

**Saint Patrick School**  
**Parent-Student Handbook**

2023-2024



**Forming Seekers of Truth and Bearers of Love**  
**since 1856**

Saint Patrick School's mission  
is to glorify God and educate the whole child  
in a Christ-centered community rooted in Gospel values.

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The Saint Patrick's School Parent-Student Handbook is presented for the interest and information of parents and students in this educational community. It is accompanied by the sincere hope that these directives will promote and foster good will and cooperation by helping to insure consistent action and objective treatment within a Christian framework.

The regulations are compiled within the broad framework of the Handbook of Regulations for schools in the Diocese of Nashville and the Regulations and Minimum Standards for state-approved schools. To supplement the handbook, school bulletins will occasionally be sent home to inform parents of the current necessary information.

Saint Patrick's School reserves the right to modify, reformulate or amend the present handbook when deemed appropriate and necessary.

Saint Patrick's School is accredited by Cognia and the State of Tennessee through the Diocese of Nashville.

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## Mission and Philosophy

*The Irish Catholic heritage of Saint Patrick's Parish, manifested in a legacy of sacrifice for children, endows the school's mission. Unwavering sacrificial commitment by the parish, parents, faculty, alumni, and community sustains the mission. Graduates, striving for holiness, fulfill the mission in time and eternity.*

## Saint Patrick School Mission Statement

Saint Patrick School's mission is to glorify God and educate the whole child in a Christ-centered community rooted in Gospel values.

## Philosophy

St. Patrick School provides a formation for the whole child in the intellectual and moral virtues so that each student may contribute to their community as a disciple of Jesus Christ and enjoy eternal happiness with Him in heaven. Our faculty and staff recognize that parents are the primary educators of their children and seek to work with them to help each child develop lifelong habits of learning. We recognize and affirm the dignity of each human person, created in the image and likeness of God, with the capacity to know the truth, choose the good, and desire the beautiful. Our academic program is designed so that each of our students can progress towards their potential and develop their gifts. As a Catholic school of the Diocese of Nashville, we are faithful to all the teachings of the Bishop and Magisterium of the Catholic Church.

## Beliefs

Based on *The Defining Characteristics of Catholic Schools*

The Saint Patrick's Catholic School community believes that:

- Catholic education is **centered in the person of Jesus Christ**, rooted in the conviction that Jesus Christ provides the most comprehensive and compelling example of the realization of full human potential. (*The Catholic School*, 34, 35).
- Our school **contributes to the evangelizing mission of the Church**, a place where faith, culture, and life are brought into harmony in the student's daily lives.
- We are **distinguished by academic excellence**, and that in a Christ-centered environment each child can reach his or her full potential.
- We are **committed to educate the whole child** and that education must form the spiritual, intellectual, physical, psychological, social, moral, aesthetic and religious capacities of each child.
- All curriculum and instruction is **steeped in a Catholic worldview**, fostering the desire to seek wisdom and truth, the discipline to become self-learners, the capacity to recognize ethical and moral grounding for behavior, and the responsibility to transform and enrich the world with the Gospel. A Catholic school's distinctiveness does not rest solely on its religious classes, but on the whole culture it builds on the Catholic faith in Christ Jesus.
- We are **sustained by Gospel witness**. Members of the faculty and staff are role models for students and give testimony by their lives. Teachers understand and accept the teachings of the Catholic Church and the moral demands of the Gospel and seek to contribute to the achievement of the

school's Catholic identity and goals.

- Our school is **shaped by Communion and Community**. We are a community of learning and faith. Our school promotes genuine trust and collaboration among teachers, with parents as the primary educators of their children, and with governing body members to foster appreciation of different gifts that build up the community and strengthen academic excellence.
- Our Catholic school should be **accessible to all students** who desire a Catholic school education.
- Our school is **established by the expressed authority of the Bishop**. Under the authority of the Bishop of Nashville, we work to establish a relationship marked by mutual trust, close cooperation, continuing dialogue and respect for the Bishop's legitimate authority.

## Standards

In fulfilling our mission, St. Patrick School strives to fulfill these National Standards for Effective Catholic Schools. St. Patrick:

1. Is guided and driven by a clearly communicated mission that embraces a Catholic Identity rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence, and service.
2. Provides a rigorous academic program for religious studies and catechesis in the Catholic faith, set within a total academic curriculum that integrates faith, culture, and life.
3. Provides opportunities for student faith formation, participation in liturgical and communal prayer, and action in service of social justice.
4. Provides opportunities for adult faith formation and action in service of social justice.
5. Has a governing body which recognizes and respects the roles of the appropriate and legitimate authorities, and exercises responsible decision making in collaboration with the leadership team for development and oversight of the school's fidelity to mission, academic excellence, and operational vitality.
6. Has a qualified leader/leadership team empowered by the governing body to realize and implement the school's mission and vision.
7. Has a clearly articulated, rigorous curriculum aligned with relevant standards, 21st century skills, and Gospel values, implemented through effective instruction.
8. Uses school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional practices.
9. Provides programs and services aligned with the mission to enrich the academic program and support the development of student and family life.
10. Provides a feasible 3-5 year financial plan that includes both current and projected budgets and is the result of a collaborative process, emphasizing faithful stewardship.
11. Operates in accord with published human resource/personnel policies, developed in compliance with diocesan policies.
12. Develops and maintains facilities, equipment, and technology management plan designed to continuously support the implementation of the educational mission of the school.

## Beliefs in Practice: Operational Principles

These principles guide our day-to-day activities as we form the children spiritually, intellectually, morally, and physically.

### Spiritual:

- The school provides a Christ-centered atmosphere that fosters a love for the Catholic faith, life, family, and country in which each student can learn, achieve, and succeed to his or her potential.
- Students are formed to be disciples and apostles of Christ with intentional opportunities to grow in their understanding of the faith and their relationship with the Person of Christ.
- Catholic Doctrine, as taught by the Magisterium of the Catholic Church, are modeled and taught daily, permeating the curriculum.
- Reminders of our Catholic faith are visible, and students are given time to pray communally and privately.
- It is important to provide opportunities for service that will motivate students to live as part of a believing community that works to serve the needs of the school, church, and society.

### Intellectual:

- Teachers provide excellent, rigorous, academic instruction which fosters a love for learning, the integration of knowledge from all subject areas, and critical thinking skills.
- A standard of high expectations, structured environment, and quality programs in the academic disciplines and fine arts are provided to enhance student achievement.
- Instructional practices incorporate learning activities that recognize the different learning styles and needs of our students.
- Technology is incorporated throughout all subject areas as a 21st century learning tool but does not replace the indispensable, interpersonal relationship of the teacher and student in the educational process.

### Moral, Social, Emotional:

- The uniqueness and dignity of each student is valued and respected in order to fully provide for the spiritual, social, emotional, physical, and educational development of students.
- Students are prepared for the challenges of the future, as well as the duties of good citizenship through the development of virtue and leadership in order to serve the Church, community and our country.
- A spirit of cooperation, support, and mutual respect is fostered among students, faculty members, parents, and parishioners who share the responsibility of the school's mission.
- A safe and nurturing environment is provided in which students are trusted, given responsibility, and encouraged to contribute their ideas for the common good of the school, parish, and society.
- Discipline is fundamental in education, as it is in life. Proper modes of behavior, kindness, courtesy, and respect for all are essential to an environment of learning and social development.

### Physical:

- Programs of health and safety are provided, as well as physical activity that encourages fitness, sportsmanship and the discipline needed to participate in cooperative play and athletics.
- To introduce students to the fine arts and to provide opportunities for creative activities in these areas is important in order to inspire an appreciation of the good and beautiful.
- To provide activities and opportunities which aid students in working harmoniously with others and to exert effective leadership is important for each student's social/emotional development.



## WELCOME STATEMENT & CALL TO BE PARTNERS IN MISSION

St. Patrick School welcomes all families and students desiring a Catholic education. As a Roman Catholic school in the Diocese of Nashville, we joyfully exercise our responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the *Catechism of the Catholic Church (CCC)*. It is possible, though, that some parents, guardians, and non-Catholic persons whose religious practices and beliefs do not coincide fully with Church teaching, may experience conflict as we promote and instruct these teachings, particularly as they relate to same-sex attraction and gender dysphoria.

St. Patrick School seeks to partner with parents to assist the child, especially when matters of this nature arise. We, therefore, commit to guiding the family to pastoral care and support. While sincere questions of the practices of the Catholic faith to understand them more deeply are welcome, purposeful disruption to the school community, public defiance, and challenge of Catholic truths or morality would indicate a student, parent, or guardian are no longer partners in our evangelical mission and thus, may be denied admission or may be asked to leave the school.

## HISTORY

In 1856, the Reverend Aloysius Orengo, cognizant of the large number of children in the community, built the first Saint Patrick's School in the area. The parish and school continued to grow. In 1925, Reverend John Murphy, feeling the need for a new school, arranged for the construction of the modern building. He secured the Sisters of Mercy from Nashville. In the early thirties, the school was forced to close due to the Depression, and the Sisters of Mercy returned to Nashville.

In 1937, Reverend Thomas Gill, a Dominican priest, became pastor. He succeeded in reopening the school and brought the Dominican Sisters from Saint Cecilia in Nashville to staff it.

In May 1942, the church, school, and rectory were destroyed by fire. Reverend John Schelly, the pastor, procured a large frame house and with the help of the men of the parish, renovated the building. In August it was ready to receive the Sisters and students. Classes began on schedule.

From 1946 to 1948, Reverend James Kemper served as pastor. During that time, he drew the plans and built the old school building. The current building was completed in December 2003 under the direction of Father John Sims Baker. It is staffed with a combination of certified sisters and lay teachers.

## ACCREDITATION

Saint Patrick's School received its initial accreditation with AdvancEd (formally named "SACS:" Southern Association of Colleges and Schools) in 2005 and was renewed in 2012. In the fall of 2014, the Diocese of Nashville was awarded re-accreditation as a District. The school received its most recent Diocesan review as a school in the fall of October 2016. AdvancED became Cognia in 2020 when the Diocese was reviewed for and awarded re-accreditation.

## GOVERNANCE

The Code of Canon Law requires that all Catholic schools in a diocese are to be subject to the

supervisory and regulatory authority of the diocesan bishop and his representatives.

The Superintendent of Schools is charged with the responsibility of monitoring compliance.

The pastor is responsible for financial administration and religious education programs.

The principal directly supervises teachers and school personnel, formulates educational policy in consultation with the School Committee, and implements diocesan regulations.

## SCHOOL ADVISORY COUNCIL

The St. Patrick School Advisory Council serves as an advisory council for the educational facilities of St. Patrick Catholic School. Responsibilities include 1) advising the administration on how to implement policies and educational programs, 2) presenting reports on the status and functions of other committees, 3) helping to locate or provide resources needed by the school, and 4) acting as an advisory capacity in the budget formation and monitoring.

The School Advisory Council functions in accordance with policies and procedures established in the Catholic Schools Policies and Rules of the Diocese of Nashville. The St. Patrick School Advisory Council works through various subcommittees: policy and planning, budget and finance, building and grounds, and development. Diocesan approved articles direct that members are appointed from the parishes and from the school community. All meetings are closed, but items may be placed on the agenda through a written notice given to the principal two weeks prior to the meeting. If the item is not an administrative issue, it is taken to the executive committee for approval to be on the agenda.

## HOME AND SCHOOL ASSOCIATION

St. Patrick's Home and School Association strives to promote a close relationship among parents, teachers, the principal, and the pastor working together in common support of Catholic school students. The Association supports the school by planning and conducting events to build community and to support planned efforts to raise funds for school-related projects. Its projects encompass many opportunities for parent involvement and support. These opportunities are made known throughout the year by the Home and School Committee members.

## ADMISSION POLICIES

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school. A student is admitted to the school on the premise that the student will benefit from and contribute to a Catholic, educational environment. It is the responsibility of the principal to make decisions concerning acceptance of applicants.

Preference is given to

1. Saint Patrick's Parish children
2. Catholic children from other parishes

### 3. Siblings of current students

### 4. Non-Catholic children.

Admission may be determined by an entrance assessment, an interview, and evaluation of previous school records. Students entering middle school may be asked to write essays or be interviewed independently to express their interest and desire to attend Saint Patrick. All applicants participating in the entrance assessment process will be notified of acceptance. All new students will be under a 90 day probationary period. Saint Patrick's School will not accept students if the school cannot meet their needs. Ordinarily the school will not accept students who have been expelled from other schools.

An agreement is to be signed by the parents of students admitted to Saint Patrick's School pertaining to the support of rules and policies of the school as given in the Parent Student Handbook and by the individual classroom teacher.

The following are required for every child entering the school:

- Birth Certificate
- Verification of active parish affiliation/stewardship (Catholic applicants only)
- Baptismal Certificate (if Catholic)
- State approved Health and Immunization form (Available from your doctor or local Health Department)
- Report cards
- Standardized test results
- Record of IEP or other psychological testing(if applicable)
- Record of Parental Custody if applicable

According to the State Department of Education, a child must be 3 years of age on or before August 15 to enter PreK-3, 4 years of age on or before August 15 to enter PreK-4, 5 years of age on or before August 15 to enter Kindergarten, and 6 years of age on or before August 15 to enter first grade. Some exceptions may be made for Kindergarten or First Grade if the child turns the appropriate age by September 15 and passes an examination.

## NOTICE OF NON-DISCRIMINATORY POLICY

Saint Patrick School does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies, athletic and other school administered programs.

## PARENT'S ROLE IN EDUCATION

We, at St. Patrick School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is the parents' right and duty to become the primary role models for the development of their child's life - physically, mentally, spiritually, emotionally, and psychologically. Parents' choice of St. Patrick School involves a commitment and exhibits a concern for helping their child to recognize God as the

greatest good in his/her life.

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their children. Registration and acceptance at St. Patrick School constitutes an agreement by the parents/guardians to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the St. Patrick personnel and parent(s)/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent(s)/guardian.

If a parent(s)/guardian refuses to abide by the policies outlined in this handbook or by word or action is unsupportive of the school's goals or otherwise fails to meet his/her obligations under St. Patrick policies, the principal may require the parent/guardian to withdraw his/her child(ren) from St. Patrick's. In all matters the members of the St. Patrick community will be held to a standard of respect in all communication and interaction.

Good example is the strongest teacher. Parents' personal relationship with God, with each other, and with the Church community will affect the way their child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest, personal relationship with God in family life.

Once parents have chosen to enter into a partnership with St. Patrick School, the school trusts parents will be loyal to this commitment. During these formative years (Pre-K to 8), children need constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other educational partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, parents must make investigation of the complete story their first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, children may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

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

- To set rules, times, and limits so that your child:
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;

- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.
- To participate in fundraising for the school

## TUITION and FEES

New Family Admission Fee: (due with application): \$50 *Non-refundable*.

Registration Fee (per student): \$100 (Discounted to \$75 for registrations before March 15.)

Books and Supplies Fee: K-8: \$175; PreK: \$75 (divided over all tuition payments)

Activity Fee: \$75 (pays for Field trips, Faith Rally, Field Day, yearbook—does not always cover athletics or club expenses)

## TEXTBOOKS AND SCHOOL DEVICES

The books and supplies fee covers the purchase of consumable books and the rental of textbooks. Students are responsible for the care of the books they use. While normal wear and tear is inevitable, students will be held financially responsible for the entire cost of replacing a book that is lost, defaced, or damaged. Books must be covered with paper bags, paper covers, or book socks. Contact paper is not to be used on textbooks. Some students are also assigned a student Chromebook. As with textbooks, students will be held financially responsible for the entire cost of replacing a Chromebook that is lost, defaced, or damaged. Students are not to take a Chromebook from the school building without written permission of a school administrator.

## TUITION

Tuition rates are set each year by the principal with the advice of the St. Patrick School Advisory Committee and approval of St. Patrick's pastor. The new rates for the year are published to current parents through a letter from the principal and to the general public on the school website. The rates are divided into two categories: Pre-K and K-8. A variety of payment options are available.

All tuition must be paid through direct deposit through the FACTS tuition management system.

Families with an outstanding tuition balance from the previous year may not re-enroll for the next school year until arrangements have been made with the principal and pastor.

Participation in school fund-raisers, as listed on the enrollment form, is essential to receive the base tuition rate. Families who do not participate will be charged an additional amount of tuition above the base tuition rate.

If a family withdraws from the school owing tuition to the school, then the school may hold the children's permanent records and final report card until the payments are reconciled.

## THE PARISH SUBSIDY

A subsidy up to \$1000 toward tuition is available to Catholic students whose families are active parishioners at a parish of the Diocese of Nashville. To receive the subsidy, parents must be registered members of a Catholic parish in the diocese of Nashville, attend Mass on Sundays and Holy Days of Obligation regularly, contribute to the needs of their parish (as distinct from the school) through the parish envelope system, online giving, or other trackable system, and submit a subsidy form to their pastor in early spring by May 1. Some parishes do require a six-month membership in their parish before parents can apply for the subsidy. Once the school has been informed by the parish of the approval of a family by their pastor, the family will receive credit for the subsidy on their FACTS account. It is the parish that supplies the subsidy, so it is at the pastor's discretion who is approved and not approved to receive it.

## DEVELOPMENT

All parents of children attending St. Patrick's School are expected to participate in these fundraising activities. The fundraisers cover a third of the operating cost of the school and enable us to keep tuition low.

### IRISH PICNIC

The Irish Picnic is the major annual fund raiser for Saint Patrick's School which has taken place since 1854. The Picnic is held on the last Friday and Saturday in July. Four thousand barbecue chicken halves and twenty thousand pounds of barbecue pork are cooked on the grounds and sold. Game booths, music, dancing, and a gathering of family and friends turn the Picnic grounds into a festive place. Each school family contributes to the success of the Picnic by preparing the Picnic Grounds in the weeks leading up to the event, manning the booths, contributing toys for the booths, selling tickets for the prize drawing, and donating food for the dinner stand.

## FUN RUN

In September, St. Patrick's holds a Fun Run for its students. During the two weeks preceding the run, students obtain pledges from family members and friends for the number of laps they will run. St. Patrick's partners with Boosterthon to host the run, which incorporates character and community building. All donations benefit a particular need or several particular needs of the school, mostly surrounding operating costs.

## SPRING BARBECUE

The Spring Barbecue is held in late April each year. Students are asked to sell at least five whole barbecue shoulders prior to the event. The shoulders are cooked in the pits for twenty-four hours. These orders are picked up before noon on the day of the barbecue. Parents are asked to help with the barbecue clean-up days of picnic grounds a few weeks prior to the barbecue, help cook the shoulders on Friday and Friday night of the barbecue, help bottle sauce, and/or help with the selling and pick-up of the shoulders on Saturday.

## LEGACY CLUB DINNER

The Legacy Club Dinner is held in early spring and honors a person in the community who has been generous in using their gifts and talents for the service of St. Patrick's School. Silent and live auctions are held which include theme baskets and art projects prepared and donated by each class.

## CURRICULUM

The course of study follows the curriculum for the schools of the Diocese of Nashville. A sequential core of basic subjects, including religion, is taught. In striving for academic excellence, all students are required to take religion, language arts (reading, English, vocabulary, spelling, penmanship), mathematics, social studies/history, science, and health. Specials classes include computer, library (K-4), music, Spanish, physical education, and art. Only students with a written doctor's statement on file may be excused from physical education classes.

Saint Patrick students learn the teaching of Jesus Christ and the Catholic Faith, which form the foundation of a deep spiritual life. Our main purpose as a Catholic school is to develop young men and women who are convinced of God's love and goodness, and who will courageously live and proclaim the Gospel of Jesus. This school acts as a support to, not as a substitute for, parents in the religious formation of their children.

## COUNSELING

In order to address the social-emotional needs of students, St. Patrick School provides a licensed, professional counselor from Catholic Charities available for students at Saint Patrick one day a week. Psychologists who are not contracted through the school may not assess or work with a student in the school building without consent of the principal and the appropriate screening.

Counseling services provided by Catholic Charities may include group counseling, classroom presentations, providing resources for parents and teachers, and/or individual counseling. The parents, teacher, or principal may refer a student for counseling. Students may have one session with the counselor without written parent permission. To continue sessions, a "referral form" must be completed and given to the counselor by the individual making the referral. The counselor must

obtain written permission from the student's parent(s) or legal guardian(s) prior to providing ongoing counseling services. Every effort is made to ensure the privacy and confidentiality of the counseling sessions. It is important that this service be a team approach: that is, the counselor, parents, and teachers working together for the benefit of the child. A school counselor cannot take the place of a child psychologist. The school counselor may work with a child's regular psychologist or therapist, but it is not her role to provide this level of care. If the counselor believes the student's level of care is beyond her role, the counselor will meet with the administration and family to give recommendations. The school may require families to seek outside care in order for the student to continue at St. Patrick.

## SPECIAL PROGRAMS

Saint Patrick offers opportunities for personal, social, physical and spiritual development. These programs include drug and alcohol prevention programs, sexual awareness and safety, as well as social/personal skills development. Examples of such programs include: Ruah Woods' curriculum of *Theology of the Body*, retreats, team building workshops, the Diocesan personal safety program (*Growing with God*), Second Steps, and DARE.

## HOMEWORK

Homework is an essential part of the learning process. A certain amount of homework is necessary to reinforce what is taught in school. The purpose of homework is to help the students grasp and master the work presented in class. The student who successfully learns the process of completing homework also is mastering self-discipline, independence, initiative and responsibility. Research reveals that daily homework checked by the teacher with comments about the correctness of the work will increase student knowledge.

### **Homework should provide:**

- an extension of classroom activities
- an evaluation tool for both the teacher and student
- a positive learning experience emphasizing quality not quantity
- an opportunity to stimulate creative, logical, and critical thought
- additional opportunities to learn time management and organizational skills

### **An average day's homework would not normally exceed:**

Kindergarten 5-10 minutes

Grades 1 & 2 20-30 minutes

Grades 3 & 4 30-50 minutes

Grades 5 & 6 50-90 minutes

Grades 7 & 8 70-100 minutes

Homework time does not include studying, long-range assignments and/or projects. Parents who are concerned about "too much" or "too little" homework should contact the child's teacher.



**Teachers will:**

- provide assignments relevant to class work
- clearly communicate the homework policy and each assignment
- teach students how to approach homework
- use assigned homework as an assessment tool
- assign homework requiring skills students have already been taught
- value homework by checking and recording all assignments
- consider the time required to complete an assignment
- provide clear instruction for assignments
- periodically check assignment notebooks at the end of the day
- contact parents when necessary

**Parents will:**

- establish homework as top priority - expecting students to complete it by themselves or with minimal assistance
- provide adequate time and a suitable place for the student to complete homework
- be available for questions, but remember that homework is the child's responsibility
- contact the teacher when their child consistently has difficulty completing assignments
- check student's assignment notebooks daily

**Students will:**

- record all assignments in assignment notebook (grades 2 – 8).
- do all homework to the best of their ability - working neatly
- clarify homework instructions with the teacher
- take home materials needed to complete assignment
- budget time
- return work completed to the teacher by due date
- accept responsibility for homework following absence

Assignment notebooks are required and provided for all students in Grades 2 – 8. Parents are encouraged to review these notebooks with their children. Teachers may use these notebooks as a means of communication with the parents. Assignment notebooks are given to the students at the beginning of each year.

When there is a legitimate reason why a student is unable to complete homework (illness, family emergency, etc.), parents should send a note to the teacher with an explanation. Parents can help their children achieve success by enabling them to do homework well. It is the student's

responsibility to form habits so as to complete homework correctly and responsibly.

Students involved in athletics, clubs, or other extracurricular activities have opportunities to pursue their interests and develop themselves more fully. However, they must always remember that their responsibilities as a student comes first at this time of their lives. Parents should help their student carefully evaluate their load of after school activities in light of their homework requirements. Time management is a skill that can be learned and practiced through this means.

Students in grades 3-8 who show patterns of incomplete homework may be required to attend a meeting with parents, teachers, and at times the principal to discuss the situation and promote better communication of the student's struggles while at the same time holding the student responsible for completing his/her assignments. Teachers and parents may be able to assist the student meet academic or organizational challenges through such a collaborative meeting. Students who continue to fail in their responsibility may be required to stay after school to complete homework before leaving the school property for a set period of time determined by the principal in consultation with teachers and parents.

## GRADING SYSTEM

Students will be assessed in a variety of ways during the course of their studies at St. Patrick Catholic School. The purpose of report cards is to alert the parents and present them with an assessment of their child's achievement in his/her academic studies.

Students who have identified disabilities and who have a current Student Support Plan will receive an asterisk on their report card grade if modifications have been given.

## REPORT CARDS

Report cards are issued at nine-week intervals. Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort, projects, and performance on teacher prepared tests and quizzes. Grades are based on all aspects of the student's work, as well as participation and homework. Part of each report is an evaluation of student behaviors which affect academic achievement and well-being. It is to be remembered that grades are only part of the complete picture of a child's learning. They are meant to be used as a reference point.

Report cards are received at the Parent-Teacher Conferences for the first quarter, are sent home with students the second and third quarters, and final report cards are mailed at the end of the year.

Grades are also available through the online. Parents will receive their log-in information at the beginning of the year in order to access grades for their child/ren throughout the school year. Parents are encouraged to use the online gradebook in order to keep current on their children's progress and be proactive in addressing their children's academic needs.

## GRADING SCALE

PreK/Kindergarten Students receive progress reports detailing specific skills.

Grades 1 & 2 and  
Special Classes Students receive letter grades as follows:

E	Excellent	93-100%
G	Good	86-92%
S	Satisfactory	77-85%
N	Needs Improvement	70-76%
U	Unsatisfactory	Below 69%

Grades 3-8 Students receive letter grades as follows:

A+	99-100%	C+	84-85%
A	95-98%	C	79-83%
A-	93-94%	C-	77-78%
B+	91-92%	D+	75-76%
B	88-90%	D	72-74%
B-	86-87%	D-	70-71%
		F	69% and below

## CONDUCT AND EFFORT

St. Patrick School holds students to high standards of integrity, honesty, respect, courtesy, and reliability. Conduct and effort grades reflect the student's attitude, behavior, and effort in class, in interaction with peers, and in the work he/she does.

## PROGRESS REPORTS

Parents are also kept informed of the student's progress through progress reports. Teachers will use progress reports to inform the parent of a student's current standing. Progress reports are issued in Grades 1 - 8 at mid-quarter.

## SEMESTER EXAMS

Students in Grades 7 and 8 have semester exams in every core subject, which count for 20% of the semester grade. Each final grade for each quarter counts towards 40% of the semester grade. Sixth graders take exams for literature and math only during the spring semester. One of the main purposes of the final exams are to help the students learn how to study in order to prepare for high school.

## ACADEMIC AWARDS

St. Patrick's School takes pride in students' academic achievement. Students in grades 3 – 8 who have shown academic achievement as well as good effort and conduct are recognized every quarter and at the end of the year. A "Needs Improvement" or "Unsatisfactory" mark in any area will prevent a student from achieving Principal's List or Honor Roll status.

- The Principal's List– A student who achieves A's in all courses, including Specials.

- Honor Roll – A student achieves more A’s than B’s in all core subjects for this honor, and has no grade less than a B or its equivalent in a Specials Class.
- Citizenship– A student achieves all E’s in conduct and effort.

### **MID-TERM PROBATION**

If a student receives two grades below 74%, or one grade below 70%, the student will not be permitted to participate in Extra Curricular Activities at Saint Patrick’s School until sufficient progress is demonstrated as judged by the principal. This will be a time of probation, even if tutoring is being received. The length of the probation is left to the discretion of the teacher and principal.

### **REPORT CARD PROBATION**

If a student receives a grade of 70% - 74% in any subject or an N in conduct or effort, the student will not be permitted to participate in Extra Curricular Activities for a period of one week or longer if the student has not improved above probation criteria at the end of the probation period. The length of the probation is left to the discretion of the teacher and principal. If the student is involved in an athletic activity, the student may attend the games and sit with the team but not dress out. Students on probation are not allowed to attend practices during this period so as to provide time for added work/help in the appropriate subject area(s) to bring up the low grade(s).

A grade of less than 70% in any subject or a U in conduct or effort on the Report Card will make a student ineligible to participate in any Extra Curricular Activity until the next mid-term. The student may not attend practices or sit with the team during the game.

### **STANDARDIZED TESTING**

The Diocese of Nashville uses the Iowa Test of Basic Skills standardized test. The ITBS is a norm-referenced test and is administered each spring at St. Patrick School in every grade level, beginning with first grade. These tests are a measure of the student’s academic potential, achievement, and basic skills, as individuals and as compared to other students in the diocese and across the nation. Testing dates are announced in advance in order to keep families well informed and to ensure that students are present in school. Results of the test are sent home to parents and are discussed in a Parent-Teacher conference and at a general parent meeting.

St. Patrick’s uses STAR testing three times a year to provide benchmark data. These computer-adaptive tests are given for math and reading. Teachers analyze that data to ensure that students are making appropriate progress throughout the year and to identify areas of needed growth.

St. Patrick uses ARK testing once in the spring to provide benchmark data on students’ knowledge of Catholic teaching. Teachers analyze this data to ensure students are making appropriate progress in their religious studies and to identify areas of needed growth.

### **PROMOTION**

The foundation in reading is laid in the primary grades. Hence, in the primary grades, promotion is

determined mainly on the child's progress in reading. In grades 4-8, promotions are determined by the average marks the student receives in all academic subjects. A student who has a 70% general average will be promoted unless he/she has failed both English/language arts and mathematics. Failure in any subject for the entire year must be made up in an accredited summer school. Evidence must be given to the school that the student has completed this requirement before entering the next grade.

## RETENTION

The decision to retain a student in the present grade will be based on a consideration of the overall welfare of the student made by carefully weighing academic, emotional, and social factors. Individual factors weigh heavily in the decision to retain a student.

### **PROCESS FOR RETENTION:**

The teacher may inform the principal by the end of the second quarter of the possibility of retention. Parents will be contacted.

During the third quarter, the teacher and principal will meet with the family to inform them of the possibility of retention.

In the case of a student with a severe learning problem, it may be necessary to recognize that Saint Patrick School is not equipped to meet the needs of every student and that a transfer to another school may be necessary.

The teacher's retention recommendation will remain on the student's records.

A student review team will convene consisting of the principal, the child's teachers, and the parents to make a final recommendation regarding retention.

Diocesan policy states that the final decision to retain a student is the responsibility of the principal.

A student may be asked to leave Saint Patrick to attend a school that better serves his/her academic or social needs.

## TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until all tuition and fees have been settled.

## LIBRARY

Children can develop a sense of responsibility through the use of the library. The rules and regulations to be followed include:

- No books may be checked in or out when the library is unattended. Any books checked out must be taken care of by the student.
- A fine will be charged for books not brought back in due time. Lost and damaged books must be replaced by the cash value of the said books.

- No student may check out or renew a book in another student's name.
- Reference books may not be checked out of the library.
- Food and drink are not permitted in the library except by special permission of the principal.

## ARRIVAL AND DISMISSAL

School hours are from 7:45 a.m. to 3:00 p.m. Students may begin arriving at 7:15 and gather in the library where they are supervised until they are dismissed to their classrooms. Students arriving after 7:45 are tardy and must be signed in at the front office by their parent. They will receive a tardy slip to give to their teacher.

For early dismissal, parents are asked to come to the school office to sign out their children. Students will come to the front office to be released to the parent. Students will not be called for early dismissal from 2:45 – 3:00 p.m. End of the day prayers are prayed over the intercom at 2:55.

By 2:30, the bus is parked outside the front door and the car line forms behind it. Cars should make every effort to maintain two lines although they may need to merge as they come around the corner from the Church Office. This is to maximize the parking lot space so that cars do not overflow to Wilke Street.

After closing prayers, bus riders are called to board the bus followed by the first round of bus riders. PreK students are escorted to their cars by their teacher or teacher aide, while older students are led by a staff member to their cars. After the bus has departed, the next round of cars pull up and park, and the procedure is continued until all car riders are placed in the car of those authorized to pick them up from school.

The car line usually ends by 3:20. At 3:20, remaining students go to Extended Care.

## DISMISSAL/PICK-UP

Students will be released from school only to their parents or legal guardian or persons authorized by their parents/ legal guardians. Unless the school has been provided with a legally binding document to the contrary, students will be released to either parent. A transportation plan is completed by the parents at the beginning of the school year. If students are to be released to anyone else, signed authorization stipulating to whom the child may be released must be given to the office prior to the time of release. If the person is not known by the school personnel, a form of identification will be asked for at the time of pick-up. This includes both car and bus riders.

## BUS SERVICE

Saint Patrick offers bus service from Saint Christopher Catholic Church in Dickson and from Tennessee City. Families pay an extra annual fee per student for the service which can be spread out over their payment plan.

The bus leaves Saint Christopher in the morning at 7:15am and from Tennessee City at 7:30am. When dropping students off in the morning, parents should pull their car up parallel to the bus door, park, and then allow their student to load the bus. If parents are late for the bus, they will need to drive their student(s) to school. They should not flag down the bus. The bus is not authorized to stop at any other

locations along the route.

In the afternoon, the bus arrives in Tennessee City around 3:15 and departs by 3:20. The bus will arrive at Saint Christopher at 3:25 and departs at 3:35. We ask our families to be punctual. If students are picked up late, parents will be warned once and on the next occasion will not be allowed to use bus service the following day.

During dismissal from the bus, a similar pick up system should be employed as during arrival. Families should line up parallel to the bus, wait for students to unload, and check them out with the bus driver to ensure every child is being released to a pick up contact.

Riding the bus is a privilege. Students riding the bus represent our school to the wider community. The expectation is that they will do this well. All school rules apply to the bus and the school discipline policy is applicable to bus situations. Depending on the infraction, student may lose the privilege of riding the bus for a set period of time determined by the school administration.

Students may not use any electronic device on the bus. This includes devices for listening to music or playing games. All cell phones/watches must be turned into the bus driver at the beginning of the trip and picked up at the end of the trip. Students may not eat on the bus. This includes candy and gum. Water is the only allowed beverage for students. When riding on the bus, students should remain seated with their knees facing the front of the bus. This is so that if the bus needs to stop suddenly, the student will not fall into the aisle or floor. Students may put windows down with the permission of the bus driver, but they are not to eject anything from the window and must keep hands and feet in at all time.

The bus is the regular form of transportation of students for school field trips. Students are expected to follow the same rules as described here.

We hope this service makes Saint Patrick more accessible to families and that the memories the children associate with their bus rides will be ones that are happy. We thank all involved for keeping our bus a setting where our mission is lived and witnessed.

## EXTENDED CARE

Saint Patrick Extended Care is offered daily on school days after school from 3:15 until 5:30 p.m. This is a service provided to any student enrolled at Saint Patrick School. Parents must fill out the appropriate paperwork and pay the registration fee for each child in order for their children to attend. This paperwork, as well as the fee schedule and general information regarding Extended Care, can be obtained from the school office. The rate for the 2023-2024 School Year is \$8/day per child. Any child who is brought to the Extended Care program due to a parent not picking him/her up in the pickup line by 3:15 will be charged accordingly. For parents picking up students after 5:30, the rate is \$1 per minute per child. For other policies and procedures, see the Extended Care Handbook.

## ATTENDANCE

Regular attendance is essential for academic success. The parent/guardian is expected to foster these

good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future. Prolonged or frequent absence has a negative effect on learning and could result in repetition of a grade.

## **ABSENCES**

A designation of absent means a student is not in attendance at the school or in the class to which he/she is assigned.

If a student arrives after 10:00 a. m., he/she is considered a half day absent.

If a student arrives after 12:00 p.m., he/she is considered a whole day absent.

If a student has been in school and leaves before 10:00 a.m. and does not return, he/she is considered a whole day absent.

If a student has been in school and leaves between 10:00 a.m. and dismissal and does not return, he/she is considered a half day absent.

## **TARDINESS**

The first minutes of each day are most important in setting the tone for the day. Tardiness deprives the student of the opportunity for a smooth and organized beginning. Additionally, tardiness creates a disturbance to the teacher and other students and has a negative impact on learning. A designation of tardy means the student was not in the classroom by 7:45 a.m. Students who arrive after 7:45 must sign in at the office to receive a pass to class. Arriving late for Mass is a tardy and is considered even more serious than arriving late for class.

## **EXCESSIVE TARDINESS AND ABSENCES**

Saint Patrick's School follows the Humphreys County policies and regulations regarding student absences. After every five absences, whether excused or unexcused, a parent or guardian will receive written notification, and a record of this notification will be kept at the school. Students absent for more than 25 days must have a final average of 80% or may be retained. St. Patrick's will follow the policies of Humphreys County in regards to cases of truancy.

The Diocese of Nashville's policy states that in cases of tardiness that are excessive and not legitimate, the principal must ensure that the parents amend the situation immediately. More than seven tardies in a one month period requires a meeting with the Principal. Should they refuse, the principal has the right to ask the parents to remove the child from school.

## **VERIFICATION OF ABSENCE**

If a student is absent, parents must notify the office between the hours of 8:00 and 9:00 a.m. Parents may request homework to be picked up at 3:30 p.m. or request that it be sent home with another child if the teacher has the opportunity to gather it. In some cases, this may not be possible.

When a student returns to school following an absence, he/she must bring a written and signed statement indicating the reason for the absence. Parents are asked to make doctor appointments outside of school hours, if possible.

Students who are absent more than three days for illness should submit a doctor's certificate detailing the nature of the illness and any restrictions placed on the child's activities. Parents should



not request teachers to video record or stream lessons for any absences except in the case of an extended illness of the student lasting more than 9 days.

## **EXCUSED ABSENSE**

Absences will be excused on the basis of verified contact with the parent or guardian, as well as by a written explanation for the following reasons:

- Personal illness of the student
- Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours
- Student participation in school-sponsored activities taking place during school hours
- Death in the family
- Reasons of extenuating circumstance to be judged by the principal
- Anticipated absences which are pre-approved by the principal (see process below). Family vacations should be planned during school breaks. Only one excused absence day is allowed for family trips. All other days will be counted as unexcused.

## **UNEXCUSED ABSENCE**

Absences other than those mentioned above, or any absences without a written explanation from parents, will be considered unexcused. In the case of an unexcused absence, the teacher is not required to instruct again or give make-up work or tests.

## **ANTICIPATED ABSENCES**

Trips and vacations are discouraged as the class time missed has a negative impact on the student's learning. It is not possible to replicate the learning lost by absence through make-up work. Parents should be aware of the impact of unnecessary absences and plan for family vacations using the school calendar. Only one excused absence day is allowed for family trips. All other days will be counted as unexcused.

Parents are asked to submit a "Special Absence Approval Form" to the principal one week in advance if they wish the absence to be considered excused. These forms may be obtained from the office and are found in Appendix B in the back of the handbook. Vacations and trips taken without prior approval will be considered unexcused. It is not required of teachers to issue work ahead of time for students who anticipate being out of school. Parents should not request teachers to video record or stream lessons for any absences.

## **WORK MISSED DUE TO AN ABSENCE**

If a student has an excused absence for one day, classwork missed is due the day after the student returns. The student is given one day for each excused day absent in which to complete and turn in missed work. For example, work missed due to a Tuesday absence would be due on Thursday.

## **SCHOOL COMMUNICATIONS**

## **STUDENT CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangement occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent(s).

## **PARENT TO SCHOOL COMMUNICATION**

Open and frequent communication between parents and teachers is essential for the academic growth of children. Parents may request an appointment with a teacher at any time either by calling the school office, by emailing the teacher using the teacher's school email, or by sending a note. Teachers will make every effort to return all calls and emails as soon as possible. Parents should not expect to meet with the teacher on the day of the request, but may expect to meet within a week of the request.

Faculty members may not be called directly during the school day so as not to disturb classes. However, parents are encouraged to call the office and leave a request for a phone call or send the teacher an email requesting a phone call. Because teachers are fully involved in teaching and preparing lessons during the school day, the school receptionist will not interrupt teachers so that they take calls during the school day. Teachers are asked to check their e-mail messages once a day and return messages within one-two business days, excluding weekends. If an immediate response is needed, it is best to call the office. The school and other parents appreciate each parent's cooperation so that teachers may provide the best quality education to each child with the fewest interruptions.

Out of respect for personal and professional boundaries, we ask parents not to text teachers, call their personal cell phones or homes, or contact them via their personal social media pages or personal email for school business. Please keep all electronic school communication to the teacher's school email.

## **PARENT-TEACHER CONFERENCES**

Required parent-teacher conferences are scheduled in the fall. However, every parent is encouraged to call the office and arrange for a conference when it seems desirable or necessary. Likewise, teachers will contact parents when it seems desirable or necessary. This home- school contact is essential for student success. Parents are encouraged to inquire and to discuss the progress of their children at any appropriate time during the school year. Teachers will gladly arrange an appointment. Parents should not come unannounced to a classroom to speak with a teacher. Parents who volunteer or are members of the faculty and staff should also follow these directives.

## **SCHOOL TO PARENT COMMUNICATION**

### **CLASSROOM THURSDAY FOLDERS**

A folder containing each student's weekly work as well as conduct and effort reports will be sent home by the teacher with the student every Thursday. Parents are asked to review these papers, sign the folder, and send it back with the student on Friday, or the following school day. Parental feedback is appreciated, so space is provided for comment. The Thursday folder may also contain

relevant information about upcoming events.

#### SCHOOL THURSDAY FOLDER/PATRICK'S PRIDE

Each Thursday the youngest child in the family receives a brown envelope from the office for their family. A letter from the principal is included in the weekly *Patrick's Pride* newsletter which covers school news and upcoming events. All materials prepared by parents for release to the parish or school community must be approved by the pastor or principal. This envelope should be signed and returned each week. Items that need to be returned to the office may be placed in this folder.

#### ONLINE GRADEBOOK

The online gradebook is a web-based tool to enhance communication between teachers and parents. Account information is distributed to new parents in the beginning of the school year. It is the responsibility of St. Patrick School parents to activate their accounts to receive information posted by the school and individual teachers. Grades for students in first through eighth grade are available to be viewed throughout the school year and updated at least bi-weekly by each teacher. Anyone needing assistance should email the school office: [ashley.sander@sps-tn.org](mailto:ashley.sander@sps-tn.org) with "Gradebook Question" in the subject line.

#### VISITORS

St. Patrick is a big family, and we want to be welcoming to everyone. However, an unexpected visitor to the school or classroom can create a distraction to learning. Because of this appointments for visits are required, so as not to interfere with planned instructional time. All parents and visitors are required to sign in and out through the Raptor System at the school office and to wear a name badge to show that they have signed in. Parents and/or visitors are not allowed to go to the classrooms while class is in session unless the visit was arranged beforehand.

#### DRINKS IN THE CLASSROOM

Students may bring water bottles to school, but must follow the direction of their teachers regarding these. They should only contain water. All other drinks will be disposed and replaced with water. Students may be disciplined for bringing in other drinks without the proper permission.

#### DELIVERIES

In order to encourage responsibility and develop maturity, no deliveries of forgotten items will be given to students during the school day; e.g. homework, projects, etc. Any deliveries that are made will only be available to the student at the completion of the school day. This includes flower/balloon deliveries.

#### HEALTH

##### IMMUNIZATIONS

Medical examination forms and immunization forms are required of all kindergarten students, and all new students.

The school requires the following immunizations legislated by the Tennessee Department of Health

(Rule 1200-14-01-.29):

- Basic series of DPT and boosters
- Basic series of Polio
- MMR vaccine
- Hepatitis b Vaccine for entry into Kindergarten

A child will not be permitted to start class until all required health forms have been completed by a physician and returned to the school office. If a family would like to pursue a medical exemption, the appropriate paperwork must be obtained from the physician and be on file in the school office. According to Diocesan policy, no religious exemptions may be accepted, as immunizations are in conformity with the teachings of the Catholic Church.

## ILLNESS

If a child becomes ill during school time and needs special attention, parents will be contacted. If we are unable to locate the parent, the child's designated emergency contact will be called. No child will be sent home without permission of the parent, or one designated to take the place of the parent. No child will be sent home alone during school hours. Therefore, it is required that the emergency number be filed for each student and kept up-to-date.

If a student has been ill with a fever, cold, sore throat, skin rash or skin eruption, he/she should NOT be in school. A child should be free of ailments and/or fever for twenty-four hours before returning to school.

If a child is not well enough to stay in class, a parent will be called to come and take him/her home.

## COMMUNICABLE DISEASES

When a suspected case of chicken pox, measles, impetigo, mumps, contagious conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, COVID, or other communicable diseases is suspected or reported, the parents will be called immediately to come and take the child home.

A child suffering from any communicable disease and in need of special medical attention shall be excluded from attendance and readmitted upon receipt of a doctor's written verification of recovery or wellness to attend school.

## PROTOCOLS FOR COVID-19

While the school may maintain a separate document or issue such a document during the school year if it is deemed advisable by the pastor or superintendent, general expectations are outlined here. While Saint Patrick is hopeful that the threat of COVID-19 and its variants are behind the community, Saint Patrick retains the right to implement masking, distancing, quarantine, and other measures to prevent the spread of COVID-19 for all its students or a select group due to local conditions within the school or the wider community. Our goal is for parents to determine whether masks are necessary for their children, but there may be situations in which more stringent mitigating measures will be enforced, including masking. As always, any directive from the bishop, superintendent, and/or pastor will be

observed by the school community.

## **MEDICATIONS**

The school shall not dispense medication to students except when prescribed by a doctor or provided by the parent. If a child is on medication and the medication must be administered during school time, the parent must complete a form with the following information:

- Name of Child
- Date
- Medication
- Dosage
- How to be administered
- Refrigeration needs
- Time(s) to be administered

All medicines must be brought to the school office. Students may not carry medicines on their person unless there is a written recommendation by a physician and for a serious reason. A health volunteer or designated school personnel will administer medication.

## **EPI-PENS**

The school is committed to providing a safe and healthy environment for all its students. Parents/guardians are responsible for notifying the school about a child with severe allergies.

For students diagnosed with severe allergies, parents/guardians should provide the school with medication orders from a medical provider and the specific prescribed medication in order to ensure the medication will be available at the school and on field trips per the student's Individual Health Plan (IHP).

School-provided auto-injectors may not be available on site at the school at all times so a medication order and parent/guardian provided prescription is the only way to ensure the medication will be available for the students.

The school may maintain epinephrine auto-injectors to treat a student believed to be having a life-threatening allergic or anaphylactic reaction at school. When maintained at the school, an auto-injector would be stored in at least two (2) unlocked, secure locations, including, but not limited to, the school office and the school cafeteria. In the event that a student's personal epinephrine auto-injector is not available or a student is having a reaction for the first time, the school office manager or other trained school personnel may utilize the school supply of epinephrine auto-injectors to respond to an anaphylactic reaction at school, under a standing protocol from a physician licensed to practice medicine in the area.

Depending on the individual student and school circumstances, the principal will determine which school staff are to be trained to administer epinephrine in an emergency situation. Such individuals will be trained in prevention and recognition of severe allergic reactions and anaphylaxis,

administration of epinephrine by auto-injector, appropriate handling and disposal of auto-injectors, immediate care of the patient until help (911) arrives, and classroom management of students at risk for severe allergy and anaphylaxis. Training and refresher training will be provided on a yearly basis. In all cases, emergency medical services (EMS) must be notified immediately following administration of epinephrine by calling 911. In addition, the parent/guardian of a student to whom epinephrine has been administered must be notified as soon as possible.

## STUDENT SAFETY

### INSURANCE

All students attending Saint Patrick's School must be covered by some form of accident insurance. The school is not liable for injuries occurring on the premises. Please contact the school office if insurance is needed.

### CHILD PROTECTION

We welcome volunteers for field trips, activities planned by the room mothers and teachers, coaching and club moderators. However, in order to volunteer, parents must complete the diocesan Safe Environment program and undergo a Kroll background check.

### HARASSMENT POLICY

As a school committed to respecting the dignity of all, behavior which degrades any individual is forbidden. This includes sexual harassment. Sexual harassment can be defined as behavior containing sexual suggestions, including verbal slurs that are offensive to a reasonable person. All allegations of sexual harassment will be taken seriously and promptly investigated following the guidelines of the Diocese of Nashville.

### ACCESS TO STUDENT RECORDS

St. Patrick School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. The principal only, as custodian of the records, authorizes the release of personal information about students.

### PHOTO/VIDEO RELEASE

Photographs, videos, and artwork of students may be used periodically throughout the year in newspapers, parent communications, newsletters, or other media. All parents must sign the Photo/video release section in the FACTS electronic Enrollment form either consenting to or refusing to allow their child's picture/video to be used by the school.

### TECHNOLOGY

St. Patrick School has an Acceptable Use Policy that we require all students and parents to sign. We believe that knowing and understanding the proper use of the computer and other devices is as important to instruction as using the devices themselves. Parents read and sign the Technology policy yearly with their child and turn the form in by the second week of school. (See Appendix A)

## DISCIPLINE CODE

The St. Patrick Code of Conduct is based on the Gospel message of Jesus. In all areas of learning, discipline must be considered in the development of the whole person. As part of a Catholic Christian community, every member of St. Patrick School is expected to respect the dignity of all, remembering that all are made “in the image and likeness of God”. To achieve these ends, parents, faculty, and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

Being a part of our school is based on the following criteria:

- The choice of St. Patrick School is a choice of values. When parents choose St. Patrick School, they agree to be governed by the basic philosophy of the school, its rules and procedures, and the Catholic values and virtues that are at the heart of the school.
- They agree to work with the school to help each child develop a sense of honor, integrity, and responsibility toward self and others.
- Parents are asked to help students develop a correct attitude toward discipline and to recognize that an effective school requires order and structure. With all working together, the education of all students should be enhanced.

School-wide Procedures

- The hallways are quiet from 7:45 a.m. until 3:00 p.m. for all students.
- Students will respond to all adults using “yes” or “no” followed by “sir,” “ma’am,” “Sister,” or “Father.”
- Running is not allowed inside the school building.
- When a visitor enters the classroom, students respectfully stand to acknowledge their presence and follow the teacher’s instructions.
- All St. Patrick students and adults are responsible for keeping our school clean and beautiful. Trash should be picked up and thrown away. Items in need of repair should be reported as soon as possible to the school office.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

- Will be honest and committed to integrity
- Will be respectful and courteous toward all teachers and adults
- Will refrain from harassment of any kind (includes all online activity)
- Will use appropriate language
- Will speak respectfully to and about others (includes all online activity)
- Will complete all assignments and participate fully in class
- Will respect all school and personal property
- Will refrain from any deliberate disruption in the school

- Will demonstrate good sportsmanship when engaged in all school-sponsored co-curricular and extra-curricular activities
- Will be present for all required activities unless officially excused by the administration
- Will adhere to the dress code
- Will not give or receive unauthorized assistance on tests, quizzes, or assignments

**All of the conduct expectations include student conduct both during school and outside of school hours, including on the Internet/social media.**

Students are taught cooperative conflict resolution skills to assist them in this endeavor. The skills of communication, listening, problem solving, mediation, and negotiation are vital to a peace-centered school.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

Self-discipline is a process, and as such, develops from childhood through adulthood. In partnership with the parents, who are the primary educators, the faculty, staff and administration work to develop this process in each student in a completely Christian manner.

#### DISCIPLINE POLICY

##### *Primary and Elementary (Grades PK-4<sup>th</sup>)*

Teachers in mostly self-contained classrooms develop a discipline plan for their classrooms that both deters disruptive behaviors and affirms good behavior. It should be posted and communicated to parents in writing at the beginning of the school year. If the teacher amends it during the school year, he/she is to communicate this to classroom parents. Special teachers as well should have their own system in place.

This plan will take into consideration the class as a whole and follow the philosophy of St. Patrick Catholic School. It should not only correct the behavior but also help the child recognize the opposite virtue they need to develop. Discipline should always be handled directly by the teacher involved. If it becomes necessary, the principal will be consulted for direction.

Punishments for unacceptable behavior are part of the consequences of bad choices. Teachers discern carefully what punishment will address the behavior. Students in grades Pre-Kindergarten through 4<sup>th</sup> grade do not generally receive demerits (pink slips) or detentions (white slips) although they may with the principal's approval. It is generally better, though, that the teacher consider other consequences that might be more meaningful and help students correct the behavior.

Communication with parents by the teacher involved is necessary when the behavior is deemed serious.

The focus of discipline, though, is not on punishment, necessary as this is at times, but on helping students develop self-discipline through the study and application of Christian virtue. Discipline plans need to have this positive aspect of discipline as the goal.

Conduct Grade: A student's conduct is part of their report card grade. Conduct grades are determined



on the teacher's discretion based on his/her discipline system. If a student serves a detention or has to be sent home due to misbehavior, the student loses a whole letter grade in conduct.

### *Middle School (Grades 5<sup>th</sup> -8<sup>th</sup>)*

Students in the upper grades may be issued demerits (pink slip/think sheet) and detentions (white slip) for their behavior. The middle school teachers may establish classroom management system to coincide with these. Parents are asked, through these notices and communications, to reinforce the teacher's efforts to correct and redirect misbehavior.

The focus of discipline, though is not on punishment as necessary as this may be, but on helping student realize what they have done wrong and the path forward in making retribution as much as possible. It is also focused on developing self-discipline through the study and application of Christian virtue. Teachers take time to conference with their students when making a correction to help meet this goal. This takes into consideration the dignity of the student and follows the philosophy of St. Patrick Catholic School to educate the whole child.

Discipline should always be handled directly by the teacher involved. If it becomes necessary, the administration will be consulted for direction.

Verbal Correction Students are expected to behave in an appropriate manner according to place, circumstance, activity, and the demands of charity and justice. When the student disregards his/her responsibilities regarding behavior, etc. they are corrected by the teacher.

Demerits (Pink Slips): Student may receive a demerit after a verbal warning. These should be accompanied by a "think sheet" to help them reflect on their misbehavior. The teacher should conference with the student briefly before the end of the day and notify the parent of the behavior. If the misbehavior happens at the end of the day, students may be retained after school to permit time for this brief meeting.

Detention (White Slips): If a student earns three demerits(pink slips) in a nine week grading period, a notice of detention (white slip) will be sent home. A more serious behavior may result in an automatic detention (white slip), in-school suspension, or expulsion. An example of such serious behavior would be disrespect directed toward an adult, speaking to another child in a hurtful way, or physical aggression. The teacher should conference with the student briefly before the end of the day and speak to the parent over the phone if possible. If the misbehavior happens at the end of the day, students may be retained after school to permit time for this brief meeting.

If parents have a question concerning student behavior or disciplinary action, a conference with the teacher is suggested. If the situation needs further resolution, a conference with the teacher, parent, and administration may be recommended.

Conduct Grade: The student's conduct is part of their report card grade. Conduct grades are not limited to the demerit-detention system, but they are influenced by them. Students who receive two demerits lose a half letter grade for their conduct grade. For every three demerits and/or a detention, the student loses a whole letter grade. Students with a suspension lose two letter grades.

### *All Students*

#### Out of Uniform Slips

Out of uniform slips may be issued by any teacher who teaches the student or by the administration. Two out of uniform slips result in the loss of the next out of uniform day or Spirit Wear Day. Student who continue to disregard the uniform policy may be issued a detention slip (5<sup>th</sup>-8<sup>th</sup>) or a consequence given by their teachers (PreK-4<sup>th</sup>) if they have lost privileges for two such days. Two Out of Uniform Slip amount to a demerit in the conduct grade for 5<sup>th</sup>-8<sup>th</sup>.

### Disciplinary Meeting

When a student receives a third detention (5<sup>th</sup>-8<sup>th</sup>) or a third major correction from their teachers (PK-4<sup>th</sup>) or if the action of the student is serious enough to merit a disciplinary meeting, a meeting is set up to discuss the situation to effect a change in behavior. The parents or guardian, the principal, teachers, and student will meet together to discuss the consequence and set up a behavior contract, although behavior contracts may be initiated earlier if deemed advisable by the teacher and the principal. Ordinarily, three detentions (5<sup>th</sup>-8<sup>th</sup>) or three major corrections (PK-4<sup>th</sup>) within a year warrant an in-school suspension. Continued detentions (5<sup>th</sup>-8<sup>th</sup>) or major corrections (PK-4<sup>th</sup>) without improvement may indicate Saint Patrick is not the appropriate educational setting for the student, and the student may be asked to leave the school.

### In-School Suspension

An in-school suspension is given at the discretion of the principal. During an in-school suspension the student comes to school but is removed from the regular classroom and from all activities. The student is given assignments and academic work to complete. The student may or may not receive credit for tests and assignments given on this day.

### Out-of-School Suspension

An out-of-school suspension is given at the discretion of the principal. During an out-of-school suspension the student is given academic work to complete, but will not be given full credit for the work. Such students are under the supervision of their parents or guardians who will hopefully make this a time to discuss the problem and make appropriate atmosphere of work and study, rather than one of play.

### Serious Disciplinary Action

Saint Patrick's School's disciplinary action addresses suspension, expulsion, and removal, specifying the procedure in such circumstances. The student's chance to speak and express opinions in serious disciplinary circumstances will be respected. When serious misconduct occurs, the student will be allowed an opportunity to express his or her explanation of the situation. Due to the fact that there are many serious actions which cannot be itemized, the Saint Patrick School administration reserves the right to decide about serious disciplinary actions and their subsequent consequences.

Just cause for disciplinary action (detention, in-school suspension, out-of-school suspension, or expulsion) will include, but not be limited to any of the following serious violations:

- Fighting of any kind
- Harassment (verbal, written, or electronic)—this includes if students leave anonymous messages through written notes, social media, or other means if the tone is inappropriate, less than friendly, and/or makes demands.

- Truancy
- Disrespect
- Academic dishonesty, including cheating, forgery, or plagiarism
- Belligerent, disruptive, or incorrigible behavior to school staff, teachers, students or volunteers
- Smoking or carrying of cigarettes or tobacco
- Use of profanity (either verbally or written/typed)
- Obscene conduct, sexual acts, or possession of obscene literature or materials, whether print or electronic
- Theft or deliberate damage to the property of school, church or another person
- Possession, handling, or transmitting of any object(s) that can be considered a weapon or dangerous object of no reasonable use to the student at school
- Use or possession of any illegal substance, mind-altering substance, inhalant, or intoxicant of any kind
- Leaving school grounds without proper permission
- Failure to follow the cell phone policy
- Any other just cause

PLEASE NOTE Anyone in possession of drugs or weapons or who threatens another student or adult will be suspended immediately pending expulsion. A student accused of a serious wrong can be placed on home study pending an outcome or adjudication. Saint Patrick School reserves the right to search cubbies/desks/lockers (any property of the school) at any time, for health, safety, and welfare of all students and personnel. Backpacks and purses may be searched in the event that there is suspicion of a student possessing a harmful, dangerous, or illegal item or substance.

The lists of infractions are not all inclusive. The school reserves the right to determine the seriousness of a student's actions. Also, the school has the right to amend rules and/or waive rules and procedures in cases which warrant such action.

## PHYSICAL VIOLENCE

St. Patrick's School takes a serious stand against physical violence. Any student who willfully strikes, kicks, bites, or assaults another student will be sent to the principal's office. Parents will be notified, and suspension may result. The principal may also require the student to be sent home for the remainder of the day.

## BULLYING

School personnel will not tolerate any bullying on school grounds, at any school-sponsored activity (on or off school grounds), or electronically. In addition, the school expects students and parents who become aware of an act of bullying to report it to appropriate school personnel, e.g., the principal, a teacher, or a coach.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff, and review of school records. Any student who

retaliates against another for reporting bullying may be subject to serious disciplinary action (see section above).

Consequences for students who bully others shall depend on the results of the investigation and may include:

- Counseling
- Parent conference
- Detention
- Suspension and/or Expulsion

Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement, if appropriate.

#### CONDUCT OUTSIDE OF SCHOOL

**The student is a St. Patrick Catholic School student at all times. A student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school or harmful to other students or faculty/staff, may be disciplined by school officials.** St. Patrick School strictly prohibits any student from use of technology which is unethical or liable. This includes, but is not limited to, information shared about the school on the Internet (the use of pictures or text of faculty/staff, family, or student) that could be considered harmful to the St. Patrick community and its good reputation. Harassment is not limited to school hours. Any student who uses technology to harass another will face appropriate disciplinary, legal, and/or monetary action by the school administration.

#### DISCIPLINE COMMITTEE

In most cases, the proposed disciplinary action will be considered by the administration and any faculty involved. If necessary, the matter will be taken to the Discipline Committee for conclusion. Saint Patrick's Discipline Committee is comprised of the pastor, principal, and one or two faculty members.

#### RESOLUTION OF DISPUTE

According to the Diocesan policy, disputes should be solved at the lowest level of authority if at all possible. The following guide is given:

1. Approach the person with whom there is a problem and attempt to resolve the dispute.
2. If efforts to solve the issue on this level fail, take the concerns to the principal.
3. If a good faith resolution cannot be reached with the principal, contact the pastor in the parish school or the superintendent in a diocesan school.
4. In parish schools, if a resolution cannot be reached with the pastor, the superintendent of schools may be contacted.
5. At any time, any aggrieved person may apply to the Diocesan Tribunal for mediation services.

#### STUDENT ACTIVITIES

These activities are provided by various staff members and assisted by parent volunteers. They are

an extension of the curriculum and provide enrichment opportunities. Students wishing to participate in co-curricular activities must show commitment by regular attendance, exemplary conduct, and responsible participation.

#### ELIGIBILITY

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. All students who participate must recognize the importance of Christian values, academics, responsibility, and teamwork. All students participating in any athletic activity must have a medical form on file in the office. Parents are responsible to see that this form is completed. Eligibility to participate in Extra Curricular Activities depends on the student's commitment to achieving the academic and behavioral standards of Saint Patrick's School.

#### NATIONAL JUNIOR HONOR SOCIETY

The NJHS is open to members in grades 6-8. Students must submit an application to demonstrate their contributions in the pillars of the NJHS, including maintaining an 90% average. New members are inducted in a ceremony each spring. The Honor Society works on projects that support the school, parish, and local community. It provides the members with opportunities to develop leadership skills in promoting school spirit and service activities.

#### ALTAR SERVERS

Boys who have received their First Communion are eligible to become altar servers in 3rd grade and are trained by the pastor or his designee. Parents who allow their son to become an altar server assume the responsibility for enabling him to be punctual and dependable.

**ST. VINCENT DEPAUL YOUTH:** This society is open to all students in grades 5-8. It is a service club that works in cooperation with the St. Vincent DePaul Society in the parish. Students visit homebound, pray for special intentions on First Fridays, and help to stock the food pantry, while learning more about how to serve Christ in serving those less fortunate.

**YOUNG APOSTLES CLUB:** This club is open to all students in grades 1-4. The club meets monthly after school to develop virtues and friendships and provide service to the community.

#### CLUB

All students in grades 4-8 participate. Meetings are held in our school once a month during school hours. All students are required to participate in the contest and programs sponsored by this club.

#### GUITAR CLUB

Guitar club is offered to students in grades 5-8. Meetings are held one day a week or every other week after school from 3:15-4:00. Students may rent instruments from the school each year for a fee. Instruments must be returned at the end of the year in good condition.

#### STEM CLUB

When offered, STEM Club (Science, Technology, Engineering and Math) is open to students in grades 5-8. The club meets every other week and participates in activities related to these subjects.

## DRAMA CLUB

When offered, students may participate in this after school activity. The club learns basic skills of acting and prepares performances for the school throughout the year. An additional fee for costuming, sets, and scripts may be charged for participation in this the school musical or play.

## FORENSICS

When offered, all students in grades 5-8 are eligible and are encouraged to participate. Practice is scheduled one afternoon a week during school hours. Additional practices may be scheduled outside of normal school hours.

**Other activities** may be offered, depending on the skills and talents of faculty, staff, and parent volunteers in a given year.

## ATHLETICS

### **SPORTSMENSHIP**

A positive Christian attitude is manifested toward coaches, referees, fellow teammates, and players on the other teams, whether in organized teams or pick-up games (ie kickball at recess). An unacceptable attitude includes the following un-Christian behaviors: pouting, sulking, huffing, complaining, arguing, stomping, yelling, pushing, shoving, elbowing, name calling, etc. Saint Patrick's School athletes are known for their respectfulness, polite manners, and courtesy to all. When any athlete performs well, whether on our team or the opponent's, Saint Patrick athletes recognizes this with encouragement. If any athlete gets knocked down, Saint Patrick athletes stop and assist them. After a game, Saint Patrick athletes respond with, "Good game!" or "Thanks for playing!" These acts of kindness are true marks of Christian athletes.

### **CROSS COUNTRY**

When offered, all students in grades K - 8 are eligible to participate with the consent of the parents and medical doctor (completed form must be on file in the office before the student can practice). The four meets for this fall season sport are held in Nashville on Sunday afternoons during the months of September and October.

### **CO-OP PROGRAM**

St. Patrick's participates in an Athletic Co-op program TSSAA with the Humphreys County Schools. For any sport not offered at St. Patrick's, students may participate on the sports teams at McEwen Junior High School. Current sports our students participate in include golf, volleyball, basketball, baseball, and softball.

## SPECIAL EVENTS

### **LITURGIES**

Students in K-8<sup>th</sup> grade attends Mass on Friday. PreK join us for all school Mass as determined by their teachers and the administration, usually on important feasts. In addition, each grade attends Mass one other day of the week. Students actively participate in school Masses by being lectors, servers, and singing in the choir. Parents and community members are invited and encouraged to attend. Exposition of the Blessed Sacrament and Eucharistic Adoration take place on

First Fridays, with Benediction at the close of the school day. The Sacrament of Reconciliation is provided weekly on a rotating basis so that students have the opportunity to receive the sacrament once a month. During Advent and Lent, an all school Penance Service is held in which several area priests are available to hear confessions or, if it is the pastor's preference, confession may be made on a rotating basis to every class.

### **SACRAMENTAL PREPARATION**

Preparation for Catholic students to receive the Sacrament of Reconciliation and the Sacrament of the Holy Eucharist occurs in the second grade. Parent meetings and Family Masses are scheduled prior to the reception of these Sacraments and are mandatory. Parental role modeling in receiving these Sacraments is most beneficial.

Preparation for the Sacrament of Confirmation occurs every other year in the seventh and eighth grades.

Students seeking the sacraments outside of these years may schedule a meeting with the pastor and with his approval, private sacramental classes will be provided for students.

### **GRADUATION**

Students graduating from eighth grade at St. Patrick School receive the official diploma issued by the Catholic Schools Office of the Diocese of Nashville. Mass is celebrated and a family reception follows in honor of the graduates. Kindergarten graduation occurs during a ceremony near the end of the school year.

### **PARTIES**

All grades may celebrate All Saints Day, Christmas, St. Valentine's Day, and the Feast of Saint Patrick with a simple party. Birthday parties are not permitted, but a treat may be sent to be shared with the class. Invitations to private parties may not be given out at school unless the whole class is invited. Private parties on school nights are not recommended.

### **EDUCATIONAL FIELD TRIPS**

Educational trips serve an important aspect of our curriculum. Each trip has application to a unit of work studied by the students in certain grades during the school year. Adequate preparation for the trip is made with the class to indicate the nature of the trip, its purpose, things to be observed and/or recorded, and any special plans or requirements for the trip. Generally, each grade will go on one field trip per semester.

Students may be deprived of participating in a class trip as a disciplinary action. Students should be made aware of the fact that field trips are privileges afforded them; no student has an absolute right to attend a field trip. Students can be denied participation in field trips if they fail to meet academic or behavioral requirements.

**Written permission must be obtained through a signed permission slip before a student will be allowed to go on a trip. There are no exceptions to this rule.**

The school uniform is usually worn unless the nature of the trip would necessitate other types of clothing. Permission to be out of uniform comes from the principal's office.

Any parent who accompanies students on school activities has the responsibility and duty to enforce all rules of good conduct and safety. All chaperones must have completed the safe environment training and pass a background check through the diocese. Younger children and/or siblings ordinarily may not be brought on a field trip experience because the first duty of the accompanying adult is the supervision of the students from the class taking the field trip.

Ordinarily, the school bus is used for transportation for field trips. All students must ride the bus to and from the field trip, even if their parent is chaperoning and driving their own car. When parent drivers are used, insurance information must be given using the school form.

## UNIFORM AND DRESS CODE

Uniforms are worn in all grades, Pre-K to 8. Uniforms may be obtained from Dennis-Larose of Nashville or through School Belles. A used uniform sale is also held each fall. Uniforms must be clean and free of holes. All articles of clothing of any kind must be marked with the name of the student.

### **BOYS:**

Dress uniform: (worn every Friday):

- Khaki slacks with no more than 4 pockets (2 in front, 2 in back), plain with no ornamentation (no faddish styles, denim, or corduroy).
- Khaki slacks may have an elastic waist for students in PreK and Kindergarten. However, this is not permitted for older students.
- 1<sup>st</sup>-8<sup>th</sup> grade students should wear a belt with their khaki slacks.
- White oxford cloth shirt (long or short sleeved) with school patch
- (optional) **Forest** green sweater with school patch

Casual uniform options: (Monday-Thursday):

- Forest green or white knit shirt with logo
- Forest green sweater, ¼ zip sweatshirt, or fleece with school patch/logo
- Khaki shorts may be worn until October 31 and after Spring Break.
- Khaki slacks or shorts may have an elastic waist for students in PreK and Kindergarten. However, this is not permitted for older students.
- 1<sup>st</sup>-8<sup>th</sup> grade students should wear a belt with their khaki slacks or shorts.

Every day:

- Shirts must be tucked in with black or brown belt visible. Shirts may be long or short-sleeved.
- School uniform shirts must be worn under uniform sweatshirts or sweaters.
- Shirts worn underneath uniforms must be white without writing
- Patches may be purchased in the office for shirts without a St. Patrick's logo.



## GIRLS:

### Dress Uniform: (worn every Friday):

- Plaid skirt or jumper (must be purchased from Dennis-Larose). Hem lines should be to the knees. Hems must be sewn. Pins, staples, and tape are not allowed. Shorts are required under skirts and jumpers.
- White Oxford cloth blouse with logo/school patch (Grades 5-8) or white blouse with butterfly collar with logo/school patch if worn with skirt (not jumper) (Grades K-4th).
- Forest green sweater with school patch (optional)

### Casual Uniform options (Monday-Thursday):

- Plaid skirt, skort (Grades PreK-4th), or jumper purchased from Dennis-Larose. Hem lines should be to the knees. Hems must be sewn. Pins, staples, and tape are not allowed. Shorts are required under skirts and jumpers.
- Navy skort from Dennis
- Khaki slacks with no more than 4 pockets (2 in front, 2 in back), plain with no ornamentation. No faddish styles should be worn: i.e., hip-huggers, flared legs, denim, corduroy, skin-tight, etc.
- Khaki shorts may be worn until October 31 and after Spring Break.
- Khaki slacks or shorts may have an elastic waist for students in PreK and Kindergarten. However, this is not permitted for older students.
- 1<sup>st</sup>-8<sup>th</sup> grade students should wear a belt with their khaki slacks or shorts.
- **Forest** green or white knit shirts with logo or patch
- **Forest** green sweater, ¼ zip sweatshirt, or fleece, with school patch/logo

### Every day:

- Shirts must have a collar and be tucked in with black or brown belt visible.
- Shirts may be long or short-sleeved.
- School uniform shirts must be worn under uniform sweatshirts or sweaters.
- Shirts worn underneath uniforms must be white without writing
- Undergarments should be seen through blouses or shirts and should be white.
- Patches may be purchased in the office.

## PE UNIFORMS GRADE 2-8

On the days students have P.E. classes, students bring their P.E. uniform to school to change into for P.E. class. The P.E. uniform consists of the most recent Fun Run T-shirt issued by the school and the school issued P.E. shorts. The shorts should follow other uniform guidelines, so when students outgrow them, new shorts should be purchased. Starting in the 2023-2024 school year, parents will assume costs for the P.E. shorts. They must

be purchase them through the school or through our uniform providers. Students wear their school tennis shoes for P.E. class. They must also wear socks that cover the ankle.

- Same for boys and girls
- Grades 2-8
- Gym shorts with logo.
- Most recent Fun Run t-shirt. New students will be provided a t-shirt at the beginning of school. After the Fun Run, the new shirt for the year will be worn by all students.
- Gym shorts must be knee length and have the school shield printed on the shorts.
- Tennis Shoes which follow the regular school policy (see shoe section)

### **SHOES for boys and girls:**

- Any dress shoe of a solid color with all laces tied. Recommended shoes include: penny loafers, oxfords, saddle shoes for girls (white and black or navy), t-straps for girls, or any solid colored dress shoe.
- Black or white tennis shoes without any other color. Tennis shoes are required on PE days.
- For reasons of safety, no boots (including Uggs), sandals, clogs, stacks, mules/slides, platforms, or any shoes with open toes, sides or heels may be worn.
- Socks (forest green, black, navy, or white; knee or crew) must be worn at all times. Socks must have a cuff that naturally covers the ankle. In winter months and when the temperatures are cool, girls may wear black, white or forest green tights or leggings under their skirts/jumpers.

### **Accessories and Hair Length/Cut**

Jewelry should be plain, simple and worn in a conservative style. A single chain with a religious symbol, a single ring on one hand and a watch are acceptable for boys and girls. Girls only may wear one pair of post style earrings, no hoops and no larger than a dime. Girls may also wear small, simple hair accessories. No miscellaneous body piercing is acceptable. No make-up, finger nail polish, or false nails are permitted. No other accessories are permitted.

Hair should be clean and neatly combed. Hair must be kept out of eyes. Boys should keep hair length above the eyebrows, collar, and the ears. No extreme hairstyles are permitted, including tinted hair, "tails," Mohawks, mullets, or shaven heads. Hair styles may be layered but generally equal in length. It is left to the discretion of the school to determine if hairstyles are considered extreme, distracting, or in keeping with the school's mission.

### **COLD WEATHER**

- **Forest** green sweater, **Forest** green ¼ zip sweatshirt, or **Forest** green fleece **with school patch/logo** may be worn in the school buildings for additional warmth. Other sweaters, sweatshirts, and fleeces are not permitted.
- T-shirts may be worn under uniform shirts but should be solid white (no color, print, design, etc.). Solid white or forest green turtleneck shirts may be worn under the shirts or sweaters for

warmth. Long-sleeve shirts should not be worn beneath short-sleeve shirts.

- In cold weather girls may wear forest green, black or white tights or black or white leggings under their skirts.
- Appropriately heavy coats should be worn to school in cold weather. Students will go outside to recess unless the temperature is below 32 degrees.

## **UNIFORM VIOLATIONS**

The uniform code is the responsibility of each student and parent. Whenever a student is not in full uniform, parents are to send a note to the teacher explaining the reason. If the reason is unacceptable to the administration, a violation shall occur.

**First Violation:** A uniform violation notice that must be signed by the parent and returned the next school day.

**Second Violation:** A second uniform violation notice that must be signed and returned the next school day. The student must come in uniform on Spirit Wear Day at the end of that month.

**Third Violation:** A pink slip is given (middle school) and an appropriate consequence is given (K-4). The school administration reserves the right to make judgment as to the appearance of students.

## **Out-of-Uniform Days**

Students may be allowed by the principal to come out of uniform for special occasions provided the following guidelines are observed:

- Clothing must be free of holes and tears.
- No tank tops, “see through”, advertisements, suggestive pictures or messages on shirts. Midriff should be covered.
- No tight pants may be worn. This includes leggings and skinny jeans. Leggings are only permitted under skirts, dresses, or tops that come to the knees
- Shorts must be longer than the fingertips when hands hang at the side. No bicycle shorts, spandex, “cutoffs,” or short shorts. No jogging suits.
- No make-up
- No earrings for boys.
- Students will look neat and clean at all times.
- For reasons of safety, no boots (including Uggs), sandals, clogs, stacks, mules/slides, platforms, or any shoes with open toes, sides or heels may be worn at any time.

## **SPIRIT WEAR DAYS:**

- On each last Wednesday of the month, students may show their St. Patrick’s School spirit by wearing a St. Patrick’s T-shirt (this includes Irish Picnic shirts) and/or sweatshirt. Students may also wear a plain green shirt or one with an “Irish” theme.
- Students may wear either jeans that follow the out of uniform guidelines or wear their uniform bottoms.

- Tennis shoes may also be worn.
- Other regulations for Out-of-uniform days (above) pertain to these days.
- Any student receiving a uniform violation during that month must come in uniform on Spirit Wear Days.
- Parents will be called to bring suitable clothes or the student's uniform for those who fail to follow these guidelines.

## EMERGENCY PROCEDURES

### WEATHER EMERGENCIES

Saint Patrick's School generally follows the first day of closure made by Humphreys County. For each day that the school is closed, announcements will be sent to TV station (Channel 5). Messages will also be sent via the School Messaging system to all parents who are enrolled in the system.

### SICKNESS DAYS

Occasionally, Humphreys County Schools will close if a significant percentage of their students or teachers are ill. St. Patrick's will not follow these closings unless St. Patrick also have a significant percentage of students or teachers ill (30% or more). We will communicate these decisions through the School Messaging system.

### EMERGENCY DRILLS

Fire drills are held monthly during the school year. Lock-down drills are held at least twice a year. Tornado drills are held during the months of August and March. Procedures for disaster drills are posted in each classroom. Students are instructed in the proper procedures to follow in case of fire, tornado, or lock-down. Failure to follow these rules may be treated as a serious discipline issue.

St. Patrick School was built as a tornado shelter. However, should it be deemed most prudent, an early dismissal may be given. Should a tornado watch or warning be given during arrival or dismissal times, parents/drivers are most welcome to come into the school for safety. If a tornado watch or warning is given at dismissal time, the St. Patrick school bus will NOT run until it is safe to do so.

Reunification sites will be published to parents on an annual basis. Due to this handbook being posted online for the general public, we refrain from publishing this here.

## BUILDINGS AND GROUNDS

### SECURITY POLICY

For security purposes, exterior doors (including the Activity Center) are kept locked during school hours. To gain entrance visitors must register at the office through our Raptor scanning system. Students are not allowed to open doors for visitors, including parents of the students. The front main doors are locked at all times and monitored by a camera. Visitors must buzz in on the intercom system and will be let in by the receptionist.

### OFF-LIMITS AREAS

Saint Patrick's School is maintained and operated for the benefit of its students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These include storage areas, the pool room storage (except while supervised by an adult), all cleaning/storage areas, kitchen, faculty workroom, and library closet.

Students are not allowed to leave school grounds during the school day. An infraction of these rules may constitute cause for suspension.

## LUNCH

A hot lunch is served daily. A menu is sent home each month. Milk, snacks, and ice cream may be purchased. Parents may pay for lunch with a credit card online through their FACTS Pre-Pay account. Parents may check their lunch balances at any time through this account on the Family Portal.

Students may bring a packed lunch from home. Soft drinks or lunches from fast food restaurants are not permitted.

Parents are welcome to join their children for lunch, but it is necessary to let the school office know in advance. Please call before 9:00 a.m. the day you plan to come to lunch.

Please notify the school office of any student food allergies through the enrollment form or in writing.

## CAFETERIA

The following good manners and behaviors are expected at lunch and in the cafeteria:

- Say "Please" and "Thank you" when asking for and receiving service.
- Show respect toward the cafeteria staff.
- Speak in a pleasant tone of voice to those near you (not too loud.)
- Leave your place neat and clean.
- Use good table manners. Do not play with or throw food.
- Do not run, push, or cut in line.

## TRANSPORTATION

Parents should notify the school of their children's method of transportation at the beginning of the school year on the transportation form. If there is a change in the method of transportation, a note must be sent to school.

## FAMILY DIRECTORY

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their child(ren)'s classmates and parents. The information should be held as confidential and not used or given to others.

## SCHOOL AND PERSONAL PROPERTY

One of the basic practices of the Christian community is respect for property, one's own and that of

others. Students are encouraged to take pride in their school building and classrooms. They are to handle equipment and materials with care. Students will be required to make financial restitution for any careless or deliberate damage caused to school property or to the belongings of another. Students should not bring personal valuables to school.

#### CELL PHONES

Students may not use cell phones at school or on the bus. If they must carry them for safety reasons after school, they must be turned off and handed in at the office or to the bus driver. They may then be retrieved at the end of the school day or when they leave aftercare or clubs. Any cell phone that rings or is used during school hours, or is seen by the teacher, will be turned into the administration and kept until the parents come to the office to claim it. The student will be served a recess or after school detention (white slip). The administration may also have them serve a suspension if they believe the situation merits this.

Apple watches and devices that can access the internet are treated in the same manner, even if they are not actively accessing the internet. Electronic devices such as pagers, MP3 players, and or any devices that can access the internet during the school day should not be brought to school. Any such item brought to school without permission may be turned into the administration and held until a parent picks it up.

#### TOYS AND PETS

Students may not bring toys, stuffed animals, or pets to school without permission from the classroom teacher or principal. We ask visitors to not bring pets on campus without first clearing this with the administration.

### PARENTAL COOPERATION

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at St. Patrick Catholic School constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the St. Patrick personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of St. Patrick, or by word or action is unresponsive of its goals, or otherwise fails to meet his/her obligation under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from St. Patrick Catholic School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regard to their interactions with administrators, teachers, staff, and students.

NOTE: Saint Patrick's School Administration retains the right to update the present handbook as deemed necessary.

## DAILY SCHOOL PRAYERS

### MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our bishops and of all the apostles of prayers, and in particular for those recommended by our Holy Father this month. Amen.

**BEFORE LUNCH PRAYERS** - Grace and Angelus or Regina Caeli

### Grace Before Meals

Bless us, Oh Lord, and these thy gifts which we are about to receive from thy bounty, through Christ, Our Lord. Amen.

### Angelus

V. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail Mary, etc.

V. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word.

Hail Mary, etc.

V. And the Word was made Flesh.

R. And dwelt among us.

Hail Mary, etc.

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us pray. Pour forth, we beseech Thee, O Lord, Thy grace into our hearts, that we to whom the Incarnation of Christ Thy Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ, our Lord. Amen.

**Regina Caeli** - instead of the Angelus from Easter Sunday until Pentecost

V. Queen of Heaven, rejoice! Alleluia!

R. For He Whom you did merit to bear, Alleluia!

V. Has risen as He said! Alleluia!

R. Pray for us to God! Alleluia!

V. Rejoice and be glad! Alleluia!

R. For the Lord has truly risen! Alleluia!

Let us pray. O God, through the Resurrection of Your Son, Our Lord, Jesus Christ, You were pleased to give joy to the world. Grant, we beseech You, that through the intercession of the Blessed Virgin Mary, we may obtain the joys of everlasting life, through the same Christ, our Lord, Amen.



## **AFTER LUNCH PRAYER**

We give Thee thanks for all Thy gifts, Almighty God, who live and reign forever and ever. Amen.

## **PRAYERS AT THE END OF THE DAY**

### **Act of Contrition**

O my God, I am heartily sorry for having offended You, and I detest all my sins because of Your just punishments. But most of all because they offend You, my God, who art all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasions of sin, Amen.

### **Guardian Angel Prayer**

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side to light, to guard, to rule and to guide. Amen.

## Appendix A: TECHNOLOGY USE AGREEMENT

1. I recognize that the school's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, the school's technology devices may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others according to the teacher's directions. **I promise not to go to any site or use technology other than the ones that have been directed by the teacher at a given time.**      **Parent Initials** \_\_\_\_\_ **Student Initials** \_\_\_\_\_
2. I recognize that I am expected to follow the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.      **Parent Initials** \_\_\_\_\_ **Student Initials** \_\_\_\_\_
3. I understand that nothing that I have stored electronically on the school network or school provided email is totally private and confidential. I accept that the school has the right and ability to enter, search, monitor and examine any electronic system (including school email accounts, websites visited, etc.) and to inspect and review any and all data recorded therein, when there are indications of unacceptable behavior or as necessary to locate needed information.      **Parent Initials** \_\_\_\_\_ **Student Initials** \_\_\_\_\_
4. I recognize that I am responsible for my online presence as a St. Patrick student at all times and that my actions online can have effects on my classmates at all times. I understand that the school has the right to give consequences for any behavior which is disrespectful or judged to be inappropriate which is posted at any time (even outside school hours).      **Parent Initials** \_\_\_\_\_ **Student Initials** \_\_\_\_\_

**I understand that the following unacceptable behaviors must be promptly reported to the principal and include, but are not limited to, the following and may be grounds for disciplinary action and cancellation of technology privileges at school:**

1. Refusing to abide by the rules mentioned above.
2. Using technology in any way, other than what has been asked by my teachers during school hours (i.e. visiting other websites, using social media, using other apps).
3. Uploading or posting materials created while attending St. Patrick's during school hours without the permission of the school.
4. Any access of inappropriate materials that are offensive graphically or display/produce (sound) unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content.
5. Damaging/vandalizing computers (including the uploading or creating viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to change, harm or destroy data of another user, or attempting to circumvent protective security software.
6. Assisting others in violating any of these policies.
7. Abuse or fraudulent use of the computer system, technology devices, network, cloud-based resources or Internet.

I have read the 2023-2024 Technology Use Agreement and agree to follow the rules and regulations stated above.

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

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix B: Planned Absence Request Form

In some special extenuating circumstances, absences of students may occasionally be considered excused for family trips. This is, nevertheless, counted toward the total absence of the student for the year. In order for these absences to be considered excused, three conditions are necessary:

1. Complete the bottom portion of this Special Absence Approval Form and return it to the principal at least one week prior to student's absence.
2. Student work will not be given to the student prior to leaving for an excused absences unless the teacher requires it. Work missed and assigned upon the student's return (work, quizzes, projects, tests) must be made up in the same time span as the student's absence (ex: 2 days absence, s/he has 2 days to complete missed work). Work not completed will receive a zero. If a student is absent during or close to the end of a quarter, their report card may be delayed.
3. You will receive notification from the principal regarding the status of this absence. If an absence is considered unexcused, your child may not receive credit for missed work.

Day(s) and Date(s) of Absence: \_\_\_\_\_

Reason for absence (explain):

\_\_\_\_\_

Student name(s): \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Excused                      \_\_\_\_ Unexcused

Principal's Signature: \_\_\_\_\_

Teacher(s) signature \_\_\_\_\_

## Appendix C: PHOTO-VIDEO RELEASE

Now included in the Enrollment Packet

## Appendix D: Record of Edits

Editor	Topic	Handbook Year
Sister Mary Grace Watson/Diocese of Nashville	Only medical exemption for immunizations permitted under diocesan policy. See Immunization	2018-2019
Sister Veronica Marie Buckmaster	Resolution of Dispute—subsidiarity	2020-2021
Sister Veronica Marie Buckmaster/Diocese of Nashville	Welcome Statement	2021-2022
Sister Veronica Marie Buckmaster	COVID included under communicable diseases. Reference to separate handbook for COVID policies.	2021-2022
Sister Veronica Marie Buckmaster	Small clarifications and adjustments to uniform policy.	2021-2022
Sister Veronica Marie Buckmaster	Verification of Absence—requests for video recorded or streamed lesson in the event of an absence.	2021-2022
Sister Veronica Marie Buckmaster with advice from the Catholic Schools Office	Separate COVID handbook replaced by a simple outlining of policies that could be put in place if judged necessary.	2022-2023
Sister Veronica Marie Buckmaster, advised by Jennifer Koski, SAC Chair	School Advisory Council—clarifying committees.	2022-2023
Sister Veronica Marie Buckmaster with advice from the Policy Committee and SPS faculty	Clarifications regarding discipline	2022-2023
Sister Veronica Marie Buckmaster and James May, Bus Driver	Updates on Bus Policy	2023-2024

Handbook Agreement

Parent Signature Page



I have read the 2023-2024 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Please PRINT family name: \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

SIGNED FORM DUE in the school office by August 1<sup>st</sup> of each year.

+

SAINT PATRICK'S SCHOOL

A MISSION OF SAINT PATRICK'S CHURCH

175 Saint Patrick's Street

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For verification of any part of this handbook downloaded from online, please call 931-582-3493.