



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

**Student and Parent Handbook**

**2026 - 2027**

The provisions and information set forth in this handbook are intended to be for informational purposes, site-based policies, and administrative regulations. This handbook is not considered as a substitute for state/federal law or Diocesan policy. Federal law, state law, and Diocesan policy shall prevail in the event of any conflict between them and the provision of this document. St. Patrick Catholic Classical School reserves the right to amend, alter, change, delete, or modify any provisions in this handbook at any time.

St. Patrick Catholic Classical School does not discriminate on the basis of race, color, national origin, sex, or serviceable disability in providing employment, academic services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. The following persons have been designated to coordinate compliance with these requirements.

Reverend Denzil Vithanage  
Pastor  
St. Patrick's Catholic Church

Charlotte Adams  
Head Mistress  
St. Patrick Catholic Classical School

## **School Information**

Student Drop Off begins at 7:15 AM at St. Patrick Church

School Day begins at 8:00 AM

8:00 AM – 3:30 PM

After School Care

PK – 8th Grades until 5:30 PM

School Masses

Monday – Thursday 7:30 AM

Friday 8:00 AM

Contact Information

School Office (936) 634-6719

Rev. Denzil Vithanage, Pastor

Charlotte Adams, Principal

School Website [www.stpatricklufkin.com](http://www.stpatricklufkin.com)

Church Office (936) 634-6833

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## **STATEMENTS**

### **PHILOSOPHY STATEMENT**

**St. Patrick Catholic Classical School seeks to fulfill its mission by providing:**

- for the continued formation of the Christian person in a unique environment in which students, teachers, and parents experience the presence and divine guidance of the Holy Spirit. The environment stimulates and promotes a community of believers and learners in the spirit of Jesus Christ as experienced in the Catholic Church and lived out as active citizens in today's society.
  - opportunities for our students and staff to employ the intercession of our patroness Mary, the Mother of God, in their daily educational activities.
  - qualified teachers and administrators personally committed to the Catholic Faith who are dedicated to sharing and passing on this faith. As enthusiastic advocates of their profession, they impart in their students the love of learning.
  - resources, which stimulate individual growth and integrity consistent with Christian ideals.
  - facilities for St. Patrick Catholic Classical School, which are supported by St. Patrick Catholic Church and the Catholic Diocese of Tyler.
- As a result, students and teachers are drawn to live the Gospel message, unite in worship, respond to the needs of the community with fellowship and social justice, and serve others through the sharing of their spiritual gifts and temporal goods for the betterment of all.

### **MISSION STATEMENT**

St. Patrick Catholic Classical School is dedicated to academic excellence while fostering a strong spiritual foundation and service to others.

### **VISION STATEMENT**

St. Patrick Catholic Classical School is committed to nurturing the growth of our students spiritually, intellectually, and socially with a focus on Catholic Identity and rigorous academics.

### **OUR GOALS:**

- To provide a holistic, educationally oriented approach to the spiritual, physical, intellectual, creative, and emotional growth of our students.
- To stimulate and challenge students to reach their maximum potential spiritually, physically, intellectually, creatively, and emotionally.
- To present, through word and example, the Gospel message of Catholic morals and values with the ultimate goal of continuing these principals into adult life.

- To impart in our students the knowledge and skills needed to respect and maintain a healthy body as a temple of the Holy Spirit and to respect themselves and others as unique gifts from God.
- To instill in our students a love of learning, including an inquisitiveness toward new concepts and challenges, and an appreciation of education as a life-long learning process.
- To foster and direct the creative and aesthetic potential of students, encouraging the appreciation of Truth, Beauty and Goodness.
- To stimulate and nurture students emotionally to respect all human life with dignity regardless of race, creed, color, gender or ethnic origin.

### **OUR OBJECTIVES:**

The St. Patrick Catholic Classical School community will strive:

- To form the Christian ideal of unity through prayer, service and community involvement. This includes the involvement of the family, parish, and community in the educational process.
- To teach all subjects thoroughly, modeling learning, especially learning of the Catholic faith, as a way of life. This includes instruction in virtues that foster respect for the dignity of the person, including development of physical and emotional fitness, and lifelong health and safety.
- To develop and implement a holistic curriculum that fosters learning as a life skill, including continued growth in the area of staff development to support curriculum enhancement.
- To present a Classical Liberal Arts curriculum that embodies the development of our God-given gifts. This includes curricular activities that challenge students spiritually, physically, intellectually, creatively, and emotionally.
- To present opportunities for service and mission that encompass local and national needs, including programs that help the needy, highlight a respect for life, and prayer for our civic leaders.

### **ACCREDITATION:**

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

## **PARENTS AS PARTNERS**

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

- To set rules, times and limits so that your child:
  - ❑ **Gets to bed early on school nights**
  - ❑ **Arrives at school on time and is picked up on time at the end of the day**
  - ❑ **Is dressed according to the school dress code**
  - ❑ **Completes class assignments and turns them in on time**
  - ❑ **Has all needed materials and is prepared to learn**
  - ❑ **Respects the student Code of Conduct**
- To actively participate in school activities such as Parent-Teacher Conferences, Parent Organization meetings (encouraged) and activities, fund-raising opportunities and required service hours.
- To read school communications, check the website and FACTS – Parents Portal (<https://factsmgt.com/>) for updated information on a regular basis and to show interest in the student's total education.
- To minimize student absences and tardies, understanding the importance of regular attendance.
- To notify the office if the child will be absent from school or late for school.
- To submit a reason for the absence or a doctor's note when the student returns to school after being absent.
- To notify the school office of changes in address or important contact numbers.
- To meet all financial obligations to the school, in a timely and responsible manner.
- To ensure that the student pays for damage to school books or property due to carelessness or neglect.
- To inform the school of any special situation regarding the student's well-being, safety and health.
- To promptly complete and return to school any requested information.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers and staff with respect and courtesy when discussing student problems.
- To treat other students and families with respect and courtesy.

## **ADMISSION POLICY**

### **Racial Nondiscriminatory Policy**

St. Patrick Catholic Classical 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 of Special Needs Students**

Parents or guardians of students with special needs may apply to SPCCS. With the application, the parents or guardians of the student must submit school district testing and any other paperwork that will help to make an assessment of suitability of student placement. With receipt of school district testing and other relevant paperwork, assessment will be made concerning student placement at SPCCS. Each child will be considered on an individual basis.

The Admissions and Review Committee (ARC) will meet to make an educational determination of suitability for placement. Based on the findings and recommendation(s) of the committee, if the student is deemed to be suitable for placement, the student will be allowed to enroll, an ARC meeting will be held to determine instructional modifications and accommodations for the student, and an Individual Education Plan will be put in place to meet the student needs.

### **Re-Enrollment Process of Returning Students:**

Students who are enrolled for the current year, and who are in good standing, may be Re-Enrolled for the next school year.

- Re-Enrollment should be done via an online re-enrollment through FACTS.

Enrollment fees must be paid annually to ensure registration. The enrollment fee is non-refundable and due with re-enrollment.

- After review of current year's tuition contract compliance, student's academic progress and compliance with school rules and regulations outlined in the Parent Student Handbook, re-enrollment will open in FACTS for the next school year.

### **Circumstances That Require Further Review:**

Administration will make appropriate recommendations and determinations concerning the future of a student's continued enrollment at St. Patrick Catholic Classical School using criteria that is consistent with Gospel values and church teachings. Re-enrollment may be denied to:

- Students demonstrating an inability to progress satisfactorily due to physical, emotional, or mental disability, and any situation or circumstance deemed necessary by the Principal and/or Pastor.
- The failure to meet financial obligations.
- The inability to meet academic expectations even with accommodations.

### **Age Requirements Per Diocesan, TCCB ED, and State Policy:**

Age requirements for classes are as follows:

PreK 3 - must be 3 years old on or before September 1st of current school year.

PreK 4 - must be 4 years old on or before September 1st of current school year.

Kindergarten - must be 5 years old on or before September 1st of current school year.

1st Grade - must be 6 years old on or before September 1st of current school year.

### **Bathroom Needs**

All students enrolled at St. Patrick Catholic Classical School must be able to take care of their personal bathroom needs. If your child has a bathroom accident and does not have extra clothes at school, you will be contacted to come to school (or to send a representative) to bring a change of clothes. These situations will be handled in accordance with the Diocesan Safe Environment Policy. Class schedules have ample opportunities to visit restroom facilities throughout the day. Parents should encourage their student not to wait to communicate their bathroom needs to their teacher. PreK 3 and PreK 4 students must be potty trained and able to clean themselves. If an accident occurs to a child that has more trouble cleaning him or herself, the parent will be called to assist the child and the child will return to the classroom afterward. Parents are encouraged to leave an extra change of clothes at the school for emergencies.

### **Applications**

Applications are accepted throughout the school year based on availability. Parents must fill out an application online. For parents/guardians needing help with the application process, office personnel will be available to help.

## **FINANCIAL POLICIES**

### **Tuition and Fees**

The St. Patrick Catholic Classical School current tuition and fee schedule is available by contacting the school office or via the website, [www.stpatricklufkin.com](http://www.stpatricklufkin.com)

Enrollment fees are NON-REFUNDABLE unless the child is not accepted for admission or moves outside the Lufkin area. Enrollment and Registration all take place through the FACTS Family Portal. Additional information on registration, tuition amounts, and possible tuition financial assistance is available through the school office (936) 634-6719 or [office@stpatricklufkin.com](mailto:office@stpatricklufkin.com).

A tuition contract is signed by each family through your FACTS registration. This is an annual contract that binds the signee to payment of the full annual tuition and fees. A monthly payment plan does not change the obligation to pay the full annual tuition and fees. Tuition fees may be set to draft on the first or the fifteenth of each month. Fees will be assessed through FACTS for any returned drafts. Tuition covers only a portion of the cost of education of each student.

Additional school funds are generated by parish tuition assistance and donations.

It is the responsibility of the St. Patrick School Advisory Council with the assistance of the Pastor and Principal to set annual tuition and fees. The annual tuition does not completely cover the true cost of educating a student at SPCCS which is over \$10,000 per student per year.

## **Required Adult Service Hours**

Each PK-8th grade student's family is required to complete twenty-five (25) family service hours. All service hours must be fulfilled through pre-approved volunteer activities. For service hours not completed, each family will pay, as a Tuition Obligation, the sum of \$20.00/hr., up to \$500.00 for all 25 hours. All service hours not entered by April 13, 2027 will be added to the May tuition statement at \$20.00 per hour for those not served or not recorded. The office staff reserves the right to verify hours entered with the project coordinator, teacher, or committee head in charge of the activity. It is the responsibility of the family to keep a record of all hours served and record these service hours in the school office on the first of each month. Committee chairs or activity coordinators are not responsible for turning in your family's service hours.

## **Helping Our School – Helping Our Kids: Service Opportunities**

### **Please express interest in volunteering to receive permission from principal**

- Monitoring students at lunch (Safe Environment Training required)
- Assisting in office (Safe Environment Training required)
- Serving as room parent or assistant to organize volunteers
- Help during field day or with special school events (Safe Environment Training required)
- Substituting partial/full day for teacher (Safe Environment Training required)
- Providing transportation/chaperone for events (Safe Environment Training required)
- Cleaning classrooms and hallways (must be planned)
- Picking up classroom garbage on a routine basis (must be scheduled)
- Volunteering for projects involving general upkeep of the school buildings (must be planned)
- Campus Clean Up Days (must be planned)
- Coordinating or assisting with special events and fund-raisers
- Chairing or helping with an event (Spring Gala, Pumpkin Patch)
- Attending Parent Organization meetings

## **Change of address and phone numbers**

The school office should be notified immediately concerning a change of address, phone number, or other vital information needed in case of an emergency. This is necessary so that we can adequately care for your child should an emergency arise, and so that we are able to communicate effectively with you concerning school information. Parents may also change their own address and phone information in FACTS through the Parent Portal, but must notify the office if they do so.

## **Communicable Diseases**

As members of the St. Patrick's community, we have a responsibility to protect our children from illness as much as possible. Parents of students with a communicable disease (including but not limited to chicken pox, measles, lice, pink eye, impetigo, scabies, a COVID 19 variant, flu, etc.) have a responsibility to contact the office so that the teacher can be alerted. Students with contagious diseases are not allowed to come to school while they are contagious and are not allowed to return to school without a doctor's release.

A student may **not** remain at school with a fever, diarrhea, or while vomiting. A child must not return to school unless he/she has been free of symptoms and fever for 24 hours. If an illness

requires an antibiotic, the child should receive the medication 24 hours before returning to school. Please adhere to this rule for the protection of all our children and staff.

## **ACADEMIC STANDARDS**

### **Standardized Testing**

St. Patrick Catholic Classical School follows Diocesan curriculum guidelines and TCCB ED policy, with standardized testing administered as one of several means of assessing pupil performance. Standardized tests (IOWA Test of Basic Skills and the CogAT Cognitive Abilities Test) are administered each spring during the designated testing week to students in grades K – 8th. St. Patrick Catholic Classical School administration and staff analyze the results of these tests to continue to meet the needs of students and develop a plan for academic excellence. An assessment of religious knowledge (ARK) is given to all students in grades 2-8. This test gives an evaluation of scriptural, social, and moral growth.

### **Conferences**

Two Parent/Teacher Conference Days are scheduled each year. For the 2026 – 2027 School Year these will be on Oct. 6, 2026 and Feb. 12, 2027. Information on scheduling conferences will be sent to parents by teachers in early October and February. Parents who see academic problems developing with their student should contact the teacher immediately. Additional conferences may be arranged by the parent or the teacher at any point in the academic year.

### **Permanent Records**

Permanent records are kept for all students who attend St. Patrick Catholic Classical School. A permanent record consists of a final grade report with nine-week and semester grade averages for classes taken, as well as standardized testing results.

Records may not be removed from the office by any person. Students over the age of 18 and parents (both custodial and non-custodial) of students under the age of 18 have a right to obtain copies of school records for the cost of copying and by signing the Records Release of Information forms. Parents and students must give the school a minimum of forty-eight (48) hours' notice for copies of these records. Teachers and other school personnel, who have a legitimate interest in a student's record, will have access to the permanent records.

## **ACADEMIC POLICIES**

## **GRADING POLICY FOR 2026-2027**

Student grades are entered into the teacher gradebook on the FACTS website. All grade information for students is confidential and must be treated according to the Buckley Amendment protocols. Student grades are not shared with other students or parents. Teachers are required to post grades weekly on FACTS. Parents and students may access those grades electronically through their FACTS account. Progress reports will be sent home around the 4.5 week mark and report cards will be sent home every nine weeks. The final report card for the year will be given to parents/guardians on the last day of school. A copy of the student's final report card will be added to the cumulative folder.

### **Grade Scales:**

The following is a guide to the grade scale at St. Patrick Catholic Classical School:

#### **Grades: Kindergarten, 1st – 8<sup>th</sup> grades**

A 100-90 E - Excellent

B 89-80 S - Satisfactory

C 79-75 N - Needs Improvement

D 74-70 N - Needs Improvement

F 69-0 F - Fail, U Unsatisfactory and Needs Improvement

### **Other Codes**

E Excellent    N Needs Improvement

S Satisfactory    U Unsatisfactory

### **Grades will be weighted as follows:**

**Grade levels Kindergarten – 4<sup>th</sup> grade**

**All grades are weighted equally**

#### **Grades: 5<sup>th</sup> – 8<sup>th</sup>**

**Tests/projects 40% of grade**

**Daily grades/quizzes 50% of grade**

**Participation/homework 10% of grade**

## **RETENTION POLICY FOR MIDDLE SCHOOL**

### **Middle School Grade Advancement**

The end of the school year final average of a student must be 70 or above to advance to the next grade level. If a student's final average is below 70, an Academic Committee meeting will be held to determine if a student needs to be retained or may be placed in the next grade level.

## **STUDENT MASTERY POLICY**

St. Patrick Catholic Classical School will use the following as criteria for assessment:

SPCCS expects that 70% of students will attain 80% mastery on any given skill in order for the class to move to another skill. If this mastery is not achieved, the teacher will reteach, enrich and enhance until the learning expectation is met.

Parents may be asked to reinforce skills at home in order to promote success.

In order to provide fair and consistent assessment of mastery, all classes (grades 1-8) will comply with the following:

- Papers with no heading will result in a deduction of points campus-wide.
- Late Work will be accepted per teacher policy. Late work will be given a deduction of points.
- Teachers will update missing work in the gradebook with a letter (example: M for missing) on the day that the work is first missing. The teacher will generate an email, notifying the parent(s) of missing work. If the gradebook still says “M”, the work is still missing.
- A minimum of 2 daily grades will be recorded weekly for each subject area.
- A minimum of 1 test grade will be recorded every two weeks.
- All core content areas will receive a numeric grade during each reporting period except for Pre-K.
- Students in grades 6 – 8 will take final semester exams in December and in May. A low semester exam grade may fail a student for the semester. Students should take the time to prepare well for semester exams. Teachers will provide semester review to assist students with preparation.

## **HOMEWORK POLICY**

Homework is based on material that has been presented. Homework is more likely to be completed if students perceive it as beneficial and parents provide encouragement and support at home.

## **PHYSICAL EDUCATION**

A note from a parent is required to excuse a student from Physical Education or recess play. A physician's note may be necessary to excuse a student from Physical Education or recess play for an extended period for medical reasons. Physical Education credit is required and the expectation is active participation. Athletic footwear and socks are mandatory.

## **GUIDANCE PROGRAM**

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. The guidance program components at SPCCS strives to fulfill the mission of the school for all students, as they make progress toward the fulfillment of God's plans for them.

The Virtues in Practice Program presents a virtue of the month and highlights a saint that is a role model of that virtue. Classes discuss ways to exemplify the virtue and examples of how to put the virtue into practice. Students are nominated at the end of each month exemplifying the practice of the monthly virtue.

Christian Service is discussed in homeroom and Religion classes with students participating in projects to help the less fortunate.

The Theology of the Body Program helps students in grades 7 and 8 to see the dignity of the human person in the areas of human sexuality and self-awareness. This includes emotional regulation and empathy for others. This class is taught by the parish priest once a week during Religion time.

Social Emotional Learning is important to the holistic education of each student. The school counsellor teaches skills which increase awareness and promote emotional regulation. The counselor will see students for individual sessions upon parent request.

## **HONESTY AND INTEGRITY**

SPCCS expects all students to abide by ethical academic standards.

**Academic dishonesty**—including plagiarism, cheating or copying the work of another, using technology, including AI, for illicit purposes, or an unauthorized communication between students for the purpose of gaining advantage during an examination – **is strictly prohibited**. St. Patrick Catholic Classical School Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of SPCCS's Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is acceptable, as long it is clear whose work is being presented.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off someone else's work as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas, you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is **stealing**.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- **Forgery** or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.
- The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from

others.

- Students found to have engaged in academic dishonesty shall be subject to disciplinary action and academic penalties.
  - Students are not allowed to bring weapons, drugs, vapes, contraband, smart technology, etc. to school. The administration reserves the right to inspect a student's backpack at any time for any reason. Parents will be notified within 48 hours of a backpack inspection by the pastor, counselor or a member of the administration.

## PROCEDURES

### ABSENCES

Parents should notify the school if a student will be absent. When a student returns to school after an absence, a doctor's note or parent note of explanation should be given to the homeroom teacher. Per state and Diocesan policy, 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.

An Attendance Committee hearing is required for students who have missed more than 18 days. Based on grades and teacher input, a decision will be made to recommend the student be retained or placed in the next grade level. Evidence that the absences did not adversely affect student academic performance is necessary to place a student with excessive absences in the next grade level.

Students are expected to make up missed work within 2 days 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 (maximum of one week). 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. Parents are able to check attendance records via the FACTS parent portal. If you see any discrepancies in your child's attendance, please contact the school office to have the information corrected.

### TARDIES - NEW

It is the responsibility of the parents or guardians to see that their children arrive to school on time. The school day 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. **Chronic 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. Students are responsible for making up any missed work when they are not in class.

### STUDENT DEPARTURE DURING THE SCHOOL DAY

Students will be released during the school day only when the parent, guardian, or authorized pick up person listed in FACTS comes to the office and signs them out. Please do not call the office to authorize a person by phone who is not listed in FACTS to pick up your student. You

must add any person who is to pick up your student to the pickup list in FACTS. In an emergency submit a handwritten note to the office in writing. Please plan ahead. Please limit asking for your child to wait in the office for your arrival. He or she needs to spend that time in class. The office will call your student for dismissal when you arrive to collect your child for departure.

### **MORNING DROP-OFF PROCEDURE**

Mass will be offered daily at 7:30 AM Monday through Thursday in the Church. Parents are welcome to attend, but may not sit in the school sections of the Church. Children may be dropped off no earlier than 7:15 AM. 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 inside the Church to take attendance. 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 AM, Mass will be over and the students will be escorted to their classroom. If you arrive after 8:00 AM, bring your child to the office to sign-in and they will be taken to class.

Friday Mass will be at 8:00 AM and all students are required to attend. Students are encouraged to attend the student-led Rosary at 7:30 AM.

### **AFTERNOON STUDENT PICK UP PROCEDURE**

Students are dismissed at 3:30 PM. The children in Pre-K-8 will be taken to the cafeteria to wait for their pick up. To pick up your child, enter the driveway in front of the elementary building and pull up as far as you can (end of the sidewalk if not raining). Your student will be escorted to 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. Holding a teacher conference in the car line is discouraged.

### **STILL NO BUS RUNNING TO NACOGDOCHES**

St. Patrick Catholic Classical School is seeking a person (preferably a parent) with Virtus Ethics Training that is up to date and who holds a current CDL to drive the school bus from Nacogdoches and back. Please call the office if interested.

### **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 name tags must be worn at all times while on campus. 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. 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.

### **FACTS**

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

### **CLASSROOM ETIQUETTE**

Teachers are responsible for maintaining a proper Christian learning environment in their classrooms. They will establish basic rules for proper behavior. These basic rules will be based upon the following premises:

- Students will not stop the teacher from teaching.
- Students will not prevent another student from learning.
- Students will show courtesy and respect at all times.
- The teacher and school must be able to exercise discretionary authority. Therefore, each classroom teacher will send home class rules at the beginning of the school year to be signed by both parent and student as a means of communicating their rules.

### **HALLWAY ETIQUETTE**

While changing classes, students are to walk quietly and report to the next class immediately. If the teacher for the next class is not in the classroom when the students arrive, those students will wait quietly in the hallway until the teacher arrives and invites the students into the classroom. Students will not vandalize hallway paint or school décor anytime while on campus.

### **CHURCH ETIQUETTE**

The church building is a sacred place; hence we act with reverence when we are there. Some guidelines to help our children remember the correct behavior are:

- Be respectful and attentive at all times
- Walk in a quiet line with the teacher to and from church
- No conversations or inappropriate talking in Church; students are expected to participate in verbal responses and singing during Mass
- Use Holy Water appropriately.
- Genuflect and make the Sign of the Cross properly.
- Use kneelers properly (do not prop feet or stand on kneelers).
- Stay in line as you enter and leave the pew.
- Avoid bathroom breaks unless absolutely urgent and definitely **not** during the consecration. Students must kneel during the elevation of the Eucharist and honor

the Sacred Space through words and actions.

## **PLAYGROUND AND GYM RULES**

Children are to play in areas designated by their teachers. This is for the safety and well-being of the children. Rules are designed to protect our children as much as possible. We ask that parents and families reinforce the importance of playground and gym safety, so that children learn to take responsibility for their actions and treat each other with respect at PE and recess times.

General playground conduct:

1. If a problem should arise, tell the teacher or adult on duty.
2. Share playground and gym equipment.
3. Use playground equipment properly.
4. Use appropriate language on playground.
5. No fighting, bullying, inappropriate physical contact or verbal abuse.
6. Stay within school boundaries.
7. Display good sportsmanship.
8. Permission is needed to leave the playground or gym area.
9. Respect playground equipment and nature.
10. Play appropriately.
11. Clubs that exclude students are not allowed.
12. Follow the directions of the teacher on duty.
13. Be mindful of actions that could cause harm to others.
14. Athletic shoes are required.

## **BULLYING/HARASSING**

The SPCCS's faith community of students and adults should respect, protect, and share the God-given life, worth and dignity of every person, regardless of ability, gender, appearance, cultural

background, or interests. St. Patrick Catholic Classical School, through its administrators, faculty, and staff, creates an environment that encourages and supports learning, expresses a heightened concern for the student who may feel isolated, bullied, harassed, alienated, or the target of inappropriate conduct. Such behaviors can include, but are not limited to: teasing, poking, biting, hitting, or extorting money, food, favors, or other possessions from another person. Further, such behaviors can range from mild to severe, and include physical, verbal, written, or graphic aggression, as well as social isolation and alienation. It includes, but is not limited to, epithets, slurs, stereotyping, name-calling, sexually-suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. Behavior that targets an individual or group is harassment when it:

- Has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment
- Has the purpose or effect of unreasonably interfering with an individual's performance or emotional health.

Students who are determined to have engaged in bullying or harassment will be subject to discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary actions, up to and including expulsion. SPCCS asks that parents closely monitor their children on all technology, social media, and

online platforms. While St. Patrick Catholic Classical School does not assume disciplinary responsibility for bullying which occurs off campus or through online platforms during non-school hours, all bullying, even in off campus settings, impacts the Christian environment and relationships within the school community. Parent supervision is an important aspect of our educational partnership.

### **THE ST. PATRICK'S SAINTS LAW**

A SAINT is expected to behave in the following manner at all times:

The SAINT Law

- ❖ I will treat others with dignity and respect at all times.
- ❖ I will demonstrate good judgement in dress, communication, and conduct.
- ❖ I will be excellent in my academic effort and meet all of my responsibilities as a student.
- ❖ I will live by the example of Jesus, seeking justice, peace, and a close relationship with God.
- ❖ I will represent my school and my Church with pride and honor in all that I do.

### **ADDITIONAL CLASSROOM RULES FOR ST. PATRICK CATHOLIC CLASSICAL SCHOOL STUDENTS**

1. You must show respect for all teachers at all times.
2. Shirt tail (male gender) must be tucked in at all times.
3. No talking unless you have permission.
4. Stay seated unless you have permission.
5. Come to class prepared and ready to learn when the class begins.

## **DISCIPLINE POLICY**

### **ELEMENTARY SCHOOL**

Discipline for minor infractions will be determined by the classroom teacher.

Any severe behavior warrants an office referral.

### **MIDDLE SCHOOL**

As in the elementary school, middle school teachers should strive to address behavioral issues through effective classroom management and parental communications. The following provides guidelines for a consistent program to support the teachers in their classroom management. These guidelines are subject to teacher discretion and are not intended as legal code, but rather a starting point.

### **INFRACTIONS**

#### **Minor infractions: -1 POINT OFF WEEKLY STUDENT CONDUCT GRADE**

**Examples (not a complete list):**

- Missing a belt/other occasional dress code violation (wearing tight spandex pants, sweater worn around waist, improper shoes, etc.)
- Speaking without raising a hand
- Chewing gum
- Leaving a mess behind in the classroom or the cafeteria

- Being out of seat without permission

### **Moderate infractions: -2 POINTS OFF WEEKLY STUDENT CONDUCT GRADE**

#### **Examples (not a complete list):**

- Talking back to a teacher
- Refusing to comply with directions
- Possession of a cell phone or communication technology
- Habitual uniform infractions
- Intentionally destroying school property

### **Severe infractions: -3+ POINTS OFF WEEKLY STUDENT CONDUCT GRADE**

#### **Examples (not a complete list):**

- Technology violations (including more than 1 cell phone violations)
- Fighting/improper physical contact
- Name-calling
- Bullying behavior
- Cheating
- Moderate to severe violations may result in In-School Suspension and an office referral.
- In-school suspension may incur a charge to parents.

### **Office referral: -15 POINTS OFF WEEKLY STUDENT CONDUCT GRADE**

If the classroom teacher has exhausted all classroom management options or if a behavioral infraction is so severe that it warrants referral to the office, the principal will determine the consequences which may include: in-school suspension, suspension, or expulsion.

## **OTHER POLICIES**

### **CELL PHONE POLICY**

No cell phone, Apple watch, or other texting or personal internet device is allowed to be worn or used on campus. It is asked that parents not allow students to bring them to school. Any violation of the electronics policy will result in confiscation of the equipment and possible loss of future privileges. The school retains the right to scrutinize the contents of confiscated electronic devices and turn in to the proper authorities if necessary. Students must enter or release locks or password protection from devices when confiscated. All confiscated equipment will be returned to the parent and student conduct grade will reflect the incident. **No student is allowed to video or audio record any teacher or other student unless given explicit permission and is on the teacher device. Any violation of this nature will be grounds for immediate disciplinary action including expulsion.**

### **CONCERNS**

In keeping with the Church's principle of partnership, problems should be solved at the most direct level whenever possible. Persons having a problem with another individual should go directly to that person before going to that person's supervisor.

#### **Protocol – Principle of Subsidiarity**

If a parent has a complaint about a teacher or staff member, the parent will need to discuss the

difficulty with the teacher or staff member first. Procedurally, parents must go to the principal before going to the pastor. The following is the protocol for discussing your child's progress academically or behaviorally:

1. The parent must make an appointment with the teacher first to discuss the matter. At this meeting, the parent/guardian, teacher(s), and student, if requested, will attempt to resolve the matter in question. The teacher will submit a written form to the Principal summarizing the meeting within 24 hours.
2. If the parent, student, and teacher(s) cannot come to an agreement, they should then seek a meeting with the principal.
3. If, after the meeting with the principal a resolution cannot be reached, the pastor will hear the concerns with all present and take the matter under advisement and make a final ruling. The pastor's decision will be final.

### **RESTORATIVE DISCIPLINE**

Whenever possible, proactive measures and restorative practices will supersede punitive consequences. The goal of St. Patrick Catholic Classical School is to help our students to grow and to develop into disciples of Christ, sharing the faith with those they encounter. Students will first be redirected and encouraged to learn from their mistakes. If mistakes become habitual challenges, appropriate consequences will ensue.

### **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.

### **VALUABLES ON CAMPUS**

Students should not bring money, electronics or other items of value to school. SPCCS is not responsible for personal valuables or money on the school campus.

## **DRESS CODE**

In keeping with our belief that the moral, spiritual, and academic aspects of the education offered at St. Patrick Catholic Classical School are of the utmost importance, we believe that all students should be allowed and encouraged to focus on those areas, and that growth and development in those areas should be allowed without distractions whenever possible. Therefore, in the spirit adopted by Catholic schools throughout history, all students attending SPCCS are required to wear school uniforms each day unless permission from the Principal is obtained. Since uniforms are a positive part of our school environment, every school day is in general a uniform day. Being in uniform is part of being ready for class. It is the parent's responsibility to have the student in the proper attire. Dress uniforms are always worn for Friday Mass and special events. Uniforms will be worn for field trips to the zoo and other outdoor activities. The specified dress code will be noted on the event permission form sent home by the teacher. Negligence or indifference towards this policy shall lead to disciplinary action. Parents may be called to pick up a student or to bring a change of clothing. Parents should always check

what the student is wearing before he or she leaves the house to determine if it is appropriate dress for the day.

## **UNIFORM REQUIREMENTS**

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

## **LOGO EMBROIDERY LOCATIONS**

- Kasye's Kreations - \$10.00/item  
(936)-899-7181  
120 E. Lufkin Ave.  
Lufkin, TX 75901
- Camo & Rhino Boutique - \$8.00/item  
(936)-414-5750  
922 S John Redditt Dr.  
Lufkin, TX 75901
- AAA Trophy - \$9.00/item  
(936)-634-5229  
305 E. Denman Ave.  
Lufkin, TX 75901
- Downtown Arts & Embroidery - \$7.00/item  
(936)-564-8282  
405 E. Main St.  
Nacogdoches, TX 75961
- Real Graphics- \$ 10.00/item  
(936)-699-2670  
417 E Lufkin Ave,  
Lufkin, Tx 75901

## **GIRLS DRESS CODE**

### **Monday – Thursday Daily Uniform**

- Green polo shirt with an embroidered St. Patrick School logo.
- Navy shorts or pants made of slack material (not capris). Navy plaid A-line skirts or jumpers. Bike shorts should be worn under skirts and jumpers for modesty. No spandex legging type pants are allowed. Pants must be **slacks**. Belt must be worn, if necessary, to prevent sagging.
- Tennis shoes or comfortable athletic close-toed shoes in a solid white or black color with no writing or graphics (no light-ups, sandals, crocks, flip flops, cleats, boots, heels or shoes with wheels).
- 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 with school logo are appropriate to wear in classroom.
- On days that are exceptionally cold, heavier, front opening, (no slip on over head, no hoodies) navy or black jackets with the school logo may be worn. Other jackets may be

worn outside if necessary, but must be removed when entering the Church or school buildings. They must not contain questionable pictures or lettering. The school sweater with an embroidered logo may be worn inside the classroom.

- Long-sleeved shirts are NOT to be worn under the uniform. Only short-sleeved, plain white undershirts may be worn under the uniform shirt. Students may wear a navy-blue sweater in the classroom. NO pants will be worn under skirts.
- Pants may not be leggings, jeggings, made of spandex material or tight fitting. Pants must be **slacks**.

### **Friday Mass Uniform**

- White oxford blouse tucked in with the embroidered St. Patrick School logo.
- Navy blue tie from Lands End.
- Plaid jumper or plaid skirt from Lands End.
- White or navy tights. White or navy knee-high socks.
- **Navy blue blazer with school logo. - NEW**
- Must wear black dress shoes.

### **Girl's Grooming**

- Girls green polo shirts may be worn untucked.
- Skirt lengths should be at the knee or no higher than 2 inches above the knee when seated.
- No make-up, fake nails or nail polish are allowed.
- Hairstyles should be neat and clean and not distracting. Subtle highlights and natural accents are permitted provided only natural hair colors are used.
- One pair of stud earrings may be worn. No other body piercing is permitted.
- Regular watches may be worn. **No** smartwatches are permitted.
- A maximum of three bracelets may be worn at a time. The brown Scapular is encouraged.
- 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 solid, uniform colors (must be white, navy-blue, or green). Caps and hats are not permitted.
- The uniform should be neat, in good condition and of proper size.
- Please label sweater, tie and blazer with your child's name.

## **BOYS DRESS CODE**

### **Monday – Thursday Daily Uniform**

- Green polo shirt with the embroidered St. Patrick School logo. Shirt must be tucked in.
- Navy uniform slacks, or shorts made of slack material (in appropriate weather). No cargo pants 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 athletic close-toed shoes in white or black with no writing or graphics (no light-ups, sandals, flip flops, boots or cleats).
- White or dark-colored socks must be worn at all times.
- Navy cardigan sweaters with school logo may be worn in classroom.
- On days that are exceptionally cold, heavier, front opening, (no slip on over head, no hoodies) navy or black jackets with the school logo may be worn. Heavy. front opening (no slip on over head), non-uniform jackets may be worn outside and removed when entering the Church or school. They must not contain questionable pictures or lettering. The school sweater with embroidered logo may be worn inside the classroom.
- Long-sleeved shirts are NOT to be worn under the uniform polo shirt. Only short-sleeved, plain white undershirts may be worn under the uniform shirt.

### **Friday Mass Uniform**

- White oxford shirt **tucked in** with embroidered St. Patrick School logo.
- Navy blue tie.
- Navy long dress pants (No Bermuda pants).
- Navy blue suit coat with St. Patrick School logo.
- Black belt.
- Black dress shoes (NO tennis shoes or boots).

### **Boy's Grooming-**

- **Shirts should always be fully tucked in.**
- No facial hair, no long side burns.
- Hair should not be covering any part of the ears or touching the collar. Hair must be above the eyebrows. Ponytails, buns, mohawks, shaved heads, or designs cut into hair are not permitted. No bleached or dyed hair is allowed.
- Regular watches may be worn. Smartwatches are **not** permitted.
- No other jewelry is permitted. The Brown Scapular is encouraged.
- No large belt buckles. Caps and hats are not permitted.
- No body piercing, tattoos, fingernail polish, or makeup is allowed.
- No body ornamentation is allowed (including, but not limited to earrings, tattoos, piercings, polish, makeup, etc.).
- Haircuts are required within 3 days from notification of noncompliance. Dyed hair, designs cut into hair and mohawks are not permitted.
- Pants may not sag or sit at the hip. Belts must be worn (grades 1-8). Pants may not be tight fitting.
- Please label sweater, tie and suit coat with your child's name.

## **OTHER INFORMATION**

## **SCHOOL CLOSING INFORMATION**

If Lufkin ISD closes because of weather, St. Patrick Catholic Classical School will likely close, as well. In the event that the school must close due to some other situation that affects St. Patrick Catholic Classical School, information may be found through the school website, FACTS parent communications and teacher classroom communication apps. Parents may call the school office for more information.

## **EMERGENCY DRILLS**

Emergency and fire drills at regular intervals are required by law and are an important safety precaution. Posted escape routes and procedural information are located in each classroom. Students should follow their teacher's directions regarding emergency routes during an emergency procedure. Students should remain silent and cooperative through all drills and emergency procedures.

## **GYM**

Students must obey all gymnasium rules. Students are not permitted in the gym without faculty or staff supervision/permission.

## **LIBRARY**

The library is a place for reading and quiet study. Borrowed books are to be returned on time and in good condition. Books damaged or lost must be paid for by the student before any other materials may be checked out.

## **CHRISTIAN SERVICE**

All Christians are called to serve God and to serve others, especially those who are less fortunate.

## **COMPUTER USE GUIDELINES**

### **Internet Access**

All students must complete an Acceptable Computer Use Agreement signed by their parents or guardians prior to receiving access. This is done annually.

## **SCHOOL SOCIAL NETWORKING**

St. Patrick Catholic Classical School uses social media to communicate and connect with alumni, parents/guardians, students and the community through the school facilitated Facebook account about events, and news.

## **CHAPERONES**

Chaperones are necessary for supervising class trips, classes, activities and events.

- Chaperones must be approved by the school administrators and be willing to adhere to the school's philosophy and enforce school rules and expectations. All chaperones must minimally have completed the Diocese of Tyler Safe Environment Training. Volunteering to chaperone is not a guarantee of selection.

- Chaperones for events and trips must follow the written guidelines provided by the school; they must also have completed the Diocese of Tyler Safe Environment - Virtus (3 hour) Training, background check and agree to the Code of Conduct.
- Chaperones for over-night class trips must have completed the Diocese of Tyler Safe Environment - Virtus (3 hour) Training and background check prior to the trip and be approved by the principal.

## **MEDICATION**

All medication should be given outside of school hours if possible. If necessary, medication can be given at school only under the following conditions:

1. All prescription medicine must be in the original container, labeled with a current pharmacy prescription label, and must be prescribed by a doctor or dentist for the current illness or complaint. The pharmacy can supply two labeled bottles for this purpose. All “over the counter” non-prescription medication for minor aches and injuries must also be in the original container and be age appropriate in dosage (including cough drops). Medications sent in baggies or unlabeled containers will not be administered to students.
2. The parent **MUST** bring all medication to the office and pick up unused medicine. Children should not have any medications in their possession at any time while on campus. Any medications left in the office at the end of the year will be returned to the parent or destroyed.
3. No medication will be administered without a signed Medication Permit Form (available in the school office) and parent notification requesting permission.

## **CAFETERIA POLICIES – NEW**

SPCCS does not provide lunches. **Parents have the option of purchasing a catered lunch for their student(s) from Tome’. Please let the office secretary know in the morning if your student will be purchasing a lunch that day. The office will take the orders and place the Tome’ lunch order at 8:30 AM each full school day.**

There are microwaves in the cafeteria available to heat student lunches. Microwave use must be limited to 2 minutes per student so all students can heat their food. All students must eat in the cafeteria. Students may **bring popcorn that has already been popped**. Popcorn is not allowed to be popped in the microwaves.

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.

## **AFTERCARE**

Aftercare is an after-school program that runs from 3:30 PM-5:30 PM. A separate fee is charged of \$8.00 per hour 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 PM. **Please do not be late picking up your child.** Pick-up after 5:30 PM will be billed \$20.00/half-hour per child. Aftercare is not offered on early release days.

## **ANNUAL HEALTH SCREENINGS**

Vision and hearing screenings are conducted annually. Vision and hearing tests are given to students in all grade levels. Parents will be notified of potential problems. Scoliosis screenings are given to students in grade seven. Parents will be notified if their student exhibits noticeable signs of this problem.

## **SPCCS PARENT ORGANIZATION**

The St. Patrick Parent Organization was created to provide a way for parents to help our school. Parent participation is encouraged. Meetings are held once a month. The SPPO is in charge of organizing and implementing fundraising activities, teacher appreciation activities, and other activities that contribute to the success of the school mission. Parents receive volunteer hours for attendance.

## **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 Catholic Classical School is a partner with parents in the education and spiritual formation of their children.

## **PUBLIC NOTICE**

### **SUBJECT: Asbestos Management**

St. Patrick Catholic Classical School facilities are reinspected every 3 years by an Accredited Asbestos Inspector. A copy is kept in the school office and is available for inspection.

## **STUDENT/PARENT GRIEVANCES**

All schools shall follow the grievance procedures outlined below.

### **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 has 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 within ten (10) business days of the appeal hearing.

#### **LEVEL TWO – DIOCESAN SCHOOLS APPEALS BOARD**

If a satisfactory decision has not been reached at Level One, the grievant may appeal to an ad hoc Diocesan Schools Appeals Board, consisting of three members, appointed by the Bishop as needed. One member will come from the bishop's curia, one will be a teacher (from another school system in the diocese) and one will 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.

Updated Grievance Policy Approved by the Catholic Diocese of Tyler, Texas, June 2023

#### **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.

#### **HANDBOOK AGREEMENT**

This handbook is considered part of the contract which exists between St. Patrick Catholic Classical 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.

**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 August 2024**

**Revised and approved by the St. Patrick Classical School Advisory Council August 2026**

**Revised July 2026**