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INTRODUCTION

The purpose of this Parent - Student Handbook is to acquaint both parents and students with the general methods of operation within St. Patrick School, Robertsedale. Although it does not include every aspect of school life, it covers the essential rules, regulations, and situations that students and parents will encounter at St. Patrick's.

It is our hope that this handbook clarifies our general school operations and supplies needed information to both students and parents. Please take time to read the handbook and to go over relevant sections with your child.

The policies contained in this Parent-Student Handbook are put in place for the common good of the school community, to create a safe and favorable learning environment, and to promote Christian values and positive self-discipline skills. Extraordinary circumstances may call for exceptions to be made. Please consult with the Principal to resolve these circumstances.

Archdiocesan Philosophy Statement

The Archdiocese of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity, while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations.

MISSION STATEMENT

Preparing students to “be God’s light in the world” since 1979, St. Patrick Catholic School guides students on their faith journey to God, providing each student with an excellent education, relevant for today’s world, to develop his/her potential in a safe, supportive atmosphere that has been nurtured through the years by the faith of the Central Baldwin Catholic community and the Presentation Sisters.

SCHOOL PHILOSOPHY

St. Patrick Catholic School is committed to imparting a Christ-centered education that ultimately builds the Kingdom of God. The pastor, faculty, and school community of faith work toward providing an education that seeks to reflect the gospel message of Jesus Christ. We are dedicated to the principle of the total development of each individual student, spiritually, academically, physically, socially.

ACCREDITATION

St. Patrick Catholic School is accredited by the Southern Association of Colleges and Schools (SACS) and meets all the requirements of the Archdiocesan Department of Catholic Education and the State of Alabama Department of Education for Private Schools.

CURRICULUM

Our school follows the curriculum guidelines promulgated by the Archdiocese of Mobile and the State of Alabama Courses of Study. Our curriculum teaches Catholic values and social justice principles, respect for human rights, and academics. Our textbooks are selected under the direction of the Archdiocesan Curriculum Coordinator, Archdiocesan committees, teachers, and principals.

Our religion program provides all of us with the opportunity to practice Catholic Christian Principles in our daily lives. Prayer permeates our day and special devotions are practiced during the liturgical year e.g. Rosary, Stations of the Cross, May Procession, preparation for the Sacraments of Reconciliation and the Eucharist. Beginning August 2011, the Sacrament of Confirmation will be administered to students in the 11th & 12th grades.

Honor Roll

Students in grades 6 – 8 may earn placement on the Honor Roll each quarter. This is to recognize special academic achievement on the part of students. There is an A Honor Roll and an A/B Honor Roll. Students may not have any U in conduct or in any of the DWP Skills on the report card.

THE ROLE OF PARENTS IN CATHOLIC EDUCATION

Parent Cooperation

Parent Cooperation is essential for the welfare of the students and the school community. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the administration may require the parents to withdraw their children and sever their relationship with the school.

The school has the right to expect that parents will:

- A. Send their children to school physically fit by taking care that they have sufficient sleep, are healthy, clean and properly dressed, and are provided with a well-balanced diet.
- B. Assist in the spiritual development of their children by reinforcing at home, through word and example, our Catholic faith and the teachings of the Church.
- C. Assist their children in their academic development by cooperating with the school's scholastic program, by participating in parent-teacher conferences, by aiding with homework when help is needed, by providing the proper atmosphere for study, and by cooperating with the school in matters of discipline and other activities.
- D. Discover and develop through supervision and companionship their child's special interests and talents.
- E. Inculcate in their children a respect for authority so that instruction will be obeyed promptly and cheerfully. Children should be taught to look upon their teachers, playground supervisors, and school staff members as representatives of their parents.
- F. Take a responsible attitude toward the support of the school and its policies and rules.
- G. Take an active role in the school through parent organizations and offer volunteer service for the enrichment and betterment of the school.
- H. Parents are encouraged to reinforce the Discipline with Purpose (DWP) skills.

"The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken." (*School Handbooks: Legal Considerations*)

The Rights of Non-Custodial Parents

At the time of registration, the parents shall provide complete and accurate information regarding the custodial care of the student and visitation rights. The parents shall furnish to the principal a copy of any relevant court order so as to ensure the safety and welfare of the student. The parents shall have a continuing duty to inform the school of any changes in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child. Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon written request, may receive copies of all school notices relating to the school and school activities.

FINANCIAL RESPONSIBILITIES

Tuition rates (determined by the School Board) for the current year are available at the school office. Tuition is charged on a yearly basis, but can be paid monthly over a ten-month period beginning in August. All past due tuition and fees for the previous year must be current before a child is registered for the coming year. All payments for the current year must be completed before a child is withdrawn. Tuition is due the 10th of the month. If not paid by the 15th of the month a service charge is added to the following month. On the last in-school Friday of each month, the tuition envelope is sent home.

Registration Fee (covering registration, Archdiocesan taxes, and book rental) is nonrefundable and must be paid before a student is accepted into the school. Parents are required to sign the Tuition Agreement form.

Fines

Students (and their parents) will be required to pay for damaged or lost property or equipment for which they have been responsible.

ADMISSION POLICY

St. Patrick School admits students of any race, color, religion, national or ethnic origin. It does not discriminate in the administration of its education policies, admissions, scholarships, loan programs, and athletic or other administered programs. Neither does it discriminate in any way with regard to sex, race, color, national or ethnic origin in employment. The school does not discriminate on the basis of disability, if with reasonable accommodations, the student can meet the academic and behavioral requirements of the school.

DOCUMENTS REQUIRED ON ADMISSION

1. Official Certificate of Baptism (Catholics only)
2. Birth Certificate
3. Immunization Certificates (IMM-50 & IMM-90 required by Alabama Law)
4. (For students entering after opening) copy of report from former school, including all testing.
5. Copy of Social Security Card
6. Copy of educational evaluation/testing (if applicable)
7. Copy of custody agreement, if parents are divorced

ORGANIZATION

Grades Pre-K - 8 are self-contained classrooms. Math, Science and Language Arts are departmentalized in grades 6 - 8. Art, band, computer, physical education, and volunteer programs enhance the curriculum.

School Principal

The Principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to learning. The Principal is responsible for the day-to-day operation of the school.

Pastor

The Pastor is the spiritual leader of the parish and the Christian educational community within the parish. The Pastor shares in the work of the Archbishop of the Archdiocese. As a delegate of the Archbishop, the Pastor is the administrative head of the parish and of the school.

Teachers

Teachers facilitate learning, model adult Christian behavior, and plan for engaging students in exploration, inquiry, and research to develop language and numerical literacy, critical thinking and problem solving skills, social and moral values. The Catholic school curriculum prepares students for responsible living, just stewardship, and respectful relationships with God, neighbor, and self.

Teacher Aides

The role of the teacher aide is to assist the classroom teacher. Any inquiry regarding a student's academic performance is the classroom teacher's area.

ELEMENTARY REPORT CARDS/HOMEWORK/TESTING

The REPORT CARD is a summary of teacher records/observations related to student learning during a particular period of time.

Report cards are issued four times a year. Parent-teacher conferences are held at the end of the first and second quarters. Other needed conferences may be scheduled, by letter or telephone, whenever a parent or teacher feels that it would benefit the student. The parent-teacher conference is the first step in helping a student. The Principal does not attend, nor is the Principal involved in the scheduling.

Promotion - Retention

Promotion in the Archdiocese is based on the maturity of the child, achievement of at least the minimum work, and regular attendance.

Grading Option:

The special coding program outlined by the Office of Catholic Schools may be used with students who qualify. Teachers confer with the Principal, the resource teachers, and the parents in determining the use of this code.

Homework:

Homework is assigned to reinforce what is learned in school, to see how a child applies himself/herself to a task to teach time management, and to develop critical thinking.

Homework is an obligation, not a matter of choice. Successful completion of homework enhances a child's quarter grade as a component weighted with tests, assessments, projects, and class participation.

Participation in sports and other activities should not interfere with homework or with the child's performance in school.

Home study is an extension of the structured class period. This area of student preparation demands completeness, promptness and accuracy. Homework is assigned at the teacher's discretion. Parents, in conjunction with the teachers should strive to develop good time management skills in the students. Students are expected to do all assigned homework. They are also responsible for bringing to class all necessary materials - textbooks, paper, special notebooks, pencils, etc. An assignment book is used in grades 2 - 8. This book must be signed by parents weekly. In general, a child should spend ten minutes a night for each year in school.

Solutions Online

This is a web-based application that is accessible from any computer with an Internet connection. You will have immediate access to your child's grades. Other features that may be available are homework assignments, attendance, family information. E-mail alerts are sent when any information is updated.

Standardized Testing

The IOWA Test of Basic Skills and Cognitive Abilities Test are administered to grades 2 - 7 in the Spring of every year. The ACRE (Religious Studies Evaluation) is given to grades 5 & 8 in January. The "ASPIRE" Standardized Test is administered to all 8th graders in October.

LIBRARY

The library has a very important role to play in the education process. It has three basic functions:

1. To help students become enthusiastic readers.
2. To support and enrich the school's curriculum.
3. To meet the individual needs of students and teachers.

Library skills are taught to the various classes according to the level of need and understanding. Students visit the library on a regular basis with individuals being allowed to use the library at other times at the discretion of the librarian. The Accelerated Reader Program, open to all students in grades K5 - 8, offers students the opportunity to improve their reading comprehension level.

Students are responsible for returning books on time. A fee will be charged for past-due books. Restitution for damaged or lost books must be taken care of by the parents.

PHYSICAL EDUCATION

The physical education program at St. Patrick School requires active participation from students in grades K - 8. The program is based on the State Department of Education and President's Physical Fitness recommendations. The program is designed to meet the safety, health, physical, and recreational needs of the students while fostering a Christian attitude toward good sportsmanship. All students **must participate** in Physical Education unless prohibited by a doctor

DISCIPLINE

Since it is the educational purpose of a school to provide an orderly learning environment, discipline is an integral part of our program. Discipline is an integration of character, education and Christian social living. At St. Patrick's, we place the emphasis on inner/self discipline in our Discipline With Purpose (DWP) program. The DWP skills are listening, following instructions, asking questions, sharing, social skills, cooperation, reasons for rules, completing a task, leadership, communication, organization, resolving problems, initiating solutions, fact vs. feeling, and service to others. We strongly urge parents and/or guardians to support the authority of the teachers and the school and to impress upon their children the importance of respect and cooperation.

Archdiocesan Regulations

1. The school faculty, under the supervision of the Principal, is responsible for maintaining discipline in the school that is in accord with Christian principles and in order to produce that order which is essential for carrying out the activities for which the school exists. (230)

2. Punishments are administered for the purpose of benefiting the student who has failed in his/her duty and preventing similar faults in others. (234)

3. Disciplinary measures used at St. Patrick's range from detention during recess up to and including expulsion, depending on the severity of the infraction. The specific action taken will be subject to the approval and discretion of the administration. The teacher will explain all the rules that the students must follow in the school and the classroom.

DISCIPLINE

At St. Patrick School, all inappropriate behavior is routinely handled on the spot by the adults in the school.

Broad rules that affect the daily living together of all members of the school community include the following:

- 1) Show respect to others, yourself and your school.**
- 2) Be a GOOD student, contributing to the learning environment.**
- 3) Follow classroom rules.**
- 4) Practice self-discipline skills.**

Each classroom teacher has adopted some version of these four rules in her classroom appropriate to the age level of the students. The teachers work with the children to help them understand how rules "safeguard each person's rights".

Each classroom teacher has an established Discipline Cycle that lists consequences for not following the rules. Each student is familiar with his/her established classroom consequences for not following rules.

Adapted from DWP

TOTAL SCHOOL DISCIPLINE CYCLE

Occasionally, removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

- 1) Is in physical or psychological danger or puts another in danger.**
- 2) Is irrational or unreasonable, or uncooperative**
- 3) Pushes beyond the limits of respect in speech or actions.**

The adult who removes the child will work quickly to help the student regain self-control and to correct his/her behavior. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's office, and a four-step Discipline Cycle will be set in motion.

STEP ONE: The student will be sent to the office with a Referral form. All referrals will be kept in each student's discipline file. The top half will be completed by the adult who is sending the child to the office.

- 1) The student will meet with the principal.
- 2) Together they will complete the bottom half of the referral form.
- 3) The student will inform a parent of incident by phone or note.
- 4) The student will be held accountable for the plan developed.
- 5) The principal will speak with the referring staff member.

STEP TWO: If a student is sent to the principal a second time within a two-month period:

- 1) The student will again meet with the principal.
- 2) The student will again notify a parent by phone or note.
- 3) A conference with the teacher, parent, student and principal will be scheduled.
- 4) A contract will be drawn up listing actions that will be taken by each participant in the conference.
- 5) A date to review the contract will be determined.
- 6) The Discipline Cycle will be reviewed with the parent.

STEP THREE: If a student is sent to the principal a third time within a two month period or in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three. This would include defiance, physical violence, possession of tobacco/alcohol/non-authorized medication, destructive behavior, etc.

- 1) The student meets with the principal.
- 2) The student notifies the parent that a suspension has been earned. The length will be determined by the principal.
- 3) A conference will be held with a parent, teacher(s), student, and principal to write a plan with a measurement for progress to assist the student in developing self-control.
- 4) A recommendation may be made to have the family visit with a counselor or other specialist.
- 5) All school work missed during the period of suspension must be completed before the student rejoins the class.
- 6) A probationary time period to monitor and review progress will be set once the student is ready to return to class.

Step Three can be repeated as long as a student is able to demonstrate that learning from mistakes is occurring and shows willingness to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.

STEP FOUR: The principal will recommend an alternative school.

- 1) The decision to terminate a student rests with the principal and pastor.
- 2) If termination is the decision, the student's parent will be notified in writing, the reasons for the dismissal will be given, and the right to request a hearing will be explained.
- 3) The termination may be reconsidered by the principal and pastor when a written request for a special hearing is made by the parent.

A very few, serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to Step Four of this cycle. Text: Discipline With Purpose, Inc.

Automatic Suspension/Expulsion

Any student who possesses alcoholic beverages or narcotics on school property or at school functions, who has introduced such at a school activity, or who has been drinking alcoholic beverages or using narcotics or evidences effects of same on school property or at school functions will be liable for expulsion from the Catholic School. (238) (Rule 238 is taken from Handbook of Policies for Catholic Schools.)

General grounds for immediate action on the part of the administration would include the following:

- a. Leaving the campus during school hours without permission from school authorities.
- b. Smoking, obscenity, stealing or organized cheating.
- c. Serious abuse of school materials or other school equipment.
- d. A general disregard for school rules and regulations.
- e. Violating the reasonable rights and dignity of others.
- f. Constant talking and disruptive behavior.
- g. Possession of weapons - guns, knives, any instrument or item with the potential of harming others.
- h. Gang membership

When appropriate, law enforcement will be notified.

HARASSMENT POLICY (Archdiocese of Mobile, August 2006)

No student, parent or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment and/or bullying. Our school system is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect for others is shown through language, behavior and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual or sexual affronts will not be tolerated.

The administration and staff of St. Patrick School believe that all employees and students are entitled to work and study in school-related environments that are free of harassment. St. Patrick School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. The steps and procedures used when the Harassment/Bullying Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Any violation shall be reported to the administration.
- An investigation of the reported violation should follow as soon as possible.
- Appropriate consequences shall be determined by the administration.
- Appeals shall be addressed to the Superintendent.

Examples of peer harassment include, but are not limited to, verbal or written taunting; bullying; intimidating, hostile, or other offensive conduct; jokes, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse, or demean an individual or group.

Child Abuse

St. Patrick School complies with Alabama State Law requiring that any child abuse or any suspected child abuse be reported to the Department of Human Resources. Reporting procedures established by the Mobile Archdiocese are followed when making reports to DHR.

Archdiocesan Child Protection Policy

The Archdiocese of Mobile Policy for the Protection of Children and Adolescents requires that ALL EMPLOYEES and those VOLUNTEERS who have substantial contact with children, participate in an annual education program on child abuse. Included in this requirement are **coaches, PTO volunteers, room parents, library/classroom volunteers, field trip volunteers**. All teachers and catechists must attend classes every year. Training and retraining must be done yearly. **You may not go on a field trip without this training.**

New staff and new volunteers are required to attend classes for the initial training. Once trained, staff and volunteers may take the annual retraining on line. Log on to www.mobilearchdiocese.org. The training material will be found on the Office of Child Protection page. There you will find instructions for retraining. There will be three single-paged documents for trainees to read. After reading the articles, you can take a six question quiz on the documents. You will get immediate feedback as to whether or not you pass the quiz. If you pass, this will be registered at the Office of Child Protection. If you do not pass, you can either review the material and take the quiz again immediately or take it later.

You are trained if you ever filled out paperwork for a background check. If you are a trained volunteer, please take the online training. If you do not have a computer, you are welcome to use one at school. We will help you.

Each October, students receive Child Protection Safety classes. This curriculum is designed by the Archdiocese and is mandatory. The dates for the classes will be published on the school calendar.

Student Accident Insurance

The school does not provide accident insurance for students.

WEAPONS POLICY-CATHOLIC ARCHDIOCESE OF MOBILE

INTRODUCTION

Our Lord Jesus Christ came that we might have life and have it in all of its fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well-being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

POLICY

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON - A dangerous weapon is a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or a switchblade knife, gravity knife, stiletto, sword or dagger; or any billy, blackjack, bludgeon or metal knuckles.

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred may last to the end of the current school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent.
- Contact Parents.
- Suspend child from school immediately pending investigation.

- Complete an investigation as soon as possible.
- Discipline student according to Archdiocesan policy.
- Should student be expelled for a firearm violation, it should be reported to law enforcement.
- Should student be expelled for a firearm violation, it should be noted in any student records transferred to any other school.

Archdiocesan Drug Policy

It is strictly forbidden for any student to use, distribute or possess drugs, including alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, spice, controlled substances, paraphernalia or any material represented to be an imitation of alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, spice, controlled substances on school premises, in a school owned vehicle, or during any school-sponsored function. In addition, the possession, use or distribution of electronic cigarettes, vapor or other substitute forms of cigarettes is also prohibited on school premises, in a school owned vehicle or during any school-sponsored function. Any student found to be under the influence or in possession of said drugs will be subject to disciplinary action.

Articles Prohibited at School

Laser pointer pens or key chains, beepers, and cell phones are not permitted at school.

Cell phones - Should circumstances require that your child needs a cell phone AFTER SCHOOL HOURS, please call the school to make arrangements.

Important Notes

1. St. Patrick School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communication and safety threats.
2. The school is co-tenant of desks and lockers and reserves the right to search them at any time without prior notice. Bookbags may be searched when warranted.
3. The School Administration may invoke any step or penalty in the Discipline Process for any discipline infraction and/or accumulation of infractions.
4. Because some violations are also violations of state and/or federal laws, law enforcement officials, along with the applicable legal consequences, may become involved at the discretion of the school and/or law enforcement authorities.
5. All policies contained in the Parent/Student Handbook are subject to change without notice.

Peanut Allergy

In most classes, students may bring peanut butter and peanut products for lunch. However, a number of students have peanut allergies so severe that hospitalization has occurred because of a reaction to peanut butter and/or peanut products. When this is the case, we will designate a classroom *peanut free*. *If you have*

been notified by your child's teacher that a student in the class has a peanut allergy, you may not send any peanut products to school with your child. This also applies to snacks and lunches for field trips. This includes anything made with peanut butter or peanut products. This policy may be an inconvenience for you, but please remember, this is a matter of life and death for our students with a peanut allergy.

DAILY PROCEDURES

Teacher supervision begins at 7:30 A.M. and ends at 3:20 P.M. Parents who leave their children unsupervised do so at their own risk, as the school does not assume supervision except at the appointed times.

Morning

Students are required to be seated and ready for class at 7:50 A.M. Classes begin at 7:50 A.M. and students who **arrive at 7:50 A.M. are tardy** and must sign in through the office. **Being tardy is a poor example to children; it is disruptive and unfair to the teacher and students. (We do understand rare and unexpected circumstances that might cause tardiness.)**

Dismissal

Buses depart first. Car riders should be picked up as soon as possible thereafter. Supervision extends until 3:20 P.M. only. Students are expected to sit quietly and watch for their ride and be prepared to leave immediately. After 3:20 P.M. there will be no formal supervision. Those students who have not been picked up by 3:30 P.M. will be placed in the Extended Day Care Program. Parents will be charged for this service. **This policy will be strictly enforced for the safety of your children.**

Early Checkout

Any child leaving school for an early dismissal must wait in the classroom until he/she is called for by the parent/guardian. All dismissals during the school day must take place through the school office with the parent or guardian signing the child out. Children can be released from school only to their parents or person authorized by their parents.

If for some reason a child cannot be released to a parent because of legal custody, a legal statement should be on file in the school office.

Early dismissal is discouraged because it is disruptive to the teacher and the class.

A student may never leave the school building or grounds without permission.

Re-entry

Students may not enter the school buildings once they have been dismissed for the day. Maintenance personnel are not allowed to open classrooms for forgotten items. Other teachers do not have accessibility to classrooms other than their own. Students are expected to take home whatever is needed to complete their assignments/study.

Student Dismissal

No student can be released from the school to a person other than the custodial parent until the principal is satisfied that such a release is at the request of, and with the consent of, the custodial parent. At registration, parents are asked to submit the names of people to whom their children may be released.

Arrival and Dismissal Procedures

1. At all times load and unload only under covered drive-through at main entrance. (See #4 for grades 4 - 8 dismissal.) Parents who park their vehicles on the outside of this area cause a safety hazard.

Never allow a child to walk in front of traffic.

2. Remain in line behind school buses.
3. Single line traffic only - NO PASSING PERMITTED.
4. At dismissal we allow students in grades 4 – 8 and their sibling riders to exit through the gym porch and walk to meet their vehicle once it is on school property. This is to convenience the length of the line and to speed up dismissal. Since the children walk to the passenger side of the car, we feel this procedure is safe for the students. If your child is dismissed according to this amendment, using caution you may exit outside the covered driveway. Please exercise caution and courtesy at all times.
5. Absolutely no parking on the yellow lines outside the covered driveway. Accidents have happened because of this.

Visitors

All parents and visitors must sign in at the office. This is for the children's safety. Visitors are bound by this handbook and by all school policies and directives. Parents are not allowed to bring forgotten items to the classroom during the school day.

Bus Riders

It is understood that the parent is familiar with the behavior guidelines and has discussed these with his/her child. Any misconduct or lack of co-operation cannot be taken lightly. All bus riders receive a copy of the BRATS Bus Guidelines and Student Complaint Form. Parents must acknowledge receipt of these forms.

Transportation Change

For any changes that occur in transporting your child to and from school, **please notify the office.** (e.g. change of bus, bus stop, car rider instead of bus rider, bus rider instead of car rider, early checkout, when a different person collects your child)

Early Dismissal and/or School Closure Due to Emergencies

A parent is always welcome to pick up a student early in the event of inclement weather. When school will be closed or dismissed early due to bad weather or other emergencies, announcements will be made on local television and radio stations (WALA/WKRG/WPMI/WHEP). A voice message will be left on the school phone (947-7395). An IRIS alert will be sent to each family. (See page 16 for explanation of IRIS).

School Lockdown

The school may be placed in lockdown mode if a dangerous situation should arise in the vicinity (e.g. chemical spills, dangerous person on the loose, gunfire, etc.). The police would notify us and request the school to be placed in lockdown. Parents should stay in touch with the school for directions before coming to pick up a student. If we are in lockdown, it may not be possible, **for safety reasons**, to open the door to release a student. In such circumstances we would be working under the authority of the local police. A voicemail message will keep all parents informed of the situation and will announce when it is safe to come to the school.

SAFETY is a priority. All doors are locked from the outside. Parents/visitors must ring the bell to gain access to the school office.

Written Notes

Written communication is required for:

1. Requests to leave school grounds during regular school sessions.
2. Explanations of absences or tardiness for whatever reason.
3. Excuses for incomplete assignments. These notes must be dated, documented and signed.
4. Explanations for not wearing complete uniform (i.e. shoes, belts, etc.)

5. Signature of parent on tests and/or papers requested by the teacher.
6. Permission for any medication to be taken by student.
7. Notification of any change in mode of dismissal.

ATTENDANCE GUIDELINES FOR SCHOOL IN THE ARCHDIOCESE OF MOBILE

Absences and tardiness can be detrimental to a child's work and progress. Tardiness is not fair to the teacher or the other students because it is a disruption.

St. Patrick's School Calendar and daily schedule is authorized by the Archdiocesan School Department.

For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged.

Absences will be excused for:

1. Illness
2. Death in the immediate family
3. Emergency conditions as determined by the principal
4. Out of town trips with prior consent of the principal

Students are allowed up to but not exceeding 10 excused absences for the school year.

Should a student exceed a total of 10 excused/unexcused absences per school year, the parent/guardian will be contacted by the school to determine the reasons for the additional absences. Should it be determined that the additional absences are due to extenuating circumstances, the principal may make exceptions to the 10 allowed absences.

Should a student exceed a total of 15 excused/unexcused absences per school year, a mandatory conference must be held between the parent/guardian and an administrative team, as determined by the principal.

Should a student exceed a total of 20 excused/unexcused absences per one school year, the local truancy authorities may be contacted. The school administration will follow the recommendations of the truancy authorities. In addition, a student who exceeds 20 absences may be retained in the current grade or to be placed rather than promoted to the next grade. The Office of Catholic Schools will be notified of all students who exceed 20 absences.

Arrangements for make-up work for absences will be determined at the local school level.

Tardy/Early Dismissal Guidelines

Arrival and dismissal times for school should be determined at the local school level. Every 10 tardy/early dismissals, will convert to one absence. Tardies that exceed 30 will result in a mandatory conference between the parent/guardian and an administrative team, as determined by the principal. In addition, the local truancy authorities may be notified.

Assignment Make-up

Assignments can be made up with no penalty. If assignments are not made up, grades of achievement can be affected. A student is allowed one school day for every day absent to complete missed assignments. The faculty will use reasonable means to help the student make up the work he/she missed. For approved out-of-town trips, make-up work will be given to the student on return to school.

Parents should also call the office by 9:30 to let us know why your child is absent. They may request that their child's homework be left in the office to be picked up at 3:00 P.M. Siblings may pick up the work, but the parent needs to make the request.

Pupil Withdrawal During the Year

1. The school office and the homeroom teacher should be notified in advance of the pending withdrawal of a student.
2. Tuition payments must be completed.
3. The report card will be given to the student once the above requirements have been fulfilled.
4. Copies of permanent record will be sent to the new school upon request.

POLICIES AND PRACTICES CONCERNING STUDENTS

Field Trips

Although scheduled to enhance students' academic and cultural development, field trips are a privilege. Students who are disruptive will not be invited to attend. Students who have misbehaved on previous trips automatically exclude themselves from future trips. Due to insurance regulations, siblings are not allowed.

When parents are asked to provide transportation, proper automobile insurance coverage must be held and seat belts must be worn. Drivers must know destination, how to get there, and what to do in case of trouble. Extra stops cannot be made en route to the destination or returning to school, as this jeopardizes insurance coverage. We ask that parents refrain from providing candy, gum, soft drinks, or other snacks during field trip excursions.

In order to participate in a field trip, a student must return the properly completed official Archdiocesan field trip form. **A written permission slip signed by parent/guardian is the only one acceptable.** Without this signed permission, a student will be given enrichment/revision work and placed under supervision at school.

Chaperones

Chaperones are the "extra eyes" that help the teacher: therefore, a chaperone is asked to stay the duration of the field trip. Signing up as a chaperone involves helping the teacher with the safety and well-being of the children. A parent cannot take care of a younger sibling and be field trip chaperone at the same time. For grades K4 – Grade 1, younger siblings are welcome to the following in-school events: Christmas Party, Spaghetti Lunch, Easter Egg Hunt, Blessing of the Pets, and Field Day. Thank you for understanding. Remember, you must be trained in the Archdiocese of Mobile Child Protection Policy to go on a field trip.

The Archdiocese of Mobile Field Trip Policy, revised July 2014, is available on our website www.gulftel.com/stpatsch.

Bring Your Own Device (Kindle, Nook, iPad, etc.)

Students must have a teacher's permission to bring his/her own device to school. A parent permission slip will be sent home when this is applicable.

School Parties

Only parties which are sanctioned by the Teacher/Principal and/or planned by PTO are allowed. If invitations to private parties are being distributed through the school, **each child in that particular class must receive one or just all the boys or all the girls.**

Buying/Selling:

Students may **not** buy/sell any items at school, on our buses, or during any school activity.

Gum:

GUM is not allowed in our school building, grounds, gym, school activities.

Lunch and Snack

Students are encouraged to bring nutritional foods for lunch and snack. Glass containers are not allowed. The school sells snacks to all grades at snack time. Milk is available for all grades. Students eat lunch in the classrooms. Students are asked to practice the ordinary rules of courtesy during lunch. They are asked and expected to obey the supervising adults in the classroom and on the playground. Each student is expected to dispose of trash properly and to clean her/his area before leaving the room. In the event that you must bring your child's lunch later, please have it marked with your child's name and bring it to the office. The children may come pick their lunches up when the bell rings.

Convenience Lunch

PTO sponsors lunches. In order to participate, students will be given an order form and are required to return it and a check in a sealed envelope on a certain date. (Notice of the date will be given on the school calendar.) The following information should be on the outside of the envelope:

- a. students' name
- b. his/her grade
- c. the amount of money enclosed. **IT MUST BE THE CORRECT AMOUNT.**
- d. "PTO lunch"

Since this is a volunteer program, thanks for understanding the importance of following these directions.

IRIS

The Archdiocese of Mobile, and thus St. Patrick School, has implemented IRIS - an emergency and other communication services/capabilities service. IRIS allows us to communicate with our parents and accommodates various levels of urgency from emergency "red" to informational "green." Consequently, it does prove "essential" in serious cases to "useful" in others. The system will use only one cell #, one work #, one home number, and one e-mail address. Please think about this carefully and provide us with the BEST choice of numbers and e-mail address.

Monthly Communication

On the last in-school Friday of each month, the tuition envelope is sent home. Included will be the tuition statement, monthly calendar, and the Principal's letter. At certain times memos to parents and PTO communications will be included. The only or oldest child in each family is responsible for taking this home. These communications are also available on line at our website www.gulftel.com/stpatsch.

Health Regulations

Do not send your child to school if he/she is ill - for the child's safety as well as for the safety of other children. Your child needs to be **fever free/vomiting free/diarrhea free** for at least 24 hours before returning to school. **(100 degrees or higher without medication constitutes a fever)** If your child

has a particular physical limitation due to a chronic illness or other cause, please discuss this with the Principal and Teacher.

If your child becomes unwell at school, we will call the parent if the child has a fever, is throwing up, has diarrhea, or has an injury needing immediate attention. We will not call for minor ailments/complaints unless instructed to do so by the parent either by note or telephone call.

Medication will not be dispensed to students by school personnel unless:

- a. It has been prescribed by a doctor
- b. Delivered to the school by the student's parent or guardian
- c. It is accompanied by specific written instructions for administration.

The parent/guardian must pick up students' medication at the end of the school year. Medications not picked up at that time will be destroyed during the first week of June.

All medication, including over-the-counter medications, should be brought to the school office and a record will be kept during the period that the student is taking the medication. Parents should be aware that there are no trained medical personnel on our staff, and none of them is trained to dispense medication. The school does not assume responsibility for any problems arising from dispensing medication at a parent's/doctor's request. **Students are not allowed to carry or self-administer any medication.**

It is the policy of St. Patrick School to call 911 in the event of an emergency.

Please check your child's head for lice. A student with head lice is not permitted to attend class until the problem is cleared.

Fire Drills, Tornado Alerts

There are designated safety areas for any type disaster drill. During these drills, students must follow established procedures and rules as outlined by the administration. The signal for fire drills is a fire alarm. The signal for a tornado drill is five quick bells.

Telephone Messages

Students are not allowed to come to the telephone. Only vital messages will be delivered to students. The office telephone is a business phone and may be used only in cases of emergency.

Band

Band instruction is provided by an instructor from McGill-Toolen for grades five through eight two days a week during school hours. Band fees extra.

Extended Care

St. Patrick School provides an after school care from Dismissal - 5:30 p.m. on all days that classes are in session. This service is provided by members of the faculty. Rates are established in consultation with the Principal.

Please direct all financial inquiries and payments to the program providers.

Extended Care is subject to the supervision of the school and all policies and procedures in this handbook will be enforced.

SCHOOL ORGANIZATIONS

Parent-Teacher Organization

This organization operates from a philosophy that parents, teachers, and parish are interested in the spiritual, intellectual, psychological, and physical growth and development of the children. Its purpose is to work with and under the direction of the pastor and principal for the support and benefit of the children.

Volunteers

Areas of need include: field trips, room mother/room father duties, field day, special lunch days, Bingo, and work involving the Fall Fun Festival and Irish Holiday. We also invite volunteers with special talents to share some time and gifts with our students.

The School Board

This board, working with the pastor and school administration, meets regularly throughout the year to form policies and guidelines that will aid the administrative staff in carrying out the school's responsibilities. Areas in which the board functions include:

1. Finances - tuition scales, annual budgets, etc.
2. Facilities- repairs, maintenance, safety, transportation, grounds, construction.
3. Academic standards

DRESS CODE

The dress code is strictly enforced. During class times ONLY REGULATION UNIFORM GARMENTS may be worn. St. Patrick School has a contract with Zoghby Uniforms, 905 Daphne Ave, Daphne, AL, 251-621-1903.

A written explanation is required each time your child is not in full uniform. A medical letter is required for a student who cannot wear regulation shoes.

It is required that skorts, blouses, shirts, sweatshirts, jackets, pants, and shoes be clearly marked, in indelible ink, with the student's name.

Boys' shirts must be tucked in.

Jewelry

The only pieces of jewelry allowed to be worn by St. Patrick's students during school are: one watch, one small discreet chain, one religious medal, and small lobe earrings (only one on each ear). Boys are not permitted to wear earrings. No body piercing or tattoos.

Make-up

For grades K - 4: Make-up may not be worn by any student during school hours. Special permission will be given by the school administration for particular occasions. No nail polish.

For grades 5 - 8: Light facial foundation, clear or pale pink nail polish, and light lipstick may be worn by the girls. No eye make-up.

Hairstyle

Hair must be clean and neat. Extreme hair styles are not allowed - styles that would cause danger to health and safety of the student, cause interference with class, or cause a school or classroom disorder. Radical hairstyles, including but not limited to, unusual colors, spikes, tails, or shaves are not allowed. Boys' hair must be kept short. Boys' hair must be above the ears, collar and eyebrows. Girls' bangs may not touch their eyebrows.

Out-Of-Uniform Days

Nothing should be worn that is not in keeping with the mission of the Catholic Church and School. All clothing must be modest, in good taste, and appropriate for school wear. The school reserves the right to determine

the above and to require corrective action when deemed necessary. Regular ankle length **blue/black** jeans, ankle length khakis or school uniform bottoms must be worn. School uniform shoes must be worn.

Examples of items which are not permitted: No tank tops, spaghetti-strap tops, midriff shirts, half shirts, sleeveless shirts, shorts or skorts other than uniform items, shirts with inappropriate logos, advertisements, drawings, symbols, or statements, e.g. alcohol/tobacco products, satanic symbols, profanity and inappropriate words.

St. Patrick T-shirt Days

Students may wear their t-shirts with school uniform bottoms.

GIRLS K4 – 8

(K3 students do not wear uniforms.)

SHIRTS: Grades K4 - 4 are to wear white monogrammed polo shirts. Grades 5 - 8 are to wear white short-sleeve blouses available from Zoghby's Uniform Company only. (For white shirts with logos, try to spot bleach or use a bleach stick.

SKORTS: Grades K4 - 8 are to wear skorts available from the uniform company only. These skorts may be no shorter than 4" above the knee.

PANTS (OPTIONAL): Navy slacks, purchased from the uniform company only, may be worn with uniform blouse during the months of November, December, January, and February.

SOCKS: Solid white **crew or above the ankle** socks only. Absolutely no socks on or below the ankle.

SHOES: All grades – **Must be** solid black athletic shoe. (Merrill, Reebok, Nike, etc. are acceptable) Zoghby's Uniform Company carries black athletic shoes; however, shoes may be purchased elsewhere.

WINTER: Uniform sweatshirts available through the school or uniform jackets purchased at the uniform company may be worn in the classroom. White or black footed tights or white or black leggings (sock must cover bottom of legging) may be worn (no sweat pants). White turtlenecks may be worn under uniform blouse.

HAIR ACCESSORIES: Must be white, navy, green or a combination of these colors. Silver and gold barrettes are acceptable.

During class times, only regulation uniform garments may be worn. At other times and on the playground, children may wear regular jackets and coats.

Please see Parent-Student Handbook for more details on dress code.

The Sunshine Company uniforms will be "grandfathered in" through the 2015/16 school year.

REVISED 14/15 SCHOOL YEAR

BOYS K4 – 8

(K3 students do not wear uniforms.)

SHIRTS: Monogrammed short-sleeve green polo shirts available from the uniform company only.

PANTS: Navy pants available from the uniform company only.

SHORTS K4 – Grade 6: August – October 31st and in March, April, and May, grades K4 – 6 boys may wear navy walking shorts available from the uniform company only.

SHOES: All grades – **Must be** solid black athletic shoe. (Merrill, Reebok, Nike, etc. are acceptable.) Zoghby’s Uniform Company carries black athletic shoes; however, shoes may be purchased elsewhere.

SOCKS: Solid white, navy, or black **crew or above the ankle** socks only. Absolutely no socks on or below the ankle.

BELTS: Solid black, plain or braided

WINTER: Uniform sweatshirts available through the school or uniform jackets purchased at the uniform company may be worn in the classroom. White turtlenecks may be worn under uniform shirts.

During class times, only regulation uniform garments may be worn. At other times and on the playground, children may wear regular jackets and coats.

The Sunshine Company uniforms will be “grandfathered in” through the 2015/16 school year.

REVISED 14/15 SCHOOL YEAR

Uniform Closet

The uniform closet is located outside the K4 room. Used uniforms are donated to the school and may be purchased. We ask you to make a donation to the school.

MISCELLANEOUS

Presentation Day

The Congregation of the Union of the Presentation Sisters, Ireland, administers St. Patrick School. The Sisters celebrate the Feast of the Presentation of Mary on November 21st.

First Communion and First Reconciliation

First Communion and First Reconciliation is celebrated for second graders. Dates will be announced. The Sacrament of Confirmation is administered to 11th and 12th graders.

FERPA

The Family Educational Rights and Privacy Act of 1974 information sheet is mailed to each family in the summer packet. Under FERPA, you have the right to choose to withhold information from the student directory, corporate vendors, and to participate in photos/videos. If you did not receive this paper, please contact the school office.

COMPUTER/TECHNOLOGY USE POLICY

St. Patrick School is committed to preparing its students to live out their faith in a global technological society. All uses of technology will be viewed in the context of the moral and ethical teachings of the Catholic Church and the school's Mission Statement. The school supports technology as a tool and a resource to better prepare our students for their role in the 21st century.

To further its Mission, St. Patrick's has established an internal network in which computers in the computer lab are able to exchange information, communicate within the network, access the school's server and connect to the world wide web (the internet). This network includes individual classrooms, the office, and the computer lab, and allows all students, faculty and staff expanded opportunities to utilize available technological resources. In order to keep the computer network operation as effectively and productively as possible, users must follow St. Patrick School's Use Policy.

Unacceptable Uses:

Uses that the school deems acceptable and unacceptable are outlined below. While this policy attempts to be as comprehensive as possible, new situations may develop which are not outlined in the policy. The school will deal with those situations in a manner consistent with the policies in the handbook and the school's Mission Statement.

It is not acceptable to use the school's network so as to interfere with or disrupt other users, services or equipment. This includes, but is not limited to, distribution of unsolicited advertising (i.e., so-called "spamming"), flooding available bandwidth by attempting to run multi-user games, sending or forwarding so-called chain letters, propagation of computer worms, or viruses.

Students will not use the computer to publish material that violates copyright laws, infringes upon the rights of others, that would be abusive or libelous to the average person, or is in any way actionable or a violation of any law.

Erasing or tampering with any school or user stored data or programming on the hard disks is unacceptable.

Violations of the law and school policy, such as destruction or damage to equipment, software, or data belonging to the school or other users will be dealt with in a serious and appropriate manner.

Uses:

1. ACCESS

Students may only access programs, folders, and files as directed by the teacher/ instructor. Students accessing folders or files other than their own may lose computer use privileges and/or face disciplinary action according to school policies.

Students may not reconfigure program default settings without instructor authorization (this includes: screen savers, background pictures, renaming shortcuts, etc.). Any violation of this will result in immediate disciplinary action according to school policy, including but not limited to, loss of access and privileges.

2. LOGIN & LOGOUT / PASSWORDS

Students should never give out any passwords to anyone except the teacher/ instructor.

Students are not to allow someone else to use their login name and password.

Students are not to turn off their computer or monitor, unless so instructed by the teacher.

Students must clean up the work area for the next user when leaving.

3. SOFTWARE AND FILE ACCESS

The space where students store files on the network and disks are on loan to them. There is no guarantee of privacy. File space on a computer is the legal equivalent of a student's desk area. All applicable rights and policies of the school in regards to a student's desk/book bag apply. Access to student files is necessary as periodic directory maintenance is performed by authorized staff to help insure network performance and integrity.

Only school district purchased software may be used. Software from home or elsewhere may NOT be used.

Software is not to be copied. All software is copyrighted with very strict use limitations. Users must respect the legal protections to data and software provided by copyright and license law. No unlicensed software is permitted. Violations are cause for disciplinary action.

4. VIRUS PROTECTION

If a virus is discovered by anyone, the lab instructor must be immediately notified.

Any disk brought to school must be given to the lab instructor for a virus scan before it may be used in any computer in the school's network.

5. INTERNET USE

All Internet Use Policies are included in a separate section of the handbook. Internet use in the lab assumes that all policies listed there have been read, understood, and agreed to by students and parents.

Students may not use the Internet or E-mail without proper authorization from the lab instructor. Sending inappropriate e-mail will result in disciplinary action according to school policies and can include, but are not limited to, loss of privileges.

Students may use the Internet only when an instructor is present in the room.

Students may only "browse" the sites designated by the instructor. Browsing sites not designated by the instructor can result in the loss of Internet use privileges. Each computer monitors Internet sites visited by students. Notifying the instructor immediately upon entering an unauthorized site is required to avoid disciplinary action.

6. COMPUTER LAB

The computer lab is a classroom and all policies and procedures for a classroom will be adhered to and enforced.

NO food or drink is allowed in the computer lab.

Students are not allowed to be in the lab without a teacher present.

Students are responsible for any damage occurring to the school's hardware and software due to inappropriate actions or inaction while using the computers. Fees may be assessed and charged to the student for required repairs or replacement.

Violations of the law and destruction or damage to equipment, software, or data belonging to the school or other users will be dealt with in a serious and appropriate manner according to school policies.

INTERNET POLICY

The chief tool and resource which technology provides to the student in the dawning 21st century is the use of the Internet. In order to implement SPS's goals, the school is offering students the opportunity to use the Internet during the school day on the school's network. The availability of the Internet brings responsibility on the part of the school and the students. The school's internet policy outlines the school's policies and responsibilities as well as the manner in which it expects each student to fulfill his or her own responsibilities.

The goal of our Internet Policy is to provide access to the Internet for our students as safely as possible. While the Internet offers unprecedented opportunities to enlarge the scope of information available to all users, it is an unregulated medium in which any person, institution or group in the world can post data. The Internet is a vast resource for information -- some evaluate Internet sources just as they do print materials, questioning the accuracy and completeness of the information.

Our primary reason for using the Internet at our school is to benefit the students. Students need to be technologically literate to become productive and successful citizens and to succeed in an increasingly competitive educational system. The students can learn from hands-on experience how to find, evaluate and utilize information on the Internet. With access to the Internet, students are provided with a vast array of information and communication resources that allow them to:

Collect research for academic assignments

Access information from libraries, government data, etc.

Communicate with persons worldwide

Join discussion groups

Retrieve public domain software and shareware

To maximize availability of this resource and to ensure accessibility for all, the following use policy statements are made. All users of SPS Internet must abide by the terms and conditions of this Internet policy, as well as all policies that apply to the general use of the school's network. All students and their parents must also sign and abide by the Student Internet Use Agreement. The use of the Internet is a privilege and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges in accordance with school policy.

Students are responsible for good behavior on school computers and the Internet just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The Internet is provided for students to conduct research and communicate with others. Access to network services and the Internet is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege - not a right. Access entails responsibility. Individual users of the school computer networks and the Internet are responsible for their behavior and communications over those networks. It is presumed that users will comply with school policies and will honor the agreements they have signed.

St. Patrick School, in accordance with statutes governing schools public and private, treats network storage areas in the same manner as school lockers. Network administrators and school officials may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will be private.

Acceptable Use:

All internet use by members of the St. Patrick's Community, regardless of their affiliation with the school (student, faculty, etc.) shall be for or in support of 1) research, 2) education, 3) public service in relation to school supported activities.

Unacceptable Use:

It is **not** acceptable to use the Internet:

for purposes that violate any school policy or any federal or state law

in a manner that is harmful or harassing to anyone else

in a manner that disrupts normal network and Internet access and service. This includes, but is not limited to, the propagation of computer viruses, the altering of system software, the altering of system hardware, and the destruction or disruption of an individual's or the school's access to the Internet and service provider. The Internet is a tool to enhance learning; it is not a toy.

to obtain material that is racist, violent, or may be visually offensive to others in any way. Students are required to report any use of the Internet for inappropriate or offensive material.

The following are not permitted:

Entering chat rooms or chat groups, websites such as Facebook, Twitter, and student e-mail accounts

Sending or displaying offensive messages or pictures

Using obscene language

Harassing, insulting or attaching others

Damaging computers, computer systems or computer networks

Violating copyright laws; acts of plagiarism

Using another's password

Trespassing in another's folders, work or files

Intentionally wasting limited resources

Employing the network for commercial purposes

Violations may result in a loss of access, as well as other disciplinary or legal action.

AT NO TIME ARE STUDENTS TO RELEASE ANY PERSONAL INFORMATION OVER THE INTERNET, SUCH AS THEIR NAME, ADDRESS, OR PHONE NUMBER.

ADDENDUM – October 2015

St. Patrick Catholic School
Bullying Policy

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith.

St. Patrick Catholic School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of St. Patrick Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

St. Patrick Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

Definition:

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication that is repeated.

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

Scope

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Breach of Policy

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms will be retained at school until the students involved leave the school.

Disciplinary Action

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Education

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in St. Patrick Catholic School educating students, teachers, and parents about the policy must take place annually. Therefore, St. Patrick Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

St. Patrick Catholic School

Bullying Report Form

*Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication **that is repeated.***

Date of report:

Initial report made to:

Person(s) reporting:

Date(s) of incident (s):

Type (Mark with "X" all that apply)

Verbal	Physical	Emotional	Social Media	Other
Persons involved:	1.		2.	
3.	4.		5.	

Where did this occur?

Has this happened before?

Dates?

Additional information available, such as, letters, screenshots, photos or other?
If yes, please provide copies.

Explain this incident?

Describe what you have done to resolve or what do you think would resolve this problem?

Parent signature:

Student signature:

OFFICE USE:

Received by:

Date:

PARENT-STUDENT HANDBOOK DISCLAIMER

Failure to read the Parent-Student Handbook does not excuse students and/or parents from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the Parent-Student Handbook are subject to change without prior notice. Parents will be given prompt notification if changes are made.

- A school directory is published yearly.
- School activities are occasionally photographed, videotaped, and published.
- The school will transport children to and from Church and/or walking field trips when it is raining.
- This handbook is valid through May 2016. Amendments will be made as needed and will be communicated to you.

Please detach, sign, and return to the school within one week of receipt.

I have read the St. Patrick School Parent - Student Handbook; I have discussed the contents with my child/children. We appreciate the handbook and agree to abide by the policies.

Parent(s) Signature(s) _____ Date _____

Student Name: _____ Grade: _____
