ST. PATRICK CATHOLIC SCHOOL
STUDENT/FAMILY HANDBOOK
2026-2027

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GENERAL INFORMATION

MISSION, VISION, AND PHILOSOPHY STATEMENTS

Mission Statement

St. Patrick Catholic Preschool through Junior High, rooted in the traditions of the Sisters of Mercy and focused upon rigorous academics, partners with families to educate and inspire students to live and serve with faith, wisdom, and compassion.

Vision Statement

St. Patrick Catholic Preschool through Junior High envisions a vibrant community that connects our Catholic faith to all we learn and do. We will be a school that provides a Christ-centered, academically challenging, service-oriented curriculum to ensure that all graduates have the foundational preparation and confidence to live their faith, apply their learning, and serve their communities.

School Philosophy

St. Patrick Catholic Preschool through Junior High is a community in which clergy, teachers, staff, and parents work together to provide a well-rounded Catholic education for each student. As facilitators of the educational program, the faculty and administration consider it essential to teach the student to live in accordance with the spiritual, moral, and ethical principles exemplified in the life of Christ and inspired by the Sisters of Mercy.

SCHOOLWIDE LEARNING EXPECTATIONS

We strive for:

Faith

We…

- Engage in a growing relationship with Christ
- Put God's word into action
- Seek to understand the teachings and traditions of the Catholic Church

Wisdom

We…

- Communicate effectively, create strong study habits, and recognize the value in different perspectives
- Learn, reflect, and work hard each day to pursue our goals
- Recognize purpose in our learning and apply it to our daily lives

Compassion

We…

- Take responsibility for our call to serve others
- Recognize the needs of our world and actively respond
- Respect each other in word and action

School Accreditation

St. Patrick Catholic School is fully accredited by the Western Catholic Educational Association (**WCEA)** and the Western Association of Schools and Colleges **(WASC)** and the accreditation process recognizes and confirms:

1st… that professional standards of curriculum, instruction, and care of each child is being maintained and advanced in our school;

2nd… that our school has clearly defined and appropriate educational goals/ objectives that are being substantially achieved; and

3rd… that our school is a high-quality educational enterprise with the human, fiscal, and physical resources to continue its services for many years.

CATHOLIC COMMUNITY, ADMISSIONS, AND ATTENDANCE

As communities of holy people—teaching, learning, supporting, organizing—Catholic schools join together to create for children an educational adventure, permeated by the Lord's gospel as proclaimed by the Catholic Church. Likewise, St. Patrick Catholic School unites the spiritual and educational forces between home and school to prayerfully seek the wisdom and grace of God.

Every person, as a child of God, has equal dignity and an inalienable right to an education. Therefore, **no qualified student will be denied admission to St. Patrick Catholic School on the basis of sex, race, color, national origin or handicapping condition** (if, with reasonable accommodation on the part of the school, the handicapped person can be accommodated).

Admissions Procedures

Acceptance of students into St. Patrick Catholic School means that the family of the student is also accepted into the school community. Students and their families are expected to contribute to the building of the Catholic community at the school.

Admission to St. Patrick Catholic School is a multi-step process. New applicants for kindergarten and grades one through eight will interview with the Principal and have an academic screening. Attendance at an orientation night will be required for all new families. Once accepted or re-enrolled, all families must complete and submit a signed Admission Contract for the current academic year before students can attend classes. No one will be admitted who, in the judgment of the administration, will not have his/her needs met at St. Patrick Catholic School.

Parents and guardians are required to inform themselves thoroughly regarding all of the regulations as set forth in the St. Patrick Catholic School Family Handbook, particularly in the areas of faith

development, school philosophy, discipline, family responsibilities and financial obligation of the parents/guardians.

Priority of Admittance

Since St. Patrick is a Catholic school, it is our goal to educate and support parents as partners in the intellectual and spiritual development of their children. Students are accepted on the basis of openings and the ability to progress and achieve within our curriculum and programs.

Preference for admission to St. Patrick Catholic School will be given to:

1. Continuing students of currently enrolled families of St. Patrick Catholic Preschool – Jr. High School.
2. Siblings of currently enrolled families.
3. Children of alumni.
4. New students who, ***at the time of application***, are already registered with St. Patrick, St Joseph's or St. Paul's Parishes, in order of filed applications.
5. Other new students in order of the date of filed applications.

The school administration reserves the right to deny admission to any student not satisfying the entrance/continuation requirements. This denial may be reviewed every trimester by parents and the school administration, keeping the best interest of the child as a first priority.

Admission Requirements

- ♣ New families and students must interview with the Principal.
- ♣ All incoming students must take a placement test.
- ♣ Copy of most current report cards.
- ♣ Copy of 2 years of standardized test scores, if applicable.
- ♣ Copy of IEP, Accommodation plans, or other pertinent student educational assessment and services, if applicable.
- ♣ Registration fee (non-refundable unless child not admitted by school) at time of registration
- ♣ Completed application, emergency, family agreement forms.
- ♣ Immunization records, with all required immunizations up to date.
- ♣ Birth and Baptism certificates (copies of birth, baptismal, and First Communion certificates for all Catholic pupils must be presented at registration; birth certificates for non-Catholic pupils).
- ♣ Signed permission from parents that allows St. Patrick faculty and staff to contact the present school for the following:

1. Satisfactory progress from previous school as documented by official academic transcripts from the two years prior, accepting Kindergarten applicants.
2. Copy of CUM folder from prior schools.

3. Indication on entrance and standardized (SAT, CTBS, ITBS, etc.) tests of an academic ability to achieve satisfactory progress within our curriculum.
4. Being of good character which reinforces the school's mission, philosophy and goals as well as behavior patterns which would not be a disruptive influence in the school, indicated by a letter of recommendation from the current teacher.

Non-Discrimination Policy For Catholic Schools

St. Patrick School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school.

St. Patrick School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While St. Patrick School does not discriminate against students with special needs, a full range of services may not be available.

Likewise, St. Patrick School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin.

It is the policy of St. Patrick School to promote equal opportunity in any and all employment decisions. St. Patrick School reserves the right to be the sole judge of merit, competence, and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

Kindergarten

Students must be 5 years of age on or before September 1st of the academic year. All incoming kindergarten students will participate in the Brigance School Readiness Screen. The Brigance Screen is not an intelligence or achievement test; rather, it is an organized series of tasks through which a child demonstrates his/her developmental age. At the conclusion of the screening, the early childhood staff will recommend to the principal those students who will best benefit from placement in the kindergarten program.

Student Records

Certification of required health and academic records must be presented ***at the time of registration*** or children will not be considered for admission to St. Patrick Catholic School. Continuing students must have on file and new students must submit:

1. **Physician's health form**—a physical exam must be performed.
2. **Immunization records**-up to date with required immunizations

Students Admitted for Grades K-8 Need These Immunizations:

Diphtheria, Tetanus, and Pertussis (DTaP, DTP, or DT) —5 doses
- 4 doses OK if one was given on or after 4th birthday
- 3 doses meet the requirement if at least one dose was given on or after the 7th birthday

Polio (OPV or IPV)—4 doses
- 3 doses OK if one was given on or after 4th birthday

Hepatitis B—3 doses

Measles, Mumps, and Rubella (MMR)—2 doses
- All given on or after 1st birthday

Varicella (Chickenpox)—2 doses

Students Need These Immunizations to Start 7th Grade:

Diphtheria,Tetanus, and Pertussis - 1 dose
- At least one dose of pertussis-containing vaccine is required on or after the 7th birthday

Varicella - 2 doses
- The Varicella Requirement for 7th grade advancement expires after June 30, 2025

California schools are required to check immunization records for students ages 4-6 years, upon advancement or admission into 7th grade, and for students transferring from out-of-state at any age. Parents must show their child's Immunization Record as proof of immunization.

Parents must show their child's Immunization Record as proof of immunization. These immunization requirements also apply to students entering transitional kindergarten.

This school immunization law affects all students in public and private schools. Parents must show their child's Immunization Record as proof of immunization. Transfer students from out-of-state entering any grade level (K-12) in California may need to meet additional school immunization requirements.

3. Emergency Card
Each student must have a completed emergency card on file in the school office. This card must have the names of two adults other than parents who can be called in the event of an emergency.

CONTINUOUS REQUIREMENTS FOR CURRENT STUDENTS

Students are admitted to St. Patrick Catholic School on a year-to-year basis. For continued admittance, currently enrolled students must:

- ♣ Demonstrate an academic ability to achieve satisfactory progress within our curriculum.
- ♣ Demonstrate good character which reinforces the school's mission, philosophy and goals as well as behavior patterns which would not be a disruptive influence in the school.
- ♣ Update immunization and health records.
- ♣ Update emergency and family agreement forms.
- ♣ Pay registration fee (non-refundable unless not admitted by the School) and be in good financial standing with the school.
- ♣ Sign your agreement for the Family Handbook, Sexual Harassment, and Christian Code of Conduct, located in the Admission contract.
- ♣ Fill out and sign Computer Access Release Form and Photo/Video/Student Work Release Form

FEES

All fees are due at the time of registration. Children will not be admitted until all fees are paid and all tuition payments are current. **Registration fees are non-refundable if you decide not to enroll your child in St. Patrick Catholic School.**

TUITION AND FEE RESPONSIBILITIES OF FAMILIES:

The principal sets the level of tuition and fees annually after consultation with the School Board. Complete responsibility for tuition and fees are outlined annually within ***"St. Patrick Catholic School Registration Information and Policies"*** packets.

ANNUAL TUITION

Tuition is a yearly cost, but may be paid in advance **in August (per contract)** or in ten (10) or twelve (12) scheduled monthly installments or by another payment plan requested in writing to, and approved by the Principal.

TUITION PAYMENT POLICY

If a family is unable to honor their financial commitments, they must contact the school office immediately. This is vital to safeguard against any loss of revenues that would hinder the educational services provided to all families and to prevent legal pursuit of, or penalties to, delinquent accounts. Jr. High students will not sit for trimester exams if fees are not current.

REGISTRATION FEES

All fees are due at the time of registration. Registration fees cover textbooks and workbooks, master insurance contribution, diocesan student assessments, resources essential for instruction, various testing of students and individual student insurance coverage. Registration fees are non-refundable.

TUITION ASSISTANCE FOR FAMILIES:

St. Patrick Catholic School strives to make Catholic education available to all children even if families cannot meet the full cost of tuition. To facilitate this goal, a limited amount of money is available to families who enroll

their children in Kindergarten through 8th grade. Funds are allocated based upon demonstrated need and are disbursed directly into tuition accounts at the beginning of each school year. Once these funds are depleted, additional requests for assistance will be denied.

All matters relating to individual tuition assistance are held in the strictest confidence between the receiving family and school administration only.

Tuition grants are designed only to financially assist families in need. Tuition assistance allocations should not be regarded as a family's sole means of financing the Catholic education and care of their child(ren) at St.Patrick Catholic School.

TUITION AND FEE PAYMENTS MADE BY A TAXPAYER ON BEHALF OF HIS/HER CHILD(REN) ATTENDING ST. PATRICK CATHOLIC SCHOOL ARE NOT ALLOWABLE DEDUCTIONS.

SERVICE AND FUNDRAISING RESPONSIBILITIES OF FAMILIES

The Christian way of life is a call to be holy and to serve the Lord. To keep St. Patrick Catholic School an affordable opportunity, each family participates in our **Family Service and Scrip Programs**. Complete family service/fundraising policies are outlined annually within ***"St. Patrick Catholic School Registration Information and Policies"*** packets.

ATTENDANCE, ABSENCES, TARDINESS

ABSENTEE PROCEDURES

Parent/guardians are required to phone the school office before 9:30 a.m. to report a student absence. If the office staff is not notified by 9:30 a.m., parent/guardian will be contacted to verify the absence.
If a child is out longer than three (3) days, the child shall be required to have a written note from the doctor depending on the illness before re-admittance can occur.

> "Excessive absences or tardies, even if necessary and excused, may be grounds for decreased credit or disciplinary action. **Any student who misses ten (10) days of school during any trimester will be subject to possible retention, after a review of the situation by the Principal and pursuant to local school policy/procedures.** **(Diocesan Policy #5310)**

TARDINESS

Students are required to be on time for the 8:25 a.m. assembly. A three-minute warning (8:23 a.m.) will ring so that students may prepare themselves for community prayer and flag salute. All play equipment, backpacks and bathroom calls must be taken care of before 8:25 a.m. If a student arrives while prayer and/or flag salute is in progress he/she must stand still until the prayer/flag salute is over. Students who arrive late for school must go to the office for a tardy slip. A tardy implies that a student does not enter the classroom with the rest of the class. **Four (4) unexcused tardies within a trimester will result in a detention for habitual tardiness**. Tardies are excused only if a reasonable hardship would have been inflicted on the family in order to get the student to school on time. It is important that students arrive on time so that they can feel prepared for the day and so that classroom disruptions are avoided.

RELEASE OF STUDENTS DURING SCHOOL

Students withdrawn from school prior to 2:50 p.m. for activities other than illness, medical/dental or family emergency are considered unexcused absences and will be notated as a full/half day absence according to school policy. Release of a student during school hours will require the parent or pre-authorized adult to come to the school office. Please understand that personal identification will need to be verified by the office staff prior to the student's written release to the parent or pre-authorized adult.

SCHOOL RELEASES/MEDICAL APPOINTMENTS

No child may leave school without authorization. Children are released during school hours into the custody of parents or authorized adults only (as indicated on Family Emergency Card), and only after a release form has been signed in the office and a carbon duplicate presented to the classroom teacher when the student is being picked up. Safety is always of utmost concern; therefore, please understand that personal identification will need to be verified by the office staff prior to the issuance of a written release to the parents or authorized adult. Medical appointments are excused tardies and absences. A note from the doctor/dentist's office must verify the appointment. Early release for any reason must have an authorized signature on the release form prior to the student leaving the school grounds. An unexcused release prior to 2:50 p.m. will be considered a half-day's absence.

FAMILY VACATIONS

Parents are encouraged not to take family vacations during school sessions.
ABSENCES DUE TO FAMILY VACATIONS ARE CONSIDERED UNEXCUSED ABSENCES.

7th and 8th grade trimester exams and Renaissance testing given to grades K-8 will not be allowed to be made-up due to vacation schedules.

Please see Homework Policy under Enlightened Curriculum & Instruction for more details.

HEALTH & HYGIENE OF CHILD(REN)

Parents are naturally held accountable in caring for their child(ren)'s good health and hygiene practices. Continual neglect of good health and/or hygiene practices which constitute a hazard to other students; e.g., nausea, running a temperature, hacking cough, lice, pink eye, impetigo, or other communicable diseases or conditions, including the constant re-occurrences of these, can result in expulsion. (Diocesan Policy #5621) Any absence of three (3) days or more may require a doctor's release for the child to return to school.

Children who are injured in off-campus incidents (cuts, bruises, sprains, etc.) must have the injury attended to before they arrive at school the following day. The school will not treat injuries that occur off-campus. Parents will be called to do so. A change of a Band-Aid or application of calamine lotion are a few of the exceptions the office staff will attend to.

Children are expected to report to school ready to learn. This means having had breakfast and being properly groomed: bathed with clean hair brushed or combed in an acceptable manner; clean clothes so as not to be offensive to others or to embarrass the student or any school employee who would feel the need to address the hygiene issue. The school office does not always have replacement clothing and you may be called in the event clean clothing is needed

REFLECT THE IMAGE AND LIKENESS OF CHRIST

St. Patrick Catholic School reflects this mission by nurturing faith development through quality Catholic religious instruction, by providing opportunities for spiritual growth and the celebration of our faith and by consistently fostering the practice of Catholic Works of Mercy.

RELIGIOUS INSTRUCTION:

All grades K-8 have daily religious instruction. The aim of our daily instruction is to assist each student to become an involved and active member of the Catholic Church.

PRAYER SERVICES AND PARALITURGIES

Students participate in a variety of prayer experiences. Each school day begins with community prayer followed by individual class prayers. Individual classes prepare appropriate prayer services and paraliturgies either as part of their religion lessons or to celebrate or commemorate particular events with the school community.

SACRAMENTS OF RECONCILIATION AND EUCHARIST

Students in Grade 2 prepare for the sacraments of First Reconciliation and First Eucharist during the school year. The school program is coordinated with the parish program and takes place in the spring.

Prior to children entering 2nd Grade, "All non-baptized children must be baptized by September of their second grade year if they intend to receive the sacraments of Reconciliation and Eucharist." In receiving Reconciliation and Eucharist your child enters more fully into the life of the Church. A prerequisite for receiving these two sacraments is the sacrament of Baptism.

Mass is celebrated as a school community at least once a month. These celebrations, prepared by the students, are held in Mercy Gymnasium on campus or at St. Patrick Church.

WORKS OF MERCY

Christian disciples comfort those in need, both physically as well as spiritually. These needs and our active Christ-like response to them are expressed in Corporal and Spiritual Works of Mercy. By living the Works of Mercy, as Jesus asked us, St. Patrick Catholic School puts our faith into action by each of our classes performing four (4) Works of Mercy each year. This may be done by collecting food for needy families,

almsgiving to support missions and St. Jude's Children's Hospital, visiting convalescent homes and serving in parish outreach projects.

JR. HIGH WORKS OF MERCY

Supervised by the homeroom teachers respectively, 6th - 8th grade students are required to perform 25 hours of charitable service each year of Jr. High for a total of 75 hours.
A specific number of hours will be designated and coordinated by the Campus Activities Director involving St. Patrick Parish Outreach services, and other approved school, home and local Works of Mercy. Students must complete their works of mercy prior to graduation.

"…This is what the Lord asks of you, only this: that you
Act Justly, Love Tenderly, and that you Walk Humbly with thy God."

SPIRITUAL FORMATION & SPIRITUAL GOALS

…Students who consciously desire to build a personal relationship with God as Parent and Creator, embodied for us in Jesus, and available to us daily as God's indwelling Holy Spirit.
…Students who seek God's truth, reflect on God's word, witness to God's presence and to God's love with maturing faith and deepening commitment.
…Students who take responsibility to be informed about the problems of the world; who take seriously their role as co-creators of the future; who serve the needs of others in joy and sacrifice; and who yearn for peace on this planet, justice and mercy for all, and the unity of all people with God.
…Students who celebrate with the Catholic community of believers, wholeheartedly and joyfully, the liturgical cycle of the Lord's life, death and resurrection; experience and witness to the sacramental actions of Eucharist, forgiveness, healing, and selflessness; value unity with diversity and always affirm the sanctity of life.

FAMILY LIFE & CHILD SAFETY

…Benziger Family Life program is intended to address three themes in sexuality in an age-appropriate way for grades 7-8. The themes of the program are: Respect for Life, Sexuality as Relational, and Life-giving, Love-giving. In younger grades, the school utilizes the Growing With God program.
…The purpose of the family life programs is to help the young people understand that human sexuality is God's gift and is a fundamental part of who they are as whole persons-body, mind, and soul.
…The program fosters an understanding of the human and Christian values that sexuality is meant to express and to encourage them to live these values.
…The program involves understanding ourselves as physical, moral, spiritual, emotional beings, our relationships with others, our commitments.

Child Safety

The goal of the student safety program is to educate and empower children and young people to actively participate in a safe environment for themselves and others. The school uses the Growing with God program along with the Second Step programs, along with our religion and family life curriculum, to accomplish this goal.

ENLIGHTENED CURRICULUM AND INSTRUCTION

Student learning and student outcomes, which focus on norm based and standards based assessment is vital to the educational process. These aspects of the educational process are all interwoven into an ***"enlightened curriculum"*** at St. Patrick Catholic School. Such enlightenment integrates the spiritual understanding of Catholic educational philosophy within a learner-centered, Christian, values-based curricular design.

We believe:

That the Catholic school experience teaches Christian truth and the Gospel values of love of God and love for other people.

That what we teach and how we teach will bring our students to Christian discipleship, moral growth and love of learning throughout their lives.

That our educational programs are learner-centered and educate the whole person, while developing critical thinking and creative skills.

That our courses of study are designed to develop initiative, self-discipline and personal responsibility in our students.

That through the experience of Catholic schooling our students will be prepared to be leaders in the church and in society.

ACADEMIC GOALS

St. Patrick Catholic School seeks to engage children so that they will embrace lifelong learning and moral growth through developmentally appropriate curriculum and instruction, and through formation in the beliefs, wonders, and traditions of the Catholic faith.

TESTING

The Renaissance STAR Reading, Math, and Early Literacy Testing Programs have been mandated by the Diocese of Monterey and are administered to all grades. This testing takes place each trimester. Results are given to all parents each with each trimester report card. Scores for eighth grade are forwarded to high school for placement. The testing program is to measure student growth. There will be no make-ups, under any circumstances, due to unexcused absences.

TEXTBOOKS & SCHOOL DEVICE TECHNOLOGY USE

It is important that each child be trained to respect and take care of all school property. Reimbursement is required for lost or damaged books. Please provide each child with a bag in which to carry books. Students and parents agree to the following policies regarding school provided devices and student use of technology.

School Provided Technology Device Agreement
Student Responsible Use of Technology Agreement

ACADEMIC & CONDUCT AWARDS

St. Patrick students are encouraged to seek both academic and personal excellence by developing their full spiritual, intellectual, emotional and physical potential. Each year the school will recognize students who demonstrate outstanding performance with the following awards:

PERFECT ATTENDANCE (GRADES K-8)

Those students who attend school every day for an entire academic year will be honored.

PRINCIPAL'S HALL OF FAME (GRADES 8)

This award is given to students who achieve an excellent grade point average (3.75-4.00) while demonstrating outstanding classroom conduct and effort, and work habits.

SUBJECT AWARDS (GRADES 8)

At the end of the year these awards are given to students who demonstrate high achievement (90%-100%) in a particular academic area. Awards are given for each of the core subjects.

THE PRIDE OF ST. PATRICK (GRADE 8)

At the end of the year this award is given to one graduating student who best exemplifies a Christian spirit, academic achievement, physical integrity, and an honorable character. This student should be an inspiration to her/his fellow classmates and an example of the finest St. Patrick has to offer. The graduating eighth grade class will secretly nominate students for staff to vote upon with the principal's and pastor's final approval.

STUDENT OF THE MONTH

At the end of each month each teacher will have the opportunity to choose a "Student of the Month". This student has demonstrated outstanding initiative and creativity in their responsibilities, a positive Catholic school attitude,high levels of cooperation with their classmates and teacher(s), and actively lives out St. Patrick School's schoolwide learning expectations.

HONOR ROLL (Grades 6-8)

"PRINCIPAL'S LIST": Students who achieve a 3.75 or higher

"HONOR ROLL"
St. Patrick Catholic School encourages students to develop and maintain high academic standards. **"Honor Roll"** loudly applauds students who maintain a cumulative 3.33 **(B+) GPA** or higher.

"ACHIEVEMENT HONORS"
Students are given the opportunity to savor success, to be affirmed for their progress, by being recognized with **"Achievement Honors"** each time they better themselves in the academic arena. To earn **"Achievement Honors":**

- ♣ a student's grades must exceed the grades of the last grading period at least two subjects
- ♣ go down in no subjects, and
- ♣ not include any grades lower than a C-.

Each academic trimester it is possible for student scholars to merit both **"HONOR ROLL"** and **"Achievement Honors",** supposing that one progresses in two subjects, while preserving a minimum 3.33 **GPA**.

GRADE REPORTING TO PARENTS/GUARDIANS:

Report cards are given to all students at the close of each trimester (approximately 12 weeks). These cards come home in a brown envelope which is to be signed by the parents and returned to the teachers within three (3) school days. Grades must be contested within one (1) week. St. Patrick Catholic School follows the grading scale adopted by the Diocese of Monterey that is available upon request.

GRADING SCALE for Academic Subjects:
The following grading scale has been approved by the Diocese of Monterey for academic subjects:

Grades K
M - Meets or exceeds standard
S - Sometimes able to demonstrate standard
NE - Not evaluated this period

Grades 1 & 2
1 – Outstanding
2 – Good
3 - Satisfactory
4 – Improvement needed
5 - Unsatisfactory
"+" or "-" may be given in above grading categories.

Grades 3-8
A, B, C, D

The values of the respective grades on the report card are as follows:

"A" This is an exemplary grade. It is reserved for the very highest quality of work that must include excellence in careful preparation, accuracy, and content.

"B" This is highly commendable, and indicates that the student is doing above average, quality work. Industry, interest and perseverance will earn such a grade.

"C" This is a satisfactory grade. It is a commendable grade for those working to ability and for those applying a high degree of effort and interest to their learning.

"D" This grade indicates below average achievement, a lack of effort, or lack of improvement. It is a warning that there must be an improvement if the student is to pass the subject.

"F" This is a failing grade. It indicates unsatisfactory scholarship, effort, and/or progress. It is never given to a student who is working to the best of his/her ability.

ACADEMIC PROBATION (GRADES 6-8)

If a student's academic achievement falls below a **2.0** or if he/she is receiving a D, F or unsatisfactory mark in any core subject for any grading period, he/she will be placed on academic probation (no after school activities (EX. SPORT TEAMS, AFTER SCHOOL CLUBS), mandatory homework club, possibly removed from elective) etc. Students failing to maintain a **2.0** or receiving a D, F or unsatisfactory mark at the time of Progress Reports (midway through the trimester) and/or at the time report cards are issued will be placed on academic probation for two weeks. At that time, students who have raised their grades **(2.0 or all core subjects' grades raised to a C- or above)** will be removed from academic probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If satisfactory progress is not achieved and maintained, teachers, principal and parents, through discussion, may wish to reconsider the child's enrollment at St. Patrick Catholic School.

Students with a GPA below 2.0 or a D, F or unsatisfactory marks may petition the school administration to participate in after school activities. However, these students will remain ineligible for competitive games. Petitions to attend must be in writing and must specifically state:

- a clear understanding of why the student's academic studies are below satisfactory levels; and
- a plan on how the student intends to improve her/his academic studies to satisfactory levels.

Each petition to practice is considered individually. Academic probation will last for approximately two (2) school weeks to allow students to improve their academic standing. If a student's grades have improved, he/she may become eligible to participate in activities.

CHEATING & PLAGIARISM

Cheating is the act of obtaining or attempting to obtain credit for academic work by the use of any dishonest, deceptive or fraudulent means. Plagiarism is the act of taking ideas, words, or specific substance of another

or artificial intelligence and offering this as one's own, without giving credit to the source, including electronic source material.

CONSEQUENCES OF CHEATING OR PLAGIARISM

A teacher who has sound reason to suspect cheating or plagiarism may consider one or more of the following actions:

***Failure/reduction of the grade earned on the work or failure/reduction in the subject**
***A requirement that work be repeated**
***Notification of the parents/guardians of the offense.**
A yellow slip may be issued.

PROMOTION POLICY

Promotion of students to succeeding grade levels will be based upon the following criteria:

That the student will have satisfied the grade's work and who are correspondingly mature shall be promoted to the next grade. **(Diocesan Handbook 6470.5)**

Students in the eighth grade are required to achieve a satisfactory cumulative grade point average of 1.66 (C-) in order to graduate.

The student has fulfilled the required days of school attendance. No student may be absent **(excused or unexcused)** more than ten (10) days per trimester, unless special arrangements have been made through the school administration.

If St. Patrick Catholic School cannot reasonably satisfy the special learning needs of any student, an alternative school will be recommended.

HOMEWORK

Home study is an enhancement of class activity and is an invaluable way of fostering systematic study habits, a sense of responsibility, interests and abilities. Children should be provided with adequate study conditions.

Faxed homework is not accepted under any circumstances.

RECOMMENDED TIME ALLOTMENTS

Homework may be assigned in Kindergarten. Individual needs may require special help from parents/guardians.

Grade K and 1	**15-20 minutes**
Grade 2	**20-30 minutes**
Grades 3 and 4	**30-45 minutes**
Grades 5 and 6	**45-65 minutes**
Grades 7 and 8	**70-95 minutes**

MISSED HOMEWORK DUE TO ILLNESS

Homework assignments are posted to the Google Classroom per grade by your child's teacher. It is best to check the instructional calendar within Google Classroom as your first point of contact. **If your child/ren is going to be absent for two or more days, please email the teacher and request homework for your student by 10:00 a.m.** The homework and your child's books/materials will be available to you by 3:15PM in the office for pick-up. Please give your best estimate as to how many days your child will be out. Please remember that the teachers are dealing with multiple students and sometimes do not get through all the work they have planned for the day. Your sick child, on the other hand, most likely will do all the work and may come back with more work done than the rest of the class. That sometimes is to be expected. **Homework requests will not be processed/accepted over the phone and/or faxed**. **Please do not call the office staff with requests for homework.**

VACATION TIME

The school will not provide homework and classwork in advance for vacations. If you plan a vacation during school time students may bring books home with them and refer to the instructional calendar on Google Classroom. Students have two days to make up missed assignments and tests upon their return, regardless of the number of days absent due to vacation.

INSTRUCTIONAL SCHEDULES:

Unless the principal has arranged a special schedule, St. Patrick Catholic School begins each instructional day at 8:25 a.m. The day ends at 3:00 p.m, M, T, Th, F. 2:00 p.m on Wed.

FIELD TRIPS

A field trip is a means of reinforcing an instructional concept taught in the classroom or a way of introducing a new instructional concept to the students. A field trip may be initiated by the teacher, and must be approved by the principal. Four field trips a year are permitted and must be educational in nature. Students must return to school immediately after the educational program. Field trips are privileges that may be revoked for academic or disciplinary reasons. The teacher will arrange alternative arrangements for non-participating students.

PARENTAL PERMISSION

Signed parental permission slips must be obtained for all field trips. **Phone calls are not acceptable** due to liability issues. Should a permission slip become misplaced or be returned unsigned, students will be required to remain on campus under supervised care. Only in an emergency is a fax allowed and it must be the original Field Trip Permission Slip Form. Permission Slip Forms are available for download on the school website.

PARENT/GUARDIAN DRIVERS

A rented school bus may be used for transportation for field trips. For safety and supervisory reasons parents may be drivers/chaperones on school field trips. Please contact your child's teacher if you wish to volunteer your services.

***There must be adequate seat belts for all passengers and appropriate insurance coverage.**
***All drivers must be at least 25 years of age with a current California driver's license, proof of insurance on their person or in their vehicles, have cleared their Live Scan and completed the Virtus training and the Safe Driving Course online.**
***NO CHILDREN OTHER THAN THOSE INVOLVED IN THE FIELD TRIP ARE ALLOWED.**
***All required forms must be completed prior to the day of the scheduled trip.**

PERMISSION SLIPS/EMERGENCY BACKPACK
Permission slips/emergency backpack(s) must be taken on field trips and be in the possession of the teacher.

EXPULSION FROM FIELD TRIPS
All school rules are in effect on every field trip. Students may be sent home for serious problems at the parents' expense.

SAFE, DISCIPLINED ENVIRONMENT

St. Patrick Catholic School strives to create an emotionally and physically secure campus community. Initiative is rewarded, self-control is fostered and personal responsibility for one's actions is encouraged. Positive moral training enables students to make appropriate choices in a nurturing climate.

AWARDS FOR CITIZENSHIP:

Each month, teachers will select students from their classes who exemplify outstanding initiative and creativity in their responsibilities, a positive Catholic school attitude and high levels of cooperation with their classmates and teacher(s). At the end of each month one student will be honored as the **Student of the Month** for that class and be announced at a scheduled morning assembly.

CODE OF CONDUCT

St. Patrick Catholic School's Code of Christian Conduct strives to advance the Christian ideals of respect for God, oneself and others, to provide peaceful settings conducive to learning, to promote self-discipline, to nurture moral reasoning and to build a sense of community. Each family is required to sign that they have read and will comply with *St. Patrick Catholic School Code of Christian Conduct* each year. A copy of the Code of Christian Conduct is attached to the registration package.

Parents/guardians are kept informed of their child(ren)'s conduct both formally (through green, yellow, pink and red slips) and informally through teacher/principal notifications and communications:

"GOOD NEWS" CONDUCT RECOGNITION (GREEN SLIP)
A green slip, signed by a teacher/supervisor and authorized by the principal, may be given to students who are recognized as proclaiming the ***"Good News"*** with their Christian conduct and advancing the schoolwide learning expectations of the school.
When a student receives a green slip, he/she may take the slip home for his/her parent(s).

DISCIPLINE POLICY GRADES K-5 K-5th Grade Discipline Policy_StPatrickSchool

DISCIPLINE POLICY GRADES 6-8 6th-8th Grade Discipline Policy_StPatrickSchool

Students will serve detention on the necessary day plus any additional disciplinary procedures deemed warranted by the school administration.

APPEALS FOR YELLOW AND/OR PINK SLIPS
Students and parents/guardians are given notice of misconduct or serious misbehavior by receiving a yellow or pink slip. Students are also given a fair chance to be heard and appeal these forms of disciplinary action. Students who receive a yellow slip for misconduct must first speak to the teacher/supervisor who issued the slip prior to appealing to the disciplinary team.. **(Parents/guardians are urged to follow the same appeals process)**
Final appeals of yellow & pink slips may be made to the disciplinary team.
The disciplinary team consists of the principal and junior high homeroom teachers.

CONSEQUENCES FOR INAPPROPRIATE CONDUCT

DETENTION SYSTEM

Students in grades 1-4 who receive either a yellow or pink slip are required to serve a thirty (30) minute detention. Students in Grades 5-8 are required to serve a forty-five (45) minute detention.

There will be detention after school on Tuesdays and Thursdays. Students who get a yellow slip on Monday, Thursday or Friday will have detention on Tuesday. Those who get them on Tuesday or Wednesday will have detention Thursday. This will give parents time to make necessary transportation arrangements.

Detentions will not be rescheduled unless they pose an unreasonable hardship on the family and the rescheduling is approved by the vice-principal or principal. Conflicts with

sporting or activity schedules is not an undue hardship and detentions will not be rescheduled if they interfere with these events.

DISCIPLINARY PROBATION & GOOD WORKS PROGRAM

Students on disciplinary probation are ineligible for extracurricular activities while the probation is in effect. This includes after school activities, clubs, and sporting events. Students may, upon teacher and administration discretion, be removed from school activities (field trips, assemblies, etc) during the probation period.

Students on disciplinary probation will also take part in a "Good Works" program twice each week at school where they practice restorative acts aligned with their discipline infraction.

DISCIPLINARY SUSPENSION

Students involved in any major infraction(s) of St. Patrick School Code of Christian Conduct and Family Handbook may be suspended from the school for a period of time determined by the principal. It is at the disciplinary team's discretion that suspensions may vary from 1-4 days depending on the nature and seriousness of the misconduct.

In-House suspensions may be given at the discretion of the principal. Parents will be contacted prior to the start of any suspension. Schoolwork must be made up during the suspension. A child will receive an **F** for any incomplete work.

DISCIPLINARY EXPULSION

Expulsion is an extreme but sometimes disciplinary measure for the common good. In accordance with diocesan policies and California Educational Codes, students may be expelled by the pastor and principal for, but not limited to, the following offenses:

- **Actions and/or words gravely detrimental to the moral or spiritual welfare of others**
- **Habitual insubordination, habitual vulgarity, habitual truancy, habitual harassment**
- **Assault/battery, dangerous behavior, substance abuse or abuse of property**
- **Continual neglect of good health and/or hygiene practices that constitute a hazard to others**
- **Conduct detrimental to the reputation of the school or for immorality in talk or action in or out of school.**

The right to appeal for expulsion may be made to the Pastor, then the Superintendent.

DISCIPLINARY HOME STUDY

A home study program may be required by the administration for students whose presence in school continuously disrupts the learning environment or poses a threat to the welfare of others

STATEMENT OF CHRISTIAN PRINCIPLES

All schools in the Diocese of Monterey are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles. These Christian principles include but are not limited to the following:

*Parents, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in **all** areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.

*Students, parents, family members and friends must act and speak with integrity, respect for others and always use good manners and a cooperative and helpful tone of voice.

*Students, parents and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or staff member or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others not directly involved in the area of concern. Such channels of communication are considered divisive and not calculated to lead to a resolution of the issue in the most respectful and Christ-centered manner.

*A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or a staff member, not to the child or the child's parents.

Parents, guardians or other responsible adults who violate these Christian principles may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its sole discretion.

STATEMENT OF PARENT RESPONSIBILITIES

1. Support the educational, social and spiritual development of your child:
    1. Uphold the school's policies and rules
    2. Make sure that your child is responsible for completing homework assignments in a timely manner;
    3. Ensure that your child is ready for school each day by being appropriately dressed, having a nutritious lunch and all necessary supplies
    4. Hold your child responsible by not bringing items he/she forgot to school;
    5. Involve yourself in the spiritual life of the school.

1. Respect the school calendar and hours:
    1. Ensuring that your child arrives on time for school each day
    2. Calling in if your child is sick
    3. Scheduling vacations around the school calendar rather than during school periods.

1. Work cooperatively with your child's teacher and the principal
    1. Be judicious in speaking with your child or allowing your child to overhear conversations that are negative about the school, the teacher, the principal or another student.
    2. Be available for conferences or meetings with your child's teacher.
    3. Read all communications that come from the school.

WITHDRAWAL BASED ON PARENTAL BEHAVIOR

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 the withdrawal of a student if the administration determines that the partnership is broken. Parental/guardian/family member actions that negatively impact the school may also be cause for the family being required to withdraw from the school. Such actions include, but are not limited to, the following: actions that cause negative publicity to the school, its personnel, parent disregard of rules and procedures, and/or school community and hostile behavior or actions toward the school, its personnel, and/or school community; or parent disregard of the rules of good sportsmanship.

In addition, Section 5750 of the Administrative Handbook of the Diocese of Monterey states:

1. "Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars ($100), by imprisonment in the county jail for a period or not more than 10 days, or both" (Education Code, Section 44811).

2. "Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of a threat that such threat could be carried our, is guilty of a public offense punishable as follows:

a) Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars ($10,000) or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
b) If such person has been previously convicted of a violation of this section such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison".

"As used in this section, 'directly communicated' includes, but is not limited to, a communication to the recipient of the threat by telephone, text messaging, electronic mail, social media sites, letter, or in person" (Penal Code Section 71)

DRESS CODE

SCHOOL UNIFORMS

Students are best prepared for school when they are properly dressed and groomed. St. Patrick students are expected to follow standards of cleanliness, neatness, and modesty in everything they wear. Uniforms are compulsory for both girls and boys. By registering a child at St. Patrick School, parents indicate their intention to accept and observe the school's uniform dress code. If for any serious reason a child cannot be in uniform, please send a written explanation to her/his teacher.
Standards for St. Patrick Catholic School uniform and dress code are as follows:
St. Patrick School Dress Code.pdf

SEARCH AND SEIZURE: The school provides student storage areas and desks and reserves the right to search them without notice. Searches of a student's person, including book bags, may be necessary if there is good reason to suspect illegal or dangerous material on campus.

ATHLETICS AND STUDENT ACTIVITIES

AFTER SCHOOL SPORTS

The After School Sports Program at St. Patrick Catholic School is designed to ***"…enhance the character and fitness of a Christian student-athlete, teach fair play and good sportsmanship, cooperation with others, loyalty to obligations, and respect for authority, while building a positive self-image and a high regard for the value and dignity of others."*** Complete after school sports policies are outlined below.

ATHLETIC SCHEDULE

Currently the following activities are offerings of the St. Patrick After School Sports Program:

SPORT	SEASON	GRADE LEVEL
Cross Country	**Fall**	**6th, 7th, 8th**
Volleyball	**Fall/Spring**	**6th, 7th, 8th**
Basketball	**Fall/Winter**	**7th, 8th**
Track	**Spring**	**6th, 7th, 8th**

ATHLETIC ELIGIBILITY: SEE GRADING POLICIES AND DISCIPLINE POLICY

ACTIVITY/ATHLETIC ELIGIBILITY AND PROBATION

Participation in extracurricular activities, including after school sports, is a privilege extended only to students who maintain satisfactory levels of achievement in academic subjects (no D's or F's) and conduct. Students on academic probation, disciplinary probation or activity probation are ineligible for extracurricular activities, including school sports. Absence from school for more than two hours of the school day on the day of the activity **(verified medical appointments accepted)** will prohibit extracurricular participation in that activity on that day.

St. Patrick is honored to include its students in extracurricular activities as Christian witnesses to the entire community. All who are involved are expected to apply and demonstrate Christian values of courteous behavior, fair play and adherence to all rules and regulations established.

Students of St. Patrick Catholic School are expected to honor, the following rules when participating in any extracurricular activity:

- **Acceptance of decisions of those in authority**
- **Adherence to decent and respectable standards of language**
- **Refrain from inappropriate aggressive verbal or physical behavior**
- **Dress and grooming appropriate to school guidelines**
- **Overall high standards of behavior.**

Failure to comply with these rules will result in activity probation with partial or complete removal from that activity by either the adult supervisor in charge or the school administration.

ASSOCIATED STUDENT BODY (ASB) COUNCIL

Under the guidance of the Director of Campus Activities the ASB is responsible for sponsoring school-wide activities which***…"promote Christian discipleship and good citizenship, encourage high standards of scholarship, inspire school spirit, demonstrate the application of democracy and advance the philosophy and welfare of St. Patrick Catholic School."*** The executive officers (President, Executive V.P., Publications V.P., Activities V.P.) also advise and work with the principal on student-related issues.

PERFORMING ARTS PRODUCTIONS

In addition to productions included in our curriculum (Christmas Plays, 5th Grade Musical, 1st grade opera, Stations of the Cross), the school produces a school talent show as an extracurricular activity and has Performance Choirs (Amplified4-8; Harmonics K-3)..

STUDENT PUBLICATION (YEARBOOK)

St. Patrick School yearbooks are offered annually in the spring for a cost that covers production expenses. Orders are taken early to insure delivery. Those who do not order at the designated time are not guaranteed a yearbook.

CLASS PARTIES:

All class parties (holidays and special events) must have prior approval of the teacher(s) involved. These class parties are to be supervised by the teacher(s) involved. Party time is to be kept to a minimum, not to exceed 30 minutes. It is preferable to have the party at lunch time or the last thirty minutes of the day. St. Patrick Catholic School does not sponsor private, student parties. *Our school will allow invitations to be passed out at school only if either every student in the class or all students of the same gender are invited.*

GRADUATION CELEBRATIONS

School graduation celebrations are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation will not be allowed to participate in celebrations such as play day, parent/student games, the graduation field trip, etc. Students without a satisfactory cumulative grade point average of 1.66 **(C-),** students on disciplinary probation or who pose a disruptive influence, will not be allowed to participate in the commencement exercises.

Parents as Primary Educators

FAITH FORMATION OF CHILDREN

Parents are the primary educators of their children. Therefore, we believe Catholic and non-Catholic parents/guardians need to be open and in full agreement with the spiritual and religious education program, which includes required attendance by all students in religion classes, school Masses and other liturgical services.

HOME-SCHOOL PARTNERSHIP

The principal and teachers, and the parent community are expected to respect each other as professional and primary educators. Parents and school staff work together to promote a meaningful home-school partnership by striving to maintain open communication and interactive support.

Open, effective school staff communication includes, but is not limited to:

Our Family Handbook
Parent Meet and Greet
First Impressions contact early in the year
Academic Progress Reports and Report Cards
Student Injury and Illness Notices
School and Class Websites; Phone Calls
Parent/Teacher Conferences & Phone calls as needed
Green, yellow, pink and red Conduct Notices
Weekly Shamrock
2nd Grade Reconciliation/First Communion meetings
Bulletins/Emails
Class Orientations
Open House/STEM/Art Fair

Parents support school staff as room parents, classroom volunteers, office and yard duty assistants, rainy day relief helpers, chaperones for field trips, and property maintenance workers. Parents further support school staff by helping with sacramental observances, special class presentations, and participation in a variety of school/student activities. Via notes, telephone calls, Parent's Club and participation in Parent/Teacher Conferences, parents provide valuable input/feedback to the school staff.

Shamrock Information Bulletin

St. Patrick values electronic communication and utilizes a web site. The ***Shamrock, our weekly newsletter,*** is published each week. The deadline for information input to the ***Shamrock*** is Wednesday, 3:00 p.m., to the School office. All notices in the ***Shamrock*** must have the authorization of the principal. If electronic email is not available to you, please contact the office for other arrangements.

SCHOOL VISITS

Parents/guardians are welcome at St. Patrick Catholic School for class visits. School visits are arranged when they constructively affirm our school/home partnership, and do not disrupt the class learning environment. Parent/guardian visits should be no longer than 30 minutes. School visits must be arranged with the teacher and with permission of the principal at least **one full day in advance**, so that they do not conflict with class schedules. All visitors, including parents/guardians must check in at the school office prior to their visitation. They must wear visitor passes. Students not enrolled may not attend classes unless cleared by the Principal and homeroom teacher.

IN RESPECT OF TEACHERS AND EACH CHILD'S LEARNING, PLEASE DO NOT INTERRUPT CLASSES TO DELIVER LUNCHES, CLOTHING, MESSAGES, ETC.
Leave such items in the school office where your child can pick them up at the appropriate time.

MORNING ASSEMBLY

Every student begins the school day in assembly with the entire school community at the flagpole with a **Prayer** and the ***"Pledge of Allegiance"*** at **8:25 a.m.** We dedicate the start of each day to God in acknowledgement of Him as Father, Creator and Redeemer. Parents are welcome to attend the morning assembly.

PARENT-TEACHER CONFERENCES

School sponsored, parent-teacher conferences are scheduled during the fall to discuss the progress of the child. The fall conferences are formal conferences for all parents (kindergarten through eighth grade).

SCHOOL SUPPLIES

All students must have a book bag! Rolling book bags may not obstruct passageways in the classroom or in the corridors. In addition, the school will send home, prior to the start of each year, a list of school supplies students are required for each class and it is the responsibility of the parent to purchase the needed supplies

STUDENT RECORDS

Student records are maintained by the administration in the school office. These are confidential, permanent records and may not be taken from the office. Copies of the information contained in official student records may be requested in writing by a parent/guardian twenty-four (24) hours in advance. Parents of currently enrolled or former pupils have a right to access these files.

NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide non- custodial parents with access to academic records and other school-related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

APPOINTMENTS WITH THE PRINCIPAL

Please call the school office to arrange appointments with the principal. Appointments may also be made in person with the principal if he/she is available to do so.

GRIEVANCE PROCEDURES

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over (Matthew 18:15).

The purpose of this Scriptural-based procedure is to accommodate reconciliation, communication, and the strengthening of our school community. Equitable solutions to problems affecting students' welfare are best achieved by handling problems at the most immediate level before appealing to a higher authority. A parent-teacher conference should always be the first level of this procedure. If an agreeable solution cannot be reached at this level, then a parent-teacher/supervisor-principal conference may be arranged. These procedures will be kept as confidential as possible. All parties will be appropriate in communication, and keep in mind the overall goal of strengthening the school community. In such incidents, we reserve the right to interpret school rules and guidelines fairly based on our knowledge of truth and justice. The ultimate goal is the child's well-being and provision of an optimal learning environment.

Change of Address or Telephone

It is imperative that you notify the school office immediately if there is a change of address, email address or telephone number.

Family Support Services

EXTENDED CARE (BEFORE AND AFTER SCHOOL)

Extended Care before and after school is provided for regularly enrolled students, kindergarten through eighth grade. Extended Care operates only on days when school is in session. Extended Care provides structured play, rest/snack periods, supervised homework, crafts, and care in a safe, familiar environment.
Complete information on extended care fees and program policies are contained in the "Extended Care Program Guidelines" available through the school office. If interested please obtain the additional information and contract for Extended Care service at the Main Office.

FOOD SERVICES:

The lunch period extends from 12:04-12:40 p.m. for grades K-4 and from 12:45-1:15 p.m. for grades 5-8. Students may not leave the premises during this time without the written authorization of the parent/guardian and knowledge of the homeroom teacher and the school office. Students are not allowed in the parking lot to pick up lunches from parents. If parents choose to bring lunch, they are requested to deliver it to the table where their child eats lunch and/or dropped off in the office. The lunch must be labeled and the students are aware that the lunch is being dropped off. Office staff will not deliver lunches to the classrooms. Hot lunches are served Monday through Friday. Children who forget their lunch should share with another child(ren) for that day. Money will not be lent from the school office or from the hot lunch volunteers, nor will the office staff call home for forgotten lunches. Children are not allowed to bring glass containers of any kind to school. Lunch may be purchased online by using the hot lunch google form sent in the Weekly Shamrock Newsletter. All lunches must be ordered by 9am. All lunches will be billed to your FACTS account at the end of each month.

GUIDANCE/STUDENT STUDY TEAMS

Student Study Team: Consults with teachers, parents, and students for academic and behavioral issues. Guidance appointments may be initiated by a student, teacher, parents, or the school administration. All guidance services are absolutely confidential.

PARENTS' CLUB

Our Parents' Club was formed to gather parents together as a community to support the spiritual and educational values of our school. The main responsibility of the Parents' Club is to work with the principal in developing our school into a "Family of Families" through social activities, works of benevolence, family and staff support. The Parents' Club officers also advise the principal on school programs and services, excluding personnel and curriculum/instruction.

ROOM PARENT COORDINATORS

Room Parent Coordinators are appointed by homeroom teachers to help coordinate class activities and are a main communication link to families in a particular grade. Teachers submit a written description of the various duties for room parents.

The full support and participation of these groups, both individually and collectively, help the Principal in administering St. Patrick Catholic School, being mindful of our family, instructional and financial interests.

LOST AND FOUND

All lost items will be kept for a short time in the lost and found, and then they will be given to the Shamrock Thrift Store on a weekly basis.

RIDING BICYCLES

When traveling to and from school, students need to obey all traffic regulations. It is very important to utilize all crosswalks with care and stay on the sidewalks whenever possible. Every student riding a bicycle to school is required by California law to wear a bicycle helmet for his/her safety. Upon entering school grounds, students are to get off their bikes and walk them to the bike rack. Bicycles are NEVER to be ridden on school grounds. The school assumes no responsibility for bicycles. However, provisions are made to safeguard bicycles by requiring them to be properly parked and locked in the (designated bicycle storage or parking location). Students should enter and exit via the bike path and stay off the driveway.

LIBRARY SERVICES

The nearby public library and classroom libraries are used for research and literature exploration. San Luis Obispo County's Library is located one block away from campus and is used to complement the school curriculum. All students should have a library card.

SCHOOL PICTURES:

Pictures are taken during the Fall and Spring of the school year. Information regarding ordering will be sent home in the electronic Shamrock and with each student.

TRANSFERS OUT OF SCHOOL

PARENTAL PREFERENCE

Parents are asked to notify the school office two (2) weeks in advance of the child's last day of attendance. The student must return all school property in good condition.
Payment will be required for any lost or damaged textbooks, library books or other school property. Tuition payment shall be made according to the terms of the contract.

Report cards will be held at the end of the academic year pending the payment of any and all outstanding account balances. Jr. High students may not sit for exams if tuition is not current.

ADMINISTRATIVE REQUIREMENT

Students clearly unable to benefit from the school by reason of academic ability, serious emotional instability or students with conspicuously uncooperative or destructive attitudes may be required to transfer.

EMERGENCY PROCEDURES/DRILLS &

HEALTH AND SAFETY

EMERGENCY PLAN

State law requires all schools to have emergency plans to cover earthquake, fire, weather related problems and other disastrous situations. St. Patrick Catholic School's procedure has been approved and is ongoing. At this point, however, the school encourages everyone to follow these basic, first hour procedures in the case of an emergency.

*Tune to the local Emergency Broadcast Station on your radio to receive emergency instructions.
*Only use the telephone for emergency medical, fire, police help or for another very serious reason. Do not call the school.
*All students will be accounted for and cared for by St. Patrick. We will take all necessary emergency steps.

No student will be allowed to leave school care unless an appropriate competent adult comes to our emergency headquarters and signs a release.

EMERGENCY DRILLS

Regularly scheduled fire, earthquake and lock down drills are held. Students are educated on, and required to follow, disaster procedures during each drill. Silence must be maintained during each drill.

EMERGENCY CARE PACKETS

Parents are asked to provide for each of their children the following emergency pack in case of emergency:

*A large Zip-lock bag, with the name and grade of student clearly marked. Contents of the bag should include:

- Change of underwear - Extra pair of glasses (if necessary)

- Toothbrush/paste
- Two granola bars
- Small pack moisturized towels
- Necessary prescription medication with directions
- Two pop-top cans of fruit juice (no cartons please)
- Paperback book and/or small games

*These packs will be kept in the school's emergency shelter (medication will be kept in the office) until the last day of school, when they will be returned to the child.

HEALTH CARE SERVICES

EMERGENCY INFORMATION

All parents are required to complete emergency care cards prior to the start of each school year.

INJURIES/FIRST AID

Medically trained school personnel will administer first aid for minor injuries. If there is a serious injury and parents cannot be contacted, the physician listed on your emergency card will be contacted. All injuries occurring at school must be reported to the school office within twenty-four (24) hours.

Children who are injured in off-campus incidents (cuts, bruises, sprains, etc.) must have the injury attended to before they arrive at school the following day. The school will not treat injuries that occur off-campus. Parents will be called to do so.

STUDENT INSURANCE

Every child is covered by insurance for injuries occurring on school grounds between 7:50 a.m. – 3:30 p.m. Children must report the injury immediately to the person on duty to be eligible to receive an insurance form. Only children enrolled in extended care or participating in a St. Patrick School sanctioned events have additional coverage.

Student accident insurance premiums are paid from annual registration fees. When a student sustains an injury which is covered under the terms of the policy, parents may request a claim form from the office within 24 hours. Parents are given the opportunity to purchase additional insurance at the beginning of the year for a nominal fee.

MEDICATIONS FOR STUDENTS

If a child has a health problem (diabetes, asthma, allergies, etc.) it is absolutely essential that this information be given to the school secretary and classroom teacher each year.
School personnel are not allowed to administer any type of medication including over the counter medication without the required Diocesan form on file in the School office. Phone calls will not suffice.

In all cases of medicines, including over the counter medication, a written statement from the parent or physician detailing the method, amount, and time schedule by which such medication is to be taken is also required. Children are not allowed to carry any kind of medication (prescription and/or over-the- counter) on their person. Medication and/or over the counter medication is not allowed to be stored in desks or backpacks. If a child is to take medication and/or over the counter medication during school hours, such medication must

be left with the secretary in the school office as soon as the child arrives on campus. The medication must be clearly marked with the student's name, type of medication and dosage.

MEDICAL RELEASE FOR CONTAGIOUS ILLNESSES

Students who contract a contagious illness or health problem (e.g., chicken pox, measles, conjunctivitis (must have proof of prescription), head lice, etc. must be checked by the school health official, in the presence of a parent, prior to re-admittance. A release form from the physician may be required prior to re-admittance of student. This policy has been designed to protect the health and welfare of St. Patrick students and staff. **IT WILL BE FOLLOWED WITHOUT EXCEPTION.**

SCHOOL GROUNDS AND YARD SUPERVISION

Children are not permitted on the school grounds before 8:00 a.m. and are to leave the school grounds ½ hour after the last dismissal bell of the day. Students found on the grounds unsupervised before 8:00 a.m. and/or after ½ hour past the final bell, will be placed in extended care and parents will be charged accordingly. Students found behind the gym will be issued a yellow slip and brought into extended care

By law no student may remain on campus unless adequately supervised. There is adult supervision from 8:00a.m. before school begins, and during all recess and lunch periods. In regards to practice days for extracurricular activities, students should leave school grounds until practice begins. The parent(s) must arrange care of children for times between dismissal and scheduled practices.

Only children registered at St. Patrick Catholic School may use the playground equipment.

There shall be no unsupervised play outside during night time School functions; i.e., Parent/Teacher Conferences, 5th Grade Musical, Christmas Program, Talent Show, Open House, etc.

St. Patrick School is responsible for the students inside the gym during the performance. St. Patrick Catholic School requests that children remain inside the gym during performances.
St. Patrick School is not responsible or liable for children unsupervised on campus during school performances, athletic events or after school hours.

FISCAL FITNESS & RESPONSIBLE STEWARDSHIP

GOVERNANCE OF ST. PATRICK CATHOLIC SCHOOL:

Under the authority of the Pastor of St. Patrick Parish and the Superintendent of Catholic Schools, the Principal is the chief executive officer of the school. The Principal is responsible for building a Catholic community, supervision of the curriculum and instruction, stewardship of school resources and development.

The Principal's governing of St. Patrick Catholic School is based upon prayerful discernment, innovation, and the wisdom of many counselors. Three (3) consultative bodies have been created to insure an active presence of the entire school community in our Catholic educational enterprise.

TEACHING TEAM

The Teaching Team advises and assists the principal in the implementation of the school's curriculum and instructional programs. A monthly faculty meeting is held on the 1st Wednesday of every month. Any suggestions or concerns regarding educational curriculum, student conduct and guidance, or campus activities/athletics should be submitted to the Principal prior to these meetings.

SCHOOL BOARD~ Advisory

The School Board serves as an advisory body to the Pastor and Principal in matters regarding the financial operation of the school and maintenance of school properties. The Board does not regulate either educational curriculum or personnel matters.

The School Board consists of the following:

Executive Committee – provides overall Board leadership and coordination of Board responsibilities.

Mission Effectiveness/Catholic Identity Committee – works to formulate and propose to the Board, policies and plans which will ensure that the school maintains and enhances its identity as Catholic and carries out its mission.

Finance/Facility Committee – monitors the school budget and prepares updates and monitors the long range financial plans of the school. The committee also oversees, from a policy and planning perspective, business operations of the school. The committee also develops and monitors long term facility maintenance, capital improvements, security, space utilization and emergency management plans for the school.

Development/Marketing/Communication Committee – assists the Board in carrying out its planning and policy responsibilities with regard to public relations, communications, and development/institutional advancement. The committee also assists with planning, creating, implementing, and monitoring a program to market St. Patrick School for image and enrollment, which would include developing a comprehensive communication plan.

Christian stewardship is a way of life, a way of thanking God for all His love by returning a portion of the blessings entrusted to us. Stewardship involves wise and attentive giving of our **TIME, TALENT AND TREASURE** to further the message and works of Jesus Christ. St. Patrick Catholic School is devoted to guiding our ministry by living within a responsible budget, maintaining reliable emergency reserves, providing equitable tuition assistance, engaging in profitable fundraising enterprises and investments and developing sound capital improvements.

GENERAL INFORMATION

OFFICE HOURS: MONDAY- FRIDAY 7:30AM – 3:30PM

ADDRESS: 900 WEST BRANCH ST. ARROYO GRANDE, CA 93420
PHONE: 805-489-1210 FAX: 805-489-7662
WEBSITE: www.stpatschoolag.com .

USE OF SCHOOL BUILDINGS/PROPERTIES

St. Patrick Catholic School is private property. Individuals and/or groups are forbidden to use our buildings or school grounds without prior approval. Those interested in using our school property must contact the school office. Tuition fees do not cover use of school facilities after school hours.

SELLING OF PRODUCTS ON CAMPUS

Students, parents, relatives, and outside vendors are not allowed to sell products on campus to students or to faculty and staff. This includes products from children's organizations and activities (e.g., Girl Scouts, Campfire, etc.).

TELEPHONE USE

No teacher or child may be called to the phone during class hours, unless there is an emergency. Students may use the office phone to make calls in certain circumstances. Parents are asked not to call the school secretary to give messages to individual students unless there is an extreme emergency. Doctors' appointments, rides to and from school, etc. should be arranged with your child outside of school time and are not considered an extreme emergency. Cell phones are allowed on campus before 8:00 a.m. and after 3:00 p.m. Cell phones should be kept in the student backpack during school hours, and will be confiscated if used between 8:00 a.m. and 3:00 p.m. If a student is found using a cell phone during school hours a yellow slip will be issued and a parent must retrieve the cell phone from the principal.