

ST PATRICK



**CATHOLIC
SCHOOL**

*Embracing the Gospel,
Transforming
Hearts and Minds*

St. Patrick Catholic School
Handbook for Students and Parents

US Department of Education
Blue Ribbon School of Excellence

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St. Patrick Catholic School exists to provide a Pre-K-8 education centered in the person of Jesus, distinguished by academic excellence and service to others, and sustained by Christian community.

Our Mission:

We are called to embrace the Gospel and transform the hearts and minds of the St. Patrick community.

Our Philosophy:

We believe that each child is uniquely created and loved by God; therefore, we are called to provide a safe and supportive community committed to academic excellence, faith formation and service. Through teaching, motivating and inspiring as Jesus did, we strive to transform our students and school community spiritually, morally, intellectually, physically and emotionally.

Our Vision:

St. Patrick Catholic School Graduates have a mission rooted in their Catholic faith to use their God-given gifts to serve others and participate wholeheartedly in communities in which they live; they are well equipped with skills and knowledge to transform their world.

We realize our Vision when we:

- Offer curricular and extra-curricular transformative opportunities based in Catholic tradition and doctrine and informed by best educational practices.
- Structure an effective educational community led and sustained by well-trained, highly motivated, fully prepared administrators, educators and support personnel.
- Welcome school families, the parish community, and advocates for Catholic education to support the educational growth of students.
- Provide physical facilities favorable to learning.

Accreditation

St. Patrick Catholic School is a fully accredited Pre-Kindergarten through Grade 8 school in the Diocese of Dallas. It is accredited by the Texas Catholic Conference Education Department (TCCED). The TCCED, through its association with the Texas Private School Accreditation Commission (TEPSAC), is recognized by the Texas Education Agency, and is responsible for the implementation of the accreditation process for Texas Catholic schools. Since 2015, St. Patrick Catholic School has been accredited through AdvancED, the accrediting body of the Southern Association of Colleges and Schools.

History of the School

St. Patrick Catholic School was established in 1963 by Bishop Thomas K. Gorman. When its doors opened in 1964, the enrollment was 326 students. Under the guidance of the School Sisters of Notre Dame, Sisters of the Incarnate Word and Blessed Sacrament, and lay leadership, St. Patrick has experienced tremendous growth and success. Two major expansion projects, one in the mid 1980's and the other in 2002, updated and added many instructional spaces in the school. In the summer of 2014, St. Patrick School celebrated its fiftieth anniversary. With a steady enrollment of approximately 520 students, a supportive parish, involved parents, a stable and dedicated staff, and quality facilities, St. Patrick School continues its mission to provide transformative opportunities in the light of the Gospel. St. Patrick Catholic School is accredited by the Texas Catholic Conference Educational Department.

Blue Ribbon Status

The U.S. Department of Education has recognized St. Patrick Catholic School as a Blue Ribbon School in its No Child Left Behind program. On its website, the Department of Education describes the purpose of Blue Ribbon recognition. The Blue Ribbon Schools Program honors public and private elementary, middle and high schools that are either academically superior or that demonstrate dramatic gains in student achievement to high levels. In addition to being honored at a ceremony in Washington, DC, where each school receives a plaque and flag signifying their status, these schools serve as models for other schools throughout the nation. St. Patrick Catholic School is honored by this recognition and committed to continuing the tradition of excellence it represents.

Student Honor Code

I, a student of St. Patrick Catholic School, believe in the values of respect, honesty, and compassion. I will always treat others as I would want to be treated. I will strive for honesty in all situations, especially by not cheating or stealing. I will be attentive to the needs of others.

Goals

The faculty and staff of St. Patrick Catholic School, in partnership with the families of St. Patrick Catholic School and the community of St. Patrick Parish will:

- ♣ Teach the Catholic faith and traditions as a way to live each day.
- ♣ Engage parents as primary educators to lay a spiritual, moral and educational foundation for their children.
- ♣ Provide a curriculum that instills competence in all core academic subjects, that allows development of higher level thinking skills, and that challenges each student to develop intellectual powers to their greatest potential.
- ♣ Guide students in developing good study habits.
- ♣ Develop a proficiency in the use of essential communication skills and technology and incorporate technology usage within the broader curriculum.
- ♣ Offer a learning environment which supports 21st century learning.
- ♣ Provide classes in health, physical education and guidance to nurture respect for our bodies and good health habits.
- ♣ Encourage creativity and an appreciation of the fine arts by including courses and extracurricular activities in art, drama and music.
- ♣ Cultivate respect for life and all living things and provide opportunities in community service.
- ♣ Develop an understanding of the privileges and the responsibilities of citizenship.
- ♣ Stress the importance of accountability and responsibility for one's actions within the school community and beyond.
- ♣ Offer opportunities for extracurricular activities to learn to compete in wholesome ways and to recognize the value of teamwork.

Parental Responsibilities

St. Patrick Catholic School recognizes the parents as the primary educators in faith and the family as the foundation upon which to build Christian values. The following are important responsibilities of parents:

1. Participate in Mass with their children on Sundays and Holy Days of Obligation.
2. Speak positively about the school and your child's teacher in the presence of your child. Cultivate a positive image of St. Patrick School community on social media.

3. Appreciate the uniqueness of your child. Avoid comparing your child with other children.
4. Let your child know that you care about his/her success and that you will help him/her with difficulties.
5. Provide adequate time in your child's afterschool schedule for the completion of homework, projects, and studying for tests in an environment conducive to good study habits.
6. Allow your child to learn by experiencing the natural consequences of his/her actions.
7. Be of service to St. Patrick Catholic School by volunteering your time and completing all requirements to assure a safe environment for your child, including the St. Patrick Safe Environment Program.
8. Show interest in your child's school experiences by talking with and listening to your child and attending scheduled teacher conferences.
9. Abide by the rules as outlined in this handbook.
10. Follow conflict resolution procedures as outlined in this handbook when issues arise.

Non-Discrimination Statement

St. Patrick Catholic School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on basis of race, color, national or ethnic origin in administration of its education policies, admission policies, programs, or other school-administered programs.

School Governance

The **Pastor** is the chief administrative leader of St. Patrick Parish and School. He delegates the administration of the school to the principal. All policies formulated by the St. Patrick School Advisory Council must be approved by the pastor.

The **Principal**, with the cooperation of the pastor, is the chief administrator of the school and is responsible for the implementation of the instructional, organizational, and spiritual program of the school. The principal administers the policies and procedures set by the Texas Catholic Conference Education Department, the Diocese of Dallas Catholic Schools Office and the School Advisory Council.

The **Assistant Principals** and the eight member **Leadership Team** advise and support the Principal in their areas of expertise. The Assistant Principals act in the principal's place when the principal is off campus. The leadership team is composed of classroom teachers who are highly proficient in different areas of Catholic school education and who the administration calls on as necessary. These areas include grade-level coordinators, Catholic Identity, Special Needs, Liturgy, Guidance Counseling, Technology, and Library/Media.

The **School Advisory Council** is an advisory board to the pastor and principal. The council develops policy in line with the constitution and by-laws as approved by the Superintendent of Catholic Schools. The Advisory Council reviews and recommends the annual school tuition schedule to the pastor for his approval.

Pastor:	Fr. Josef Vollmer-Konig
Principal: - Instructional	Julie Hendry
Assistant Principal - Organizational:	Lisa Hose
Assistant Principal - Catholic Identity:	Colleen Santoni

Leadership Team:

Early Childhood:

Grades 1-5 Coordinator:

Grades 6-8 Coordinator:

Director of Spiritual Life:

Special Needs:

Guidance/Counseling:

Technology:

Library/Media:

Enrichment/Curriculum & Assessment:

Andrea Ramirez

Lisa Hose

Jennifer Clay

Colleen Santoni

Rosanne Dworaczyk

Therese Sabine

Mary Kuterbach

Ginger Loshelder

Anne Hill

School Advisory Council:

President:

Members:

Eric Ruesch

Klaire Hensley

Mike Kubelka

Amy Lucido (ex-officio)

Jenn Nimmo

Jaynie Poff

Ric Ruiz

Amy Wheeler

General Administrative Policies

Admission

A child entering kindergarten must be five years old on or before September 1st of the current school year. To enter first grade, a child must be six years old on or before September 1st of the current school year.

Admission of students will be accepted in the following order:

1. St. Patrick Parish families with children currently enrolled in St. Patrick Catholic School
2. Children of St. Patrick Catholic School/Parish employees
3. Families who are registered in the parish
4. Families who are non-parishioners

For the admission of students, the following is required:

1. Copy of an original Birth Certificate issued by the Bureau of Vital Statistics
2. Copy of an original Baptismal Certificate (Catholics only)
3. Current, up-to-date immunization record (see page 42)
4. Teacher evaluation from the previous school (grades 1-8 only)
5. Satisfactory score on an academic evaluation administered by St. Patrick Catholic School
6. Signed statement by parent to abide by all directives in this handbook
7. Payment of registration and other school fees

The first nine weeks of a student's enrollment will be a probationary time during which the school and the parents will evaluate the student's potential for success at St. Patrick Catholic School.

Re-Enrollment

Application for re-enrollment is required each year and takes place during the third quarter. Determination for re-enrollment includes but is not limited to an evaluation of the following items:

1. Conduct of the student and parents throughout the year
2. Student and parental compliance with the rules, regulations, and requirements of the school, administration, and teachers
3. Compliance with the financial obligations of admission for the current and prior year(s)
4. Any matter which impairs or impedes the educational process

Registration and Other Fees

The School Advisory Council and administration determine the amount of registration and other fees annually and announce these fees prior to re-enrollment. Re-enrollment and other fees are payable through FACTS Tuition Management and are not refundable.

Tuition

Annual tuition rates are determined by the annual school tuition schedule that the School Advisory Council reviews and recommends to the pastor for his approval. There are two tuition rate schedules: parishioner and non-parishioner. Parishioners are those families who: (1) are Catholic; (2) participate in the sacramental life of the church; (3) have children receive sacramental preparation and the sacraments, (4) are registered as members of St. Patrick through the Church office; and (5) support the parish community spiritually and financially with a minimum weekly donation of \$10. The church office records weekly donations following the calendar year (January-December) as opposed to the fiscal year (July-June). Families applying to St. Patrick are required to submit a letter from their current pastor stating their participation in their current parish. New families are expected to join the St. Patrick Parish and during the period of July-December of their first semester, the minimum

contribution should equal at least \$260. Then from January-December, the minimum annual contribution is \$520. The pastor will communicate any future change in the minimum contribution to the school community. Parishioners may discuss possible exceptions with the pastor in the case of financial hardship.

Payment of Tuition

St. Patrick School uses FACTS Tuition Management for the collection of tuition and fees or parents may obtain a tuition loan through the Texas Catholic Community Credit Union (TCC) loan program arranged by the school. Parents choose their payment options during the enrollment process. Payment schedule options for tuition include: 1) using FACTS payment in full due July 1st, 2) using FACTS 11 monthly payments beginning June 1st, or 3) using the TCC, 11 monthly payments beginning June 1st. The tuition rate set at the time of registration continues throughout the school year and does not change if a non-Catholic becomes a Catholic during the year, or if a non-parishioner becomes a parishioner during the year.

TCC Tuition Loan Charge backs & Delinquent Fees

If a delinquent TCC loan is charged back to the school, parents will be held responsible for any associated penalties. Families with frequent loan chargeback's may be ineligible for the loan option for the next school year.

FACTS Incidental Fees/Late Fees

All St. Patrick School families are required to have an account with FACTS Tuition Management for incidental fees. These fees, which include monthly extended day charges, library fines, cafeteria charges, and athletic fees are assessed and paid through each Family's FACTS account. A late fee of \$25 per month will be assessed on a family's account if their incidental billing account is not paid in full. Many of the charges applied to incidental billing are loaded on FACTS after services have been rendered.

Payments made by credit card or automatic bank draft are processed through FACTS. Credit card convenience fees or bank charges are charged to the user's account by FACTS.

In addition to bank or credit card fees for declined payments, FACTS will also assess a fee. FACTS will re-attempt to draw the payment on the next FACTS billing date. Example: If a payment was due on the 5th and declined, FACTS will re-attempt to put the payment through on the 20th. If an automatic deduction is refused by the bank due to a lack of a sufficient balance, a fee will be assessed by FACTS in addition to any fees imposed by the bank.

If a cancelled check fee is assessed to the school by a parent/guardian's bank, the parent/guardian is responsible for the payment of that fee.

Transfers

Parents must notify the principal and the student's homeroom teacher in writing before a student transfers to another school. The school office will release the student's official records only with a parent's written permission and upon the written request of the new school, and after the student returns all books and school property and makes any outstanding payments.

Tuition Refund

Upon written request to the principal before June 1, the school will refund all tuition paid and cancel the remaining balance of a family's school loan or FACTS agreement attributed to the student who will not be attending St. Patrick Catholic School. Parents will remain responsible for interest accrued

and/or paid on the loan. After June 1, no tuition refunds are issued by the school. Registration and other fees are non-refundable.

Tuition Assistance

Through the generous donations from the school and parish community and the Diocesan Education Endowment Trust Fund, limited tuition assistance is available. Those parents requesting assistance must apply to FACTS Grant and Aid, a third party tuition management service, by the published deadline. Families must also complete and submitted a written application available through the school. Donations toward tuition assistance and the school endowment are solicited through the annual Legacy Campaign and are gratefully accepted at any time in the school office. Information regarding tuition assistance applications is published on the school website.

Collection of Funds

At no time is a parent/guardian or teacher allowed to collect funds from school families unless express written permission to do so has been granted by the principal.

Daily Attendance

School Hours

Pre-K	9:00 am – 2:50 pm
Kindergarten	7:55 am – 2:50 pm
Grades 1-5	7:55 am – 3:15 pm
Grades 6-8	7:55 am – 3:30 pm

Early Dismissal Times

Pre – Kindergarten and Kindergarten:	11:30 am
Grades 1-2	11:45 am
Grades 3-8	12:00 pm

Arrival

No students may be on the school property earlier than 7:00 A.M. Students who arrive between 7:00 A.M. and 7:40 A.M. report to the cafeteria. After 7:40 A.M. students enter the classroom according to the guidelines of the homeroom teacher. Upon arriving to the classroom, students should prepare for the day and then be seated.

Absence

The student's parent or legal guardian must notify the school office by telephone between 7:30 and 9:30 A.M. on every day the student is absent. At this time, parents should make arrangements to obtain the student's homework assignments. Homework assignments will be available after school. If the parent or legal guardian does not call the school office, the school office will contact the parents at the phone numbers provided on the student's emergency form.

Student Attendance

Each student must attend classes for a minimum of 90% of the 180 attendance days of a given school year to be eligible for promotion to the following grade level. A student who does not attend 90% of the 180 attendance days of a given school year may be required to repeat the grade. Parents of any student missing more than 10% of school year (18 attendance days) may be required to meet with the Diocesan Superintendent of Schools to request a waiver of the attendance regulation. The principal and school faculty will work with the student's parents to manage extended absences on an individual basis, in accordance with diocesan and state requirements.

Excused / Unexcused Absence

Absences are excused for illness and for family emergencies. Vacations and pleasure trips taken on school days are strongly discouraged. Please plan such trips during regular school vacation times. With that in mind, if a parent determines that a student should be absent from school for reasons other than illness, parents must explain the reason in writing to the principal before the anticipated absence. If this procedure is not observed the absence is an unexcused absence and the student may receive a zero for each missing assignment.

Students who are absent from classes for 2 or more hours between 8:00 A.M. and 12:00 P.M. due to a medical appointment or other reasons will be counted absent for one-half day. Students who are absent 1½ or more hours between 12:00 and 3:30 P.M. are counted as being absent for one-half of the school day.

Tardy

Students who arrive after 7:55 A.M. are tardy. Tardies are excused or unexcused. An excused tardy is one due to illness, medical appointments, family emergencies, or weather-related problems. The excuse must be reported by the parent in person, by telephone or by written note or email. When tardy, excused or unexcused, the student must report to the school office for a “tardy slip” before being admitted to the classroom. In the case of excessive tardies, failure to resolve the issue may jeopardize the student’s continued enrollment or re-admission to the school.

Tardy for Classes

Students are responsible for being on time for each class. Students with excessive unexcused tardies to class meet with the Assistant Principal to develop an action plan to remediate the issue.

Leaving School Grounds

Once a student arrives on the school grounds for the school day, the student may leave for scheduled appointments only upon request of a parent. Parents must send a written note or email to the homeroom teacher stating the date and time of the appointment. Students should attend classes before and after appointments. When picking up a student during the school day, parents come to the front office, request office personnel to call for student, and sign the student out. Every effort should be made to arrange appointments to avoid loss of instruction time. The student will not be called from the classroom until a parent reports to the office. Upon return, the student must report to the office for an admission slip.

Dismissal/Departure

Students must be picked up within fifteen minutes of their dismissal from school. Students who remain at school beyond that time will enter the Extended Day Program and parents will be charged the Extended Day fee. At 3:45 pm the front doors (off Ferndale Rd.) are secured and from 3:45 pm -6:00 pm all students are released to their parents through the downstairs parking lot door (off Walnut Hill). The safest means for students to be picked up from school is to follow the standard traffic procedure for dismissal. However, parents may request that their child be permitted to walk off of the campus or ride his/her bicycle home at dismissal time. [Such requests must be made using the approved diocesan form which is available in the school office.](#) This form is to be filled out annually and remains in effect for duration of the school year or until the school office receives written notice revoking the parent’s permission. Additional information on the Extended Day Program is available in its handbook found on the school website.

Afternoon Dismissal Procedures:

All Pre-K and Kindergarten students who are not in Extended Day are dismissed from the Ferndale carpool line from 2:50 pm -3:05 pm. At 3:05 pm any Pre-K or Kinder student who has not been picked up is escorted to Extended Day and signed in for the afternoon.

All 1st and 2nd grade students who are not in Extended Day are dismissed from the Ferndale carpool line from 3:15 pm-3:30 pm. At 3:30 pm any 1st or 2nd grade students who do not have a 6th-8th grade sibling and who have not been picked up are escorted to Extended Day and signed in for the afternoon. Parents sign these children out from Extended Day after 3:30 pm.

All 3rd, 4th, and 5th grade students who are not in Extended Day are dismissed from the Walnut Hill carpool line from 3:15 pm-3:30 pm. If a 3rd-5th grade student has a 1st or 2nd grade sibling, the 3rd-5th grader proceeds to the Ferndale carpool line at 3:15 pm. If the 3rd-5th grader has a 6th-8th grade sibling, the 3rd-5th grade student proceeds to the Ferndale carpool at 3:30 pm. At 3:30 pm any 3rd-5th grade

student not picked up is escorted to Extended Day and signed in for the afternoon. Parents sign these children out from Extended Day after 3:30 pm.

All 6th-8th grade students (and younger siblings) will be dismissed from the Ferndale carpool line between 3:30 pm-3:45 pm. At 3:45 pm, any student not picked up is escorted to Extended Day and signed in for the afternoon. Parents sign these children out of Extended Day after 3:45 pm.

Bike Policy

The school provides a bike rack, but accepts no responsibility for bicycles parked there or anywhere else on campus. Students who ride their bicycles to and from school must comply with the following rules.

- Bikes must be locked at all times on the school campus.
- Students must walk their bikes across the traffic lanes and sidewalks of the school campus.
- Students must wear bike helmets.
- No passengers are allowed on bikes.

Extended Day

St. Patrick Catholic School offers an Extended Day Program. All families register with the Extended Day Program and pay the Extended Day registration fee. Specific policies and procedures regarding the program are published in the *Extended Day Handbook* which is published on the school website. Extended Day is available only to St. Patrick students.

Curriculum and Instruction

Curriculum

The core curriculum guides provided by the Diocese of Dallas serve as a basic guideline for proper sequence and scope of learning. The curriculum is available on the SPS website. Teachers are encouraged to be sensitive to individual differences and to design educational experiences to address such differences. The school may group students by ability level to facilitate the appropriate level of instruction. Students may only be transferred from one section to another for instructional purposes.

The daily schedule includes instruction in religion, language arts (English, reading, literature, writing, spelling, vocabulary, handwriting), science, mathematics, social studies / history, and physical education. Art, music, Spanish and instructional technology are included in the weekly schedule. Guidance is taught as a separate subject or integrated into one or more subject areas.

Religion and Sacramental Program

The student body comes together to worship through the Eucharistic celebration each Tuesday and Friday with the parish community. Students are involved through various roles of ministry: lector, reader, music, altar servers and gift bearers. Students participate in other liturgical and paraliturgical celebrations within their classroom and as a part of the student body. These include Benediction, Sacrament of Reconciliation, Advent and Lent services, Stations of the Cross, devotion to Mary and the Saints. St. Patrick students prepare for the sacraments of Eucharist, Reconciliation, and Confirmation and receive these sacraments under the direction of the parish Director of Faith Formation.

Guidance and Bullying Prevention Programs

Each grade level participates in a weekly instructional guidance program. Pre-K through grade six uses the *Second Step* program and grades seven and eight use the curriculum *Faith, Family, and Friends* published by the NCEA. During the first quarter all students participate in the school wide *Second Step Bullying Prevention Program* curriculum and all employees are trained to identify bullying behavior and intervene appropriately.

Elective Classes

Through its elective classes, St. Patrick Catholic School offers seventh and eighth students the opportunity to explore areas of interest, identify talents, and begin to develop those talents at an early age. Elective classes are offered each year according to student interest and faculty availability, but typically include Choir, Band, Speech, Art, a technology/computing elective and others. Elective classes meet during the school day, but may also require additional meetings and/or competitions beyond school hours. Information on the available electives for the school year is provided before the school year begins.

Student Support Services for Learning/Behavioral Differences

Early identification together with positive support by parents and the educational system are necessary for the academic success and healthy self-image of the child displaying learning and/or behavioral differences. St. Patrick strives to initiate early recognition of students displaying learning and/or behavioral differences. To this end, evaluation for academic, social, and emotional development is ongoing.

School staff may provide preliminary screening for learning/behavioral differences. Recommendations may be made for a referral to the family pediatrician for initial professional evaluation and/or

available resources. All assessments and reports must be made and documented by a professional diagnostician or licensed professional counselor. Once testing documentation is submitted to the administration, a conference will be scheduled between teachers, parents, and support staff to discuss results and to determine a plan for the students. All testing documentation is kept in confidence. Re-evaluations are required to be administered every three years. The cost of assessment, counseling, and outside support is the responsibility of parents. A doctor's note does not satisfy the documentation criteria.

The decision as to whether St. Patrick is the most suitable educational environment for a child will be made on an individual basis. If it has been determined that St. Patrick cannot meet the educational needs of the student, parents will be asked to seek out a more appropriate educational setting.

St. Patrick is able to serve students who fall into the mild to moderate learning disabled category. The school program is not able to accommodate students whose learning differences require specialized education or curriculum modifications. The following are classroom accommodations that SPS can provide in accordance with individual diagnostic test results submitted to the school.

- ♣ Seat student near the teacher.
- ♣ Call his/her name before addressing the student.
- ♣ Avoid putting him/her under pressure of time or competition.
- ♣ Recognize the correct and acceptable parts of the student's work and give credit for oral participation in the class.
- ♣ Offer extended time on tests (1½ extension).
- ♣ Occasionally give students an optional project in lieu of written compositions.
- ♣ Allow students to type assignments.
- ♣ Help student to organize his/her materials, notebooks, assignment books, time assignments, and thinking.
- ♣ All assignments need to be written on smartboard/chalkboard or presented in a handout.
- ♣ Allow student to copy from a book or paper rather than from the smartboard/chalkboard.
- ♣ For dyslexic students, avoid penalizing for spelling errors, reversals, etc. unless it is a spelling test.

* Accommodations offered will not alter the curriculum of SPS in any way.

Student support services also include school counseling services provided by an on-site professional school counselor, the Take Flight Program, the Content Mastery Program, and the Wonder Program.

Guidance Counseling Services

A part time school counselor is available to oversee the guidance program and to provide personal, social, and educational guidance to students. The school counselor provides individual guidance, group guidance to 7th and 8th grade, parent education instruction, and a professional referral list.

Take Flight

The Take Flight Dyslexia Intervention Program works with students in grades K-4 and is taught by a certified Academic Language Therapist. Students in grade K-1 who are diagnosed with dyslexia or who are at risk participate in the Pre-Flight Program. Students diagnosed with dyslexia receive three years of specialized instruction beginning in second grade using the Take Flight program. The Pre-Flight and Take Flight programs offer a dyslexia intervention curriculum with additional emphasis on fluency and comprehension.

Content Mastery Programs

Students in grades 5-8 with diagnosed, documented learning differences are able to utilize the Content Mastery Program that offers academic support with assistance on an as-needed basis. It gives the students additional supports such as homework help, morning tutoring, and study sessions.

More specifically, Content Mastery provides academic support that occurs after direct instruction has been given in the general education classroom. Assistance is provided on an as needed basis rather than on a regular schedule. The program offers additional support that a student might need as well as support for general education teachers through ongoing collaboration.

The guidance counselor and Take Flight and Content Mastery teachers work closely with classroom teachers to facilitate appropriate modifications in the mainstream classroom. They also play a key role in conferencing with parents to determine the needs of the student and to what extent the educational program at SPS is able to meet those needs.

Wonder Enrichment:

The Wonder Enrichment program at St. Patrick Catholic School seeks to challenge all students to reach for higher levels of cognitive thought and to engender in them the wonder and joy of learning by challenging the student with new ways of thinking. Higher order thinking skills which include critical thinking, creative thinking, problem solving, communication, and inventive thinking will be emphasized. St. Patrick will be implementing the Wonder Enrichment Program in three ways:

- ♣ Whole Group Thinking Labs: All students in grades 1-6 will be offered this opportunity. The Enrichment teacher will visit each class two times a month and engage them in whole class activities which will seek to expand their thinking skills.
- ♣ Content Area Pull-Out Program: This program is available to qualified students in grades 1-6. Grade level groups will meet weekly to study and engage in long-term independent project based learning. Each quarter of the school year will be dedicated to one area of content – Math, English Language Arts, Science and Social Studies. Participation in this component of the program is determined by a combination of several factors: quarterly Star assessments, demonstrated student mastery of content area objectives, and teacher input.
- ♣ Enrichment Electives: Students in grades 7-8 may will be offered Enrichment classes as elective options. The elective classes are open to all 7th and 8th grade students.

Physical Education

Physical education is an integral part of the education process. All students participate in the physical education program. Students who are unable to participate in physical activities must bring a note from a physician or a parent stating the reason and duration of the student's inability to participate.

Recess

Every student has an opportunity for daily recess under the supervision of teachers, aides, or playground monitors. Students in grades 3-8 rotate through different areas of the playground on a weekly basis. During colder weather, students will not be allowed outside without sufficient outerwear when the wind chill or actual temperature is below 32° F.

Field Trips

Field trips are a privilege meant to complement the instructional program by utilizing educational resources of the community. Generally, each class is allowed two field trips per year. The homeroom

teacher will plan the field trips, in consultation with the room mothers and with the principal's approval. The homeroom teacher will communicate details of the field trip, including date and time to obtain parental permission. St. Patrick School contracts with the Bishop Lynch High School to use BL buses and drivers for all field trips. Students who fail to submit the required permission slip will not be allowed to participate in the field trip. All field trips are chaperoned and reasonable safety measures are taken.

Students in the fifth grade typically visit The Pines Catholic Camp for four days of environmental study. Students in the eighth grade typically visit The Pines for a three-day spiritual retreat called Awakening. As these trips are essentially extended field trips, the provisions regarding field trips apply.

Students and chaperones on field trips represent St. Patrick Catholic School. Behavior must meet or exceed the conduct expectations on campus and the same consequences for infractions will apply. Chaperones must acquaint themselves with the parent volunteer expectations listed on page 31 of the handbook and are expected to act accordingly.

Academic Evaluation and Assessment

Homework

Homework planned to meet the needs of students has an essential place in the educational program. It is assigned for the following purposes:

- ♣ to reinforce concepts and skills that have been presented in class,
- ♣ to develop of the student's' creativity and discipline through enrichment projects or research, and
- ♣ to provide opportunities for the student to work independently and to accept responsibility for completing a task.

The amount of homework depends on the grade level and subject. The amount of time which different students in the same grade spend doing homework will vary. It is the parent's responsibility to provide an environment conducive to study and adequate time in their child's after school schedule to complete assignments.

Beginning in third grade, students enter all assignments in an assignment book. Student assignment books are an important communication between home and school and are a teaching tool for student planning. Students record their homework assignments, missing homework assignments, uniform infractions, important dates, and long term assignments into their ABs. If a student loses or misplaces the assignment book, the student purchases a new one through the school office.

All assignments are to be completed neatly and on time. At the beginning of the school year, teachers will communicate the grade specific homework policies to students, and parents at parent orientation.

When a student is absent, the homeroom teacher will assign a student to record all assignments for the absent student for the day. Parents must request homework by calling the school office between 7:30 and 9:30 A.M. The assignment sheet and textbooks will be available after school on the homework shelf at the Extended Day sign out desk or may be sent home with a sibling or another student. Students who must leave during the school day for a doctor/dentist appointment are responsible for getting the assignments from the classes missed. Teachers may not be interrupted during school hours to give out assignments.

In the event of an unexcused absence, all work due on that day may be recorded as a zero on each assignment or test missed.

Unexpected situations, family emergencies, or student illness can interfere with after school studies. In this case, the parent must send a note or email explaining the circumstances. Teachers, at their discretion, may allow a reasonable time frame in which to complete this work. Extracurricular and planned activities do not excuse assigned work without prior consent of the teacher.

Long term assignments or projects are due at the time and date designated by the teacher. Late projects are generally not accepted. If a student is absent on a day a project is due, the work needs to be delivered to school on that day. Extraordinary circumstances do arise from time to time and these will be considered on an individual basis.

Below are the homework policies for grades 3-8:

Grades 3-5:

All students use the school issued Assignment Book to record assignments, test dates, and long-term projects. All homeroom teachers in grades 3-5 initial students' completed Assignment Books daily. In

grades 3-4 parents are expected to view and initial the Assignment Book daily. This allows for strong lines of communication between the school and home as students are learning to become more responsible for their assignments.

All assignments are due in class on the date specified by the teacher. If an assignment is not in class on the specified due date, the student will complete a Homework Assignment Notification and then staple it to their Assignment Book. Parents and students sign this notification and it is returned to the teacher the next day with the late assignment.

Work that is not turned in on the assigned day is due the following school day. In grades 3 and 4, 10 points per day will be deducted for late assignments, and in grade 5, 20 points will be deducted. If the assignment is not turned in the following day, points will be deducted until the work is turned in.

Grades 6-8:

All students use the school issued Assignment Book to record assignments, test dates, and long-term projects. In grade 6 homeroom teachers initial students' completed Assignment Books daily. In grade 7-8 homeroom teachers will visually review students' completed Assignment Books daily.

All assignments are due in class on the date specified by the teacher. If an assignment is not in class on the specified due date, the student will record this in their assignment book. The teacher will initial this information, and parents are encouraged to review their child's assignment book on a daily basis. In this way, parents are informed if their child neglected to turn his or her assignment.

Work that is not turned in at the assigned day/time will be due to the teacher by 7:55 a.m. the following school day (regardless of whether or not the student's class meets that day). At this time the student's grade will be reduced by 20 points. If the assignment is not turned in the following day, additional points may be deducted until the work is received. Additionally, no late assignments will be accepted after the summative assessment has been given.

Tests and Projects

Tests and projects are used as summative assessments of student learning. Tests are announced in advance and students are given the opportunity to review material prior to the test day. Projects are assigned in all grade levels as a means to assess content mastery and extend student learning. Information on the project, either written or digital, is given to all students when projects are assigned. Studying for tests and completing projects are done in addition to regularly scheduled homework.

Progress Reports/Test Papers

Progress Reports are issued at least twice during each reporting period on designated dates which are published in RenWeb. The progress reports are also emailed to the parents at the email address on file. St. Patrick Catholic School communicates student grades through RenWeb, as described on page 34. To keep parents informed of their child's academic progress, teachers will periodically send test papers and samples of work home for parental review and signature. Students are responsible for giving papers to their parents and for returning the signed papers to the teacher. Parents are strictly prohibited from duplicating test papers for future use. This practice is unethical and educationally damaging.

End of Semester Tests – Grades 6-8

At the end of both the fall and spring semesters, students in grades 6-8 are required to take end of semester tests. These are administered to help students recall curriculum and skills taught as well as

to prepare students for taking exams on the high school level. The test schedule and review sheets are posted on RenWeb.

Grade Scale

The grade scale for grades 1-8 is as follows:

A:	94-100
B:	85-93
C:	76-84
D:	70-75
F:	69 or below

Report Cards

St. Patrick Catholic School issues report cards four times a year. All report cards must be acknowledged by a parent. Grades reflect a weighted average of tests, quizzes, projects, class participation, and homework, as determined by individual teachers. At the beginning of the school year, teachers will communicate the grading system to students and parents at parent orientation.

Honor Roll

The following criteria will be used to determine Honor Roll, Grades 5-8:

Highest Honor	All “A’s”
“A” Honor Roll	More “A’s” than “B’s”
“B” Honor Roll	More “B’s” than “A’s” or equal amount of “A’s” and “B’s”

The Highest Honor Roll is straight “A’s” in every subject. In 7th and 8th grade, elective classes and P.E. will be averaged and viewed as one grade in determining the “A” or the “B” Honor Roll. In 6th grade, Fine Arts (music and art) and P.E. will be averaged and viewed as one grade in determining the “A” or the “B” Honor Roll. In 5th grade, Fine Arts (music and art) and P.E. are combined and Reading, Vocabulary and Handwriting are combined and each combination is viewed as one grade in determining the “A” or the “B” Honor Roll. A student who earns a grade lower than a B in any class or earns less than satisfactory in general conduct is not eligible for Honor Roll.

Standardized Testing

Students in grades 1-8 take the Iowa Assessments (IA) and the Cognitive Abilities Test (CogAT) annually, in October. These test results are shared with parents and analyzed by faculty and administration to inform academic growth plans for classes and trends in student learning and ability. Students in grades K-8 complete Star Enterprise Math and Reading screenings to inform teachers of instructional goals and to measure student growth. Students take these assessments five times throughout the year-during the months of September, October, January, March, and May. Home reports are distributed to parents following the October and May screenings.

Academic Probation

Approximately every three weeks the administration reviews the academic progress made by students. The review dates are posted on RenWeb and the administration emails these progress reports to the parents. If at this time a student in grades 5-8 is failing or in danger of failing a class or classes, the parents are notified by email and the teacher(s), student and parents meet to determine an action plan to assist that student with his or her progress in the class. The student has the next three weeks to demonstrate progress. If by the next administrative review the student has not progressed in this subject, he or she is then placed on academic probation.

Academic probation is a specific time period designated by the administration during which a student, who is failing or in danger of failing, has an opportunity to work with parents, teachers, and other professionals to correct the problem(s) causing probation. To this end, it is necessary that the student discontinue participating in all school-related extracurricular activities, including practices, events, games, etc., while on Academic Probation. The school will notify the parents when a student has been placed on Academic Probation and the specifics of the student's ineligibility period. Such notification may be expected if the student receives an average of 70 or below in one or more classes, as reported on a designated reporting date in RenWeb, and after the student received a warning during the previous grade check. At the end of the probation period the student's grades will be reviewed and if the student has demonstrated significant progress he/she may rejoin the extracurricular activities. If there is no improvement, further action may be taken; academic probation may be extended and/or the family may be asked to seek professional help. Repeated or prolonged academic probation places the student's continued enrollment and/or re-enrollment in jeopardy.

Promotion/Retention

In the case of students performing below grade level or making failing grades, special conferences with parents will be held to determine the cause of poor performance. A plan will be formulated and monitored to help the student. St. Patrick School does not modify instruction or student expectations so as to alter promotion or graduation requirements.

A student who earns a failing average in any core subject (Math, Reading/Literature, English, Science or Social Studies/History) for the year is required to attend an approved summer school program or documented private tutoring to remediate the failing grade. This program should be a minimum of 30 classroom hours.

A failing average in more than one major subject is cause for retention. These subjects are Religion, Math, Reading/Literature, English, Science, Social Studies/History or Spanish (gr. 7-8). Continued poor class performance in math and reading and below grade level performance on standardized tests are reasons for retention. Parents will be notified in advance if there is a possibility of retention. The student's progress and ability to succeed within such an environment will be monitored and evaluated.

Extracurricular Enrichment

In addition to the strong academic curriculum at SPS, students can participate in a number of extracurricular activities. The goal of all extracurricular activities is to provide opportunities for developing talent, skill, responsibility, self-discipline, leadership, and creativity as well as enjoyment and fun. Extracurricular activities are closely monitored by school faculty and parent volunteers.

Students who want to participate in extracurricular activities must meet academic and conduct eligibility standards. Students on Academic Probation (page 16) or Conduct Probation (page 23) will not be permitted to compete, practice or otherwise engage in extracurricular activities. Participation in certain extracurricular activities may involve fees or other costs to be paid by the student's parents.

Private Schools Interscholastic Association (PSIA)

Hosted by a private school in the DFW area, this event is typically held during the spring semester for grades 1-8. Contests vary by grade level and may include storytelling, music and art memory, prose/poetry interpretation, dictionary skills, spelling, and a variety of math contests. Students who place in either 1st or 2nd place may advance to a state competition.

St. Patrick Academic Fair

Hosted by and held at St. Patrick Catholic School during the spring, students representing six diocesan schools join St. Patrick students in contests including spelling, math, prose/poetry interpretation, geography, and on-site drawing. Grades 1-8 participate.

Spelling Bee

The school spelling bee takes place each December and is open to students in grades 4-8. The winner and the runner-up attend the Diocesan Spelling Bee in late January where representatives of the diocesan schools compete. The four top spellers at the Diocesan Spelling Bee compete at the Dallas County Private School Spelling Bee in late February.

Geography Bee

The school geography bee takes place each December and is open to students in grades 4-8. It is part of a National Geography Bee and is governed by national rules. An oral and written competition will determine a St. Patrick representative to take the written test in January. In order to advance to the State level, our representative must score in the top 100 representatives in the state of Texas. These results are made known in March. The State Geography Bee is in April and the National Geography Bee is in May.

Destination Imagination (DI)

Students in grades 3-8 form teams of approximately 6-7 members, managed by parent volunteers. The teams work throughout the fall to solve a team oriented challenge. The solution is presented in a regional competition typically held in February or March. St Patrick participates in the Dal-Rich region. Winners advance to a state and possibly a global competition.

Speech and Drama

Each grade from preschool through fifth grade presents one or more theatrical productions or musical performances during the school year. All students in the grade participate and preparation occurs during the school day. Students in grades 6-8 may participate in a combined middle school production as actors, singers or members of the technical and stage crew. Auditions and rehearsals for the production take place after school and are open to all 6th-8th students.

Athletics

St. Patrick Catholic School participates in the Dallas Parochial League (DPL). Athletics for boys and girls in Grades 5-8 may include baseball, basketball, cheerleading, football, golf, swimming, softball, soccer, track and volleyball, as student interest and coaching resources permit. An Athletic Director (AD) appointed by the principal, represents St. Patrick Catholic School in the DPL. The AD directs the athletic program as outlined in the Athletics Policy provided on page 51 of the school handbook.

As with all other extracurricular activities, participation in the school's athletic program is a privilege to be earned and maintained, not a right arising from the payment of tuition. Athletic programs are extracurricular in nature and are secondary to the school's academic objectives. Students must achieve and maintain academic and conduct eligibility. In addition, before a student is allowed to begin practice or games, the student must pay any required fees and must submit the following three forms:

- ♣ Clearance and Physical Examination Form completed by a licensed physician
- ♣ Athletic History Form for the current school year
- ♣ Student/Athlete and Parent/Guardian Athletic Commitment, Release and Medical Consent Form

The commitment form must be read carefully and acknowledged each year as it establishes the student/athlete and parent/guardian's commitments to the program. Students are expected to commit to cooperate with the sponsor or coach and to participate consistently over the entire term of the activity to the best of their ability. Failure to satisfactorily complete these commitments will subject future request to participate in athletics to review by the principal.

Service and Recognition

Community Building and Service Projects

Each member of the school community has the responsibility to build a Christian environment through word and example. There are many projects throughout the year meant to enhance community building-- liturgical celebrations, open house, student programs, Catholic Schools Week, and PATS Club activities.

In an effort to help students fully incorporate Gospel values and Catholic Social Teachings into their lives, each grade participate in an annual service learning project. Teachers, along with students, choose a service agency or entity which it will adopt, learn about and support throughout the school year with prayers, letters and material support as appropriate. Each grade level documents and promotes its service in terms of an understanding of Gospel values and Catholic Social Teachings.

The primary recipients of our service projects are the parish St. Vincent de Paul Center and the St. Patrick Outreach Program. Other projects have benefited St. Jude's Hospital, Children's Medical Center, Medical City Dallas, Catholic Charities, Heifer International, Sole Hope, area nursing homes, fire stations and police stations.

Student Council

A Student Council comprised of students elected or appointed from grades 5-8 provides opportunities to develop student leadership. Meetings are held twice a month and members apply and are elected by the student body in May and August.

National Junior Honor Society

Membership in the National Junior Honor Society is both an honor and responsibility for selected students in grades 7-8. The application process and induction ceremony occur in the fourth quarter. For additional information, please visit the school website.

Learning Environment

Each student's conduct contributes to creating an environment conducive for moral, spiritual, social, and intellectual growth. Students are encouraged and expected to show respect, friendliness and courtesy at all times. They respect personal and public property and cooperate with faculty, staff and legitimate authority. They develop good study habits by consistent effort and daily completion of work. Our goal at St. Patrick is to encourage the student to move from externally imposed discipline to self-discipline and responsibility.

St. Patrick School has adopted a classroom behavior plan created to promote responsibility and learning. It is based on choice, positivity, and self reflection. Students are taught the hierarchy of social development and different procedures to follow in a school setting so as to learn self-responsibility.

Faculty and staff members model and reinforce appropriate, Christian behavior within the classroom, on the campus, and at school related activities. Behavioral procedures are posted in each classroom and are discussed with the students as the year begins and throughout the school year. Faculty members present the classroom behavior plan to parents at mandatory parent orientation during the first weeks of school. St. Patrick School reserves the right to discipline a student for actions committed off-campus if they have an adverse effect on a member of the St. Patrick community or adversely affect the safety and well-being of a member of the St. Patrick community.

Expectations

Specific expectations for student behavior include:

- ♣ Attentive in class
- ♣ Observe school rules
- ♣ Respects authority
- ♣ Respects others
- ♣ Respects property of others
- ♣ Is well-mannered
- ♣ Demonstrates positive attitude
- ♣ Shows self-control
- ♣ Works independently
- ♣ Uses time and resources wisely
- ♣ Comes to class on time

Consequences

Consequences will reflect the severity of the offense as determined on a case by case basis. Consequences may include one or more of the following actions or such other consequences as the teacher and/or principal deem appropriate:

- ♣ Student –teacher conference
- ♣ Self reflective essay
- ♣ Self referral
- ♣ Phone call to parent from student and/or faculty/administration
- ♣ Parent-teacher conference
- ♣ Student conference with principal

- ♣ Detention – after school or Saturday
- ♣ Denial of class privileges (for example, field trips or class parties)
- ♣ Removal from extracurricular activities
- ♣ Suspension, probation, expulsion

When students are asked to write a self-reflective essay or a self referral, the parents receive a communication from the school. In grades 1-5, a copy of the essay is sent home to be signed and returned the next day. In grades 6-8, the teacher or administration will email or call parents to inform them of the essay or self-referral.

Detentions are held Thursday afternoons from 3:30-4:30 pm. Students assigned to detention are to report to the Assistant Principal at this time.

The General Conduct (Campus Conduct) grade is determined by the faculty and administration and is based on the student’s behavioral progress throughout the quarter. The scale for Conduct marks are as follows:

S	Satisfactory
LS	Less than satisfactory
N	Needs improvement
U	Unsatisfactory

Harassment/Bullying Policy

St. Patrick School is committed to a policy of non-discrimination within all school programs and activities. Harassment of students is not condoned in a Christian environment and is strictly prohibited at school. All allegations of harassment in any form will be taken seriously and promptly investigated.

Harassment includes, but is not limited to the following behavior:

- ♣ Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted advances, imitations, or comments.
- ♣ Visual contacts such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- ♣ Physical contact such as assault, unwanted touching, blocking normal movements, and interfering with work, study, or play.
- ♣ Retaliation for having reported or threatened to report harassment.

St. Patrick School seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff, and students concerning respect. Bullying behavior is not tolerated at St. Patrick School. All students annually participate in the *Second Step Bullying Prevention Program*. All teachers, support staff and administration has been trained in this program.

Bullying is defined as being cruel to someone on purpose or by deliberately targeting others for repeated physical and/or psychological abuse. Examples of bullying include a pattern of intimidation, threats, menacing taunts, excessive teasing, the malicious spreading of rumors, and other psychological abuse; and/or physical contact aimed at either provoking a defensive or aggressive response, or causing injury. Bullying can also include a pattern of deliberated isolation or exclusion of another with the intent to be hurtful.

Bullying can also take place using technology such as, but not limited to social media, instant messaging, text messaging, polling, blogs, pictures (using camera phones, digital cameras, and web cameras) etc. Any bullying or harassment in these forms is considered a violation of the harassment/bullying policy.

Any student, who believes he or she has been the subject of harassment or bullying, or any parent of such a student, shall report the alleged incident in writing to the Principal. The administration and appropriate faculty will investigate the incident/s and determine an action plan which is communicated with the students and parents of those students involved. Verbal and written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously, or in jest, or online) are subject to consequences which may include, but are not limited to, suspension or expulsion.

Student Suspension

Suspension is a serious disciplinary action that results in the temporary dismissal of the student from the classroom or school premises for a length of time determined by the administration. The Principal or Assistant Principal may suspend students. A student suspension is considered to be an unexcused absence. During suspension, the student will be given class work and homework that is due when the student returns to school. Any missed tests are required to be taken the day the student returns to campus. A student forfeits participation in any extracurricular or school-related activities while on suspension.

Conduct Probation

A student may be placed on probation for serious or continued misconduct. The time of probation will be clearly defined with specific conditions and is communicated with students and parents. A student placed on probation may be removed from class activity and denied the privilege to participate in extracurricular activities.

Parental Cooperation and Behavior

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

Expulsion

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including without limitation parents and siblings) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed

by a person connected to the school through a student (*e.g.*, parents and siblings) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate.

Grounds for Expulsion

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of behavior that will generally result in expulsion include but are not limited to:

- i. Actions gravely detrimental to the moral and spiritual welfare of other students;
- ii. Incurable or disruptive behavior which impedes the progress of the rest of the class;
- iii. Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- iv. Habitual or persistent violation of school regulations;
- v. Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- vi. The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- vii. Use or possession of firearms or other potentially harmful objects or weapons;
- viii. Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- ix. Theft, extortion, arson;
- x. Habitual truancy;
- xi. Malicious damage or destruction of real or personal property at school;
- xii. Hazing;
- xiii. Serious bullying and/or harassment;
- xiv. Conduct which may damage the reputation of the school or parish;
- xv. Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and

- xvi. Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

Procedure for Expulsion

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- i. When practical, the pastor of a parochial elementary school and the president of a diocesan high school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- ii. When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- iii. The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In high schools, the president should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.
- iv. The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan high schools, the president should be consulted.

Tuition and Fees

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

Weapons, Alcohol, Tobacco & Other Inappropriate Substances

Any violation of the school's prohibition against weapons, alcohol, tobacco & other inappropriate substances (page 45) will result in an automatic suspension with the possibility of expulsion.

Reports to Law Enforcement

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the

notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

Cooperation with Law Enforcement and Child Abuse Investigations

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**

Discipline Board

A Discipline Board may assist the principal in advising the best course of action regarding a student involved in serious misconduct. The Discipline Board consists of members of the school faculty and parish appointed by the principal. The administration and Discipline Board will determine appropriate disciplinary action based on the following:

- ♣ Seriousness of the offense
- ♣ Student's age
- ♣ Grade level
- ♣ Ability and functioning level
- ♣ Frequency of misconduct
- ♣ Student attitude
- ♣ Effect of misconduct on the school environment

Parent/Volunteer Involvement

St. Patrick Catholic School is blessed with an active and supportive parent population. The school welcomes parents to serve the school community in a volunteer capacity. Through the work of volunteers, our community grows stronger, more vibrant, and more diverse.

All parents, grandparents, and other adults that want to serve as volunteers in the school must first be “screened and cleared” under the Safe Environment Program as mandated by the Diocese. They must also maintain their eligibility to serve by annually and timely updating their training.

Parents serve in many ways: they may be room parents, coaches and assistants, drivers or chaperones for field trips, tutors or student mentors, sponsors or supervisors of school events, programs, or extracurricular activities.

As volunteers, parents are representatives of the Catholic Church and of St. Patrick School. Volunteers are expected to support the directions given by faculty and administrators. As volunteers, parents serve in a Catholic school and are role models for the students. **Please read thoroughly the St. Patrick Catholic School Volunteer Handbook beginning on page 58 of this handbook.**

Parents need to be aware of the responsibilities and duties they assume when they agree to serve. There is no finite list of “dos and don’ts” because responsible adults must always act in the best interest and safety for children. Essential duties and responsibilities parents assume when they agree to serve include:

Parents in charge of an activity while serving in a volunteer capacity are required to adhere to the following standards:

- ♣ Parents in charge of an activity must first ensure their own clearance is current, and verify the clearance status of all other volunteers. Parents can do this by emailing the names of those wanting to serve to the safety officer for the parish.
- ♣ Parents must ensure there are an “adequate” number of adults to supervise the activity. There must be a minimum of two cleared adults, but often more than that number is necessary depending on the activity, age of the students, location, etc. For example, two adults may adequately supervise 20 students watching a video, but three or four may be needed to accompany 20 students to the State Fair.
- ♣ An adult must not be alone with a student at any time. In a crisis or emergency where one of two minimum adults must leave, the remaining adult should merge his/her group with another group to avoid being alone with the students.
- ♣ Before beginning any activity, parents must explain the behavioral expectations to the students. Parent must remind students to be respectful, friendly and courteous to everyone, and that disruptive, hurtful, and/or unkind behavior will not be tolerated.
- ♣ Parents must highlight any special precautions. For example: If some areas are out of bounds due to construction or a piece of playground equipment is broken.
- ♣ Parents must discipline any student whose behavior does not conform to school rules, is disruptive to the activity, and/or negatively impacts other students. Time outs, denial of privileges, loss of ability to continue to participate are all acceptable.
- ♣ If any incidents occur or issues arise that need to be addressed, parents must notify the teacher, principal, safety officer, and any other pertinent personnel, in writing.

- ♣ Activities should begin with group restroom stops, to avoid interruptions for individual students.
- ♣ Parents should supervise and monitor activities by “walking around and observing” students, rather than congregating with the other adults. Parents should intervene, as necessary, to redirect students’ behavior or participation.
- ♣ All bullying behavior must be taken seriously. Parents must intervene and report incidents to the teacher, principal and parish safety officer, as appropriate.
- ♣ St. Patrick School promotes and enforces an alcohol, tobacco, and drug free environment and campus. No alcohol or drugs may be consumed at any time by anyone while on campus or involved in school activities. In addition, parents should not have consumed alcohol for a minimum of several hours prior to serving at any event or activity and under no circumstances may parents serve while still under, or suspected of being under, the influence of alcohol. If violations of this policy are suspected, individuals will be asked to leave.

PATS Club

The PATS Club is the Parent and Teacher organization of St. Patrick Catholic School. Its mission is to provide St. Patrick Catholic School with community building opportunities and financial support to enhance the finest quality primary Catholic education in a Christ-centered environment. The work of the PATs Club is enhanced by the strong volunteer commitment of school parents. Information concerning volunteer opportunities can be obtained from the volunteer solicitation form sent home each May, at Meet the Teacher, in the monthly newsletter, and by attending the PATS Club meetings. Opportunities for parents to assist as volunteers in the PATS Club are posted throughout the year.

St. Patrick Catholic School Advisory Council

The St. Patrick Catholic School Advisory Council is appointed by the pastor and principal to perform the following duties:

- ♣ Advise the principal on policies, programs, services, and strategic planning.
- ♣ Conduct special studies and assignments as requested by the pastor or principal.
- ♣ Advise the principal and pastor on financial matters.
- ♣ Present St. Patrick Catholic School to the public, to civic authorities and to the Catholic community, as a school imparting quality Catholic education in all aspects of living: spiritual, intellectual, cultural, physical, social and civic.

The School Advisory Council meets monthly. Names of the school advisory council are found on the school website and in the school directory.

SPS Fund Board

The St. Patrick Catholic School Fund Governing Board, comprised of nine regular members appointed by the Pastor and Principal and ex-officio members designated by the School Advisory Council, PATS Club, and Parish Finance Council, oversees the preservation and growth of all non-tuition funds, including, but not limited to, the school’s endowment and tuition assistance funds, establishes guidelines for the solicitation and distribution of non-tuition funds, and for the administration and maintenance of confidentiality thereof, and as requested by the Principal, provides other support concerning non-tuition funds, policies, and practices.

Athletic Committee

The Athletic Committee of the St. Patrick Advisory Council advises the principal on athletic policy, assists in resolving athletic program conflicts, and assists in determining the financial needs of the

athletic program. The committee consists of at least five members, one of whom is a current member of the School Advisory Council. Additional committee members may be appointed.

Communication

Communication between students, teachers, and parents is an integral part of quality education. Parents are encouraged to use e-mail to communicate with teachers with the understanding that e-mail is checked at regular intervals. It is the goal of the faculty to respond by the evening of the next school day.

Both parents and teachers are encouraged to allow a “cooling off” time in cases of emotional issues so that both parties will treat each other respectfully and deal with each situation prudently and in a Christ-like manner.

Means of Communication

RenWeb™ is the primary means of communication to parents about grades, missing assignments and important school notices. Parents will receive username and password information to access RenWeb information pertaining to each student enrolled at St. Patrick Catholic School. Every family in grades K through 8 must activate their parent RenWeb account, provide an email address and keep that email address current with the school office. Through this email address, parents will receive school wide notices, including inclement weather and emergency closing notices, and classroom announcements. School faculty updates grades weekly and assignment information regularly.

Parents are expected to access email and RenWeb on a regular basis. In addition to checking RenWeb regularly, parents are expected to review all graded and returned schoolwork to keep informed of their child's progress. In the lower grade levels, weekly folders are sent home as an additional means of communicating.

Periodic postings of information regarding activities, the monthly bulletin, and other useful information may be found on RenWeb. Information transmitted via e-mail to and from e-mail addresses provided by St. Patrick Catholic School is not encrypted or transmitted over a secure connection. St. Patrick Catholic School and its staff cannot guarantee the security of the information in electronic correspondence or be held liable for its dissemination.

Parents are responsible for communicating any change of address, phone number, and email address to the office manager.

If parents wish to contact teachers regarding a school matter, they are to email through the teacher's school email account or call to the school office. As teachers' personal phones are not paid for by the school, parents are not to text teachers or call them on their personal phones regarding school matters.

Parent/Teacher Conferences

At mandatory conferences each October, parents and teachers share important information regarding each student's progress and establish goals and objectives for success in the school year. Students in grades 5-8 attend the October conference with their parents. Pre-K 4 parent conferences are held in October and Pre-K 3 conferences are held in January.

A student's parents or teacher may request a conference at any mutually agreeable time as necessary to support the student. Parents may request a conference by email or written note through the student. The student may attend the conference when appropriate.

To maintain proper focus on the students, teachers will not conference with parents during the following times:

1. Fifteen minutes prior to opening exercises
2. During instruction time
3. At dismissal and fifteen minutes thereafter.

Teachers should not be contacted by phone call to their home or cell phone, except as requested by the teacher.

Conflict Resolution

In all human involvements, misunderstandings and conflicts will arise. Clear, respectful, honest communication within a community can sometimes be challenging, but it is vital for the success and growth of the members of the community. The administration, faculty, staff, students, and parents are expected to have rational conversations without the fear of reprisal within the classroom, the community or social media.

When these situations occur at St. Patrick Catholic School or at school-related activities, the following procedures must be observed:

1. School personnel does not handle student conflicts arising from personal or out of school activities unless these actions interfere with teaching or the learning environment.
2. The teacher (including other authorized adults) and the student(s) must first address the conflict by speaking respectfully and honestly about the issue to be resolved.
3. If sincere attempts by the teacher and student(s) fail to resolve the conflict, a parent/teacher conference must be held.
4. If sincere attempts by the teacher and parent(s) fail to resolve the conflict, the parent or teacher may explain the conflict to the principal in writing or request a conference.
5. If the sincere attempts by all involved fail to resolve the conflict, the parent may explain the conflict, in writing, to the pastor.

The principal's involvement must be limited to resolving conflicts that arise during school or school-sponsored activities.

Parental Access to Student Records

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. **See below for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.**

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- i. If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis

Custody and Family Law Issues

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid

parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

Reimbursement for School Costs and Attorney's Fees

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

Uniform and Personal Appearance

St. Patrick Catholic School enforces a school uniform policy for students in Pre-K through 8th grade. Each student is expected to adhere to this policy and wear clothes and shoes that meet uniform guidelines. Clothing must be clean, unwrinkled, the appropriate size and the appropriate length. Uniforms are to be kept in good repair. Shirts must be tucked in at all times with the waist band or belt showing. Skirts may not be rolled up.

Lands' End is the exclusive provider for all student uniforms at St. Patrick Catholic School. You may shop for uniforms online at landsend.com or at their retail shop in Collin Creek Mall at Sears. All embroidery shall be applied to uniforms by Lands' End. Uniform pieces from any other vendor are not acceptable.

BOYS:

Preschool – Kindergarten

- ♣ Green Essentials T Shirt, short or long sleeve, SPS crest heat pressed on the left chest. Iron-on logos or patches are not permitted.
- ♣ Navy Walking Shorts
 - Warm months only August – October and March – June
 - Shorts may not be worn on days the students attend Mass
- ♣ Navy Pants, pleated or flat front. Elastic waist permitted in PK-K only.

1st – 5th Grades

- ♣ Green Polo Shirt, short or long sleeve, SPS crest embroidered on the left chest. Patches or iron-ons are not permitted.
- ♣ Navy Walking Shorts
 - Warm months only August – October and March – June
 - Shorts may not be worn on days the students attend Mass
- ♣ Navy Pants, pleated or flat front.
- ♣ Solid black leather belt must be worn with shorts and pants.

6th – 8th Grades

- ♣ French Blue Oxford Button Down Shirt, short or long sleeve, button down collar
 - No logos, monograms, embroidery, or embellishments are permitted.
- ♣ Navy Walking Shorts
 - Warm months only August – October and March – June
 - Shorts may not be worn on days the students attend Mass
- ♣ Navy Pants, pleated or flat front.
- ♣ Solid black leather belt must be worn with shorts and pants.
- ♣ Plaid tie. Must be worn on days students attend Mass.

All Boys Shoes

- ♣ Boys may wear a pair of solid black, supportive, athletic tennis shoes. Canvas material is not acceptable. No slip ons, high tops, mid tops, boots, casual or street shoes. Tennis shoes must have tie laces. Velcro is permitted in preschool and kindergarten only. The entire visible portion of the shoe must be black this includes laces, sole and the body of the shoe. No embellishments, logos, detailing, or accents of any color other than black.

All Boys Socks

- ♣ White or Black Socks with a Cuff. Ankle or no show socks are not permitted.
- ♣ Logos, accents, or embellishments are not permitted on socks.
- ♣ A matching pair of socks must be worn.
- ♣ Every Wednesday, unless otherwise noted, all students may wear official SPS Spirit Socks instead of the above listed socks/tights options. These spirit socks must be purchased through the school spirit wear program. Other socks will not be permitted. Official Spirit Socks may be ordered at the Meet the Teacher event.

All Boys Outerwear

- ♣ V Neck Sweater with SPS crest embroidered on the left chest
 - No other embroidery or patches are permitted on the sweater. This includes initials, monograms, names, or nicknames.
- ♣ Green, long sleeve, full zip, fleece jacket with SPS crest embroidered on the left chest. No patches are permitted.
 - The student's complete last name is required to be embroidered on the right chest of the fleece jacket. No other embroidery is permitted on the jacket. This includes initials, monograms, or nicknames.
- ♣ Only SPS uniform outerwear shall be worn in the building. Students must wear an additional warm weather garment when arriving and departing from school and during outdoor school activities, as the weather or comfort dictates.

GIRLS:

Preschool and Kindergarten:

- ♣ Green Polo Dress, short or long sleeve, SPS crest embroidered on the left chest. Patches are not permitted. Modesty shorts shall be worn under the dress.

1st and 2nd Grades

- ♣ Plaid Jumper
 - SPS P.E. shorts to be worn underneath
- ♣ Navy Walking Shorts
 - Warm months only August – October and March – June
 - Shorts may not be worn on days the students attend Mass.
- ♣ White Oxford Button Down Shirt, short or long sleeve, button down collar
 - No rounded Peter Pan collars, puff sleeves, logos, or embellishments are permitted

3rd – 5th Grades

- ♣ Plaid Skort
- ♣ The primary grade jumper may be worn in 3rd grade only as a transitional uniform piece.
- ♣ White Oxford Button Down Shirt, short or long sleeve, button down collar
 - No rounded Peter Pan collars, puff sleeves, logos, or embellishments are permitted

6th – 8th Grades

- ♣ Plaid Pleated Skirt or Plaid A-line Skirt
 - Modesty shorts must be worn under the skirt
- ♣ French Blue Oxford Button Down Shirt, short or long sleeve, button down collar
 - No rounded Peter Pan collars, puff sleeves, logos, or embellishments are permitted

All Girls Shoes

- ♣ Girls may wear classic saddle oxford shoes or Keds saddle oxford shoes. Must be navy and white in color.
- ♣ Girls may wear a pair of solid white, supportive, athletic tennis shoes. Canvas material is not acceptable. No slip ons, high tops, mid tops, boots, casual or street shoes. Tennis shoes must have tie laces. Velcro is permitted in preschool and kindergarten only. The entire visible portion of the shoe must be white; this includes laces, sole and the body of the shoe. No embellishments, logos, detailing, or accents of any color other than white.

All Girls Socks

- ♣ White or Navy Knee Socks
- ♣ White Socks with a Cuff. Ankle or no show socks are not permitted.
- ♣ White, Black or Navy Tights
- ♣ Navy or Black ankle length leggings may be worn during the winter months only (November 1 – March 1)
- ♣ Logos, accents, embellishments, lace, and ribbon are not permitted on socks.
- ♣ A matching pair of socks must be worn.
- ♣ Every Wednesday, unless otherwise noted, all students may wear official SPS Spirit Socks instead of the above listed socks/tights options. These spirit socks must be purchased through the school spirit wear program. Other socks will not be permitted. Official Spirit Socks may be ordered at the Meet the Teacher event.

All Girls Outerwear

- ♣ Green Cardigan or V Neck Sweater with SPS crest embroidered on the left chest
 - No other embroidery or patches are permitted on the sweater. This includes initials, monograms, names, or nicknames.
- ♣ Green, long sleeve, full zip, fleece jacket with SPS crest embroidered on the left chest.
 - The student's complete last name is required to be embroidered on the right chest of the fleece jacket. No other embroidery or patches are permitted on the jacket. This includes initials, monograms, or nicknames.
- ♣ Only SPS uniform outerwear shall be worn in the building. Students must wear an additional warm weather garment when arriving and departing from school and during outdoor school activities, as the weather or comfort dictates.

All girls' shorts, jumpers, skirts and, skorts should be a modest length and can be no shorter than 1" above the knee.

Physical Education

- ♣ Grades K-2. When wearing walking shorts, boys and girls wear their walking shorts for P.E. When not wearing walking shorts, girls in grades K-3 wear P.E. shorts under uniform jumper and for P.E. classes need only remove the jumper. When not wearing walking shorts, boys in grades K-3 may wear P.E. shorts under their long pants and remove their long pants for P.E. class or they may wear their long pants for P.E.
- ♣ Grades 3-8. Boys and girls change clothes at each P.E. class into the St. Patrick P.E. shorts and an all white or all gray T-shirt or other approved St. Patrick PE T-shirt sold through the school office. 8th graders have the option to wear flare fit/wide leg yoga pants or sweatpants. These athletic pants may not be form fitting and should be full length to the ankle.

St. Patrick P.E. shorts and shirts are available for purchase at Meet the Teacher or at the school office. All students must have non-marking athletic shoes for P.E. classes. SPS approved yoga pants and sweatpants for P.E. classes may be purchased at Lands' End.

Grooming/Personal Appearance

Cleanliness is expected of each student. Facial make-up that gives a natural appearance is allowed in grades 7-8 only. Colored nail polish is not worn at school. Hairstyles must be neat and out of the eyes. Boys' hair must be off the shirt collar. Extreme hair styles and/or hair color as determined by the school administration will not be allowed. Girls may wear one simple necklace, one bracelet, one simple ring and/or small earrings. Girls may wear simple hair accessories that match the school uniform. No feathers, or hair extensions of any type, are allowed.

Jean and Spiritwear Days

When students are allowed jean and spiritwear days the following guidelines apply:

- ♣ Unless otherwise specified, shorts and skorts are not be allowed.
- ♣ Girls may wear pants, Capri pants, and jeans. Leggings are not to be worn.
- ♣ Boys may wear casual pants, jeans, or knee length cotton structured "cargo" pants.
- ♣ Pants and jeans must be worn at the normal waistline. Boys must wear a belt with pants. Extremely oversized pants are not allowed.
- ♣ Tight or revealing clothing, or jewelry, which draws undue attention to the student, is inappropriate.
- ♣ Flip-flops are not allowed.

Dress-Up Days

The principal may designate a school day as a Dress-Up Day. On such days, students may wear their uniform or chose to dress as follows, or as otherwise directed by the principal:

Girls and boys in Kindergarten through 3rd grade will dress according to the standard for Free Dress Days.

Girls in 4th through 8th grades must wear a dress or a blouse with a skirt or dress pants. The dress or skirt must be longer than 2 inches above the knee. The student's shoulders must be covered at all times. The clothing must be modest in appearance, meaning no mini-skirts, no low cut tops, no spaghetti straps, no form fitting dresses and no halter tops. A sweater or shrug may be worn. Girls must wear appropriate dress shoes. No flip flops may be worn. Shoes must be worn with a heel less than two inches.

Boys in 4th through 7th grades must wear a dress shirt and tie or an appropriate knit shirt, dress pants and dress shoes or neat athletic shoes.

Boys in 8th grade must wear a dress shirt and tie, dress pants and dress shoes.

Health and Safety

IMMUNIZATIONS

Every student enrolled in a Catholic school in the diocese of Dallas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule (see below) adopted by the Texas Department of State Health (commonly known as the “minimum State Vaccine Requirements for Texas School/Entrance/Attendance”). Each year every student must present evidence of the required immunizations from a physician or health care provider authorized to administer immunizations to the school before the first day of school. The immunizations must be current. A student who fails to present the required evidence shall not be accepted for enrollment. (*Handbook of Policies and Procedures for Elementary and Secondary Schools*, Catholic Schools Office, Diocese of Dallas, item 5155)

1) Polio

Kindergarten entry. Students are required to have four doses of polio vaccine--one of which must have been received on or after the fourth birthday. Or, if the third dose was administered on or after the fourth birthday, only three doses are required. Four doses of oral polio vaccine (OPV) or inactivated poliovirus vaccine (IPV) in any combination by age four to six years old is considered a complete series, regardless of age at the time of the third dose.

2) Diphtheria/Tetanus/Pertussis

Kindergarten entry. Students are required to have five doses of a diphtheria/tetanus/pertussis-containing vaccine--one of which must have been received on or after the fourth birthday. Or, if the fourth dose was administered on or after the fourth birthday, only four doses are required.

3) Tdap

Seventh grade entry. Students will be required to have one booster dose of a tetanus/diphtheria/pertussis-containing vaccine for entry into the 7th grade, if at least five years have passed since the last dose of a tetanus-containing vaccine. If five years have not elapsed since the last dose of a tetanus-containing vaccine at entry into the 7th grade, then this dose will become due as soon as the five-year interval has passed. Td vaccine is an acceptable substitute, if Tdap vaccine is medically contraindicated.

4) MMR

Students are required to have two doses of MMR vaccine with the first dose received on or after the first birthday and second dose before entering **Kindergarten**.

5) Hepatitis A

Students are required to have two doses of hepatitis A vaccine with the first dose received on or after the first birthday and before entering **Kindergarten**.

6) Hepatitis B

Students are required to have three doses of hepatitis B vaccine before entering **Kindergarten**.

7) Meningococcal

Students are required to have one dose of meningococcal vaccine before entering **Seventh grade**.

8) Varicella

Students are required to have two doses of varicella vaccine received on or after the first birthday and before entering **Kindergarten** unless the school office receives a written statement from a physician or the student's parent containing wording such as: *This is to certify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine.*

Children enrolled in pre-kindergarten or early childhood programs must be immunized against the following: diphtheria, pertussis, tetanus, poliomyelitis, *Haemophilus influenzae* type b (Hib), measles, mumps, rubella, hepatitis B, hepatitis A, invasive pneumococcal, and varicella diseases in accordance with the state-mandated Immunization Schedule

Immunization requirements must be documented by a licensed medical doctor and on file in the clinic office the first day of school. **NO STUDENT WILL BE ALLOWED TO ATTEND CLASS WHOSE IMMUNIZATION RECORDS ARE INCOMPLETE.**

Medications

Parents are encouraged to keep the school office and the student's teachers informed regarding any medication their student is taking at home. Medication that may cause any degree of impairment to the student must be reported to the school office by the parent.

Any medication to be taken during school hours must be stored and administered through the clinic and will be given only under the following conditions:

- ♣ Taking the medication during school hours must be medically necessary to permit the student to remain in school.
- ♣ Medication must be prescribed by a licensed physician or dentist and dispensed by a registered pharmacist.
- ♣ "Over-the-counter" medication (acetaminophen, ointments, cold tablets, cough syrups, etc.) will not be given without written permission from physician (may be faxed), student name on bottle, not to interfere with directions, and a permission slip signed in the office by the parent.
- ♣ Each student's medication must be in a properly labeled container with the following information: student's name, physician/dentist's name, date, name of medication, dosage, and directions for administration.
- ♣ Each student's medication must be brought to the school office by the parent and not the child. When the parent brings in the medication, he/she signs a form giving permission to administer the medication. The form is kept in the school clinic.

Emergency Form/Permission for Testing

During enrollment, parents are required to submit all emergency information to the school.

During enrollment, parents give permission authorizing the school to conduct scoliosis, vision, and hearing screening for students in grades K-8 and screening for Acanthosis Nigricans and type II diabetes in grades 1, 3, 5 & 7. If permission is not granted by the parent, the parent is responsible for providing the school with proof of examinations.

First Aid

Basic first aid will be administered in case of a minor accident. In case of head injury or other more serious accident, the school office will notify the student's parent.

Clinic

The clinic is available for those students who are in need of first aid attention and sick students who are waiting to be picked up by parents.

Communicable Diseases

The school makes every effort to control the spread of communicable diseases. Any student showing suspicious symptoms may be sent home as a matter of precaution. A student is considered ill and must go home if any of the following should occur: vomiting, diarrhea, pink eye, head lice or a fever. The student must be fever free and not contagious for 24 hours before returning to school after any illness.

On issues of health not addressed in this handbook, St. Patrick Catholic School follows the directives of the Diocese of Dallas Catholic Schools Office and the Texas Catholic Conference Education Departments School Health Manual.

Food Allergy Policy

St. Patrick Catholic School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, SPS maintains a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

In order to minimize the incidence of life threatening allergic reactions, SPS provides training and education for all SPS staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school maintains an Emergency Action Plan for any student identified with a potentially life-threatening allergy. Parents are required to provide information to the nurse on campus.

The training is provided to ALL school employees and includes (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response -Dial 911.
- Location of emergency EpiPen.

Policy and procedure is reviewed at the beginning of every school year.

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid. Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse is called and the school's Emergency Response Plan activated. The emergency medical services are called immediately.

Information is kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes are educated about the risk of food allergies. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks are kept in a separate snack box or chest provided by the parent or guardian. Tables are washed with soap and water following any food related events held in the classroom.

Protocols for field trips include timely notification of the nurse. Medications including an EpiPen® and a copy of the student's Emergency Action Plan must accompany the student. A cell phone or other communication device is available on the trip for emergency calls. The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

Alcohol, Tobacco & Other Inappropriate Substances

St. Patrick Catholic School forbids the possession, consumption or dissemination of alcohol, tobacco and other inappropriate substances on the school campus or at any school-related or school sponsored function by any individual. Any violation of this policy by a student will result in an automatic suspension with the possibility of expulsion. The police may be called.

For the purpose of this policy, alcohol shall mean any beverage containing alcohol that is restricted for consumption by minors in the State of Texas. Tobacco shall mean any tobacco product including cigars, cigarettes, pipe tobacco, chewing tobacco, etc. Inappropriate substances shall mean any illegal drugs, controlled substances, or "over the counter" drugs which effect physiology and are used for non-medical purposes.

Weapons

St. Patrick Catholic School forbids students from bringing to school or school-related activity any weapon or ammunition, any other object used in a way which threatens physical harm to another person, or any object perceived as a weapon. The possession or use of articles not generally considered weapons may be prohibited when a reasonable degree of danger exists to students, staff or school property. Any violation of this policy by a student will result in an automatic suspension with the possibility of expulsion. The police may be called.

Traffic/Parking Lot Safety

Student safety both before and after school is of utmost importance. To reach this goal all parents and students must comply with the Traffic Safety Rules and Procedures distributed each year at Meet the Teacher and found on page 56 of this handbook. Second and sixth grade parents are responsible for monitoring parking lot drop off and pick up safety. At least one parent from each family (or other safety cleared adult arranged by the family) is required to serve as a monitor at one shift per month per student. Families who do not meet this obligation are charged \$200 to compensate the employees who serve their shift. Failure to pay these charges may prevent the student from re-enrolling for the next school year.

Emergency Drills and Crisis Management

St. Patrick Catholic School conducts fire, weather emergency, and lock down drills on a regular basis during the school year for the safety of the students. Exit procedures are posted throughout the school and students are taught the bell signals used to indicate different emergencies. Students must conduct themselves during these drills in a manner that reflects responsibility for their safety and others. St. Patrick Catholic School has a Crisis Management Plan in place to respond to emergency situations. Parents may review the Crisis Management Plan in the school office.

During an actual emergency, parents will be notified by email of the contingency plan regarding the safety, dismissal, and release of students. The school will use the email on file. Please make sure email addresses are updated through the school office as necessary.

Resources & Technology

Library

The St. Patrick Library is open each school day from 7:45 A.M. to 3:45 P.M. Weekly library visits are a part of the curriculum from preschool through eighth grade and include age-appropriate lessons. Preschool through second grade enjoy story time and related activities. Third through fifth grades learn library skills. Sixth through eighth grades focus on research techniques using all types of media available to them.

Most books may be checked out for a period of two weeks. Pre-school and Kindergarten students may have one book checked out and must return that book before getting a new one. First grade and second grade may have two books checked out. Students in 3rd grade-eighth grade may have three items checked out (including periodicals) at a time. Renewal of items can be done by the student on their OPAC account, at the circulation desk, by phone, or email. Overdue books cannot be renewed. Special items such as reference books may be checked out for one day only.

Students are responsible for the care and proper return of items to the school library. Students will be responsible for retrieving St. Patrick books that are mistakenly returned to public library. A fine will be charged for overdue books. The fine is 20 cents per day, including weekends and holidays. If a fine is owed it must be paid before items can be renewed. If a student is absent on the day a book is due, no fine will be charged if the student returns the book on the first day back to class. Magazines are checked out in an envelope, and if the envelope is not returned, a fine of 50 cents will be assessed.

Students will be responsible for the replacement cost of lost or damaged books. **However, parents must not purchase a replacement book without communicating with the librarian.** If a book is lost or damaged, the library must be notified immediately. A search will be conducted for the lost book. If the book is not found by the end of school year, student will be notified of the cost for the book. In the case of damage, the cost for repairs will be assessed. If damage is too severe, the book will be removed and the student will have to pay for replacement.

St. Patrick Library welcomes donated books for special occasions such as birthdays, honors and appreciation, memorials, First Communion, Confirmation. Donors should visit the library to choose from a selection of shelf-ready books or may check the library website for “wish list” choices. Donations of used books should be discussed with the librarian in advance. Used books may be added to the library collection, given to classrooms for the classroom libraries or shared with other programs of the school and parish.

Book Challenge/Censorship Policy

The book selection criterion is available from the librarian upon request. The following procedure applies to address concerns regarding a book in the library collection or a book that is used as required reading for a class:

1. A complaint must be in writing, and must identify complainant and the exact nature of the problem.
2. The complaint will then be reviewed by a committee consisting of the principal, the librarian, a language arts teacher, and one representative from the school advisory council.
3. After careful consideration of all aspects of a book and the complaint, a decision will be made whether or not to withdraw the book from the library’s collection or as required reading.

Electronics Policy

Students are prohibited from having electronic devices on school property from 7 a.m. until 6 p.m., Monday through Friday. We strongly recommend that parents collect your student’s cell phone (or other electronic device) before dropping them off at school in the morning. If students must bring a phone/electronic device to school, the student checks it in at the front office upon arrival and picks it up immediately after dismissal.

If students are found with any prohibited electronic device in their possession (desk, locker and backpack included), the device will be confiscated whether or not it is being used at the time. The recovery fee is \$50 (fifty dollars) per offense and will be charged whether or not the student wishes to recover the device. In addition to this fee and appropriate disciplinary measures, a parent or legal guardian will be required to accompany their student to retrieve the device from the principal's office. Please read the Extended Day Handbook for the Electronics Policy for that program.

Image Release

To celebrate the community spirit of St. Patrick Catholic School and share it with potential school families, school representatives may photograph, film or otherwise record events that may include individual students, family members and guests. By attending school events, including Dallas Parochial League events, participants acknowledge that their picture may be posted or published without notice or remuneration. Concerns must be addressed with the principal, in writing. To document that understanding, each school family is asked to indicate their agreement by signing the release form at the end of this handbook.

Technology

Technology is integral to the school's instructional program. With this educational opportunity also comes responsibility. The use of the school's computers and Internet access is a privilege, not a right. Inappropriate use of computers and/or Internet will result in a cancellation of those privileges at school. The administration will make all decisions regarding whether or not a user has violated this privilege. The administration may deny, revoke, or suspend access at any time; the administration's decision is final. See the Technology Policy found on pg. 54 of this handbook.

General Policies

Personal Items

1. All personal belongings, including school supplies and clothing items, **must be well marked with student's name.**
2. Check at the office for lost and found articles. All marked items will be returned. Unmarked items will be given away after one month.
3. Toys, electronics and any other items unrelated to school activities are not to be brought to school without permission from the teacher. All prohibited items will be confiscated.

To minimize classroom interruptions and instill a sense of personal responsibility, any forgotten items, which are subsequently brought to school, must be left in the office. Office staff will deliver items to the student's homeroom.

Telephone

Students may use the office telephone when needed. Cell phones are subject to the electronics policy in the Resources & Technology section of the handbook.

Textbooks

Textbooks are purchased by the school. Books must be properly maintained and neatly covered at all times. Book covers are provided by the school. Students will be fined for the replacement cost of all damaged textbooks. The school does not lend extra sets of textbooks to students.

Damages

Students are responsible for payment of all damages to school property.

Lockers

Students are responsible for the contents and order of their assigned lockers. Lockers, cubbies, and/or backpacks may be inspected by the faculty and administration at any time without notice.

Cafeteria

Mealtime is a time for relaxation and social interaction among students. Students may bring their own lunch or purchase lunch in the cafeteria. At no time may a parent drop off a fast food lunch. **Parents or older siblings who wish to celebrate the student's birthday with "lunch brought in" must sit and eat with their student at the designated area in the cafeteria. Visitors from other schools may not bring in lunch or visit in the cafeteria during lunch time.** All Pre-K students bring lunch from home and eat in their classrooms.

All students must contribute to making the cafeteria a proper environment for mealtime by observing the following rules:

- ♣ Speak in a low tone.
- ♣ Follow directions of the cafeteria monitor.
- ♣ Use proper manners.
- ♣ Remain seated until dismissed from the cafeteria.
- ♣ Dispose of waste properly and leave tables clean.
- ♣ Use own lunch card for one's own food items.
- ♣ Students must not purchase items for other students.

E & E Catering provides cafeteria service. Families can establish a prepaid account with E & E Catering or can pay with cash. Cafeteria menus are found on the St. Patrick Website. For more information please visit eandefoodservices.com

Severe Weather/School Closing

St. Patrick Catholic School follows the decision of the Richardson Independent School District as to school closing, delayed openings, and early dismissals for weather reasons. Consult local T.V./radio stations or www.risd.net for school closings.

Visitors

All visitors, volunteers, and service personnel must check in at the school office upon arriving and departing campus. Visitors are escorted to and from their appointment within the school and must wear a visitor's badge throughout their visit. Volunteers are required to wear their Safe Environment photo identification. Volunteers present in the school building during the hours of 7:00am and 6:00 pm are under the direct supervision of a school employee. Service personnel must wear a visitors badge and remain in the escort of a maintenance crew member. No visitors or volunteers are allowed into the school without clearance from office personnel. Visitors must enter the building through doors facing Ferndale. Parents or other visitors wishing to visit the classroom should make arrangements with the principal.

Pets

During school hours from 7:00 am– 6:00 pm, no pets are allowed on campus, including drop-off and pick up areas, sidewalks and fields.

Birthday Celebrations and Parties

St. Patrick Catholic School does not sponsor parties outside of school hours. All classroom parties are arranged with the homeroom teacher and generally are limited to the lower grades. Invitations to any private parties are not to be distributed on school grounds unless the entire class is invited. In Kindergarten through 5th grade, parents may send refreshments such as cookies or cupcakes for their student's birthday to be enjoyed at break time or at lunch. Such treats are limited to the student's homeroom classmates. In 6th through 8th grade, no birthday treats or celebrations with classmates are permitted during school hours. Homeroom teachers recognize student birthdays in the classroom.

Use of School Name

No individual may use the name, logo, or image of St. Patrick Catholic School including any member of the community or in any way represent the school publicly, in print or on-line, without the express written permission of the principal. This restriction includes parents and student social media pages.

Family Directory

The Family Directory, in print or digital form, is published and distributed annually. Its contents are confidential and should not be shared for promotional purposes.

Handbook Revisions

The handbook shall be governed by the guidelines established by the Diocese of Dallas. Diocesan procedure will take precedence in matters where a conflict might exist with this handbook. The principal reserves the right to modify the contents of this handbook at any time without prior notice, as deemed necessary. School administration will promptly communicate handbook amendments and these amendments will be highlighted in the electronic version of the handbook.

Use of School Building

The school building and grounds until 6:00 pm on school days is for the sole use of the children and faculty/staff. The school building acts as a community center after 6:00 pm each day for various church organizations and community groups. Use of the school ground after 6:00 pm must not interfere with school sponsored activities and permission for the use of the school building/grounds after hours must and be

obtained in advance of the usage from the Pastor and placed on the calendar. The gym and school fields are not available for rent nor use by non-school or non-parish organizations.

St. Patrick Catholic School Athletics Policy

Mission Statement

It is the mission of St. Patrick Catholic School to offer during the course of the school year to qualified St. Patrick Catholic School students opportunities to participate in athletic programs which increase personal enthusiasm and confidence, teach the concepts of sportsmanship and group interaction and provide a setting in which each student may seek to achieve his or her current athletic potential.

Statement of Policies

General

- A. The athletic programs of St. Patrick Catholic School, although important to the overall development of the student, are extracurricular in nature and secondary to the academic objectives of the school.
- B. Participation in the athletic programs of St. Patrick Catholic School is a privilege to be earned and maintained, not a right arising from the payment of tuition.
- C. Winning an athletic event is dependent upon a number of factors, many of which are completely beyond the control of St. Patrick Catholic School; thus, the only objective of the athletic programs of St. Patrick Catholic School is the successful implementation of the athletic mission statement as defined by this Statement of Policies.

Athletic Program Leadership

- A. The leadership responsibility for the athletic programs of St. Patrick Catholic School shall be vested as follows with the respective responsibilities indicated:
 1. St. Patrick Catholic School Advisory Council by and through its Athletic Committee
 - a. Recommend policy additions or modifications
 - b. Interpret and apply this Statement of Policies to issues that arise from time to time either on its own motion or at the request of the School Advisory Council, principal, Athletic Director(s) or parents and to make recommendations to the School Advisory Council or principal for issue resolution.
 2. Principal
 - a. Hire, train, monitor the performance of, and provide counsel to the Athletic Director(s) to insure that the duties of the position are performed in a manner that is consistent with this Statement of Policies and to take appropriate action to address performance that is inconsistent with this Statement of Policies.
 - b. Direct issues concerning the athletic programs of St. Patrick Catholic School to the School Advisory Council Athletic Committee for investigation, Statement of Policies interpretation and application, and resolution recommendation.
 3. Athletic Director(s)
 - a. Develop the annual Athletic Calendar consistent with league calendars.
 - b. Develop and recommend written procedures for principal and School Advisory Council Athletic Committee's review and final adoption.
 - c. Oversee the day-to-day implementation of this Statement of Policies, including but not limited to:
 - ♣ Serving as St. Patrick Catholic School liaison for all league affairs.
 - ♣ Conducting the call-out and sufficiently publicizing each sport.
 - ♣ Recruiting qualified persons to serve as coaches, defining performance expectations, monitoring team management, and addressing conduct appearing to be inconsistent with the requirements set forth in section 4, including when appropriate the dismissal

of such coaches. The AD may form and consult with a coach selection committee on such matters.

- ♣ Obtaining, maintaining and providing, within permissible budgetary constraints, the uniform, equipment, and practice facility resources necessary to permit the coaches to manage their teams in manners consistent with this Statement of Policies.
- ♣ Developing, maintaining, and implementing adequate systems to properly account for all expenditures made, revenues received, and uniforms and equipment purchased and issued.
- ♣ Receiving, investigating, and if possible, informally resolving issues that arise from time to time concerning the athletic programs of St. Patrick Catholic School consistent with this Statement of Policies. The substance of each informal resolution shall be reported to the Principal for further disposition.

4. Team Coaches

- a. Manage the team and represent St. Patrick Catholic School in a manner consistent with the Statement of Policies, the provisions of the school handbook including especially the Parent Involvement section (page 31) and any coach participation requirements promulgated by the Dallas Parochial League (DPL).
- b. Teach, motivate and inspire students to:
 - ♣ Achieve maximum enthusiasm and self-confidence for the game being played.
 - ♣ Practice exemplary sportsmanship.
 - ♣ Make the personal sacrifices necessary for the success of the team as a whole.
 - ♣ Fulfill the commitment necessary to achieve maximum current playing potential.

5. Parents/Guardians

- a. Provide sufficient counsel to insure that the student may become and remain a qualified student eligible to participate in the athletic programs of St. Patrick Catholic School.
- b. Insure timely compliance with the requirements established for a student to be considered qualified to participate in the athletic programs of St. Patrick Catholic School, including but not limited to, submission of the following:
 - ♣ Commitment Form
 - ♣ Health Forms
 - ♣ Fees Payment
- c. Maintain the same level of support as is provided for the academic pursuits of the student.
- d. Reinforce the student's commitment to the team and to remain focused on the success of the team as defined and measured by this Statement of Policies.
- e. Demand exemplary sportsmanship from themselves and their student.
- f. Pursue issue resolution concerning implementation of this Statement of Policies in manners that advance the athletic mission statement.

Team Formation

- A. Participation in the athletic programs of St. Patrick Catholic School shall be open to all qualified students.
- B. Team size shall be guided by the following principles:
 1. A team must have sufficient players to permit the successful teaching of the team concept of the game as well as to withstand the consequences of illness and academic ineligibility.

2. A team must have a coaching staff sufficient to permit the effective teaching of the game to each of the team's members.
- C. To the extent that the above team size principles permit, teams shall be formed with students from the same team competition category (i.e., grade level, junior varsity or varsity); however, the Athletic Director(s), upon the advice and consent of the principal and Athletic Committee, may form teams with students from adjoining grades or categories.
- D. Where teams compete by grade category and there are sufficient qualified students from the same grade to form two or more teams, the team shall be formed as follows:
 1. Qualified students related to a coach may be placed on the roster of that coach if the student so requests.
 2. Fifth grade teams shall be formed into two teams with the coaches and the Athletic Director working together to form two equally competitive teams.
 3. Sixth grade teams shall be formed by based off skill evaluation conducted by coaches from high school, the Athletic Directors' assessment, and coaches from 5th grade teams. If the teams are placed in Division 2, the teams will be split so both are equally competitive.
 4. Seventh and eighth grade teams shall be formed through a competitive tryout process to insure that all qualified students are provided with the greatest opportunity to achieve their maximum current potential.
- E. Where teams compete by the junior varsity (fifth and sixth grade) or the varsity (seventh and eighth grade) category and there are sufficient qualified students to form two or more teams at either competition level, the teams shall be formed as follows:
 1. Qualified students related to a coach may be placed on the roster of that coach if the student so requests.
 2. JV teams will be split to form two equal teams, coaches will work the Athletic Director to form teams.
 3. Varsity teams shall be formed through a competitive tryout process to insure that all qualified students are provided with the greatest opportunity to achieve their maximum current potential.

Student Qualification

- A. A student must sign-up for the sport on or before the deadline published in the annual athletic calendar.
- B. A student must be in the fifth, sixth, seventh or eighth grades.
- C. A student must be meeting at the time of sign-up and continue to meet during the season the standards published in the school handbook as well as the standards established by the principal for extracurricular activity participation.
- D. A student must make a commitment to the success of the team and make those contributions to the team as defined by the Athletic Director and the team's coach that are consistent with his or her current physical and mental capacities. Such contributions include, but are not limited to, the following:
 1. Attending team practices and games.
 2. Attaining and maintaining that level of physical conditioning necessary to permit the execution of the physical efforts required to play the game.
 3. Maintaining a focus upon the learning of the principles, rules and strategies of the game.
 4. Cooperating with teammates and making personal sacrifices for the benefit of other members of the team.
 5. Exhibiting sportsmanship and an outward demeanor that casts a positive reflection upon St. Patrick Catholic School.

Technology Policy: Computer Use and Intranet/Internet Access

One goal of St. Patrick Catholic School is to include technology in the School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Adherence to this Technology Policy is a basic expectation of all administrators, teachers, parents and students. The failure of any user to follow the terms of the technology policy or the technology policy of the Diocese of Dallas will result in the loss of privileges, possible disciplinary action, and may in some circumstances subject the user to legal action. All students participate in the Digital Citizenship curriculum provided by Common Sense Media.

Privileges

Use of school technology is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration will make all decisions regarding whether or not a user has violated the *Acceptable Use Policy* and may deny, revoke, or suspend computer use or Intranet/Internet access at any time. The administration's decision is final.

Availability of Access

Administrators, teachers and students will be granted authorization for access to the school's system by the principal or a system administrator designated by the principal, as it is deemed appropriate. System users may not gain authorized access to the Internet or other resources without permission from their teacher or the designated system administrator. System users will immediately notify a teacher, the principal or the designated system administrator if a potential security problem exists.

Acceptable Use

Computer use, use of software provided by St. Patrick Catholic School, and access to the school's network and the Internet must be for the purpose of education or research, and shall always be consistent with the objectives of the School. **No other uses are permitted.**

The school expects system users to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite and use appropriate language.
- Do not reveal personal addresses or telephone numbers of yourself or others.
- Consider all communications and information accessible via the network to be private property.

Systems users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the school, whether or not that was the user's intention. You may not represent the school without the principal's permission.

All students participate in Digital Citizenship lessons from Common Sense Media.

1:1 Device Program

Students in grades 6-8 are issued a Surface tablet to use exclusively throughout the school year. These devices remain at school and the students, as users, and the devices themselves are subject to the same acceptable use policy and standards found within this handbook. Sixth grade students are given intensive training on the Surface and the acceptable use policy at the beginning of their sixth grade year. All students frequently review the technology standards and acceptable use policy.

Security

Network security is a high priority. Keep your password confidential. If you identify a security problem on the Internet, you must notify a teacher, the system administrator or the principal. Do not demonstrate the

problem to other users. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to alter, harm, or destroy hardware, data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges

The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

Ownership of Intellectual Property

Copyrighted software or data may not be placed on the school's systems without prior permission from the holder of the copyright and the principal or system administrator. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system. System users may not redistribute copyrighted programs or data except with the prior written permission of the copyright holder or designee unless permitted by the doctrine of fair use. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws and school policy.

Confidentiality of Information

Information transmitted via the school's systems is considered confidential information and may not be disclosed to persons other than the intended recipient without prior authorization. Users must closely monitor their system passwords. In order to maintain the integrity of the school's systems, users should not disclose their passwords to any other person. No user should attempt to gain access to another user's electronic mailbox, telephone voicemail box, computer files, or Internet account unless expressly authorized to do so by the user whose systems are being accessed, or by an authorized representative of the school.

No Warranties / Disclaimers

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any loss of data. Use of any information obtained via the Internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the school. The school will cooperate fully with local state or federal officials in any investigation concerning or relating to misuse of the school's technology systems.

Parents and guardians must be aware that while at school direct supervision is not always possible. The school will make reasonable attempts to limit access, but cannot guarantee that system users will not be able to access or create inappropriate material that is prohibited by the Technology Policy. Students are expected to use the resources in a manner consistent with administrative regulations, guidelines, and user agreements and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's use of the school's technology.

Traffic Rules and Procedures

Every person operating a motor vehicle in the school parking lots between 7:30 A.M. and 4:00 P.M. bears the responsibility of protecting our children from accident and injury. To provide our children with the safest environment possible, please read the following rules and procedures and review them with your family ***and anyone else who may pick up or drop off your students.*** Your compliance with these procedures, coupled with your continued exercise of good judgment and common sense, will make the school parking lot a safe place for our children. Please keep in mind that adult safety volunteers, faculty and staff are present primarily to enforce these procedures and, secondly, to keep traffic moving. Your adherence to their direction will assist them in both these important tasks and help minimize the risk of a tragic accident in the St. Patrick parking lot.

All Pre-K and Kindergarten students who are not in Extended Day are dismissed from the Ferndale carpool line from 2:50 pm -3:05 pm. At 3:05 pm any Pre-K or Kinder student who has not been picked up is escorted to Extended Day and signed in for the afternoon.

All 1st and 2nd grade students who are not in Extended Day are dismissed from the Ferndale carpool line from 3:15 pm-3:30 pm. At 3:30 pm any 1st or 2nd grade students who do not have a 6th-8th grade sibling and who have not been picked up are escorted to Extended Day and signed in for the afternoon. Parents sign these children out from Extended Day after 3:30 pm.

All 3rd, 4th, and 5th grade students who are not in Extended Day are dismissed from the Walnut Hill carpool line from 3:15 pm-3:30 pm. If a 3rd-5th grade student has a 1st or 2nd grade sibling, the 3rd-5th grader proceeds to the Ferndale carpool line at 3:15 pm. If the 3rd-5th grader has a 6th-8th grade sibling, the 3rd-5th grade student proceeds to the Ferndale carpool at 3:30 pm. At 3:30 pm any 3rd-5th grade student not picked up is escorted to Extended Day and signed in for the afternoon. Parents sign these children out from Extended Day after 3:30 pm.

All 6th-8th grade students (and younger siblings) will be dismissed from the Ferndale carpool line between 3:30 pm-3:45 pm. At 3:45 pm, any student not picked up is escorted to Extended Day and signed in for the afternoon. Parents sign these children out of Extended Day after 3:45 pm.

- ♣ **There is to be ABSOLUTELY NO CELL PHONE OR WIRELESS DEVICE USE while operating a vehicle in the St. Patrick parking lot.**
- ♣ All vehicles will be operated in a courteous, safe and slow manner at all times in the St. Patrick parking lot. Traffic will flow in a counter clockwise direction – left turns only.
- ♣ All drivers are encouraged to use the car pool lane for drop off and pick up. In the event that parents choose to walk their student(s) into the school, please note that all pedestrian traffic must cross at the designated crosswalk.
- ♣ Several cars may pick up and drop off students at one time – FIVE in the lower lot and FOUR in the upper lot. Please pull up as far forward as possible, close to the crosswalk or the preceding car.
- ♣ **Students may enter and leave a vehicle from the passenger side of the car ONLY. Load and unload promptly, circling the lot if a student is not ready for drop off or pick up. If trunk space is required to transport backpacks, sports equipment, band instruments, etc., families must pull into a designated space and unload and then use crosswalk.**
- ♣ Students waiting to be picked up must stand or sit quietly, watch for their vehicle and abide by the directions of the safety monitors. When their vehicle arrives, students must remain on the curb until the vehicle comes to a complete stop.
- ♣ Only 6th-8th grade students may use the crosswalk unaccompanied by their parent or guardian.

- ♣ To ensure that traffic in the car pool line progresses steadily, pedestrians will be instructed to wait at the crosswalk until signaled by the safety monitor that it is appropriate to cross.
- ♣ If parking during the drop off and pick up times, please park as close to the street as possible to leave room for recirculation. Cars may not pull out of the first row of parking spaces into the pickup lane.
- ♣ Parents using the carpool lane are to remain in cars at all times. If a student requires parent's assistance with exiting or entering a car, parents are to park in designated spots, assist their children and then walk them across the crosswalk as appropriate.
- ♣ **No students are to be dropped off on the south side of the building. All students are to be dropped off in the two designated drop off lanes.**
- ♣ **DESIGNATED PARKING SPOTS** during carpool are as follows:
 - Parking spots in the Walnut Hill Lane parking lot adjacent to the upper playground.
 - Parking spots in the Ferndale Rd. parking lot on the east side of the building with the exception of the first row adjacent to the carpool lane. The parking lot on the south side of the building is reserved for teachers and staff.

St. Patrick School Volunteer Handbook

St. Patrick School welcomes you as a volunteer in our community. As St. Paul says in his letter to the Romans “we have many parts, and we, though many, are one body in Christ”, you are a valuable member of the educational ministry of St. Patrick School. The time, talent, and treasure which you share with our school are valuable and enrich the fulfillment of our mission.

Please read this handbook and become familiar with its contents. It should answer many questions about the work you will do at our school. We invite you into our community and pray that your time with us will be richly fulfilling.

As a volunteer, you are representatives of the Catholic Church and of St. Patrick School. Volunteers are expected to support the directions given by faculty and administrators. As a volunteer serving in a Catholic School, you are a role model for the students.

St. Patrick Catholic School exists to provide a Pre-K-8 education centered in the person of Jesus, distinguished by academic excellence and service to others, and sustained by Christian community.

Our Mission:

We are called to embrace the Gospel and transform the hearts and minds of the St. Patrick community.

Our Philosophy:

We believe that each child is uniquely created and loved by God; therefore, we are called to provide a safe and supportive community committed to academic excellence, faith formation and service. Through teaching, motivating and inspiring as Jesus did, we strive to transform our students and school community spiritually, morally, intellectually, physically and emotionally.

Our Vision:

St. Patrick Catholic School Graduates have a mission rooted in their Catholic faith to use their God-given gifts to serve others and participate wholeheartedly in communities in which they live; they are well equipped with skills and knowledge to transform their world.

We realize our Vision when we:

- Offer curricular and extra-curricular transformative opportunities based in Catholic tradition and doctrine and informed by best educational practices.
- Structure an effective educational community led and sustained by well-trained, highly motivated, fully prepared administrators, educators and support personnel.
- Welcome school families, the parish community, and advocates for Catholic education to support the educational growth of students.
- Provide physical facilities favorable to learning.

Goals

The faculty and staff of St. Patrick Catholic School, in partnership with the families of St. Patrick Catholic School and the community of St. Patrick Parish will:

- ♣ Teach the Catholic faith and traditions as a way to live each day.
- ♣ Engage parents as primary educators to lay a spiritual, moral and educational foundation for their children.
- ♣ Provide a curriculum that instills competence in all core academic subjects, that allows development of higher level thinking skills, and that challenges each student to develop intellectual powers to their greatest potential.

- ♣ Guide students in developing good study habits.
- ♣ Develop a proficiency in the use of essential communication skills and technology and incorporate technology usage within the broader curriculum.
- ♣ Offer a learning environment which supports 21st century learning.
- ♣ Provide classes in health, physical education and guidance to nurture respect for our bodies and good health habits.
- ♣ Encourage creativity and an appreciation of the fine arts by including courses and extracurricular activities in art, drama and music.
- ♣ Cultivate respect for life and all living things and provide opportunities in community service.
- ♣ Develop an understanding of the privileges and the responsibilities of citizenship.
- ♣ Stress the importance of accountability and responsibility for one's actions within the school community and beyond.
- ♣ Offer opportunities for extracurricular activities to learn to compete in wholesome ways and to recognize the value of teamwork.

General Policies

Application Process and Safe Environment Clearance

All potential volunteers must complete a Safe Environment application and process as mandated by the Diocese of Dallas and as described on the St. Patrick Catholic Church website, stpatrickdallas.org. This process includes a criminal background check and a successful interview with the Safe Environment Officer. Volunteers must also maintain their eligibility to serve by annually and timely updating their training. Upon successful completion of the screening process, a photo ID and volunteer lanyard will be issued and must be worn during all volunteer activities. **All volunteers are responsible for implementing the Diocese of Dallas Social Media Policy. This policy is found on the Diocese of Dallas and St. Patrick Catholic Schools websites.**

Sign-In Procedure

Volunteers must come to the main office and sign in at the office when they enter the building for any reason. All volunteers are required to wear their photo ID and lanyard throughout their volunteer work. Volunteers are to sign out in the school office at the time of departure.

Time Commitment

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and duties and please give notice of absence whenever possible.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, behavior, progress or problems at school are not for sharing in the community. Conversations among parents, teachers and students in the school are confidential and should not be discussed. If the volunteer is concerned with the health, life or safety of an individual based on a confidential conversation then the volunteer must make immediate contact with the supervisor of the activity.

Roles

St. Patrick School administration is responsible for the facilitation, supervision, and evaluation of success of the volunteer program at the school. The school faculty and staff welcome the efforts of the volunteer program and are committed to supporting the volunteer program. Faculty may serve in a supervisory

position over volunteers. Volunteers are expected to follow school rules and procedures, perform assigned tasks to the best of their abilities, and work cooperatively with the staff.

School Environment

Each student's conduct contributes to creating an environment conducive for moral, spiritual, social, and intellectual growth. Students are encouraged and expected to show respect, friendliness and courtesy at all times. They respect personal and public property and cooperate with faculty, staff and legitimate authority. They develop good study habits by consistent effort and daily completion of work. Our goal at St. Patrick is to encourage the student to move from externally imposed discipline to self-discipline and responsibility.

Faculty, staff members and volunteers reinforce appropriate, Christian behavior within the classroom, on the campus, and at school related activities. Standards for behavior will be posted in each classroom and are discussed with the students as the year begins and throughout the school year. Faculty members present the classroom behavior plan to parents at mandatory parent orientation during the first week of school.

Specific expectations for student behavior include:

- ♣ Respecting teachers, staff, volunteer/authority
- ♣ Respecting peers/younger students
- ♣ Respecting personal and school property
- ♣ Being on task without disturbing others
- ♣ Acting appropriately on campus/school functions
- ♣ Observing all rules in the parent-student handbook

Volunteer Dress

Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the mission of St. Patrick School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops, and no workout or tight fitting apparel.

Severe Weather/School Closing

The decision of the Richardson Independent School District as to school closing, delayed openings, and early dismissals for weather reasons is applicable to St. Patrick Catholic School. Consult local T.V./radio stations for school closings.

Availability and tenure of volunteer positions

Please remember, volunteers are asked to serve in different capacities and this application does not imply or promise any one volunteer position. Volunteers may volunteer as long as the volunteer and administration agree to that position.

Right to Amend

The administration reserves the right to amend this handbook at any time. Volunteers will be promptly notified of any such amendments.

Supervision and Care of Children

General Standards of Care

Volunteers serve in many ways: they may be Room Parents, coaches and assistants, drivers or chaperones for field trips, sponsors or supervisors of school events, programs, or extracurricular activities.

Volunteers need to be aware of the responsibilities and duties they assume when they agree to serve. There is no finite list of “dos and don’ts” because responsible adults must always act in the best interest and safety for children. Essential duties and responsibilities volunteers assume when they agree to serve include:

- ♣ There must be a minimum of two cleared volunteer adults, but often more than that number is necessary depending on the activity, age of the students, location, etc. For example, two adults may adequately supervise 20 students watching a video, but three or four may be needed to accompany 20 students on a field trip.
- ♣ A volunteer must not be alone with a student at any time. In a crisis or emergency where one of two minimum adults must leave, the remaining adult volunteer should merge his/her group with another group to avoid being alone with the students.
- ♣ Before beginning any activity, volunteers must explain the behavioral expectations to the students. Volunteers must remind students to be respectful, friendly and courteous to everyone, and that disruptive, hurtful, and/or unkind behavior will not be tolerated.
- ♣ Volunteers must highlight any special precautions. For example: If some areas are out of bounds due to construction or a piece of playground equipment is broken.
- ♣ Volunteers should intervene, as necessary, to redirect students’ behavior or participation.
- ♣ Volunteers must discipline any student whose behavior does not conform to school rules, is disruptive to the activity, and/or negatively impacts other students. Time outs, denial of privileges, loss of ability to continue to participate are all acceptable.
- ♣ No form of corporal punishment is acceptable.
- ♣ If any incidents occur or issues arise that need to be addressed, volunteers must notify the teacher, principal, safety officer, and any other pertinent personnel, in writing.
- ♣ Activities should begin with group restroom stops, to avoid interruptions for individual students.
- ♣ Volunteers should supervise and monitor activities by being both physically and mentally present.
- ♣ Electronic devices, including cell phones, are to be put away and only used in an emergency.
- ♣ All bullying behavior must be taken seriously. Volunteers must intervene and report incidents to the teacher, principal and parish safety officer, as appropriate.
- ♣ The church and school is an alcohol/drug-free zone. No alcohol or drugs may be consumed at any time by anyone while on campus or involved in school activities. In addition, volunteers should not have consumed alcohol for a minimum of several hours prior to serving at any event or activity and under no circumstances may volunteers serve while still under, or suspected of being under, the influence of alcohol. If violations of this policy are suspected, individuals will be asked to leave.

Field Trips

Field trips provide an enrichment experience. They offer an educational and cultural value and directly relate to curriculum. Volunteers can serve as chaperones on student field trips and, on the rare occasion, as drivers. In order to drive students on a field trip the school office must have on record a copy of the volunteer’s current state driver’s license and of current automobile liability insurance for the car used to drive. Prior to field trip, those volunteers who will be chaperoning will be given instructions and standards clearly delineating the responsibilities of the chaperone. During field trip the students’ teachers will be the direct supervisor of the volunteer. General expectations of a field trip volunteer chaperone include:

- ♣ All on campus standards of behavior are in force for the duration of the field trip.
- ♣ Chaperones are to stay with and be responsible for their assigned group.
- ♣ Chaperones must be mentally and physically present to those students in their assigned group. The attention of the chaperone must always be on the children the chaperone is assigned to supervise.

- ♣ Chaperones should treat all students equally, including their own child.
- ♣ Electronic devices, including cell phones, are to be put away and only used in an emergency.
- ♣ As enjoyable and educational as field trips can be, the chaperones primary responsibility is the supervision and safety of the students.

If a volunteer is unable to fulfill these expectations, then that volunteer should recuse himself/herself from the chaperone position.

Health and Safety

Medications

All medications are to be administered through the school clinic by the nurse or other authorized personnel. At no time should a volunteer administer any prescription or non-prescription medicine.

Clinic/First Aid

The clinic is available for those students who are in need of first aid attention and sick students who are waiting to be picked up by parents. All students who are injured should be sent to the clinic. Basic first aid will be administered in case of a minor accident. In case of head injury or other more serious accident, the school office will notify the student's parent.

While on field trips, supervising teachers carry first aid kits, as well as emergency contact information. In case of a medical emergency on a field trip, the supervising teachers will notify the student's parents.

Abuse of Children

Allegations by parents, guardians, or children themselves of abuse or neglect must be treated most seriously and must never be dismissed. All complaints alleging abuse must be treated seriously, but especially if the allegation states:

- ♣ Abuse involving school/parish staff, whether full-time, part-time, paid, or volunteer.
- ♣ Incident took place on school/church property, even if staff involvement is not implied or being reported.

Examples of Observable Abuse:

- ♣ Extensive bruises, bruises in various stages of healing, patterns of bruises caused by a particular instrument (belt buckle, wire coat hanger)
- ♣ Burn patterns consistent with forced immersion in a hot liquid (distinct boundary line where the burn stops), burn patterns consistent with a spattering of hot liquid, patterns caused by a particular kind of implement (electric iron), instrument, or circular cigarette burns
- ♣ Lacerations, welts, abrasions, and/or contusions
- ♣ Injuries inconsistent with information offered
- ♣ Suspicious fractures
- ♣ Human bites
- ♣ Loosened or missing teeth accompanied by lacerated lips
- ♣ Poisoning
- ♣ Child is described as different in physical or emotional makeup
- ♣ Sexual abuse in any act or acts involving sexual molestation or exploitation, including but not limited to incest, rape, carnal knowledge, sodomy or unnatural or perverted sexual practices

Examples of Observable Neglect:

- ♣ Malnourished, ill-clad by community norms, dirty, without proper shelter or sleeping arrangements, lacking appropriate health care
- ♣ Unattended, without adequate supervision, abandonment
- ♣ Ill and lacking essential medical attention
- ♣ Destructive and aggressive behavior exhibited by child
- ♣ Irregular school attendance, truancy
- ♣ Exploited, overworked
- ♣ Emotionally disturbed because of continuous friction in the home, marital discord, mentally ill parents
- ♣ Cruel treatment
- ♣ Depression, suicide gestures, extreme fatigue, anorexia, insomnia, passiveness
- ♣ Child denied experience of being loved, wanted, secure or worthy
- ♣ Exposure to unwholesome circumstance

Reporting of Child Abuse or Neglect

State law requires that allegations of child abuse be reported immediately to the Texas Department of Human Services or Child Protective Services. For reporting abuse, neglect, or exploitation of children, call 1-800-252-5400 or go to <https://www.txabusehotline.org>.

When reporting suspected child abuse or neglect be able to provide the following:

- ♣ Name of alleged victim
- ♣ Date and place of alleged incident of abuse or neglect
- ♣ Circumstances under which abuse took place
- ♣ Source of information

Best practice includes recording and maintaining the date, time, and place that report was made to Family and Protective Service /CPS and the name of the staff member to whom the complaint was made. If possible, have Family and Protective Service/CPS sign a prepared dated statement, such as:

I, _____, the undersigned representative of Department of Family and Protective Services, this day received a report alleging abuse of a child named: _____. This report was given to me by _____ of St. Patrick Catholic School.

Notify the Catholic Schools Office immediately of any allegations and forward a written summary of details of complaints to the Director of Catholic Schools. See form in the faculty handbook for CPS calls.

Contact information for reporting suspected abuse/neglect

- | | |
|--------------------------------|--|
| ♣ Texas Abuse/Neglect Hotline: | 1-800-252-5400 https://www.txabusehotline.org |
| ♣ Dallas P.D. | 214-670-4915 |
| ♣ Carrollton P.D. | 972-466-3333 |
| ♣ Garland P.D. | 972-485-4840 |
| ♣ Mesquite P.D. | 972-216-6261 |
| ♣ Plano P.D. | 972- 941-2580 |
| ♣ Richardson P.D. | 972-744-4800 |
| ♣ Rowlett P.D. | 972-412-6200 |

General Safety and Security Procedures

Entrance Doors

Only designated entrance doors will be unlocked during the day:

- ♣ Upper level, main entrance doors, unlocked from 7:00 AM to 3:45 PM.
- ♣ Lower level door by art room unlocked from 7:30 AM to 7:55 AM. These doors become the main entrance of the school from 3:45pm - 6:00pm.
- ♣ Doors in courtyard accessing gym, cafeteria, and hallway are unlocked from 7:00 AM to 5:30 PM

All other doors are always locked. **At no time should doors be propped open.** Each teacher and playground aide has an entrance key to be used exclusively by the teacher or aide.

Identification

All non-students and non-staff must have identification when in the building during the school day. No one should be on the school premises or in the school building without signing in at the school office and receiving a badge. It is the responsibility of all staff members and volunteers to be observant of surroundings – shutting doors, reporting unusual behavior or activity, and approaching visitors without badges. Staff members and volunteers must approach persons not wearing a badge, inquire as to the nature of their presence, and direct or escort them to the office.

Reporting and Responding to a Dangerous Situation

Yellow/Red Alert System

A yellow alert block and red alert block will be available in each classroom. Each block will be identified with the classroom. In the event of a crisis situation in the classroom, a messenger will be sent to the office carrying the block. No written or verbal message is necessary.

The yellow block signals:

- ♣ Need assistance
- ♣ Request another adult to the classroom

Examples for use include an environmental safety concern (smell of gas), student exhibiting threatening behavior, hearsay of a dangerous situation such as a hostile person on campus, and abduction not witnessed, or a student becomes ill in the classroom. The action that follows is an assessment of the situation and implementation of steps necessary to resolve the situation.

The red block signals:

- ♣ Serious medical emergency (student, teacher, or parent)
- ♣ Need assistance
- ♣ Request for another adult (nurse and principal)

Examples for use include serious medical emergency, weapons discovered, or assault of a student or teacher. The action that follows is an assessment of the situation and implementation of steps necessary to resolve the situation, including calling 911 if necessary.

Emergency Drills and Other Events

Fire Drill

Each classroom has a posted map which shows the direction the students move when exiting for a fire drill. It is the duty of the teacher to insure that the students in his/her classroom follow these standards:

- ♣ Stop all activity.
- ♣ Move IMMEDIATELY and QUIETLY in single file to the assigned area.
- ♣ Leave building quickly with NO RUNNING or PUSHING.

Teachers should:

- ♣ Close door and turn off all lights.
- ♣ Take Grab and Go Bucket.
- ♣ Check restrooms.
- ♣ Take CM folder and attendance book to take roll when assigned area is reached.

Fire Drill Signals:

- ♣ Fire Alarm Exit the building
- ♣ 2 Bells Return to the building
- ♣ 1 Bell Halt

Tornado Drill

Tornado drills are practiced one time in each semester. Each classroom has a posted map which shows the direction the students move when exiting for a tornado drill. Like the fire drill, teachers should insure the following standards among students:

- ♣ Stop all activity
- ♣ Move IMMEDIATELY and QUIETLY in single file to the assigned area with NO RUNNING or PUSHING.

Teachers should:

- ♣ Close door and leave lights on.
- ♣ If leaving the classroom space, take Grab and Go Bucket.
- ♣ Check restrooms.
- ♣ Take CM folder and attendance book to take roll when assigned area is reached.

Tornado Drill Signals:

- ♣ “Students, alert for a tornado drill” Go to designated area immediately
- ♣ “Students, take cover position” Sit in the take cover position.
- ♣ “Students, relax position.” Students take a sitting position.
- ♣ “Students, return to your classroom.”

In the case of other emergencies, the administration will communicate the proper procedure.

Family Name: _____
(Please Print)

**St. Patrick Catholic School Handbook and
the Roman Catholic Diocese of Dallas
School Policies Handbook Addendum**

The signed acknowledgement and consent form was completed by all families during re enrollment during the spring of 2017.

Acknowledgement Form

Authorization of Consent to Treat Minor

I/We, the Parents listed below, are the ___ parent(s) / ___ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

Enrollment

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School

community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

Parent Consent and Release Form

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

Student Name ("Student"):	
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Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.

Parent(s) initials:	Yes:	No:
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Transportation to/from Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and

from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials:	Yes:	No:
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Extra-curricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable polices and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

Parent(s) initials:	Yes:	No:
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Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable polices and rules of conduct.

Parent(s) initials:	Yes:	No:
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Video/Image Release: Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

Parent(s) initials:	Yes:	No:
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Student: <i>If age 18 or over, initial appropriate box to the right:</i>	Yes:	No:
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Release and Indemnification:

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

Acknowledgement and agreement

For hard copy handbooks: By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print): _____

School Name (print): _____

Parent Name (print): _____

Parent Signature: _____

School year: _____

Date: _____