



### **St. Patrick Catholic School Mission Statement**

St. Patrick Catholic School is a collaborative ministry of the parish and school community that serves the educational needs of each child in a safe, supportive environment. The center of its educational process is the Catholic faith which promotes morality, virtues, academic excellence, and service to the faith community and beyond.

### **Admissions / Registration Policies**

#### **Expectations**

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the requirements for enrollment are eligible to attend St Patrick Catholic School. The education of a student is a partnership between the family and the school. Families enrolling their children in St. Patrick Catholic School are expected to:

- Want their children to receive an education with a strong religious emphasis.
- Be willing to make sure their children are on time and ready for school each day.
- Communicate respectfully concerns about school operation and its personnel in a constructive manner
- Attend all school related meetings, events, and report card conferences.
- See that their children are present for special events such as the Christmas Concert, Spring Concert, and other community events.
- Attend Mass on a regular basis.
- Receive age appropriate Sacraments in a timely manner.
- Meet with teachers and administration when requested.
- Be respectful and cooperative with school staff.
- Support and follow school policies.
- Remain current in tuition and all other school related fees.
- Participate in fundraising activities, including the Race for Education.
- Meet parent service requirements. Parents must receive clearances within 6 months of enrollment.
- Understand that a parent / guardian's presence and participation in a child's school life is critical to his / her success and growth.

*The parent has the right to withdraw a child if desired and the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.*

#### **Non-Discrimination**

St. Patrick Catholic School has adopted the following non-discrimination resolution. No child will be denied admission to school on the basis of race, ethnic origin, religion, or disability, if, with reasonable accommodation on the part of the school, the disabled person's needs could be met.

### **Administration**

The Diocesan School Board, appointed by the Most Reverend Bishop, sets the educational policies of the school. The Diocesan Secretary for Education has the responsibility to keep abreast of the laws of the Commonwealth of Pennsylvania as they affect parochial as well as public schools.

The Pastor serves as spiritual advisor and chief administrator of St. Patrick Catholic School. He has the moral and financial responsibility to provide a qualified staff and school facilities necessary for a program of instruction.

The principal is administrative and supervisory officer of the school and is responsible to the Pastor and the Diocesan Secretary for Education. The daily operation of the school is the responsibility of the Principal. The Principal communicates diocesan school policies to the staff and cooperates with the Diocesan Secretary for Education in educational and curricular studies.

St. Patrick Board of Education serves as an advisory group to the Principal and the Pastor. The Board consists of appointed parishioners and school stakeholders who chair the various committees: finance, marketing and development, technology, social committee and curriculum committee.

### **Admission**

St. Patrick Catholic School is a parish school. Priority of admission is based on the following criteria:

1. Siblings of students presently enrolled in St. Patrick Catholic School.
2. New students from St. Patrick or Immaculate Conception BVM parishes.
3. New students from local Catholic parishes.
4. New students from non-Catholic families.

Non-Catholic students are expected to participate in, and respond to, our religious activities in church and classroom with respect. All enrolled students will participate in all aspects of the religious education program with the exception of the final phases of the sacramental preparation programs. These requirements include the attendance at regularly scheduled religion classes, fulfillment of other requirements of the subject and attendance at religious functions offered as part of the school program. All students are expected to attend weekly worship services in their own churches.

### **Admission Age Criteria**

**Preschool:** Must be 3 or 4 years of age on or before September 1 of entry year and the child must be toilet trained and able to care for personal needs independently.

**Kindergarten:** Must be 5 years of age on or before September 1 of entry year.

**First Grade:** Must be 6 years of age on or before September 1 of entry year.

Ages must be verified by a birth certificate and medical records.

### **Admission Forms**

These forms must be submitted **before the first week of school**.

- Birth certificate
- Baptismal certificate
- Record of immunizations
- Physical examination in entry level K-1 and sixth grade as required by the State of Pennsylvania
- Proof of custody where applicable
- Social Security Number
- Recent report card and school records

### **Registration**

Registration of a student is a matter of contract. Failure to report accurately any information concerning special education needs or other problems a child may result in the child's removal from St. Patrick Catholic School.

### **Transfer Students**

Ordinarily student registration is closed the week before school begins. At the time of registration, new students are required to provide their sacramental certificates, current report card and school records from the previous school. A transfer student is accepted provisionally for twelve weeks. During this time, teachers will assess the student to ensure the opportunity of academic excellence, note student effort, achievement, self-discipline, and responsibility. At the end of twelve weeks, the principal will meet with the student, parents and teacher, if necessary, to assess the child's progress at St. Patrick Catholic School. Continued enrollment at schools in the Diocese of Harrisburg is dependent on the school's ability to provide for the academic needs and behavior of each student. When the school believes that it cannot adequately provide for the needs of the student, the principal will provide recommendations for placement in an academic setting that best fits the needs of the child.

Readmission for students currently enrolled in St. Patrick Catholic School includes the above provisions. In addition, all financial obligations to the school must be paid in full by May 20<sup>th</sup> of the previous school year.

### **Tuition**

The cost of educating a child in our school for one year is more than \$8,000. Our parish provides a scholarship to every child enrolled in our school. Tuition rates are set by the Pastor with the Finance Committee. Parishioner rates apply to those who are registered members of St. Patrick, Immaculate Conception BVM or a local Catholic parish. Non-Catholic rates apply to those who are not registered members of any local Catholic parish. A completed pastor acknowledgement form is required for families that are not registered members of St. Patrick Parish.

Each year a non-refundable registration fee of \$45.00 is charged per family at the time of application or re-registration. An additional non-refundable \$40.00 fee is charged to enroll in the FACTS Tuition Collection Program. These are required fees.

Tuition may be paid in one of four ways:

- Full payment may be made to St. Patrick Catholic School prior to August 1<sup>st</sup>. A \$250 tuition discount will be applied.
- Monthly in 10 equal payments (August – May)
- Payments may be made in 4 quarterly payments in the months of August, November, February and May. All payments are to be made to FACTS.
- Payments may be made in 2 semi-annual payments in the months of August and February. Both payments are to be made to FACTS.

At the time of registration parents/guardians will be required to complete the Tuition Agreement and the FACTS form. At that time they will be required to choose one of the above payment methods. A payment date of either the 10<sup>th</sup> or the 20<sup>th</sup> of the month must be chosen. Any payment which does not reach the FACTS office within 10 days of the date chosen will receive a late charge of \$30.00. Non-response to communications will warrant a meeting with the Principal or Pastor to review reasons for delinquency. If a family does not fulfill its financial responsibilities, term grade reports/progress reports will be withheld. Transfer records will not be mailed until financial obligations are paid in full. Students will be dis-enrolled from the educational program.

FACTS will apply a \$30.00 fee for failed auto-debit. A \$30.00 fee will be applied for failed checks.

### **Financial Aid**

#### **Neumann Scholarships/St. Patrick Scholarships/ Other Scholarships**

St. Patrick parish is committed to helping parents who desire a Catholic education but who struggle with the financial obligations of school tuition. Tuition assistance is available for both school and preschool students through the Diocese and our school. Each family is required to complete a FACTS form to be eligible to receive financial aid. The Diocese of Harrisburg offers families opportunities to utilize state and private scholarship programs when tuition assistance is needed. These scholarships may be accessed by submitting a FACTS application online and requesting local scholarship information in the office. These

applications are due each year by April 15<sup>th</sup> and August 10th. It is part of our obligation to assist if there is genuine desire and need. All scholarships are awarded with the expectation of confidentiality.

### **SCRIP**

Scholarship recipients are expected to use the Scrip program. The Scrip program is a gift card fundraiser. The parish and school earn money on the purchases you're already making just by paying with a gift card you ordered from ShopWithScrip or the coordinator. See the personnel in the school office for more details.

### **School Hours**

The school doors open at 7:40 am. Pre-K students will report directly to their classrooms via the outside classroom door. Students in grades K-6 will enter through the main school door and proceed to their classroom. **Any student arriving after the 8:00 am bell is to enter through the main school door and report to the office (accompanied by an adult) to sign in and receive a late slip. For every three late slips a child receives, a morning detention (7:10 am – 7:40 am) will be issued. Should a student serve two morning detentions due to lateness, a parent meeting with the principal and/or the pastor may be required.** Dismissal is at 2:50 pm. Any student not picked up by 3:00 pm will be sent to The Extended Day Program at the cost of the parent.

### **Extended Day Care**

Extended Day care may occur in the cafeteria, classroom, Brenner Hall, or on the grassy lot and is available from 2:50 pm – 6:00 pm. Registration and payment information is available in the school office. Extended Care is NOT provided the day before Christmas Break, Easter Break, Friday of Catholic Schools Week, and the last day of school. Fees are the sole support of the St. Patrick School Extended Day Program. It is NOT subsidized by the school or parish. The program is unique in its fee structure. Failure to pay for the Extended Day program for two weeks will result in the loss of using the service until the account is reconciled.

#### **Hours of Operation:**

Before School Care- 7:10 AM- 7:40 (\$5.00 per child per day payable at the time of drop off)

After School Care- 2:50PM- 6:00 PM (\$10.00 per child per hour)

Scheduled Early dismissals- 12:00PM -6:00 PM

Fees are adjusted for families with multiple children and families who pay in advance for the month.

### **Absence**

Regular attendance is essential for good scholastic progress. Illness of the child, death in the family, and exceptional instances that affect the child are the **only** legitimate reasons for absence from school. For the protection and safety of your child(ren), parents must report absences by **calling the school office by 8:30 am**. If a call is not received, the school will initiate contact with a parent. Assignments may be requested at the time of call in for a sick child. Assignments will be in the school office at the end of the school day. As most illnesses are short term, children will need to be symptom free (of fever or sickness) for 24 hours before returning to school. **Upon the return to school**, a valid, hand written excuse (Pa School Code 1327 and no later than 3 days after illness), signed by the parent/guardian must be given to the teacher. This note must state the date and the reason for the absence. Failure to return an excuse note within 3 days will result in an unexcused absence. Any time a child is absent for a significant period of time (3-5 days) due to illness, a doctor's note explaining the illness is required. Making up missed work is the responsibility of each student. Students who are absent may not participate in after school events or activities occurring on the same date as the absence.

The principal will notify the child's parents/legal guardian when a PATTERN of multiple absences occurs. More than 3 unexcused absences results in a written truancy plan.

### **Extended Family Vacations**

Parents are discouraged from taking children out of school for extended family vacations. However, those who wish to take their child(ren) out of school for several days for non-medical reasons are advised to discuss the impact such an absence will have on the child's school work. Two weeks' written notice of such absence is requested. Completion of make-up work is the responsibility of the child and the parents. Missed assignments will be provided to the student upon his/her return. ALL missed assignments are due within one week of the child's return to class.

### **Doctor/Dentist Appointments**

Students/parents are expected to make every effort to schedule doctor and dentist appointments **outside of school hours**. However, when this is not possible

students will be excused for these special appointments with a written request from parents, stating the time of the appointment, the time the student will be picked up and by whom, the length of the time of the appointment, and the **approximate time of return**. The student should present a slip from the doctor stating that he/she had been to the doctor's office and has permission to return to school. Minutes missed will accrue in days absent and added to a student's attendance record.

### **Tardiness**

Doors open at 7:40AM. One is considered late after 8:00 AM. A student who is late must report with their parent to the School office in order to sign and be given a pass to class. Exceptions are made when tardiness has been caused by school busses, extreme weather or unexpected traffic conditions. **Three** days of tardiness may result in a morning detention (Blue slip). The principal will notify the parents when a pattern of tardiness occurs.

### **School Visitors**

For the safety of our students, all doors are locked. **All visitors, parents, salespersons, etc., must first report to the office before going anywhere in the building to sign in and remember to sign out when leaving the building. At no time may parents interrupt the teachers during school hours.** As a safety measure, children are not to open school doors for anyone.

In addition, the following guidelines will be adhered to:

1. During morning arrival, children will be left at the designated area and escorted to their classroom or to the cafeteria by safeties and faculty members. Parents must follow the traffic flow pattern and wait for a safety or staff member to open the door and escort your child to the appropriate place.
2. Parents are not allowed to make visits to the classroom unless invited to assist with a school project or school activity.
3. Parents may not share lunch with their child in school, except on specified days.

### **Non-custodial Parents**

Section 5309 of Title 23 of the Pennsylvania Consolidated Statutes provides that each parent shall be provided access to all medical, dental, religious or school records of the child. A non-custodial parent would, therefore, be entitled to all school records of his or her child, unless a court order stated otherwise, or if the custodial parent and child are living at a shelter for battered spouses.

## **Academic Policies**

### **Curriculum**

St. Patrick Catholic School students will be instructed in the following subjects:

Religion, Language Arts (Reading, English, Spelling, Writing & Handwriting), Mathematics, Science, Social Studies, Physical Education, Computer, Library, Art, and Music

In teaching these subjects, the Common Core standards are used to implement the curriculum set forth by the Diocese of Harrisburg and aligned with the Pennsylvania Department of Education.

### **Religion**

Priority at St. Patrick Catholic School is given to the development of faith and relationship with God. This is carried out by the study of Catholic Doctrine, combined with the constant effort to inspire consistent growth in prayer life. The primary responsibility for the fulfillment of this obligation rests upon the parents since they are the first educators of their children. Our goal is to make each student's study and practice of religion become not merely a lesson learned, but a life lived.

### **Religious Observances**

We begin our day with Morning Prayer. All children will participate in Morning Prayer together as a school community. Opportunities for prayer will be provided throughout the day in each child's individual classroom. The student body celebrates Mass as a school community at 9:00 am on Fridays and on all Holy Days that occur on school days. Opportunity to attend communal penance services and receive the Sacrament of Penance (Reconciliation) is provided in the seasons of Advent and Lent.

The Catholic students in the second grade receive catechesis for the Sacraments of First Penance and First Eucharist. Parent meetings are held prior to the reception of these Sacraments. Prior to First Holy Communion, second grade students share a special day of preparation. Further opportunities to celebrate the Faith are presented through various devotionals and para-liturgical celebrations. Stations of the Cross, the Rosary and Devotional Prayers serve to deepen the child's spiritual life, as do daily readings from Scripture.

### **Art and Music**

The fine arts are used as a tool for strengthening academics and for heightening inner discipline, focus, self-esteem, creativity, and teamwork. The teaching of the arts is required in all grades (1-6) by the Diocese of Harrisburg. Instrumental music and chorus may be offered on an elective basis, but cannot take the place of the general music course.

The music program offers a Christmas and spring concert for Grades PK-6. The weekly school liturgy offers an opportunity to serve the church for cantors and Liturgical Choir. Show Choir and Chime Choir are also offered to students in the upper grades. Students are selected into these two groups by auditions.

St. Patrick Catholic School also offers an instrumental music program to students in grades 4, 5, and 6. A separate fee is charged for private or pair music lessons on woodwind, brass, percussion instruments and piano lessons. Half-hour lessons are scheduled once a week during school hours. Other opportunities available include participation in Concert or Honors Band and small ensembles.

The art program provides opportunities for children to explore various medium and incorporate their skills completing various projects.

### **Library Media Center**

The library is an important part of the school curriculum. Library holdings include print media, audio-visual materials, and software related to curriculum. Each class has a scheduled library period once a week and students are taught library skills. Children in the lower grades enjoy storytelling and are instructed in the care of books and good library behavior. There is a \$.05 late fee charged for each day past the due date of books checked out of the library.

Overdue books must be returned and fines paid in order to check out a book each week. Students are responsible for paying for any lost or damaged books.

\*Parents who wish to acknowledge their child's birthday may send a \$10 donation for the child to choose a book for our library. The child's name and birthday are announced on a label in the back of the book.

### **Grading**

#### **Grades 4 – 6:**

A	Excellent
B	Above Average
C	Average
D	Below Average
F	Unsatisfactory

#### **Grades K – 3:**

E	Exceeds Expectations
P	Proficient
I	In Progress

### **Homework**

Homework is a valuable way of maintaining previously taught skills and is designed to foster a habit of **independent** study. It is an important and integral part of your child's learning experience. It is each child's responsibility to do his / her homework each evening and to turn it in the following school day. All work should be completed by the student. Students in grades 1-3 should complete 30 minutes of homework each evening including 10-20 minutes of reading. Students in grades 4-6 should complete 60 minutes of homework each evening including 20-30 minutes of reading. Students should be able to complete homework independently

with age appropriate supervision. Parents who find that a child needs more assistance should *contact the teacher*. Neglect of homework is a serious matter, and a yellow slip will be issued for each missed assignment. ***After 3 yellow slips, a blue detention slip will be issued and a detention will be assigned.***  
**Teachers require the signature of a parent on school work, including homework.**

### **Care of Textbooks**

Children are expected to use the sponsored book covers provided by the school. Children are expected to take care of books given for their use throughout the year. Defacing books, loss of books or improper handling will result in the child paying a fee for the book as well as a consequence for the behavior. All students are required to use book bags. **Book bags should NOT have wheels or hanging key chains.**

### **End of the Year Honors and Awards**

Students may receive special recognition at the end of the year. These awards are intended to encourage special effort and recognize academic skills, and aspects of good citizenship.

### **General Excellence (Grades Four to Six)**

Straight A's in all 5 major academic subjects – Religion, Math, Language Arts, Science and Social Studies

**No I's in Christian values, or work habits.**

### **The Virtue of the Month/Spirit of St. Patrick Award**

Each month, a virtue is selected to be the focus for the school. Students learn about the virtue and saints who modeled the virtue. Students are instructed in ways they can demonstrate the virtue in their daily lives. At the end of each month, a student from each grade is selected who emulates the virtue. This honor is shared with the school each month during an assembly for virtue recognition.

At the end of each year, the Spirit of St. Patrick Award is given to one student from grades K-5 and two students from grade 6. This award is given to the student who follows the examples of our patron, St. Patrick. This award is typically received only once during the time a child is enrolled at St. Patrick Catholic School.

### **Progress Reports**

At the mid-way point of each trimester, a progress report may be sent to parents / guardians. They are to be signed by a parent / guardian and returned to the school in a timely manner. All students (grades 1-6) receive a progress report in the first and second trimesters. The progress reports are only sent when needed in the third trimester.

### **Grade Reports and Conferences**

Grade Reports are issued on a trimester basis. **All financial obligations to the school must be met in order for a student to receive a grade report.** Please contact the school office if there is a special financial circumstance. A parent / teacher conference will be held to discuss each student's progress at the end of the first trimester. A conference day is set aside in the calendar. Parents are asked to make every effort to attend at the scheduled time. A second trimester conference is held at the request of the teacher or the parent. When a student transfers to another school all financial obligations to St. Patrick Catholic School must be paid in full before records will be released to the receiving school.

### **Retention / Promotion**

St. Patrick Catholic School reserves the right to retain any student for academic, social, emotional, or maturity reasons. Parents can assume their child will be promoted unless the alternative of retention has been discussed with them during the school year. The diocesan policy for grade retention is followed. Promotion and retention are based on evaluation of academic, physical, social and emotional growth. Retention is considered a more positive alternative during early grades. Parents are involved in any retention decision, but the final decision will be made by the principal.

### **Instructional Support Program**

St. Patrick Catholic School offers an Instructional Support Program. This is not a Special Education Program. It is a program that offers instructional support to students and teachers. Parents will be notified when the Student Support Team determines additional information is needed in order to help the child be successful

in the classroom. The LIU #12 does provide assistance in reading and math. Counseling services are also offered by LIU #12 for children in kindergarten through sixth grade.

### **Testing**

St. Patrick Catholic School uses the DIBELS and DRA assessment tools to examine students' strengths and needs in Language Arts. In Math, a benchmark screening is administered in the fall, mid-year and in the spring. The Iowa Test of Basic Skills (ITBS), an achievement test, is given in April to students in grades 3-6. In addition, the third and fifth grade students take the COGAT test which assesses a student's academic potential. It is also administered in April. Tests results may determine eligibility for special programs and help in local and diocesan curriculum evaluation and planning.

### **Lincoln Intermediate Unit, LIU#12 Support Services**

Students who experience difficulty in understanding or completing grade requirements may need testing from a school psychologist which is provided through the LIU #12. This is completed following preliminary reports gathered by the classroom teacher, school psychologist and the Student Support Team (SST). This testing may be requested by school personnel. LIU#12 also provides services through a Title I reading specialist, a guidance counselor and a speech therapist. Students who are identified to receive services must have signed parental permission.

### **School Policies**

#### **Communication Policies**

Students benefit when adults model appropriate communication and problem solving strategies. Parents are encouraged to discuss school concerns with school personnel in an effort to resolve all concerns productively.

#### **Line of Authority**

The following procedure for handling concerns will be followed:

1. Concerns are discussed first between parents/guardians and teachers.
2. If the concern is not resolved, parents and/or teachers may then confer with the principal.
3. If the concern has not been resolved, all parties may then confer with the Pastor.

All conversations are to remain appropriate and respectful. It may be necessary to agree to disagree at times. Yelling, name calling and/or threatening remarks will NOT be tolerated in any form of communication.

#### **Problem Solving**

It is important that all parties withhold judgment on what appears to be a grievance until all the facts have been gathered. The next step is to discuss the problem with your child's teacher and arrange a conference as soon as possible so that the problem can be quickly resolved. Typically, the Principal will not meet with parents regarding teacher problems until the parents have first addressed the teacher personally. When in doubt regarding school regulations, please contact the school office.

#### **Confidentiality**

Confidentiality is generally held to mean that one individual or individuals will keep private information that has been given to them, and will not reveal it. Students expect that teachers and other staff members will keep confidences. Employees of the school will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. This includes a child's academic and assessment information as well as any additional information shared by parents or other professionals.

#### **Home/School Weekly Communication**

The primary form of communication between the school and our families is through the weekly e-mail, *SPCS Announcements*, (e-mail addresses are to be registered through the website) and announcements on the website: [www.stpatrickyork.org](http://www.stpatrickyork.org). Families are expected to check the website regularly for school



information. School information may also be found on the school Facebook page. Families without internet access are asked to notify the office and paper copies of all information will be provided.

### **Communication With Staff**

There are several ways that parents are able to communicate with teachers and the principal.

1. Written communication
2. E-mail
3. Voice mail (principal only)

Teachers are encouraged to check their e-mail on a regular basis. ***You may call the office and leave a message for a teacher. Teachers are not called away from their assigned duties to accept phone calls unless it is an emergency.***

Messages regarding dismissal should come to the office **prior to 2:15 pm.**

### **Telephone and Cell Phone Policy**

The school phone will be used by students only in emergencies. Neither teacher nor child will be disturbed during the class time. Messages from incoming calls will be relayed to the students. Only in extreme cases are teachers or pupils called to the telephone during the school day. No child is to use the phone without the permission of the teacher and/or office staff.

Communication is important. **However, students may not use cell phones (including texting) within the school, on school property or on school buses traveling to and from school without the written permission of the school administration.** Cell phones are to be turned off and secured during the school day. If a cell phone is on or used during the day it will be confiscated until a parent conference can be scheduled with the principal.

### **Extra-Curricular Activities**

The following activities are sponsored by St. Patrick Catholic School:

Honors Band, Liturgical Choir, Show Choir, Altar Servers, Chime Choir, Safety Patrol, Student Council, Envirothon, Leap into Science, and Bricks4kidz, Math 24 Club, Art Club and K'Nex Club.

In order to participate in these programs the child must:

1. Maintain passing grades in all subjects (a child enrolled in the Instructional Support Program or who receives services from the LIU may receive a waiver from the principal after an Instructional plan is in place.
2. **Be on time for school** (less than 3 late slips)
3. Attend school on the day of an activity.
4. Display behavior fitting of a Catholic school student.
5. Complete homework on time.

**\*Parents are encouraged to place academics before athletics and other extra-curricular activities.**

### **Parent Teacher Organization-PTO**

The most efficient means of carrying out your involvement is to become an active member of the Parent Teacher Organization and participate as often as possible. PTO supports the school mission and is involved in many aspects of school life. **All parents are members** of the Parent Teacher Organization and are welcome to attend monthly meetings. The PTO supports parents and teachers in their respective roles, welcomes new families, and works to create a family spirit in the school community. PTO sponsors and supports a variety of programs during the year including academic, social, religious, and entertainment events. All fundraisers sponsored by the PTO support the school. The PTO meets monthly and may be reached by emailing [pto@stpatrickyork.net](mailto:pto@stpatrickyork.net).

### **Breakfast/Lunch**

Providing healthy meals is important for our students' well-being. Monthly **menus** are found on the school website. St. Patrick Catholic School participates in the Federal Breakfast and Hot Lunch Programs which provides subsidized meals to our children. Families may choose to participate in the meal programs offered at school. No nuts or items containing nuts are served in our facilities. Students are discouraged from bringing in foods that contain nuts. Fast food meals are not acceptable as a school lunch.

#### **Breakfast-Served-8:00AM-8:20AM**

Students pre-order meals and pick them up to eat in the classroom after the morning bell (8:00AM). Parents need to approve and pay for the purchase of meals using the papers found on the school website.

**Lunch-Served-11:00-11:25 (PreK and K); 11:25-11:55 (grades-1, 2, 3); 12:00-12:25 (grades 4, 5 ,6)** Parents use the lunch slip to pay for and order meals and purchase milk. The cost of lunch is \$3.00. For students who pack and wish to purchase milk, the cost is \$.50. Payment is placed in an envelope with the child's name and grade and the amount of money in the envelope recorded on the front. Parents should be pre-paying for the lunches. When receiving a lunch payment notice, pay the amount written on the notice which will bring the account current.

### **Field Trips**

Field trips may be scheduled during the school year. Field trips are privileges, not rights. Students can be denied participation if they fail to meet academic or behavioral expectations. Parents of children participating in school-sponsored field trips are required by diocesan policy to sign a permission form. A child who *does not bring the signed official diocesan permission form **will not be permitted to go on the trip.*** Any attempt to alter any aspect of that form invalidates it and is understood to be a non-permission statement by the parent. A telephone call will not be accepted in lieu of written permission. All regulations stated in this handbook apply for all students on school related field trips. If the child chooses not to participate in the field trip, he/she is still required to attend school. Field trips may be cancelled at any time at the discretion of the Diocesan Secretary of Education. A faculty member, assisted by responsible adult chaperones must accompany the students on the bus for the class trip. **All chaperones must have all updated clearances on file in the school office.** Field trips are for full-time St. Patrick Catholic School students only; chaperones may not bring other children. (*Diocesan Policy 5134*)

### **Transportation**

#### **Busing**

Bus routes and stops are planned and established by the school districts involved. Pennsylvania law requires that public school districts provide comparable bus service for parochial students as they do for their own students. Each parent is responsible for notifying the school district in which they reside if they intend to use the district busing. No student may ride any bus other than the one to which he/she is assigned. Disorderly or unsafe bus conduct may result in suspension of bus privileges. Students are expected to behave as if they are in school while riding the bus. In addition to suspension of bus privileges, the school's discipline policy applies to students while riding on a bus and to behavior at bus stops.

#### **Car riders**

Drivers who transport children to and from school by private car must abide by all safety regulations. Drivers are expected to show courtesy to other drivers, faculty, and students in the school area. The speed limit is 15 miles per hour in the parking lot. For arrival-the parking lot will be entered by way of the College Avenue gate. Follow the cone pattern and direction of the safeties. Park in appropriate spaces provided. Children arriving late (after 8:00 a.m.) are to be escorted by an adult parent/guardian to the office to receive a late slip. Please note that 3 unexcused late slips will result in a morning detention as indicated in the school handbook. Exit by way of the Beaver Street gate. In order to avoid traffic back-ups, we have been asked to have all cars leaving the parking lot turn right. The traffic from William Penn High School turns right out of their driveway. This allows for smooth traffic patterns in both directions on Beaver St. For the safety of our children, it is essential that cars proceed slowly and with caution. Always follow the directions of the teacher on duty.

If transportation arrangements change from what is submitted in the beginning of the year, it is important that the office is notified in a timely manner. Students may NOT inform teachers that they are to go home a different way. This information must come from the parent in writing before 2:15 PM.

If a student is not picked up from school by 3:00 PM, the student will be paced in the Extended Care Program at the cost of the parent. Contact your child's classroom teacher, the school secretary and the principal with any last minute changes.

### **Parent Service Requirements**

The students and school administration at St. Patrick Catholic School rely upon the support and assistance provided by parent volunteers. Volunteers are needed in many areas. **Each family is expected to give a minimum of fifteen hours of service to the school community. Five of these hours must be direct service to the school.** An activity list will be posted at the beginning of the school year with a sign-up sheet. A certain number of slots will be available for each activity, and will be filled on a first come, first serve basis.

A \$15 fee will be assessed for each service hour that has not been completed by the end of the school year.

- When every family contributes to the school, the result is a stronger community, both academically and spiritually.
- All volunteers are to sign in at the office when reporting to the school.

**All school volunteers are required to secure updated clearances.** The requirements are available in the office.

### **School Uniform**

A student's appearance, performance and self-respect complement one another. All attire should be clean, neat, and of the appropriate size for the child and in good condition (no worn or frayed edges). **School and Gym uniforms must be purchased through Flynn & O'Hara. Order forms are available in the school office.** Uniforms will be checked by teachers at the beginning of the day, and parents will be notified in writing of any uniform violations. Corrections should be made as soon as possible. Students should dress in their school uniform on the first day of school.

Students are required to abide by the following regulations:

#### **Regular School Uniform**

##### ***Girls grades K-6***

- Flynn & O'Hara plaid school jumper worn at the middle of the knee or below
- White blouse (long or short sleeve) with Peter Pan collar
- White Turtleneck (Grades K-2)
- Navy blue / hunter green crew or knee socks, or tights / leotards
- Hunter green cardigan with the school logo

##### ***Boys grades K-6***

- Flynn & O'Hara navy blue dress slacks with a belt
- Belt – must be a black or dark brown belt with a plain buckle
- White dress shirt (long or short sleeves) with a plaid school tie (purchased from the school office)
- White Turtleneck (Grades K-2)
- Hunter green pullover v-neck sweater or sweater vest with the school logo. The school sweater is the ONLY permissible sweater/sweatshirt to be worn in school or church.
- Navy blue or hunter green crew socks

#### **Shoes**

Students must wear black or dark brown SCHOOL shoes. The shoes must have a NON MARKING sole. Girls may NOT wear ballerina type shoes. Students are not permitted to wear boots of any type, clogs, sandals, flip flops, backless shoes, sneakers, "jellies", crocs, or anything else that is not deemed appropriate for safety reasons.

#### **Summer Uniform grades K-6**

Girls and boys may wear Flynn and O'Hara navy walking shorts (knee length) with belt and white golf shirt with the St. Patrick logo the first day of school through **October 28<sup>th</sup>**, then from **April 19<sup>th</sup>** through the end of the school year. Boys may wear the golf shirt with Flynn & O'Hara navy blue dress slacks during this period. Golf shirts must be worn inside Flynn & O'Hara walking shorts or Flynn & O'Hara navy blue pants. Navy socks are required.

**Socks** White crew or ankle socks (covering the ankle) may be worn with the gym uniform. Blue socks are to be worn with the summer uniform. **No-show socks are not allowed.**

### **Gym Uniform for students in grades K-6**

Flynn and O'Hara gym uniform which includes:

White T-shirt with school logo  
Sweatshirt with school logo  
Sweatpants / shorts with school logo  
Athletic sneakers –Non- marking soles  
White socks – crew or ankle socks

### **Pre-K Uniform**

Flynn & O'Hara sweatpants / shorts with school logo  
White golf shirt with school logo  
Sweatshirt with school logo  
Sneakers –Non- marking soles and NO LIGHT UP SHOES  
White socks – crew or ankle socks

- **If a student does not have a proper gym uniform, the student is to wear his / her school uniform.**
- **Students are expected to wear sweatpants during the winter months.**

### **Personal Grooming**

Makeup, nail polish, fake nails or jewelry may not be worn. The wearing of jewelry is limited to a religious medal and chain, a medical bracelet and/or a watch. Additionally, girls with pierced ears may wear **one small post earring** in each lobe. **No hairpieces** may be worn. Boys may not wear earrings or have any other piercing.

### **Hair / Tattoos**

Hair should be kept neat and clean and in a conservative style appropriate for school. It may not be colored or highlighted. In addition, boys' hair may not fall below eyebrow, over the ear, or over the collar. Elaborate, distracting or fad hairstyles are not permitted for boys or girls. Writing or drawing on the body (including temporary or permanent tattoos) is not acceptable.

### **Dress Down Days & Concert Performance Attire**

Students must wear appropriate, **MODEST** and non-revealing attire. School personnel may require a student to change attire if it is deemed unsuitable. When a student does not follow the dress code on uniform or non – uniform days, the parent / guardian will be called to bring uniform clothing to school. The student also forfeits the privilege of participating in the next dress down day.

- Shoulders and backs must be covered.
- Skirts and/or shorts must be longer than fingertip length when standing naturally or approximately 2 inches above the knee.
- Undergarments should not be visible through the clothing.

### **Health Policies**

#### **Health**

State guidelines will be followed by the school health program. Students who are HIV infected or have AIDS or other related diseases and desire to attend a diocesan elementary school will not be denied admission to or discriminated against solely because of their medical condition.

St. Patrick Catholic School does reserve the right to dismiss a student or curtail a student's activities (curricular, extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parents/guardians.

Parents / guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school. In all cases the students and their parents are to be treated with Christian compassion and care by all school personnel.

Instruction on HIV/AIDS may be included as part of the school curriculum for all students on an age-appropriate basis.

St. Patrick Catholic School follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers and students.

St. Patrick Catholic School receives health services from an assigned York City School District nurse. In addition the school provides a health care assistant one day per week for 4 hours per day. Office hours will be from 11:00 am – 1:00 pm. Working together the following services are provided:

1. Emergency care
2. Routine care (scrapes, bumps, etc)
3. Dispensing of medication as prescribed by a physician (see Medication Policy)
4. Maintain medical records on children enrolled in St. Patrick Catholic School.
5. These records include medical, dental, immunization record, height, weight, hearing and vision screen results, referrals for further testing, and any other particular needs that a child has.
6. Maintain emergency medical equipment
7. Maintain emergency supplies needed for fire, tornado, or other emergency situation
8. Health Education
9. Dispense supplies to classrooms (gloves, simple first aid supplies for minor emergencies)

### **First Aid**

Parents/guardians fill out the emergency form at the beginning of the year. They are notified as soon as possible in case of sudden illness or injuries of a serious nature. School personnel are not permitted to dispense over the counter medications **of any kind**.

### **Illness / Injury**

Students will not be dismissed from school because of illness unless contact is made with a parent/guardian or a person designated by the parent / guardian. If neither the parent/guardian nor other responsible person is available and immediate medical attention is warranted, the child will be transported to the nearest hospital emergency room service.

### **Medicine at School**

Parents and guardians are encouraged to arrange times for children to take medicine when they are not in school.

If it is absolutely necessary that your child take medicine (prescription or non-prescription) during school hours, please contact the school Health Care Assistant to make the necessary arrangements and complete the necessary forms. **NO MEDICATION (including cough drops & Chap Stick) MAY BE TAKEN OR GIVEN WITHOUT THE APPROPRIATE PAPERWORK ON FILE.**

### **Emergency System**

Drills are conducted regularly to ensure safety for the students in evacuating the building in case of fire or other emergencies. St. Patrick Catholic School has an Emergency Plan in place. There is a “Shelter In Place” plan in case of a release of chemical substance into the air. There is a “lock down” for the safety of the children when the environment is deemed unsafe.

Emergency text and e-mail systems are in place. Parents may also watch WGAL channel 8 for emergency announcements (St. Patrick School – York).

### **St. Patrick Board of Education**

The Board of Education is a broad based board to encompass the parish religious education and the school. The board is divided into Committees (Facilities, Curriculum, Technology, Social, and Marketing/Finances). Members of the Board of Education are on each committee but each member of a committee is not necessarily a member of the board. The Board will include members of the Parish Council, Parish Finance Council, and Parish Long Range Planning Committee.

### **The Use of Student Names/ Pictures**

The school reserves the right to use student pictures and/or names in publications and on the school's website. Any parent who does not wish his or her child's picture and/or name used must notify the principal in writing prior to the beginning of the school year.

This policy supersedes any photo permission forms which have been previously signed.

### **Insurance**

A diocesan sponsored accident insurance policy is offered to each student at the beginning of the school year. Cost is nominal. Participation is not required.

### **Technology and the Internet**

Appropriate use of the Computer and Internet is the responsibility of the user. Students receive age appropriate instruction on social internet safety in the classroom. The following are considered some of the possible violations and are not permitted:

- Creating, sending, displaying or willfully obtaining offensive messages
- Using obscene language
- Harassing, insulting or threatening others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's sign-on and/or password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Revealing a personal phone number, name or address of one's self or another
- Employing the network for commercial purposes

Parents / Guardians are required to sign an agreement form. Students may not use the computers until the form is signed and is placed in the student's file. Violations may result in a loss of access as well as other disciplinary or legal action.

### **Discipline Policies**

#### **Abuse/Harassment**

Any form of physical, sexual or verbal abuse such as (but not limited to) foul language, harassment, bullying, hitting or shoving is inappropriate and will not be allowed at St. Patrick Catholic School.

#### **Alcohol & Drugs**

The possession or use of drugs are prohibited in school buildings, on school grounds, or school buses, and at all school sponsored activities. The principal will notify the parents/guardians immediately of any such offense.

Students found to be in violation of this policy will be disciplined by the principal on an individual basis. Disciplinary measures **may include** professional family counseling, withholding of privileges, and/or suspension or expulsion. The principal may notify authorities.

Alcoholic beverages will not be allowed at school-sponsored functions where children are the primary participants.

### **Behavior Policies**

Responsible self-discipline in students is another key to quality education. Students are expected to practice Christian behavioral techniques and attitudes. Misbehavior, physically harming another person, disrupting the learning environment, lying, cheating, disrespect toward school staff, or the use of inappropriate language will be dealt with firmly.

Each classroom at St. Patrick Catholic School is organized in such a way that positive behavior is reinforced. In order to ensure responsible self-discipline in the students, the school environment encourages the following actions:

#### **Respect for self**

Being on time for all classes  
Following school dress code  
Walking at all times inside school buildings  
Keeping hands to self  
Following the direct requests of staff  
Allowing others to learn

#### **Respect for others**

Cooperating with staff, students, and others  
Speaking respectfully with staff, students, and others  
Being honest and trustworthy  
Using respectful language  
Being prepared for class  
Completing homework

#### **Respect for property**

Keeping school property clean and safe  
Respecting the property and belongings of self and others  
Restoring or replacing items or property that students have damaged

### **Discipline Procedure**

Communication about a student's behavior is facilitated through behavior discipline forms (blue & yellow).

***The required parent/guardian signature does not necessarily indicate agreement but that the parent/guardian has been informed about the child's behavior.***

Whenever a student behaves inappropriately, a yellow slip will be issued to that student. The slip describes the student's inappropriate behavior and requires the signatures of the student, teacher, and parent/guardian. The signature of the parent/guardian indicates that the child's behavior has been discussed at home. If a student receives a yellow slip, it must be signed by the parent and returned before the student returns to class the next day. Failure to return the yellow slip will result in the issuance of another yellow slip. Should a student accumulate three yellow slips a detention will be required.

### **Suspension**

**The school will follow the Diocesan Policy #5114.A regarding Suspension and Expulsion which provides:**

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense.

**The following may be causes for suspension from school:**

- Deliberate fighting (non-verbal, verbal, or physical)
- Bullying, aggression, and intimidation in any form
- Leaving the classroom or school grounds without permission

- Endangering the health or safety of a student, teacher, or anyone on school premises
- Repeatedly disrupting class so that other students cannot learn
- Repeatedly using lewd / inappropriate language or actions (sexual harassment)
- Threats to anyone
- Improper use of the Internet
- Other inappropriate behavior or conduct unbecoming a student in a Catholic school

**The length of time a student will be suspended depends on the seriousness and frequency of the violation.**

**The process for handling suspension is:**

- Parents will be notified orally the day a suspension is incurred
- A parent / guardian will be requested to keep the suspended child home for the length of the suspension.
- The student will be expected to make up all school work missed while suspended.
- The student is readmitted when the school work is completed, and a conference has been held with the principal.
- A conference with the student and parent/guardian is held before the student returns to school or class. The parent is expected to call the principal to set up this meeting.
- After a suspension, the student will be placed on probation.
- After the second suspension, the student may face expulsion.

**Student Conduct and Safety**

The safety and welfare of students enrolled in St. Patrick Catholic School is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and /or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal, drawn or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat has occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police may be notified of the threat.

Students who engage in such activities as vandalism, assault and battery, theft, arson or carrying or use of a weapon on school grounds or at school activities, are subject to serious penalties. The penalties may include a multiple-day suspension (up to and including ten days) or expulsion.

Weapons include firearms, ammunition, sling shot, any type of knife (including pocket knives), mace, pepper mace or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity.

**Expulsion**

St. Patrick Catholic School will follow the Diocesan Policy #5114.B regarding suspension and expulsion.

An expulsion is extremely serious. All Catholic schools in the diocese shall attempt to form young people in the ways of the catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled after two suspensions in a single year. If a student is expelled, she/he will not be allowed to re-enroll at St. Patrick Catholic School. Incurring two suspensions may be cause for expulsion.

The following are causes for immediate expulsion from school:



- Carrying weapons or any item that appears to be a weapon
- Carrying, handling, using, or selling drugs or alcohol
- Threats to anyone
- Chronic and incorrigible misbehavior which undermines classroom discipline
- Persistent truancy
- Deliberate violation of a school rule for which the obvious penalty is expulsion.
- Students charged with criminal violations that occur apart from school or school related activities

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

Pursuant to Diocesan Policy #5114.C, parents or guardians have the right the expulsion of their student to a special Review Board.

The student is a St. Patrick Catholic School student at all times. A student who engages in conduct whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

The principal and/or pastor have the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

**THE PRINCIPAL AND/OR PASTOR RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.**