

**2017-2018**  
**St. Patrick School**  
**Student & Parent Handbook**



Dear Students, Parents, and Guardians:

Welcome to the 2017-2018 school year at St. Patrick Catholic School! What a blessing it is to begin another school year in this faith-based school community. First and foremost, let us pray that God's light shine will shine upon our school this year and be our constant source of strength. It is through His grace that we succeed. Let us put God before others and serve Him in a faithful and humble manner this school year. If we commit ourselves to this, then there is no limit as to what we can accomplish.

St. Patrick Catholic School has a rich tradition of promoting Catholic identity as well as academic rigor. These two principles will remain pillars of our structure. At St. Patrick Catholic School we maintain high expectations for all students and adults on our campus. Students are expected to act responsibly and always do their best academically, behaviorally, and socially. We encourage our students to seek additional support whenever they have a problem, need assistance, or have a concern. We also believe that the best way for parents to be aware of their child's progress is to communicate with their teachers. It is important to listen to your child and support him/her by encouraging each child to do his/her best.

This Parent/Student Handbook reflects the policies of St. Patrick Catholic School for the 2017-18 school year. Our school rules are carefully designed to protect our students' best interests and ensure safety and success. Students and parents are responsible for knowing



the content of this handbook as it applies to rules and regulations. Please review it with your family so that there is understanding among all.

The faculty and staff of St. Patrick Catholic School look forward to working with you and meeting the needs of your children to the best of our ability this school year. Your choice of Parochial education is evidence of your faith commitment. We commend you for that, and we will do our best at St. Pat's to serve your children with an eager spirit.

We truly appreciate your support.

Peace and Blessings,

Maureen K. Gildein, M.Ed

### **ST. PATRICK SCHOOL MISSION STATEMENT**

Our Mission at St. Patrick School is to educate the whole child within the framework of gospel values and Catholic traditions in order to develop responsible citizens of the world. We provide a safe, caring learning environment that fosters individuality, spiritual and physical well-being of all students and prepares them to live and learn in an ever-changing world.

### **ST. PATRICK SCHOOL WEBSITE**

[www.stpatswv.org](http://www.stpatswv.org)

### **RIGHT TO AMEND**

St. Patrick Catholic School Administration reserves the right to amend this handbook.

Notice of amendments will be made available to parents.

### **STATEMENT OF NONDISCRIMINATORY POLICY AS TO STUDENTS AND PERSONNEL**

Diocese of Wheeling/Charleston Catholic Schools. Schools in the Diocese of Wheeling/Charleston, mindful of their primary mission as effective instruments of the education ministry in the Church and witnesses to the love of Christ for all persons, shall not discriminate on the administration of the educational policies, tuition assistance, athletic and other school administered programs.

### **ACCREDITATION**

St. Patrick Catholic School is a proud part of the Catholic Schools of the Diocese of Wheeling-Charleston and a fully accredited member of the North Central Association Commission on Accreditation and School Improvement (NCACASI). A national task force is creating a resource guide for teachers and instructional leaders to infuse Catholic identity elements into school level curriculum and instruction based on the Catholic Academic Standards of Excellence (CASE). Publication of the National Standards and Benchmarks (March, 2012) marks only the beginning of ongoing collaboration and action among those committed to the future of Catholic education.



St. Patrick Catholic School recently completed a comprehensive review of the schools programs in accordance with the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools.

**ADVISORY COUNCIL**

Rev. James Deviese, Jr., Parish Priest  
Maureen K Gildein, Principal  
Megan O'Neill, Advancement Director  
Becky Markley, President  
J.J.Jordan, Vice-President  
Tom Stark, Treasurer  
Kathy Boyle, Secretary  
Lynn Shaver, member  
Rob Clem, member

**ST. PATRICK SCHOOL PTO EXECUTIVE BOARD:**

Keely Cunningham, President  
Missy Jordan, Vice-President  
Megan O'Neill, Treasurer  
Karla Conrad, Secretary  
Maureen Gildein, Principal

**ST. PATRICK SCHOOL ADMINISTRATION & STAFF**

Rev. James DeViese, Jr. ....	Parish Priest
Mrs. Maureen K. Gildein .....	Principal
Mrs. Regina Frazier .....	School Office Manager
Mrs. Megan O'Neill .....	Advancement Director
Mrs. Sandy Mick.....	Church Secretary
Mr. Greg Hitt .....	Maintenance Director
Mrs. Krista Paugh .....	Pre-School & Pre-Kindergarten
Mrs. Mary Catherine Atchison	
Mrs. Lyndsey Clevenger .....	Kindergarten
Mrs. Kay Droppleman	
Mrs. Susan Moody .....	1st Grade
Ms. Leslie Butcher	
Mrs. Diana Hunte .....	2nd Grade
Ms. Leslie Butcher	
Mrs. Sherri Jackson .....	3rd Grade & Spelling 4th grade
Ms. Danielle Mick .....	4th Grade & Religion 3rd, 4th, 5th grades
Mrs. Melissa McConnell .....	5th grade & Science 4th, 5th grades



Ms. Anna Hillman .....	6th homeroom & Middle school Reading/Language Arts/Religion
Mr. Thomas McKee.....	7th/8th homeroom & Middle school Math/Science
Mrs. Lisa Darby.....	Social Studies/Spanish Middle school
Mrs. Shelly Kraus.....	Tutor
Mrs. Jennifer Ammons.....	Tutor & Teacher Assistant
Mr. Andrew McDonald .....	Physical Education/Health/Athletic Director
Mrs. Melissa Allison .....	Reading Support
Mr. Bob Thompson.....	Music
Mrs. Jena Whiston .....	Learning Support
Ms. Jessica Kraus.....	GAP (After School Care)
Ms. Deanna Pascascio	

### **ABSENCE /TARDY POLICY**

- 1) Parents are asked to notify the school office by 8:30 a.m. if a student will be absent. All student absences that remain unreported after 8:30 a.m. will be noted as an unexcused absence.
- 2) Absences and tardies negatively impact a child's performance in the classroom; therefore, please schedule doctor appointments after school.
- 3) Attendance is the responsibility of the student and the parent.
- 4) Students reporting or leaving by 11:30 a.m. will be counted absent one half (1/2) day.
- 5) Students who are away from school for an appointment for more than ninety (90) minutes will be counted as absent for half ( 1/2) a day.
- 6) An unexcused absence is described as an absence from school without documentation from an authorized individual such as a parent, doctor, dentist or academic based event.
- 7) All doctor or dentist visits will require an excuse, signed by the physician, for each appointment attended. Without this document, your child will receive an unexcused absence.
- 8) To alert a teacher of a student's anticipated absence; (i.e. extended trips, vacations etc.) parents must request in writing the student's release from school by sending a letter to the office. Once acknowledged by the principal, the student will take the signed letter to the teacher for notification. Work cannot be sent in advance, unless at the discretion of the teacher/ principal for unusual and/or for unforeseen circumstances. Teachers are not required to give makeup tests or assignments for absences due to vacations. All work may be made up upon return in an appropriate amount of time, one day for each day missed. Please be advised, that vacation absences are not excused absences. Makeup work must be turned in within a timely manner according to teacher guidelines.
- 9) Vacation time will not be approved for any student during the standardized testing window. Opting out of standardized testing is not permitted.





- 10) Excessive absences will be examined by the principal in accordance with the Attendance Policy, which may involve consultation with the DHHR, however after (three) 3 unexcused absences per semester; the principal may be required to notify the DHHR depending upon the circumstance.
- 11) Students who experience excessive unexcused tardiness and/or absences may be required to repeat current grade level at the discretion of the principal. Students who experience excessive unexcused absences totaling more than (six) 6 days per academic year (three per semester) may be required to repeat current grade at the discretion of the principal.
- 12) Parents requesting their child's homework and missing assignments must call the school office by 8:30 a.m., to give teachers adequate time to prepare the work. Parents should monitor Class Pages on school website for homework assignments.
- 13) Parents may pick up the assignments in the afternoon after contacting the school office.
- 14) School begins promptly at 7:55 a.m. and instruction begins immediately. Students must be present inside the cafeteria/classroom or he/she will be considered tardy after 8:05 and must report to the office for a tardy slip before going to class. Students arriving after 8:05 MUST be signed in by a parent or guardian.
- 15) Students arriving or leaving during school hours must be signed in and out of school by a parent or designated individual in the school office.
- 16) When a student leaves school for any nonacademic reason, their attendance will be noted.
- 17) St. Patrick School will adhere to the following attendance guidelines as specified by the West Virginia Board of Education. Absences shall not be counted against the student for the following:
  - a) School sponsored activities
  - b) School closures/delays (inclement weather only) St. Patrick Catholic School will also follow individual county guidelines for students who experience closures/delays outside of Lewis County. Students must reside in county applicable to the delay.
  - c) Death in the immediate family.

## **ACCEPTANCE/ENROLLMENT**

### **GENERAL ADMISSIONS**

St. Patrick Catholic School has a time honored tradition of producing graduates that make a difference in the world. The reputation of our school resonates in the Weston community. No child whose parents desire to enroll him/her in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin, age (in accordance with the law). Notwithstanding the foregoing, students with disabilities will be considered for admission subject to the discretion of the principal, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the



school to meet such needs. Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).

Every local effort shall be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their Pastor/Designated Pastor if a financial problem exists. Each local Catholic School Consultative Board is encouraged to have a local tuition assistance program to help families that cannot afford all or part of the tuition. The St. Patrick Catholic School Advisory Council provides this local tuition assistance program.

### **Admission Selection Procedures**

St. Patrick Catholic School admits students of any sex, race, color, nationality and ethnicity to all rights, privileges, programs and activities generally accorded to students in the school. Admissions may be made on a rolling basis. Applicants must complete all necessary registration forms and submit a non-refundable registration fee to be given full consideration for admission. Eligible students will be selected and admitted into the school based upon the maximum capacity of classrooms as set by Diocesan policy and in accordance with the following categories in order of preference:

- 1) Students of currently enrolled families at St. Pat's;
- 2) Children of full-time employees of St. Pat's;
- 3) Catholic students of families not currently enrolled at St. Pat's;
- 4) Non-Catholic students of families not currently enrolled at St. Pat's.

All decisions regarding admissions shall be subject to the discretion of the Designated Pastor in consultation with the Administration.

All students admitted share equally the rights, privileges, academic and religious programs and activities offered. They and their parents are expected to commit themselves to the philosophy and mission of the school and abide by the policies, rules and regulations of the school.

### **Opportunity for Students with Special Needs to Receive a Catholic Education**

St. Patrick Catholic School collaborates with parents and guardians to provide both spiritual and academic educational development for children. Parents/guardians who have a child with a disability should be afforded the opportunity to have a Catholic education for their child. The Principal shall evaluate on a case-by-case basis whether or not St. Patrick Catholic School can meet the needs of the student. If the school can make reasonable accommodations to meet the student's needs, then the school will offer the child the opportunity of a Catholic school education.

### **Students of Other Faith Traditions**

St. Patrick Catholic School will provide a truly pastoral setting in which all of the participants, students, and adults, Catholics and those of other faith traditions, are renewed and refreshed,



challenged and given hope, and brought closer to God. All students seeking enrollment, including those of other faith traditions, must be willing to understand and accept the philosophy, purpose and goals of the Catholic school education, and understand all the requirements for their students in a Catholic school.

Since Catholic religion classes are an integral part of the life of the school, all students, including students of other faith traditions, are required to attend Catholic religion classes. St. Patrick Catholic School participates in the pastoral, educational, evangelizing and catechizing mission of the Church; this means that all students attending religion classes will be expected to understand the teachings of Christ as unfolded in Scripture and Catholic Tradition. To this end, only Catholic religion classes will be taught at St. Patrick Catholic School.

Students enrolled at St. Pat's must be willing to:

- 1) Attend all formal religion classes
- 2) Understand that the Catholic faith and Gospel values will be integrated into all curricular areas and the overall life of the Catholic school.
- 3) Attend and participate in faith formation opportunities such as retreats
- 4) Attend school liturgies. (Because of the reality of the divisions which exist within Christian churches, only members of the Roman Catholic Church, either Latin or Eastern rites, can be welcomed to communion.)
- 5) Participate in service programs which flow from the religious education program and the mission of Catholic school education.

Once a family is formally admitted to the school, that admission is considered final unless the family withdraws or the school discovers that the application was incomplete or falsified. Formal admission is determined by the Principal in consultation with the Pastor. Tuition assistance and waivers are available to all who are admitted to our school based upon need. Please contact the school office for further information and applications for tuition assistance.

According to West Virginia law, to be eligible to enter first grade a child must be six (6) years of age on or before September 1 of the year of enrollment. Students who have successfully completed Kindergarten in another system, but who have not turned six (6) by September 1, may still be enrolled in first grade. A child entering Kindergarten must be five (5) years old by September 1 of the year he/she starts school. A child entering Prekindergarten must be three (3), or four (4) years old (depending on admission into PK3-PK4) by September 1 of the year he/she starts school. All children entering school for the first time shall have been immunized against diphtheria, polio, rubeola, rubella, tetanus and whooping cough and shall be given a screening test to determine if they might have a vision or hearing impairment.



Parents of new students' initially entering school must present for examination and recording of data the following documents: Additional documents may be required at the discretion of the school's administration.

- 1) An official copy of the child's birth certificate
- 2) Proof of recent medical examination
- 3) A permanent or temporary certificate of immunization
- 4) The child's social security card or number
- 5) An official copy of the child's Baptismal certificate (if applicable)

Parents of new students entering from another school will need to present their child's most recent report card and must sign an authorization form for release of the child's school records.

Parents will be notified as to the admission status of their child(ren).

### **AFTER SCHOOL CARE (GAP-Guardian Angel Program)**

St. Patrick School offers an after school care program (GAP) to Pre-K-8th grade students. The program runs from 3:15 p.m. to 5:15 p.m. and will be housed in the gym and preschool building. Snacks will be provided and members of St. Patrick School staff will supervise the students. Parents must complete the GAP registration form. Students who have not been registered for this program will not be permitted to utilize this service. Students must be picked up no later than 5:15 p.m. from the gym or playground. All After School Care fees must be paid monthly. Unacceptable behavior or abuse of the program may result in suspension and/or expulsion from the program. The principal reserves the right to terminate placements for any inappropriate behavior.

GAP fees:

1 child: \$3/1 hour \$5/2 hours

2 or more children: \$5/1 hour \$9/2 hours

### **AFTER SCHOOL CLUBS**

St. Patrick School currently hosts the following extra curricular clubs after school:

- Chess
- Choir
- Girl Scouts
- Robotics

### **ACADEMIC COMPETITIONS**

**Social Studies or Science Fair** These are conducted in alternate years and are required for all students in grades K-8. (K-2 class project)

**West Virginia Young Writers (Grades K-8)**

**Daughter's of the American Revolution Essay Contest (Grades 5-8)**





**Lions International Peace Poster Contest** Students, ages 11, 12 or 13 on November 15, are eligible to participate.

**Spelling Bee** St. Patrick Catholic School may participate in the local Spelling Bee sponsored by Scripps Howard. Classroom eliminations are held and finalists are chosen from each grade. These finalists compete in the School Spelling Bee. The winner(s) competes in the County Spelling Bee usually held in the spring.

**Math Field Day** Each year, students are chosen from grades 4 – 8 to compete against other schools in Lewis County. These individuals are chosen based on their Math Terra Nova scores, grades and teacher recommendations.

**Golden Horseshoe** This West Virginia History contest is for 8th grade students.

## **COMMUNICATIONS**

Written communications from parents are essential for the following:

- 1) 1. To the office:
  - a) For your child's medical appointment during school time, stating the anticipated departure/return times;
  - b) For requests to leave school early
  - c) Prior knowledge of an out of town trip. The school's website posts pertinent information daily and weekly. Information will also be sent via RenWeb as voice, email or text messages.

A calendar of days in session, school holidays, grading periods, etc. for the entire school year is available on the school website. The school website also posts calendar schedules for academics and other important items. Alterations to the school's calendar year may occur throughout the school year. Parents will be notified in advance of any important changes.

- 1) To the classroom teacher:
  - a) Requests for parent conferences, or appointments.
  - b) For information, regarding any temporary situation, which may help the teacher to better understand changes in behavior.

## **COMPUTER TECHNOLOGY PROGRAM**

Each day, students in grades K-2 will have the opportunity to work in the Computer Lab for keyboarding and technology skill practice as well as research based project activities. St. Patrick School provides a wireless Internet system and each classroom is equipped with a Smartboard, iPads and computers for subject daily usage. Students in grades 3-8 will have access to a chromebook. All students must read and sign the Technology Acceptable Use Agreement.



## **CURRICULUM**

Roman Catholic theology is comprised of the teachings of the Catholic Church, which bases its conclusions on Scripture and Sacred Tradition, as interpreted by the Magisterium. The Diocese of Wheeling-Charleston is very proud of its tradition of uniting the strongest of this Catholic theology within our schools with an intense academic rigor. As successful as our schools have been, we refuse to rest on our history of strong Catholic identity and high academic achievement and allow complacency to set into our program. To that end, we introduced the idea of the Catholic

Academic Standards of Excellence Initiative within all the schools in our school system. The United States Department of Education put forth the idea of a Common Core State Standards protocol and it was quickly endorsed by two different groups in the early 2000's. The basic idea was to bring diverse state curricula into alignment with each other by following the principles of standards based educational reform. These two separate groups focused initially on math and the various areas of reading/language arts in the public schools. To date, these are the only two subject areas that have reached a national consensus on implementation. The key element in our programming is how much further we are able to go with our prescribed standards. Perhaps because of the dedication of our staffs, the demographics of our student population or a combination therein, our Catholic schools have always had the opportunity of doing more than what was expected in our public schools while being infused with the gift of Jesus Christ. Parents are paying a premium for their children to attend our Catholic schools and therefore have an expectation of receiving more in the process. The Catholic schools have always delivered on that expectation. So how are Catholic schools defined in light of these sweeping educational reforms? For one, Catholic schools never, ever, lose sight of the mission to teach the Gospel values of Jesus Christ that are essential to the Catholic faith and to the development of the next generation of Catholics in West Virginia. Second, Catholic schools must continue to strive for a level of academic rigor that meets the highest of expectations of the Bishop, the parents and the communities served. Catholic schools will work within the framework of the Common Core State Standards, but the standards our schools will adopt will be reflective of our Catholic values and traditions.

Our Catholic schools will welcome the research that comes from the strong data that aligns the Common Core State Standards, associated with the math and reading/language arts, necessary for high achievement within our schools. However, our Catholic schools will continue to invest considerable time and educator talent to make sure these standards are reflective of our Catholic identity and rigor for which the Catholic schools have been celebrated. There is no one size fits all model in Catholic education. Our Catholic students are celebrated for their diversity, social awareness and independent thought. Our Catholic school programs will continue to promote Gospel values, academic excellence, social justice and personal fulfillment throughout the State of West Virginia.

The Diocese of Wheeling-Charleston Catholic Academic Standards of Excellence Initiative will make our outstanding program even better. Our Catholic schools have always been a



tremendous resource for the faith community. The value added with the Catholic Academic Standards of Excellence Initiative in our schools will guarantee our success of our children as they face the challenges ahead. The Catholic Academic Standards of Excellence Initiative strives to assist our Catholic educators in developing excellent school-based curriculum that faithfully implements the Common Core State Standards and effectively integrates elements of Catholic Identity with honesty and integrity.

## **ACADEMICS**

St. Patrick Catholic School serves diverse learners from early childhood through early adolescence. Recognizing that each child learns differently and that the needs of children evolve as they grow and develop, St. Patrick Catholic School provides for four distinctive learning environments designed using a combination of traditional educational best practices and innovative applications of the latest in educational theory and research. These distinctive learning environments are as follows:

- **Early Childhood Primary School: Pre-School & Pre-Kindergarten 3, & 4 year old**
- **Primary: Kindergarten through Second Grade**
- **Intermediate: Third through Fifth Grade**
- **Middle School: Sixth through Eighth Grade**

Recognizing the distinctive nature of each learning environment, school routines and procedures regarding academics and student behavior are differentiated at each level, while all the while remaining rooted in the overall mission, philosophy, and policies of St. Patrick Catholic School.

## **EVALUATION AND ACCOUNTABILITY**

The scholastic year is divided into two semesters. Each semester has two grading periods. Five school days are counted each week for a total of at least 180 class days a year. Classes are regularly scheduled according to State and Diocesan policies. The schedule, however, is flexible to provide for opportunities of team teaching, combining classes, independent study and use of audiovisual materials. Students will be assessed per each 9-week period. Parents may always monitor their child's progress via the school's online school management system, ParentsWeb by RenWeb, at any time during the academic year. Grades will be posted for daily assignments, quizzes, and tests in a timely manner by the classroom teacher. Parents have the opportunity to consult with instructors during scheduled parent-teacher conferences, by appointment through the school office, and through email or phone during the instructional day. Unscheduled "Drop In" appointments are not permitted. Quarterly grading reports are available to parents through ParentsWeb (<http://www.renweb.com>). All families have the right to additional face-to-face conferences with their child(ren)'s teacher.

## **EARLY CHILDHOOD Pre-Kindergarten**

## **PHILOSOPHY**



St. Patrick Catholic School Early Childhood programs provide opportunities to help our youngest learners develop a stronger, balanced foundation for spiritual, academic and social skills. With parents and school as partners, it serves as a transition from home to school where young children can develop the fundamental basic skills necessary for success throughout their academic life. A loving and caring atmosphere will prevail at all times.

### **ACADEMIC REQUIREMENTS**

Children in the St. Pat's Early Childhood Program will develop skills and knowledge in the following areas:

Self-esteem	Health & Safety	Science Literacy	Math
Music	Art	Religion	Social Skills
Fine Motor Skill	Gross Motor Skills		

### **PRIMARY GRADES**

#### **PHILOSOPHY**

The academic program for primary school students at St. Pat's meets State and Diocesan requirements in the areas of religion, language arts (reading, phonics, spelling, handwriting and English), mathematics, science, social studies, health, physical education, music, and art. In addition to being a distinct core academic requirement, religious instruction permeates the entire curriculum. St. Patrick Catholic School provides for the spiritual enrichment of students by stressing the importance of prayer as the means of communicating with and coming closer to God.

### **ACADEMIC REQUIREMENTS**

Elementary school students at St. Patrick Catholic School must demonstrate basic proficiency in all standard areas of the core curriculum in order to be promoted to the next grade level. In this way, students will be adequately prepared to have success navigating the curriculum at St. Patrick Catholic School.

### **GRADES & GRADING SCALE**

Kindergarten: Students in Kindergarten do not receive letter grades. Instead, they are assessed by their teacher in each content and skill standard in the following way:

- M = 90% and above (the student has successfully demonstrated proficiency in the standard)
- S = 80-89% (the student is making adequate progress toward proficiency in the standard)
- NI = 70-79% (the student needs improvement and has either not demonstrated proficiency or is not making adequate progress toward proficiency)
- U = 69% and below





Grades 1 and 2 : Students in first and second grades will receive letter grades. Promotion to the next grade level in the Primary School at St. Patrick Catholic School is based upon a student's ability to demonstrate proficiency in all of the standards for the core curriculum.

Promotion and Retention: For students who do not demonstrate proficiency in all standards for the core curriculum, the school reserves the right to retain the student in the current grade level, or require the student to receive further tutoring and instruction in the standard areas where she/he is not proficient and then demonstrate she/he has achieved proficiency prior to being admitted to the next grade level.

## **INTERMEDIATE SCHOOL Grades 3 through 5**

### **PHILOSOPHY**

The academic program for intermediate school students at St. Pat's meets State and Diocesan requirements in the areas of religion, language arts (reading, spelling, writing and English), mathematics, science, social studies, health, physical education, music, and art. In addition to being a distinct core academic requirement, religious instruction permeates the entire curriculum. St. Patrick Catholic School provides for the spiritual enrichment of students by stressing the importance of prayer as the means of communicating with and coming closer to God.

### **ACADEMIC REQUIREMENTS**

Intermediate school students at St. Patrick Catholic School must demonstrate basic proficiency in all standard areas of the core curriculum in order to be promoted to the next grade level. In this way, students will be adequately prepared to have success navigating the secondary school curriculum at St. Patrick Catholic School.

### **GRADES & GRADING SCALE**

Students in grades 3 through 5 receive letter grades.

Promotion to the next grade level in the Intermediate School at St. Patrick Catholic is based solely upon a student's ability to demonstrate proficiency in all of the standards for the core curriculum. However, students in grades three through five may still receive a grade of F if they do not meet classroom expectations, such as successfully completing daily homework assignments, projects, and portfolios.

**Promotion and Retention:** For students who do not demonstrate proficiency in all standards for the core curriculum, the school reserves the right to retain the student in the current grade level, or require the student to receive further tutoring and instruction in the standard areas where she/he is not proficient and then demonstrate she/he has achieved proficiency



prior to being admitted to the next grade level.

## **HOMEWORK**

Homework is valuable for reinforcing concepts and skills and for mental discipline. Homework is required of all students. There is no such thing as “having no homework.” Students are expected to review daily that which was learned in class.

They are expected to read the lesson again for reinforcement, and they are expected to practice the skills worked on in class. Homework assignments will be coordinated by teachers to avoid homework overload for students. All homework assigned is to be checked and returned to the student.. If an absence is due to illness, work may be picked up from the teacher daily. Work not turned in will result in a zero for all incomplete assignments.

Though some students need more study time than others, the following time schedule for homework is suggested for average students:

- Grades K-2 15-30 minutes
- Grades 3-5 45-60 minutes

Students are responsible for completing all homework assignments by due dates. Parents, please report to the teachers if homework takes longer than the recommended time. Every student is required to have a homework assignment book and parents are asked to check it each evening.

## **SNOW DAY WORK-TECH DAY**

Students or parents of the students, should access their teacher’s web page to find the assignments for the day. The teachers may be available during the course of the snow day to respond to any questions via email. The students are expected to complete the assignments that are posted for the snow day and hand them in when school resumes. In the event that a student does not have reasonable access to the internet during a snow day, students may turn in work the following school day.

## **MIDDLE SCHOOL - Grades 6 through 8**

### **PHILOSOPHY**

St. Patrick Catholic School’s middle school academic program provides early adolescent girls and boys in grades six through eight with an engaging and rigorous academic experience grounded in the Catholic tradition.

Eighth grade graduates of St. Patrick Catholic meet and exceed state and Diocesan requirements for promotion to ninth grade, and may be eligible for advanced placement courses in high school.



## **ACADEMIC REQUIREMENTS**

### **GRADES & GRADING SCALE**

Grading System: Students will be assessed on a continual grading system for each subject from the beginning to the end of the school year.

Honor Roll: An honor roll is posted each quarter for those students attaining grades which entitle them to the following:

- Principal's Honor Roll – All A's
- Honor Roll of Achievement – All A's and B's

### **Teacher Web Sites**

Teacher websites can be accessed through the school's faculty website. Each teacher's website provides an overview of their class and weekly assignments. CyberDay information is also accessed through each teacher's website.

### **Google Classroom**

All middle school students have access to a Google Chromebook during the school day. Google Classroom is an important part of their instruction. Students should regularly access Google Classroom for assignments, daily announcements, and homework. Each teacher will explain the Google Classroom expectations for their class.

## **HOMEWORK IN MIDDLE SCHOOL**

Homework is assigned to help students become self-reliant and self-directed. Assignments are designated to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Every student is required to have a homework assignment book. If parents have a question, they may check the assignment book or teacher websites. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework during Vacations/Planned Absences: The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

Missed assignments are the student's responsibility. Arrangements must be made with each teacher regarding missed assignments. Teacher websites will help students keep up with their work while they are away.

Homework Policy due to Illness: When a student is absent, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 - 3:30 PM or sent home with a sibling/friend.



Students may also receive missed assignments from their teacher when they return to school. Students are allotted the amount of days absent to turn in missed assignments.

### **SNOW DAY / CYBER DAY WORK**

All students are to enter the school website ( [www.stpatswv.org](http://www.stpatswv.org) ) and access their teacher's web page. The students are expected to have their completed assignments upon returning to school. In the event that a student does not have reasonable access to the internet during a snow day, students may turn in the assignment the following day.

### **CAMP MAGIS**

As part of the 7th Grade religion curriculum required by the Diocese of Wheeling/Charleston, the seventh graders attend Camp Magis for three days/two nights. Please note that the camp is both educational and spiritual. It is not a field trip, which typically tends to be a one and done event. After attending camp, students complete a year-long curriculum based on the "teachings and speakings" of Pope Francis.

### **DISMISSAL**

For the safety and comfort of your child(ren), dismissal procedures are a primary concern. Child(ren) not picked up by 3:15 p.m. will be sent to the After School Care program (GAP) and parents will be charged. Rules relating to dismissal are for the general safety of all children.

- 1) Parents are invited to utilize the school's drive-thru system. Those parents who wish to park elsewhere are asked to park and then walk to the gym-students will be called for pick up. Please note that double parking on any street is illegal and unsafe. In addition to this, parents must not park their vehicle in the Rite Aid or CVS parking lots.
- 2) Parents utilizing the drive-thru system must remain in their vehicles at all times unless to assist with seat belts. Parents are asked to avoid using cell phones during this process. Drivers are asked to pull up near the school's crosswalk in order to collect their child/ren.
- 3) Parents are asked to refrain from entering the school building and blocking the office area during dismissal, as this can cause confusion during the dismissal process.
- 4) Pre-School students will be picked up at the Pre-K building.
- 5) Parents are not permitted to park in the alley, as this causes congestion and blocks the drive thru.
- 6) All students K-8 will be dismissed at 3:00 p.m.

### **CODE OF CONDUCT**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.





The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning discipline matters at school.

## **DRESS CODE**

All students are expected to adhere to the guidelines detailed below. Failure to comply will result in parents being called to provide appropriate clothing. Detentions may be given for uniform infractions.

## **St. Patrick School Dress Code Policy**

At St. Patrick School students shall be dressed appropriately at all times. Students are required to follow the dress code every day. Exceptions are special occasions including but not limited to: Dress Down Days, student's birthdays and other specified regular non-uniform days. Please ensure that your child maintains a neat, clean and well-groomed appearance and comes in the complete school uniform.

At St. Patrick School we take pride in our appearance. We believe in a dress code for the following reasons:

- 1) It allows the student to focus on academics rather than on dress.
- 2) It helps to eliminate competition for expensive and/or fad clothing.
- 3) It helps the student when getting ready for school in the morning.

School is the "job" of our students. Therefore, it is important for all individuals in the school community to dress appropriately. This shows respect for each other and for one's self. Pride in one's appearance is important in academic and professional settings. The dress code will be enforced during school hours and may be enforced for any school sponsored or school related event. *Interpretation of the dress code will be at the sole discretion of the principal or designee.*

### **Dress Code Requirements**

St. Patrick School has an official dress code consisting of choices. Dress code choices consist of pants, skorts, skirts, shorts, or jumper for the girls and a white or navy blue polo shirt for both girls and boys. In cool weather, an official school sweatshirt or a white or navy blue cardigan sweater may be worn. A solid white undershirt with no words or pictures may be worn under the school shirt. Athletic shoes are required for PE class. Weather-proof boots may be worn in inclement weather, but shoes must be brought to wear in class. All shoes must be closed toe.



## ST. PATRICK SCHOOL DRESS CODE POLICY

Dress Code Item	Boys	Girls	
Navy Blue//Khaki Pants	X	X	K- 8th grades (1st-8th must wear belt)
Navy Blue/Khaki Shorts (Mid-Thigh)	X	X	K- 8th grades(1st-8th must wear belt)
Navy Blue/Khaki Skirts/Skorts (Mid-Thigh)		X	K-8th grades
Green Plaid or Navy Blue or Khaki Jumper (Mid-Thigh) Navy Blue Polo Dress (long or short sleeve)		X	K-8th grades
Green Plaid Skirt		X	K-8th grades ( <i>Fitted to fall at top of knee</i> )
Blouse – white (long or short sleeve)		X	K-8th grades must be worn with jumper
Polo Shirt –white or navy blue (long or short sleeve) (No logo other than St. Patrick School logo)	X	X	K-8th grades
White, Black or Navy Blue Solid Colored Tights, Leggings, or Socks	X	X	K-8th

- 1st - 8th grades must wear solid color belt.
- Only St. Patrick School logo may be worn on clothing
- 6th-8th grade students may wear green polo shirts
- Scarves are not permitted in the St. Patrick School dress code.

### Non-Dress Code Days

If students are given the opportunity to dress in something other than dress code clothing, the following rules apply: tank, sleeveless, halter tops, or t-shirts with inappropriate language/pictures/logos, are not allowed. No high heels are permitted. On theme days students will be instructed as to what to wear. Shorts may be worn but should be mid-thigh length.

It is important for all students to present an appropriate appearance at all times. The dress standard applies to all students while on campus as well as designated off-campus school related activities. The dress code policy will be enforced during school hours. Parent cooperation regarding the dress code policy is appreciated. Please help our teachers to do their job in teaching your child, not ensuring your child is dressed to code.

### ENRICHMENT PROGRAM

Lewis County Schools offers an Enrichment Program for eligible St. Patrick School students in grades 3 through 8. Students eligible for this program meet once a month and take part in



many exciting team building and problem solving activities. Students will not have to make up in-class activities during time spent in the Enrichment Program, but tests will have to be made up. Parents may withdraw their child/ren from this program at any time.

Enrichment Program Criteria:

- 1) Teacher recommendation for testing
- 2) KBIT IQ score of 122 or above
- 3) Standardized Test Results (Students with a KBIT IQ score of 130 or above may be eligible to participate in the Lewis County Gifted program)

At the end of each grading period, the classroom teacher will evaluate the student's progress to ensure that remaining in this program will not jeopardize his/her academic standing in the classroom. Students must maintain their GPA and fulfill their grade level AR points for each grading period to remain within the Enrichment Program. Inappropriate behavior or abuse during or outside the program may result in the student being removed from participating in the Enrichment Program.

### **EXTRA-CURRICULAR ACTIVITIES**

Various athletic opportunities are offered to students at St. Patrick Catholic School. Boys and Girls in grades 6-8, who meet the eligibility requirements set forth by the West Virginia Secondary Athletic Commission and St. Patrick Catholic School, are eligible for volleyball, basketball, track, cheerleading, and cross-country. All students participating in Athletics must show proof of insurance. All students participating in athletics must maintain a minimum GPA of 2.0 per semester.

### **FIELD TRIPS**

As an extension of classroom learning, field trips will be made available to the students. These experiences may be visits to places of cultural, educational, spiritual, or cocurricular significance to further enrich the lessons of the classroom. Only trips of this nature are permitted. When possible, transportation to and from the school for a field trip will be provided by county school bus(es). The Lewis County school system has proper insurance coverage and licensed drivers. Minimal charges may apply per student for cost of bus transportation, if needed. Parents must sign the diocesan, office generated, permission slips and return them to the teacher in advance of the trip. In case of missing or lost slips, these may be downloaded from the web site and turned in. Parents cannot provide verbal permission for their child to go on any field trip. Children who do not participate in the field trip activity must remain at school. Adult supervision for study time will be provided. Field trips are reevaluated each year to determine the trip's compatibility with curricular goals.

- All grades do not always have the same number of field trips.
- Individual teachers, in consultation with administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to poor academics and/or poor conduct.
- A field trip is a privilege not a right.
- All monies collected for the field trip are nonrefundable.



- Parents who chaperone a field trip may not bring other siblings on the field trip.
- Parents who are asked to chaperone a field trip are not permitted to ride county buses per county policy.
- If parents are needed to chaperone a field trip, they will be asked by the teachers.
- Snacks provided by parents for Field Trips MUST be peanut free, due to other children's allergies.

## **GRADING SCALE**

St. Patrick School uses the following grading scale.

### Grading Key

- A 93-100
- B 85-92
- C 77-84
- D 69-76
- F 68 and below

## **HEALTH ISSUES/ACCIDENTS/INJURIES**

While we attempt to enforce rules to protect the children at all times, accidents do occur. Minor cuts or abrasions will be dealt with in the classroom or office. More serious accidents will be handled in the following manner:

- 1) The custodial parent will be notified.
- 2) If neither parent can be reached, then the relative listed on the emergency card will be called.
- 3) If necessary, the principal will contact the family physician listed on the medical authorization form to determine what must be done to best aid the child.
- 4) For more serious accidents, the school reserves the right to make the decision to call an ambulance. Children with severe colds, coughs, high temperature, vomiting, or other signs of illness CANNOT be sent to school for 24 hours after the last incident. If a child has a temperature, please keep them home 24 hours after the fever breaks or last incident. If a child becomes ill, parents will be notified to come to the school to pick up their child immediately.

## **ILLNESS & CONTAGIOUS DISEASE**

Your child should be kept home if any of the following symptoms are present: rash, fever, vomiting, lice, sore throat, conjunctivitis (pink eye), diarrhea, severe runny nose or bad cough. If any of these symptoms appear at school, parents may be called to come for the child. Please call the school if your child is going to be absent. The secretary will notify the teacher. Please tell the secretary if your child has a communicable disease such as chickenpox or influenza.





## **LIBRARY**

Each year the school hosts a Scholastic Book Fair, which provide new and updated books for our school library. To keep these books in good condition for use by all of our students, we ask that each borrower comply with the following:

- 1) The library is a QUIET place for reading and study.
- 2) No student has permission to be in the library without a teacher/volunteer present.
- 3) Students are permitted to check out books for a period of two weeks; books may be renewed for another period of two weeks. All borrowed materials should be returned promptly.
- 4) Books should be protected during inclement weather.
- 5) Books should not be marked in ANY way. \*The student is responsible for the replacement of lost or damaged books.

## **HOMEWORK POLICY**

Parents should ensure students complete all homework assignments each day.

## **LOCKERS**

All students K-8 are assigned a locker in which to store personal belongings and textbooks etc. The school reserves the right to inspect lockers and their content at any time. Parental permission is not required for searches.

## **LOST AND FOUND**

Any articles that are found are placed in the lost and found container adjacent to the cafeteria. Identification labels on student's personal property are suggested. Items not retrieved at the end of each month will be disposed of.

## **LUNCH**

St. Patrick Catholic School is partnered with Lewis County Schools to provide a healthy option for our daily school lunches. The cost of lunches is determined each year and parents are notified in advance. The lunch fee is separate from the milk option. Parents must pay monthly. Students choosing not to purchase lunch may purchase milk only.

- 1) If a child does not have a lunch, every effort will be made to contact the parent. If we are unable to reach a parent, the student may be offered a school lunch providing there is a lunch available. The parent will be billed for the school lunch charge.
- 2) Please remember to mark your child's lunch box with his/her name.
- 3) If forgotten, please drop your child/ren's lunch off in the office, please make certain that you label it.
- 4) Students are not permitted to use microwaves or fridge. Children should utilize thermoses for hot/cold food items.
- 5) Students with allergies must have on file within the school office a physician's letter indicating the allergy.



## **MEDICATION**

A student requiring medication, of any kind, must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement. The authorization includes the following:

- 1) Written permission from the parent or guardian.
- 2) Name of medication, dosage, times or intervals at which it is to be taken, duration, and possible side effects. Written physician's approval on file to take any forms of medication, including over the counter medicines.
- 3) A statement releasing school personnel from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.
- 4) Medication must be in original containers and have an affixed label including student's name.
- 5) Medication must be for the correct age group of the designated child.
- 6) Accurate records of the medication given must be kept in the office's medical file.
- 7) All medications will be kept and dispensed in the office – with the exception of students who use inhalers (in compliance with the law). The possession or use of nonprescription, over the counter medication during school hours is prohibited. For the safety of all students, parents who send nonprescription medication to school with their children must follow the same procedure as that outlined for students possessing prescribed medication. Please be aware that no school employee can otherwise dispense medication at any time for any reason.

## **PTO (PARENT TEACHER ORGANIZATION)**

As Jesus Christ remains at the center of our actions and the pulse of our school, the PTO (Parent Teacher Organization) is at the heart of our success. Our PTO provides support and assistance at such school related events as field trips, parties, picnics and special presentations. This parent sponsored organization provides the occasion for parents and teachers to build a stronger relationship. Our annual fundraisers include our Fireman's Festival parking, Elimination Dinners, Calendar Cash, 5K Run/Walk. Each family is asked to donate hours of volunteer time with PTO projects in exchange for activity fees. It is critical all parents volunteer to aid in the success of school fundraising. There will be approximately six PTO meetings scheduled throughout the school year, which will take place in the cafeteria at 6:30 p.m.

## **PARTIES**

Classroom parties should be kept to a minimum so as not to lose valuable instruction time. Parents may send in birthday cupcakes, or similar treats if requested or agreed to by the teacher. Please do not send treats that may contain nuts or peanut butter for the safety of all our students or any homemade treats. Invitations to parties at students' homes may be sent home through the school only if all students in the class receive one. If only selected students receive them, they should be mailed directly.



## **RELIGIOUS EDUCATION PROGRAM**

St. Patrick Catholic School provides a setting in which our students can experience and learn the principles of our Catholic Faith. We are all called to hear the message (which includes doctrine and scripture), respond spiritually (through prayer and liturgy), and carry on Christ's mission to reach out and serve others.

The Diocesan policy for religious education per week is:

K: 100 minutes 1st-3rd: 125 minutes 4th-6th: 175 minutes 7th-8th: 225 minutes

We respond spiritually through daily prayer in the classroom, visits to church, confession and prayer services, and weekly liturgies as cantors and lectors.

## **REPORT CARDS**

St. Patrick Catholic School has four nine (9) week grading periods. This means parents will receive a total of four online report cards during the school year. All tuition and fees must be in good standing for access to report cards to be granted. Parent teacher conferences will be in October and February. All parents are expected to visit their child's teacher(s) at that time. Parents will receive an appointed time so that a private conference may be held. If a parent is unable to come to this appointment, arrangements should be made with the teacher to reschedule. Parent/teacher meetings are welcome and may be held at any time during the school year at the request of parents or teachers. Arrangements may be made via email, notes or by calling the school office. Please note: Drop-in visits are not permitted, before or after school, as teachers are often obligated to do tutoring, attend classes, or fulfill other duties or appointments.

## **RETENTION**

Grades K-8: The issue of retention may be discussed during Parent/Teacher Conferences throughout the school year. Every effort shall be made by St. Patrick Catholic School to formulate a decision which will be agreed upon by both school and the parents.

## **SAFETY PROCEDURES**

Teachers will instruct students at the beginning of the school year on the following safety procedures. Teachers will practice "walking through" the procedures prior to all-school drills.

## **FIRE DRILLS**

The fire laws of West Virginia require a minimum of ten fire drills each school year. During the first two weeks of classes, there will be at two fire drills. Prior to the first fire drill, teachers will inform the students of the proper procedures for a safe exit from school. In all fire drills or emergency exit drills, everyone is to remain quiet during the drill, leaving the building, standing in the safe area, and returning to the classroom when directed to do so by either the School Secretary or Principal. When the alarm sounds, students rise, walk in a single line, and exit the building in silence. Students must leave all personal belongings and school materials behind in the classroom or in the locker. Children are to walk quickly, not run, with



hands at their sides. Teachers take their class lists to call roll when the class has left the building. The Principal, Executive Assistant to the Principal, or another designee shall check with each teacher during the drill to determine if all students are present and/or accounted for. All school volunteers and staff members must exit the building during the fire drill. Students not with a class at the time of the drill are to leave the building by the nearest exit and join their class outside the building. Students on the playground at the time of the drill should meet in a safe area designated by the classroom teacher at the opening of the school year. When the class is in the specified area outside the building, the teacher responsible for the class at the time will call roll and report to the designated administrator if any student is missing. At the close of the drill, the Principal will notify the groups that it is safe to enter the building. Everyone will remain quiet in entering the building; students will return to their desks and resume class. The person responsible for the drill must post the date, time, evacuation time, number of students, and sign the form for the state fire marshal's office. The form must be posted where it is visible to anyone during the school year.

### **SHELTER IN PLACE DRILLS**

Shelter in place drills are announced by a person coming over the school public address system and saying "shelter in place." Teachers are to see that shades are pulled and the door is locked. Students are to move to a location away from the door and windows and sit on the floor quietly. At no time should a teacher or student open the door; the school administrator, staff, and/or emergency personnel will unlock and open the doors at the end of the drill.

### **TORNADO DRILLS**

Tornado drills are announced by a person coming over the public address system and saying "tornado drill." Students will sit facing the wall in the downstairs hallways. Teachers should take care to ensure that students are kept – as much as is possible – out of the pathways of doors and windows. Students in the gym should take refuge on the stage. Students in the cafeteria will make their way into the hallway. Students should sit facing a wall.

### **SACRAMENTAL PREPARATION**

Preparation for Reconciliation (confession) and First Holy Communion is taught in the 2nd grade at the church level. Preparation for Confirmation for students in grades 7-8 may be taught throughout the school year per instruction from the Pastor. This event and the preparation will be coordinated with the Pastor in alignment with the Bishop's schedule. One of the most opportune times for parents to become involved in Religious Education is during their child's preparation of the Holy Sacraments. To help parents with this involvement, the priest may have special meetings with parents before the children encounter Jesus in these sacraments for the first time.

### **SCHOOL DAY Daily Schedule**

**BEFORE SCHOOL** The cafeteria will be open each morning at 7:30 a. m. for students. St. Patrick Catholic School faculty and staff will supervise early morning care. Prior to 7:55 a.m.,





students are not permitted to be in classrooms or on the playground. Children are to bring something to read while in the cafeteria. Students must not be left unattended prior to 7:30 a.m. for safety reasons.

7:30 a.m.	Early Morning Care
7.55 a.m.	Opening prayer, Pledge of Allegiance, announcements, etc. Children/teachers go to classrooms Class instruction begins promptly at this time. Students entering after 8:05 are marked tardy.
11:10 a.m.	Pre-K-2 Lunch
11:50 p.m.	3-8 Lunch
2:45 p.m.	Pre-K and Pre-School dismissal
3:00 p.m.	K-8 dismissal

### **SCHOOL SUPPLIES**

Students are responsible for bringing the necessary school supplies. School supplies lists are available on the school website. In addition, each child receives a list of materials required by the teacher at the beginning of the school year. These supplies should be purchased and replaced periodically to avoid excessive borrowing, and to teach the students responsibility for having what they need. Students will receive subject based textbooks at the beginning of each school year. Each student is responsible for the upkeep and condition of these textbooks. Failure to return these books at the end of the school year will result in a replacement cost for each book.

### **POLICY RELATING TO SEXUAL ABUSE OF CHILDREN**

The safety of each child entrusted to the care of St. Patrick Catholic School is of primary importance each and every day children are with us. This is especially true in regards to child sexual abuse. The primary responsibility for safeguarding children each day falls upon the administration of St. Patrick Catholic School. However, only the concerted efforts of all the adults in the St. Patrick Catholic community can guarantee that children will not become victims of sexual abuse while in our school building or at school activities. St. Patrick Catholic School and the Diocese of Wheeling-Charleston require ALL school employees and any school volunteers to complete three steps prior to being allowed to work in our school and with our children. St. Patrick School further strongly recommends all parents complete this process during their child(ren)'s first year at our school:

- Background Checks: Before a person is offered a paid or volunteer position, they must give permission to have a background verification that is focused on anything that would put children at risk. Only after being cleared can they be offered said position. The background checks are processed at the local level, i.e. Parish, Catholic School, etc.
- o Complete the Background Screening Release Form and submit to the school office.
- Policy Handbook: Each employee and volunteer is to be given a copy of Diocesan handbook "Policy Relating to Sexual Abuse of Children". The policy is available online via [www.dwc.org](http://www.dwc.org) and is dated Fall 2006 on the back. (Available in English and Spanish)
- o Complete the Questionnaire for Receipt of Policy Relating to Sexual



Abuse of Children and submit to the school office. • In-Service Workshop (VIRTUS): Employees and volunteers must complete the Protecting God's Children for Adults/VIRTUS training. All should be registered online with VIRTUS, and keep up-to-date with the training bulletins. o Register online at [www.VIRTUSonline.com](http://www.VIRTUSonline.com) and complete the initial training online or select an in-person workshop to attend. o Print the Certificate of Completion and submit to the school office. All three steps can be completed at an on-site VIRTUS Workshop. Workshops are given throughout the year in all parts of the Diocese of Wheeling-Charleston. The Diocesan newspaper – The Catholic Spirit – lists workshop dates, times, and locations. You may also choose to complete the VIRTUS workshop training online at [www.VIRTUSonline.org](http://www.VIRTUSonline.org) and receive the other two forms from the main school office. Please contact Mrs. Frazier or Mrs. Gildein if you have any questions in regards to the Safe Environment Program at St. Patrick Catholic School.

### **SNOW DAYS/ Inclement Weather School Closing**

In periods of inclement weather, watch Channel 5 or Channel 12 for school closing information. Parents will also be notified via Ren Web alerts and Facebook of closings or delays. Early dismissal, due to inclement weather, will be at the discretion of the principal. Students may arrive only 30 minutes before the delayed opening time in the cafeteria for morning care. If school is closed all activities are also cancelled, i.e. PTO meetings, conferences, club activities and GAP, etc.

Parents have the right to make an informed decision as to whether they deem the roads safe to travel, however if the student does not attend school, an absence will be noted. It is the parent's responsibility to ensure school is in session and faculty members are present before dropping children off. We will NOT always follow the same schedule as Lewis County Schools for inclement weather procedures. We will utilize Ren Web parent alert and the St. Patrick School official facebook page to notify parents of delays or cancellations.

If school is cancelled, it will be considered a Tech day, with students working on assignments from home. All students are to enter the school website ([www.stpatswv.org](http://www.stpatswv.org)) and access their teacher's web page. They will find their assignments posted there by 10:00 AM. The students are expected to have their completed assignments upon returning to school. In the event that a student does not have reasonable access to the internet during a snow day, the assignment may be turned in the following day.

### **SPECIAL NEEDS**

St. Patrick Catholic School's Special Needs Program is designed to provide modifications and intervention to students who have been identified with a specific learning disability. In consultation with the principal and teachers, modification, intervention and resources will be discussed. Student Support Plans are reserved strictly for students identified with a learning disability by a physician. It is at the principal's discretion to determine levels of modification and intervention.



## **STANDARDIZED TESTING**

St. Patrick Catholic School is mandated to participate in the CTB Terra Nova III Standardized Test for grades K-8. This test is administered in the spring. Plenty of rest and a complete breakfast are specifically recommended during this time, as the results of these state tests will become a part of the student's permanent academic record. Students are mandated to be present during the standardized testing window. Parents should not plan any trips during the testing week. Check yearly school calendar for the testing times. \*Standardized testing usually occurs the first week of to mid-April. Please DO NOT schedule any trips or vacations during this time. Also, do not schedule any doctor's appointments during the morning which will cause your child to miss any portion of testing.

## **TELEPHONE**

The telephones in the school office are for school use only. Students are not allowed to use the phone unless it is deemed necessary at the discretion of the principal. Please make sure your child has homework, books, and lunch etc., before leaving home. Students are not permitted to receive or conduct personal telephone calls via the office or cell phone. Cell phones must remain in backpacks/lockers on silent mode, during the school day. Cell phones MUST NOT be taken to classrooms. Students are prohibited from having their electronic devices such as cell phones during Early Morning Care or dismissal. Parents should call the office if they need to give a message to their child.

## **VISITORS**

All parents and other visitors must report to the office upon entering the school. This is a safety precaution designed to protect the students. If a parent wishes to deliver anything to a student, such items should be labeled with the child's name and left in the office. It will be delivered to the student at an appropriate time so as to prevent disruptions of class. If a parent or relative wishes to visit a classroom for any reason, they must first stop by the office for an appointment.

## **VOLUNTEERS**

Parent and grandparent volunteers are a vital part of any Catholic School and enable us to offer many advantages to our students that we would otherwise be unable to. You are urged to give of your time and talents as a volunteer to the school. **All volunteers MUST become VIRTUS trained and abide by all VIRTUS rules and regulations. Certification and background checks must be submitted to the principal.**

## **WITHDRAWAL FROM SCHOOL**

Notice of intent to withdraw your child from school should be made in writing by the parent to the teacher and principal in ample time before the withdrawal date. Records will be mailed directly to the school upon receiving a request and release form for records. Records cannot be sent through the student or parents. All outstanding balances and fees must be settled before records can be forwarded. St. Patrick School's withdrawal policy is listed below:



- Registered students who withdraw before the first day of school are responsible for all fees. Deposits are not refunded.
- Registered students who withdraw between the 1st day of school and December 20th are responsible for half ( $\frac{1}{2}$ ) fees and for half ( $\frac{1}{2}$ ) the tuition.

