior Consequence Rubric

Behaviors include but are not limited to those listed. Consequences on this rubric are guidelines only and may be more severe or less severe at the discretion of the teacher or administrator. For 5th offense for any given level go to the 4th offense box of the next level. Consequences are cumulative per quarter.

Offense	1st	2nd	3rd	4th
Level 1: <ul style="list-style-type: none"> • Throwing food • Gum chewing 	Documentation on Infinite Campus Notification to Parents	Documentation on Infinite Campus Notification to Parents Immediate 5-7 minute time out	Documentation on Infinite Campus Notification to Parents Immediate 5-7 minute time out Loss of 1 recess or playtime	Documentation on Infinite Campus Notification to Parents Immediate 5-7 minute time out Loss of 2 recesses or playtimes
Level 2 <ul style="list-style-type: none"> • Lying • Defiant behavior towards adults • Disruptive Behavior 	Documentation on Infinite Campus Notification to Parents Immediate 5-7 minute time out Loss of 1 recess or play time	Documentation on Infinite Campus Notification to Parents Immediate 5-7 minute time out Loss of 2 recesses or playtimes	Documentation on Infinite Campus Notification to Parents Immediate 5-7 minute time out 1 lunch detention	Documentation on Infinite Campus Notification to Parents Immediate 5-7 minute time out 2 lunch detentions

St. Patrick School - Grades 3-5 - Mean Behavior Consequence Rubric

Behaviors include but are not limited to those listed. Consequences on this rubric are guidelines only and may be more severe or less severe at the discretion of the teacher or administrator. For 5th offense for any given level go to the 4th offense box of the next level. Consequences are cumulative per quarter.

*Student will call parents if Time to Think Form is not turned in the next day

Offense	1 st	2 nd	3 rd	4 th
<p>Level 1: Mean behavior that would hurt the feelings of others including: “just kidding” behavior or “horseplay”</p> <ul style="list-style-type: none"> Unkind gestures or looks or name calling Teasing Play fighting Grabbing, Shoving, Pinching, Pushing, Hitting Frequently tattling 	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Loss of 2 recesses</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1 lunch detention</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2 lunch detentions</p>
<p>Level 2: Non-Physical mean behavior/teasing</p> <ul style="list-style-type: none"> Spreading rumors/gossiping Mean notes/tricks Swearing/profanity Insulting remarks Put-downs 	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Loss of 2 recesses</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1 lunch detention</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2 lunch detentions</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 3 lunch detentions</p>
<p>Level 3: Minor Physical Contact, etc.</p> <ul style="list-style-type: none"> Slapping, Tripping, Pushing Throwing objects at a person Spitting 	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1 lunch detention</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2 lunch detentions</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 3 lunch detentions</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1 day ISS</p>
<p>Level 4: Harassment with intent to harm:</p> <ul style="list-style-type: none"> Spitting and similar behaviors Social alienation Retaliation for reporting Bullying/Cyber Bullying Stealing False reporting Excluding others/shunning Taunting/ridiculing/humiliating Threatening/Intimidating behaviors 	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2 lunch detentions</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 3 lunch detentions</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1-day ISS</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2-day ISS</p>
<p>Level 5: Severe Physical Contact, etc.</p> <ul style="list-style-type: none"> Punching/Kicking/Fighting Biting Major property damage Vandalism Any other form of severe physical aggression 	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1-day ISS Possible parent meeting.</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2-day ISS Parent meeting to create behavior plan.</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 3-day ISS Parent meeting to discuss behavior plan.</p>	<p>15-second intervention Restate definition of hurtful behavior Discuss briefly an alternate to mean behavior Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents OSS until parent meeting to create behavior plan. Possible expulsion</p>

St. Patrick School - Grades 3-5 - Inappropriate Behavior Consequence Rubric

Behaviors include but are not limited to those listed. Consequences on this rubric are guidelines only and may be more severe or less severe at the discretion of the teacher or administrator. For 5th offense for any given level go to the 4th offense box of the next level. Consequences are cumulative per quarter.

Offense	1st	2nd	3rd	4th
Level 1: <ul style="list-style-type: none"> • Throwing Food • Gum Chewing • Dress Code Violation 	Documentation on Infinite Campus Notification to Parents	Documentation on Infinite Campus Notification to Parents Loss of 2 recesses	Documentation on Infinite Campus Notification to Parents 1 lunch detention	Documentation on Infinite Campus Notification to Parents 2 lunch detentions
Level 2: <ul style="list-style-type: none"> • Lying • Defiant behavior towards adults • Moderate property damage • Disruptive behavior 	Documentation on Infinite Campus Notification to Parents Loss of 2 recesses	Documentation on Infinite Campus Notification to Parents 1 lunch detention	Documentation on Infinite Campus Notification to Parents 2 lunch detentions	Documentation on Infinite Campus Notification to Parents 3 lunch detentions
Level 3: <ul style="list-style-type: none"> • Skipping School (leaving without authorization) • Unauthorized/Inappropriate use of electronic devices • Copying/Cheating • Plagiarism 	Documentation on Infinite Campus Notification to Parents 1 lunch detention	Documentation on Infinite Campus Notification to Parents 2 lunch detentions	Documentation on Infinite Campus Notification to Parents 3 lunch detentions	Campus Notification to Parents 1 day ISS

- Copying/cheating/Plagiarism
 - Student might have to redo the assignment for a lower grade or no credit
 - Student could receive a zero for the assignment/test
 - These will be determined by the teacher and/or the administration depending on the situation

St. Patrick School - Grades 6-12 - Mean Behavior Consequence Rubric

Behaviors include but are not limited to those listed. Consequences on this rubric are guidelines only and may be more severe or less severe at the discretion of the teacher or administrator. For 5th offense for any given level go to the 4th offense box of the next level. Consequences are cumulative per quarter.

Detentions are served either at lunch time or after school, at the teacher or administrator’s discretion. All detentions must be served either on the day they are assigned or the day after (if arranged with the teacher or administrator at the time of the offense). All suspensions are served under the supervision of the Director of Student Life.

*Student will call parents if Time to Think Form is not turned in the next day

Administration, Teacher and Counselor consultation will occur throughout Rubric Process

Offense	1 st	2 nd	3 rd	4 th
<p>Level 1: Horseplay-behavior that is horseplay: “just kidding”, “no offense”, or other mean remarks</p> <ul style="list-style-type: none"> Unkind gestures or looks or name calling Rude language Goofing around Play fighting Grabbing, Shoving, Pinching, Pushing, Hitting 	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents ½-hour detention</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1-hour detention</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2-hour detention</p>
<p>Level 2: Non-physical behavior/teasing: actions that will hurt the feelings/body of others:</p> <ul style="list-style-type: none"> Spreading rumors Mean notes/tricks Swearing/profanity Name calling Moderate property damage 	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents ½-hour detention</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1-hour detention</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2-hour detention</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1-day ISS</p>
<p>Level 3: Physical Contact, etc.</p> <ul style="list-style-type: none"> Slapping, Tripping, Pushing, Biting, Grabbing, etc. Throwing objects at a person 	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1-hour detention</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2-hour detention</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1-day ISS</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2-day ISS</p>
<p>Level 4: Harassment with intent to harm, threats of emotional or physical violence, intimidation or exclusion</p> <ul style="list-style-type: none"> Spitting and similar behaviors Major property damage Social alienation Retaliation Bullying/Cyberbullying Sexual Harassment 	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2-hour detention</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 1-day ISS</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 2-day OSS</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 5-day OSS Possible expulsion</p>
<p>Level 5: Major Offenses</p> <ul style="list-style-type: none"> Punching/Kicking/Fighting/Assault Drugs, alcohol, tobacco or other controlled substances. Arson/False Fire Alarm Burglary Larceny/Robbery Explosives/Bomb Threat Extortion/Blackmail/Coercion Threat of violence Possession of a weapon 	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Student is sent home immediately 1-day ISS the next day Probable police notification</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 3-5-day OSS Student is sent home immediately Probable police notification</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents 5-7-day OSS Possible expulsion Probable police notification</p>	<p>15-second intervention Opportunity for apology Documentation on Infinite Campus Time to Think Form* Notification to Parents Expulsion Student sent home immediately Probable police notification</p>

St. Patrick School - Grades 6-12 - Inappropriate Behavior Consequence Rubric

Behaviors include but are not limited to those listed. Consequences on this rubric are guidelines only and may be more severe or less severe at the discretion of the teacher or administrator. For 5th offense for any given level go to the 4th offense box of the next level. Consequences are cumulative per quarter.

Detentions are served either at lunch time or after school, at the teacher or administrator’s discretion. All detentions must be served either on the day they are assigned or the day after if (arranged with the teacher or administrator at the time of the offense). All suspensions are served under the supervision of the Director of Student Life.

Administration, Teacher and Counselor consultation will occur throughout Rubric Process

Offense	1 st	2 nd	3 rd	4 th
Level 1: <ul style="list-style-type: none"> Gum Chewing Throwing Food Public Display of Affection (PDA) Dress Code Violations 	Documentation on Infinite Campus Notification to Parents	Documentation on Infinite Campus Notification to Parents ½-hour detention	Documentation on Infinite Campus Notification to Parents 1-hour detention	Documentation on Infinite Campus* Notification to Parents 2-hour detention
Level 2: <ul style="list-style-type: none"> Lying Defiant behavior towards adults Moderate property damage Disruptive behavior 	Documentation on Infinite Campus Notification to Parents ½-hour detention	Documentation on Infinite Campus Notification to Parents 1-hour detention	Documentation on Infinite Campus Notification to Parents 2-hour detention	Documentation on Infinite Campus Notification to Parents 1-day ISS
Level 3: <ul style="list-style-type: none"> Skipping School (leaving without authorization) Unauthorized/inappropriate use of electronic devices (BYOD or school devices) Gambling 	Documentation on Infinite Campus Notification to Parents 1-hour detention	Documentation on Infinite Campus Notification to Parents 2-hour detention	Documentation on Infinite Campus Notification to Parents 1-day ISS	Documentation on Infinite Campus Notification to Parents 2-day ISS
Level 4: <ul style="list-style-type: none"> Copying/cheating Plagiarism <p>Disciplinary action may also be taken by the National Honor Society Faculty Council</p>	Documentation on Infinite Campus Notification to Parents 2-hour detention	Documentation on Infinite Campus Notification to Parents 1-day ISS	Documentation on Infinite Campus Notification to Parents 2-day ISS	Documentation on Infinite Campus Notification to Parents 3-day ISS

- Copying/cheating/Plagiarism
 - Student might have to redo the assignment for a lower grade or no credit
 - Student could receive a zero for the assignment/test
 - These will be determined by the teacher and/or the administration depending on the situation

18 College Plans

The guidance counselor is available to answer questions about procedures for enrollment in colleges. College applications for many of the area colleges are available from the guidance counselor, but students are heavily encouraged to apply online. Transcripts are sent by the guidance counselor to the college, university, or trade school of the student's choice. Transcript requests must be made in person to the guidance counselor.

College representative visits to the school: Students must sign up prior to the visit.

College Visits: Students must obtain a "Pre-arranged Absence from School" form (see page 11, #5). College visitation days are considered an excused, or exempt absence. Two visits may be scheduled during the junior year and two visits may be scheduled during the senior year. One of these days may be used for a job shadow experience. If a student waits until the second semester of their senior year to make a college visit or job shadow, they need to keep in mind the absence **will count** towards the attendance policy for qualifying for an exam waiver for second semester exams. These are **not** exempt.

Most scholarship information comes directly from the college offering it. Academic scholarships are based on an outstanding GPA, high test scores, teacher, Administrator and/or employer recommendations, and involvement in extra-curricular and/or community activities. Other scholarship information is available in the guidance office.

19 Commencement (Graduation)

In order to participate in Commencement ceremonies, students must be able to meet all requirements for graduation no later than the August following Commencement.

Students who need to complete requirements during the summer must sign an agreement with the school administrators or guidance counselor indicating the means by which credit requirements will be completed. The diploma is withheld until the requirements are completed.

20 Communication (School Families and Staff)

As the primary educators of their children, parents have the primary responsibility of developing good lines of communication with the school to ensure that the learning process remains effective.

When parents have questions or concerns regarding classroom activities, they should call the school office to schedule an appointment with the teacher. If a parent is reluctant to speak to the teacher, the Administrator may be asked to be present.

If a conference with a teacher does not resolve the matter, parents should then request a meeting with the school administrators. If further action is indicated, parents should consult the school administrators, the School Board and finally, the Pastor.

We are committed to working with each family to assure that all students attending St. Patrick School will experience the best possible educational program.

21 Computer Lab Access

Students wishing to use the computer lab are subject to the operating rules and regulations developed by the school administrators and the School Board. They are restricted to school-related assignments while working in the lab, and they must be directly supervised by school staff.

Staff will monitor, direct and support student access and usage of computers. Inappropriate use of the Internet is strictly prohibited. Students may not use personal software or computer disks in any school computers. Students and their families are responsible for the full cost of repair or replacement of any school computer equipment damaged or destroyed by student abuse or negligence. Students who violate these rules and regulations will be referred to the Administrator and may lose all privileges regarding use of school computers. See policy below.

St. Patrick School, Diocese of Grand Rapids Computer Acceptable Use Policy

1. Technology equipment will be treated with proper care and used in the manner provided.
2. Students will not knowingly, or with intent to harm, install, load, or copy a virus or spyware onto any computer or network owned by the school.
3. Students will not abuse print server rights by:
 - a. Purposely sending blank pages
 - b. Printing documents that are very long in length (i.e. more than eight pages)
 - c. Printing documents containing profanity, abusive language, or threats
 - d. Sending any unrecognized command causing fatal errors to the printer or printer queue
 - e. Printing documents for personal use (i.e. notes to friends, web pages, etc.) without permission. A 10-cent per page charge may apply.
4. Students will not give or willingly allow others to use their ID or password on the network.
5. Students will not encrypt any files stored on the network or local drive.
6. It is understood that files stored under a student's ID on a school computer or server or any disk/flash drive owned by students or by the high school is under the supervision of the Network Administrator. All files stored on the server or flash drives may be viewed by any staff member at any time.
7. Students will not under any circumstance circumvent security measures established by the Network Administration.
8. Students will not copy any application programs or file owned by, or licensed to, the Diocesan Catholic Schools for personal use.
9. Students will not delete any files or application programs owned by, or licensed to, the Diocesan Catholic Schools.
10. Students will not load or install any applications or programs on any computers or networks owned by the Diocesan Catholic Schools. This includes all shareware, freeware, and any compressed applications (i.e. files that are zipped, stuffed, etc.).
11. Students will not misuse the network by storing any graphic that is not intended for educational purposes on the server or local hard drive.
12. Student-owned copies of licensed sounds, clip-art, or icons, will be stored and retrieved from flash drives or CD's only. They will not be saved or stored on the network or hard drives.

Anyone violating this agreement will face disciplinary action!

Internet Acceptable Use Policy (This policy meets CIPA requirements.)

Our computer network system gives students and staff access to an array of learning resources including the internet. Use of the network and the internet is governed by the values expressed in the mission statements of Catholic Schools. The same appropriate behavior and communication expected in the classroom, hallways and at every school activity is required of students using the network system and the Internet.

All Internet users agree to:

1. Respect the privacy of other users. Users shall not intentionally modify or obtain copies of files, data, or passwords belonging to other users or represent themselves as another user.
2. Respect the legal protection provided by copyright and license to programs and data.
3. Respect the integrity of the computer systems. Users shall not develop programs which harass other users or infiltrate a computer or computer system and/or damage or alter the software components of a computer or computing system.
4. Adhere to the values of our Catholic community when judging the appropriateness and content of material they access, transmit, publish or store on the network. Hate mail, obscene or pornographic material, harassment, discriminatory remarks, and profanity shall not be viewed, downloaded, or transmitted.
5. Respect the rights of others on the Internet. Students are expected to follow the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Use language and choose topics which are appropriate for a public discussion. Remember that most of what is transmitted on a network, including email, is neither private nor anonymous.
 - b. Do not reveal personal addresses or phone numbers - your own or those of others.
 - c. Do not misrepresent yourself.
 - d. Do not use the network in such a way that you would disrupt the use of the network by others.
6. Use chat rooms and list serves only with staff permission and during teacher-directed activities.
7. Any user violating this acceptable use policy will face disciplinary action. Depending on the nature and the severity of the violation, possible disciplinary actions include:
 - a. Users may be banned from further use of the Internet.
 - b. Users may be required to make full financial restitution for any unauthorized expenses or damages incurred.
 - c. Users may face additional disciplinary action as outlined in this handbook.
 - d. Illegal activities may be reported to the appropriate law authorities.
 - e. Nothing herein shall be construed as providing that the school must find a violation in order to ban a user from further use of the network and the school reserves the right to ban a user from the network for any reason whatsoever or for no reason.

22 Concussion Policy

A Concussion Awareness Acknowledgement must be completed for each student in grades DK-12 (one time only).

Some common symptoms

- Headache
- Pressure in the head
- Nausea/vomiting
- Dizziness
- Balance problems
- Double vision
- Blurry vision
- Sensitivity to light
- Sensitivity to noise
- Sluggishness
- Hazy
- Fogginess
- Grogginess
- Poor concentration
- Memory problems
- Confusion
- "Feeling down"
- Not "feeling right"
- Feeling irritable
- Slow reaction time
- Sleep problems
- Appears dazed and stunned
- Disoriented or confused
- Forgets an instruction

UNDERSTANDING Information for parents and students (Content meets MDCH requirements)

CONCUSSION

What is a concussion?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. It can also be caused by the shaking or spinning of the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away.

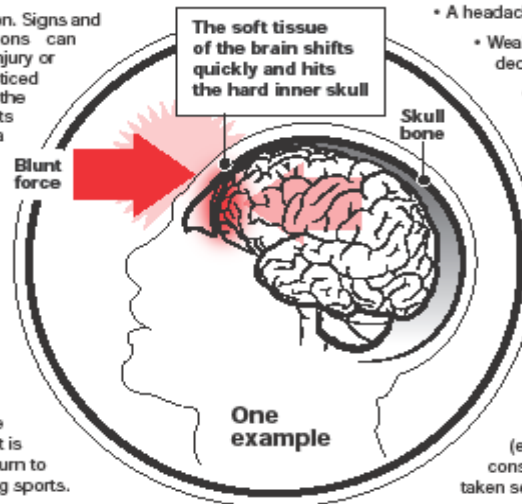
If you suspect a concussion

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports.
- 2. KEEP YOUR STUDENT OUT OF PLAY** Concussions take time to heal. Don't let the student return to play the day of the injury and until a health care professional says it's OK. Students who return to play too soon-while the brain is still healing-risk a greater chance of having a second concussion. Repeat or second concussions can be very serious. They can cause permanent brain damage, affecting the student for a lifetime.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

Concussion danger signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)



How to respond to a report of a concussion

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion.

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

Sources: Michigan Department of Community Health and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

!!! WHEN IN DOUBT...SIT OUT !!!

23 Counseling Appointments

Students are encouraged to seek personal and academic guidance from any member of the faculty/staff whom they believe will be able to help them. A part-time guidance counselor is available to students in grades DK-12. The counselor will assist the rest of the staff in areas of behavior management, crisis intervention, and conflict resolution. Students and parents who wish to access these services need to call the office to arrange an appointment. The counselor is also responsible for high school class scheduling, and college and/or career exploration, processing grades, crisis intervention, and overseeing accommodations and modifications for Special Education students.

24 Course Offerings and Graduation Requirements (High School)

In order to graduate, a student must successfully complete 24 credits of course work and satisfy the following course requirements:

Religion*	4 credits*
English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Foreign Language	2 credits
Physical Education	0.5 credits
Health	0.5 credits
Art	1 credit
Computers	1 credit
Electives	1 – 5 credits
Personal Finance	0.5 credits

*Transfer students need only complete the Religion requirements for the semesters they are attending St. Patrick High School.

Electives complete the remainder of the coursework. Electives may include an additional year of Mathematics, Science, Foreign Language, Physical Education, Computers, Art, Yearbook, and/or an English Language Arts. Elective offerings may vary each year and may include on-line or college courses.

Students in grades 9-11 are required to take seven classes each semester. Students may take on-line elective courses (for classes St. Patrick School does not offer) through an outside agency or they may enroll in college courses either at a college campus or on-line with the approval of the school counselor.

Seniors may take six classes and get released during seventh hour. They may choose to take seven classes. The seventh class can be taken during the summer at the expense of the parents or they may take a seventh hour class each semester off-site at a college campus or on-line. Since students who choose to participate in Heartlands Institute of Technology courses get three credits (including a math credit) they forfeit the right to be dismissed after sixth hour.

The following courses are offered through Ionia Intermediate School District at Heartlands Institute of Technology:

- Auto Technology
- Diesel/Heavy Equipment
- Health Occupations
- Dental Occupations
- Culinary Arts
- Machine Tool/CAM

- Plant/Animal Science
- Criminal Justice

Students who wish to enroll in one of Heartlands' programs must see the St. Patrick School guidance counselor.

At the conclusion of each year, students' transcripts are reviewed to determine if they are on track for graduation requirements. If necessary, students must repeat classes they have failed in order to fulfill graduation requirements. Credits can be recovered through the public school during the summer or through virtual or online classes, or they can be made up at St. Patrick High School the following year.

25 Developmental Kindergarten

Students who are entering kindergarten are screened in the spring to determine their developmental progress. If the screening results indicate that a child is not ready for a Kindergarten experience, parents may enroll the child in our Developmental Kindergarten program. Students are introduced to a variety of academic skills as well as hands-on learning, individual attention, and positive motivation. The DK curriculum includes activities that will enhance the spiritual, academic, social and emotional growth in each child based on individual needs.

A student that meets the age requirement (five years old on or before December 1 for the 2015-16 school for kindergarten) but does not screen ready for kindergarten placement will be placed in our DK program. There are no exceptions. **Parents may not request to have a student placed in kindergarten when they have screened for DK.** Children who do not meet the December 31st deadline for DK enrollment are welcome to attend our preschool program. Students must turn five years old on or before December 31 for the 2015-16 school year in order to participate in the DK program.

26 Distribution of Materials

All printed material, displays, posters or announcements to be distributed or displayed on school property must be approved by the school administrators **prior** to distribution/display. Individuals or groups who display information must remove it when it has served its purpose. This includes school paraphernalia such as t-shirts, sweatshirts, handbags, or any other school spirit item.

27 Dress Code/Grooming Grades DK-12

BASIC ITEMS:

Pants: Khaki or navy pants (pleated or flat front). No cargo, carpenter, capri, or hip-hugger shorts/pants. **Pants must be worn in an appropriate manner at all times. Sagging of pants is not permitted.**

Polo Shirts: Hunter green, navy blue, light blue (sky or robin egg) or white polo shirt (long or short sleeved). Top button only may be unbuttoned. **Shirts must be tucked in when the bell rings to start first hour, and must remain tucked in until the bell rings at the conclusion of the school day. Shirts are to remain tucked in at lunch.** (Girls should wear bras if developmentally appropriate.)

OPTIONAL ITEMS:

Shirts and Blouses: Oxford, broadcloth or peter pan (approved school colors only). Top button only may be unbuttoned. Undergarments worn under the shirt/blouse must not show, either through the blouse or outside the blouse. Long sleeve black, white, or matching color to outer shirt may be worn beneath the outer shirt.

Skirts*: Navy, khaki or plaid with built in short or separate under skirt short to be worn with socks, tights, or nylons. Plaid skirts must be purchased from Educational Outfitters. See additional items note below on tights and nylons. **Students may not wear one piece polo dresses.**

Jumpers*: Khaki, navy blue or plaid with separate skirt short to be worn with socks, tights, or nylons. (Plaid jumpers are only available through Educational Outfitters – specific for St. Patrick School.) See additional items note below on tights and nylons.

Girls wearing skirts, dresses or jumpers will be allowed full participation in Physical Education classes, under the assumption they are wearing built-in shorts or under-skirt shorts under their outfits.

Shorts*: Navy or khaki (walking type) may be worn. Students may wear shorts starting the first day after spring break until October 1. This date may be extended at the discretion of the school administrators due to unseasonable weather. **Shorts may not be worn to mass.**

***Skirts, jumpers and shorts can be no shorter than one inch above the knee.** This length rule applies to all SPS events on or off campus including sports banquets and NHS ceremony. It is recommended that you purchase skirts, jumpers and shorts a little longer so they last through the year.

Outerwear/sweaters: The following may be worn over a polo, broadcloth, peter pan or oxford shirt/blouse in the classroom: fleece vest or fleece jacket; sweater vest; v-neck or crew; or long sleeve sweater, crew or v-neck. These may only be worn if in the approved school colors.

ADDITIONAL ITEMS:

Tights and Nylons: Tights must be solid navy, hunter green or white in color; nylons must be natural, skin tone, navy, off white/white or hunter green in color. Tights and nylons must be worn and visible if not wearing socks. Nylons and tights must be non-textured and without design. Leggings are not permitted.

Shoes: Casual loafers, tie shoes, and tennis shoes are permitted. No slides, clogs, crocs, slippers, sandals, platform, plastic, open toes, or open-heel shoes will be permitted. For physical education classes, sneakers must be worn.

Spirit & Jean Day: Every Friday throughout the school year students will be allowed to wear St. Patrick School apparel from the waist up and jean pants. If school is not in session on Friday, spirit wear and jeans may not be worn that week. Spirit wear must be tucked in at all times. Jeans must be neat and clean without holes or patches and hems cannot be frayed. Jean shorts or khaki cargo shorts (meeting length and date requirement) may also be worn. Students in grades 6-12 will be charged \$1.00 for wearing jeans each week, the proceeds will be donated to a charity, group, or special need.

Game-Day: Students may wear appropriate ties (conventional or bow ties) on game days with hunter green, navy blue, light blue or white button down shirts only and must wear uniform pants.

Off-Campus School Activities: Please keep in mind when attending school activities outside of the school day that you represent St. Patrick Catholic School and Grand Rapids Diocese. Please act and dress appropriately and modestly. These activities include, but are not limited to, the Sports Banquet, CMAC Scholar Athlete Banquet, National Honor Society Induction, and ball games.

Logo: Hometown Sports or Educational Outfitters will embroider the St. Patrick School logo for a nominal charge. This can be put on any of the shirt/blouse/sweater/fleece items. **The St. Patrick logo is the only logo permitted.**

Hair and Grooming: Hair must be clean and neatly groomed. Boys' hair length must be above the eyebrows and the collar of the shirt, and may not extend below the ear. If hair is dyed, it must be a natural hair color and cannot display attention-getting styles. Hair extensions are only allowed if they are the same color as your hair. Eccentric hair styles are not permitted (at the discretion of the administrator). Boys should be clean shaven at all times. Mustaches and beards are not permitted. Excessive amounts of make-up are not permitted. Girls may not wear make-up until 6th grade.

Jewelry: Girls may wear two earrings in each ear (ears only). Excessive jewelry is not permitted. Boys may not wear pierced jewelry.

Tattoos: Tattoos must be covered at all times.

Exceptions to the Dress Code: Hat days, t-shirt days, or other days may be designated during the school year where a particular part of the dress code may be relaxed.

The incoming senior class each school year may bring a proposal to the school administrators requesting to wear a polo shirt that is not under the school dress code policy. The School Board may or may not approve a senior polo shirt based on their accomplishments during their junior year of school. The polo shirt must be of a like color for all seniors and must be purchased at a preselected retail store. The Class of 2014 was approved to wear a purple colored polo shirt. The polo shirt worn by female senior students must be purchased from Target and the polo shirt worn by male senior students must be purchased through Old Navy. Shirts may not have a brand name or logo visible.

All clothing must be clean, neat and modest. Any clothing that has been altered in any way to change the original appearance will not be considered in compliance with the dress code. When in doubt, ask first.

St. Patrick School Apparel Policy (Including Athletic Apparel):

To ensure that all St. Patrick School apparel meets high standards of quality and good taste, and to insure that only approved names and symbols are used, all apparel must have approval by the Administrative team before students will be allowed to wear it school and/or to represent their club, group, or team. Any apparel that does not receive prior approval for design and manufacture by the administrative team will not be allowed to be worn at school or to represent any school club, group, or team.

The following process must be followed for approval:

1. The staff member who is the advisor, coach, teacher, or other staff member must initiate the process by getting pre-approval for any school spirit apparel from the Administrative team.
2. Any parent who wants new team apparel must check with the coach first. The coach may then designate the parent to take their idea to the Administrative Team. At this point, the parent must follow the rest of the process.
3. Once the staff member has a design for the apparel, they must bring the design to the Administrative team for approval before apparel can be ordered or made.
4. Once the design is approved, it may not be changed or altered in any way. If changes occur, then the apparel must be brought back to the Administrative team to receive approval again.
5. The apparel should be produced at a competitive price and distributed in a timely fashion.

6. The apparel may not be produced to raise funds unless specifically approved by the fundraising committee. Otherwise, the apparel must be sold at cost.

The teachers and school administrators always reserve the right to make judgment on proper attire and appearance during the course of the school year.

28 Dual Enrollment

In May of 2012, the Michigan Legislature passed a series of public acts that allows St. Patrick High School students the opportunity to take dual enrollment college courses and have either partial or full cost of classes paid for by the State. Dual enrollment is an opportunity for qualifying high school juniors and seniors to take classes at a post-secondary educational institution while attending St. Patrick School. Students who dual enroll may receive both college and high school credit for satisfactorily meeting the requirements of the class. The credit will apply toward high school graduation and be counted as a regular class in every respect unless the student specifically requests that the credit count only toward high school graduation or only toward college credit. The class grade will be computed as a weighted grade at SPS. Students interested in dual enrollment opportunities must make provisions through the counselor.

There are times when students taking dual enrollment college classes must use their own vehicle and leave during the school day to travel to the college in which they are enrolled. When this must occur, parents are required to notify the school office that their child will be leaving during the school day. Per handbook procedures, the student is responsible to sign out in the office and sign back in upon their return.

The following process must be followed to dual enroll in college classes:

1. Receive approval to dual enroll by the school counselor.
2. Follow the application and admission policies to become fully enrolled in the post-secondary institution. All admission and application fees are the responsibility of the student.
3. Take any placement tests required by the post-secondary institution and/or submit ACT Scores. Placement tests and any associated fees are the responsibility of the student.
4. Receive approval of selected course by the school counselor before registering for the class. Please note:
 - a. College classes must meet SPS graduation requirements, and students may not enroll in college classes which are equivalent to those offered by St. Patrick School.
 - b. Per state law, a course may not be a hobby, craft, theology, or recreation course.
 - c. Courses must carry a credit weight of three credit hours or more. Classes of two credit hours or less do not meet criteria and will not be accepted.

Please note the following:

- Any student taking an on-line college course during the school day will need to provide their own device (laptop, ipad, chromebook). (Due to the demand of other grade levels, we are unable to schedule dual enrollment student time to use the school's computer labs. If a student has a dual enrollment class during seventh hour, they are allowed to leave during that class period unless the school administration requests they stay for a special event.)
- Any fees associated with the class not covered by the dual enrollment bill, such as books and/or other academic materials, are assumed by the student and student's family.
- Summer classes do not fall under the dual enrollment bill and therefore will not be paid for, nor will they count toward SPS graduation requirements unless specific permission is granted by the school administrators.
- Only seven classes per semester may count towards a student's grade point average. Any class over the required amount of classes (electives) required to graduate will not count towards a student's grade

point average.

- If it is possible to schedule, seniors may be dismissed after 6th hour in order to provide students time to take additional dual enrollment courses. These courses may count toward graduation and fall under the dual enrollment bill. If the schedule does not allow seniors to be dismissed early, time will be provided during the school day for students to take dual enrollment courses.
- When students do not have work for their dual enrollment class during the school day, they are responsible for using that time constructively. If time is not being used constructively, additional work may be assigned by the school administrator.
- If a student fails to complete a dual enrollment postsecondary course he or she may be responsible for the fees/tuition not refunded by the postsecondary institution. Failing to complete a dual enrollment course may affect a student's eligibility to graduate on time.

29 Heartland Institute of Technology

Heartland Institute of Technology is a career and technical education program offered through the Ionia Intermediate School District (ISD) and is open to St. Patrick School seniors (see Course Offerings and Graduation Requirements in the handbook for specific programs.) Students wishing to enroll in an HIT program must see the guidance counselor.

Students attending the Heartlands Institute of Technology (HIT) must ride the bus provided by Portland Public Schools to Ionia. St. Patrick School students attending HIT must fill out and file paperwork which allows them to park in the PHS Student Lot. If a student needs to drive their personal vehicle to HIT on a limited basis due to extenuating circumstances, prior permission must be granted by the school administrator and permission must also be granted by HIT.

Students are required to meet all St. Patrick School obligations when Heartland Institute of Technology is not in session. When St. Patrick School and/or Portland Public Schools students are not in session, students enrolled in HIT are not required to attend HIT classes unless specifically requested to do so by the school administrator.

Students who will miss their class in Ionia must notify Heartlands Institute of Technology in regards to their child's absence.

30 Emergency Closing

A decision to close school due to weather conditions or other emergencies will be made by 6:00 a.m. whenever possible. Announcements will be made on the following local radio and television stations:

Radio:	WFMK 99.1 FM; WJIM 97.5 FM; 1240 AM; WITL 100.7 FM; WBCT B93 FM
Television:	WLNS TV 6; WILX TV 10; WXMI Fox 17; WOOD TV 8

31 Emergency School Closing Procedures

In the event of severe weather, an official announcement will be placed with local radio and television stations. The announcement will identify the closing as "Portland Public Schools" and may not include the name of St. Patrick School. However, when Portland Public Schools close, St. Patrick School will also close. If school must be cancelled for any other reason (i.e. boiler) the same procedure will be used, however, the announcement will identify the closing as St. Patrick School. If Portland Public Schools close for a reason other than inclement weather, the announcement must specifically include St. Patrick School in order for St. Patrick School to close. St. Patrick School may close for inclement weather, even if Portland Public Schools does not.

32 Exam Waivers

Seniors who have achieved a second semester grade of "B+" or higher AND have fewer than six absences (all absences are counted regardless if they are excused or unexcused) for the semester may be exempt from taking second semester exams in classes which are a full year in length, at the teacher's discretion. All students must take exams in one-semester classes. Students wishing to take final exams may do so without penalty, and the exam grade may be used to enhance the final semester grade.

33 Extra-Curricular Activities

33.1 Athletics

Participation in school athletics is offered to students in grades 5-12. Information is available through the main office and the Athletic Director. Schedules of athletic activities available each season are placed in the main office prior to the beginning of the season.

Students are encouraged to participate in extra-curricular activities with the understanding that it is a privilege to participate and represent St. Patrick School in those activities.

Beginning with the 2013-14 school year, a new comprehensive athletic policy was implemented. To be eligible to participate in extracurricular activities, a signed statement acknowledging receipt and understanding of this athletic handbook must be on file in the school office annually.

33.2 National Honor Society (High School)

ARTICLE V: Selection of Members

Section 1. The candidate for membership must have completed three semesters of high school. At least one semester must have been completed at St. Patrick High School.

Section 2. The candidate must have a cumulative grade-point average of at least 3.700 starting with class 2019 (without rounding).

Section 3. The Chapter Advisor will notify candidates in writing that they are being considered for membership. They will be informed of the nomination process and the deadlines for submission of materials.

Section 4. Members of the faculty will evaluate candidates annually. Each candidate or member must receive and maintain an above average rating. A student who is guilty of a civil infraction shall be ineligible for honors and/or membership for one year.

Section 5. Faculty Council (appointed by the school administrators) shall review the selection of candidates, consider non-selection, dismiss, discipline and warn members who are in conflict with qualifications of sponsored NHS membership. The decision of the Faculty Council may be appealed to the school administrators. The decision of the school administrators is final.

Section 6. A transfer student will be considered for membership upon verification of membership at another school.

Section 7. The chapter advisor will inform candidates selected for membership. The advisor and school administrators will inform parents and guardians of those selected for membership.

ARTICLE VI: All members are required to participate in service projects to benefit the school, church and community.

33.3 Other Organizations Offering Extra-Curricular Activities

These activities vary from year to year; therefore, we request that you call the school office if you have questions about current activities which may include National Honor Society, Student Council, Quiz Bowl, and Drama Club.

34 Faith Development

The primary goal and top priority of any Catholic School is faith formation. In addition to daily Religion/Theology classes and a weekly Mass, students are encouraged to develop an active prayer life. Students pray at the beginning and end of each school day, before and after lunch, and at other appropriate times during the day. Community prayer and special prayer services encourage students to recognize the importance of prayer in their lives and in their relationship with God. Teachers are encouraged to bring our faith into the broader curriculum. Special efforts are made to encourage students to follow the perfect example set by our Lord and Savior, Christ Jesus, in thought and in action. All counseling is faith-based to encourage our students to grow in their spiritual lives.

34.1 Liturgies

Students in grades K-12 attend Mass each week on Thursday morning at 9:30 am. Students, teachers, priests and musicians assist with the planning of the Mass. Students in grades 3-12 have the opportunity to plan Mass several times throughout the school year. Parents are welcome and encouraged to attend student Masses. These Masses have been a point of inspiration to many of our parents and older parishioners.

34.2 Retreats

In keeping with our mission as a Catholic school, and in order to promote a deeper understanding and appreciation of our faith, efforts will be made to provide retreats for all students in grades 6-12 on an annual basis. Students may be asked to help defray the cost of the retreats. Students in 8th grade preparing for Confirmation may attend a NET retreat. This is hosted by the National Evangelization Team (NET).

34.3 Sacraments

Second grade students will receive the Sacrament of Reconciliation in February or March and First Holy Communion the first Sunday of May. If a parent chooses to do so, you may schedule your student to receive his/her First Communion at a specific weekend Mass. This scheduling is handled through the Parish Faith Formation department.

All eligible students are encouraged to receive the sacraments of Reconciliation and Holy Communion whenever these sacraments are available.

In the second semester of their eighth grade year, students will prepare to make the sacrament of Confirmation. Students will be confirmed in the fall of their Freshman year at St. Andrews Cathedral in Grand Rapids. The diocese will provide a date for this sacrament.

35 Field Trips

St. Patrick School recognizes the intellectual, social and academic benefits of school-approved, school-trips for students and faculty; we may authorize participation in such trips during the school year, subject to policies set by the School Board and the Diocese of Grand Rapids.

Classroom teachers are encouraged to take their students on field trips that enhance units of study and classroom activities. Parents are frequently called upon to chaperone students on field trips. For safety purposes and for diocesan requirements, there are several forms that chaperones need to complete. These forms are good for three years. Please help us to make sure these forms are completed at least two weeks prior to the field trip. We ask that you not bring siblings when you are chaperoning a field trip, unless they are nursing infants.

When the bus is used to transport students there is a nominal fee added to the cost of the trip to cover gas and expenses. St. Patrick teachers and school administrators reserve the right to refuse a child the privilege of attending field trips if he/she displays inappropriate behavior or lack of self-control.

35.1 Overnight Field Trip Procedures:

1. Any staff person proposing to go on an overnight field trip must set up a meeting with the school administrators and athletic director (if sports related) to discuss the following:
 - Educational purpose of the trip.
 - Dates of the trip.
 - Who is eligible for the trip?
 - Estimated cost of the trip.
 - How will the expenses for the trip get paid?
 - Fundraising ideas and amount.
 - Planned chaperones.
2. If approved a detailed field trip form would need to be filled out that includes the following pertinent information:
 - Name of school organization sponsoring the trip.
 - Contact person(s) in charge of the trip.
 - Trip destination.
 - Travel information (transportation and lodging).
 - Exact dates of the trip.
 - Number of students (list of names).
 - Exact fundraising plan if needed.
 - Parent meeting date.
 - When students will attend Mass if the trip is during the Sabbath.

35.2 Transportation:

- If the St. Patrick School bus is used to transport students, a bus request form must be filled out and returned to the school office.
- If a private passenger vehicle is used for transportation, the driver must have a completed **Volunteer Driver Information Sheet** on file.
- Any other transportation arrangements must be clearly communicated both on the parent permission form and at the parent meeting.

35.3 Chaperones:

- Chaperones must be a minimum of 25 years old.
- Chaperones are responsible for the care and safety of SPS students while traveling over-night, abroad or in the United States. Therefore, it is imperative the Chaperones refrain from consuming alcoholic beverages until after the students are confined to their rooms for the evening. It also upholds the good image members of St. Patrick Catholic Parish have attained.
- There must be at least one chaperone that is the same gender as the group of students going on the trip.
- There must be a minimum of an eight students to one chaperone ratio on all trips.
- At least two of the chaperones must be St. Patrick School staff members.
- Chaperones are to be assigned a group of students (no more than eight) that they are responsible for during the trip.
- Students must be accompanied by a chaperone at all times with the exception of sleep time after a bed check has been done. There should be no free time planned for students to be without a chaperone.
- Students must communicate their whereabouts to their chaperone if they are away from the group at any time and check in with the chaperone when they return to the group (ex. use of restroom facilities). When students are away from the group, they must have at least one other student with them.
- If possible at least one chaperone will have medical and/or first aid experience.
- St. Patrick Parish/School chaperone requirements are in effect. This means chaperones must have completed a “Protecting God’s Children” session and have a completed “Criminal Background Check” on file.

35.4 Parent Meeting:

- A mandatory parent meeting must be arranged and held at least two weeks prior to the trip, if possible. Any parent not in attendance must make personal contact with the trip supervisor in order for their child to participate.
- The trip coordinator must make parent communications a priority and have handouts for all parents that minimally include:
 1. Trip itinerary (should include Mass if over a weekend).
 2. Contact phone numbers of chaperones (cell phones, email addresses if applicable).
 3. Hotel information and phone numbers.
 4. Tour group phone numbers if applicable.
 5. Any other emergency contact information that is available.
 6. A phone tree for parents.
 7. Trip rules and rules of behavior (minimally all St. Patrick School handbook rules apply).
 8. Dress code expectations.
 9. Absolutely no alcohol or tobacco is to be purchased, possessed, or consumed on any trip regardless of the legal-of-use age of the location of the trip.

35.5 Permission Slips:

- Before each trip, a **Parent Permission Form for Field Trip Participation** must be signed by a parent or legal guardian. This includes that if a student is in violation of the trip rules that he/she will be sent home early at the parent’s expense.
- Each student involved in the trip must have a medical treatment release form on file at the school. The trip coordinator must have a copy of that permission form with them on the trip.

35.6 Hotel Rooms:

- Every attempt should be made to get rooms on the same floor. There must be chaperone rooms on the same floor as student rooms. All rooms must be located in the same hotel/motel.
- No girls in boys' rooms and no boys in girls' rooms at any time.
- There will be a "lights out" time set for the students each night depending on the itinerary. "Lights out" means that everyone must be in their assigned room and remain in their room until the scheduled "wake up" time.
- The field trip supervisor must have keys to the rooms of all student participants and alert students that random room checks can be made at any time.
- Rules must be set on no movies to be viewed with a rating that is higher than "PG-13". Chaperones must verify with hotel staff that inappropriate channels to rooms are blocked.
- No gambling is allowed to take place in rooms or anywhere on the trip
- Absolutely no alcohol or tobacco products are to be purchased, possessed, or used on any trip regardless of the legal-of-use age of the location of the trip.

35.7 Fundraising:

- Fundraising for a trip should be kept to a minimum and must be approved by the school administrators and the fundraising committee (if it is a new fundraiser) before proceeding.

In recognizing that each field trip is unique and may present circumstances that make it unreasonable to meet these field trip requirements, any variance to these procedures must be approved by the school administrators.

36 Fundraising

All fundraising projects for school activities must receive **prior** approval from the school administrators and the fundraising committee

37 Grading

37.1 Grades DK-2:

Grade	Score
VG	90-100
G	80-89
S	70-79
NI	<69

37.2 Grades 3-5:

Grade	Score	Min Percentage
A	94-100	93.5
A-	91-93	90.5
B+	88-90	87.5
B	85-87	84.5
B-	82-84	81.5

C+	79-81	78.5
C	76-78	75.5
C-	73-75	72.5
D+	70-72	69.5
D	67-69	66.5
D-	64-66	63.5
F	0-63	62.5 and below
CR	Credit	
NC	No Credit	
Inc	Incomplete – Not assessed at this time	

37.3 Grades 6-12:

Grade	Score	Min Percentage
A	94-100	93.5
A-	91-93	90.5
B+	88-90	87.5
B	85-87	84.5
B-	82-84	81.5
C+	79-81	78.5
C	76-78	75.5
C-	73-75	72.5
D+	70-72	69.5
D	67-69	66.5
D-	64-66	63.5
F	0-63	62.5 and below
P	Pass	
EX	Exempt	
I	Incomplete – Not assessed at this time	

Upon receiving an "I" or Incomplete, students are granted a two-week period in which to complete the work for a course, upon the approval of the teacher and the school administrators. Unless the work is completed within the two-week period, the grade that the student receives is the grade they earned for the marking period. The grading scale for grades DK-12 will be the same for next year.

For high school, semester grades are determined as follows:

1 st Quarter grade	40%
2 nd Quarter grade	40%
Final exam	20%

If an exam waiver is allowed, each quarter is considered 50% of the final grade.

37.4 Weighted Grade Point Average

Beginning with the fall semester of a student's junior year of high school, a weighted grade point average will be maintained. Students taking advanced placement and academic dual enrollment college courses, which require

administrative approval, will receive a grade point average of 5.0 for an “A”, 4.0 for a “B”, 3.0 for a “C”, 1.0 for a “D,” 0.0 for an “F.”

All academic dual enrollment college courses will be reviewed each semester by the school counselor with the assistance of the school administrator. Those classes that do not meet the standards of St. Patrick School AP Classes will not be averaged with a weighted GPA.

If a student is taking an advanced placement course but not planning on taking the AP test, it is weighted on a 4.0 scale because they are not taking it with an opportunity to earn college credit.

College physical education and vocational classes will not use a weighted GPA.

College classes taken over the summer do not count on a student’s GPA and will not be placed on a student’s transcript.

37.5 Grading Late Assignments

It is at the discretion of each teacher to set the class policy for late assignments. Please refer to each teacher’s syllabus regarding their late work policy.

37.6 Homework

Homework is assigned to reinforce and extend lessons presented in the classroom. It is a tool used by educators to follow-up on lessons taught in the classroom, to enhance information, and to reinforce skills. Homework is not used as punishment or busy work.

Students in grades 9-12 should expect to have approximately one to two hours of homework each night. If students appear to have an excessive amount of homework, they may not be using their time effectively. Please do not hesitate to contact teachers if there is a problem. Schoolwork that a student is unable to complete during the regular school day should and must be taken home and completed. Students must learn to take responsibility for completing their work. Learning this lesson will serve them well later in their school careers.

Homework assignments should average approximately ten (10) minutes per day per grade level. The following guidelines are approximates for the average student:

Grades K-3	15-30 minutes
Grades 4-5	45-60 minutes
Grades 6-8	60-90 minutes

If your child encounters difficulty completing assignments or if the length of time required doing the work is excessive, please contact the teacher and explain the problems you are observing. The teacher should be able to work with your child to solve such problems. If the problems continue, please contact the school administrators.

If your child consistently says he/she has no homework, please use the Infinite Campus Portal to monitor your student’s assignments and grades. If you do not have Internet access, please contact the teacher since homework is generally given.

Teachers of grades K-8 are instructed to avoid giving homework assignments over the weekend and during vacations; however, this does not include assignments that should have been completed during the week.

38 Homework Room

38.1 Homework Room (Mandatory for Grades 6-12)

It is an expectation at St. Patrick School that all students will turn in all homework assignments. When students in grades 6 – 12 do not turn in an assignment or the assignment is incomplete, they are required to stay after school to complete the assignment in the Mandatory Homework Room (MHR) the same day the assignment is due. The MHR will be staffed by a middle school and high school teacher each day. When a student fails to turn in an assignment, the following procedure will be followed:

- The teacher will have the student call home and inform their parents that they did not turn in their assignment and let them know they have to stay after school that day to complete it. If the student is unable to complete the assignment during the time they are in the MHR that day, the assignment again becomes homework.
- The teacher will inform the school administrators that the student did not turn in a homework assignment and is required to stay after school in the MHR (Room #206) that day.
- The student will report to the MHR (Room #206) by 2:20 and stay after school until 3:15. They will stay each day in the MHR until the assignment is completed and turned in.

If a student fails to report to the MHR that day, the student will face serious consequences up to and including automatically rendering themselves ineligible for extracurricular activities and immediate in-school suspension the following day.

39 Honor Roll

Honor Roll is determined at the end of each quarter for students in grades 6-12. High school students who earn a grade point average of 3.3 or higher and have no grade below a "B-" are placed on the Honor Roll. Middle school students who have all grades of "B-" or higher will be placed on the Honor Roll.

40 Hot Lunch Program

St. Patrick School offers a hot lunch program through Portland Public Schools. This is a non-profit service. Prices are determined at the beginning of each school year by Portland Food Service. Menus for elementary students are sent home monthly and list three daily lunch selections. Milk is also available to purchase on a daily basis.

Applications for free and reduced lunches are available in the school office at the beginning of each school year. If you would like to apply, please pick up the forms. Families who qualify for free or reduced lunches must complete an application and return it to the school. A confirmation letter will be sent home. Parents may request these forms at any time.

Students in grades K-5 will purchase lunch or milk credits on Monday mornings ONLY. Send lunch/milk money in a clearly labeled envelope. Include your child's name, grade, and amount of money included. Make checks payable to **Portland Food Service**.

Any student who forgets to bring a lunch or milk money or who is out of lunch/milk credits should see their teacher or Mrs. Pline to make arrangements for the student to receive lunch. Every student will be fed.

41 Kindergarten

A child who is five (5) years old by December 1 may enter Kindergarten. The Gesell Developmental screening is administered by staff the preceding spring to help determine readiness for acceptance into Kindergarten. Parental input is also an important determining factor in Kindergarten placement. Personnel from the Ionia County Health Department will complete vision and hearing screening. Verification of birth date for incoming

Kindergarteners must be presented. Birth certificates may be used.

For students who may not be developmentally ready for Kindergarten, we offer Developmental Kindergarten (see Developmental Kindergarten). Placement of a child in Developmental Kindergarten or regular Kindergarten is determined by the school.

42 Leaving School Grounds

Students may not leave school grounds during the school day without permission from the office and upon the request of their parent or legal guardian. In such cases, students are to bring a note to the office before 7:20 a.m. so that teachers can be notified of early release.

43 Library

Students and teachers may use the library for research and to check out books. All students have been assigned numbers which are coded into the computerized check-out system. Books which are checked out must be returned by the due date stamped or written in the book. Fines will be charged for books returned after the due date. Students are expected to pay replacement cost for lost or damaged books.

Since elementary classroom teachers are aware of the reading levels of their students, they are entrusted with guiding their students in selecting books that will enrich their reading experience. Teachers are also asked to assist the library in providing an environment conducive to study. Students may use and enjoy the library by following these rules:

- Handle all books with care.
- Return books on time so that others may enjoy them, too.
- Respect the rights of others in the library.
- Pay for any books you damage or lose.

44 Lockers

Lockers are the property of St. Patrick School. Each student in grade 5-12 is assigned a locker. Students are expected to maintain lockers in good working order, keep them neat, clean, and free of marks. Lockers should be closed at all times.

At no time does the school relinquish its exclusive control of lockers, which are being provided for the convenience of students. School authorities may conduct periodic inspections of lockers at any time, without notice and without student consent. Any damage to lockers will be charged to the student to whom it has been assigned during the school year.

Lockers for students in grades 9-12 do not have locks on them. If a high school student wishes to secure their locker, they may place a lock on it. The combination or a copy of the key must be provided to the school administrator at the time the lock is placed on it. **St. Patrick School is not responsible for lost or stolen items, since it is the student's responsibility to secure their lockers if they choose to do so.**

45 Lost and Found

Lost and found is located near the main office. Students are encouraged to check the box for lost items. Parents are strongly encouraged to put names on all clothing and possessions. Unclaimed items are donated to charity. Valuable items are turned in to the main office.

46 Make Up Work

It is the responsibility of the student to approach teachers about make-up work resulting from an excused absence. Students are allowed one day for each day missed to turn in make-up work. (e.g., If a student has been absent two days, he/she is allowed two days to complete and submit the work missed.)

If a student is absent, the parent may request homework through the school office in the morning when the student is called in absent. A sibling, parent or friend can pick up their homework from the office at the end of the day, take their assignments home to them, and return the completed assignments as they are ready for submission.

If a student will be absent for more than one day of school for reasons other than illness, it is that student's responsibility to have their teachers fill out a "Pre-Arranged Absence from School" form prior to the absence. These forms are available on the website (www.portlandstpats.com), or may be picked up in the school office. **Assignments will be due the day the student returns to school.**

47 Media Relations/Promotions Release

I (we) give my (our) permission to St. Patrick School, 122 West Street, Portland MI 48875, to use my name (or my child's name), city and state, and/or photograph, videotape, website photos, or any likeness for publicity purposes and the use of statements made by or attributed to me (or my child) relating to the Catholic Diocese of Grand Rapids for this or similar promotions and grant to St. Patrick School any and all rights to said use without further compensation. It is my (our) understanding that my signature (see back of handbook) releases the Catholic Diocese of Grand Rapids from any financial or legal responsibility for the use of this media relations/promotional material(s).

48 Medication

The school works with the families to assist them in maintaining the health of their children who attend St. Patrick School. The school office personnel can administer prescription medication to students under the following conditions:

- Prescribed medication cannot be adjusted so that it can be administered at home.
- The parent/guardian had requested in writing that school personnel administer medication.
- The parent/guardian signs a waiver of responsibility. *
- The student's physician has prescribed the medication and submitted written instruction for its administration.
- The parent/guardian has brought properly labeled, prescribed medication directly to the school office.
- Designated school personnel administer the prescribed medication in the school office.
- Written record is kept of all medication administered.

PLEASE NOTE: School personnel may not administer over-the-counter medications.

*Administration of Medication to Pupil: Liability

A school Administrator, teacher, or other school employee designated by the school Administrator, who in good faith administers medication to the pupil in the presence of another adult pursuant to written permission of the pupil's parent or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton conduct. Michigan Compiled Laws, 1982 (380.11780)

49 Office Hours

The school office is open from 7:00 a.m. to 4:00 p.m. every full day school is in session. (Please refer to the school calendar to determine these dates.) The office is not open on holidays, during vacations, or snow days. Summer hours will be posted at the entrance to the main office. Visitors are asked to call before coming to the school during summer hours.

50 Parties (Birthdays)/Special Celebrations

Though there are many reasons to celebrate throughout the school year, we remain mindful that St. Patrick School is an educational institution trying to provide a top quality education. Please keep the following in mind at birthdays and other times to celebrate.

Students' birthdays are a special day at St. Patrick School! The day begins with the students name and birthday getting announced during morning announcements. Many students like to bring a treat to share with all members of their homeroom to celebrate their special day. If your child chooses to do so, please make sure there are enough treats for all members of the student's homeroom.

As festive as birthdays and other celebrations can be, they may cause conflict that results in hurt feelings for other children. While nobody ever intends for this to happen, it is often the result. To avoid these misunderstandings before they happen, SPS has the following party/celebration guidelines:

1. Since deliveries of balloons, flowers, gifts etc. may cause disruptions during the school day; these items will need to be picked up in the office by the student at the end of the day. It may be beneficial to save these celebrations, or present these gifts, at home or some other location and time.
2. Special visits, such as singing telegrams, limo rides etc., are not permitted.
3. The SPS staff understands that it is not always possible to host all of your child's classmates for a party, therefore we ask for your discretion to spare the feelings of children who are not invited. Deliveries of invitations for parties, sleepovers, etc. will not be distributed at school. Please use the US Postal service or e-mail (due to privacy laws, St. Patrick School staff cannot legally provide postal addresses, email addresses, or phone numbers) to deliver party invitations directly to students' homes. This is also a good opportunity to talk to your child about social graces and not talking about the party at school.
4. Please arrange for your guests to be delivered to your home. When the party leaves from school, or students are bringing gifts, sleeping bags etc. to school, it is obvious to the children who aren't invited what they are missing. Also, buses and classrooms have no room to store these items during the day.
5. Students will not be released during the school day to attend birthday parties or other functions social in nature. Likewise special group lunches or meetings may not be held during school hours. Food may not be delivered during lunch as it may cause disruptions in the cafeteria and may cause difficulty for food services.

51 Parties (Grades DK-5)

Classroom parties may be held to celebrate Halloween, Christmas, and Valentine's Day. The time for parties will be determined by the teacher who will send a schedule to parents, informing them of any supplies needed for the parties. We ask that parents send pre-wrapped treats. Parents are encouraged to provide snacks and treats that are nutritionally valuable whenever possible. Fresh fruit, vegetables, whole grain foods, and foods rich in protein are very appropriate for a growing child. Please refrain from sending in items containing nuts of any kind, due to students with allergies. Candy, sugar-sweetened drinks, and other treats high in glucose, fructose, sucrose, maltose, dextrose and other sugars should be avoided.

52 Permanent Records and Review of Records

A permanent record is maintained for every student who attends St. Patrick School. The record includes all courses taken, honor points and credits earned.

Parents may view the school records of their children. In most cases, 24-hour notice is requested. The school abides by the provisions of the Buckley Amendment in that, unless there is a court order to the contrary, the school will provide non-custodial parents with access to academic records (and other school-related information) about their children. It is the responsibility of the custodial parent to provide the school with an official copy of a court order limiting access by the non-custodial parent.

If a student transfers to another school, all fees and tuition must be paid, and all school property must be returned before the records will be forwarded to the receiving school.

53 Pesticide Notification

As part of the St. Patrick School facility pest management program, pesticides are occasionally applied to the school buildings and grounds. Pesticides are NEVER applied when students are in the building; pesticides are rarely used, traps are usually used. Pest management inspections will take place on the fourth Wednesday of each month during the school year.

In certain emergencies, pesticides might be applied without prior notice. If you wish to be notified following such an application please complete the form in the back of the handbook and submit it to the school office.

54 Plagiarism

Students may not plagiarize another person's work. Plagiarism is the use of another person's work without giving credit to that person. Plagiarism includes using information from a book, the Internet, a friend, or a parent. It pertains to words, pictures, and ideas. Students are expected to do their own work, unless otherwise specified by the teacher. If an assignment calls for research and/or use of information from a source other than the student's own thoughts or textbook, that information should be documented. If a student is concerned about possible plagiarism, the student should consult the teacher before handing in the assignment. For information regarding proper documentation, students can consult *MLA Handbook for Writers of Research Papers* or visit Purdue University's on-line writing lab: <http://owl.english.purdue.edu/owl/resource/557/01/>.

Plagiarism is a form of cheating. When students plagiarize, they will receive no credit for the assignment with the possibility of suspension and/or expulsion.

(Also see page 18 - Offenses Other than Major, #1 IF "Cheating")

55 Playground Rules and Expectations (Grades DK-8)

1. The school administrators and playground aides must approve items taken outside. Items taken outside must be used appropriately.
2. Absolutely NO tackling, pushing, tripping, or other types of physical aggression are allowed.
3. Students need to get permission from a playground aide before leaving the playground or cafeteria.
4. If students are required to return to their classroom after eating to complete work, the playground aide must be told when student enters the cafeteria.
5. During inclement weather, students will return to their classroom for indoor recess.

6. Stay within the boundaries of the play area.
7. Students will stay in a line and walk when moving into or out of the building.
8. Indian trails are off limits at all times.

Playground supervisors have the same rights as teachers to enforce discipline policies and to assign consequences for inappropriate behavior.

56 Pregnant Students

A student who is pregnant will be allowed to attend school as long as she is able. After that time teachers will prepare weekly assignments and make arrangements for tests. It will be the responsibility of the family to collect and return work. We are committed to assisting the student with completing high school requirements and will do everything possible to facilitate that goal.

57 Progress Reports

Progress Reports are sent home for students in grades 6-12 midway through each marking period if requested by parents. Parents who wish to receive weekly progress reports may request them through the guidance office. Parents are highly encouraged to use the Infinite Campus Portal to frequently monitor their child/ren's grades. If students or parents have questions concerning a grade, contact the teacher directly. If there are unresolved issues after meeting with the teacher, please contact the school administrators.

58 Report Cards

Students in grades DK – 12 will have a report card mailed only if one was requested. Parents will be notified on Infinite Campus when report cards are ready to be viewed. Parents with concerns should consult with the teacher, and if necessary the Administrator, in order to help solve any problems noted on the report cards.

58.1 Conferences

Conferences are scheduled in the fall. It is important for the school and family to work closely together to ensure each student's success in school. Therefore, parents are requested to attend these conferences. In addition to the fall conferences, parents or teachers may schedule conferences as needed throughout the year. Please do not hesitate to call the school to arrange a conference with your child's teacher if you have questions or concerns. Conferences may also be scheduled with the school administrators at any time during the year.

58.2 Other Progress Reports

Parents can monitor their student's progress using the Infinite Campus Portal. If you do not have internet access, you may contact the teacher for additional progress reports.

59 Retention and Promotion

Student retention is an administrative decision made in consultation with teachers and parents/guardians. When a student fails a course, the transcript indicates the grade "F." For students in grades 9-12, no credit will be awarded for courses failed.

Retention is recommended only if there is reason to believe it is in the best interest of the student academically. The staff may decide to recommend retention based on such problems as excessive absence, lack of emotional or social maturity, and delayed development of learning skills. Parents who do not accept such recommendations must sign a statement that indicates the promotion is against the professional advice of the

school staff.

After consultation with teachers and parents/guardians, the Administrator will make the final decision concerning student retention/promotion.

60 Safe School Plan

A “Safe School Plan” has been implemented at St. Patrick School for the safety and security of our students during school hours. Please note the policy regarding entrance through exterior doors. Only the doors of the lobby near the main office will be available for entrance during class hours.

61 Schedule Changes

High school students are permitted to change their academic schedules by dropping or adding a course **during the first week of the semester only**, with signed request from parents and with administrative approval. Both teachers involved in the schedule change must approve the change also, indicating they believe it to be in the best interest of the student. After the first week of the semester, no schedule changes will be made.

62 School Hours

The high school day begins at 7:30 a.m. and ends at 2:20 p.m. There are seven class periods and one lunch period. Students may arrive no earlier than 7:00 a.m. and should leave the building by 2:25 p.m. unless they are involved in a school-related, school-sponsored activity or with a staff member.

Instruction for elementary students begins at 8:45 a.m. and ends at 3:50 p.m. Students should not arrive until 8:30 a.m. unless they attend the latchkey program. All students should leave the building by 3:55 p.m. unless they are involved in a school-related, school-sponsored activity or with a staff member. Any students remaining in the building or who have not been picked up by 3:55 will be sent to latchkey.

No students may be in the hallways unattended before or after school hours. Students in grades DK-5 who are in the hallway before or after school hours will be sent to Latchkey.

63 Severe Weather, Tornado or Natural Disaster Procedure

St. Patrick School will follow the policy of Ionia County concerning severe weather conditions. Students remain in school during watch or warning. Parents are asked not to call the school in the event of a warning. By keeping telephone lines open, we can assist emergency personnel. Parents who wish to pick up their children must come to the school to do so.

During a tornado watch, school will continue in regular session. During a tornado warning, students will be directed to areas designated as shelters. They will not be released unless a parent/guardian comes to school to escort them home. In such cases, the parent/guardian must sign a form in the office stating the student(s) is/are leaving.

63.1 Fire/Tornado Drills – Emergency Evacuation

All persons in the building are required to comply with established emergency procedures.

Ten safety drills will be conducted annually: five (5) fire drills, two (2) tornado drills, and three (3) lockdown drills, are held each school year as required by law. Specific directions, posted in each room of the school, must be followed. Schools are required to post documentation on their websites within 30 days of completion of each drill.

64 Snacks (Grades DK-5)

Students may bring a light snack to eat between breakfast and lunch. Snacks should have a high nutritional value and be easy to eat. We ask that parents do not send snacks that require assembly. Drinks are limited to water only, with the exception of classroom parties with teacher permission. Popcorn sales are offered periodically. Notice of a popcorn sale will be sent home in Friday Folders.

65 Standardized Tests

October, January and March	MAPS Test	K – 8 th grade
October	PSAT	11 th grade
February	PSAT	7 th · 8 th · 9 th grade
March	SAT	11 th grade
May	AP Exams	12 th grade

See the school administrators or guidance counselor for specific test dates and locations.

*All 11th grade students take the SAT.

66 Student Identification Cards

High school and middle school students will receive identification cards with their school pictures. We recommend that these cards be carried during the school day and at school functions.

67 Telephone Calls and Messages

Students should be in their classroom, actively engaged in learning while they are in school. Therefore, we discourage students from using the telephone during the regular school day. Should a student need to call home, the teacher may issue a pass to use the office telephone. Unless there is an emergency we will not forward calls to classrooms for students or teachers. Telephone messages will be delivered to students at times which do not interfere with their academic class schedule. **The office telephone may be used in case of emergency, such as illness or injury.**

68 Tuition and Fees

The School Board, with Finance Commission approval, sets tuition rates for the school.

Registration Fee: A non-refundable \$50.00 per student registration fee is payable at the time of registration. If a returning student is not registered by the assigned deadline, the registration fee will increase to \$100.00.

Technology Fee: An annual \$50.00 fee is billed per family.

Families who pay tuition in full by August 15 receive a 2% reduction in tuition. Tuition schedules are available in the school office.

Grants are available for families needing tuition assistance; please contact the school office for information (517-647-7551). Grant applications must be submitted by March 15th for the following school year.

All families must sign a tuition contract.

If tuition (or any other financial obligation) is not paid, report cards will be held, your Infinite Campus Portal deactivated, and students may be excluded from classes. Please refer to the tuition contract/collection policy.

Students leaving St. Patrick School will not have their records released until all financial obligations are met. If the student is a graduating senior, diplomas and transcripts will be held until all financial obligations are met.

69 Tutoring (High School)

All secondary teachers are available for tutoring after school from 2:15 – 3:00 p.m. If additional time is necessary, it may be scheduled at the discretion of the teacher(s). Students who wish to receive additional help should utilize this time to receive assistance.

70 Vacations and Family Trips

If students are going to be absent from school to go on a vacation or family trip, parents should inform the school administrators and the teacher. Teachers appreciate having the opportunity to provide students with their assignments in advance of the trip and can do so most efficiently if they are given adequate notice.

Each student must have a “Pre-Arranged Absence from School” form filled out by his/her parent, teacher(s), and be on file in the school office prior to the absence.

71 Visitors

Students wishing to bring a guest to school must make arrangements in advance with the school administrators. All visitors to the school are asked to report to the school office to sign in before going anywhere in the building other than the main office. A visitor tag will be issued and visitors are asked to wear the tag in a visible place while in the building.

Parents are requested to leave lunches, books, homework and other needed items in the school office rather than taking them directly to classrooms.

Parents who wish to meet with teachers should make an appointment with the teacher before coming to the school. This will allow teachers adequate time to prepare information and materials relevant to the parent conference.

72 Work Permit

Work Permit applications are available in the main office. These permits may be revoked if students do not maintain satisfactory attendance and academic standing at school. Students must be at least 14 years of age to be eligible for a Work Permit.

THIS PAGE MUST BE REMOVED FROM THIS HANDBOOK (one per family), **COMPLETED, SIGNED BY ALL STUDENTS AND A PARENT**, and **RETURNED TO THE SCHOOL OFFICE BY September 11, 2015**.

BYOD ACCEPTABLE USE AGREEMENT

I have read and agree to the terms and conditions of the BYOD Acceptable Use Agreement in this handbook and give my child(ren) in grades 6-12 permission to use their personal devices unless noted otherwise on this page.

COMPUTER/INTERNET ACCEPTABLE USE POLICY (under Computer Lab Access)

I have read and agree to the terms and conditions of the Computer/Internet Acceptable Use Policy in this handbook.

MEDIA RELATIONS/PROMOTIONS RELEASE **GRANTED** **DENIED**

I have read the terms and conditions of the Media Relations/Promotions Release in this handbook and give St. Patrick School permission accordingly.

LOCAL FIELD TRIP RELEASE **GRANTED** **DENIED**

I hereby give permission to St. Patrick School for my child(ren) to be transported in the St. Patrick School bus to local venues and/or participate in local walking field trips.

PESTICIDE EMERGENCY NOTIFICATION REQUEST **NOTIFY** **DO NOT NOTIFY**

I have read the pesticide notification in this handbook and wish to be notified following any unscheduled pesticide application(s) inside or outside the building.

STUDENT RECEIPT OF HANDBOOK

Students in grades 3-12 are required to sign this receipt; students in grades DK-2 must have a parent/guardian sign for them. I have read the 2015-16 *St. Patrick School Handbook*. I understand that I am responsible for knowing and following the guidelines and procedures set forth in this handbook.

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

PARENT RECEIPT OF HANDBOOK

I have read the 2015-16 *St. Patrick School Handbook*, reviewed it with my child(ren), and agree to comply with the guidelines.

Signature of Parent: _____ Date _____

Printed Name of Parent: _____