

St. Patrick Catholic School
224 Center Ave.
Weston, WV 26452

2021-2022
Student/Parent Handbook



ST. PATRICK'S SCHOOL ADMINISTRATION & FACULTY

Rev. Father Douglas Ondeck	Parish Priest
Mrs. Regina Frazier	Principal
Mrs. Sandy Mick	School Office and Business Manager
Mr. Greg Hitt	Church Secretary
	Director of Buildings and Grounds
Mrs. Destiny Williams	Early Childhood Center Teacher
Ms. Tonya Shriver	Early Childhood Center Aide
Mrs. Lindsey Clevenger	Kindergarten Teacher
Mrs. Elizabeth Griffith	Kindergarten Aide/Religion Teacher
Mrs. Susan Moody	1 st Grade Teacher
Mrs. Angela Fitzsimmons	1 st and 2 nd Grade Aid/Religion Teacher
Mrs. Brittany Smith	2 nd Grade Teacher
Mrs. Darla Oldaker	3 rd and 4 th Grade Teacher
Mrs. Mikayla Walsh	5 th and 6 th Grade Teacher
Ms. Sydney Bush	Secondary Teacher (7 th -8 th)
Mrs. Megan White	Religion Grades 3-8 th
Mrs. Ashley Stamper	Art
Mrs. Melissa Allison	Title 1 Instructional Support
Mrs. Debbie Myers	Title 1 Instructional Support
Mrs. Barbara Mason	Title 1 Instructional Support
Mrs. Melissa Jordan	
Mrs. Keely Cunningham	Co-Development Directors

ST. PATRICK’S 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.

RIGHT TO AMEND

St. Patrick’s 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

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’s Catholic School is a member 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).

COVID-19 POLICY ADJUSTMENT

The policies and procedures here are for normal operation. All policies and procedures are superseded by the COVID-19 Safety Plan.

ABSENCE POLICY

Rationale: Attendance is vital for a student to learn. Without consistent exposure to content and practice of skills, students can easily fall behind. To this end, St. Patrick’s School employs an attendance policy which stresses the importance of presence at school and conforms to West Virginia State Truancy Laws.

General Guidelines: Students may not have more than ten (10) unexcused absences per year.

Excessive unexcused absences may result in grade-level retention, loss of school privileges, and reporting to state and county agencies.

Students who are not at school by 8:05 AM are considered to be Tardy. Students arriving after 8:05 are required to report to the main office before going to class. Students arriving before 11:00 AM are considered to be absent a half-day. Students who leave school by 11:00 AM are considered absent a half-day.

Excused Absence: The following may be considered as an excused absence:

1. Verified personal illness or injury
2. Verified medical or dental appointment
3. Chronic medical conditions
4. Disability
5. Disaster situations (e.g. fire or flood)
6. Bereavement
7. School-approved extra-curricular activities (e.g. field trips)
8. Court obligations (student, not parent)

Verification must be provided in the form of a note from a medical or otherwise authorized professional. The note should include the time and date of the appointment.

The Principal has final discretion in determining excused versus unexcused absences.

Work Consequences: A student with an excused absence has one (1) school day to complete work for full-credit per day of absence. A teacher may use discretion to extend this policy.

Longer projects (3-5 days) which have a final due date are still due, and students are not privileged to an extension, regardless of absence. It is the teacher's discretion to impose a grade penalty in these circumstances.

A student with an unexcused absence does not have a right to complete work for credit; however, the teacher has the discretion to accept late work for credit for an unexcused absence. Alternatively, a teacher may still require the work to be completed, but is not required to issue credit towards a grade for the missed work.

For five (5) absences a year, a parent may write an excuse note for their child for unexpected illness. This note gives a child the right to complete work for credit. The note may only cover a period of 24 hours (e.g. if a student is absent for two (2) days, two notes would be required-one for each day). Notes are due when the child returns to school.

Escalated Consequences: If a student is habitually absent, the following consequences may be issued:

1. After three (3) unexcused absences, a letter will be sent home to the guardian(s) of the student.

2. After five (5) unexcused absences, the guardian(s) of the student must have a face-to-face conference with the principal.
3. After ten (10) unexcused absences, the local magistrate will be notified in compliance with West Virginia code.
4. After ten (10) unexcused absences, the guardian(s) of the student must have a face-to-face conference with the principal and teacher to discuss potential retention of the student.
5. After fifteen (15) unexcused absences, the student may be dismissed from school without the benefit of a pro-rated or refunded tuition.

Planned Absence: If a student plans on being absent, work can be requested from the classroom teacher. This work should be requested at least five (5) school days in advance. It is the teacher's discretion to provide work. Credit for work still depends on the absence being excused or unexcused.

Bereavement: Work should not be requested in the case of bereavement. Students are expected to follow family religious and cultural observances during this time. As bereavement is an excused absence, students will be allowed to make-up work.

TARDY POLICY

Rationale: Time is the only thing which we cannot somehow replace or have returned. Understanding the importance of time and how it affects others and one's own life is an important skill to teach children. The rules about punctuality and time management are designed to set firm boundaries and mirror real-life consequences.

General

Guidelines: Students are expected to be in the cafeteria by 7:55 AM. The doors for the cafeteria will open for student drop-off at 7:00 AM. At 7:55 AM, the doors to the cafeteria will be closed and locked. Students arriving after 7:55 AM and before 8:05 will be marked tardy and allowed into the cafeteria. Students arriving after 8:05 will be required to report to the main office before going to class. In order for a tardy to be excused, a student must present a doctor's note indicating an appointment at the time of arrival. Other tardies will be considered unexcused. Consequences for unexcused tardies will be reset each semester. If a severe weather event occurs or other mitigating circumstance which affects multiple families, the principal may make adjustments to consequences.

Consequences: A student who has an unexcused tardy can expect the following consequences:

1 st through 3 rd Tardy:	Warning
4 th Tardy:	5 minute loss of Active Recess
5 th Tardy:	10 minute loss of Active Recess
6 th Tardy and Beyond:	Complete loss of Active Recess

DISMISSAL

Children not picked up by 3:00 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 use the school's drive-through system. Those parents who wish to park elsewhere are asked to park and then walk to the cafeteria-students will be called for pick up. Please note that double parking on any street is illegal and unsafe. In addition to this, parents may not park their vehicle in the Family Dollar Store or CVS parking lots. Line-up should not happen before 2:30 PM. **If you arrive before then, please park in the church lot until it is time to line-up.**
2. Parents utilizing the drive-through system must remain in their vehicles at all times unless assisting 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 children.
3. Parents are asked to refrain from entering the school building and/or loitering during dismissal, as this can cause confusion.
4. Parents are not permitted to park in the alley, as this causes congestion and blocks the drive-through.
5. All students Kindergarten-8th grade will be released to parents from the cafeteria by 2:50 PM.
6. All early childhood students will be released to parents from the early childhood building.

ACCEPTANCE/ENROLLMENT/RE-ENROLLMENT/ORIANTIATION

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's Catholic School Consultative Board provides this local tuition assistance program.

Admission Selection Procedures

Admissions are made on a rolling basis. Applicants must complete all necessary registration forms and submit a non-refundable deposit 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. Patrick's;
2. Children of full-time employees of St. Patrick's;
3. Catholic students of families not currently enrolled at St. Patrick's;
4. Non-Catholic students of families not currently enrolled at St. Patrick's.

All decisions regarding admissions shall be subject to the discretion of the principal.

All students admitted share equally the rights, privileges, academic, 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's Catholic collaborates with parents and guardians to provide both spiritual and academic educational development for children. Parents 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's 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's 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. 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's 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's Catholic School.

Students enrolled at St. Patrick's School must:

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.
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.

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 July 1 of the year of enrollment. Students who have successfully completed Kindergarten in another system, but who have not turned six (6) by July 1, may still be enrolled in first grade.

A child entering Kindergarten must be five (5) years old by July 1 of the year he/she starts school.

A child entering Pre-Kindergarten must be three (3), or four (4) years old (depending on admission into PK3-PK4) by July 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 have had a screening test to determine if they might have a vision or hearing impairment. These immunizations and tests should be done prior to enrollment.

Parents of new students' initially entering school must present for examination and recording of data the following documents:

1. An official copy of the child's certificate of live birth
2. Proof of recent medical examination
3. A permanent or temporary certificate of immunization
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 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).

Financial Agreements and Active Parishioner Rate

Financial Agreements must be signed before the first day of a school year. Families who have not completed and signed a financial agreement may not send their child to school until the agreement is completed.

An Active Parishioner Rate is authorized by the St. Patrick's Parish Priest and will not be applied without a signed approval. An Active Parishioner is defined as having regular Mass attendance and participation. The application of the discount is applied at the end of the current school year. New families enrolling into St. Patrick's School receive a Standard Rate of tuition and can apply for an Active Parishioner Rate the following year. All decisions regarding Active Parishioner Rate and how it is applied is at the discretion of the Parish Priest.

Re-Enrollment

Families will receive an Intent to Return Form by March of each school year. These forms must be returned with a \$100 deposit for the following academic year by the end of March. Families which do not return the form and deposit in a timely manner, may not have a spot reserved for their child and may be subject to enrolling as a new family. Additionally, no student may re-enroll for the following academic year if there is an outstanding tuition balance or other monies owed to the school.

Paperwork

Before school opens for an academic year, parents are asked to complete paperwork for your child/ren for the year. The process is done through several stations and minimizes the time needed to finalize paperwork for the school year. We ask for parents to complete paperwork before the start of the school year.

AFTER SCHOOL CARE (GAP-Guardian Angel Program)

St. Patrick's School offers an after school care program (GAP) to Pre-K-8th grade students. The program runs from 3:00 p.m. to 5:30 p.m. and will be housed in the gym, playground or cafeteria. Snacks will be provided and members of St. Patrick's School staff will supervise the students. Parents must complete the GAP registration form. Students must be picked up no later than 5:30 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) **\$100 per month. The fee is the same regardless of hours used or number of children present. OR**
- 2) **Daily charge - \$ 5.00 for 1 child for 1 hour or \$ 8.00 for 1 child for 2 hours
\$10.00 for 2 or more children for 1 hour or \$ 15.00 for 2 hours**

ACADEMICS

St. Patrick's 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's Catholic School provides three educational programs.

Early Childhood: Pre-School & Pre-Kindergarten

Primary: Kindergarten through Sixth Grade

Secondary: Seventh and Eighth Grade

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. 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. Two grades per core academic subject (i.e. English, mathematics, science, and social studies) will be posted per week (some subjects may "average" this rate of posting). 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. 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's teacher.

GRADES & GRADING SCALE

Pre-Kindergarten and Kindergarten: Students in Pre-Kindergarten and Kindergarten are assessed by their teacher in each content and skill standard in the following way:

E = Excellent (the student demonstrates proficiency)

S+ = Satisfactory plus (the student is making above average progress)

S = Satisfactory (the student is making progress)

S- = Satisfactory minus (the student is making below average progress)

N = Needs improvement (the student is not making progress)

Other Grade

Levels:	A	93-100
	B	86-92
	C	76-85
	D	70-75
	F	69 and lower

Promotion and Retention: For students who do not demonstrate mastery, 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 areas where she/he is not proficient and then demonstrate 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. Homework is expected to be assigned Monday through Thursday.

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

Grades K-2 5-15 minutes

Grades 3-5 15-30 minutes

Grades 6-8 20-40 minutes

Students are responsible for completing all homework assignments by due dates. Every student is required to have a homework assignment book and parents are asked to check it each evening

FLEX LEARNING 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.

Teacher Web Pages

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

Google Classroom

Students in grades 1 – 8 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.

AQUINAS AWARD

The Bishop of the Diocese of Wheeling-Charleston annually hosts the Bishop’s Cross Dinner where individuals who have made significant contributions to Catholic education in the state of West Virginia are honored. Each school in the diocese selects one student to be awarded the Aquinas Medal. This student “best embodies the qualities of Catholic School education: excellence in learning, faithful discipleship, leadership, and service to school, parish, and community.” St. Patrick’s School selects an 8th Grade (or highest grade) student to receive this award. That student is then required to give a short address at 8th Grade Graduation.

BEHAVIOR MANAGEMENT AND DISCIPLINE

Each teacher manages discipline in the classroom. In an effort to have a more universal approach to discipline outside the classroom, teachers will follow a “least to most” principle. The following includes what discipline may occur for serious infractions:

1. Loss of lunch with friends
2. Loss of active recess
3. In-School suspension
4. Out of School suspension
5. Expulsion

This list is not comprehensive.

Some violations require immediate escalation to the principal’s office. Examples of these violations include:

1. Possessing/brandishing/using a weapon of any kind
2. Drugs/alcohol/chemical substances
3. Extremely distracting behavior
4. Bullying
5. Extreme disrespect towards adults or others
6. Vandalism of building or school property
7. Disrespectful behavior during a spiritual event (e.g. mass, prayers)

Anti-Bullying Policy

The Diocese of WheelingCharleston has instructed each school to implement an “antibullying” policy to protect all students. It is each child’s right to be accepted, as well as to learn in a comfortable, Christian atmosphere. The following behaviors are considered to be violations of students’ rights and will be dealt with accordingly and at the final discretion of the principal:

1. Excluding or “ganging up” on others
2. Repeated physical aggression, such as kicking, shoving, pinching, etc.
3. Verbal/written threats
4. Sexual harassment
5. Discrimination
6. Teasing/mocking/spreading rumors about others
7. Cyber bullying
8. Inappropriate use of social websites

UNIFORM POLICY

Rationale: The use of a school uniform as a part of Catholic identity in schooling dates back to the middle ages. Research has shown uniforms create a greater sense of community, reinforce behavior management, and alleviate issues related to poverty.

General Guidelines: Students are expected to be dressed and appropriately groomed for the school day. Uniforms are expected to be worn on a daily basis, unless permission is given by administration (e.g. School Spirit Days). Accessories, socks, shoes, jewelry, hairstyles, etc. are allowed, but must not be disruptive or outside the scope of Christian decorum. While dress shoes are only required for the formal uniform, footwear should be neat and clean. All skirts and shorts may not be more than two-inches above the knee. During the months of August, September, April, May, and June boys may wear a short-sleeved shirt for formal days. **(NO HOODIES IN CLASSROOMS)**

BOYS
FORMAL UNIFORM
Navy-Blue Pants- Nov 1 – March 31 Navy Blue Shorts-Aug – Oct 31 & Apr 1-June White Button-Down Shirt (long or short sleeve) Tie (Hunter/Classic Navy Plaid – Lands’ End) Black or Navy-Blue Socks Black or Brown Dress Shoes (loafer or shoe)
GENERAL UNIFORM
Nave-Blue Pants or Shorts Hunter green polo shirt Tennis Shoe

GIRLS (K-4)
FORMAL UNIFORM
Plaid Jumper (Hunter/Classic Navy Plaid – Lands’ End) White Button-Down Shirt (long or short sleeve) Navy-Blue Cross Tie Black or Brown Shoes Socks or Tights (white, black or navy blue)
GENERAL UNIFORM
Nave Blue Pants, Shorts, Skirt, navy blue jumper Hunter green polo shirt Tennis Shoe

GIRLS (5-8)
FORMAL UNIFORM
Plaid Skirt (Hunter/Classic Navy Plaid – Lands’ End) White Button-Down Shirt (long or short sleeve) Navy Blue Cross Tie Black or Brown Shoes Socks or Tights (white, black or navy blue)
GENERAL UNIFORM
Nave Blue Pants, Shorts or Skirt Hunter green polo shirt Tennis Shoe

OPTIONAL ACCESSORIES (BOYS and GIRLS)
Navy Blue or Hunter Green Cardigan Sweater Navy Blue or Hunter Green Sweater Vest St. Patrick Quarter Zip Pullover St. Patrick Green Fleece Jacket

St. Patrick School T-Shirt may only be worn on Tuesday’s unless permission is given for special occasions. The shirt must be worn with proper uniform bottoms.

Consequences: A student not following dress code may expect the following consequences:

1. Being required to remove/add/alter appearance to conform to the code
2. Parent-administration meeting or phone-call
3. Being sent home until student appearance conforms to dress code (marked unexcused).

FIELD TRIPS

As an extension of classroom learning, field trips will be made available to the students. These experiences 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 school busses. Minimal charges may apply per student for cost of bus transportation. Parents must sign the diocesan and local permission slips in advance of the trip. Parents cannot provide verbal permission for their child. Permission must be written. Children who do not participate in the field trip activity must remain at school and complete instruction.

1. Field trips are based on academic enrichment
2. Students must be in good academic and attendance standing to attend trips
3. A field trip is a privilege not a right.
4. All monies collected for the field trip are nonrefundable.
5. Parents who chaperone a field trip may not bring other siblings on the field trip.
6. Snacks provided by parents for Field Trips MUST be peanut free, due to other children's allergies.

ACCIDENTS AND INJURY

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.
5. An incident report will be generated and filed.

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. Children with severe colds, coughs, high temperature (101 F), 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.

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.
6. If books are damaged or missing, it is the responsibility for the student/parent to replace it or provide remuneration of equal value. Records and transcripts will not be released to other institutions until library accounts are cleared.

CUBBIES AND LOCKERS

Primary students are assigned cubbies and coat hooks in the hallway to store personal belongings and books. Secondary students are assigned a locker in which to store personal belongings and textbooks etc. The school reserves the right to inspect cubbies and lockers and their contents 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 inside the back stairway doors. Identification labels on student's personal property are suggested. Items not retrieved at the end of each month will be disposed.

LUNCH

St. Patrick's 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 children's lunch off in the office, please make certain that it is labeled.

4. Students are not permitted to use microwaves or fridge. Children should use 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. Please be aware that no school employee can otherwise dispense medication at any time for any reason.

HOME AND SCHOOL ASSOCIATION (HSA)

The HSA 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. **It is critical all parents volunteer to aid in the success of school fundraising.**

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. 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's 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.

We respond spiritually through daily prayer in the classroom, Mass, confession, prayer services, and Adoration of the Blessed Sacrament.

REPORT CARDS

St. Patrick's School has four nine (9) week grading periods. Parents will receive a total of three printed report cards during the school year. Final report cards will be sent home the last day of school. School-wide Parent-Teacher conferences will be in October and February. All parents are expected to visit their children's teacher(s) at that time.

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. Impromptu or unscheduled conferences are not allowed. It is unfair to teachers who have not had an adequate time to prepare and gather relevant information to best serve parents and children.

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's School to formulate a decision which will be agreed upon by both school and the parents. Parents will be informed of possible retention by March of the academic year. The principal reserves the right to make the final decision regarding retention.

SACRAMENTAL PREPARATION

Preparation for Reconciliation (confession) and First Holy Communion is taught in the 2nd grade religion class. Preparation for Confirmation for students in grades 6-7 may be taught throughout the school year per instruction from the Pastor with confirmation every two years. 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 SUPPLIES

Students are responsible to bring 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.

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, we will employ a Tech day. Students will find their assignments posted on class pages/teacher blog by 10:00 on the day school is closed. All assignments need to be completed in order for this day not to be considered an absence. If school is closed all school activities are also cancelled, i.e. HSA 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.

SPECIAL NEEDS

St. Patrick's 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's School is mandated to participate in the NWEA MAP Standardized Test for grades K8. This test is administered three times a year. Plenty of rest and a complete breakfast are specifically recommended during this time, as the results of these 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 the yearly school calendar for the testing times. 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 on silent mode, during the school day. Cell phones **MAY NOT** be used during hours in which school is operating (7 AM-5:30 PM), including GAP. Parents should call the office if they need to give a message to their child. A student who is seen with a cell phone during school hours will have it confiscated and placed in the school office for parent pick-up.

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 disruption. 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. Pro-Rated tuition and amounts are at the discretion of the Principal.