

Saint Patrick School Parent Handbook 2020-2021



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Dear Parents,

Welcome to the 2020 school year! If you are reading this letter, that means you survived the summer, perhaps a little frayed and not as sun-tanned as usual, but nevertheless, ready to begin what surely promises to be an *eventful* year. I suppose that's one way to put it.

As I write this welcome letter, we are preparing to begin this school year under our Distance Learning 2.0 Program, as necessitated by state and local health departments mandates due to the COVID-19 health crisis ravaging California. We pray for those whose lives have been affected, the development of an effective vaccine, a safe and speedy return to the classroom, and wisdom to guide us through these challenging times.

More so than ever, this school year we will depend on parents to be partners in their child(ren)'s education to ensure that our students reap the richness of Catholic education and continue to develop in Mind, Body, and Spirit.

The purpose of this handbook is to provide parents a source that displays the school's philosophy, goals, policies, and practices. The book is divided into sections. Major sections are alphabetized. We encourage you to carefully read the contents of this Parent Handbook. Discuss the information with your child(ren). It is imperative that all members of the school community share an understanding of the school philosophy, goals, policies, and practices in order to help us achieve our mission.

Enrollment in St. Patrick 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 and cooperation, your child will become the full person he/she was created to be.

Sincerely,

Hernán Valdivia
Principal

Philosophy of Saint Patrick School

St. Patrick 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 entrusted to our care.

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 truth -- the core values of the Augustinian Order. Reconciliation is central to our commitment of building a relationship with Jesus and one another.

We recognize the uniqueness and importance of each child. We develop every aspect of a child—mind, body and spirit-- 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 a variety of opportunities to prepare children to assume an active role in the family, parish, civic, and global community. While emphasizing the development of basic skills, we address the diverse academic needs of our students. We strive to instill in our students a deep love for learning.

We create an atmosphere in which students develop a personal knowledge of God and themselves. Students experience service as the expression of our deep care and 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 School provides a quality Catholic elementary education for all students entrusted to our care by developing every aspect of the child: mind, body, and spirit. In building a relationship with Jesus and one another, we are called to spread the Gospel message of love, unity and truth. We are a vital part of our parish community and the presence and ministry of the Augustinian Order enrich us.

St. Patrick School

School-wide Learning Expectations

St. Patrick 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:

- Mastering basic academic skills.
- Communicating effectively when writing and speaking.
- Using technology as a learning tool.
- Showing awareness that learning is a lifelong process.
- Displaying curiosity for learning.
- Finding resources or help with difficult tasks, questions, or situations.
- Thinking critically, using logic, analyzing information, and forming opinions.

Our graduates are young people who develop their sense of self, within the context of our community by:

- Showing respect for self and others.
- Understanding the relationship between choices and consequences.
- Appreciating the diversity that exists in their community.
- Caring for themselves and their environment.
- Working 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.

Our graduates are young people who enhance their Spirit by:

- Nurturing a personal relationship with God.
- Exhibiting compassion, empathy, and reconciliation.
- Experiencing prayer in a variety of forms.
- Participating in well-planned and relevant children's Liturgies.
- Appreciating the traditions, beliefs, and practices of the Catholic Church.
- Learning decision-making skills to respond to moral dilemmas.
- Providing service to others as an expression of our Faith.
- Gaining knowledge and appreciation of Scripture.
- Striving for Peace and Social Justice for all.

St. Patrick School
Growing and Learning Together
Kindergarten to Second Grade

We learn to:

- read and write
- use numbers
- study the world around us
- use technology
- listen and follow directions
- do our best work

We love to learn!

Together we:

- take care of our home and school
- work as a team
- talk out our problems
- take responsibility for our actions
- play nicely with each other

We love St. Patrick School and Parish!

In Faith we:

- pray every day
- go to mass and pray together
- share with everyone
- help others
- read the Bible
- show our love for others

We love Jesus!

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 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 formation,
- 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 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

California school law requires students to 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. If you do not contact us, a routine call will be made to your home. 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, it is impossible to provide a graded report card. Incompletes will be given for all academic subjects. Once missed assignments and assessments are complete, the incompletes will be replaced with the appropriate letter grade. Excessive absences may be grounds for non-promotion, academic probation, or dismissal. ***Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.**

Admissions

Re-registration of each student presently enrolled in school takes place during February and March of each year. In order to assure your child/children is/are enrolled for the following school year: re-registration forms must be returned by the indicated deadline and the payment of the nonrefundable registration fee must be paid.

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

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: 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, 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 School subscribe to the school's philosophy and agree to abide by the educational policies, practices and regulations of the school. Parents agree to fulfill this obligation both in spirit and practice. A student is admitted to St. Patrick 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 leaves or gives cause for dismissal.

- A birth certificate or a Baptismal Certificate must accompany registrations. 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)
- New students may be required to take a placement test. School-appointed personnel will administer this test. The

results of this test will be used for the purpose of placement or acceptance into the program. (Fee: \$25)

Academic Program

The curriculum of St. Patrick 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

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 School. Excessive absenteeism is grounds for academic probation or dismissal.

Academic Testing

Students experience a variety methods to assess academic progress. Within each classroom or subject area students are given both formative and summative assessments. This type of testing is designed to measure a student's progress related to given standards, goals, and objectives for a given subject area. Once corrected and assigned a score, a teacher is able to ascertain both the quantity and quality of a student's understanding of the particular academic objective assessed. Additionally, students are tested three times each year using the Renaissance, STAR-

Academic Testing (continued):

testing program. This type of testing is referred to as standardized testing. It is designed to measure a student's understanding in the areas of reading, math, and language. The results provide 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 a student's progress on a year-to-year basis. These results are shared with parents.

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 through the Capps Street gate. Students are not to exit the yard through the vehicular gates on 30th street.

Car Pick-up: The car pick-up procedure allows for all cars to enter the school parking lot, drive along assigned lanes, park, shut off their engines, and wait for students. Drivers must observe all traffic laws; blocking driveways, stopping in the turning lanes on 30th street does not follow this guideline. Those who are in violation are subject to receiving traffic citations. Drivers must do so with great care and caution. Drivers need to be patient, drive slowly, and for the safety of the children, no cell phone use or texting when entering, parking or exiting the schoolyard. Drivers are to stop only in the marked parking spaces. They may not stop in the driving lanes to load their riders. ***Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.**

Child Abuse Reporting Obligations

In accordance with 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 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. If an emergency occurs, messages will be immediately relayed to teachers or students. 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 (*Leprechaun Lookout*). In an effort to go paperless and to minimize physical contact between home and school, we will be sending out the weekly bulletin via email. Parent packets will only be sent home as needed. Forms and newsletters will be

Written Communication (continued):

printed out and physical copies will always be available in the front office for pick up. They may also be found on the school's website. Monthly, a calendar of events be published. An annual calendar can be found on the school's website (www.stpatrickssd.com). The office sends Parent packets 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 \$2.00. This charge will be placed on the parent's tuition account to be paid.

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 these weekly bulletins accessible for easy reference. Likewise, keep a copy of this handbook in a known place. With this combined information, there should be no reason for missing deadlines or making unnecessary school telephone calls. However, if in doubt, check the school website www.stpatrickssd.com. Here you will find useful regularly updated information.

Unless the school receives and has on file a court order, prohibiting otherwise, St. Patrick School voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records. Likewise, staff members will be available to discuss the student's records with the noncustodial parent. When needed to protect the rights of everyone in the family, parents should file a notarized copy - of the custody section - of the court decree with the school.

Computer/STEAM Lab

The use of technology is an important part of our instructional plan. Students in Grades 6-8 use the computer lab, located in the administrative building for development of computer vocabulary, keyboard instruction, and use of Chrome Books as an educational tool. Students in Grades K-8 have access to classroom computers as well as I-Pads with software used to supplement and reinforce basic grade level curriculum. Students also use the I-Pads to develop media presentations used in the classroom and for special presentations. The overall objective is to use technology to enhance the curriculum, assisting students to display mastery of curricular standards.

Daycare (supervised extended care for grades K-8)

The hourly rate for morning and afternoon Daycare is \$6.00 for one student, \$8.00 for two students, and \$10.00 for three or more students. It is charged in half hour increments. For the multi-student discount students must be within the same immediate family unit.

Morning Daycare begins at 7:00 a.m. Entry will be through the gate on Capps Street (by Grade 8). All students entering the schoolyard will automatically be signed into Daycare after being screened for COVID symptoms. It concludes at 7:45 a.m. whereupon pedestrian students with their parent will be directed to line up for entry through the school office door on Capps Street. All students arriving in vehicles from 7:45 a.m. until 8:15 a.m. will pull into the school yard from the south gate on 30th Street, remaining in the vehicle with their parent until screening for COVID symptoms has been completed. Students will then exit the vehicle and proceed directly to their classroom. Parents will then exit by turning right through the open north gate. Parents are not allowed to enter the schoolyard during morning Daycare.

Daycare (supervised extended care for grades K-8 - continued):

For limited entry, parents must park in the neighborhood, walk to the school office door on Capps Street and be screened for COVID symptoms before being allowed on campus.

Afternoon Daycare begins at noon or 3:00 p.m. All students remaining on campus after 3:15 p.m. will automatically be signed into Daycare. It concludes at 6:00 p.m. A \$1.00 per minute, per child, late fee is charged beginning at 6:00 p.m. per the Daycare clock, no exceptions. **Students may NOT leave the schoolyard anytime between dismissal at 3:00 p.m. (or noon) and signing into Daycare.** If they do leave and return, they will be sent to the school office and their parent will be called to come for them immediately. A \$1.00 per minute, per child, late fee is charged 30 minutes after parent phone call, no exceptions.

Parents should keep the safety of their children foremost in mind. Parents, in order to avoid Daycare fees, should never have their children wait for rides outside of the supervised schoolyard. The school does not provide supervision for students who do not remain in the school yard.

Disaster Plans

St. Patrick School has prepared a plan as mandated for all schools by California Law. Parents must complete an annual emergency information sheet for each child. 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 exhibiting appropriate behavior during staged emergency situations.

Discipline

St. Patrick School values and maintains that self-discipline is an essential aspect of educating the whole child. Developing a learning environment is an on-going process requiring cooperation from parents, students, teachers, and administration. If a student is to achieve his/her full potential, the child must be exposed to a disciplinary system stressing the responsibility each student has to herself/himself and others. As a major goal at St. Patrick, 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 positively add to the overall 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 actions. 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.
- Do not use words to insult, belittle or ridicule others.
- Respect property.
- Respond promptly to school bells.
- Use equipment appropriately.
- Abstain from using violent actions and words.
- Follow the uniform and dress code of the school.
- Refrain from chewing gum and sunflower seeds while at school.
- Keep your actions such that you do not endanger your safety or that of others.

Discipline (continued):

- Observe rules regarding arrival, dismissal, and student presence in the building before, during, and after school.
- Behavior must 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. They are summarized below:

Detention

The school may detain students in 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.

Suspension—Expulsion: 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, will be 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 disciplinary problems:

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

No Progress ---Continued Disruption

- Teacher and principal confer with student's parent(s) to discuss follow-up

No Progress ---Continued Disruption

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

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 that may be used as a weapon. (E.C. 48903),
- Membership or association with a group that negatively impacts the school in any way,
- “Tagging” anywhere on school grounds or on personal belongings brought to school or to any school-sponsored activity,
- Theft.

Discipline (continued):

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 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 St. Patrick 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,
- Referral to the principal and,
- Removal from class to a supervised area or another classroom.

Reporting Student Behavior

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. Parents can rightfully assume that the teacher will keep them well informed of their son/daughter's behavior. This on-going reporting process may take

different forms: phone calls, notes, conference, preprinted forms, e-mails 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.

In terms of the disciplinary policy of the school it is a fair assumption on the part of the school that parents will be supportive of the school disciplinary policies and procedures. Disciplinary actions are not shared with anyone outside of the administration, teachers when deemed necessary, and parents of the involved child.

Dismissal - Arrival Procedures

Entering the School Grounds: Before school, the Capps Street Gate will be unlocked and provide access the school grounds. This is the gate for all students, grades Kindergarten through eight. At dismissal, the 30th Street gates will be unlocked proper use of these entrances and exits have previously been described.

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 through the main office entrance located on Capps Street. Parents, volunteers or anyone else who need 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.

Dismissal (continued):

When leaving, they will sign out at the school office and return their ID. ***Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.**

Arrival: Students should not be on the school grounds prior to 8:00 a.m. ***Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.**

Students who arrive prior to 8:00 a.m. must immediately report to the room designated for extended care (Room 8). After 8 a.m. students may be dropped-off on Ray Street or Capps Street and enter the schoolyard via the Capps Street gate. Following morning assembly, all gates will be locked and the school grounds will be secured. The only entrance will be through the main office entrance located on Capps Street.

Dismissal: Immediately upon dismissal, students walking, riding bikes or using public transportation should exit the school grounds through the Capps Street gate. Students, who are walking or are on a bike, should never exit the school grounds through any of the car exits on 30th street. Parents will not be allowed on school grounds prior to 2:50 pm. ***Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.**

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. Drivers need to follow all local traffic laws. Drivers must not park in driveways; wait in the turning lane on 30th or double park waiting to enter the school lot. If the gates are not open, drive around the block and be patient!

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 not use cell phones or text 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 as an unexcused absence.

Emergency Information

It is imperative that an emergency address and telephone number, other than the home address and telephone number, be on file in the school office. This emergency information is requested on the first day of school and placed 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 must be notified immediately.

Faculty Meetings

The faculty meets bi-weekly on Monday from 3:15 p.m. to 4 p.m. It is important that parent-teacher conferences not be scheduled for this day or time.

Field Trips

A class usually takes an average of one field trip per semester. All fees and costs associated to field trips will be billed through FACTS. 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,

Field Trips (continued):

proof of proper adequate liability auto insurance, and sufficient number of seat belts for each person in the car, and must have been processed in CMG. 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. Only currently enrolled students may attend a class field trip. Insurance does not allow us to have siblings accompany the class even though a parent may be a designated chaperone. ***Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.**

Health Information

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 be attached 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 or inaccurate information given to the school. ***Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.**

St. Patrick School is not a peanut or other possible allergenic risk-free institution. 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 Main Office.

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 and appropriate dosage.
- 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

Homework is an important part of the overall learning process here at St. Patrick. 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 should not merely be a time to answer questions or complete a set

Home Assignments (continued):

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, 2 | 0 - 30 minutes |
| Grades 3, 4 | 30 - 40 minutes |
| Grade 5 | 60 - 90 minutes |
| Grades 6, 7, 8 | 90 - 120 minutes |

It is imperative 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. Long-term assignments are given to assist students in developing appropriate time management skills. If one waits to the last minute, the time to complete such an assignment must be viewed as additional time to regularly scheduled homework. 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:

- Checking on the class web page for homework assignments, due dates for book reports, and long-term assignments.
- 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 weekend.

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 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.

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 will be posted on our website at www.stpatrickssd.com and order forms may be picked up in the front office. Milk is a component of the program or may be purchased separately. 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, 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 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. A snack is not a complete meal and may not compete or replace student lunches. In accordance with our School Nutritional Plan, parents need to provide a nutritious snack. ***Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.**

Insurance

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.

Music

The school curriculum in grades K-8 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 the first Wednesday of the month the school is in session. This meeting consists of a brief overview of the curriculum together with an explanation of policies regarding conduct, homework, etc. Attendance is important and expected.

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

Parent-Teacher Conferences

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 and the snack provided must be a "nutritious snack." Please review the list of acceptable snacks found in the appendix of this handbook.

Unless everyone in a class is invited, please do not send or bring out-of-school party invitations to be distributed at school. The disturbance caused by these parties is detrimental to the learning process and leads to hurt feelings.

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 School. 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 that faculty members do not attend non-school sanctioned or family sponsored 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. We named this program the Parent Involvement Program (PIP).

PIP Requirements

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

PIP is the process the school uses 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 |
| Military Families | 30 Points |

There are a multitude of service possibilities that can accommodate all family schedules. Parents are encouraged to watch for opportunities that arise and are published on the school's website (www.stpatrickssd.com) or in the weekly administrative newsletter, *The Leprechaun Lookout*. ***Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.**

Fundraising

Several years ago, the School Board eliminated mandatory school-wide fundraising. There are still occasions that a class or school-sponsored group will hold a fundraising event. These events will help

defray the cost of a given activity or generate funds for a specific project. The principal must approve all fundraising efforts. There are opportunities such as e-script, United Way, etc. where families can designate St. Patrick School as the beneficiary of specific funds. We would hope parents, grandparents, and friends of St. Patrick would continue to keep the school in mind when participating in these types of programs.

Fundraising (continued):

St. Patrick School sponsors three major annual events, our Fall Festival, Gala Dinner Dance, and The Shamrock Open, golf tournament. While these are not mandatory events, they provide great fun and participants have the opportunity to experience the spirit of community that is synonymous with St. Patrick School. These events also offer a great opportunity for parents to earn PIP points.

Permission Slips

Parents must sign permission slips for all events requiring children leave the school grounds or participate in after-school events. Verbal permission is not 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 (ear pods, tablets, 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 (formal) 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 eighth-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

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 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, 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 help children develop a spirit of service, recognizing and addressing the needs of others through acts of service,
- To give parents an opportunity for adult religious educational experiences.

Liturgies: School Liturgies are celebrated weekly; usually on Wednesday at 9:15 a.m. **Students also attend Liturgies on Holy Days and once a week during Lent according to a published scheduled. When attending a daily parish Liturgy, students must be in school by 7:50 a.m.**

All students (regardless of religious orientation) attend all school Liturgies. Parents are always invited and encouraged to attend Liturgies. Please refer to the monthly school calendar for the days and times of our student liturgies. ***Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.**

Religious Education:

Individual classes plan school Liturgies. Students select a theme and based on that

Religious Education (continued):

choose readings, songs, serve as readers, and prepare a Gospel presentation.

The Sacrament of Reconciliation is celebrated 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 for their family.

Weekly during the months of October and May, the children pray the Rosary. Our parish Legion of Mary leads the children in this special prayer. Additionally, during Lent students join together to pray The Stations of the Cross.

Religion Classes

The Sadlier Religion Program is used throughout the grades. The teachers at St. Patrick 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 there is a great opportunity for parent-directed religious education in the celebration of weekly Sunday Mass. It is essential to our mission as Catholic 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. **Once each month, a specific Sunday is designated as School Liturgy Sunday. Students from a selected grade will serve as lectors. We ask school families to attend the 9:30 am Liturgy. We encourage students to wear their school uniforms (formal dress for junior high). Those who do will be given “Free-Dress” privileges on the Monday after our Liturgy. Parents can refer to the monthly calendar or the calendar on the school’s website for the exact dates.**

Information regarding reception of the Sacraments of Reconciliation and Eucharist will be explained at the Back-to-School Night.

Confirmation: The Director of Catechetical Ministries 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 619-295-2157.

Service: Service is a lived expression of faith. Therefore, faculty provides opportunities for students to address the needs of others. Some of the projects are: daily mission collection, Thanksgiving donations, share-care boxes during Lent, and special service projects, etc.

CSJ Education Network: St. Patrick School is an active member of the Sisters of St. Joseph of Orange Education Network. This affiliation provides St. Patrick 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

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 may be in the best interest of the student to remain in that grade for an additional year, 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,

Retention (continued):

- 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

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 not receive recommendations to attend a Catholic high school.

Report Cards

The administration and faculty of St. Patrick 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 class work, homework, tests, quizzes, class participation, effort, and independent or group work, special projects, and the quality of the 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 first be discussed with the teacher, prior to discussing the concern with the principal. It is best if conferences with the

teacher or principal are scheduled by appointment.

We recognize academic achievement using the following criteria:

Honor: Students in Grades 4-8 who achieve a B-, or better in academic areas, in conduct, effort, and home study each report card period.

1st Honors: Students in Grades 4-8 who achieve a B+, or better in academic areas, in conduct, effort and home study each report card period. Music, art, and P.E. are not included in this averaging.

Principal's List: Students in grades 4-8 who achieve A's in all academic areas, conduct and home study.

California Junior Scholarship

Federation: Students in the 2nd semester of 7th Grade and both semesters of 8th Grade may achieve this recognition by achieving at least a 3.5 GPA. If a student maintains this honor throughout these time periods they are able to wear a gold cord at our 8th grade graduation ceremony.

School Board

The purpose of the Board is to advise the pastor and principal in the formation of school policy, and procedures. The School Board consists of ten to fifteen appointed members. School Board members are the committee chairpersons of a particular committee: Fundraising, Alumni, School Plant, Events, and Curriculum. 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 Visitation

Any person entering the school grounds must report 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. Parents wishing to visit the classroom must consult with the school office so

School Visitation (continued):

arrangements can be made for a worthwhile visit. 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 routine.

Relatives of families attending St. Patrick, 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. 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 administrative permission.

Skateboards

Riding skateboards, scooters, bicycles, etc. 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 3-8 serve the congregation during parish Liturgies. The faithful fulfillment of this responsibility is in direct relationship to parental guidance and expectation.

Contests: An opportunity is given to students at all levels to compete in various subject areas with other students in Diocesan and community contests, as well as, the Diocesan Academic Decathlon.

School Yearbook: Under the guidance of volunteer classroom teachers, students assist assembling the annual memory book for St. Patrick School.

Sports Teams: Boys and girls in Grades 5-8 may participate for the seasonal sports in the Center City - South Bay Sports' League. Parental consent and faithful attendance to practice and games are expected. Sports include Co-ed flag football and soccer, boys' basketball girls' volleyball and softball. Grades K-4 participate in Pee Wee soccer.

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

It is a privilege for students to represent their school in our interscholastic sports program. 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

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 to the new school. This request will be made to St. Patrick School, in writing

Student Records (continued):

by the new school, and should be signed by the parent or guardian of the child. Transcripts will be mailed or sent electronically. Transcripts (in order to be official) will not be hand carried by the parent. St. Patrick School 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: 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:
 - inaccurate,
 - an unsubstantiated personal conclusion or inference,
 - a conclusion or inference outside of the observer's area of competence or based on personal observation.
- If the request is denied, 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

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.** *Please see attached Re-Open Plan for updated procedures during COVID-19 health crisis.

Telephones

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

Telephones (continued):

- 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 phones.
- Students attending Extended Care may not use their cell phones.

If a cell phone is confiscated from a student for failure to follow the above guidelines, the administration will return the phone 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

In addition to text-related and teacher-composed tests, the Renaissance Testing Program is administered three times each year, once in the fall, the winter, and again in spring. 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 performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing.
9. If a psychologist performs the primary evaluation, he or she shall determine the need for psychiatric consultation.
10. 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's behavioral concerns, and the names of any known victims or potential victims.
11. 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

Student Threat Policy and Procedure (continued):

the student does or does not pose a also address the concerns raised by professional. The evaluation and report must be delivered to the principal. The principal will share administrative personnel who will readmission.

12. 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.
13. Disciplinary action including suspension/expulsion will be administered as appropriate.
14. 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.

15. 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 and Other Charges

FACTS set-up/re-set and Fee: FACTS account set-up/re-set details are provided under separate cover during enrollment or re-registration in the spring. If your set-up/re-set is done by the given deadline each year then the school will pay the required annual \$50 FACTS Enrollment Fee otherwise this \$50 FACTS Enrollment Fee is paid by you at the time of your first auto payment. All payments except the Non-refundable Registration Fee for new families are made through FACTS Management. This new family fee will be recorded, when paid, once your FACTS account is set-up.

It is important that every family is aware of the following details related to the payment of Fees, Tuition, and Incidental es as the FACTS late fees and FACTS returned payment fees are strictly applied.

Tuition: All Tuition is auto paid to your financial institution per your instructions on your FACTS account unless alternate arrangements are made with the Business Manager. You will receive email notifications from FACTS any time

Tuition (continued):

charges, fees, payments, credits or changes are applied to your FACTS account.

Incidentals: These are FACTS invoices for the following charges; non-refundable Registration Fee, Student and Class Fees, Gr 8 Graduation Fee, Sports Fees, Daycare, Field Trips, Lunch program IOUs, FACTS Fees and other miscellaneous charges incurred throughout the school year. These charges will also be set up as auto-pay unless you de-select this at the time you set-up/re-set your FACTS account. If auto-pay is not de-selected for Incidentals then the amount due will be charged to your chosen financial institution on the due date entered when the charge is invoiced.

For new families; the non-refundable Registration Fee is due by cash or check along with your enrollment paperwork to confirm your child's enrollment.

For returning families; the non-refundable Registration Fee is billed at re-registration and due by December 1st or 10th but your Parent Contract is due before the last day of the present school year. The non-refundable Registration Fee can be paid manually in partial monthly payments or in full anytime between initial invoicing and December 1st or 10th.

For all families: with the payment of the non-refundable Registration Fee your child's place will be held until the first day of the school year. Student Fees are billed and due by December 1st or 10th. These Fees can be paid manually in partial monthly payments or in full anytime between initial invoicing and December 1st or 10th (see Business Manager for alternate arrangements). Class Fees, including Kindergarten Supplies Fee if applicable, are due by September 1st or 10th. Gr 8 Graduation Fees are billed January 1st and are due in full by April 1st or 10th. All other Incidental charges are due as billed.

Delinquent Payment or Returned Payment Tuition Policy: Keeping your tuition account paid 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. The FACTS late fee is \$35 and is applied when payment is not made 30 days after each assigned invoice due date. The FACTS returned payment fee is \$30 and is applied whenever an auto payment is rejected by your financial institution. FACTS will process two more attempts to collect a rejected payment but the \$30 fee is non-refundable.

Please be aware of the following consequences of habitually delinquent School Tuition payments:

- Report cards may be held
- Re-registration may be put on HOLD or advance payment of Tuition may be required for following school year
- Graduating students will be unable to participate in graduation activities to include Disneyland trip and Graduation week events and Graduation ceremony
- Parents may be asked to withdraw their student(s) from the school

Tuition Financial Assistance (FA)

There is a limited amount of funds designated for financial assistance each year. Families who feel they will require financial assistance need to complete the ***FACTS Grant & Aid*** application available on your FACTS account Home page. There is a \$35 FACTS application fee that is due at submission. For your application to be considered "complete" you must have finalized your application by answering all questions, paying the \$35 FACTS submission fee and have uploaded all documents requested by FACTS. Financial assistance (FA) notifications will be emailed by June 10th for all ***FACTS Grant & Aid*** applications that are completed by May 15th.

Tuition Financial Assistance (FA) (continued):

- Returning families needing assistance must keep their FACTS account paid current and must have re-set their FACTS account for the following school year. The ***FACTS Grant & Aid*** application is available to returning families from February through May, for primary distribution, and from May through September for remaining funds.
- NEW families requesting assistance must have set-up their FACTS account and have paid the Non-refundable Registration Fee for the school year for which they are applying. The application is available to new families from March through September.

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 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 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 School.

Purchase: All items must be purchased from The Uniform Store at www.MySchoolsUniform.com (See inside back cover for complete uniform requirements). This includes PE T-shirt and the St. Patrick outerwear (sweatshirts).

Sweatshirts:

The only sweatshirt that may be worn at school is the St. Patrick sweatshirt. All other sweatshirts are unacceptable. The only exceptions to this guideline is that eighth-grade students may wear their class sweat shirt or following the high school entrance exam, sweatshirts representing one of the four Catholic High Schools.

Shoes: Parents should keep in mind that students play on a paved surface. Students are to wear an athletic type 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 contain flashing lights or be roller type shoes. As with all uniform concerns, the administration will always make the final decision regarding the item’s appropriateness.

Socks: Students must wear white socks. “No show” socks or ankle socks are not part of the uniform code. “Crew” style socks are required. Girls may wear knee-high socks or full-length tights with jumpers or formal uniform. Acceptable colors for regular socks, knee-high’s or tights are white or green.

Hair: Hair must be maintained in a neat appearance. **Hairstyles that detract from the learning may be deemed inappropriate.** 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 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 are not supportive of 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 on field trips. The principal may approve non-uniform attire. Parents will find the appropriate attire on the Field Trip Permission Slip.

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 third notice will require parents to bring the appropriate uniform item to school that day. 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 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. All volunteers who are with students in an unsupervised situation (coaches, classroom aides, drivers, chaperone, etc.) must be live-scanned.

WCEA/WASC

St. Patrick School has been fully accredited by the Western Association of Schools and Colleges for a six-year term that expires in 2021. 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.

**St. Patrick School Calendar at a Glance
2020 - 2021**

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| Report Card Quarters |
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| First | November 1st |
| Second | January 29th |
| Third | April 1st |
| Fourth | June 11th |

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| Holidays |
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| Sep. 7 | Labor Day |
| Nov. 11 | Veterans Day |
| Nov. 23-29 | Thanksgiving Vacation |
| Dec. 18-Jan. 3 | Christmas Vacation |
| Jan. 18 | Martin Luther King |
| Feb. 15 | Presidents' Day |
| Apr. 2-11 | Easter Vacation |
| May 7 | Local Holiday |
| May 31 | Memorial Day |

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| *Minimum Days |
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| Aug. 31 | New Student Day |
| Sept. 1 | First Day of School |
| Sept. 25 | Accreditation |
| Oct. 14 | Teacher Ministerial Day |
| Oct. 9 | Festival Set-up |
| Oct. 12 | Festival Clean-up |
| | (No School for Grs. K-6) |
| Nov. 7 | Parent-Teacher Conferences |
| Dec. 21. | Christmas Break begins |
| Mar. 22 | CSJ Ministerial Day |
| Apr. 19 | Good Friday |
| May 24 | Field Day |
| June 13 | Last Day of School |

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| Special Teacher Inservice Dates |
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No School for Students
 October 23
 January 15
 March 12

St. Patrick's Daily Schedule

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| School Starts |
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Assembly Bell - 8:15 a.m.

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| Recess |
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Grades 6 - 8 - 9:55 - 10:05 a.m.
Grades K - 2 - 10:05 - 10:20 a.m.
Grades 3 - 5 - 10:20 - 10:35 a.m.

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| School Dismissal |
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First Bell - 2:50 p.m.
 Second Bell - 3:00 p.m.

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| Lunch |
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| 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. |

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| *Minimum Days |
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On such announced days, dismissal time is
 12:00 noon.

St. Patrick 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 or green sweatshirt with school logo (only)
Khaki uniform pants or walking shorts
Green pique polo short or long-sleeve with logo

Girls' P.E. Dress

Khaki uniform walking shorts
Green T-shirt with logo

Boys

Khaki uniform pants or walking shorts
Green pique polo short or long-sleeve with logo
Green cardigan or green sweatshirt with school logo (only)

Boys P.E. Dress

Khaki uniform walking shorts
Green T-shirt with logo

Grades 6 – 8 (See Formal Uniform)

Girls

Green plaid skirt
White blouse (round or pointed collar)
Green cardigan or green sweatshirt with school logo (only)
Khaki uniform pants or walking shorts
Green Pique Polo Short Sleeve with logo

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 or long-sleeve with logo.
Green cardigan or green sweatshirt with school logo (only)

Boys P.E. Dress

Khaki uniform walking shorts
Green T-shirt with logo

Jackets and Sweatshirts

Only St. Patrick's jackets and sweatshirts may be worn at school both in and out of the classroom.

Pants or Shorts

Natural fitting, not too tight, too loose, too short, too long or sagging.

Belts must be worn on all pants and shorts.

Shirts (girls and boys) must be tucked at all times.

Skirts

Girls' skirts may not be more than 2" above the knee.

Shoes (girls and boys), athletic, NO bright colors or light-up shoes.

Socks Girls

Must be crew-type, no ankle socks. Girls may wear solid color knee-high white or green.

Tights If worn must be green, red or white.

Socks Boys Must be white crew-style, no knee-highs or ankle-socks.

Hair

Boys' hair must be off the collar and above the ear. Spiked or other "fad" styles, Feathers or colored extension woven into the hair are not acceptable. Ultimately, the appropriateness of hair length or style is at the sole discretion of the principal.

Formal Dress Uniform for Grades 6 – 8 (only)

Students in grades 6 – 8 will wear "Formal Dress Uniform" on all school Liturgy days and on special occasions as announced by the administration. Formal Dress Uniform will be as follows:

Girls

Uniform skirt, Oxford, white short-sleeve dress shirt with the sweater vest w/embroidered logo and a solid green tie.

Boys

Uniform pants (not shorts), belt, Oxford, white short-sleeved dress shirt with the green sweater vest w/embroidered logo and solid green tie.

The Formal Dress Uniform must be purchased at www.MySchoolsUniform.com

