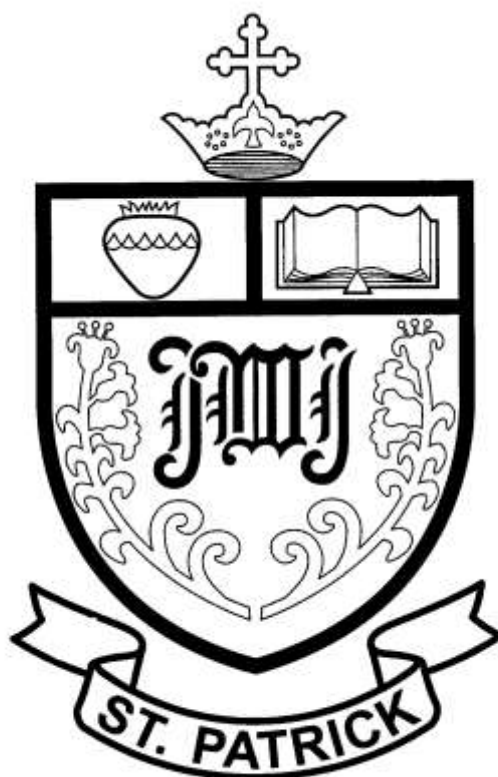


# **St. Patrick School**

## **Grades DK-12**



**Parent/Student**  
**2013-2014 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 2013-2014**

***This handbook belongs to:***

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

## High School Daily Schedule

	Regular Schedule	Mass Schedule
Announcements	7:25 – 7:27 a.m.	7:25 – 7:27 a.m.
1 <sup>st</sup> hour	7:27 – 8:17 a.m.	7:27 – 8:03 a.m.
2 <sup>nd</sup> hour	8:20 – 9:10 a.m.	8:07 – 8:42 a.m.
3 <sup>rd</sup> hour	9:14 – 10:04 a.m.	8:45 – 9:20 a.m.
		Mass 9:30 – 10:35 a.m.
		Advisory 10:38 – 11:01 a.m.
		Lunch 11:03 – 11:28 a.m.
4 <sup>th</sup> hour	10:07 – 10:57 a.m.	11:31 – 12:09 p.m.
	LUNCH 11:00 – 11:25 a.m.	
5 <sup>th</sup> hour	11:28 – 12:24 p.m.	12:13 – 12:51 p.m.
6 <sup>th</sup> hour	12:28 – 1:20 p.m.	12:55 – 1:33 p.m.
7 <sup>th</sup> hour	1:23 – 2:15 p.m.	1:37 – 2:15 p.m.

## Daily Schedule for Middle School (Grades 6-8)

	Regular Schedule	Mass Schedule
Announcements	7:25 – 7:27 a.m.	7:25 – 7:27 a.m.
1 <sup>st</sup> hour	7:27 – 8:17 a.m.	7:27 – 8:03 a.m.
2 <sup>nd</sup> hour	8:20 – 9:10 a.m.	8:07 – 8:42 a.m.
3 <sup>rd</sup> hour	9:14 – 10:04 a.m.	8:45 – 9:20 a.m.
		Mass 9:30 – 10:35 a.m.
4 <sup>th</sup> hour	10:07-11:00 a.m.	10:38 – 11:14 a.m.
LUNCH	11:03-11:28	Advisory 11:17 – 11:30 a.m.
		11:32 – 11:57 a.m.
		Advisory 12:00 – 12:10 p.m.
5 <sup>th</sup> hour	11:31 – 12:24 p.m.	12:13 – 12:51 p.m.
6 <sup>th</sup> hour	12:28 – 1:20 p.m.	12:55 – 1:33 p.m.
7 <sup>th</sup> hour	1:23 – 2:15 p.m.	1:37 – 2:15 p.m.

## Daily Schedule for Grades DK-5

DK a.m. 8:45 – 11:45 a.m.	DK p.m. 12:45 - 3:45 p.m.
---------------------------	---------------------------

8:30 a.m.	Students arrive at school
8:30 a.m. to 8:40 a.m.	Supervised play in parking lot/gym
8:45 a.m.	Instruction begins
9:00 a.m.	All-school Mass (Thursdays only)
11:45 a.m.	Dismissal of Developmental Kindergarten
11:40 a.m. to 12:15 p.m.	Lunch for grades 3-5
12:20 p.m. to 1:00 p.m.	Lunch for grades K-2
12:45 p.m.	Afternoon Developmental Kindergarten begins
3:45 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!*

## **2013-2014 School Board**

Name	Phone	Cell Phone	e-mail
Jennifer Meredith, Chair	647-1820	517-204-4042	<a href="mailto:jennifer.meredith@bms.com">jennifer.meredith@bms.com</a>
Nikole Brown, Vice-chair		517-927-2364	<a href="mailto:nbrown@mml.org">nbrown@mml.org</a>
Lisa Bartlett, Member			<a href="mailto:Lmbartlett25@gmail.com">Lmbartlett25@gmail.com</a>
Bruce Beachnau, Member	647-5582	517-281-1524	<a href="mailto:bbeachnau@winntel.net">bbeachnau@winntel.net</a>
Tammy Bengel, Member	647-1997	517-526-0701	<a href="mailto:bengetam000">bengetam000</a>
Mike Cook, Member	647-2518	517-242-1352	<a href="mailto:macook@hughes.net">macook@hughes.net</a>
Jennifer Davlin, Member	647-6858		<a href="mailto:jdavlin@portlandk12.org">jdavlin@portlandk12.org</a>
Keelie Honsowitz, Member	647-6989	517-490-9773	<a href="mailto:honsookee000">honsookee000</a>
Michael Russman, Member		517-526-2459	<a href="mailto:Michael.Russman@adm.com">Michael.Russman@adm.com</a>
Shayla Schneider, Member	647-2830	517-204-4280	<a href="mailto:shay@eaglemi.com">shay@eaglemi.com</a>
Sue VanLente, Member	647-7483	517-575-8000	<a href="mailto:suevanlente@gmail.com">suevanlente@gmail.com</a>
Nancy Wohlscheid, Recording Secretary	647-4953	517-526-1058	<a href="mailto:nancyw@municipalsupply.com">nancyw@municipalsupply.com</a>
Rev. Larry King, Pastor	647-6505 x412		<a href="mailto:larryking@portlandstpats.com">larryking@portlandstpats.com</a>
Deacon Don Sobolewski, Pastoral Associate	647-6505 x409		<a href="mailto:donsobolewski@portlandstpats.com">donsobolewski@portlandstpats.com</a>
Randy Hodge, Principal	647-4765	517-282-3247	<a href="mailto:randyhodge@portlandstpats.com">randyhodge@portlandstpats.com</a>



# St. Patrick School

## 2013-2014 Calendar

**REVISED  
8/15/2013**

August 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2013						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2013	
20-21	Staff Professional Development at St. Patrick School
21	Welcome Back Open House
26	Diocesan Back to School Kick-Off at St. Andrew Cathedral
27*	First Day of School Grades DK-12 ( <i>full day</i> ) (no busing until September 3)
29-30	<b>No School</b> – Labor Day Break

September 2013	
2	<b>No School</b> - Labor Day Break
4	School Picture Day

October 2013	
5	Homecoming
21*	no busing
25	End of First Marking Period

November 2013	
1	no busing - <b>Half Day</b> – Staff Professional Development (7:25/8:45 a.m. - 11:45 a.m.)
15	<b>No School</b> – Opening Day Deer Season
26	no busing - <b>Half Day</b> – (7:25/8:45 a.m. - 11:45 a.m.) Parent/Teacher Conferences (12:30–3:30 p.m. & 4:30–7:30 p.m.)
27-29	<b>No School</b> - Thanksgiving Break

December 2013	
23	<b>No School</b> - Christmas Break Begins

January 2014	
6	School Resumes
17	End of First Semester
24	no busing - <b>Half Day</b> – Staff Professional Development (7:25/8:45 a.m. - 11:45 a.m.)

February 2014	
17	<b>No School</b> - Mid Winter Break
28	<b>No School</b> - Staff Professional Development

March 2014	
17*	no busing
28	End of Third Marking Period

April 2014	
7-11	<b>No School</b> – Spring Break
17	<b>No School</b> – Holy Thursday
18	<b>No School</b> – Good Friday

May 2014	
16	Last Day for Seniors
18	Graduation
26	<b>No School</b> - Memorial Day

June 2014	
11	<b>Half day</b> - Last Day for Students (7:25/8:45 a.m. - 11:45 a.m., no busing at dismissal) Professional Development/Records Day P.M.

\* No busing full day schedule for grades 6-12: 7:25 a.m. – 2:15 p.m.  
\* No busing full day schedule for grades K-5: 8:45 a.m. – 3:45 p. m.

February 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Note: Inclement weather days beyond statutory limit of 30 instructional hours will be added onto the end of the school calendar.

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## **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 Commission and the Administration, with the approval of the Finance Council. St. Patrick School has one tuition schedule that is applied to both parishioners and non-parishioners alike.

### **Registration of Transfer Students**

---

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 administration. 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 Principal or designee, and is subject to the approval of the Principal.

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 or 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.

## **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 the authorized person on your emergency card. 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 card should allow school personnel to reach an individual rather than an answering machine.

## **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 Principal or Administrator. 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.

## Absences

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Absences may be school-approved, parent-excused or unexcused. Students who arrive fifteen (15) 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 Administration; these may be: (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 Principal. Students may receive no credit for work missed. Probationary status, loss of student privileges, or further disciplinary action may be invoked.

Accumulation of ten (10) total absences (both excused and unexcused) in a class within a semester will result in the loss of credit for that class for high school students. At the discretion of the Administration, 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.**

Disciplinary procedures for tardies will come from Level I of the Behavior Rubrics and will be cumulative for each marking period.

### 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 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.portlandstpats.com](http://www.portlandstpats.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.

### 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.

### 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.

### Make-Up Work for Excused Absences See page 41

## **AUXILIARY SERVICES**

The Ionia Intermediate School District, the Portland Public Schools 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, and a school psychologist. Students receive services on-site.

## **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 students 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 Administration building or Annex. Students may not park on the streets adjacent to school until after 4:00 p.m. Students who violate parking directives may be denied the opportunity to drive to school.

## **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 not allowed to drive to school.
- 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 administration 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 first 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 to 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 principal and the vocational school principal. 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 Administration reserves 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.

**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 3.3 or higher. 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. The top ten students are determined by GPA and length of enrollment (minimum of two years full time) at St. Patrick School. 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.

## **BEFORE- AND AFTER-SCHOOL SUPERVISION/LATCHKEY**

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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 the multi-purpose room.

Morning Latchkey is available for students from 6:30-8:30 a.m. This service is provided at a rate of \$3.00 per hour for the first hour (or \$4.00 per day if arriving after 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 a dollar a 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.

Since the use of daycare is limited to students ages 6 and under during the school year, students in grades 1 – 5 cannot be admitted into the school daycare facility. The only exceptions are on snow days and during summer recess and other school breaks when students up to age 10 may attend the school's daycare facility.

## **BICYCLES**

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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.

## **BOOKS**

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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.

## **BRING YOUR OWN DEVICE (TECHNOLOGY)**

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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.

## **BYOD PLAN**

Beginning in the fall of 2012, students may begin bringing 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 contact). 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, the technology director 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 pilot 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.

## **ST. PATRICK BYOD ACCEPTABLE USE AGREEMENT**

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,

nor its staff or employees, is 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 not a necessity but a privilege. 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.

### **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 district 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.

### **BUS INFORMATION**

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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 Administrator and/or Principal 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.

## **CAFETERIA - LUNCH**

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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.

## **CARE OF SCHOOL PROPERTY**

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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 students. Students may also be expected to assist with (or perform) the repairs under the direction of the Maintenance Supervisor.

## **CHANGE OF ADDRESS**

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Parents should notify the school office of any change of address, telephone number or other essential information including names and phone numbers of childcare providers. 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 cards accurate and current.

## **CODE OF CONDUCT • STUDENT BEHAVIOR AND DISCIPLINE**

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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.

### **School Rules**

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- Walk quietly when moving to and from activities.
- 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.

### **Course of Action for Misbehavior**

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Each teacher is primarily responsible for the supervision of the students who have been placed in their care. It is therefore their responsibility to enforce school rules both within the classroom as well as in areas on campus that are used in common. During lunch, recess and other specified times of the day, this supervisory authority may be delegated to other individuals. When students choose to behave contrary to those expectations listed above, a 15 second intervention will be given. If they continue to make inappropriate choices in regard to their behavior, parents will be notified by phone and the teacher or supervisor may assign an appropriate disciplinary action from the Behavior Rubric. If the behavior does not improve, students will continue to receive more severe consequences from the Behavior Rubric. The Principal will contact parents by letter or phone to inform them of any and all situations where students are brought to the office for inappropriate behavior. The Principal may assign any of the listed consequences or determine an appropriate course of action for each student from the



## Behavior Rubric.

Consequences include but are not limited to:

- Lunch detention
- Multiple lunch detentions assisting maintenance staff
- After school detention
  - 2:15 p.m. to 3:15 p.m. for middle and high school students
- In school suspension
  - Full school day in Principal's office or other designated area
- Out of school suspension
- Parent conference to develop behavior plan
- Counseling

## Other Information You Need

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Students are not allowed to use any of the following devices at St. Patrick School:

- Radios
- Personal compact disc players
- Video players
- Laser pointers
- Pagers
- Any other electronic equipment/games or toys
- Cell phones may be brought to school but must remain in the student's locker throughout the day. Cell phones are only allowed in class if requested by the teacher for educational use.
- iPods

If students are bringing these devices to use on the bus or activities outside of school they are to remain in their backpacks/lockers and are not allowed to be used during the school day **except during passing time.**

For a first offense, the device will be confiscated if found in a student's possession and will be returned to the student after five school days have passed (it will remain locked up if there is no school, including weekends if the five school days are not consecutive). For a second offense, parents will be required to pick the item up from the school office after 15 school days have passed (it will remain locked up if there is no school, including weekends since the 15 school days are not consecutive). For a third offense, the device will again be confiscated for 30 days, the parent will have to pick it up at the end of the 30 days, and the student will be assigned a one day in-school suspension and will be suspended from all extracurricular activities for the day of suspension.

All St. Patrick School students are expected to demonstrate conduct which reflects Catholic Christian values including respect for the human dignity of every person. They are expected to exhibit appropriate behavior while in the school and classrooms, on or within sight of the school grounds, at all school events and while traveling to and from school and school events. Any action which may discredit St. Patrick School is cause for disciplinary action. Disciplinary action will follow the guidelines stated herein and will be considered cumulative for the current school year.

Most discipline problems are handled in the classroom. Should a problem continue, the student will be brought to the Principal so that the teacher, student, Principal 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 Principal. If the detention is assigned by the teacher because the student violated a general school rule, the student will make detention arrangements with the Principal. Students who fail to serve a detention will receive a one-day suspension which will be assigned by the Principal.

When a student receives a 4<sup>th</sup> 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 Principal 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 Principal/Administrator 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 Principal/Administrator may suspend students if their conduct, influence or academic progress is unsatisfactory. Suspensions may be out-of-school or in-school. The Principal, 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.

## Major Offenses

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Violation of major offenses will result in immediate action by the Principal. 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 alcohol, drugs or other controlled substances. Random drug testing may be required.
2. Arson--the willful, malicious burning or attempt to burn any property or individual associated with the school or parish;
3. Assault--the threat of physical violence or violence to other person(s);
4. Burglary--breaking and entering a parish 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;
  - a. 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:
  - o Knives
  - o Slingshots
  - o Water guns
  - o Any type of gun

- Any object being used as a weapon or that could be used as a weapon
12. 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.

## Weapons

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In addition to the criminal activities listed above, St. Patrick School follows the Diocesan recommendations and School Commission 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

## Sexual Harassment/Infractions Related To Lack of Respect for Human Dignity

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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

## Penalties for Major Offenses

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- First Offense: Student will receive a 1 to 3 day suspension.
- Second Offense: Student will receive a 3 to 5 day suspension.
- Third Offense: 5 to 7 day suspension with the possibility of Expulsion
- Fourth Offense: Student will be expelled from school.

**Steps may be skipped for the most serious offenses. Example: A student brings a gun to school would result in the immediate expulsion of the student.**

## Offenses Other Than Major

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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. Unexcused absence, including skipping school;
4. Possession of electronic devices such as pagers, video players, laser pointers, etc. in school;
5. Misuse of cell phones, iPods, radios, CD players;
6. Gambling--participating in games of chance with the intention or appearance of exchanging money or items of value;

7. Possession, use or transfer of tobacco;
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. Eating food or drinking beverages at the lockers, in the hallway or in classrooms;
11. 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;
  - F. cheating (giving or receiving assistance on any assignments or tests without permission; plagiarism). The National Honor Society guidelines stipulate that consideration for membership be deferred for one year if a student is found guilty of cheating.

### Penalties for Offenses Other Than Major

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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:

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- 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.

### Concern/Complaint Resolution Process

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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.

- Step 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.
- Step 2. The parents are to contact the school Principal within five school days of meeting with the teacher if they wish to appeal the teacher's decision.
- Step 3. If the parents do not agree with the Principal's decision, they can appeal to the Administrator/Supervisor. This appeal is to be presented in writing within five school days of meeting with the Principal.

***Persistent disciplinary problems will result in 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 Administration.***



# St. Patrick School Behavior Rubrics

## DK – 2<sup>nd</sup> Grade Behavior Rubric: St. Patrick School

<p>Level 1</p> <p>Disrespect towards others and teasing.</p> <ul style="list-style-type: none"> <li>▪ Unkind gestures or looks</li> <li>▪ Name calling</li> <li>▪ Insulting</li> <li>▪ Excluding others</li> <li>▪ Behaviors that hurt feelings</li> <li>▪ Swearing</li> </ul> <p>▪ <b>Tardies</b></p>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of hurtful behavior</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Opportunity for apology</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> </ul> <p><input type="checkbox"/> <b>Warning – parent will receive a notification</b></p>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of hurtful behavior</li> <li><input type="checkbox"/> Removal from activity, area, or toy for 3 minutes to calm down and think.</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Opportunity for apology</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> </ul> <p><input type="checkbox"/> <b>2<sup>nd</sup> warning – parent will receive a notification</b></p>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of hurtful behavior</li> <li><input type="checkbox"/> Documentation</li> <li><input type="checkbox"/> 5-7 minutes time out</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Parent notification by phone or at pick up.</li> <li><input type="checkbox"/> Opportunity for apology</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> </ul> <p><input type="checkbox"/> <b>Student will miss 1 morning recess</b></p>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of hurtful behavior</li> <li><input type="checkbox"/> Loss of 1 recess/play time</li> <li><input type="checkbox"/> Discuss w/ Principal</li> <li><input type="checkbox"/> Parent notification by phone or at pick up</li> <li><input type="checkbox"/> Opportunity for apology</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> </ul> <p><input type="checkbox"/> <b>Student will miss 2 morning recesses</b></p>
<p>Level 2</p> <p><b>Physical Contact</b></p> <ul style="list-style-type: none"> <li>▪ Pushing</li> <li>▪ Shoving</li> <li>▪ Hitting</li> <li>▪ Grabbing</li> <li>▪ Pinching</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of mean behavior</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> 3 minute time out</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Opportunity for apology</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of mean behavior</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> 5-7 minute time out</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Parent notification by phone or at pick up</li> <li><input type="checkbox"/> Opportunity for apology</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of mean behavior</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> Loss of 1 recess/play time</li> <li><input type="checkbox"/> Discuss w/ Principal</li> <li><input type="checkbox"/> Parent notification by phone or at pick up</li> <li><input type="checkbox"/> Opportunity for apology</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of mean behavior</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> Loss of 2 recesses/play times</li> <li><input type="checkbox"/> Discuss w/ Principal</li> <li><input type="checkbox"/> Parent conference</li> <li><input type="checkbox"/> Opportunity for apology</li> </ul>
<p>Level 3</p> <p><b>Non-physical Behavior</b></p> <ul style="list-style-type: none"> <li>▪ Stealing</li> <li>▪ Lying</li> <li>▪ Disrespect toward adults</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of mean behavior</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> Immediate 5-7 minute time out</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Discuss w/Principal</li> <li><input type="checkbox"/> Phone call home</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of mean behavior</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> Loss of 1 recess</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Discuss w/Principal</li> <li><input type="checkbox"/> Parent conference</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of mean behavior</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> Loss of 2 recesses</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Discuss w/Principal</li> <li><input type="checkbox"/> Parent conference w/ teacher and Principal</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> Half day in school suspension at Principal's discretion</li> </ul>
<p>Level 4</p> <p><b>Severe Physical Contact</b></p> <ul style="list-style-type: none"> <li>▪ Punching</li> <li>▪ Biting</li> <li>▪ Spitting</li> <li>▪ Kicking</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of mean behavior</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> Immediate 5-7 minute time out</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Loss of 1 recess/play time</li> <li><input type="checkbox"/> Discuss w/ Principal</li> <li><input type="checkbox"/> Face to face conference with parents</li> <li><input type="checkbox"/> Opportunity for apology</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of mean behavior</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> Immediate 5-7 minute time out</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Loss of 2 recesses/play times</li> <li><input type="checkbox"/> Discuss w/ Principal</li> <li><input type="checkbox"/> Face to face conference with parents</li> <li><input type="checkbox"/> Opportunity for apology</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 second intervention</li> <li><input type="checkbox"/> Restate definition of mean behavior</li> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> Immediate 5-7 minute time out</li> <li><input type="checkbox"/> Discuss alternate action to mean behavior</li> <li><input type="checkbox"/> Loss of 3 recesses/play times</li> <li><input type="checkbox"/> Discuss w/ Principal</li> <li><input type="checkbox"/> Face to face conference with parents</li> <li><input type="checkbox"/> Opportunity for apology</li> <li><input type="checkbox"/> Possible 90 minute in school suspension at Principal's discretion.</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Report on Infinite Campus &amp; office</li> <li><input type="checkbox"/> One day in-school suspension at Principal's discretion</li> </ul> <p><b>** Time to think sheets will be completed at any time out or loss of recess.</b></p> <p><b>** Subject to change</b></p>





## Grades 3-5 Behavior Rubric: St. Patrick School

	Behavior	1st Time	2nd Time	3rd Time	4th Time
Level 1	<p><b>Horseplay:</b> "goofing around" or "playing that may include but are not limited to: pushing, grabbing, shoving, hitting, tripping, play fighting, or name calling in which there is <b>no intention</b> to hurt or control.</p> <p><b>Tardies</b></p>	<p>- 15 sec. intervention - Report on Infinite Campus &amp; office -Time to think form</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -loss of 1 morning or lunch recess -Time to think form</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -loss of 2 lunch or morning recesses -Time to think form</p>	<p>- 15 sec. intervention - Report on Infinite Campus &amp; office -student call home -loss of 3 lunch or morning recesses -Time to think form</p>
Level 2	<p><b>Teasing:</b> Behaviors that would hurt the feelings or bodies of others, include but not limited to: "just kidding" behaviors, name calling, insulting remarks, spreading rumors, mean notes, mean tricks, directed profanity, and misuse of internet to hurt others.</p>	<p>- 15 sec. intervention - Report on Infinite Campus &amp; office -student call home -Detention -Time to think form</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -2 Detentions -Time to think form</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -3 Detentions -Time to think form</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -4 Detentions -Time to think form -Parent conference</p>
Level 3	<p><b>Disrespectful Behavior, Defiance or Uncooperative Attitude Toward all Staff, Faculty or Volunteers</b> includes but not limited to: repeated eye-rolling, arguing, shouting, refusal to follow directions, back talking, or walking away from adults.</p> <p><b>Stealing</b> <b>Property Damage</b></p>	<p>- 15 sec. intervention - Report on Infinite Campus &amp; office -student call home -2 Detentions -Time to think form</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -3 Detentions -Time to think form</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -4 Detentions -Time to think form -Parent conference</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -1 ISS -Time to think form -Parent conference</p>
Level 4	<p><b>Severe Physical Contact:</b> Punching, kicking, fighting, spitting, and similar behaviors geared at physically hurting others.</p> <p><b>Severe Harassment and Intimidation:</b> Racial, ethnic, sexual, and/or religious harassment.</p> <p><b>Severe Property Damage (These offenses may be given a more severe consequence than the rubric lists)</b></p>	<p>- 15 sec. intervention - Report on Infinite Campus &amp; office -student call home -1/2 Day ISS -Time to think form</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -1 ISS -Time to think form -Parent conference</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -2 ISS -Time to think form -Parent conference</p>	<p>-15 sec. intervention - Report on Infinite Campus &amp; office -student call home -3 ISS -Time to think form -Parent conference</p>

# St. Patrick Middle School Behavior Rubric

- Detentions held during lunch/recess period
- ISS = In School Suspension
- Behaviors include but are not limited to those listed.
- Consequences may be more severe in any above category based on seriousness of behavior.
- Behaviors will be recorded for a marking period and start over at the beginning of each marking period.

	<b>Behavior</b>	<b>1<sup>st</sup> Time</b>	<b>2<sup>nd</sup> Time</b>	<b>3<sup>rd</sup> Time</b>	<b>4<sup>th</sup> Time</b>
Level 1	<p>Horseplay: “goofing around” or “playing” that may include but not limited to:</p> <ul style="list-style-type: none"> <li>• Pushing</li> <li>• Grabbing</li> <li>• Shoving</li> <li>• Hitting</li> <li>• Play fighting</li> <li>• <b>Tardies</b></li> <li>• Name calling</li> </ul> <p>in which there is <b>no intention</b> to hurt or control</p>	<p>- 15 second intervention - Report on Infinite Campus &amp; office</p>	<p>-15 second intervention - Report on Infinite Campus &amp; office - Student calls home - 1 lunch detention</p>	<p>- 15 second intervention - Report on Infinite Campus &amp; office -Student call home -2 Lunch detentions -Time to think form</p>	<p>-15 second intervention - Report on Infinite Campus &amp; office -Student call home -3 Lunch detentions -Time to think form</p>
Level 2	<p><b>Teasing:</b> Behavior that would hurt the feeling/body of others including but not limited to:</p> <ul style="list-style-type: none"> <li>• Name calling</li> <li>• Insulting remarks</li> <li>• Spreading rumors</li> <li>• Mean tricks/notes</li> <li>• Swearing</li> </ul>	<p>-15 second intervention - Report on Infinite Campus &amp; office - Time to think form</p>	<p>- 15 second intervention - Report on Infinite Campus &amp; office -Student call home - 1 Lunch detention -Time to think form</p>	<p>-15 second intervention - Report on Infinite Campus &amp; office -Student call home -2 Lunch detentions -Time to think form</p>	<p>-15 second intervention - Report on Infinite Campus &amp; office -Student call home -3 Lunch detentions -Time to think form -Parent Conference</p>
Level 3	<p><b>Disrespectful Behavior, Defiance, or Uncooperative Attitude Toward all Adults</b> includes but not limited to:</p> <ul style="list-style-type: none"> <li>• Arguing</li> <li>• Backtalk</li> <li>• Refusing to follow direction</li> <li>• Walking away from adults</li> <li>• Repeated eye rolling</li> </ul>	<p>- 15 second intervention - Report on Infinite Campus &amp; office -Student call home - 1 Lunch detention -Time to think form</p>	<p>15 second intervention - Report on Infinite Campus &amp; office -Student call home -2 Lunch detentions -Time to think form</p>	<p>-15 second intervention - Report on Infinite Campus &amp; office -Student call home -3 Lunch detentions -Time to think form -Parent Conference</p>	<p>-15 second intervention - Report on Infinite Campus &amp; office -Student call home 4 Lunch detentions -Time to think form -Parent Conference</p>
Level 4	<p><b>Severe Physical Contact:</b></p> <ul style="list-style-type: none"> <li>• Punching</li> <li>• Kicking</li> <li>• Fighting</li> <li>• Slapping</li> <li>• Spitting</li> <li>• Threats of emotional or physical violence</li> <li>• Damaging property</li> </ul> <p><b>(These offenses may be given a more severe consequence than the rubric lists)</b></p>	<p>15 second intervention - Report on Infinite Campus &amp; office -Student call home -1 Day In school suspension -Time to think form -Probable Police notification</p>	<p>-15 second intervention - Report on Infinite Campus &amp; office -Student call home -2 Days In school suspension -Time to think form -Parent Conference -Police Notification</p>	<p>15 second intervention - Report on Infinite Campus &amp; office -Student call home -3 Days In school suspension -Time to think form -Parent Conference -Police Notification</p>	<p>15 second intervention - Report on Infinite Campus &amp; office -Student call home -4 Days in school suspension -Time to think form -Parent Conference -Police Notification</p>

## St. Patrick High School Behavior Rubric

Behavior	First Time	Second Time	Third Time	Fourth Time
<p><b><u>Horseplay:</u></b> “Goofing <b>Around</b>” or “playing” that may include pushing, shoving, grabbing, hitting, tripping, or name calling in which there is no imbalance of power.</p> <p><b><u>Tardies</u></b></p>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 30 minutes silent after school</li> <li>4. Student calls home</li> <li>5. Time to Think form</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 1 hour silent after school</li> <li>4. Student calls home</li> <li>5. Time to Think form</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 2 hours silent after school</li> <li>4. Student calls home</li> <li>5. Time to Think form</li> </ol>
<p><b><u>Teasing:</u></b> “Just Kidding” behavior, name calling, insulting remarks, speaking rumors, poking mean notes, playing a mean trick, directed profanity or other behavior that would hurt others or make them feel bad about themselves.</p>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 30 minutes silent after school</li> <li>4. Time to Think form</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 1 hour silent after school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 2 hours silent after school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. ½ day silent in school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Written letter of apology</li> </ol>
<p><b><u>Moderate Physical Contact</u></b> Pushing, shoving, tripping, poking, pinching, grabbing, hair pulling, etc.</p> <p><b><u>Moderate Intimidation</u></b> Shunning, planned exclusion, silent treatment, social alienation, emotional blackmail.</p>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 1 hour silent after school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 2 hours silent after school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Written letter of apology</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. ½ day silent in school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Written letter of apology</li> <li>7. Meeting with parents</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 1 day silent in school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Written letter of apology</li> <li>7. Meeting with parents</li> </ol>
<p><b><u>Disrespect, defiant or refusal behavior to any St. Patrick’s employee or volunteer</u></b></p>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 1 hour silent after school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Written letter of apology</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 2 hours silent after school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Written letter of apology</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. ½ day silent in school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Written letter of apology</li> <li>7. Meeting with parent</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 1 day silent in school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Written letter of apology</li> <li>7. Meeting with parents</li> </ol>
<p><b><u>Property Damage</u></b> Stealing, damaging property, graffiti, vandalism or threatening the same.</p>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 1 hour silent after school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Restitution when appropriate</li> <li>7. Probable police notification</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. ½ day silent in school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Meeting with parents</li> <li>7. Restitution when appropriate</li> <li>8. Probable police notification</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 1 day silent in school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Meeting with parents</li> <li>7. Restitution when appropriate</li> <li>8. Probable police notification</li> </ol>	<ol style="list-style-type: none"> <li>1. 15 second intervention</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. 3 days suspension</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Meeting with parents</li> <li>7. Restitution when appropriate</li> <li>8. Probable police notification</li> </ol>
<p><b><u>Severe Physical Contact/Intimidation/Harassment</u></b> Punching, slapping, kicking, fighting, spitting, threats of emotional or physical violence, racial/ethnic/religious or other forms of severe harassment; pictures on camera phone; intimidation; stalking; Extortion.</p>	<ol style="list-style-type: none"> <li>1. Student sent to office</li> <li>2. Report on Skyward &amp; office</li> <li>3. 1 day silent in school</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Probable police notification</li> <li>7. Meeting with parents</li> </ol>	<ol style="list-style-type: none"> <li>1. Student sent to office</li> <li>2. Report on Skyward &amp; office</li> <li>3. 3 day suspension</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Probable police notification</li> <li>7. Meeting with parents</li> </ol>	<ol style="list-style-type: none"> <li>1. Student sent to office</li> <li>2. Report on Skyward &amp; office</li> <li>3. 5 day suspension</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Probable police notification</li> <li>7. Meeting with parents</li> <li>8. Possible expulsion</li> </ol>	<ol style="list-style-type: none"> <li>1. Student sent to office</li> <li>2. Report on Skyward &amp; office</li> <li>3. Expulsion</li> <li>4. Student calls parents</li> <li>5. Time to Think form</li> <li>6. Probable police notification</li> <li>7. Meeting with parents</li> </ol>
<p><b><u>Possession of dangerous items including:</u></b> Weapons, fireworks, explosives, gang activity, bomb threats, arson.</p>	<ol style="list-style-type: none"> <li>1. Student sent to office</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. See Student Handbook</li> <li>4. Police notification</li> </ol>	<ol style="list-style-type: none"> <li>1. Student sent to office</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. See Student Handbook</li> <li>4. Police notification</li> </ol>	<ol style="list-style-type: none"> <li>1. Student sent to office</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. See Student Handbook</li> <li>4. Police notification</li> </ol>	<ol style="list-style-type: none"> <li>1. Student sent to office</li> <li>2. Report on Infinite Campus &amp; office</li> <li>3. See Student Handbook</li> <li>4. Police notification</li> </ol>

## **COLLEGE PLANS**

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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 the College Campus Visit form from the guidance office before visiting a college campus. The form must be signed by the student's parents and the attendance secretary *before* the day of the visit. Students must also obtain a "Pre-arranged Absence from School" form (see page 11, #5). College visitation days are considered an excused 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.

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.

## **COMMENCEMENT (GRADUATION)**

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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 Principal or guidance counselor indicating the means by which credit requirements will be completed. The diploma is withheld until the requirements are completed.

## **COMMUNICATION: SCHOOL FAMILIES AND STAFF**

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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 Administrator. If further action is indicated, parents should consult the building Administrator, the School Commission 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.

## **COMPUTER LAB ACCESS**

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Students wishing to use the computer lab are subject to the operating rules and regulations developed by the school Administration and the School Commission. 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:
  - Purposely sending blank pages
  - Printing documents that are very long in length (i.e. more than 8 pages)
  - Printing documents containing profanity, abusive language, or threats
  - Sending any unrecognized command causing fatal errors to the printer or printer queue
  - 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/CD ROM owned by students or by the high school is under the supervision of the Network Administrator. All files stored on the server, floppy disks, and/or CD ROMs 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 floppy disks or CD-ROMs 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**

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 Secondary 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.

**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/foggy
  - 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.

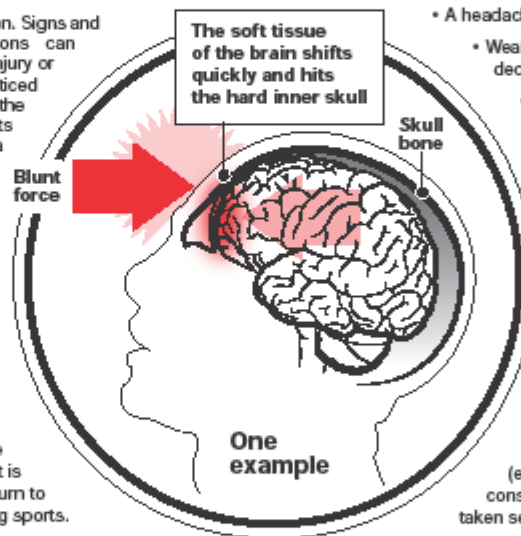
**3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION**

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 !!!**

## **COUNSELING APPOINTMENTS**

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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 full-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, standardized testing, and college and/or career exploration, processing grades, crisis intervention, and overseeing accommodations and modifications for Special Education students.

## **COURSE OFFERINGS and GRADUATION REQUIREMENTS (High School)**

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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 7 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 6 classes and get released during 7<sup>th</sup> hour. They may choose to take 7 classes. The 7<sup>th</sup> class can be taken during the summer at the expense of the parents or they may take a 7<sup>th</sup> 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 6<sup>th</sup> hour.

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

- |                        |                      |                          |
|------------------------|----------------------|--------------------------|
| - Auto Technology      | - Dental Occupations | - Diesel/Heavy Equipment |
| - Culinary Arts        | - Health Occupations | - 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.



## **DEVELOPMENTAL KINDERGARTEN**

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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. The DK classroom provides an opportunity for children to grow at an individualized developmental pace. They 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.

Children who do not meet the February 1<sup>st</sup> deadline for DK enrollment are welcome to attend our preschool program. Students must be turning five years old before February 1<sup>st</sup> (**January 1st for the 2014-15 school year**) in order to participate in the DK program. A student that meets the age requirement (**November 1<sup>st</sup> for the 2014 – 15 school**) year 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 only screened for DK.**

## **DISTRIBUTION OF MATERIAL**

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All printed material, displays, posters or announcements to be distributed or displayed on school property must be approved by the school Administrator **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.

## **DRESS CODE/GROOMING Grades DK-12 Dress Code is as follows:**

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### **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.**

**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 (white 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 (mock turtleneck or t-shirt neckline, no turtlenecks).

**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 socks, 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 socks, 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) to be worn with socks. Students may wear shorts starting the first day after spring break until October 1. This date may be extended at the discretion of the administration due to unseasonable weather. **Shorts may not be worn to mass.** See additional items note below on socks.

\* **Skirts, jumpers and shorts can be no shorter than one inch above the knee.** 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: Navy/hunter fleece vest or navy/hunter fleece jacket; navy/hunter sweater vest; v-neck or crew; or navy/hunter long sleeve sweater, crew or v-neck.

### **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:** Athletic teams may wear school appropriate team wear (the whole team must be dressed the same ) from the waist up on game days with permission from the administration. Boys are allowed to wear ties on game days with hunter green, navy blue, light blue or white button down shirts only and must wear uniform pants. **(Also see the athletic Handbook)**

On the day of a game or athletic event, student athletes who are participating in a competition must arrive at the game site dressed under the guidelines listed above under “game day, school dress code uniform, team uniform, or team warm up”. The coach has final say on which one of the above will used. There are no exceptions to this policy and coaches are not allowed to give teams permission to dress out of this dress code.

**Logo:** Triple S, 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 6<sup>th</sup> 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 administrator 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.**

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

## **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.

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 3 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 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

administration.

- 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 a 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 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.

## **EMERGENCY CLOSING**

A decision to close school due to weather conditions or other emergencies will be made by 6:30 a.m. whenever possible. Announcements will be made on local radio and television stations:

Radio:	WFMK 99.1 FM WITL 100.7 FM WVIC 94.1 FM	WJIM 97.5 FM & 1240 AM WJXQ 106.1 FM	WQTX 99.2 FM "The Ticket" WWDX FM 92.1 FM "The Edge"
Television:	WLNS TV 6 WSYM Fox 47	WILX TV 10 WZZM TV 13	WOOD TV 8 CITY OF PORTLAND TV 6

## **EMERGENCY SCHOOL CLOSING PROCEDURE**

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.

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.

### **Fire/Tornado Drills - Emergency Evacuation**

All persons in the building are required to comply with established emergency procedures. Ten drills, including six (6) fire drills, two (2) tornado drills, and two (2) lockdown drills, are held each school year as required by law. Specific directions, posted in each room of the school, must be followed without exception.

## **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.

## **EXTRA-CURRICULAR ACTIVITIES**

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### **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.

### **National Honor Society (High School)**

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#### **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 3.30 (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 Principal-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 Principal. The decision of the Principal 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 Principal 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.

### **Other Organizations Offering Extra-Curricular Opportunities**

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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.

## **FAITH DEVELOPMENT**

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The primary goal and top priority of any Catholic School is faith formation. In addition to daily Religion classes and weekly Masses, 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.

### **Liturgies**

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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.

### Retreats

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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 8<sup>th</sup> grade preparing for Confirmation may attend a NET retreat.

### Sacraments

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Second grade students will receive the Sacrament of Reconciliation during Advent. They will receive their First Holy Communion the first Sunday of May or if 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.

### **FIELD TRIPS**

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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 Administration reserve the right to refuse a child the privilege of attending field trips if he/she displays inappropriate behavior or lack of self-control.

### **Overnight Field Trip Procedures**

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- I. Any staff person proposing to go on an overnight field trip must set up a meeting with the Principal if school related or the Principal and the Athletic Director if athletics related to discuss: (If possible, this meeting should take place at least 3 months prior to the trip).**
  - 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.
  
- II. 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.

### **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.

### **Chaperones:**

- Chaperones must be a minimum of 25 years old.
- A chaperone may not consume any alcoholic beverages during the trip.
- 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 8 to 1 chaperone to student 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 8) 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.

### **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.

### 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.
- 

### 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.

### Fundraising:

- Fundraising for a trip should be kept to a minimum and must be approved by the school administration 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 Principal.**

## **FUNDRAISING**

All fund-raising projects for school activities must receive **prior** approval from the Administration and the fund-raising committee

## **GRADING**

<b>Grades 3 - 12</b>			<b>Grades DK - 2</b>	
94.00 – 100.00	A		90.00 – 100.00	VG
91.00 – 93.00	A-		80.00 – 89.00	G
88.00 – 91.00	B+		70.00 – 79.00	S
85.00 – 87.00	B		<69.00	NI
82.00 – 84.00	B-			
79.00 – 81.00	C+			
76.00 – 78.00	C			
73.00 – 75.00	C-			
70.00 – 72.00	D+			
67.00 – 69.00	D			
64.00 – 66.00	D-			
≤ 63.00	F			



I – 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 Principal. 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.

For high school, semester grades are determined as follows:

1 <sup>st</sup> Quarter grade	40%
2 <sup>nd</sup> Quarter grade	40%
Final exam	20%

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

## Weighted Grade Point Average

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Beginning with the fall semester of as 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 receive 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." Top ten status will be calculated with a weighted grade point average.

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.

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 unless requested by a parent. The only exception is for incoming seniors. They may take two college courses over the summer and use them in place of their two 7<sup>th</sup> hour release time classes during their senior year. If incoming seniors take two summer college courses and still take release time college courses, the release time courses will count for their weighted GPA.

## Grading Late Assignments

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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.

## Homework

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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 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 the schooling 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 Principal.

If your child consistently says he/she has no homework, please use the family access on Infinite Campus 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.

### **HOMEWORK ROOM (Mandatory - grades 6 – 12)**

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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, 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 evening. 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 evening to complete it. If the student is unable to complete the assignment during the time they are in the MHR that evening, the assignment again becomes homework.
- The teacher will inform the Director of Student Life that the student did not turn in a homework assignment and is required to stay after school in the MHR (Room #206) that evening.
- The student will report to the MHR (Room #206) by 2:20 and stay after school until 3:15. They will stay each evening in the MHR until the assignment is completed and turned in.

If a student fails to report to the MHR that evening, 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.

### **HOMEWORK ROOM (Voluntary - grades 6 – 12)**

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Since secondary students are released an hour and a half before elementary students, parents would like a safe place for their secondary aged child to stay after school until the elementary dismissal time. The Voluntary homework room is a place for students in grades 6 – 12 to stay each day after school. Students who wish to stay after school in the Voluntary Homework room do the following:

- Must turn in a sheet at the beginning of every marking period to let the homework room staff know what days of the week your child will be attending and what time they will need to be released if it is before 3:40.
- Students will be billed \$2.00 per day for each day they stay after school in the voluntary homework room.
- The student(s) staying after school must report to room #209 by 2:20 p.m. and will remain until they are dismissed.
- Each student must bring something to work on each day. Ideally, students will compete homework assignments and other school projects, study for quizzes and tests, or quietly read a library book.

### **HONOR ROLL**

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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.

### **HOT LUNCH PROGRAM**

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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 two 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 tickets on Monday mornings **ONLY**. Send lunch money in a clearly labeled envelope. Include your child's name, grade, number of tickets needed, and amount of money included. Make checks payable to **Portland Food Service**. No tickets are issued from the office.

Any student who forgets to bring a lunch or milk money or who loses a lunch ticket should see their teacher who will help make arrangements with the lunch personnel for the student to receive lunch.

## **KINDERGARTEN**

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A child who is five (5) years old by December 1 (**November 1 for the 2014 – 15 school year**) may enter Kindergarten. The Gesell Developmental screening is administered by staff the preceding May 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, pg. 29). Placement of a child in Developmental Kindergarten or regular Kindergarten is determined by the school.

## **LEAVING SCHOOL GROUNDS**

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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 case, students are to bring a note to the office before 7:20 a.m. so that teachers can be notified of early release.

## **LIBRARY**

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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.

A library is an integral part of any good school. The St. Patrick School library provides excellent opportunities for students to learn a variety of skills and to improve their reading abilities. 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. Every student 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.

In addition to the library collection, students also have access to the "electronic library," a wealth of information that can be accessed by one of six computer terminals located in the library.

## **LOCKERS**

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Lockers are the property of St. Patrick School. Each high school and middle school student 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 when school is in session.

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 grade 11 and 12 do not have locks on them.** If a junior or senior 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.

## **LOST AND FOUND**

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A “lost and found” box is located in 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. Smaller found items, such as jewelry, are turned in to the main office.

## **MAKE-UP WORK**

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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.)

When students will be absent for two or more days, they should have a sibling, parent or friend take their assignments home to them and return the completed assignments as they are ready for submission.

If a student will be absent 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](http://www.portlandstpats.com)), or may be picked up in the school office. Assignments will be due the day the student returns to school. Pre-assigned work must be turned in prior to an absence resulting from reasons other than illness.

## **MEDIA RELATIONS/PROMOTIONS RELEASE FORM**

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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).

## **MEDICATION**

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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)

## **OFFICE HOURS**

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The school office is open from 7:00 a.m. to 4:00 p.m. every 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.

## **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.

## **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. Research on sugar in the diet, alternative snack possibilities, and other nutritional recipes are available from the Principal.

## **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.

## **PLAGIARISM**

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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, #11 F "Cheating")

## **PLAYGROUND RULES AND EXPECTATIONS (Grades DK-8)**

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1. The Administrator 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.

## **PREGNANT STUDENTS**

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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.

## **PROGRESS REPORTS**

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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 **Infinite Campus** Access 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 Principal.

## REPORT CARDS

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Students in grades DK – 12 will have a report card mailed only if one was requested. Report Cards are mailed at the end of each quarter of the school year. 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.

### Conferences

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Conferences are scheduled in October. 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 October 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 Principal or Administrator at any time during the year.

### Other Progress Reports

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Parents can monitor their student's progress using the family access available through **Infinite Campus**. If you do not have Internet access, you may contact the teacher for additional progress reports.

## RETENTION AND PROMOTION

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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.

## SAFE SCHOOL PLAN

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A "Safe School Plan" has been implemented at St. Patrick School. One of the areas of this plan is Physical Security During School Hours. Please note the policy regarding entrance through exterior doors. Only the doors of the lobby near main office will be available for entrance during class hours.

1. All school building exterior doors will remain locked until 7:00 a.m., at which time secondary students may enter the building and proceed to their lockers and classrooms.
2. Doors will be left open until 8:45 a.m., when all secondary and elementary students should have arrived at school for instruction. At that time, all exterior doors will be locked again. Entrance may be made, through the doors leading to the main office from the parking lot by using the buzzer.
3. Some adjustment will be made for lunch periods as needed.
4. Signs are posted at all other entrances indicating building access.
5. All exterior doors, including the door leading to the main office, will be secured at 4:00 p.m. Custodians assigned afternoon schedules will be responsible for checking all exterior doors at that time.

## SCHEDULE CHANGES

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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.

## SCHOOL HOURS

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The high school day begins at 7:25 a.m. and ends at 2:15 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 3:45 p.m. Students should not arrive until 8:30 a.m. unless they attend the latchkey program. All students should leave the building by 3:50 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 3:50 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.

**SCHOOL-SPONSORED TRAVEL**

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.

**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.

**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.

**STANDARDIZED TESTS**

Oct., Jan., Mar.	MAPS Test	2 <sup>nd</sup> – 10 <sup>th</sup> grades
February	EXPLORE	7 <sup>th</sup> grade
February	PLAN	9 <sup>th</sup> grade
October	PSAT	11 <sup>th</sup> grade
March	Michigan Merit Exam (MME)*	11 <sup>th</sup> grade (MME includes the ACT)
May	AP Exams	12 <sup>th</sup> grade

See the guidance counselor for specific test dates and locations.

\* Michigan Merit Exam

All 11<sup>th</sup> grade students take the Michigan Merit Exam (MME) which includes American College Test (ACT). This is a 3-day test that the State of Michigan uses to measure proficiency in the areas of math, science, reading, and writing according to the standards that have been set by the state.

**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.

**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.**



## **TUITION AND FEES**

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The School Commission, 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.

**Graduation Fee:** A \$50.00 fee for graduation expenses is billed for all seniors.

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 15<sup>th</sup> 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 and students will 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.

## **TUTORING (High School)**

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All secondary teachers are available for tutoring after school from 2:15 – 3:00p.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.

## **VACATIONS AND FAMILY TRIPS**

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If students are going to be absent from school to go on a vacation or family trip, parents should inform the Principal 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 teacher(s) and on file in the school office.

## **VISITORS**

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Students wishing to bring a guest to school must make arrangements in advance with the Principal. 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.

## **WORK PERMITS**

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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.



**THE FOLLOWING PAGES MUST BE COMPLETED, REMOVED FROM HANDBOOK,  
AND RETURNED TO SCHOOL OFFICE BY SEPTEMBER 7, 2013.**

**MEDIA RELATIONS/PROMOTIONS RELEASE FORM**

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I have read the terms and conditions of the Media Relations/Promotions Release Form on page 42 and give St. Patrick School permission accordingly:  Granted  Denied

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Street, City, State, Zip

Phone: \_\_\_\_\_

***IF PERSON BEING USED IN THE MATERIAL IS UNDER 18 YEARS OF AGE,  
PARENT OR LEGAL GUARDIAN MUST SIGN THIS FORM.***

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

NOTE: If person giving permission is a parent or legal/guardian, please state relationship to student: \_\_\_\_\_

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



DIOCESE OF GRAND RAPIDS

**CONCUSSION AWARENESS  
EDUCATIONAL MATERIAL ACKNOWLEDGEMENT**

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and Students provided by St. Patrick School (see page 29.)

\_\_\_\_\_  
Student Name Printed

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

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Return this signed form to the School/Parish. The School/Parish must keep this on file for the duration of enrollment/participation or until the youth athlete is 18 years of age.

Students and parents should review and keep the educational materials available for future reference.

**ST. PATRICK BYOD ACCEPTABLE USE AGREEMENT**

I have read the terms and conditions of the BYOD Acceptable Use Agreement on pages 13-14 and understand and will abide by the guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or use of personal and district device privileges as well as other disciplinary action.

Printed student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed parent/guardian name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPUTER/INTERNET ACCEPTABLE USE POLICIES**

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**I have read the terms and conditions of the Acceptable Use Policy on pages 26-27 and agree to comply with all conditions pertaining to school computers and the internet use:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**St. Patrick School  
Field Trip Release Form  
Grades DK-12**

I hereby give my permission to St. Patrick School for my child to be transported in a vehicle and/or participate in field trips, including walking field trips.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**St. Patrick School  
Athletic Event Transportation Release Form  
Grades 5-12**

My student(s), listed below, has to arrange for transportation to athletic events when transportation is not available.

I hereby release Portland St. Patrick School from any responsibility for any accident or injury, which may occur during any trip to an event.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

# 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. The pest management schedule for 2013-2014 is:

Sept. 5, 2013  
Dec. 23, 2013  
Mar. 26, 2014

Oct. 23, 2013  
Jan. 22, 2014  
Apr. 23, 2014

Nov 27, 2013  
Feb. 26, 2014  
May 28, 2014

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

Please feel free to call the school office if you have any questions.

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## Pesticide Emergency Notification Request

Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please check one:

I do not wish to be notified.

I wish to be notified of any unscheduled pesticide application(s) inside or outside the building.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

# STUDENT RECEIPT OF HANDBOOK

Students in grades 3-12 are required to sign this receipt.  
For students in grades DK-2 a parent/guardian must sign for them.

I have read the 2013-2014 *St. Patrick School Handbook*.. I understand that I am responsible for knowing and following the guidelines and procedures set forth in this Handbook.

#1 Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

#1 Printed Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

#2 Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

#2 Printed Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

#3 Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

#3 Printed Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

#4 Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

#4 Printed Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

#5 Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

#5 Printed Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

#6 Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

#6 Printed Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT ACKNOWLEDGMENT RECEIPT OF ST. PATRICK SCHOOL 2013-2014 HANDBOOK

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have received a copy of the *St. Patrick School Handbook* to review with my student(s).  
I agree to comply with the guidelines in the handbook.

\_\_\_\_\_  
Signature of Parent Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Parent





