

St. Patrick Catholic Classical School
“A Classical Education in the Catholic Tradition”

Student and Parent Handbook

2023 - 2024

PHILOSOPHY AND MISSION STATEMENT

OUR PHILOSOPHY:

St. Patrick Catholic School is a unique interwoven community of students, teachers, staff, parents, religious, priests, and parishioners. Our purpose is to evangelize: Make the good news of Jesus Christ known to all. We accomplish this through the spiritual, moral, intellectual, social, emotional and physical development of each child. Together we teach our young people to extend an open hand to all and to be sensitive and responsive to their needs as well as those of their neighbors. We believe education and learning should be flexible, enjoyable, informative and formative while providing opportunities to exercise responsible judgment. With all sectors working in harmony, St. Patrick Catholic School will succeed in making a decisive difference to each child, family, the church community and the world.

OUR MISSION:

St. Patrick is a co-educational Catholic school serving students of all faiths in grades PreK3 through 8th. We offer exceptional educational opportunities to our students and are dedicated to their spiritual, academic and physical development. Our programs emphasize religious education, advanced curriculum, technology, and physical fitness. Students learn the skills that empower them to excel in today's society.

ACCREDITATION:

St. Patrick Catholic School is accredited through the Texas Catholic Conference of Bishops Accreditation Commission. We are part of the Diocese of Tyler School District. Our Superintendent is Dr. Darbie Safford.

ADMISSION POLICIES

Admission Policy

We at St. Patrick Catholic School know that a successful school experience occurs when parents give evidence of being:

- supportive of the Catholic Church.
- desirous of a strong academic program.
- supportive of the child taking responsibility for his/her behavior, self-management, and learning.
- committed to the programs and activities that support the school.

Racial Nondiscriminatory Policy

In accordance with the federal program of Chapter IX, we at St. Patrick Catholic School admit qualified students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available at all schools. St. Patrick Catholic School does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admissions scholarship programs and athletic and other administered programs.

Admission Interviews

The Principal reserves the right to interview the families of the prospective student(s) to determine the commitment of parents and student(s) and the ability of the school to meet the individual needs of the candidate. The prospective student's teacher may be included in the interview if he/she is available.

Preferential Admission Statement

While students are usually admitted on a first-come first-serve bases, should the need for a wait list occur the following preferential order will be enacted:

- St. Patrick Church, Lufkin- parishioners- In thanksgiving for their continued support and attendance in our home base parish.
- Other Catholic Church parishioners- These students come from the surrounding supporting Catholic parishes, particularly as part of our local church which suppose our mission.
- Other Christian faiths- These students while not Catholic still have beliefs in common with the Catholic beliefs and values taught at St. Patrick's.
- Non-Christian students- Whose families are open to our values, mission, and our respect for the God given dignity of every person.

New Student Probation Period

New students will be on probation throughout their first 6 weeks at St. Patrick. After six weeks students who do not meet academic and behavioral expectations as determined by the school administration will be asked to seek other educational situations and will not be permitted to remain at St. Patrick School. If deemed necessary, the probation period can be extended another 6 weeks period at the discretion of school administration.

Student with Significant Learning Differences

St. Patrick Catholic School does not have specialized facilities or personnel to work with students who have significant learning differences. St. Patrick Catholic School will examine parent provided professional evaluations as well as observe and interact with students with learning differences on a case-by-case basis with respect to the School's ability to provide those students a quality education. St. Patrick Catholic School may deny enrollment to a student if the School determines, at its sole discretion, that it cannot adequately serve the needs of the candidate.

Age Requirements:

Pre-Kindergarten (3): student must be three (3) years old on or before September 1, of that school year.
Pre-Kindergarten (4): student must be four (4) years old on or before September 1, of that school year.

Applications

Applications are accepted throughout the school year based on availability. Parents may pick up an application at the school office or download the appropriate form from the website.

Required Forms and Fees

For admission to St. Patrick, parents are required to present:

- application and nonrefundable application fee
- signed tuition contract
- signed volunteer hours contract
- copy of child's birth certificate
- copy of baptismal certificate, if applicable
- evidence of compliance with immunization requirements or a letter documenting his/her medical exemption signed by a licensed physician (MD or DO) authorized to practice medicine in the state of Texas.

Students applying for grades 1 thru 8 must also provide a copy of their current report card and standardized test scores (if applicable).

FINANCIAL POLICIES

Tuition and Fees Contract

Thank you for choosing to partner with St. Patrick Catholic School for the quality education for your child. The purpose of this document is to clarify this partnership and your responsibility for the payment of tuition and fees as the parent or guardian.

The undersigned hereby accepts the terms and conditions as outlined in the student handbook for the 2022-2023 school year. In addition, it is clearly understood that:

I understand that the partnership is forming solid character of students must be reinforced by the family/household. I am committed that my student will participate in Sunday worship with their

parents/guardian each week at the church of our choice. [Non-religious households can discuss an alternative activity with the Principal.]

I agree that my student will attend religion classes, participate in prayers, services and other school activities.

I understand that I will be given 10 Raffle Tickets to sell for our annual school Gala (ranging in price from \$5.00-\$20.00/each). I understand that I am responsible for the sale of these tickets and the profits they bring in for the school. I will either sell them or buy them myself and turn in all monies to the School Office by the due date.

I realize that the school makes a commitment for the year for staffing, books, and many supplies. For this reason, I recognize that the Tuition for the year is due in full prior to the first day of classes.

If I am not paying the whole amount prior to the start of classes, I appreciate that the school will allow the amount to be paid in 10 monthly installments beginning in August. The August payment is due prior to the first day of classes. Subsequent monthly payments are due to the school office by the 1st of each month. A \$35 late fee will be assessed after the 10th. (See also Delinquent Accounts #12 below).

In fairness to the school, I will pay all miscellaneous fees and any account balances prior to the last day of school.

I understand that Registration and fees are non-refundable.

I agree that if we desire to break this contract and withdraw our student before the end of the year, we may petition the school for renegotiation of this contract, in light of unforeseen circumstances, in a cooperative, Christian manner.

I recognize that the school has the right to require the withdrawal of a student if the school standards and requirements of conduct, behavior, and academic achievement are not met by the student. In such a case half the tuition balance will be credited.

I recognize that the cost of education is kept low, in part, by volunteerism. To assist in this important effort, our family/household will do at least twenty volunteer hours. We will complete and log these hours over the course of the school year. At least half the hours will be completed by the end of December, and the rest by the end of May. Hours not completed will be subject to an assessment of \$15/ hour.

I will keep current my contact information on record with the school office and update as needed the emergency contact information in writing.

Delinquent Accounts: Recognizing the kindness of the school in offering the option of installment payments and understanding that receiving those installment payments in a timely fashion is both a matter of justice and a practical necessity. I will be attentive to keeping my account current.

In the unlikely event that we have difficulty in meeting our tuition obligation, I will notify the Principal in a timely fashion (before payment is due) so that special arrangements can be requested from the School Finance Director.

If my account is over 30 days past due, without an agreement approved from the School Finance Director, I will acknowledge that I have not been faithful to my part of the partnership and I will not expect the school to continue using its resources educating my student until I have again become current in my obligation, or am current with an approved modified plan from the School Finance Director. In such a case I will not bring my student to the school and will graciously accept that my choices have made it so that my student may not be able to attend classes. [The school will grant a one-time grace period extending to 60 days past due, at which time the

student will not be admitted to St. Patrick School.]

BY SIGNING THIS CONTRACT, I CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND MY OBLIGATIONS TO ST. PATRICK CATHOLIC SCHOOL AND AGREE TO PAY ALL TUITION AND FEES AS SET FORTH IN THIS CONTRACT AND IN SCHOOL HANDBOOKS. AND SUCH MISCELLANIOUS COSTS AS I APPROVE (SUCH AS LUNCHES, FIELD TRIPS, ETC.)

ACADEMIC POLICIES

Grading

The evaluation of student achievement is one of the most important functions of a teacher. The present marking scale for grades 1-8 is:

Code for Academic Achievement:

A- Outstanding	(90-100)
B- Good	(80-89)
C- Satisfactory	(70-79)
D- Needs Improvement	(65-69)
F- Failing	(below 64)

Conduct/Work Habits:

- E- Excellent
- S- Satisfactory
- I- Improving
- N- Needs Improvement
- U – Unsatisfactory

Homework

Homework is given to practice and enhance what has been taught in the classroom. Homework is an integral part of the learning process. Reading of assigned material, consistent review of previous materials, and a strong partnership between home and school leads to academic success. Each child is strongly encouraged to read a minimum of 30 minutes daily in addition to homework given.

Achievement & School Ability Testing

The **Iowa Test of Basic Skills (ITBS)** is administered in the spring to all students in grades 2-8. The Iowa Tests are nationally normed standardized tests that offer educators a diagnostic look at how their students are progressing in key academic areas. The Iowa Tests allow us to evaluate our curriculum and ensure our students are progressing and growing academically. Results of the test will be available by the end of May and copies are included **with the final report card.**

The **Cognitive Abilities Test (CogAT)** test is also given in the spring to all students in grades 2 - 8. The CogAT is a group-administered K-12 assessment intended to estimate students' learned reasoning and problem solving abilities through a battery of verbal, quantitative, and nonverbal test items. These results are available by the end of May and copies are included with the final report card.

The **Assessment of Children/Youth Religious Education (ACRE)** test is given to students in grades 5 and 8 in February. The ACRE assessment is an integrated approach to faith knowledge assessment. The results are available by April and are sent home via the religion class.

Progress Reports

Progress reports are sent to parents at the mid-point of each nine-week period, and at other times as needed. The purpose of the report is to inform parents of student progress in each academic subject, as well as in conduct. Visitation with teachers concerning a child's progress is encouraged. Grades will be available at all times for the parents via the EduConnect parent portal.

Report Cards

Report cards are issued at the end of each nine-week period. They should be reviewed by parents, signed, and returned to school by the Monday after they are received. Report cards and other school records, including Iowa and CogAT test scores, are withheld when financial responsibilities to the school have not been met. This includes other obligations such as library fines, lunch fees, extended care fees, or any other unpaid fines or fees.

Extracurricular Sports and Academic Events – Currently not applicable.

***A \$65 athletic registration fee is required to help cover the cost of the sports and equipment.* Students must maintain a satisfactory grade (C or above) in all classes in order to participate in extracurricular sports, including practices and games, and extracurricular academic events. If a student has a failing average in any class on a progress report or a report card, the student will not be allowed to participate in these events until/unless the student has a passing average in all classes on the next progress report or report card.

If a student has an incomplete grade on a progress report or report card, the student will not be allowed to participate in extracurricular sports or academic events until/unless the incomplete is replaced with a passing grade for the class(es). The teacher and principal may allow the student to participate in the event if the incomplete is due to an excused absence and the teacher believes the grade will be passing once the incomplete is resolved. If a student has a failing grade in conduct on a report card, the student will not be allowed to participate in extracurricular sports or academic events until/unless the student has a passing grade in conduct on the next progress report.

Promotion and Retention

A student is promoted to the next grade level if he/she has satisfactorily completed the current grade level. If a student receives a final grade average below 65, the student fails the subject. Failure in one or more core subject areas (Language Arts, Math, Social Studies, Science, and Religion) may cause the child to have to attend summer school, complete an academic plan approved by the principal, or repeat a grade. A meeting of the principal, teacher(s), and parents would be required before a child is retained.

Special Education Services and Programs

Students who are believed to have specific learning challenges are referred for testing to the public school district in which they reside. Prior to enrolling at St. Patrick School, a parent/guardian must notify the principal if the child has learning challenges, so appropriate accommodations can be made promptly. After a referral packet is completed and the student is tested, recommendations by the district are made to the principal, teacher(s), and parents/guardians. A decision will then be reached as to what educational program will best meet the student's needs. Every effort will be made to accommodate those needs.

Records

The student's official record file consists of academic transcripts, disciplinary record, academic testing, health records, and emergency card. All financial obligations must be met before any records may be released.

Guidance

The Diocesan Office has defined guidance in our schools as the organized effort of a school to assist the individual in developing his/her maximum potential. Students need guidance to become aware of the gifts they can give and receive. Knowledge and experience ultimately lead to an appreciation of self and others.

ATTENDANCE POLICIES

Absences

Parents should notify the school by 9:00 a.m. if a student will be absent from school. Requests for assignment sheets must be made at this time. When a student returns to school after an absence, a note of explanation should be given to the homeroom teacher. A student is allowed a maximum of 18 absences (10% of the total number of instructional days) for the entire school year. If a student exceeds 18 absences, that student may have to repeat that grade level.

Students are expected to make up missed work within one week after returning to school. If more than one day is missed, additional time may be allotted to make up work at the discretion of the teacher. Work for partial day absences is due on time. It is left to the teacher's discretion to distribute make-up work in advance due to an upcoming absence.

Parent are able to check attendance records via the EduConnect parent portal. If you see your child was mistakenly counted absent, please contact the school office to have the information corrected.

Absentee Policy

After ten days of non-consecutive absence without a just cause, the parents will meet with the principal to discuss the student's attendance record. Reasons for an extended consecutive absence will be evaluated, and performance on a homebound program will be taken into consideration in determining promotion to the next grade. If there is to be an extended absence, permission for an excused absence is required from the principal.

Attendance Policy Enforcement

Students should be present every day, all day, in every class. Penalties for poor attendance include, but are not limited to:

1. Morning and/or after school tutorials
2. Grade reduction
3. Grade retention (repeating the grade)

Tardiness

It is the responsibility of the parents or guardians to see that their children arrive to school on time. The school begins at 8:00 am.

Students arriving after **8:00** a.m. are tardy and must report to the office. **Students arriving late must be escorted to the office by a parent or guardian and signed in.** This ensures the safety of everyone on the campus. It is the duty of all students to be on time for class. Tardiness interrupts the learning environment and should be avoided.

Five (5) tardies equal one (1) unexcused absence. **Tardiness is never acceptable and is considered a discipline issue.** If parents are having an issue with getting students to class on time, they should meet with the principal and explain the situation.

Attending a School Event on a Day a Student has been Absent

A student who has been absent half or all of a school day will not be allowed to attend/participate in a school event on that day unless an exception is made in advance by the principal for special circumstances. This includes extra-curricular activities, school competitions, athletic events, or any school related function.

Procedure for Leaving School Early

Students will be released during the school day when one of the following criteria is met:

1. A parent/guardian provides the school with a written or electronic request for release.
2. A parent/guardian must personally sign out the student for release.

Students must be signed out in the school office before leaving the campus for any reason, and they must be “signed-in” in the school office when they return to school.

Morning Drop-Off Procedure - NEW

Mass will be offered daily at 7:30 in the Church and students and parents invited to attend. Children may be dropped off as early as 7:15 a.m. at the Church. To drop off your child, pull up to the South entrance to the Church (across from the Faith Formation Hall). A school representative will be outside or inside the Church (in bad weather) to take attendance and your child will be escorted to where they are to sit. If you want to come into the Church with your child, park in the Church or school parking lot and walk your child to the Church. At 8:00, Mass will be over and the students will be escorted to their classroom. Parents are welcome to attend daily Mass. If you arrive after 8:00, bring your child to the office to sign-in before going to class.

Afternoon Pick-Up Procedure - NEW

At 3:30 p.m., students are dismissed. The children in K-8 will be taken to the cafeteria to wait for their pick up. To pick up your child from your car (including Pre-K), use the cafeteria entrance to pull up in front of the cafeteria and you will be greeted by a teacher. The greeting teacher will tell teachers inside the cafeteria to send your child to the greeting teacher for entry into your car. If you need a conference with a teacher, call the office and the secretary will let the teacher know that you will be coming to see them.

Bus Rider Notice – NEW

The bus will be leaving Our Lady of Guadalupe Church in Nacogdoches at 7:00 a.m. so the students and bus driver can arrive at St. Patrick Church in time for 7:30 daily Mass.

The bus will depart St. Patrick Classical School to arrive at Our Lady of Guadalupe Church. Please be there waiting to pick up your child by 3:45 p.m. sharp. While St. Patrick Classical School dismisses at 3:30, bus riding students will leave 5-10 min. before 3:30 (3:20 – 3:25) so Mrs. Ibanez may pick up her child from school on time. Please be courteous to her and be there WAITING before 3:45.

School Visitation

Parents are welcome and encouraged to visit the school. For the safety of our children and to comply with state law, we require all visitors to sign in at the school's office. Visitor passes must be carried at all times. We encourage all parents to take the Diocese of Tyler's Ethics/Safety class to participate in a greater way at the school.

Non-Custodial Parent

St. Patrick School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, our school will provide the non-custodial parent with access to the academic records and school-related information regarding their child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Birthday Celebrations

Birthday celebrations should be limited to lunch. Parents may arrange lunch, such as pizza, or dessert type items, such as cake, to be eaten at lunch, but only after making sure that it is acceptable with the child's teacher and providing that each child in the class received a treat. Parents should discuss plans with the teacher at least a week in advance. Parents should also be aware to include alternative plans for students with food allergies. No birthday invitations may be distributed at school unless the entire class is invited.

Communication

Updating Information

Good communication between the school and home is an essential part of your child's educational program. If you move or change your phone number or email, please contact the school immediately. This is a safety issue. Should your emergency contact list need updating, please contact the school immediately. You are able to check your contact information via Educonnect.

Educonnect

Parents will now have 24-hour access to student grades and attendance records via Educonnect. Login information may be obtained from the school office. FACTS will still be used for payments.

Teacher Conferences

The 2020-2021 Parent/Teacher Conference dates are September 22, 2023 and February 9, 2024. Please see the school calendar for additional information regarding those dates.

Parents desiring additional conferences with teachers or administrators should contact the teacher or Principal directly. The Principal is available to attend Parent Teacher Conferences, upon request by the teacher or parent. Please make an attempt to clarify or reconcile questions or with your child's teacher after school before scheduling a Parent Teacher Conference.

Due Process for Misconduct

Due Process is provided to all students of the school as soon as possible after the incident in question. The misconduct should be clearly stated to the student with full opportunity for his/her reply or explanation.

First, a conference with the parent/teacher/and student involved will be held, as the gravity of the matter dictates. Then, if the matter is not resolved, the student has the right of appeal—first to the Principal, then, if necessary, to the Pastor.

School Closing Information

If Lufkin ISD closes because of weather, St. Patrick Catholic School will close, as well. In the event that the school must close due to some other situation that affects St. Patrick Catholic School only, information may be found by tuning into our local broadcasting television station (KTRE TV). Bus riders from Nacogdoches may be unable to ride the bus on rare occasions due to bad weather.

Dress Code

Land's End is our school uniform provider. You can order either online, or over the phone. Our School Code is 900157553.

General Dress Code Guidelines

- All students are always expected to be neatly groomed
- All students from 1st through 8th grade are expected to wear belts.
- Skirts, shorts, and skorts must be of approved lengths (no shorter than 2 inches above the knees).
- Caps and hats are not permitted.
- Administration reserves the right to enforce additional dress code policies as necessary.
- Jewelry and other accessories should not present a “safety” issue with physical activity at PE and recess.
- Athletic (tennis) shoes suitable for P.E. and recess must be worn for safety purposes at school.
- All uniforms must be in good repair.

Girls Dress Code

Daily Uniform-

- Green polo shirt with an embroidered St. Patrick School logo.
- Navy shorts or pants (not capris). Navy plaid A-line skirts or jumpers. Bike shorts should be worn under skirts and jumpers for modesty.
- Black or navy belt (solid or woven only) must be worn with shorts and pants. (No studs, grommets, patterns, or decorations.) Required for Grades 1st-8th.
- Tennis shoes or comfortable close-toed shoes (no light-ups, sandals, crocks, flip flops, cleats, heels or shoes with wheels).
- Boots may be worn only with long pants.
- White or dark-colored socks must always be worn.
- Tights in white or navy can be worn with skirt. Leggings are not allowed
- Navy cardigan sweaters.
- On days that are exceptionally cold, heavy non-uniform jackets may be worn outside but they must not contain questionable pictures or lettering. The school jacket or sweater should be worn inside the classroom.

Friday Mass Uniform-

- White oxford shirt tucked in with the embroidered St. Patrick School logo.
- Plaid jumper or plaid skirt.
- White or navy tights. White or navy knee-high socks.
- Must wear black shoes.

Girl's Grooming-

- Shirts must always be fully tucked in.
- Skirt lengths should be at the knee or up to 2 inches above the knee.
- No make-up or nail polish.
- Hairstyles should be neat and clean and not distracting.

- Earrings cannot be longer or larger than a quarter for safety purposes.
- Watches may be worn.
- No other jewelry is acceptable unless it is approved by the principal.
- No body ornamentation is allowed (including, but not limited to tattoos, piercings, polish, etc.).
- Hair bows or hair bands that are not distracting and in uniform colors (white, navy-blue, or green).

Boys Dress Code-

- Green polo shirt with the embroidered St. Patrick School logo.
- Navy uniform pants or slacks. No cargo pants or shorts are allowed.
- Black or navy belt (solid or woven only) must be worn with shorts and pants. (No studs, grommets, patterns, or decorations.) Required for Grades 1st-8th.
- Tennis shoes or comfortable close-toed shoes (no light-ups, sandals, flip flop or cleats).
- Boots may be worn only with long pants.
- White or dark-colored socks must be worn at all times.
- Navy cardigan sweaters.
- On days that are exceptionally cold, heavy non-uniform jackets may be worn outside but they must not contain questionable pictures or lettering. The school jacket or sweater should be worn inside the classroom.

Friday Mass Uniform-

- White oxford shirt tucked in with new embroidered St. Patrick School logo.
- Navy long pants (No Bermuda pants).
- Black belt.
- Black shoes (NO tennis shoes).

Boy's Grooming-

- Shirts should always be fully tucked in.
- No facial hair.
- Hair should not be covering any part of the ears or touching the collar. Hair must be above the eyebrows. Ponytails, shaved heads, or designs cut into hair are not permitted.
- Watches may be worn.
- No other jewelry is permitted.
- No large belt buckles.
- No body ornamentation is allowed (including, but not limited to earrings, tattoos, piercings, polish, etc.).
- Haircuts are required within 3 days from notification of noncompliance. Dyed hair and mohawks are not permitted.

Free Dress Day-

On special occasions, the Principal may allow a Free Dress Day. Participation is optional. Clothing must not contain questionable pictures or lettering.

Conduct

General Guidelines-

- Students are expected to be courteous and respectful to all students, staff, and visitors at all times.
- Items not directly used in the educational process should NOT be brought to school (this includes, but is not limited to trading cards, toys, CD players, hand-held video games, etc.). Items needed for a particular class should be taken directly to the teacher. The school is not responsible for any items or toys brought from home.
- Recreational use of cell phones is not allowed on the school grounds of St. Patrick Classical School. If a cell phone is brought to school for emergency after school use, they must be turned off and left in the student's backpack. If a cell phone or other personal electronic device (i.e.-iPod, tablet, etc.) is seen out of the backpack, it will be confiscated and brought to the office where it can be picked up after school by the parent. A teacher may request students put cell phones in a basket during the day which will be returned to them after 3:30. Students who do not abide with the cell phone policy will be asked to leave them at home.
- Students are expected to be reverent and attentive during Mass and prayers.
- Students will rise from their seats and greet visitors that enter the classroom.
- Students will walk in a line in a quiet, orderly fashion during fire drills, walking from one classroom to another, and going to and from Mass.
- Chewing gum is not allowed on campus.

Behavior Expectations-

The following behaviors may result in disciplinary action. This could include a warning, seat time, community or school service, detention, in or out of school suspension, expulsion, or requiring the student's withdrawal from St. Patrick Classical School:

- Violation of the dress code.
- Actions or inappropriate behavior unbecoming to a Christian student.
- Fighting, disruption, or interference in curricular or extra-curricular activities (including but not limited to fist fights, kicking, pushing, shoving, and biting.)
- Damage or destruction of school or private property.
- Stealing school or private property.
- Showing disrespect or being insubordinate toward a teacher, school employee, student, or guest of our school (including but not limited to rude gestures, behaviors, or foul/profane language).
- Assault on a school employee, student, or other persons while at school or traveling to/from school on the school bus.
- Disregarding or ignoring requests or directions by teachers and school personnel.
- Using any form of profanity, written or verbal (words, signs, pictures, publications, or music).
- Engaging in an act which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, or member of the school staff by verbal or written means.
- Engaging in any act of hazing.
- Violating attendance rules.

- Leaving the classroom without permission or the or school grounds without being signed out.
- Not following rules specified in the Student & Parent Handbook.

Cheating-

Evidence of copying homework, class work, or test answers will result in a ZERO for the assigned work. A note will be sent home notifying the parent of the incident. The note must be signed and returned the next day.

Cafeteria Policies

Parents are welcome to join their students for lunch but must sign in at the office before entering the cafeteria. At lunch students should:

- Talk quietly to their neighbors.
- Remain seated.
- Keep areas neat and clean.
- Arrive and leave in a quiet and orderly fashion.
- Practice good table manners and etiquette.
- Pray before and after meals.
- Clean and tidy their areas before they leave the table.

Use of School Grounds and Other Policies

Care of School Property and Grounds-

The school is here for the benefit of the students with the intention that the students shall appreciate and care for it at all times. Students are expected to keep the school grounds clean.

Textbooks-

All textbooks must be cared for and covered at all times (if applicable). The student's name must be written in ink outside each consumable book. Textbooks must be returned to the teacher if a student withdraws from the school and/or at the end of the term. If a textbook is written in, vandalized, lost or damaged, the student is responsible for its replacement value, and the fee must be paid before final report cards are issued.

Daily Schedule – Monday – Thursday NEW

7:15 am	Student Drop Off Begins at South entrance of the Church (across from the Faith Formation Building).
7:30 am	Mass, attendance is optional M - Th, but is encouraged.
8:00 am	Mass is over, teachers and students return students to the school.
8:01 am	Students arriving at school are tardy (go to office to sign them in).
11:00 am	Lunch (PreK-K) – 11:00 – 11:30

11:35 pm	Lunch (1 - 4 grade) – 11:35 – 12:05
12:20 pm	Lunch (5 – 8 grade) – 12:20 – 12:50
3:30 pm	Dismissal
3:30 pm	Aftercare begins.
5:30 pm	Aftercare ends – Please be prompt to pick up your child.

Daily Schedule – Friday NEW

7:15 am	Student drop off begins at South entrance of the Church.
7:25 am	Student choir practice begins in the Church.
8:00 am	Student led Rosary begins in the Church.
8:30 am	Mass begins.
9:30 am	Mass ends, students return to the school.
	The day progresses as usual.

On Art Fridays, grades 5 – 8 will eat lunch at 11:15 – 11:45.

Aftercare

We have an after-school program that starts from 3:30-5:30pm. A separate fee is incurred if a student enrolls in this program. It is offered to every registered student. Any student still on campus at 3:45 is automatically included in our Aftercare program for the day. When a child is being picked up from Aftercare, parents/guardians are required to sign them out. Monthly payments must be made in order to participate the following month. The after-school program ends at 5:30 p.m. **Please do not be late picking up your child.**

Aftercare Charges (Charges are based on pick-up times)

Pre-K - 8 th grade
3:30- 4:30 \$3.00 an hour
4:31- 5:30 \$3.00 an hour
Pick-up after 5:30 will be billed \$20.00/half-hour per child

Change of Address or Phone Information

Please notify the school office immediately concerning a change of address, telephone number, or other information needed for emergency cards. This ensures quick notification in case of emergency.

Dispensing Medication in School

Only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered at school. Written consent of the parents or guardians will allow authorized school personnel to dispense medication. Student medication must be in a properly labeled container with student's name, physician/dentist's name, date, name of

medication, dosage, directions, and duration. The medication must be brought directly to the school office in order to be administered at the appropriate time. This is mandated by state law. Over the counter medication will not be given unless prescribed by a physician and labeled by a pharmacist with proper directions.

Annual Health Screenings

Vision and hearing screenings are conducted annually. Vision and hearing tests are given to PK-4, Kindergarten, first-time entrants, and odd numbered grades. Parents will be notified of potential problems.

Scoliosis screenings are given to students in grade seven. Parents will be notified if their child exhibits noticeable signs of this problem.

Immunizations

All students must present an up-to-date immunization record that is in accord with the Texas Department of State Health Services or a medical exemption signed by a licensed physician (MD or DO) who is authorized to practice medicine in the State of Texas. The medical exemption is valid for one school year. A new documentation of medical exemption must be obtained and presented each year. Some required childhood vaccines include diphtheria/tetanus/pertussis, polio, measles, mumps, rubella, hepatitis B and varicella. If the student had chicken pox, that record may be placed in the student's file. Proof of immunization may be from a licensed physician or public health clinic with a signature or rubber-stamp validation. Failure to provide proof of immunization or a current medical exemption signed by a physician who is authorized to practice medicine in the State of Texas may result in dismissal from St. Patrick School.

Illness

Parents should notify the school of any special health condition. When your child has a communicable disease, notify the school as soon as possible. Keep your child at home if he/she runs a fever (99.5 or above), as he/she will not be permitted at school while running a fever above this temperature. They must be **free from fever or illness for 24 hours** before returning to school.

There are three considerations to help reduce the risk of spreading illness. They include frequent hand washing, covering the mouth while coughing or sneezing, and staying home when you are ill. If your child is sick at night or in the morning before school, he/she should stay home to prevent the risk of infecting others.

Head Lice

If lice or nits are found on a student, the child will be sent home. Before returning to school, the child must use a medicated shampoo. All nits must be removed from the hair before re-entry into the classroom is permitted. The home must be cleaned and disinfected as well.

Emergency Procedures

St. Patrick School is required by the Diocese of Tyler to follow all emergency procedures outlined in our Crisis Manual. A copy of these procedures can be found in the school office.

Fire Drills

Every school is required to conduct a monthly fire drill. Faculty and staff will instruct students on how and when to enter and exit the buildings for such drills, as deemed appropriate by school policy.

PTO

The Parent Teacher Organization was created to provide a way for interested parents to help our school. Participation is encouraged. Meetings are held once a month. The PTO is in charge of organizing fundraising activities, teacher appreciation activities, and other activities that contribute to the success of the school mission.

Field Trips

Field trips can enhance the learning experience and are privileges afforded to the students. **Students must have permission slips signed by a parent/guardian for field trips in order to leave campus.** Telephone calls will not be accepted in lieu of proper forms. Parents or guardians reserve the right to refuse to allow their child to participate in a field trip.

Parent Support Policy

St. Patrick is a partner with the parents in the education and spiritual formation of their children.

Computer and Internet Use Policy

We are committed to treating everyone with respect and dignity in both the physical and virtual worlds. The computer, internet, and social media standards set by the Diocese of Tyler, via the Ethics and Integrity Policy, also apply in conjunction with the follow:

I. Acceptable Use

- Research must be consistent with Church teachings.
- Copyright laws are to be respected. Unauthorized use of copyrighted material is prohibited and may lead to criminal prosecution or disciplinary action,
- Threatening or obscene material is prohibited, including materials which may be damaging to another's reputation. Accidental access to material of this type is to be removed from view of other users immediately,
- Commercial activities are prohibited.
- Users may not download or install any commercial software, shareware, or freeware onto local computers, network drives or disks without explicit written permission.

II. User Privileges

- Access to the Internet is a privilege, not a right.
- There is no expected right to privacy when using our network and/or equipment,
- Violating this Computer and Internet Policy may result in cancellation of privileges.

III. Security

- Do not reveal your account password or allow another person to use your account,
- Do not use another individual's account. Attempts to gain unauthorized access to files will result in disciplinary action.
- Any potential user may be denied access based on a history of problems with other computer systems.
- User may be asked to occasionally update password and account information,
- Vandalism is strictly prohibited. Vandalism is defined as a deliberate attempt to destroy or corrupt data of another user, the Internet, or other networks. This includes, but is not limited to, introducing computer viruses into any system,
- Hardware and software may not be tampered with, installed, removed, or exchanged by any student.
- Harassment is strictly prohibited. Harassment includes the sending of unwanted messages, with the purpose of creating a deliberate annoyance to another user.

IV. Network Etiquette

- Be polite.
- Do not use inappropriate language.
- Do not reveal your address or phone number, or those of others,
- Do not intentionally disrupt the network or other users.

V. Social Networking

- Social Networking is defined as any medium through which people are brought together for exchange of information/personal expression and conversation, etc. This includes, but is not limited to, blogs, text messaging, chat rooms, Snapchat, Facebook, Twitter, etc.
- Teachers, staff, and volunteers are not to request or respond to any minor who may request to be a "friend" on a social networking site.
- Teachers, staff, and volunteers are prohibited from email or phone/text communication with a minor who is connected to school or church activities, unless directly associated
- with school/church business, i.e. submitting documents necessary for school/church sponsored activities, and responding to relevant school/church inquiries,
- Teacher, staff, and volunteers' activities on social networking sites while not on the physical campus must in no way be defamatory towards St. Patrick School or Church activities and/or beliefs.

School Principal's Right to Amend Handbook

The St. Patrick Principal/Headmistress and/or pastor retain(s) the right to amend the handbook for just cause or necessity at any time during the year. Parents will be given prompt notification of changes as they are made.

Agreement Signed by Parents and Students

This handbook is considered part of the contract which exists between St. Patrick School, parents, and students. It is required that both the students and the parents read and understand the policies and guidelines set forth and agree to abide by its provisions.

Please sign and return the attached form and return it to your child's homeroom teacher by Friday, August 18, 2023.

STUDENT/PARENT - CATHOLIC SCHOOLS GRIEVANCE PROCESS DIOCESE OF TYLER

PURPOSE

A "grievance" is a complaint based on any alleged violation, any inequitable application of policy, or any dispute over the meaning, or interpretation of the terms of a contract at the local or Diocesan level.

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

NONDISCRIMINATION

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the council or the school administration against any person because of participation in the grievance procedure.

LOCAL RECONCILIATION

Before allowing differences to become formalized into grievances, every effort should be made to resolve local-level disputes, by way of a free and open discussion, between the grievant and the immediate authority.

Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.

1. Any individual having a grievance shall first discuss the same with the immediate authoritative person.
2. If the immediate authoritative person is not the principal, the grievant must meet with the principal before the grievance is brought to the next level.
3. If a satisfactory decision is not reached, or if the principal fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlined herein.

LEVEL ONE - SUPERINTENDENT

If a satisfactory solution was not been reached during Local Reconciliation, the following procedure is to be used:

- 1. The aggrieved party shall submit a complaint in writing to the Superintendent within ten (10) business days following the grievant's last meeting with the principal.**
- 2. The Superintendent will arrange a meeting within five (5) business days following receipt of the ^written statement The meeting is an attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial.**
- 3. If a satisfactory solution was not reached, the grievant will notify the Superintendent of the Intent to appeal, in writing, within five (5) business days. Failure to give such written notice will cause the decision to be final.**
- 4. Within ten (10) business days of receipt of the grievant's letter, the Superintendent will arrange a meeting with the grievant**
- 5. The principal will be instructed to give the Superintendent all documentation relating to the matter.**
- 6. The grievant will have the opportunity to explain, defend, or refute the documentation presented by the principal.**
- 7. The Superintendent will review all the information presented and notify both parties of the decision with ten (10) business days of the appeal hearing.**

LEVEL TWO - DIOCESAN SCHOOLS APPEALS BOARD

If a satisfactory decision was not been reached at Level One, the grievant may appeal to the Diocesan Schools Appeals Board consisting of three members appointed by the Bishop. One member will come from the Bishop's Curia, one will be a teacher (from another school system in the diocese) and onewill be a principal (from another school system in the diocese). The chairperson will be the Curia representative.

- 1. The grievant shall have five (5) business days, after receiving the Superintendent's decision, to appeal to the Diocesan Schools Appeals Board.**
- 2. The notice of appeal is sent in writing to the Superintendent**
- 3. The Superintendent will set a hearing within fifteen (15) business days of receipt of the appeal notice.**
- 4. The grievant will be notified of the hearing at least ten (10) days before the scheduled hearing.**
- 5. The principal will be notified at least ten (10) days before the scheduled hearing.**
- 6. Both parties will be heard on the same day, but at separate times.**
- 7. The Superintendent will not attend the hearing, but will be the official timekeeper and be available to clarify Diocesan policies and procedures.**
- 8. At the hearing, each party will have a maximum of one (1) hour to present their position to the board.**
- 9. The principal and, if necessary, the teacher will present evidence, reasons for actions taken, and demonstrate sufficient cause for the decision.**
- 10. The grievant will be given an opportunity to rebut the evidence and to offer proof and evidence.**

11. **The Diocesan Schools Appeals Board will consider only the merits of the case based on relevant and reliable documentation based on Diocesan Policies and Procedures.**
12. **The Diocesan Schools Appeals Board will deliberate in private.**
13. **The decision will be the result of a simple majority vote.**
14. **The chairperson will send a letter stating the decision to the grievant, the Superintendent, and the principal within five (5) business days from the date the hearing was held.**

Approved by the Diocesan School Advisory Council on May 23, 2005

Original Date Ratified: June 21, 2005

**By: The Most Reverend Alvaro Corrada, S.J.
Bishop, Diocese of Tyler**

Revised Date Ratified: July 17, 2013

**By: The Most Reverend Joseph. E. Strickland
Bishop, Diocese of Tyler**

Revised and approved by the St. Patrick Classical school Advisory Council on July 5, 2023