

Dear Parents,

St. Patrick's School, established in 1944, has provided a quality Catholic education for its students for the past sixty-six years. There is a strong correlation between a successful elementary education and mutual support between home and school. If Catholic education is to further its goal of preparing Catholic citizens for the Twenty-first Century, a partnership between the school and the families we serve must be forged and nurtured. If your child is to reap the richness of a Catholic education, the home and school must work together.

The purpose of this handbook is to provide parents a source that displays the school's philosophy, goals, policies, and practices. The policies contained in this handbook were developed within the parameters established by the Diocese of San Diego as reflected in the Diocesan Administrative Handbook. Policy numbers appearing at the end of school policies refer to the specific Diocesan policies contained in the Administrative Handbook. We encourage you to carefully read the contents of this Parent Handbook. Discuss the information with your child/children. It is imperative that all members of the school community share an understanding of school philosophy, goals, policies, and practices.

Enrollment in St. Patrick's School implies acceptance and support by both parents and students of all policies outlined in the Parent Handbook. While most policies are covered in this handbook, if new policies are established during the school year, or a particular policy was inadvertently omitted, parents will be notified, in writing, and all currently enrolled families will be expected to comply. While discussion and debate can arise regarding the interpretation of specific policies, the school administration, retains the right to interpret school policies and guidelines.

The school depends heavily on the Christian home to complement its program. It is our sincere desire that through our mutual efforts, your child will become the full person he/she was created to be.

Sincerely,

Dan O'Neal
Principal

Philosophy of Saint Patrick's School

St. Patrick's School is a Catholic elementary school sponsored by the parish. The presence and spirit of the Augustinian Order deeply influences our entire parish, all its ministries, and is fundamental to our expression of community. Recognizing our role as part of the educational ministry of the parish, our school is firmly established within the framework of the parish community. Empowered by the parish, we provide a quality Catholic education for all students who we feel will directly benefit from our program.

Our school environment is based on the teaching tradition and lived experience of the Catholic Church. We are called to spread the Gospel message of love, unity, and reconciliation. Essential to our mission is the building of relationship with Jesus and one another. Building community is central to our call.

We recognize the uniqueness and importance of each child. We develop every aspect of a child—spiritual, moral, intellectual, cultural, social, and physical—by integrating each of these facets into our educational program. We view this holistic approach as integral to the development of each child's full potential as a human being and a child of God.

We recognize parents as the primary educators of their children. In order to strengthen the position of the family, we endeavor to build a partnership between parents and the school. Teachers facilitate learning by creating opportunities for children to discover, reflect, learn and create in preparation for assuming a role in the family, parish, civic, and global community. While emphasizing the development of basic skills, we are challenged to address the diverse academic needs of our students. We strive to instill in our students a deep love for learning.

We are committed to creating an atmosphere in which individuals develop a personal knowledge of God, themselves, and a sense of responsibility for others. We encourage students to stretch beyond their intellectual and technical achievements and reach towards deeper spiritual and moral truth.

Mission Statement

St. Patrick's School provides a quality Catholic elementary education for all students entrusted to our care, developing every aspect of the child: mind, body, and spirit. We support parents as the primary educators of their children. We are called to spread the Gospel message of love, unity, and reconciliation. Essential to our mission is building a relationship with Jesus and one another. St. Patrick's School is a vital part of our parish community and is enriched by the presence and ministry of the Augustinian Order. Their values of truth, community, and love guide us in the fulfillment of our mission.

School-wide Student Learning Expectations

St. Patrick's School Community prepares our students for Life. We are committed to developing a child's mind, body, and spirit. Our graduates are young people who:

Grow intellectually by:

- Demonstrating proficiency in basic academic skills.
- Communicating effectively both in the spoken and written word.
- Developing the skills necessary to use technology as a learning tool.
- Showing awareness that learning is a lifelong process.
- Displaying curiosity for learning.
- Knowing where to find resources or help with difficult tasks, questions, or situations.
- Thinking critically, using logic, analyzing information, and forming opinions.

Develop their person in the context of community by:

- Demonstrating respect and appreciation for self and others.
- Understanding the relationship between choices and consequences.
- Striving to become self-disciplined
- Exhibiting an appreciation for the ethnic, economic, and cultural diversity that exists in their community.
- Displaying a sense of responsibility for the care and management of their environment and self.
- Identifying what is important in everyday life and displaying a willingness to face challenges with perseverance.
- Working together as a group toward a common goal.
- Recognizing that an individual's effort can make a global difference.
- Setting realistic personal goals and striving to achieve them.
- Learning to value a sense of humor.

Enhance their Spirit by:

- Demonstrating appreciation for their faith.
- Exhibiting an understanding of the importance of compassion, empathy, and reconciliation.
- Experiencing prayer in a variety of forms.
- Participating in well planned, focused, and relevant children's Liturgies.
- Displaying an understanding of the traditions, beliefs, and practices of the Catholic Church.
- Learning and using decision-making skills that assist in responding to moral dilemmas.
- Nurturing a personal relationship with God.
- Understanding that service to others is an expression of Faith.
- Gaining knowledge and appreciation of Scripture.

- Knowing the relationship that exists between Peace and Social Justice.

In order to provide students with an environment conducive to exposing, developing, nurturing, and assimilating the Student Learning Expectations, each element of the community must be committed to addressing the challenges faced in accomplishing this task. Therefore:

St. Patrick's School Education community will:

- Provide students a learning environment which exhibits compassion and understanding,
- Employ qualified professional staff who use sound educational methods,
- Develop a curriculum that is flexible, yet follows developmental patterns throughout the school,
- Extend the learning experience beyond the physical limitations of the classroom,
- Consider valid for discussion and study, students' doubts, questions and concerns,
- Provide learning situations that assist students in applying appropriate behavior to a given situation,
- Afford students opportunities to expand their creativity,
- Provide students with learning activities that make the learning process fun.

All who assume the role of teacher will:

- Encourage and provide opportunities for parents to take an active role in the development of their child's faith experience,
- Express their Faith in communal forms,
- Provide opportunities for students to receive the Sacraments in communal celebrations,
- Express and nurture Christian values,
- Acknowledge students for modeling Christian values,
- Provide leadership opportunities for students,
- Model the value of respect for each person,
- Develop an educational environment that assists children in developing self-esteem.
- Assist parents in their role as the primary educators of their children,
- Work to establish and maintain open and clear communication with parents.

Parents of children enrolled at St. Patrick's School will:

- Display a spirit of mutual cooperation with all aspects of the school community,
- Recognize, understand, and embrace their role as the Primary Educators of their child/children,
- Work to establish and maintain open and clear communication with teachers,
- Promote and support the spirit of school-wide and class policies and practices,
- Actively participate in their families practiced faith.

The Parish Community will:

- Ensure that all school programs are consistent with Church teachings,
- Prepare students to receive the Sacraments of Initiation.

Absences (DAH 51)

California school law requires that students regularly attend school, unless they are specifically excused for a good reason. Students should be absent only for illness/injury or emergency. If your child is absent due to illness or injury, please call the office and inform the secretary before 9:00 a.m. A routine call will be made to your home if you do not contact us. Upon returning to school, a written excuse with the date, reason for the absence, and the parent/legal guardian's signature must be given to the teacher. These notes will be maintained on file for a period of one year.

Students, who are to be excused from school during the day, must bring a note from their parents to the teacher on the day of the appointment. The parent must stop at the school office to sign out their child.

Students receive a medical absence if a written certification from the doctor or dentist's office is presented to the office upon returning to school from such appointments. If the office does not receive a note, the child will be marked tardy or absent.

If a child has had any contagious or communicable disease, a release from his/her doctor or from the Health Department must be presented before the child can be readmitted to class. **If a student is absent 15 or more days in a quarter, no report card will be given. Excessive absences may be grounds for non-promotion, academic probation, or dismissal.**

Admissions (DAH 502-504)

Re-registration of each student presently enrolled in school takes place in February and March of each year. In order to assure a place for your children for the following school year, re-registration forms must be returned by the indicated deadline. This

form and the payment of the nonrefundable registration fee are required at this time.

At the discretion of the principal, registration for new students will be open throughout the year until maximum class sizes are reached.

Priority of Admission: There are several areas considered when establishing priority during the registration process. These include: (No specific order of preference is intended by this listing)

- Active and participating parish affiliation at time of enrollment.
- Legacy
- Availability of space
- Number of years enrollee attended Catholic School or Religious Education Program
- Religion of child or parent.

Non-Discrimination Statement (DAH 501): The Catholic schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic schools in the Diocese of San Diego do not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school administered programs. Likewise, the Catholic schools in the Diocese of San Diego do not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

Conditions of Admission: Parents who send their children to St. Patrick's subscribe to the school's philosophy and agree to abide by the educational policies, practices and regulations of the school and the Diocese. Parents agree to

Conditions of Admission (Continued)

fulfill this obligation both in spirit and practice.

- A student is admitted to St. Patrick's with the understanding that he/she will remain in school until he/she finishes (in a satisfactory manner) the course of study unless he/she voluntarily or gives cause for dismissal.
- Registrations must be accompanied by a birth certificate or a Baptismal Certificate. Children transferring from another school are to bring report cards and parent copies of testing from that school. Health records and transcripts are requested from the previous school by the principal.
- Parents are to supply the school with all immunization records. Children who have not completed their immunizations will be excluded from school.
- All parents must complete all registration forms during the assigned registration period. This includes all emergency information and various forms necessary for admissions. No student will be admitted to classes without his/her parents completing this registration process.
- Kindergarten entrance age is 5 years old on or before Sep. 1, of the year of Kindergarten registration. The parent or guardian of a child shall, present proof to the authorities of the district evidence that prior to admission of a child to Kindergarten or the first grade of a school district, such child is of minimum age fixed by law for admissions thereto. Such evidence shall be in the form of a Birth or Baptismal Certificate duly attested, a passport, or an affidavit of the parent, guardian or custodian of the child. (Education Code, Sec 10504)

- All new students will be tested. This test will be administered by school appointed personnel. The results of this test will be used for the purpose of placement or acceptance into the program.

Academic Program (DAH 605)

The curriculum of St. Patrick's School may be defined as "all the guided experiences of the child under the direction of the school." It involves the content courses and embraces the development of the whole child as a person: spiritual, intellectual, emotional, and physical. The school will also strive to assist the child in forming right understandings, attitudes, and habits, not only in connection with subject matter, but also in each and every school experience.

Academic Probation (DAH 525)

Any student with an overall average (in the major subject areas) below 'C' will be placed on academic probation. Once a student is placed on academic probation, he/she forfeits participation in extracurricular activities and privileges, as determined by the school administration. A student who continues to display a lack of progress can/may be asked to withdraw from St. Patrick's School. Excessive absenteeism is grounds for academic probation.

Academic Testing (DAH 680)

Students undergo various methods of assessing academic progress. Within each classroom or subject area students are given tests or exams. This type of testing is designed to measure a student's progress related to given goals and objectives for a particular class or subject. Once corrected and assigned a score, a teacher knows the quantity and quality of a student's understanding of the particular academic objective tested. Additionally, students are tested annually using the Iowa Test of Basic Skills. This type of testing is referred to as

Academic Testing (continued)

standardized testing. It is designed to measure a student's understanding in the areas of reading, math, language, and study skills in relation to a national set of norms (standards). It provides the school with valuable information related to the overall effectiveness of our academic program in relation to the needs and ability levels of individual students. The school is able to determine the progress of students on a year-to-year basis. The results are given to parents, usually at the end of the second quarter (this depends solely on the company's ability to send the results to the school in a timely fashion). Students in Grades 4 and 7 are also tested using a test called the *Cogat*. This test is designed to measure a student's learning-ability level.

Bicycles

Bikes are to be walked to and from the bike racks. They must be parked at the rack and need to have a durable lock. The school is **not** responsible for damaged or stolen bikes. Students are prohibited from riding their bicycles on the school grounds. State law requires helmets.

Dismissal Time

Students, walking or riding (bus or bikes) exit the school grounds at dismissal time either by the kindergarten or 30th (pedestrian) Street gates. Students are not to exit the yard through the rectory driveway or the vehicular gates.

Car Pick-up: The car pick-up procedure allows for all cars to enter the school parking lot; drive along assigned lanes; shut off their cars, and wait for students. Drivers must do so with great care and caution. Drivers need to be patient, drive slowly, and for the safety of the children, refrain from cell phone use when entering, parking, and exiting the schoolyard. Students remaining

on the playground after 3:15 p.m. will automatically be checked into day care at parental expense.

Child Abuse Reporting Obligations (DAH 380 - 381)

In accordance with Diocesan policy and California law, school staff is obligated, under penalty of fine and jail term, to report reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance (which would be the procedure followed in most other legal matters) of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Communication

Teacher & Principal Conferences: So as not to interrupt class instruction, parents are advised to confer with teachers after school or at other appointed times. It is important to arrange for an assigned time with school personnel. Parents should contact the school office and schedule an agreeable conference time. Adhering to this procedure allows for efficient use of time. The principal is available for parental conference by appointment.

Messages will be relayed to teachers or students if they are emergency in nature. Since this is rarely the case, we urge you to take care of all matters, such as car pools, etc., before your child leaves home.

Written Communication: The school publishes a weekly Parent Bulletin. This bulletin is part of a weekly parent envelope. Monthly, a calendar of events is included in the envelope. The office sends this information packet home with the oldest, or only, child in each family. Parents are to sign the envelope and return it to school the following day. If the envelope is not returned before Wednesday morning (the following week) there will be a charge of \$1.00.

Responsibility training, both by the parent and school, allows the child to be the responsible messenger of this information. The bulletin contains important meetings, events, policy, and unexpected changes in the schedule. Please keep this handbook and the weekly bulletins available for easy reference. With this combined information, there will be no reason for missing deadlines or making unnecessary school telephone calls.

Unless a court order providing otherwise is filed with the school, St. Patrick's School voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records. Staff members will be available to discuss the student's records. When needed to protect the rights of everyone in the family, divorced parents should file a notarized copy - of the custody section - of the divorce decree with the school.

Computer and Library Resources

Computer literacy classes are held during the week for all students in Grades 6-8. "Hands-On" follows consistent development of computer vocabulary, keyboard instruction, and use of the computer as an educational tool. Students in Grades K-5 have access to classroom computers with

software that is used to supplement and reinforce basic grade level curriculum.

The purpose of the library is to promote literacy and to support the school curriculum. Students come to the library weekly during regularly scheduled library periods. This time is used for book checkout, library skills, and other reading skills. The library is also used for student research activities.

The library is also available to students before and after school. Use of the public library is also encouraged. Students must have written permission to borrow books from the school library. If a book is lost or damaged, the replacement cost of the book will be charged.

Day Care

Extended care is provided daily for all students registered at St. Patrick's School. The primary purpose for Day Care is to accommodate the needs of working parents. While extended care is not provided on school holidays or during vacations, it is available on minimum school days. Morning day care begins at 7:00 a.m. and concludes at 8:00 a.m. All students on the grounds before 8:00 a.m. will automatically be taken to supervised morning care and charged the hourly rate of \$4.00 for one student, \$6.00 for two students, and \$8.00 for three or more students (this rate also applies to scheduled afternoon care). Afternoon day care begins at 3:00 p.m. for Grades K-8. Students remaining after 3:15 p.m. will automatically be provided with this care, and parents will be billed. Afternoon care ends promptly at 6:00 p.m.

Disaster Plans (DAH 62 -63)

St. Patrick's School has prepared a plan as mandated for all schools by California Law. Parents must complete an annual emergency information sheet for each child.

Disaster Plans (continued)

This form includes two other persons to whom the student may be released in the event of a disaster. In the event of a disaster, a parent, or the above-mentioned authorized person(s), would be able to come to school to pick-up the child. During the school year, on a scheduled basis, disaster drills are held for students. The purpose of these drills is to prepare students to deal with sudden emergencies. Students practice exiting, assembling, and appropriate behavior during emergency situations.

Discipline (DAH 540-544)

St. Patrick's School values and maintains that self-discipline is an essential aspect of Christian development. Developing a learning environment is an on-going process that requires cooperation from parents, students, teachers, and administration. If a student is to achieve to his/her full potential, the child must be exposed to a disciplinary system that stresses the responsibility each student has to herself/himself and others. As a major goal at St. Patrick's, students are expected to develop self-discipline and self-direction to a level that is consistent with their level of maturity. Our disciplinary system is structured to foster respect for self and others. This applies both to personhood and property. The basis for this disciplinary system is that a student's actions must be such that they add to the overall positive school climate. Actions that distract from this basic purpose are intolerable and must be corrected. Students who choose to behave in such a manner will be held accountable for their non-productive decisions. Appropriate consequences will result. In order to establish a school climate that is positive and productive, the following list is a guide reflecting school-wide student expectations:

- Follow directions.

- Be respectful of/to all adults and one another.
- Respect property.
- Respond promptly to school bells.
- Use equipment appropriately.
- Refrain from violent actions and words.
- Follow the uniform and dress code of the school.
- Refrain from chewing gum.
- Keep your actions safe so that you do not endanger the safety of others.
- Observe rules regarding arrival, dismissal, and student presence in the building before, during, and after school.
- Behavior will never violate any sections of the California Educational codes or Penal/Civil Codes.

Behavior in exception to any of these basic expectations will be considered inappropriate and negative consequences will result. There are several methods the school may employ to address poor decisions made by students.

Detention (DAH 545)

The school may detain students in their classrooms after school or may require students to attend a detention class on a non-calendared school day. Junior High students who fail to follow classroom/school policies or fail to complete assignments will be given a **Parent Notification Slip**. These slips will be sent home, signed by the parent(s), and returned to the homeroom teacher the following day. These slips will indicate the day detention must be served. Students who fail to attend assigned detentions will be subject to more serious consequences (additional detentions, disciplinary probation, suspension, expulsion). If a primary grade student will be detained for more than fifteen minutes, parents of the student will receive a one-day notice of a detention. The important part of any disciplinary process is the communication

Detention (continued)

between the teacher and the parents.

Suspension—Expulsion: (DAH 546-547): Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense is committed. There are two types of student suspension, on-campus and home suspension. In either instance, the student will be removed from the regular classroom for a given period of time. Any missed assignments will need to be completed.

Students who seriously or habitually disrupt the learning environment of the school, or interfere with the learning process of other students, are subject to serious disciplinary action. This action may result in detention after school, exclusion from the classroom or class activities, suspension, or expulsion. The following procedures will be followed for serious disciplinary problems:

- Teacher confers with student and parent follow-up action discussed;

No Progress ---Continued Disruption

- Teacher and principal confer with student parent to discuss follow-up

No Progress ---Continued Disruption

- Parent is asked by the principal to withdraw the child from St. Patrick's

Students may be suspended or expelled without the benefit of the above-outlined procedure for certain offenses, which have an immediate and severe impact on the school, staff or other students. The kind(s) of offence(s) may include, but not be limited to:

- Physical abuse of another person (E.C. 48903);
- Possession or use of controlled or illegal substances such as alcohol, tobacco, drugs, etc. (E.C. 48904);

- Possession of any device which may be used as a weapon. (E.C. 48903);
- Membership in a gang or association with a gang which impacts the school in any way;
- “Tagging” anywhere on school grounds or on personal belongings brought to school or to any school-sponsored activity.

In the case of excluding students from school, parents will be called and must arrange to have their son/daughter immediately removed from school. The final decision to expel a student rests with the principal and, in parish schools, with the knowledge and consent of the pastor.

Full credit will be given for all work accomplished by the student prior to the time of expulsion.

Disciplinary Probation: Students who continue to display unacceptable behavior or habitually, by their actions, disrupt the positive educational atmosphere of a classroom may be placed on disciplinary probation for a specified period of time. The principal will specify this period of time during the parent conference. If the student does not positively respond to this action, the student may/will be required to withdraw from school.

Discipline, Classroom: Each teacher will establish his/her classroom discipline methods in accordance with the above philosophy. Teachers will share at the beginning of each year with parents, consequences for inappropriate behavior. In general, consequences for inappropriate or unacceptable behavior may include, but not be limited to:

- Loss of recess or other playtime;
- Detainment after normal school hours;
- Removal from extra-curricular school activities;

(Discipline Continued)

- Referral to the principal and/or school counselor;
- Removal from class to a supervised area or another classroom.

In order to maintain a positive learning environment, parents, students, teachers, and administrators must work together. This relationship works best if open communication is established and maintained.

Reporting Student Behavior: Parents can rightfully assume that the teacher will keep them well informed regarding their son/daughter's behavior. This on-going reporting process may take different forms: phone calls, notes, conference, preprinted forms, etc. At the end of each reporting period, students will be given a behavior grade on his/her report card. Since the jr. high is departmentalized, the teacher of each subject area will issue a separate behavior grade for his/her particular subject area. While a correlation may exist between behavior and academic progress, a student's academic grades will not be lowered due solely to poor or unacceptable behavior. It is the assumption of the school that parents will be supportive of school policy and procedure.

Dismissal - Arrival Procedures

Entering the School Grounds: Before school, the kindergarten and 30th Street pedestrian gates will remain unlocked and provide access the school grounds. At dismissal, the car and the 30th Street gates will be unlocked and proper use of these entrances and exits are described in the following topics.

Immediately following morning assembly, but in no case later than 8:30 a.m. the school grounds will be cleared, and all access gates will be secured. Access to the school will be limited to the office entrance located on

Capps Street. Parents, volunteers or anyone else who needs to gain access to the school may only enter via the school office.

Between the hours of 8:30 a.m. and 2:50 p.m. (except on special celebrations or designated occasions) parents, occasional volunteers, or visitors, must report to the school office and obtain a visitors ID. When leaving, they will sign out at the school office and return their ID.

Arrival: Students should not be on the school grounds prior to 8:00 a.m. Students who arrive prior to 8:00 a.m. must immediately report to daycare (Room 8), via the only open gate, located on 30th Street.

After 8 a.m. kindergarten students may be left off on Capps Street in front of the Kindergarten and enter the school grounds through the kindergarten gate. Students in Grades 1-8 should be dropped off on Ray or Capps Street and enter the schoolyard from either the kindergarten gate or the gate on 30th Street. Following morning assembly, all gates will be locked and the school grounds will be secure. The only entrance will be through the office entrance located on Capps Street.

Dismissal: Immediately upon dismissal, students walking, riding bikes, using public transportation should exit the school grounds via either the kindergarten or 30th Street pedestrian gates. Students who are walking or on a bike, should never exit the school grounds via any of the car exits.

The car pick-up procedure allows for all cars to enter the school parking lot, drive along the assigned lanes, shut off their engine, and wait for students. Since children are present, drivers must take great care. Drivers must always pull as far into the lot as possible.

Dismissal (Continued)

Drivers loading passengers must do so from a parked car with the engine turned off. When exiting the school grounds, drivers may only make a right turn onto 30th Street. Since the safety of children is everyone's greatest concern, drivers are asked to refrain from cell phone use while driving in the school lot. Deviation from these simple guidelines jeopardizes the safety of those we are trying to protect, our children!

Doctor or Dental Appointments

We ask parents to make every effort to schedule medical and dental appointments after school hours. If a child is to be taken off campus during school hours, he/she is only released from the office. Parents must send to the office a note on the day of the appointment indicating the time of the appointment. The parent will come to the office and sign-out their son/daughter.

State Law requires students to have a note from the doctor's office when returning to school; otherwise, the child is not legally excused and will be marked absent.

Emergency Information

It is imperative that an emergency address and telephone number, other than the home address and telephone number, be on file at school. This emergency information is requested the first day of school on an appropriate card. The card should be returned immediately with all completed information. If there is a change of address, telephone number or work place, the school office should be notified immediately.

Faculty Meetings

The faculty meets weekly on Tuesdays from 3:15 p.m. to 4 p.m.

Field Trips (DAH 652-652.2)

A class usually takes an average of one field trip per semester. Additional charges are

assessed for those field trips requiring entrance fees, etc. We rely on parents of our students to provide transportation for these trips. Parents who transport students must have a valid California Driver's License, proof of proper and adequate liability auto insurance, sufficient number of seat belts for each person in the car, and must have been cleared via screening (live-scanned). Volunteer drivers will sign a slip verifying that these conditions have been met. Permission slips are sent home before each field trip. These slips must be signed by the parent and returned to school by the designated time. Verbal permission over the phone cannot be accepted. Phone calls will not be made asking parents to bring permission slips.

Health Information (DAH 370 - 378)

Health Room: An area has been prepared for children who become ill or injured while at school. Should it be necessary to contact you regarding a sick or injured child, we ask that you come to the school immediately, as we do not have full-time personnel to staff the Health Room. Families are notified immediately of serious injury or sudden illness that may occur during school hours. For this reason, it is imperative families keep the Emergency Card information up-to-date. Any change in phone numbers, alternate contact persons, addresses, doctors, etc. must be communicated to the office, in writing, when changes occur. If it is impossible to reach a parent or responsible person, the school reserves the right to select emergency care providers. No liability would attach to such decision in the event parents cannot be reached. Any expenses incurred will be borne by the child's family. The school will not be responsible for anything that may happen as a result of false information given to the school.

Health Information (continued)

If your child has allergies, or any other condition necessitating special arrangements, this must be noted on the emergency card.

We also ask that you provide your current telephone number and work number on the emergency card kept in the Health Room.

Immunizations: Updated immunizations are required for each student. Lack of proper immunizations may necessitate exclusion from school.

Physical or Waiver: Students in Grade 1 must have a completed physical form or waiver on file. If this is not provided by the specified deadline, those children may be excluded from school.

Medications: If a child must have medication during a school day, the following procedure is followed:

- A release from the doctor must be presented which states the nature of the medication.
- The day's dosage must be sealed, labeled, and have the child's name attached to the bottle. All medications must be kept in the Health Room.
- The child is to come to the Health Room for his/her medication (except in situations that require a student to carry an inhaler prescribed by a licensed physician as necessary).

Home Assignments (DAH 638)

Homework is an important part of the overall learning process here at St. Patrick's. Therefore, parents should expect that their child/children would have homework on a regular basis. Parents often ask the teaching staff, "How much homework can I expect my son/daughter to experience?" This question is best answered in a general fashion. Homework is not merely a time to answer questions or complete a set of math

problems. Homework is a time to review, prepare, and expand what has been learned in the classroom. When homework is viewed in this fashion, it is safe to say that St. Patrick's students should spend time each and every night doing homework.

The daily average time allotments are:

- Grades K, 1, 20- 30 minutes
- Grades 3, 4 30- 40 minutes
- Grade 560- 90 minutes
- Grades 6, 7, 890- 120 minutes

It is imperative that students develop good study habits. For this purpose, homework is inclusive of: reading and reviewing class notes and work assignments; preparing for the next lesson; organizing material for the following day; spending time watching the news or reading the paper so that current events become a part of each day, and of course, completing any written assignments. Homework is important! However, it should not be viewed as only a set of written assignments.

Students who fail to complete written assignments may be detained after school.

See Section of Handbook related to Detention.

Parents can assist with homework by:

- Making certain that your child has a homework assignment book.
- Making sure that your child completes all assignments.
- Setting aside time, space for written work, as well as time for reading, studying notes, and/or reviewing for tests. Long-range assignments, projects, and make-up work are the only assignments given over weekends.

Assignments are geared to the average child's ability. Should a student be unable to complete an evening's work, an appropriate explanation with the parent's

Home Assignments (Continued)

signature is acceptable. Should problems arise over a specific assignment, students are expected to contact the teacher immediately. When absent, all classroom and homework assignments are to be made up. It is the student's responsibility to obtain the assignment and make sure it is turned in to the teacher.

Hot Lunch

Hot lunches are served daily through the Federal-State Nutrition Program. Parents may qualify for full cost, reduced cost or free meals. An appropriate form must be completed if a family is requesting free or reduced lunches. A calendar with the daily menu and an order form is sent home every other week. Milk is a component of the program or may be purchased separately. Watch the weekly bulletin for the announcement of deadlines for purchasing meals and milk.

Insurance (DAH 390)

Insurance through Catholic Mutual is provided for each student. We ask you to carefully read the coverage information when the forms are sent home at the beginning of each school year. Coverage is supplemental to your personal health or accident insurance. Claims for school coverage can be secured by contacting the school office.

Lost and Found

All clothing, lunches, materials, etc. should be clearly marked with your child's name and grade. Lost items may be claimed in the lost and found storage box or school office.

Lunches

A reasonably priced nutritious hot lunch, with milk, is served Monday through Friday. A biweekly menu is sent home in the Family Envelope and families may purchase the lunches, if they so desire. Students who bring their own lunches may purchase milk

using this same hot-lunch order form. We ask parents not to bring fast-food lunches. Aside from the nutritional factors, we find this practice disrupts the lunch routine of other students. In addition to lunch, and to reinforce the child's energy level, parents should send a healthy snack for morning break or recess. If a student stays for after-school sports or other programs, it is especially important to provide adequate nutrition. **If a student forgets to bring a lunch, they will be given a hot lunch and parents will be billed accordingly.**

If a student is celebrating a special occasion and parents wish to provide a "special treat" arrangements must be made in advance with the classroom teacher and be inclusive of the entire class.

Music

The school curriculum in grades K-5 includes music. However, there are independent contractors who provide instrumental music lessons. These individuals set the fees and schedule and their services are offered outside of normal school hours.

Parent Meetings

Parent "Back to School Night" is held early in September of each year. This meeting consists of a brief overview of the curriculum together with an explanation of policies regarding conduct, homework, etc. Attendance is important.

The annual Christmas performance, Catholic School's Week Open House, Art Fair, and the Discovery Fair are other important opportunities for parents to show interest and support of school activities.

Parent-Teacher Conferences (DAH 531)

At the end of the first report card period in the fall, the school schedules formal parent-teacher conferences. We believe this type of communication is valuable and important for every child. Therefore, the parent-teacher conference is mandatory. As described earlier, the parent may seek a conference with a teacher as long as a written request is made, in advance, and time is given for the teacher to respond by written verification.

Parties

Class parties to celebrate special days will be permitted on certain holidays and parents will be notified beforehand. After consulting with the classroom teacher, Room Parents will arrange these parties. If a parent wants to recognize a child's birthday, arrangements must be coordinated with the classroom teacher.

Please do not send or bring out-of-school party invitations to be distributed at school unless everyone in the class is invited. The disturbance in the classroom and the instructional program caused by these parties is detrimental to the learning process. Failure of parents to abide by this request places an unreasonable burden on students and teachers. Mixed parties involving students in the upper grades held on weekends or after school are discouraged because of the difficulty of guaranteeing appropriate adult supervision. The school assumes no responsibility for the supervision of private parties or dances that are not directly sponsored by St. Patrick's School. This includes activities sponsored by St. Patrick Parish Jr. High Youth Group. It is the responsibility of the parents to be sure adequate supervision is provided at these events. Since the school does not sponsor these activities, school supplemental insurance does not provide coverage for these activities. Additionally, school

disciplinary practices and procedures are not applicable. It is part of school personnel policy not to attend non-school sanctioned parties and activities. School personnel should never be contacted or asked to invoke school disciplinary policy or practices regarding incidents that occur at one of these activities. Supervisory responsibility rests with those individuals or organization(s) who sponsor the activity.

Partnerships in Education

Research supports the belief that children learn best in a community-oriented educational environment. This type of environment encourages parents to become active participants in the education of their children. It builds community and forms a strong bond between home and school. A successful program emphasizes unity, community, and support. It creates an atmosphere in which the school and the home become partners in education. At St. Patrick's School, parents find two programs designed to forge this vital partnership between home and school — the Parent Involvement Program (PIP) and the 350 Program.

PIP Requirements

A successful parent involvement program emphasizes unity, community, and support in which their children will learn and grow.

St. Patrick's School provides many opportunities for parents to become active participants in the education of their children. Parents serve as School Board members, yard duty supervisors, tutors, kitchen helpers, office aides, classroom assistants...just to mention a few. It is not so important what you do but that you are present and active.

PIP (continued)

PIP is the process used by the school to recognize the importance of the service parents give to the education of their children. The School Board sets your PIP requirement as follows:

- Single Parent Families 30 Points
- Two Parent Families 40 Points

There are a multitude of service possibilities that can accommodate all family schedules.

Fundraising - The 350 Program

The cost of educating a child in any school continues to escalate. In Catholic schools, the situation creates a very unique challenge. Unlike our public counterparts, a Catholic school financially depends solely on the community it serves. The parish and families attending the school are, for the most part, the major sources of revenue. If a Catholic school is to continue providing parents the option of a Catholic education, the school and its parents must explore creative means of keeping tuition in check.

The 350 Program at St. Patrick's School represents one of those creative approaches to tuition reduction. Profits generated by various fundraising events held throughout the year directly benefit the school. Since all families benefit from these profits, the basic expectation is that all families would support these efforts. Each family helps sell various items or tickets to these activities. Families may buy items themselves or offer friends and family the opportunity to purchase them. Different levels of credit are given for the various activities. Families who exceed the basic \$350 commitment of profit in fundraising may apply the excess to their tuition account. Additional information is available at the school office. The school bookkeeper would be happy to give a very detailed explanation of both PIP and the 350 Program.

Permission Slips (DAH 652.1)

Parents must sign permission slips for all events requiring children leave the school grounds or participate in after-school events. Verbal permission is never acceptable.

Personal Property

It is expected that each student shall have respect for the property of others. However, it is important all personal property (including clothing) be clearly marked with the student's name. Lost articles are much easier to identify when they are properly labeled. At the end of each month, items left unclaimed in the lost and found may be given away.

Students who bring personal property to school do so at their own risk. The school assumes no responsibility for lost, stolen, damaged, confiscated or misplaced personal property. Expensive personal property (radios, jewelry, etc.) is not permitted at school.

Pictures

Fall Pictures: Mike Shriver Photography provides its services for these annual pictures. The picture day is early in the school year (usually September), and pictures are distributed before Christmas. Students are to be in full uniform for these pictures. A prepaid envelope is distributed to each family prior to picture day, and each child must return his/her envelope on that day indicating purchase selection. Although parents are under no obligation to buy, every student must have his/her picture taken (free of charge for class composite).

Graduation Pictures: These are taken about one month before the 8th Grade students graduate. Although each student has his/her picture taken for the class composite, families are not required to make a purchase.

Spring Pictures: During the spring, Mike Shriver returns for a less formal round of

photography. Students may wear free dress for spring pictures.

Yearbook: A School Yearbook is produced each year. Students from every grade level will receive this all-school yearbook. The cost is covered in the student-activity fee. Delivery of yearbooks takes place in late May. If supplies are available, additional copies may be purchased from the school office.

Religious Education (DAH 670)

The primary purpose of our existence as a Catholic school is to educate children in the beliefs and practices of the Catholic Church. St. Patrick's School admits students from all religious traditions; however, religious education classes are mandatory for all students. The religious education of the child only begins with this building of factual information. Students also have many and varied experiences designed to develop and nurture a relationship with God. Each day begins and ends with prayer. Students celebrate Liturgy every Wednesday at 9:15 AM. These Liturgies are planned by individual classes and shared with the entire student body. Reconciliation is celebrated during Advent and again during the Lenten season. Faith experiences are an integral part of the school program and are designed to help children develop their spiritual being.

Major Goals of the Religious education program:

- To help the child grow in awareness of God's love and to develop a personal relationship with God through prayer;
- To help the child discover God acting and speaking in Scripture, doctrine and the faith;
- To foster growth in the child's awareness of Jesus as a brother and friend, and to urge the child to carry His love and friendship to others;

- To help the child develop according to his/her psychological readiness, a faith life in the context of the Christian community-family, school, parish;
- To give parents the opportunity for adult religious educational experiences.

Liturgies: Student body Liturgies are celebrated weekly. **Students also attend Liturgies on Holy Days and once a week during Lent according to a published schedule. When attending a daily parish Liturgy, students must be in school by 7:50 a.m.** All students (regardless of religious orientation) are expected to attend all school Liturgies. Parents are always invited and encouraged to attend all Liturgies. Please refer to the monthly school calendar for the days and times of our student liturgies.

Grade levels plan the Sacrament of Reconciliation usually during the season of Advent and Lent. While the school sees the importance of meaningful communal experiences for the Sacrament of Reconciliation, parents are encouraged to provide additional opportunities for the reception of the Sacrament.

Religion Classes

The Sadlier Religion Program is used throughout the grades. The teachers at St. Patrick's School are, and have been, involved in the Religion Certification process in the Diocese of San Diego.

Mass Attendance (Weekends):

As a Catholic school, we recognize that there is a great opportunity for parent-directed religious education in the celebration of Sunday Mass. It is essential to our mission as Catholic Mass Attendance (Weekends) continued

educators in partnership with parents, that families attend Mass on a regular

basis. As the primary religious educators of their children, parents are reminded to consistently follow through on this most serious obligation.

Sacramental Preparation: The preparation of students for the Sacrament of Reconciliation and Eucharist is part of the parish Religious Education Program. Parents are required to attend meetings related to these two sacraments. These meetings will be held during the school year. The dates, times, and content will be established by the Parish Director of Religious Education.

Confirmation: The Youth Minister of the parish is responsible for preparing young adults for the Sacrament of Confirmation. Information regarding the basic requirements of the program may be obtained by contacting the Youth Minister at 295-2157.

Service: Service is the expression of a lived faith. Therefore, the school provides opportunities to share with others less fortunate by daily mission collection, Thanksgiving donations, and share-care boxes during Lent, etc. Additionally, students, in order to graduate, must earn 30 hours of service related activities. These hours must be earned during the eighth-grade year. Service hours, in order to be eligible in meeting this requirement, must be pre-approved by the eighth-grade teacher.

CSJ Education Network: St. Patrick's School is an active member of the Sisters of St. Joseph of Orange Education Network. This affiliation provides St. Patrick's School with a variety of valuable resources that enhance our efforts to provide quality Catholic education. As a member, the school profits from the support and guidance offered by the Sisters of St. Joseph of Orange.

Retention (DAH 524)

When a student is experiencing difficulty in mastering the basic skills of a grade level and the teacher, after consultation with the parents and the principal, feels it is in the best interest of the student to retain that student, the following procedure will be utilized:

- Consultation between teacher and parents during the first quarter indicating slow progress;
- Conference between teacher and parents no later than the end of the first semester advising parents of the possibility of retention and the development of a plan of action designed to meet the identified needs of the student will be developed;
- Subsequent follow-up parent-teacher conferences indicating student progress, during the third and fourth quarters.
- A final decision regarding subsequent grade placement will be given to parents no later than the mid-point of the fourth quarter.

Promotion and Graduation (DAH 522)

Only students who satisfactorily complete the required work for a particular grade (in the basic skill areas) will be promoted to the next grade. Excessive absenteeism may be grounds for non-promotion. Diplomas of Graduation are given to students who successfully complete the course of study prescribed by the school. The term 'successfully' is defined as maintaining a minimum of a 'C' average in the academic areas. Students who do not meet this graduation requirement, but who qualify for promotion, will be given Certificates of Attendance. Only students receiving Diplomas of Graduation will receive recommendations to attend a Catholic high school.

Report Cards (DAH 531)

The administration and faculty of St. Patrick's School strive to assess total

student performance. In conjunction with Diocesan requirements for the grading system, written grades are given for each academic area so as to keep students and parents aware of the student's progress in the completion of the curriculum. Cumulative grades are posted quarterly on the report card. Grades are based on such class work, homework, tests and quizzes, class participation, effort, independent and group work, special projects, appearance of completed work, etc. The school looks for and encourages the best from each child. Frequent communication among the student, teacher, and family is encouraged. Any matter involving a student's work or behavior should be discussed with the teacher first, before being brought to the attention of the principal. Most conferences with teacher or principal are by appointment only.

The Standard Diocesan report card is used, and these are issued four times a school year. Parents must sign the report cards and return to school.

We recognize academic achievement using the following criteria:

Merit: Students in Grades 1-8 who achieve a B, or better, in conduct, effort, and home study each report card period.

Honor: Students in Grades 5-8 who achieve Merit and have A's and B's in academic areas. Music, art, and P.E. are not included in this averaging.

First Honors: Students in grades 6-8 who achieve A's in all academic areas, conduct and home study.

California Junior Scholarship Federation: Students in the 4th quarter of 7th Grade and 2nd and 4th quarters of 8th Grade may achieve this recognition by achieving 12 points in the six major subjects of the curriculum. A = 3 points and B = 1 point.

No grade may be below a C; citizenship grade must be an A or B.

School Board (DAH 260)

The purpose of the Board is to advise the pastor and principal in the formation of school events, activities, policy, and procedures. The School Board consists of ten to thirteen appointed members. School Board members are the committee chairpersons of a particular committee. Parents interested in becoming a member of a particular committee should contact the chairperson of that particular committee for the specific details. (Exceptions: Finance & Curriculum)

School Board Members 2010- 2011

Mr. Joe Toscano	Chairman
Mrs. Nancy Rankin	Vice Chair.
Mrs. Maria Cooper	Public Relations
Mrs. Veronica Yokley	Alumni
Mrs. Alma Babcock	Finance
Mrs. Holly Ferrari	Technology
Mr. Nayo Jaime	Facilities
Mrs. Nicole Joseph	Marketing
Mrs. Kathy Wakabayashi	Curriculum
Mrs. Becky Morstad	Member
Mrs. Grace Lupian	Member
Ms. Regina Tyson	Member

School Visitation (DAH 581)

Any person entering the school grounds must report directly to the school office. This applies to everyone. Visitors must sign in at the office and pick up a visitors ID. When they leave they must go to the office to sign out and return their ID. Parents are welcome to visit classes at any time during the year. It is suggested that the visits be made at times other than the first and last two weeks of the school year. These times are not always representative of normal

School Visitation (continued)

school routine. Parents wishing to visit the classroom must consult with the school

office so arrangements can be made for a worthwhile visit.

Relatives of families attending St. Patrick's, who wish to visit the school, must obtain permission from the principal prior to their visitation. Without administrative approval, non-enrolled children are not permitted to visit school. If permission to visit the school is granted, the school assumes no responsibility for these individuals, and their parents must sign a waiver of liability prior to any visitation.

Persons, agencies, or organizations desiring to contact individual students during the school day must receive permission from the principal.

Skateboards

Riding skateboards on school property is prohibited, even when school is not in session. If a skateboard is brought to school, it must be left in the school office.

Student Activities

Assemblies: These are held for the entire student body on the average about once a month. Student Government activities, awards, "spirit days," and special seasonal celebrations provide many opportunities to gather the student body as a community.

Altar Servers: Boys and girls from Grades 4-8 serve the congregation during parish Liturgies. The faithful fulfillment of this responsibility is in direct relationship to parental guidance and expectation.

Spiritleaders: Students in Grades 4-8 may try out for this activity. Uniforms are purchased by the girls and kept at a minimum of cost. A moderator supervises practice and the coordination of performance.

Contests: An opportunity is given to students at all levels to compete in various subject areas with other students in Diocesan, city and community contests,

Diocesan Academic Decathlon, Saint Augustine High School Math Contest, etc.

School Yearbook: Under the guidance of a volunteer classroom teacher, students assist the annual memory book for St. Patrick's School.

Sports Teams: Boys and girls in Grades 4-8 may try out for the seasonal sports in the Diocesan League. Parental consent and faithful attendance to practice and games are expected. Boys' sports include flag football, basketball, and volleyball. Girls' sports include volleyball, basketball, and softball.

Student Council: The purpose of the program is to provide students with an opportunity to apply leadership skills. Students in Grades 5-8 are eligible to participate in our student government program. During the first week of school, interested students will be given specific information regarding student government. Student Council meetings are held once a week under the supervision of a faculty moderator.

Continuance in Student Activities

In order to participate in any extracurricular activities, students are required to have satisfactory academic and conduct grades. Once involved, students must continue to meet the original requirements. If they fall below the specified conduct or academic level, they will be ineligible to participate in any extra curricular activities for a specified period of time (to be determined by the teacher). Participation in extra-curricular activities is a privilege. Participation may be terminated, for just cause, at any time.

Student Records (DAH 365)

Student records contain scholastic records, directory information, and the student's

permanent health records. When a student is transferring to another school, a copy of the student's transcripts will be sent upon request by the new school. This request will be made to St. Patrick's School, in writing by the new school, and should be signed by the parent or guardian of the child. Transcripts will be mailed. Transcripts (in order to be official) will not be hand carried by the parent.

St. Patrick's will not release a transcript, records or personally identifiable information to persons or agencies (other than schools) without parental permission.

The school will, and must, comply with a court order to release information concerning a student. However, if it is lawfully possible within the requirements of the judicial order, parents will be notified in advance of compliance.

Access to Student Records: The student's parents or legal guardians have the right to inspect their entire child's/children's records in the presence of the principal or his/her designee. However, behavioral records (e.g. counselor's reports) shall be inspected only in the presence of a person qualified to interpret the records.

Procedures for Challenging the Content of a Student's Record (DAH 366): Challenges to the content of student records are concerned with the correction of dates or other such informative data in a student's file **NOT** with academic grades. Academic grades, once recorded, cannot be altered or changed. Any challenges to student records must be settled at the local level.

The following process will be followed for challenging student records:

- The parent of a student may file a written request to the principal to correct or amend information in his/her child's permanent records that he/she challenges to be:

- Δ inaccurate,
- Δ an unsubstantiated personal conclusion or inference,
- Δ a conclusion or inference outside of the observer's area of competence or based on personal observation.

- If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or responsible school official. After the hearing is concluded, the principal or official shall inform the parents, in writing, concerning the conclusion reached.
- If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information in the records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

Release of Directory Information (DAH 367)

Directory information includes: Students' names, addresses, telephone listings, dates, and places of birth, participation in officially recognized activities and sports, dates of attendance and names of schools previously attended. The school will not release this information to an unauthorized agency without parental approval.

Tardy - Late Students

Students, who arrive late for school, after 8:20 a.m., must go directly to the office to pick up an admittance slip. It is important

for students to arrive on time. Habitual tardiness disrupts the routine of the class and is cause for serious disciplinary action. All tardies and absences are recorded on the student's permanent record card. Excessive absences or tardies may result in non-promotion or discontinuation of enrollment. Local Catholic elementary and high schools include tardy/absence records as part of admission decision.

Telephones

If parents feel the necessity to have their son or daughter bring a cell phone to school the following applies without exception.

- All phones must be placed in the office prior to the start of the student's first class period.
- All cell phones may be retrieved following the student's last class period.
- Despite the fact that phones are left in the office, the school will not replace lost, misplaced or missing phones or parts of the cell phone.

If a cell phone is confiscated from a student for failure to follow the above guidelines, it will be returned by the office only to the parent. The second time the phone is confiscated, it will not be returned to the parent until the end of the current term.

Testing (DAH 680)

In addition to text-related and teacher-composed tests, the Iowa Test of Basic Skills is administered annually in the fall to all students in Grades 2-8. Results of these tests are given to the parents and recorded in the student's file.

Textbooks

Book Bags: Since students and ultimately parents are responsible for returning

textbooks in good condition, it is highly recommended that rainproof book bags be used to transport school rented books and materials.

Damage: All school books should be handled carefully and neatly covered at all times. A fee is charged for damage to any book or pages of books.

Student Threat Policy and Procedure

1. Any and all student threats of harm to self or others must be taken seriously.
2. Whoever hears the threat will report it to the principal immediately.
3. Police will be notified immediately.
4. The parent or guardian of the student who has made the threat will be notified immediately.
5. The student will be kept in the principal's office under supervision until the police/parents arrive.
6. The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing will be notified immediately.
7. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed. The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.
8. An independent psychiatrist or psychologist must conduct a comprehensive mental health evaluation and risk assessment. If a psychiatrist

Student Threat Policy (continued)

performs the primary evaluation, he or she will determine whether it is

necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she shall determine the need for psychiatric consultation.

9. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student behavioral concerns, and the names of any known victims or potential victims.
10. The principal shall receive a written comprehensive, detailed evaluation report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must also address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with Diocesan legal or administrative personnel who will assist the principal regarding readmission.
11. If the psychiatrist or psychologist recommends re-admittance, and if the principal is satisfied with the report given, the principal will, after due consideration, including a conference with the parents, decide whether to readmit the child. The outcome of the investigation, including police and mental health reports will be considered as determining factors in the decision whether to readmit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that

meeting. Any decision on whether to readmit will require consultation with the pastor.

12. Disciplinary action including suspension/expulsion will be administered as appropriate.
13. If the student is readmitted to the school, the mental health care professional must at the principal or pastors request provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of re-admittances and continued enrollment. Counseling will be made available to children who are victims of the student threatening behavior or who observed the threatening behavior if determined that such counseling is needed and parental permission is granted.
14. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic or disciplinary file. Only the principal and/or pastor should have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation before being destroyed. This policy must be communicated clearly to all faculty, staff, volunteers, parents/guardians and students.

This policy will be reviewed periodically or as needed to accommodate changes.

Tuition - Fees (DAH 502)

Specified details, related to the payment of fees and monthly tuition, are distributed under separate cover. It is important that every parent keep handy the details related to the payment of monthly tuition as the suspension, late fee, and return check fee policies are adhered to strictly. No postdated checks will be accepted. The returned check fee is \$35.

To be classified as a “Active and Contributing Member of the School” in the tuition category, it is necessary to earn PIP Points (30 or 40) over and above the basic PIP Points or regularly contribute to the St. Patrick’s Church.

The School Board sets aside a designated amount for financial assistance. Financial Aid Applications may be obtained from the school office. Financial assistance funds are limited.

Delinquent Tuition Policy: Keeping your tuition account current is very important. The school operates with a very tight cash flow. Delinquent accounts inhibit the school from fulfilling, in a timely manner, our financial obligations. If tuition is not received by the 10th of each month, the account becomes delinquent. Delinquent accounts will be processed in the following manner:

- The bookkeeper will notify the family the account is delinquent and assess a late fee of \$35.
- Letter (with copy to the principal) from the bookkeeper scheduling a conference regarding the delinquent balance.
- Report cards will be held if a family has an outstanding balance. Graduating students will be unable to participate in graduation if accounts are not clear.

- For accounts that are habitually delinquent, payment in full, or advance payments of tuition, may be requested.

Tuition Assistance (DAH 317)

The school budgets a limited amount of financial assistance. All families who believe they possess financial need and are unable to pay full tuition must complete the application forms. Parents may obtain these forms from the office. In order to be considered for financial assistance a families' account must be current.

Tutors

University of San Diego: Students are provided each semester by the University to assist our students, at all levels, on a pullout basis in various subject areas.

Augustinian Volunteers: As part of a special post-graduate service program college graduates are assigned to St. Patrick’s School to work as teachers, instructional aids, or teacher assistants.

Title I: Title I services provide eligible students a unique opportunity. Eligible students receive small group and one-on-one instruction from San Diego Unified School District certificated teachers. Title I provides “over-and above” services which students receive in their day-to-day classrooms.

Uniform Policy

We are all aware of the influence that personal appearance can have on an individual’s attitude towards himself/herself and others. It is our hope that the school uniform policy will contribute to a feeling of cohesiveness within our school community and lessen competition or judgment of worth based on outward appearance.

The purpose of the Uniform Policy is to set a standard of dress for students that will

Uniform Policy (continued)

provide for a neat and consistent appearance. The policy also reflects an effort on the part of all to maintain a

balance between individual tastes and the economic reality for the cost of clothing.

The specific uniform policy can be found on the very back cover of this handbook. In addition to the basic clothing worn by students, the following is also part of the Uniform Policy at St. Patrick's School.

Purchase: All items must be purchased from True Grits Uniform Company (See inside back cover for address and complete uniform requirements). This includes PE T-shirt and the St. Patrick's Sweatshirt.

Shoes: Parents should keep in mind that students play on a paved surface. Students are to wear an athletic shoe. Students may never wear any open-toe, sandal-like footwear, boots, or other shoes that limit a student from full participation in every aspect of school activity. Shoes may not be plaid or bright colors. (Blue, Black or White)

Socks: Students must wear socks. "No show" socks or ankle socks are not part of the uniform code. Girls may wear knee-high socks or tights. Acceptable colors for knee-high's or tights are: white, red, green, blue or black.

Hair: Hair must be maintained in a neat appearance. **Hairstyles deemed inappropriate by the administration will not be permitted.** Hair (boys) should be off the collar and above the ear.

Undershirts: Any shirt worn under the uniform shirt must be white and not be larger than the basic uniform shirt.

Belts: Students must wear a belt if their pants have belt loops even if the pants have an elastic waistband.

Jewelry: Excessive jewelry is inappropriate school attire. One bracelet or watch is adequate. Earrings can become a safety issue. Therefore, for the safety of your daughter, only **small**, earrings are permitted. Larger loops or other earrings that hang below the ear lobe pose a safety issue. Earrings are **not** part of the uniform for boys.

Make-up: Girls may not wear make-up of any type. **Only clear nail polish is permitted.**

Free Dress: The particular event of the day will dictate the appropriate dress. Bare shoulders or midriffs, excessively short or baggy clothing are inappropriate. Articles of clothing such as t-shirts that promote attitudes, beliefs, products, etc, that do not supportive the school's stated philosophy are not permitted. The determination of "appropriate" is at the sole discretion of the principal. If a student's choice of "free dress" is deemed inappropriate, parents will be required to bring a change of clothing. Students may always wear the school uniform on a declared "free dress" day.

Field Trip Dress: The uniform is always worn. A specific trip may require other dress with administration approval.

P.E. Dress: School shorts, PE t-shirt, and athletic shoes must be worn. PE shirts are inappropriate on non-PE days.

Uniform Notice: Students who do not comply with the Uniform Code will be given a Uniform Notice. Parents must sign and return the note the following day. If a student receives two notices, the next notice will require parents to be contacted that day to bring the appropriate uniform item to school. The school may supply the student with the proper uniform item. If this occurs, parents will be billed for the specific item. Continued violation of the school's Uniform Code may necessitate more serious

Uniform Notice (continued)

consequences including but not limited to: after-school detention, loss of extracurricular privileges, or suspension.

Volunteers

Volunteers are important. Parents earn PIP points when they offer assistance to the school or parish. If you are unable to fulfill a service for which you volunteered, it would be important to inform the school office. Parent volunteers must check-in at the office when they arrive at school.

WCEA/WASC (DAH 683)

St. Patrick's School has been fully accredited by the Western Association of Schools and Colleges for a six-year term that expires in 2015. Each year the administration and faculty of St. Patrick's School continues to evaluate the curriculum and program according to the stated school philosophy as well as meet the yearly goals and objectives set down for us since the last accreditation.

Yard Duty

Volunteers and teachers are used to supervise the yard at recess and lunch. A volunteer shall expect and demand the same cooperation of our students, as does a teacher.

Parish Sacramental Preparation Policy

Policies, related to the reception of the Sacraments, are parish policies. As such the ultimate decision of readiness rests with the pastor or his designees. It is assumed that individuals/families who receive sacraments at St. Patrick's are registered members of the parish.

Baptism

Children enrolled in the parish school or religious education program are required to attend these programs for a period of two years. Enrollment in another Catholic

school's or parish's Religious Education Program may be considered. Children between the ages of 7 & 18, who have not been baptized, must attend the Rite of Christian Initiation for Children (RCIC) The Parish Director of Religious Education (DRE) arranges individual sacramental preparation for students who are between the ages of 7& 18. Parents need to make this contact.

Reconciliation

The parish DRE will calendar formal meetings for children & parents. These meetings will take place after normal school hours. The classes will include both school and Religious Education students. In order to receive this sacrament, children and parents must attend these classes. The Director of Religious Education for the parish will arrange the days and times of these classes.

Eucharist

The procedures for receiving First Communion are the same as described in the section above. The parish DRE will arrange the days and times for these classes. If school parents have any questions regarding the Sacramental Program, their questions should be directed to the Director of Religious Education for the parish.

St. Patrick's School Calendar at a Glance 2010 – 2011

Report Card Quarters

FirstSep. 2 - Nov. 5
 Second ...Nov. 8 - Jan. 28
 ThirdJan. 31 - Apr. 6
 FourthApr. 7 - Jun. 17

Holidays

Sep. 3 Local Holiday
 Sep. 6 Legal Holiday
 Nov. 22 -Nov. 26 Thanksgiving Vacation
 Dec. 20 -Dec. 31 Christmas Vacation
 Jan. 17 Martin Luther King
 Feb. 21 Presidents' Day
 Apr. 25 -Apr. 29 Easter Vacation
 May 6 Local Holiday
 May 30 Memorial Day

*Minimum Days

Sep. 2 New Student Day
 Sep. 7 First Day of School
 Oct. 15 Festival Set-up
 Oct. 18 Festival Clean-up
 (No School for Grs. K-6)
 Nov. 5 Staff Development
 Nov. 10 Parent-Teacher Conferences
 Dec. 3 Advent Workshop
 Dec. 17 Christmas Vacation
 Feb. 4 Diversity Day
 Apr. 1 Staff Development
 Apr. 22 Good Friday
 May 27 Field Day
 June 17 Last Day of School

St. Patrick's Daily Schedule

School Starts

First Bell 8:15 a.m.
 Second Bell 8:20 a.m.

Recess

Grades 5 - 8 9:55 - 10:05 a.m.
 Grades 1 - 4 10:05 - 10:20 a.m.

School Dismissal

First Bell 2:55 p.m.
 Second Bell 3:00 p.m.

Lunch

Grades K - 2 Eat 11:50 - 12:10 p.m.
 Play 12:10 - 12:30 p.m.

Grades 3 - 5 Eat 12:10 - 12:30 p.m.
 Play 12:30 - 12:50 p.m.

Grades 6 - 8 Eat 12:40 - 12:50 p.m.
 Play 12:50 - 1:10 p.m.

*Minimum Days

On such announced days, dismissal time is
 12:00 noon. Hot lunches are not served on
 these days.

St. Patrick's School Uniforms

Grooming standards are established to eliminate unnecessary distractions. Please refer to Uniform Policy and Procedures in the Parent Handbook. Uniform requirements for all grades are listed below.

Grades K – 5

Girls

Green plaid jumper
White blouse (round or pointed collar)
Green cardigan sweater
Green sweatshirt with school logo
Khaki uniform pants or walking shorts
Green pique polo short sleeve with logo
(Belts – Shirts tucked)

Girls' P.E. Dress

Khaki uniform walking shorts
Green T-shirt with logo

Boys

Khaki uniform pants or walking shorts
(Belts – Shirts tucked)
Green pique polo short sleeve with logo
Green cardigan sweater
Green sweatshirt with school logo
Athletic Shoes (no plaid or bright colors)

Boys P.E. Dress

Khaki uniform walking shorts
Green T-shirt with logo

Shoes Boys or Girls, athletic only no plaid or bright colors.

Grades 6 – 8

Girls

Green plaid skirt that is not shorter than two inches above the knee.
White blouse (round or pointed collar)
Green cardigan sweater
Green sweatshirt with school logo
Khaki uniform pants or walking shorts (if belt loops are present without elastic, a belt must be worn and shirts must be tucked.)
Green Pique Polo Short Sleeve with logo

Girls P.E. Dress

Khaki uniform walking shorts
Green T-shirt with logo

Boys

Khaki, proper-fitting, uniform pants or walking shorts
(Belts – Shirts tucked)
Green pique polo short sleeve with logo (Tucked)
Green cardigan sweater
Green sweatshirt with school logo

Boys P.E. Dress

Khaki uniform walking shorts
Green T-shirt with logo

Items that meet school uniform design standards must be purchased from the True Grit Uniform Company located at 9823 Pacific Heights Blvd. # K, San Diego, CA 92121. The following items are available at True Grit Uniform Company and special orders are accepted. Their telephone number is (858) 535-0022.

Shirts

White blouse pointed or round collars (girls, K-8).
Green polo short sleeve with logo (boys & girls K-8).
Green T-shirt with logo (PE, boys & girls K-8).

Sweaters

Green Cardigan (boys & girls K-8).

Sweatshirts

Only Green with school logo (boys and girls K-8).

Jackets

Any jacket may be worn outside the classroom.

Pants

Khaki uniform pants (boys & girls, K-8) (grades K-8, belt regulations apply). Natural fitting, not too tight or too loose.

Jumpers Green plaid (girls, grades K-5).

Skirts

Green plaid (girls, grade 6-8) (No more than 2" above knee).

Shorts

Khaki walking shorts (boys and girls, grades K-8, grades K-8, belt regulations apply).

Socks Girls

Must be crew Type no ankle socks. May wear Knee High Only red, white or green.

Socks Boys

Must be crew Type no ankle socks.

Tights If worn must be green, red or white.

Hair---Boys

Off the collar and above the ear. Ultimately, the appropriateness of hair length or style is at the sole discretion of the principal.

Personnel

Administration

PastorRev. Michael F. McFadden, O.S.A.
Principal:Dan O'Neal
Vice Principal: Patricia Motz
Curriculum Coordinator.....Kathy Wakabayashi
Administrative Assistant:Betty Jaime
Bookkeeper:Lisa Huch-Laughter

Instructional Staff

Kindergarten:Heather Regan
First Grade:Leslie Sennes
Second Grade:Leah Maness
Third Grade:Elizabeth Lachtman
Fourth Grade:Kerryann Branker
Fifth Grade:Jane Richardson
Sixth Grade:Shannon Henderson
Seventh Grade: Kathy Wakabayashi
Eighth Grade:.....Patricia Motz
Library.....Melinda Kolvek

Part-Time Instructional Staff

Music.....Patricia Fedor
Spanish:.....Francis Busterna Fernandez
Physical Education:..... Kathleen Von Euw
Art.....Debbie Mappes

Support Staff

Instructional Aide:.....Marta Garza
Marketing and Promotions:Patricia Fedor
Afternoon Day Care: Jonathon Laughter
Custodians:Maria Herrera

Parish Staff

Parish Secretary:Barbara Mossinghoff
Youth Minister.....Bethany Turner
Parish Office:295-2157
C.C.D./Youth Minister Office:295-2157
School Office:297-1314.....8:00 a.m. - 3:00 p.m.
Afternoon Day Care:279-3477.....3:00 p.m. - 6:00 p.m.
School Fax.....297-3346
School Website.....stpatrickssd.com