

# Parent and Student Handbook



**2011-2012**

St. Patrick School  
4333 Parnell Avenue, NE  
Ada, Michigan 49301  
(616) 691-8833  
<http://www.stpatrickparnellsschool.org>

## **ST. PATRICK SCHOOL**

### **MISSION STATEMENT**

St. Patrick School, a Roman Catholic community rich in faith and family traditions, believes in preparing the whole child spiritually, intellectually, socially and culturally  
for his or her life journey: living a Christ-centered life  
through service to God and community.

### **SCHOOL HOURS**

Doors Open	7:40 a.m.
School Begins	8:00 a.m.
Morning Prayer	8:10 a.m.
Dismissal	3:00 p.m.

*Parents are required to notify the office by phone before 8:30 a.m. when a child is going to be absent (691-8833, ext. 40).*

### **ST. PATRICK SCHOOL FACULTY**

#### **Contact Information**

<b>Principal</b>	Mr. Scott Czarnopys	Ext. 17	scottczarnopys@gmail.com
<b>Preschool</b>	Mrs. Courtney Krebill		sps.preschool@gmail.com
<b>Kindergarten</b>	Mrs. Carole Walsh		sps.kgy5@gmail.com
<b>1<sup>st</sup> &amp; 2<sup>nd</sup> grade</b>	Mrs. Connie Leckenby		sps.onetwo@gmail.com
<b>3<sup>rd</sup> &amp; 4<sup>th</sup> grade</b>	Miss Kathleen Schoenborn		sps.threefour@gmail.com
<b>5<sup>th</sup> &amp; 6<sup>th</sup> grade</b>	Mrs. Barb Vezino		sps.fivesix@gmail.com
<b>7<sup>th</sup> &amp; 8<sup>th</sup> grade</b>	Mrs. Nicholette Kevic		sps.seveneight@gmail.com
<b>Media Specialist</b>	Mrs. Deborah Russo	Ext. 18	sps.mediaspecialist@gmail.com
<b>Administrative</b>	Mrs. Sally Wojciakowski	Ext. 15	sps.secretary@gmail.com
<b>Assistants</b>	Mrs. Cindy Samson		

Fax # 616-691-6309

## **Table of Contents**

### **Welcome Center**

Contact Information for Faculty	2
Mission Statement	2
School Calendar	5
School Hours	2

### **Administrative Business**

Attendance	9
Communication	10-11
Dispensing medicines	13
Distribution of printed materials	10
Employment policy	10
Enrollment policy	11-12
Health concerns	12
Student Records release	8
Tuition	7-8

### **Instructional Resources & Support**

Honor Roll	14
Media Center	14

### **Parent Involvement**

Lunch Supervision	19
Parent Screening & Safety Training	15
Parental Visits	13
Protecting God's Children	16
Community Service and Volunteer Opportunities	17-18

### **Student Life**

Athletic Eligibility	28-29
Bullying/harassment policies	21
Code of Conduct	20
Consequences	20
Electronic Equipment and Camera	22
Student Responsibilities	20

## **Table of Contents**

### **Safety**

Blood borne Pathogens	24
Bus Etiquette	23
Pesticides	29
Playground guidelines	25
School Weather Closings	27
Severe Weather procedures	27
Weapons, Controlled substances & Violence policy	26

### **Policies**

Diocesan and Athletic Council Policies	28-29
Field Trip Policy	26
Grievance/Conflict management issues policy	26

### **Please note the following information that is available on our website:**

Dress Code Policy (revised for 2011-2012)  
Governance Committees  
Consequence Matrix (if referred by a teacher/adult to Mr. Czarnopys)

## **School Calendar 2011/2012**

This calendar is designed to outline important dates for the upcoming school year. Dates for a variety of other school events will be updated on the calendar on our website throughout the year. The weekly Shamrock will also be a valuable resource for upcoming events that may not be included on this calendar.

August 22:	School Staff Retreat (Camp Blodgett)
August 23-25:	Staff Meetings and Training
August 27:	First Annual Golf Outing (Fundraiser)
August 29:	Back to School Kickoff for All Staff
September 6:	First Day of School, 9am All School Mass, Early Dismissal 11:30 (no afternoon busing)
September 7:	Back to School Picnic and Meet and Greet the Teachers (5:30-8pm)
September 24:	Diocesan Catechetical Conference
October 3-21:	NWEA MAP Testing Window
October 21:	No School (Teacher In-Service)
November 4:	First Quarter Ends
November 7:	Second Quarter Begins
November 23:	Early Dismissal 11:30 – Parent Teacher Conferences
Dec. 22-Jan. 2:	Christmas Vacation
January 3:	Classes Resume
January 3-20:	NWEA MAP Testing Window
January 27:	Second Quarter Ends
Jan. 29-Feb. 4:	Catholic Schools Week
January 30:	Third Quarter Begins
February 16:	Early Dismissal 11:30 – Parent Teacher Conferences
February 17:	No School (Mid-winter Break)
February 22:	Ash Wednesday (School in Session)
March 9:	No School (Teacher In-Service)
March 14:	Songfest (Tentative)
March 30:	End of Third Quarter
April 2-6:	Spring Break
April 5:	Holy Thursday
April 6:	Good Friday
April 9:	Classes Resume – Fourth Quarter Begins
Apr. 16-May 4:	NWEA MAP Testing Window
May 28:	Memorial Day (No School)
June 8:	Fourth Quarter Ends, All School Mass 9am, Early Dismissal 11:30 No Lowell Busing

## Green Initiative

Last year our school was awarded the Green School Award from the Kent Intermediate School District for participating in a variety of activities that are environmentally friendly. We plan to continue with our “Green Initiative” by making a concerted effort of limiting the amount of resources we use for communication and teaching purposes. If you have an internet connection, you will be able to receive all of our communications in a timelier manner while reducing the amount of resources that our school uses.

Here is a list of effective ways to stay informed on school happenings without the need for receiving paper copies:

**E-mail** – We are currently working on updating our email database for school communications. Please send a message to [sps.secretary@gmail.com](mailto:sps.secretary@gmail.com) with your current email address or if it has changed from last year. We e-mail our school newsletter, The Shamrock, once a week and also send frequent messages that need to be received by families before the Shamrock is published.

**School Website** – Our school website can be visited at [www.stpatrickparnell.school.org](http://www.stpatrickparnell.school.org). A variety of different information can be found at our site including past and present Shamrocks, classroom newsletters and our current school calendar. Using the calendar on the website provides the most current scheduled events and will reflect any changes that happen over the course of the school year.

**Principal Blog** – My principal blog can be found at [www.principalparnell.blogspot.com](http://www.principalparnell.blogspot.com). I use this blog for official announcements that come directly from me. I will also use the blog to post students work and pictures throughout the year. A link to the blog is available on our school website.

**Facebook** – Saint Patrick School has a Facebook Page! You can search for us on Facebook or find current postings on our website. All of my posts from the blog will be sent directly to Facebook as well. This provides instant access to our announcements and also allows you to post comments.

Please be a part of our efforts to “Go Green”. All communications will be sent electronically. If you do not have internet access and prefer paper copies of our communications, please inform the school office.

## Tuition Policy

Parents/guardians are required to sign a tuition agreement form at the time of registration or for an adjusted tuition with scholarship assistance.

Parents/guardians have the option to pay by the month, quarter, or year; however, payment needs to be paid at the beginning of the period for which payment is made.

Parish families who register after July 1st must become current on their payments by making increased weekly payments or by paying the total amount in arrears.

New families enrolled in school after the start of the school year shall pay a tuition fee based on complete payment for the first quarter in which the child attends.

It is the policy of the School Board that attendance at school will not be denied to children of families who are unable to pay. Those families must follow the procedure for scholarship assistance.

It is the firm policy of the School Board that fees must be paid when due. Students may not be seated at the beginning of the semester in question for non-payment of tuition. Student transcripts may not be transferred unless payments are satisfied.

Registration fees are non-refundable. The student registration fee for kindergarteners through 8<sup>th</sup> grade students is \$85.00 per student for the 2011-2012 academic year.

When partial registration is made, it is understood that the payment is for the registration of the eldest child. Balance of registration is due before the last day of school.

1 Child	\$75.81 per week/ \$3,942.30 per annum
2 Children	\$113.72 per week/ \$5,913.45 per annum
3 Children	\$143.29 per week/ \$7,450.95 per annum
4 Children	\$151.63 per week/ \$7,884.60 per annum

### Tuition financial commitment for Parishioners

1 Child	\$90.39 per week / \$4,700.16 per annum
2 Children	\$135.41 per week / \$7,041.06 per annum
3 Children	\$190.49 per week / \$9,905.22 per annum
4 Children	\$235.02 per week / \$12,220.62 per annum

### Tuition financial Commitment for Non-Parishioners

## **Procedure for Tuition Assistance**

In an attempt to make the application process for tuition assistance objective, confidential and simple, the School Board subscribes to the FACTS program. This program assists schools in the fair distribution of tuition grant dollars.

The grant process uses the same formula that college financial aid offices use. A copy of the federal income tax return or documentation of non-taxable income is required. Grants are based on the prior year's income; projected income is used when there has been loss of income.

Applicants may apply on-line or by traditional paper method. Application for 2012-2013 begins in early March 2011. A grant application report is mailed to Fr. Mark Peacock.

The report prioritizes families according to their ability to pay. The St. Patrick School tuition assistance committee then reviews the report in order to determine the dollar amount we are able to grant to the families who have applied through this process. Once again, our goal this year is to raise funds through the Gala Auction for this purpose.

Individual applications will be accepted throughout the year to handle emergencies that arise after the application deadline. If you have any questions, please do not hesitate to contact the school office.

## **Students' Records Release Policy**

Upon receipt of a record request from another school to which a student has applied for admission or which a former student is attending, all academic records and documented behavioral or discipline records are forwarded to the requesting school. Student records are transferred from institution to institution. Student records are not released until a signed parental request for records form has been received from the new institution. This request form should be on the institutional letterhead of the new institution. Student records are not released until the St. Patrick Parish business office confirms that the departing student does not retain any unpaid tuition balance.

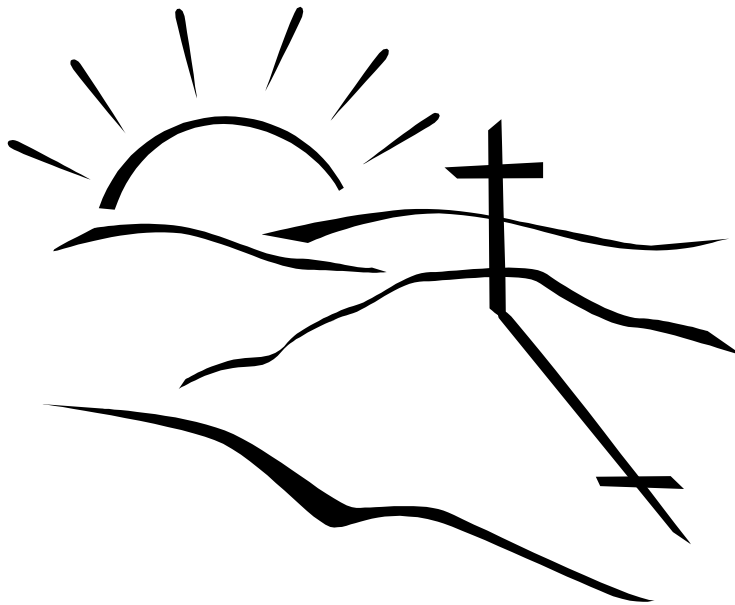
## Attendance Policy

It is the shared responsibility of the school and the home to assist students in developing the desirable habits of regular attendance and punctuality. If you know that your child will not attend school through illness or appointments, please call the school before 8:30 a.m. at 691-8833, extension 40. Please leave your name, your child's name, grade and the reason for the child's absence. The school office will (for the safety of the child) attempt to contact the homes of absentees who have not called school.

If there is an important reason why a student must leave school prior to the regular dismissal time, a parent/guardian must send a note to school that day. Parents picking up students during school hours are asked to check in at the office and sign their child out.

Students are expected to be in attendance and arrive on time on every school day of the year. Should a student be tardy, the classroom teacher will record the tardiness. Where frequent tardiness exists, the teacher and/or principal may confer with the parent/guardian to determine necessary corrective action.

Parents are expected to make arrangements for their child's transportation home at the end of the day, if they cannot pick them up at 3:00pm.



## **Employment Policy for St. Patrick School Personnel**

It is the firmly expressed policy of St. Patrick School that we do not discriminate in our hiring practices against anyone on the basis of race, color, national origin, gender, age or physical disabilities. We do reserve the right to hire based on a potential candidate's religious preference.

St. Patrick School abides by the provisions of the Family and Medical Leave Act. Before taking unpaid leave under the FMLA, an employee must use all their accrued paid leave.

## **Policy for Distribution of Printed Materials to Students**

The principal will approve all correspondence sent through the school to students.

## **Communication**

It is mandatory that the commitment page for the handbook be signed and returned to the school office as indicated. If you have any concerns or issues, please call the principal for an appointment to discuss them. It is our personal and professional belief that the more parents and school personnel communicate with one another; the more the students benefit.

Our school newsletter is the *Shamrock*. It is updated weekly on our school web page ([www.stpatrickparnellschool.org](http://www.stpatrickparnellschool.org)) and emailed directly to school parents. Copies are available, upon request, if you are not able to access the web. In addition, teachers will send home classroom newsletters each week.

**Parent-Teacher Conferences** are an important part of our communication with parents. Conferences are scheduled during the course of the year for the purpose of discussing the student's rate of progress academically and personally. November conferences are mandatory, February conferences are optional. Specific information regarding conference schedules and guidelines will be distributed prior to the conferences.

**Telephone Calls and E-mails** to parents are important. Teachers are asked to communicate with parents whenever they believe it is important to share information regarding behavior, academic performance, or other significant developmental issues. Please ensure that you share phone numbers and email where faculty members can correspond most readily with you.

**School to Home Travel Policy.** The principal must have written notification from the parent/guardian for a student to deviate from the usual travel procedure from school to home.

**Addressing Concerns.** When a student, parent or employee is concerned about a school matter, he or she must address the source of the concern. For example, if a parent is concerned about an issue related to a teacher or a classroom practice, the parent first must discuss it with the teacher. If the parent/teacher meeting does not bring about a satisfactory solution, the principal should be contacted to help with the resolution of the problem. If the matter is not resolved to the satisfaction of the parent, he or she may pursue it with a member of the current school board.

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

**Address/Telephone Change.** Parents need to notify the school office of any change of address or telephone number, or any other essential information needed for school records.

## **Enrollment Policy**

When the number of students seeking enrollment is greater than the number of available openings at St. Patrick School the criteria shown below will be used to determine acceptance. A family which delays registration risks the possibility that enrollment will be closed because the maximum class size has been reached.

**Enrollment priority and earliest enrollment dates** in St. Patrick School are

Children already enrolled in St. Patrick School and their siblings whose parents demonstrate active parishioner status	February 15 - March 15
Children of non-parishioners enrolled in St. Patrick School	February 15 - March 31
Children of active St. Patrick parishioners	March 15 – April 15
Children of Catholic non-parishioners	April 15
Children of non-Catholic families	April 15

**Active parishioner status** is determined by regular Sunday worship (i.e. 3 out of 4 weeks per month), participating in the faith community’s ministries and activities, and attempting to contribute financially to St. Patrick Parish.

**Families who have failed to pay off prior years’ tuition** to St. Patrick School or another Catholic school within the Diocese of Grand Rapids will not be considered for admission until the unpaid tuition balance has been paid.

**Families who do not fulfill current year service activities** will be charged a fee per activity missed which will be reflected to their monthly statement of the current years tuition statement, and which must be paid in full before their children will be registered.

**Waiting Lists.** St. Patrick School shall have a fair and accurate procedure to admit children from a waiting list for Kindergarten through 8<sup>th</sup> grades. A waiting list will be maintained when the number of children who apply exceeds the number of students allowed in any grade.

## **Health**

Students enrolling for the first time in any school in Michigan must, according to law, submit a statement signed by the physician indicating that they have been immunized from measles, diphtheria, polio, Hepatitis B, and chicken pox. Green health appraisal forms are available in the school office.

### **HEALTH SERVICES**

Kent County Health Department offers the services of a public health nurse who serves as a health consultant to school personnel, students, parents and community agencies. The Health Department provides the following services:

Vision

Hearing

Michigan law requires that: "All children enrolling in any school for the first time shall submit either a statement signed by a physician that they have been immunized or protected against diphtheria, tetanus, pertussis, measles, rubella, polio, mumps. A statement signed by a parent or guardian to the effect that the child has not been immunized because of religious convictions or other objections to immunizations will also be accepted

Since the 2002-2003 school year, schools in Michigan are required to assess and report the immunization status of all 6<sup>th</sup> grade students. This requirement ensures that all 6<sup>th</sup> graders have fully updated immunizations, including the three obligatory doses of hepatitis B vaccine.

# Dispensing Medicines at School

## Controlled Substances (Drugs)

**Prescription Drugs.** If your child must take doctor prescribed medication during the school day, please secure it with the school secretary. School personnel will only administer prescribed medications when: 1) the medicine is in the original container with a current script made out to the specific child; 2) the medication lists the doctor's directions for proper administration; and 3) the parent has signed a permission form authorizing school personnel to dispense the medication as directed.

**Over the Counter Medicines.** *Students shall neither possess nor administer medications without direct adult supervision, to include over-the-counter (OTC) medications.* All OTCs must be turned into the school office during school hours. Staff will not administer OTCs without a signed parent permission form dated within 7 calendar days. Parental permission signatures must match the Child Information Record parent signature before staff will administer OTCs to a student. Although staff cannot administer medications without the above conditions present, parents may come and administer any medication during school hours.

Student athletes are not allowed to possess OTCs or controlled substances, while they are on school property. OTCs include a wide variety of substances, such as aspirin, ibuprofen, medicated cough drops, nasal spray, cough medicine, diet pills, and caffeine pills. Should a student athlete show up on school property with such items, the adult in charge must confiscate the item. The adult may give the item back to the student's parent when they go home. Once again, adult coaches, school and parish personnel may not administer OTCs to students without proper written authorization.

If there is any doubt as to whether an OTC substance qualifies as a controlled substance (i.e. real versus placebo effect), then the coach or supervising adult shall treat it as a controlled substance. The coach does not need to evaluate the active ingredients of an OTC item. If a substance in possession of a student athlete is *perceived* as a performance enhancing drug, pill or ointment, then the item shall be confiscated.

## Parental Visits to School During Class Hours

The teacher's time belongs to the students during school hours. Teachers are liable for students in their classrooms. Teachers are not allowed to leave their classrooms while classes are in session, either to answer the telephone or to confer with parents. Parents and others who arrive at the school are requested to check in at the school office. Do not automatically go to your child's classroom. Telephone messages will be relayed to the teacher, who will call you back. If it is necessary to bring articles of clothing, lunches, etc. to school during the day, parents are asked to leave them in the office rather than disturb the class.

Students should not invite guests or visitors to come to St. Patrick school during the school day without first seeking permission of the principal.

## Honor Roll

In order to create an atmosphere of academic excellence, an honor roll has been established in grades 6<sup>th</sup> – 8<sup>th</sup>. In accordance with our AY 2007-2008 honor roll review and parent input from the school community, the honor roll system has been restructured to recognize academic honors as follows:

Students qualifying for honor roll status have achieved a 90% or higher grade in each subject area (including shared-time teacher classes). For pass/fail or credit/no credit classes, they will have received all “pass” or “credit” grades. For all associated effort and conduct grades, they will have received all 1’s, 2’s, or 3’s on the current scale.

## Media Center

When students, staff, and parents borrow items from the Media Center, the loan period will be **fourteen (14) days**. Renewals are allowed unless the item is on the reserve list.

Students are limited as to the number of items they can have checked out:

Kindergarten.....	2 item *	*exceptions may be permitted
1 <sup>st</sup> grade.....	2 items *	per the media specialist,
2 <sup>nd</sup> – 8 <sup>th</sup> grades.....	2 items *	teachers, or volunteers.

Overdue items will be handled as follows:

1. A reminder slip will be sent home with the student.
2. A second reminder will be sent home if the item(s) are not returned.
3. The third reminder will be mailed to parents stating the status of the overdue item(s), and the borrower may be charged a fine.

Lost or damaged items: Please inform the media specialist or volunteers about damaged items from the Media Center. If the item is lost or can’t be satisfactorily repaired, the borrower is responsible to pay the replacement cost.

**These rules are subject to the interpretation of the media specialist.**

## **Parent Involvement: Community Service, Volunteering & Safety Regulations**

**Community Service and Volunteering.** St. Patrick School supports and encourages parent involvement surrounding the various classroom activities and the communal life of our school. A healthy school depends on healthy parent involvement. Several degrees of parental involvement exist. There are several mandatory forms, and an almost unlimited capacity of volunteer forms, of parent involvement. One form of mandatory parent involvement involves our lunch time parent supervision within the lunchroom and on the playground. All school families are expected to help out with lunchtime supervision during their scheduled weeks. If neither parent is able to serve on their scheduled supervision dates, then those parents must coordinate and pay a substitute parent to take their place. (See details in **Lunch Supervision** section below.)

Our fundraising commitments are required as part of the covenant that each school family signs with the parish during registration. Fundraising is one way that we give back to the parish, which provides substantial financial subsidy to our school. We welcome all kinds of optional volunteer efforts, but they cannot be substituted for the required fundraising commitments. If you need some extra considerations for fulfilling your service commitments, please contact the school office.

**Safety Screening & Training.** St. Patrick School seeks to abide by the Diocesan Office of Catholic Schools' policies in regards to parent background checks and parent attendance at training for Protecting God's Children. On the first day of school each year, parents receive a packet of forms to fill out. One of those forms is a confidential background check form, used to conduct an ICHAT (Internet Criminal History Access Tool) background check. The form requires both parents' full names, nicknames, dates of birth and signatures. The information is run against the Michigan State Police criminal records to ensure that parent volunteers have not been involved in crimes against children.

The other mandatory safety requirement for all parent volunteers involves attendance at a Protecting God's Children (PGC) training session. PGC sessions are part of a comprehensive safety program under the guidance of the U.S. bishops known as VIRTUS. These PGC sessions are meant to train adults in how to better safeguard our children's school and church ministry environments.

## Protecting God's Children

Each PGC session is approximately 2 ½ hours long, and a parent volunteer needs to attend only once. Our Diocese *officially requires attendance* at PGC sessions for all parent volunteers and employees who have regular contact with children.

If you plan to volunteer in the school or your child's classroom, you need to attend a PGC training session. If you need to register for a PGC session, you should follow these simple steps:

**Step 1.** Log onto [www.virtusonline.org](http://www.virtusonline.org).

**Step 2.** Click the "Registration" hyperlink (in the web page's left margin).

**Step 3.** Click the "View of list of session" tab

**Step 4.** Click the down arrow next to "Select your organization" and scroll down the list of organizations until you highlight "Grand Rapids, MI (Diocese)," then click the "Select" tab.

**Step 5.** You will find a scheduled calendar list of the upcoming PGC sessions within our Diocese. Check on the PGC session's capacity and availability of seating. When you find a training session that works for you, click the "Start Registration" tab at the top of the page.

**Step 6.** You will be asked to create a password and user identification name for registration within the VIRTUS online data base. Follow the registration prompts to complete your register for the specific PGC session that you want to attend.

You *must register online prior to the day* of the training session. VIRTUS does not allow paper registrations, nor can you register on the same day of the training event.



## OPTIONAL VOLUNTEER SERVICE

These are activities and events that are NICE to see happen, so that we may be a vibrant, generous and joyful school community offering excellent academic and social experiences for students and families. They are NON-REQUIRED.

*Sign up for any number of these activities. Your participation demonstrates to your family and other members of our community that you deeply value these volunteer activities and you want to see them continue at our school.*

If you have an idea that does not easily fit into any of the activities listed below, please describe that activity and your availability to organize and lead.

### School Office Assistance

<input type="checkbox"/> Technology Assistant, Media Center	As needed, daytime
<input type="checkbox"/> Christian Service Activity Assistant	As needed, daytime
<input type="checkbox"/> Fluoride Distribution	Weekly, daytime
<input type="checkbox"/> Office Assistance – laminate, collate, & special projects	Flexible, daytime
<input type="checkbox"/> Bulletin Boards – design & construct	Flexible, daytime

### Marketing Activities

<input type="checkbox"/> Catholic Schools Week	Late January
<input type="checkbox"/> Expos, Parades, Parish and Outside Events	Varies
<input type="checkbox"/> Back to School Picnic	Sept., weekday night
<input type="checkbox"/> Information Night for New Families	Feb., weekday night
<input type="checkbox"/> Marketing Committee	Ongoing, Flexible
<input type="checkbox"/> Website Coordinator	Ongoing, Flexible
<input type="checkbox"/> Graphic Designer	Ongoing, Flexible

### Tuition Credit Programs

<input type="checkbox"/> DeltaPlex Concessions	Varies, your choice
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## OPTIONAL VOLUNTEER SERVICE (continued)

### Academic Extracurricular Activities

*Science Olympiad* Coach                      Weekly, Nov-Mar

### PTO Activities

Carnival    Late January  
 Sub Sale    Dates TBD: Sep & Jan  
 Heartstrings Outreach                      Flexible / as needed  
 Hospitality Outreach                      Flexible / as needed

### Student Activities

Room Parent                                      Plan and Host Holiday Parties  
     Y5                       K  
     1                       2  
     3                       4  
     5                       6  
     7                       8

Classroom Helper    Grade \_\_\_\_\_

Field Day Helper                              May, daytime  
 Athletic Program Coaches                      Seasonal

Track                       Baseball  
     Football                       Other

**Please email or call the school office if you are interested in any of the above opportunities**

## **Lunch Supervision**

### Lunch Duties for Parent Supervisors

St. Patrick parents are scheduled and obligated to supervise the students during lunch. The schedule was mailed to each school family in the August mailing. A parent substitute list will be sent home in September. If you can't be present to do your lunch duty, please arrange for a substitute. You will be responsible to pay the fee of \$8.00 per day, which is paid to the substitute. The money may be sent into the school office with your child. **Please make checks payable to the substitute, not St. Patrick School.**

Parent supervisors need to arrive at school by **11:20 A.M.** to begin preparation for supervision and to get any special instructions that are pertinent for the day. The students arrive at the cafeteria at **11:30 A.M.** Please assist us by ensuring the following.

1. Students must raise their hands when they wish to be excused. We ask that you encourage the children to eat most of their lunch, but do not try to force them to do so. **DO NOT** excuse any student unless their area has been cleared of trash, crumbs, etc.
2. Students must exit the cafeteria by the **SOUTH** doors. They may not return to the classroom without supervision. Requests for bathroom use are to be referred to and monitored by a lunchroom supervisor.
3. As students leave, the tables should be wiped off.
4. Supervisors are to go to the playground at these times: Playground supervisor at 11:40; one parent supervisor at 11:40; the second parent supervisor at 12:00 noon. The third parent when all the tables and chairs are cleared.
5. Parent supervisors are expected to roam their area, so as to keep all students in their line of sight at all times. Parent supervisors will make behavior corrections on students, especially if behaviors appear unsafe, potentially harmful to the student or others, or if the behavior is un-Christian in any way. Please stay outside with the students until 12:15 P.M.
6. If students remain inside due to inclement weather, the parent supervisors will be assigned to monitor specific classrooms or the gym.
7. Any questions can be referred to the lunchroom staff.

## **Student Responsibilities**

Each student has the responsibility to take proper care of books and materials assigned to him/her. A good way to protect books is to cover them and to carry them in a bag. Students should write in workbooks *only* (unless directed otherwise by the teacher).

All school property (the building, furniture, and equipment) must be used with the same care that we use with the property and furnishings in our homes. Parents are expected to replace any property damaged, destroyed or lost by their child.

Each student has the responsibility to treat other classmates, schoolmates, teachers, and staff the way he/she wishes to be treated. Each student is responsible for completing all assignments carefully and on time. In case of absence, students must make up the work they missed.

## **Consequences**

As a Catholic school, we respond to a unique call for passing on the Catholic faith and leading our students to Jesus. As Christian *disciples*, we the members of the St. Patrick School community strive in our “discipline” to open ourselves and allow God to transform us ever more fully into the image and likeness of Christ Jesus throughout the many activities of our daily lives. Our aim, therefore, is to help students grow in self-discipline as they choose to follow Christ Jesus more closely in their own life journeys. Respect for others and the promotion of behaviors that support the inherent dignity of all people remains a core value in our discipline policy. In order to ensure that all students are able to grow in their faith journeys as they respond to Christ Jesus’ call to this type of self-discipline, the staff and faculty of St. Patrick School are committed to creating a Christian environment where peace, charity, justice and mercy may flourish.

## **Code of Conduct**

All students, parents and faculty of St. Patrick School are expected to conduct themselves in accordance with Christian values at all times. These Christian values are expounded within the writings of both the Old and New Testaments of our Sacred Scriptures. They are expressed in their fullness through the person of Christ Jesus, and are reflected in his gospel norms. And finally, they have been effectively interpreted and enforced by the Catholic Church down through the ages.

While the following rules for St. Patrick School’s Code of Conduct are addressed in name only to the student body, they apply equally to parents, faculty and all adults who wish to remain members in good standing within the St. Patrick School community. All students are expected to abide by the following code of conduct while on school property or while representing St. Patrick School off-site. It is further hoped that all students will internalize this code of conduct, so as to help guide their actions and conduct while away from their school community.

## Harassment and Violence

St. Patrick School will not tolerate verbal or physical harassment of any kind. St. Patrick School will not tolerate discrimination against anyone on *any* basis, including race, creed, color, national origin, religion, sex, age, and abilities. This policy covers all students, teachers, administrators, employees, volunteers or other staff at St. Patrick School. Physical violence between St. Patrick students is never tolerated. If a student displays violent behavior or threatens violence, the following procedure will be followed.

The administrator will schedule an immediate disciplinary conference with the student and parents. The recommended discipline plan may include various levels of suspensions or dismissal from school. Counseling may also be recommended. Repeat behavior or threats will result in dismissal from school. This action will be documented in the student's cumulative file.

## Anti-Bullying Policy

St. Patrick School will not tolerate bullying behavior of any kind. Bullying is a form of harassment, and bullying can occur in a variety of forms. Bullying may include any of the following forms or combination of forms: **physical bullying** (physical threats, pushing, hitting, kicking, hair pulling, strangling); **emotional bullying** (teasing, name calling, ethnic & racial slurs, sarcasm, the spreading of gossip & rumors, shaming, blackmailing, other emotional intimidation); **social bullying** (rejecting, excluding, isolating, manipulating friendships, ostracizing from group); **cyber-bullying** (defamatory and intimidating written comments to e-mails, internet social networking sites or phone texts); and even **intellectual bullying** (shaming, rejecting, verbal slams about how dumb, slow or ignorant someone may be). The ultimate determination for establishing whether an action comprises bullying behavior involves two essential components: 1) One person is intentionally (doing something "willfully on purpose") to hurt another person; 2) the person who is committing the bullying behavior is *more powerful* than the person that is being hurt. In addition to actions that are deemed hurtful or violent, bullying behavior involves an attempt to establish control and dominance over the other person through those specific bullying actions.

Any occasion of bullying behavior should be reported immediately to both the perpetrator's and victim's teacher(s) and the school principal. The principal will then attempt to collect statements and information on the bullying behavior, by consulting with the student's teacher(s), the actual students involved, as well as any eyewitnesses, and the students' parents. The principal will review the bullying behavior and assess the nature, number and seriousness of the individual incidences of such behavior. If warranted, the principal will schedule a disciplinary conference with the student perpetrator and parents as soon as practicably feasible. Recommended disciplinary actions are similar to the disciplinary plan outlined in the **Harassment and Violence** section of the student handbook above.

Some student *bystanders* may not actively participate in specific bullying behavior other than as a fringe group member. However, they may incur some culpability as result of the bullying incident. If such bystanders fail to report and make some attempt to stop ongoing bullying behavior, they become part of the problem in the tacit condoning of such behavior. In such cases, they may also be subject to a more limited form of disciplinary action.

## **Electronic Equipment and Camera**

### Electronic Communication Devices (i.e. Cell Phones, Blackberries, iPhones)

Students are not allowed to possess cell phones on their persons or in their school lockers. If a parent needs his or her child to possess an electronic communication device during non-school hours, then that child needs to turn their device into the school secretary upon entering school and pick it up from the secretary upon leaving school at the end of their school day. If parents need to get in touch with students during the school day, they need to contact them through the school office. The student and secretary will ensure that the communication device is properly marked with the student's name before it is secured for the day.

### Electronic Entertainment Devices (i.e. Game Boys, iPods, CD players)

Game Boys, iPods, CD players and any other electronic entertainment devices are not allowed at school unless they are allowed by the teacher for academic purposes. Students riding the bus may use an electronic entertainment device on the bus but it must be stowed away before entering school. It may not be taken out again until back on the bus for the trip home. This restriction includes student recess times, and other non-instructional times during the school day. Any electronic equipment seen at school will be confiscated and kept until a parent can accompany the student to get it back.

### Cameras (traditional & digital)

St. Patrick School respects the privacy rights of parents in taking pictures of their children. You must have consent of your teacher and participating students before taking any pictures at school. The teacher will ensure that the specific students in their class have received parental permission to have their picture taken before such pictures are taken (i.e. a properly signed Picture Release Form from 1<sup>st</sup> day handout forms packet).

## **Bus Etiquette & Student Responsibilities on Bus**

1. It is the responsibility of the parents to be at the bus stop five minutes early both morning and evening of the scheduled time. The driver is responsible for maintaining the bus schedule and cannot wait for tardy pupils. Tardiness endangers many people and makes the schedule impossible to maintain.
2. Stand at a safe distance from the curb or edge of roadway. Stand quietly and in a single file so as to facilitate entry to bus.
3. Wait until the bus has come to a complete stop before attempting to get on or off the bus.
4. Enter and leave the bus at the front door. Use emergency doors for emergency use only or as decided by the driver. Do not tamper with emergency exits.
5. Once seated, remain in that seat. No standing, moving or changing seats while bus is in motion. No lying down while riding the bus!
6. Do not push or talk in a loud voice. Only radios or CD players with earphones are allowed to be used on the bus.
7. Do not use profanity. Do not argue or yell on the bus.
8. Keep hands and head inside the bus at all times.
9. If you must cross the street after exiting the bus, step back and walk toward the front of bus, STOP, wait for the driver to signal it is clear to cross the street. A student is not allowed to walk down the side of the bus at any time or under any circumstance.
10. Keep bus clean and orderly; never put anything in the aisles. Do not throw articles out of the bus. No eating or chewing gum allowed on the bus.
11. Students must be picked up or dropped off at the designated stop established by the route map.
12. A dated permission slip must be given to the teacher for approval if a student will not be getting off at his/her regular stop or if additional riders will be using the bus. The teacher will be responsible to notify the driver.
13. Once a student is on the bus, NO ONE may take him/her off the bus. If the student is not to ride the bus, he/she should not get on the bus.
14. Obey the driver at all times. The driver is under the direct responsibility of St. Patrick School and is directed to enforce the rules set forth.

The above rules have been established as a result of consultation with the Parish and Diocesan Insurance Agent and the Michigan Dept. of Education, Pupil transportation services. These rules help ensure the safety of our children.

## OSHA STANDARDS FOR BLOODBORNE PATHOGENS

Personnel who are reasonably expected to come in contact with blood borne pathogens include the following: school office secretary, maintenance personnel, principal, playground supervision coordinator, and teachers.

Other persons are not expected to come in contact with blood or substances that contain blood and possible blood borne pathogens.

Exposure control:

1. Maintenance personnel and other listed employees are expected to use at least 10% chlorine in the cleaning solutions used in cleaning restrooms, spillage that has the possibility of containing blood, areas where vomit spilled, health room sinks and utensils used for student aid.
2. Only persons appointed for that specific purpose are to perform the above listed duties.
3. In the event that a student vomits, VOBAN absorbed is to be thoroughly spread over the area and the custodian and principal are to be notified.
4. Employees are not permitted to clean such substances unless they are specifically listed above.

Work Practices:

1. Authorized persons who clean substances and areas that have been described above are to use approved masks and gloves while in the process of cleaning. Masks, gloves, and if appropriate, gowns, will be provided by the school.
2. Hepatitis B Vaccine: This will be provided to employees listed above at no cost to the employee. However, the above listed employees are responsible for making the effort to obtain the pre-exposure inoculations. Documentation that states the vaccine has been received must be given to the school office for filing.
3. The above listed employees will comply with requests to receive training regarding blood borne pathogens.
4. Records will be kept in the school office regarding training, exposure incidents, and occupational exposure.

It is our policy to keep this work site in a clean and sanitary condition. Possible unsanitary conditions must be reported to the principal as soon as such is witnessed.

Warning labels will be placed on containers that contain contaminated waste.

All employees are instructed to ask the principal for further information regarding this issue if questions remain. It is imperative that all employees comply with this policy.

## Safety Guidelines for the Playground

Ordinarily, no student will be allowed to remain in the building during recess after lunch. The students need fresh air and exercise. If there is a compelling reason for a student to remain in the building during the noon hour he/she should be engaged in quiet activities: schoolwork, board games, watching a video, etc.

1. Students cannot stand on any equipment that is not designed specifically for standing.
2. Students shall swing back and forth, not sideways, when using the swings.
3. When on the climbing equipment, students cannot walk on the top nor grab the legs of others playing on the equipment.
4. Students cannot play “ball tag” near or on the equipment. Tackle football, pushing or shoving of any kind is not allowed.
5. Students cannot pretend to fight.
6. Students cannot climb on the “chute” or climb on the swing poles.
7. Students cannot hang on the basketball hoops. This causes damage to the equipment.
8. If students from various grade levels want to participate in a game or sport together, they may do so, but teams must represent all groups involved. Young children should not compete against the older children.
9. **In Case of injury:** If there is an accident or injury observed of any kind, the student(s) involved should contact a playground supervisor immediately. An assessment of the injury is to be made by the supervisor and injury guidelines followed.
10. Keep the injured person calm.
11. An assessment of the injury should be made before moving the person.
12. If the injury appears to be serious, do not move the person, especially if the injury appears to be in the area of the head, neck or back. Remain with the injured and send someone to the office for help.
13. If there is an open wound, try to obtain a pair of latex gloves before applying treatment. Apply steady pressure to the wound to control bleeding.
14. If injury appears minor, the injured person is brought to the office for first aid.

## **Diocesan Field Trip Policy**

Class visits, retreats and other learning experiences to places of cultural, educational and religious significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers, catechists and adult supervisors should prepare the children for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip.

To provide for the safety of the students, parents must fill out a permission slip for each field trip for their child to participate. This form must be on file at school.

**\*\*\*\*\*Telephone calls will NOT be accepted in lieu of paper forms.\*\*\*\*\***

Whenever possible, bus transportation will be provided. If personal vehicles are to be used, a signed Diocesan Volunteer Driver Information Sheet must be submitted to the administrator for each vehicle. Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities.

### **Conflict Management**

Students in conflict should use Christian methods under the guidance of teacher(s) and or principal to resolve their problems. This means to solve their disputes by using calm, logical, and safe means and by asking themselves what Jesus would have them do.

Parents will be notified of all disputes of a serious nature. Principal, teacher(s) and parents together will work with the student(s) to resolve the difficulty. Consequence for such behavior will be imposed by the principal.

### **Consequences for Prohibited Substances**

Students may neither use nor possess alcohol, tobacco, illegal substances, nor may they participate in any inappropriate usage of legal prescription drugs and OTC substances (as outlined above). Such substances are designated “prohibited substances.” Students will not carry, purchase, sell or consume any prohibited substances on parish property, or at any school sponsored event. The administrator will notify the diocesan superintendent, pastor and parents upon discovery of a student using or possessing any prohibited substances on school property. The administrator will schedule an immediate disciplinary conference with the student and parents.

### **Weapons**

Students are prohibited from possessing any weapon on school property, or while attending a school sponsored function. The definition of “weapon” includes, but is not limited to, a firearm, knife of 2 inches length or greater, explosives, martial arts equipment, etc.

### **Search and Seizure**

In the event that a student is suspected of possessing a weapon, alcohol or drugs, or in the event that such items are believed to be in an area where a student may retrieve them, the principal may perform a search to seize the items. The principal will conduct a personal search of a student in the presence of another adult. Students of a gender different from the principal will be searched by a principal designee of the student’s gender. If any illicit item is found, the police department will be notified immediately.

## **School Weather Closings**

St. Patrick School will normally close, or open after a two hour delay, whenever Lowell Area Schools closes or delays due to weather conditions that make bus travel unsafe. We suggest that you tune into WOOD TV Channel 8, WOTV Channel 4, WZZM TV Channel 13, or WOOD AM radio (1300) for school closings. St. Patrick School belongs to the GRAIL Web system and our school closing information is transmitted to most major broadcast networks in the area. *St. Patrick School, Parnell* will be listed if school is closed.

## **Severe Weather Procedure**

St. Patrick School is deeply concerned for the safety of our students and realizes the importance of preplanning to ensure the protection of students and staff when the potential for violent weather exists. We follow the same procedures the Lowell Area Schools follow as stated below.

If students are in school when a tornado watch is issued, they will remain in school until the regular dismissal time.

If students are in school when a tornado warning is issued, they will be escorted to a pre-defined area of safety and remain there until the warning is lifted.

It is St. Patrick's policy not to dismiss students to parents during a tornado warning or thunderstorm warning, even if it means holding students beyond the normal dismissal time.

St. Patrick School will not begin school during a tornado watch or warning.

All after-school activities will be canceled during a tornado watch or warning.

Parents must assume the responsibility for making certain that their children understand where they are to go when school is canceled for any emergency.

This information may be written on the Child Information Card that parents are asked to complete the first week of school.

## **Athletic Eligibility - St. Patrick School Guidelines**

Students will be evaluated weekly by teachers as to conduct, effort and academic performance.

Conduct and effort rated poor (or a “3”) will be considered ineligible for athletic participation.

Academic performance as reflected in the week’s academic average - which is 69% or below - will be considered ineligible, unless otherwise waived by the principal.

Teachers will prepare Athletic Eligibility forms for all students who are participating in the current sports program. Forms will be submitted through the office of the principal to the athletic director, who will see that families and coaches are notified of ineligibility. Ineligibility forms will be issued by Thursday, close of business, applicable to the upcoming weekend. We believe it is important to send home the forms so parents have specific information.

### **Physical Forms and Proof of Insurance / Parental Permission**

Any student who participates in the St. Patrick School athletic program must have on file at school: 1) a current year physical examination, 2) written permission from the parents to participate, and 3) proof of insurance coverage.

### **Diocesan and Athletic Council Policy**

Each school is mandated to develop an athletic eligibility policy based upon the concepts of effort and conduct. The goal of such a program is to assure that athletic progress does not come at the expense of academic performance. In an effort to standardize the eligibility process among all member schools, the Athletic Council recommends the following concepts be incorporated into each school’s eligibility program:

- 1) The athletic director will inform the principal and teachers of students on team rosters at the beginning of the sports season.
- 2) Students will be evaluated weekly by teachers as to effort and conduct.
- 3) The first time a student is marked ineligible within an athletic season, the student assumes a probationary status for the remainder of the season. The principal must notify parents/guardians and the athletic director, the athletic director will notify the coaches as soon as possible when a student is put on probation.

- 4) The second time a student is marked ineligible within an athletic season, that student is prohibited from participating in any game for one week. The student may practice with the team but may not dress or participate in any game. Parents/guardians and coaches will be notified by the principal and athletic director of the child's status immediately and warned that another ineligible marking will result in removal from the team.
- 5) The third time a student is marked ineligible; he/she is permanently removed from the team. The principal informs parents/guardians and athletic director coaches as soon as possible.

In the event of serious violation of rules, the principal has the right to bypass the normal procedure and take whatever action he/she deems appropriate.

These guidelines are suggested as minimum components of a just and fair system of athletic eligibility. The support of parents, coaches, the principal, the athletic director, and the education commission is required to assure that the eligibility program will be successful.

### **Pesticides**

There are times when it is necessary to treat the building or grounds with pesticides. This is done as a removal measure and for the safety of the students. Pesticides are not used to prevent pest infestation. In the interest of safety, pesticides are not applied when the children are present. Warnings about the treatment of pesticides will be communicated throughout the *Shamrock*; however, if you wish to be personally notified before the application, please let the office know.

### **Safety**

To ensure the safety of all of our students, the (west) back school entrance door will remain locked all day, except during lunch recess. The back door is unlocked for morning drop off, and unlocked prior to afternoon dismissal. The front door will be locked all day, please ring the doorbell to be buzzed in by the school assistants.