

ST. PATRICK SCHOOL STUDENT/PARENT HANDBOOK 2019-2020



***Through these doors walk
the finest students in the world —
the “SAINTS” of
St. Patrick School!***

**St. Patrick School
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St. Patrick School exists for two purposes—to instill in our students the desire to KNOW, LOVE, and SERVE CHRIST, and to provide an unrivaled, holistic education that fosters creativity, critical thinking, cooperation, and community.

Statements of Beliefs as a Catholic School

- We believe that St. Patrick School is an integral part of the Church's mission to proclaim the Gospel, build faith communities, celebrate through worship, and serve others.
- We believe that the commitment to academic excellence, which fosters the intellectual development of faculty and students, is an integral part of the mission of St. Patrick School.
- We believe that St. Patrick School is an evangelizing, educational community.
- We believe that the spiritual formation of the entire school community is an essential dimension of St. Patrick School's mission.
- We believe that St. Patrick School is a unique, faith-centered community, which integrates thinking and believing in ways that encourage intellectual growth, nurture faith, and inspire action.
- We believe that St. Patrick School is an experience of the church's belief, tradition, and sacramental life.
- We believe that St. Patrick School creates a supportive and challenging climate, which affirms the dignity of all persons within the school community.

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The Parent, Student, and School Contract Must be Signed and Returned to the School.

2019-2020 SCHOOL CALENDAR - IMPORTANT DATES TO REMEMBER

August 6	Preschool Montessori Orientation 5:30 p.m.
August 8	Grade & High School Registration--- anytime from 9:00 A.M.-1:00 P.M. in the gym
August 12	First day for students (1/2 day) Dismissal @ noon
August 15	Feast of the Assumption—No School
August 16	Spirit Day
September 2	Labor Day—No School
September 3	Senior Mass @ 1:00 Cathedral in Covington
September 6	Dismissal @ 12:00
September 6-8	Fall Festival
September 9	Professional Day for Teachers—No School
September 17	Spirit Day
September 18	Progress Reports Sent Home
September 20	Junior & Senior Day of Recollection/Grandparents Day
September 27	Freshman & Sophomore Day of Recollection
October 1-25	Spirit Wear Fundraiser for Volleyball
October 2	Bus2Business (Seniors & Juniors) Ky. Chamber of Commerce
October 9	End of 1 st Quarter
October 10-11	Fall Break
October 17	Spirit Day & Parent/Teachers Conferences 3:30-5:30
October 22	Green Dot Bystander Training (9 th Grade)
October 23	Picture Day & Senior Pictures
November 1	All Saints Day—No School
November 4-7	Senior Retreat
November 4-15	ACRE (Grade 12)
November 13	Progress Reports Sent Home
November 15	Spirit Day
November 26	Special School Thanksgiving Dinner---Dismissal @ noon.
November 27-29	Thanksgiving Break
December 2	Green Dot Bystander Update (11 th /12 th) 1:05 (9 th /10 th) 2:05
December 9	Immaculate Conception—No School
December 15	Middle School/High School Band Concert & High School Choir Concert & Elementary Christmas Program 2:00
December 16	Spirit Day
December 17-December 20	High School Exams
December 20	Last day before Christmas Break—dismiss @ noon. End of 2 nd Quarter
January 6	Return from Christmas Break
January 17	Spirit Day
January 23-26	Right to Life March
January 20	Martin Luther King Day—No School
January 26-January 30	Catholic Schools Week---Regular Dismissal Wed., 1/29/20 Mass at the Cathedral @ 10:00
February 5	Progress Reports Sent Home
February 3-14	Assessment of Catechesis/Religious Education (ACRE) Testing Window (Gr. 5, 8, 11)
February 14	Spirit Day
February 17	President's Day—No School
February 26	Ash Wednesday
March 4	End of 3 rd Quarter
March 12	Parent/Teacher Conference 3/12—3:30-5:30 (Request Only)
March 13	Spirit Day
March 13-15	Spring Musical
March 20	Junior & Senior Day of Recollection
March 23-April 3	ITBS Testing Grades 2-8
March 24	ACT Test for Juniors
March 27	Freshman & Sophomore Day of Recollection
April 1	Middle School Science Fair Grades 6-7
April 8	Progress Reports Sent Home & Spirit Day & Dismissal @ 12:00
April 9	Holy Thursday—No School
April 10	Good Friday—No School
April 13-17	Spring Break
April 26	Middle School/High School Band Concert 2:00
May 1	May Crowning & Prom & Field Day
May 3	First Communion
May 7	Torch Ceremony 6:30
May 8	Jr./Sr. Picnic
May 12	Confirmation 7:00
May 14	8 th Grade Mass & Graduation
May 15	Field Day (Rain Date) & 7 th /8 th Grade Dance
May 16	Daddy/Daughter Dance PTO Sponsored Grades 3-6
May 19-22	High School Exams

May 22	Last day for Students---Dismissal @ Noon & Senior Banquet @ 6:00
May 23	High School Graduation
May 26	Closing Day—Professional Day for Teachers (Make-Up Day)

OBJECTIVES

The school has certain objectives for students and parents. These objectives act as norms for St. Patrick School in selecting learning, extra-curricular and co-curricular activities.

These objectives are:

- Students develop a deeper relationship with Jesus Christ, grow in personal holiness and understand the Catholic faith.
- Students recognize Christ in every person.
- Students develop Christian moral and religious values through instruction and practice.
- Students fulfill their potential – spiritual, intellectual and physical.
- Students use their creative abilities.
- Parents become and remain actively involved in all phases of the student's education.
- Parents and students exercise leadership while recognizing the value of being a cooperative group member.
- Students develop awareness of responsibility to future generations, especially regarding ecology of our earth and its resources.
- Students, through study and special opportunities, develop a spirit of patriotism and civic duty.
- Students develop practical and leisure interests to promote personal growth and social responsibility.

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions, including Saint Patrick School, participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

EXPECTATIONS FOR PARENTS

OUR CULTURE OF EXCELLENCE:

St. Patrick School strives to provide an educationally conducive environment for all students enrolled in the school. Parental and/or guardian cooperation and involvement are vital to the success of the educational experience at St. Patrick School. It is expected that parents will be responsible for ensuring that their children adhere to the rules established by this handbook in resolving issues involving difficulties, disagreements, or problems that a child may have with another child, teacher or administrator. Parents are expected to cooperate with, abide by and support the decisions made by the faculty, staff, and administration once a situation has been addressed through grievance procedure (see grievance policy). All Parents must vacate the school by the start of the school day (7:45) unless they are scheduled to volunteer for the day or are signed in at the front office as a visitor. St. Patrick School reserves the right to terminate the enrollment of any child at any time. If parent's behavior is detrimental to the educational atmosphere of the school, the administration may, after all other avenues of resolution have been

explored and found ineffective or inappropriate, remove said parent's child from St. Patrick School.

PARETAL VOLUNTEER INVOLVEMENT:

Adult participation and cooperation are essential to the success of St. Patrick School. It is highly recommended that one parent or guardian of each student be Virtus compliant.

Following is our Volunteer Policy:

Policy Issued: June 22, 2011

Effective Date: July 1, 2011

Policy Title: REQUIRED FAMILY SERVICE HOURS

Policy Statement

Twenty-five (25) hours of service/volunteer to the school and/or parish are required per family per school year---July1-June 30; fifty (50) hours of service/volunteer to the school and/or parish if the family is receiving financial assistance. Each hour of service will be equated to \$20 per hour. If the required 25 hours are not met, the family will be charged for hours not worked. If a family does not work any service hours, they will be assessed \$500.00 per school year.

Families of athletes are to volunteer 10 hours **per sport** or be charged \$100.00 **per sport** for their child to play. The 10 hours is in addition to the required 25 volunteer hours to the school. There is also a \$25.00 transportation fee for the sports that utilize the school buses for transportation to away games.

SOME OPPORTUNITIES FAMILIES CAN DO TO EARN 25 HOURS OF SERVICE/VOLUNTEER DURING THE SCHOOL YEAR

The staff, teachers, children and parents welcome and appreciate your service/volunteer time in many different areas. Listed below are the most popular ways to earn your service/volunteer hours. Feel free to be creative...your service/volunteer hours do NOT have to fall under the categories specified below. If you see or learn about something that needs to be done, discuss it with the appropriate staff member or teacher and volunteer your time to fix the problem or improve the situation. Remember, service/volunteer work performed for the church counts towards your 25-hour requirement. Just record your hours and report them as indicated.

***Fall Festival-** This is a big one!

The Fall Festival, which is traditionally held on the weekend after Labor Day, is the school's major fundraiser. Proceeds are used to help fund various school activities. All volunteers must be Virtus compliant.

For the festival to be a success, it is essential that all parents and all high school students participate in the parish/school function. There are individual grade school booths and other game booths, the country store, silent auction, and food booths, which call for volunteer help.

The Fall Festival is always a blast for parishioners and friends. It is also a HUGE money maker for the school and quite an undertaking. Dedicate some time to this fundraiser and your volunteer hours will be completed before you know it. You can choose to be a part of acquisitions, organizing, setting-up, concessions, decorations, working the booths, clean-up, plus many other things.

***Attendance at School Meetings-** Parent input is welcomed and you also gain a one-hour service/volunteer credit for attending meetings!

***Academic Team-**The St. Patrick Middle and High School Academic Teams have experienced a tremendous amount of success over the past few years. This would not be possible without the commitment of parent volunteers. Help will be needed in a variety of

areas this year.

***Art Helpers-** These volunteers help with a class or two once a week for about an hour. The messiest projects are the most enjoyable, and Mrs. Heller will not be able to do them unless she has help.

***Athletic Association-** We need committed volunteers to help organize, support, and coach for the school's athletic teams, which include basketball for 5th through 8th grade girls and boys, volleyball and cheerleading. Show your child the importance of being active and earn volunteer hours at the same time.

***Book Fair-** Once a year the St. Patrick library is transformed into a version of a bookstore. We will need help with set-up, payment transactions, and clean-up. The best part about this volunteer opportunity is helping the younger kids make tough decisions about quality reading opportunities.

***Christmas Program/Spring Musical-** Mr. Insko and Mrs. Kalb are creative masterminds but will need lots of help in practice supervision, set production and a myriad of other details.

***Cafeteria Help-** These volunteers don't cook lunch, but they do help dish out hot lunches, rinse trays, open Kindergarten's milk boxes and squirt ketchup. You can volunteer for one or more days a week or month or serve as a substitute.

***Marketing Team-** This group is on a mission to creatively publicize the school to the community and to continue generating positive public relations for St. Patrick School.

***Christmas Bazaar/Santa Breakfast-** Lots of volunteers will be needed to carry this off, including folks to keep the breakfast treats and juice flowing, to help with games and crafts and to help younger kids use their parents' money to shop with the vendors.

***Maintenance Crew-** Be a member of this team and help keep the school in working condition.

***School Grounds Crew-** Be a member of this team and help keep the school grounds looking its best!

***Spring Flower Sales-** Volunteers needed to sell spring flowers from a local greenhouse on school property.

***Walk-A-Thon—** A spring event that brings money into the school needs adults to be at various stations along the course as K-8 students participate. Also, volunteers needed to solicit businesses for prizes and to cook for the picnic after the walk.

***Library Helpers—** Volunteers to work in the library by reading teaching library skills to students as well as checking books in and out, and shelving books.

***Substitute Teachers—** Volunteers to work all or part of the school day in the classroom filling in for a teacher that needs to be home sick or attend an appointment or meeting.

ADMISSIONS POLICY

The administration will select for admission those prospective students that the administration judges will benefit from and be an asset to St. Patrick School. A student of St. Patrick School will strive for religious, academic, and personal development. The student's family will support the school financially according to each family's ability, through volunteer work, and by maintaining a positive, collaborative relationship with the administration, faculty and staff. The administration will not admit applicants when, in the administration's judgment, the applicant or the applicant's parents/guardians are not ready to make the commitments necessary for a successful experience at St. Patrick School. No one shall be refused admission to St. Patrick School due to race, gender, religion, or nationality. However, St. Patrick School reserves the right to deny enrollment or re-enrollment of any child at anytime.

ADMISSION TO KINDERGARTEN

Children entering kindergarten should be five years of age no later than August 1st.

The following documentation is required for admission to kindergarten:

- Birth certificate
- Baptismal certificate of Catholic student
- Physical examination record and immunization record
- Eye examination
- Any tests that the school may require

TRANSFER/ADMISSION FROM ANOTHER SCHOOL

Students transferring from another school may be admitted after completing the following steps:

- Prospective student and his/her parents/guardians are required to contact administration with their request. An interview may be required. Administration shall make the final determination if admission is appropriate.
- The school formerly attended by the student may be contacted regarding the student's grades and conduct.
- The following documentation is required:
 - Birth Certificate
 - Baptismal Certificate of Catholic Student
 - Physical Examination Record and Immunization Records
 - All transcripts including latest grades received and test scores (These may be forwarded to us from former school.)
 - Students from out of state must have a physical examination form completed

ADVANCED PLACEMENT AND EARLY ADMISSION

Advanced placement and early admission shall be at the discretion of the administration.

The administration will consider items such as the following:

- Written application or oral request by parent or guardian
- Successful completion of an appropriate test administered by a competent person selected by the principal
- Conferences with teachers from previous schools
- Conferences with and evaluations by St. Patrick School faculty
- Best interest of the child intellectually, socially, and emotionally

ADMISSION OF STUDENTS WITH SPECIAL NEEDS

Reasonable efforts will be made to meet the needs of all students. Each student's academic needs will be handled on an individual basis. Academic Success Plan (ASP) meeting will take place within two weeks of admission.

ADMISSION OF HOME-SCHOOLED STUDENTS

Home-schooled students will be admitted at the discretion of the administration.

TRANSFER POLICY

Students transferring to another school must comply with the following steps:

- The office should be notified at least one week in advance of the transfer
- All debts are to be paid in full before records will be forwarded to new school

- All property – books, uniforms, etc.– belonging to the school must be returned before records will be forwarded

TUITION ASSISTANCE POLICY

St. Patrick School tuition plan is based upon 12 monthly payments that begin July 1st and end June 1st. Parents or guardians receive invoices from Smart Tuition monthly for the school year. Payments are due the first of each month and should be received by Smart Tuition on or before the 10th of the month. Smart Tuition will send out past-due statements monthly with a \$40.00 service fee for any payment not received on or before the 11th of the month.

If a family has been approved for a reduced tuition due to financial needs, the family must agree to the following:

- Make timely installment payments beginning on July 1 and ending on June 1 unless other terms are agreed upon by the superintendent or finance committee of St. Patrick School
- Volunteer and assist the required number of hours (25) in fundraisers for the school throughout the twelve-month period as stated in the St. Patrick School Handbook Policy. In addition to the minimum volunteer hours (25) stated in the Handbook Policy, families must work an additional 25 hours, total of 50 hours

REGISTRATION DEPOSIT

New students enrolling and returning students may be charged a \$50.00 registration fee. This fee holds a student's spot in the class. When paid, these deposits will be credited toward tuition. These deposits are non-refundable if the student transfers from St. Patrick School.

PAST DUE ACCOUNTS

It is the responsibility of each family to keep its account current. An account is considered past due after 10 days. A \$40.00 administration fee will be charged for all payments **not** received on or before the 11th of each month. **If an account is past due 30 days, the student will be ineligible for extra-curricular activities. If an account is past due 60 days, the student can be excluded from school at the discretion of the pastor. When all payments are current, the student will be considered for re-admission.** The finance committee will consider each case, and then advise their recommendation to the principal who will decide whether to re-admit.

If because of special circumstances a family is unable to make timely payments, the family should contact the Parish Business Office or the pastor. Every effort will be made to work through the problem together. Families who have not paid their tuition in full by the end of the school year, or have not made other arrangements, may not register their children at St. Patrick School for the following school year.

FINANCIAL AID

Kentucky regulations require that each school offering tuition assistance must contract with a state pre-approved company that will review and make recommendations to the pastor on dollar amounts of aid to be granted each family applying.

Families who feel that they cannot pay their full tuition amount should request a financial aid application from our Parish Business Office. This application should be filled out in its entirety and returned, along with a complete copy of the previous year's tax return, as soon as possible but no later than May 1st. Confidentiality is adhered to in all these matters. Applications will be processed through an outside group that will make the decision concerning reduced tuition. If you feel that the amount you have been awarded

is unacceptable, a conference with the pastor may be scheduled to discuss this matter. Financial aid must be re-applied for each school year. Please refer to our tuition assistance policy for further explanation.

FEES NOT INCLUDED IN TUITION

Registration Fees (applicable to tuition but non-refundable)

Retreat Fees as applicable

Assessment Fees

Book Fees: Determined per class, per year

CURRICULUM

GRADE SCHOOL CURRICULUM

The course of study for grade school includes religion, language arts, research skills, social studies, science, mathematics, art, music, computer education and physical education.

8th Grade

- The 8th grade class is housed in the high school section of the building. The purpose of this is twofold:
 - to have students taught the 8th grade curriculum subject matter by high school teachers in their areas of expertise
 - to prepare the students to go into a smooth transition period as they enter high school where the Grade Point Average (GPA) begins to play a key part in their high school career.

Students are assigned to a homeroom teacher who will be their guide/mentor throughout the year. Students change classes and report to high school teachers to be instructed in the 8th grade curriculum in the various teachers' field of expertise.

Examination and Testing

The school follows the testing program recommended by the Diocesan Superintendent.

The program includes:

- The Terra Nova in grades 2 through 7
- The National Catholic Educational Association Assessment of Catechesis Religious Education (NCEA ACRE) in grades 5 and 8

Promotion/Retention

Students must pass most of their subjects to be promoted to the next grade level. Passing is a 70% or above. If the teacher indicates a student needs to be retained, conferences will be scheduled periodically. The teacher and the principal will make the final decision as to whether the student will be retained.

Homework

The amount of time spent doing homework varies according to grade level, the nature of the assignments, and ability of the student. The amount of time spent on homework should be reasonable. Promptly consult with the teacher if you observe that your child is spending an excessive amount of time on homework or if your child seems to have little or no homework. Below are average amounts of time for each grade.

1 st Grade	30 – 50 Minutes	5 th Grade	60 – 80 Minutes
2 nd Grade	35 – 55 Minutes	6 th Grade	70 – 90 Minutes
3 rd Grade	45 – 65 Minutes	7 th Grade	80 – 100 Minutes
4 th Grade	55 – 75 Minutes	8 th Grade	90 – 110 Minutes

HIGH SCHOOL CURRICULUM

The course of study for high school is a traditional college preparatory program. Classes include religion, English, social studies, science, mathematics, foreign language, art, music, business and computers, and physical education.

Graduation Requirements for the Commonwealth of Kentucky and Saint Patrick

<i>Subject</i>	<i>Credits</i>	<i>Required and Suggested Courses</i>
English	4	English I, II, III, IV, or AP English*
Math (One math class per year is required.)	4	Honors Algebra I, Algebra I, Honors Algebra II, Algebra II, Honors Geometry, Geometry, plus 1 Math Elective from the following choices: Business Math, Pre-Calc*, College Algebra*
Finance/Computer	1	Personal Finance Computer Applications Information Technology
Social Studies	3	U.S. History, World Civilization*, Economics, American Government
Science	3	Physical Science, Biology, Environmental Science, Advanced Biology*, Chemistry, or Physics (One must be a lab course)
Religion	4	Religion I, II, III, IV
Health & P.E.	1	Health & P.E.
Foreign Language	2	Spanish I, II
Humanities	1	Choir, Band, Art
Electives	6	Certain electives are reserved for upperclassmen.
Vocational Studies		With permission either Jr. or Sr. year.

*offered for dual credit

Various electives are offered each year. 28 credits are required to graduate from Saint Patrick School.

College Classes

College classes at Maysville Community & Technical College and Morehead State University may be appropriate for juniors and seniors at the discretion of the administration. Each student pays college tuition.

At the present time, AP English, World Civilization, Pre-Calc/College Algebra and College Biology when offered at St. Patrick School are the only courses that will be accepted as dual credit. Students seeking a class ranking for purposes of Valedictorian/Salutatorian consideration are required to take these courses. Students must achieve the required score (as determined by MCTC or MSU) on MCTC's or MSU's entrance test to be eligible to take these courses. Students enrolled in these courses for dual credit must pass the courses to graduate. Conditions for dropping a course shall be determined by the administration.

Other college and/or dual credit courses may be offered based on need and availability.

Vocational School

Students wishing to attend a class at the Mason County Area Technology Center must first arrange a conference to discuss the request with the administration and their parent/guardian. Permission to attend is at the discretion of the administration and is based upon schedule availability, credit requirements met for graduation, and projected academic needs of the students.

Examination and Testing

- Junior students are required to take the Armed Services Vocational Aptitude Battery Test (ASVAB)
- Both sophomores and juniors take the Preliminary Scholastic Aptitude Test (PSAT)
- Junior students are required to take the National Catholic Educational Association Assessment of Catechesis Religious Education (NCEA ACRE)
- 11th grade students take the ACT Test
- Students at any level during their high school years, may take the American College Test (ACT) and the Scholastic Aptitude Test (SAT)
- Semester Exam Exemptions – All high school students shall take semester exams. Seniors who achieve an “A” average may be exempt from the second semester exam

Failure/Repeats

College grades are contingent upon the grading scale used by the university. If the course is failed in a dual-credit class the course is repeated at an approved university, or through a plan approved by the administration.

Students who receive a grade of 69% or below for a failed course for the year in a high school course must repeat the course. The administration will approve the method in which the course must be repeated.

Valedictorian and Salutatorian

For a student to be considered for Valedictorian or Salutatorian the following criteria must be met:

- Must be a four-year student of St. Patrick School or three-year transfer student
- Must take all dual college classes offered
- Must take the honors mathematics track with the following classes
 - Honors Algebra I
 - Honors Algebra II
 - Honors Geometry
 - Both College Algebra\Pre-Calculus
 - Advanced Biology
 - Either Chemistry or Physics
- Students attending the vocational school will not be eligible for Valedictorian or Salutatorian
- Students who take correspondence courses to replace failing grades will not be eligible for Valedictorian or Salutatorian consideration. Correspondence classes for classes not offered at St. Patrick School will also not be considered regarding Valedictorian or Salutatorian selection.

Graduation

High School graduation consists of the following exercises:

- The Baccalaureate Mass (required)
- Senior Banquet (required)
- Graduation (required)

Students are required to wear their caps and gowns at each of these formal exercises except the Senior Banquet.

All fines and fees must be paid prior to graduation.

High School Homework Guidelines

The amount of time spent doing homework varies according to grade level, the nature of the assignments, and ability of the student. The amount of time spent on homework should be reasonable. Promptly consult with the teacher if you observe that your child is spending an excessive amount of time on homework or if your child seems to have little or no homework. Below are average amounts of time spending each day for high school homework.

High School 90-180 minutes

- Some students will take longer to do their homework than others. The exact schedule for each student will vary depending upon the personality of the student. Some students need more adult assistance than others do in order to complete their assignments. However, all students need parental interest and supervision. Consistent daily work at home in a quiet conducive atmosphere is a formula for academic success.
- Parental involvement with student assignments is vital to helping each student to develop effective study skills. As each student grows and matures, the student will eventually become more independent. However, parents should regularly check with their children at all levels regarding homework assignments and completion. Parents are encouraged to meet with teachers for ways to develop good study habits in their children.
- Classroom teachers should be notified by parents should a student need tutoring. These services may be made available through the guidance counselor or other school designee.

GRADE SCHOOL/HIGH SCHOOL REPORTING

Progress Reports

In order to inform parents of their student's progress or lack of progress in specific subject areas, reports will be sent home no later than the middle of the grading period. Ineligibility reports for sports and other extracurricular activities are generated once a week. If it is evident that a student is having difficulty in some area, a special conference may be requested. The teacher or parent may request this.

Progress reports must be signed by the parents and returned to school.

In addition, parents are encouraged to view their child's grades through our online grading system.

Report Cards

Report cards are issued quarterly. A parent-teacher conference is scheduled twice yearly at the end of the first quarter/third quarter. A parent or teacher may request individual parent-teacher conferences at any time during the school year.

Honor Roll

For consideration on the nine-week honor roll a student must attain the following grades.

- An Honor Roll---all As
- A/B Honor Roll---As & Bs

Grading Scale

GRADING SCALE UPDATE (Effective 2019-2020 School Year)

Letter Grade			Unweighted
A	90	100	4.0
B	80	89	3.0
C	70	79	2.0
D	65	69	1.0
F	0	64	0.0

*Grade Point Average (GPA) is determined by percent.
Quality Points for Each Grade Received

KEES Grading Scale for All Diocese of Covington Catholic High Schools

Letter Grade			All Courses (Except AP)	AP Courses	Dual Credit Courses
A	92	100	4.0	5.0	5.0
B	83	91	3.0	4.0	4.0
C	74	82	2.0	3.0	3.0
D	70	73	1.0	2.0	2.0
F	0	69	0	1.0	1.0

AP Exam Grade Scale

A = 5.0

B = 4.0

C = 3.0

All grades will be recorded within one week of being taken. Your child should have a minimum total of nine (9) grades per subject per quarter.

OPERATING PROCEDURES

ARRIVAL

The lower main entrance door is unlocked *from 7:00 a.m. to 7:45 a.m.* each school day for students to enter. Parents dropping off students in the morning are to drive into the parking lot from Limestone Street to drop off students by the main entrance. **Parents are not to drop students off on Limestone Street,** as this not only creates a traffic flow problem, but also is unsafe for students exiting cars. **Parents are not to park and/or leave their cars in the drop-off area at any time during school start-up time.** If parents must leave their car for any reason, they are to proceed to the side playground lot and park there. Following drop-off of children, parents may proceed east out of the parking/drop-off area and exit either down the alley to Third Street or follow the alternate alley to Fourth Street. **All Parents must vacate the school by the start of the school day (7:45) unless they are scheduled to volunteer for the day or are signed in at the front office as a visitor.**

All students entering the building before 7:30 a.m. are to wait in the cafeteria. No students are permitted in the halls or gymnasium before 7:45. The lower main entrance door is re-locked at 7:45 a.m. for safety and security purposes. Students/parents wishing to enter the building after 7:45 a.m. may do so using the second-floor main entrance doors located by the office. All students, parents, or visitors entering the building after 7:45 a.m. are to report to the office first.

The playground gates are closed from 8:15 a.m. until 2:50 p.m. each school day for recess periods and physical education classes. If it is necessary for any parent to be at school during the day, cars may be parked on Limestone Street or in the faculty parking lot between the church and school.

SCHOOL VISITORS

St. Patrick School welcomes everyone to visit. For the safety of our school family, all visitors must register in the school office and receive a visitor badge. The visitor badge must always be visibly worn while on site. Visitors must return the badge and sign out when leaving. **To visit classrooms, permission is required from the administration or teacher.**

DISMISSAL

All students are dismissed at 3:00 p.m.

If a student misses the bus, the student should report to his/her teacher immediately and they will then notify the office.

Parents who are picking up students are to do so from the main entrance of the school only. Parents are not to leave their car parked, blocking other parents wishing to leave or blocking the street and fire lanes. If parents must leave their car for any reason, they are to proceed to the side playground area and park there. Consideration and safety must be the primary concerns.

All students who are participating in extra-curricular activities are to report to the activity immediately after school. Students will not be allowed in the school building unsupervised after 3 P.M. (this includes waiting for any after-school activity or waiting to be picked-up.)

Parents are asked to notify the teacher of each student's normal dismissal procedure. If there is a change in the dismissal procedure, parents are to notify the child's classroom teacher by written note (or by telephone in an emergency). Otherwise, student will be sent home via normal transportation.

SCHOOL CLOSINGS AND DELAYS

Regarding the closing of school during inclement weather, announcement of such is made through the school's One-Call System and during the early morning hours on radio WFTM (1240 AM and 95.9 FM) and Cincinnati Channel 12. An announcement may be made that school is in session on a one- or two-hour delay. During periods of severe weather administration may decide on limited or no bus service. Parents and guardians are to make the decision about their own children attending classes during questionable weather days. Please notify the office if your child will not be present and he/she will not be counted absent.

ATTENDANCE

Attendance at school is critically important for students for them to make progress in their academic studies. It is just as important for students in preschool as well as students in high school. Nothing can substitute for regular classroom attendance in mastering a subject.

Students are to attend all classes unless extreme circumstances prevent it. In case of illness, the office is to be notified by telephone or email between 7:30 a.m. and 8:00 a.m. the morning of the absence. ***If a student is absent and notification is not received by 8:00 a.m., parents will be contacted at home or work to verify knowledge of absence.***

Absences are to be confirmed in writing from the parents upon the student's return to school. **ONLY** written documentation (i.e., written note, email) will be accepted.

Documentation of student absences should be given to the teacher in elementary school and brought to the office in high school.

Students who may become ill during the day and feel it is necessary to leave school are to receive permission from the office. Permission from a parent must be obtained before a student leaves. **The school does not accept responsibility for any student who leaves the school premises without permission.** If a student must leave early for any reason, a parent or someone authorized by the parent is to go to the office and sign the student out. Identification from the authorized individual may be requested. Verbal permission by the parent may be given for a high school student to leave the premises.

Every effort should be made to make doctor or dental appointments, plan vacations, etc., on the days school is not in session. ***Please plan vacation so as not to interrupt the learning process.*** When possible, advance notification of absences should be made to the office. If a parent finds it necessary to take a child out during the school day, please notify the office.

If a student is absent or leaves school, he/she may not attend any school-sponsored event held the same day. This policy may be waived in the event of a scheduled appointment if administration is notified prior to the situation. This policy will also be waived due to emergency situations.

EXCUSED ABSENCE

Student absences are classified as excused or unexcused. Excused absence or tardiness may be one of the following, for which work may be made up if proper documentation is received upon immediate return to school. (No excuse is accepted later than one day after returning to school).

- Court appearance (only the portion of the day required and with documentation from the Court).
- Doctor or dentist appointment (only the portion of the day required and with documentation from physician/dentist office). **It is in the best interest of the student to always obtain a doctor's statement for any absence that requires**

- the student to see the doctor.** Doctor's notes do not count against the 10 days with parent notes.
- Driver's permit or license tests (only the portion of the day required and with documentation from the examiner).
 - College visits (3 for seniors and 2 for juniors).
 - **Participation** at the Kentucky State Fair or similar events by a participant with prior approval of the principal. Documentation of participation is to be obtained in the office.
 - An excused absence with parent note presented upon immediate return to school, for up to 10 days absent, will be accepted for the following:
 - Illness of the pupil
 - Death or severe illness in the pupil's immediate family
 - Religious holidays
 - Family trips: One-week advance notice to the faculty and administration is required for family trips. **Parents must accept the responsibility for helping the students make up missed work.** (Parents/students should remember that any/all missed days will count against the 10 days absent and should plan family trips accordingly).
 - Students wishing to be excused to attend either the boys' or girls' state basketball tournament must have the following: an overall "B" average in their classes with no grade lower than a "C", be free from suspension, free from detention and must complete any work to be covered during the absence at the discretion of the teacher. Some assignments may need to be completed before the student's absence. Students must be in good standing regarding attendance and receive permission of the principal.

UNEXCUSED ABSENCE

Examples of unexcused absences include, but are not limited to the following: 1) skipping a portion of, or all a school day; 2) out-of-school suspensions; 3) personal shopping; 4) hair appointments; 5) tanning bed appointments, etc.

Such action is dealt with as outlined in the discipline section. If a student has an unexcused absence, he/she will **NOT** be allowed to make-up any missed assignments or attend any school-sponsored event on that date. The student takes a zero for all graded class assignments on that day for any and all classes missed. After 10 parent/guardian notes, all future absences are considered unexcused without a doctor's excuse. **The student will not be allowed to make up work and will receive zeros.** Parents may be notified by letter when students have used 10 parent notes. A conference may be required.

TARDIES

The school day begins promptly at 7:45 a.m. The homeroom bell will ring at 7:45 a.m. and all students must be in homeroom when this final bell rings or they are considered tardy for school. Students who are tardy to school must immediately report to the office. Once the student enters the office, they must sign in.

High school students are allowed three tardies per semester. Four tardies will turn into a detention. Upon the fourth tardy, parents will be notified by the office. Tardies beyond three per semester can accumulate and result in a student detention. If emergency circumstances occur, please notify the school office.

The Administration and office secretary will monitor school tardies and discipline.

TARDY – After 7:45. This also includes being late to classes during the high school day.

ONE HALF DAY ABSENCE- If a student misses 2-3 hours of the school day, this will result in a ½ day absence.

FULL DAY ABSENCE– Any time over the 3-hour period will result in a full day absence.

MAKE-UP WORK

If a student has an excused absence, it is his/her responsibility to complete the make-up work. For each day's absence, the student will have two days to make up assignments and tests. Deadlines for make-up work for prolonged absences are determined together by the teacher, student, parent, and administration. The administration has the final decision. If a parent wishes to consult with a teacher regarding make-up work, he/she should schedule an appointment with the specified teacher before or after school hours. If a student knows in advance that he/she will be absent, he/she may turn in assignments before the absence. Students are required to ask for and complete all missed work.

SCHOOL SAFETY

EMERGENCY INFORMATION

Emergency information for each student is kept on record in the school office. Parents are required to fill out a new emergency card annually. Information includes the following:

- Name, address and home telephone number (also cell phone numbers of parents/guardians of students)
- Business telephone of parents/guardian
- Email addresses of parents/guardians
- Name and phone number of family physician
- Expected management of recurring attacks or seizures to which the student may be susceptible or any other medical needs or issues
- Signature of parents or guardian
- Names and phone numbers of alternate persons to contact in case parents cannot be reached
- Names of those adults who may pick up the child from school

EMERGENCY PROCEDURE

St. Patrick School has an **Emergency Procedure Guide** in every classroom and in the school office for review upon request.

Drills

Drills for earthquake, fire and tornado are held according to regulation. Specific routes for tornado and fire are posted in each room.

All drills and/or evacuations need to be taken seriously by both students and faculty.

Medical Crisis

If a medical crisis occurs with a student, the parents/guardians will be notified immediately.

Emergency Notification

In case of an emergency at the school, the administration is to contact the local emergency and/or disaster officials. The media will be informed of the situation. Parents are asked not to contact the school office by telephone or in person until told to do so through local media. If the school administration determines there is a need for early dismissal, parents will be notified.

Lockdown

If a situation arises in which students or staff members are in danger, the office will announce “LOCK DOWN” over the intercom. Lock down drills will be conducted at least twice a year. The students and teachers will remain in lockdown until a supervised person comes directly to the room to notify the lockdown has been concluded.

STUDENT CODE OF CONDUCT

St. Patrick School strives to promote a positive Christian environment conducive to learning and to facilitate development of self-control and self-discipline. Students are always expected to behave appropriately and to abide by all laws and school rules during school, at school sponsored or related activities, when in uniform, on school buses and any time they are directly or indirectly representing the school. Continuous infractions are not acceptable and may result in removal from school.

A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined at the discretion of the administration.

Discipline issues may be recorded on the data program by school personnel.

- Students shall not act in any way that endangers the safety or health of others. A student shall not engage in any type of harassment (verbal, physical, sexual, or cyber-related, etc. . . .).
- Students shall abide by the Prohibited Substance Policy and the Medication Policy.
- Students shall abide by the St. Patrick School Dress Code.
- All students are expected to observe the directions of faculty and/or bus driver while riding the St. Patrick buses. Misbehavior reported by a driver or faculty member will result in disciplinary action. Persistent misbehavior may result in suspension or termination of bus riding privileges.
- All students must attend Mass on scheduled Mass days. Active participation at Mass forms a central part of students' religion grade. Students absences from Mass will be treated as a tardy.

DISCIPLINE STATEMENT

The approach to discipline at St. Patrick School is one of instilling in each student a measure of self-discipline and a sense of personal responsibility for one's attitude and actions. Disrespect or contempt for authority will not be tolerated. The administration will decide on the course of action for any inappropriate conduct not covered in the handbook.

FUNDAMENTAL RULES

Students are expected to be honest and shall respect the property of others. Cheating, plagiarism, lying, misuse of technology, vandalism, stealing, and harassment of others are forbidden.

DISCIPLINARY ACTIONS

Detention:

A student may receive a detention after school or at lunch for infractions of rules (ex. gum chewing, misuse of electronic devices, tardies to classes, out-of uniform, violation of hair policy) while at or away from school. The teacher or adult in charge will fill out a detention slip, which will be kept on file. After-School Detention will be held in the classroom of the supervising detention teacher. Work detail may be assigned as an alternative. Failure to arrive on time or comply will result in further disciplinary action.

In School Suspension (ISS):

Students may be assigned a specific number of days of in school suspension at the discretion of the administration.

The following will take place:

- A conference is required between student, parent, and administration
- Student will be removed from the classroom and placed in an isolated area under supervision
- Student must complete all assigned work and tests
- Students may not participate in extra-curricular activities while serving ISS
- The student may return to the classroom at the completion of ISS

Out of School Suspension (OSS): Students are assigned a specific number of days of suspension at the discretion of the administration.

The following will take place:

- A conference is required between student, parent, and administration.
- The student is required to complete all assigned work during the suspension.
- The student may receive zeros for all assignments and tests during the suspension.
- Student shall not participate in extracurricular activities during the suspension.
- A conference is required prior to admittance back to the classroom.

Expulsion: Students may be expelled for grave offenses at the discretion of the administration.

Notification: Every effort shall be made to notify parents of administrative disciplinary actions. Parents shall be notified of suspensions or expulsion.

SCHOOL POLICIES

MEDICATION POLICY

Any student requiring prescription and/or nonprescription medication during school hours is to provide a signed and dated note to the school office. This note must include the following information:

- Medication name
- Reason for use

- Specific instructions for medication administration
- Express approval for student use at school
- Signature of parent or legal guardian/date

Non-prescription medications may remain in the classroom to be dispensed by the teacher as needed. Prescription medications must be in their original container and brought to the office to be placed under lock and key and dispensed by office personnel.

Students are not otherwise permitted to bring any medication to school or while attending school functions either on or off campus. This includes both prescription and nonprescription medications such as, but not limited to, Tylenol, Motrin, or Midol.

Students are not to dispense, distribute, sell or otherwise transfer any medications to any other person.

Violation of this policy shall be handled in accordance with the St. Patrick School Code of Conduct.

While the school administers medication, it is the responsibility of the student and parent to take the medicine at the appropriate time and replenish ongoing medication when needed.

SEARCHES AND SEIZURES

Searches: The administration reserves the right to check pockets, book bags, purses, lockers, etc., without notice, to ensure the health, safety and welfare of all students. The administration has the discretion to prohibit the use of book bags, purses, lockers, and/or vehicles, etc., by all or some students. Additionally, the school and vehicles are subject to random searches by local, state, and federal authorities.

Seizures: Illegal items including, but not limited to, weapons, firearms, alcohol, controlled substances, and/or other possessions, determined to be a threat to the safety and security of the students, faculty and/or staff, will be seized and turned over to the appropriate authorities. As required by law, the school shall document on a student's cumulative record whenever illegal items are found in a student's possession, locker, purse, book bag, or vehicle. The authorities may be notified.

Faculty, staff and/or administration may temporarily, or permanently, remove any item from any student, which may, or does disrupt or interfere with the educational process. Such items may be returned at the discretion of the administration. This shall include, but is not limited to cell phones, IPODS, or other electronic devices.

PROHIBITED SUBSTANCES POLICY

St. Patrick School, recognizing the potentially serious and life-threatening effects of prohibited substances, **will not tolerate** prohibited substances or their use, distribution or possession by St. Patrick School students, and adopted the following prohibited substances policy.

Prohibitions:

Students are forbidden from possession, using, distributing, transferring, trafficking, transferring, selling, using or being under the influence of any prohibited substance on school grounds, at all school functions, or during transportation to or from such functions, or when otherwise under the direct or indirect jurisdiction of St. Patrick School.

Food/snacks/drinks are not permitted within individual classrooms. Water is the only exception. All water must be contained in original water bottles or clear thermoses.

Definitions:

Prohibited substances are any and all controlled substances listed in KRS Chapter 218A (unless under the care and direction of a qualified health care provider and in accordance

with the Medicine Policy) including, but not limited to, marijuana, LSD, cocaine, crack cocaine, heroin, stimulants, depressants, and/or simulated controlled substances. Prohibited substances further include alcoholic beverages, inhalants, any substance represented to be prohibited substance and any paraphernalia intended for the use of any prohibited substance. Possession or use of cigarettes and other tobacco products by students are prohibited on school grounds or at school functions.

Privacy:

Students and their parents should be aware that students have no right to privacy or protection from search and seizure while on school premises or while at school functions. Further, the administration intends to vigilantly enforce these policies for the protection of students, and students' persons, lockers, book bags, purses, cars or other belongings shall be subject to search, either upon suspicion of the administration in its sole discretion or as part of routine searches for prohibited and/or illegal substances. The administration may be assisted in such searches by law enforcement officers or other personnel with specialized training in the detection of prohibited and/or illegal substances.

Violations:

Any student who violates this policy shall be subject to suspension and/or expulsion as the administration in its sole discretion determines is appropriate. For a student in violation of this policy to be readmitted to St. Patrick School or to continue enrollment therein, the student will have to complete a discernment process as determined by school administration. This process may include, but is not limited to, counseling, assessment and referrals from appropriate personnel, and/or random or scheduled drug testing. At the discretion of the administration, the student may attend school conditionally until the discernment process is completed.

Regardless of the absence of an actual violation of this prohibited substances policy on school property or at a school function, the administration may require a student to participate in the discernment process, including counseling and drug testing, upon reasonable suspicion by the administration of the student's drug use or drug abuse.

Emergency treatment:

Due to the potential health dangers of the use of prohibited substances, students exhibiting evidence of acute intoxication, incapacitation, or drug use/overdose while under the school's jurisdiction will be transported immediately to the local hospital. School administration shall contact the parents immediately or notify another emergency contact. In case of emergency, the school may contact 911.

Reporting Violations of Prohibited Substance Policy:

To School Authorities: All St. Patrick School employees shall report any violations of this policy to the administration immediately.

To Authorities: The administration will immediately report any known criminal violations to the appropriate law enforcement authorities.

By Fellow Students: Students shall report known violations of this policy to school administration. All efforts will be made to protect the identity of any student reporting violations of this policy.

BULLYING, HARASSMENT, INTIMIDATION POLICY

- Any form of harassment, physical, verbal, cyber, and/or sexual, etc. is forbidden and **will not be tolerated** at St. Patrick School. Students shall not engage in any course of conduct or commit acts, which alarm or seriously annoy others. The hazing of new students is considered a form of harassment.
- A charge of harassment shall not in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. St. Patrick School reserves the right to discipline students for off-campus conduct.

PLAGIARISM & CHEATING POLICIES

- Plagiarism shall not be tolerated. Plagiarism shall be defined as the use of another's intellectual work without consent with specific intent use said work without proper credit. Plagiarism includes, but it's not limited to:
 - Paraphrasing without reference
 - Borrowing another's arguments and/or ideas without reference
 - Buying essays or using essays from another person including research papers
 - Neglecting to include citation, references, bibliography, and/or works cited
 - Copying printed or electronic work including excerpts

Students will be educated concerning the definition and nature of plagiarism in order to prevent dishonesty. Concerning the dual credit college courses, the students will be aware the college has a different plagiarism policy.

If evidence is found that a student has plagiarized work, the student shall be given a zero on any assignment or test for which the student has given false work. Notification of the incident will be reported to parents or guardians as well as to the administration. The teacher of the course for which the student has turned in plagiarized work may also assign additional work at his/her discretion. The teacher or principal may also include another punishment such as a detention or other punitive measure for infractions. Loss of membership or nomination to the National Honor Society is enforced if a student has been found plagiarizing.

Suggested Resources:

<http://smallseotools.com/plagiarism-checker/> (plagiarism checker, online, free)

turnitin.com (Plagiarism checker, online, payment required)

The OWL at Purdue (online resource for proper citation and essay formatting)

Citation Machine (online resource for producing citations)

Wrigtem.com

- Cheating shall not be tolerated. Cheating shall be defined as using information that does not belong to you or is not permitted. Cheating also includes giving another student your homework or using another's homework to complete your own; giving information concerning tests, quizzes, or exams to another student. Cheating includes, but is not limited to:
 - Writing answers on body parts or cheat sheets
 - Passing around/using old quizzes, tests, and/or exams
 - Copying homework from another student and/or internet

- Giving your homework of another's to someone to copy
- Looking at another's paper during quizzes, tests, or exams
- Inappropriate transfer of information through use of electronic devices including, but not limited to iPads, cell phones, (including those with cameras)
- Inappropriate use of calculators and/or cameras

Students will be educated concerning the definition and nature of cheating in order to prevent dishonesty. Concerning the dual credit college courses, the students will be aware the college has a different cheating policy.

If evidence is found that a student has cheated, the student shall be given a zero on any assignment or test for which the student has given false work. Notification of the incident will be reported to parents or guardians as well as to the administration. The teacher of the course for which the student has cheated may also assign additional work at his/her discretion. The teacher or administrator may also include another punishment such as a detention or other punitive measure for infractions. Loss of membership or nomination to the National Honor Society is enforced if a student has been found cheating.

Cell Phone Policy:

- Cell Phones are turned into a location designated by the teacher in his or her classroom.
- Cell phones will be returned to each student at the end of class. Students will be allowed to use phones at lunch and/or between classes if they are not late to their next class.
- Cell phones for grades 7 and 8 will be collected each day by the homeroom teachers in grades 7 and 8. They will be returned at the end of the day before the students go home.
- Students are not to use telephones in the classroom unless directed by the teacher to do so for learning purposes.
- Students who do not follow the above procedures will lose their cell phone privilege .
 - First Offense - Cell Phone will be deposited in the office and returned to the student at the end of the day. Parent notified of the offense.
 - Second Offense-Cell Phone will be deposited in the office, returned to the student at the end of the day, and must be deposited in the office for the next school day as well. Parent Notified that the next offense will require the parent to pick up the cell phone at the end of the school day.
 - Third Offense-Cell Phone will be deposited in the office, returned to the parent at the end of the school day, deposited in the office for the next two school days, and returned to parent at the end of each school day. Parent is notified regarding the consequences of the next offense.
 - Fourth Offense- Cell phone will be deposited in the office and returned to the parent at the end of the school for three school days plus the day of the initial offense. Parent is notified regarding the consequences of the next offense.
 - Fifth Offense-Student loses their cell phone privilege for the remainder of the quarter. No cell phone can be brought to school. Parent Notification
 - Sixth Offense--Student loses their cell phone privilege for the remainder of the semester. See above. Parent notification.

- Seventh Offense--Student loses their cell phone privilege for the remainder of the school year. See above.
- First offense: Teacher will confiscate the cell phone and turn it in to the office. Student may pick it up at the end of the day.
- Second offense: Teacher will confiscate device and turn it in to the office. Only a parent/guardian will be allowed to pick up the phone at the convenience of office personnel.
- Any additional offenses: Teacher will confiscate device and turn it in to the office. Student will receive detention for each additional offense and only a parent/guardian will be allowed to pick up the phone from the office at the convenience of office personnel.

Students may use the school phones located in the office and classrooms with permission from proper personnel.

INTERNET ACCEPTABLE USER POLICY

A separate detailed Internet/Computer User Policy will be distributed to all students and their parents.

Students are not permitted to use school computers for activities other than school-related work; for instance, a student is not allowed to be on inappropriate, obscene or violent sites. Sites for personal use such as ESPN, Facebook, MySpace, KHSAA, etc. are also prohibited.

Students are not permitted to go into the computer lab without teacher supervision.

Computers will be available in the library that may be used with teacher's supervision.

MARRIAGE POLICY

At the discretion of the administration, married persons may attend St. Patrick School if they have been validly married in the Catholic Church. "Validly married in the Church" denotes and includes a premarital process determined by the Diocese. This process rarely allows persons under the age of 19 to be married in the Church.

Non-Catholic students at St. Patrick who marry in their own church and have received similar counseling, guidance and approbation may be allowed to complete their education at St. Patrick at the discretion of the principal.

PREGNANCY POLICY

In addressing the concerns of individuals and families in pregnancy situations, the school recognizes its responsibility as a Christian community to provide for those in need. The health and welfare of the mother and the life of the unborn child shall be of paramount importance. While the philosophy does not condone pre-marital sex, it does not intend to brand a student or cause a student to consider or have an abortion.

A pregnant student attending St. Patrick School shall be allowed to remain in attendance at St. Patrick School. There are stipulations stated in the pregnancy policy on hand in the school office.

GRIEVANCE PROCEDURE POLICY

Anyone experiencing problems at St. Patrick School is asked to consult with the appropriate faculty member first. Parents may ask the administration to participate in the initial conference. If the parent and/or student are not satisfied with the action or decision, the parent may contact the administration and request a meeting. The administration may ask a third party to be present at any meeting. If the matter is not

resolved to the satisfaction of the parent and/or student, the local Pastor or the Superintendent of Catholic Education for the Diocese of Covington may be contacted. Any parent or student wishing to consult with a teacher, or the administration should schedule an appointment at the convenience of the faculty member and/or administration. Teachers should be contacted at school.

SCHOOL UNIFORM POLICY

The purpose of the school uniform is to create an environment conducive to learning. The school uniform helps to avoid competition and exaggerated appearance, which can detract from the learning environment. All students and parents are expected to respect and follow the policy. St. Patrick School Board adopted a new uniform policy in 2018. The official school uniform company is Schoolbelles Uniform Company, www.schoolbelles.com. Schoolbelles Uniform Company School code for St. Patrick School S1980.

Regular School Day – Ordinary procedural school day.

Formal School Day – Select grade Mass days, all-school Mass days, school ceremonies, all-school Mass at the Cathedral Basilica of the Assumption in the Diocese of Covington, and any significant event appointed by the administration. Students are free to wear formal attire on regular school days if they wish.

Spirit Day – Usually the 17th of every month to honor St. Patrick. Spirit day is an earned reward for positive behavior and academic performance. This privilege for individual students may be granted or denied by the student's homeroom teacher according to behavior, dress-code compliance, and/or academic standing.

GIRLS IN GRADES P-7

(Regular School Day)

- Plaid uniform jumper for girls in grades K-5. Plaid uniform skirt for girls in grades 6-7 (ordered from Schoolbelles Uniform Company). Navy-blue jumper for preschool girls.
- Navy blue slacks (pleated or flat front, no corduroy).
- White long or short sleeve polo shirt (with or without the school logo).
- Navy blue sweater or crewneck sweatshirt may be worn in the classroom. No hoodies or coats are permitted in the classroom.
- Navy blue shorts (pleated or flat front; no cargo shorts) may be worn from the beginning of the school year until October 1 and beginning April 1 until the end of the year.
- Belts must be worn with slacks and shorts. Belts may be leather or stretch in navy blue or black.
- Navy-blue tights may be worn. Navy-blue leggings may be worn with white socks.
- All t-shirts or items worn under a uniform shirt must be solid white with no designs or writing on them.

(Formal School Day)

- White long or short sleeve **Oxford shirt** (with or without the school logo). No polo shirts on Formal School Days.
- All other Regular School Day attire applies.

(Spirit Day)

- St. Patrick shirts, sweatshirts or sweaters. Jeans with holes, ripped, or of a ragged material may not be worn. Only uniform shorts may be worn on Spirit Day, from the beginning of the school year until October 1 and from April 1 until the end of the school year. No hoodies may be worn.

BOYS IN GRADES P-7

(Regular School Day)

- Navy blue dress-twill slacks (pleated or flat front, no corduroy).
- White long or short sleeve polo shirt (with or without the school logo).
- Navy blue sweater or crewneck sweatshirt may be worn in the classroom. No hoodies or coats are permitted in the classroom.
- Navy blue shorts (pleated or flat front; no cargo shorts) may be worn from the beginning of the school year until October 1 and beginning April 1 until the end of the year.
- Belts must be worn with slacks and shorts. Belts may be leather or stretch in navy blue or black.
- White socks
- All t-shirts or items worn under a uniform shirt must be solid white with no designs or writing on them.

(Formal School Day)

- White long or short sleeve **Oxford shirt** (with or without the school logo). No polo shirts on Formal School Days.
- All other Regular School Day attire applies.

(Spirit Day)

- St. Patrick shirts, sweatshirts or sweaters. Jeans with holes, ripped, or of a ragged material may not be worn. Only uniform shorts may be worn on Spirit Day, from the beginning of the school year until October 1 and from April 1 until the end of the school year. No hoodies may be worn.

GIRLS IN GRADES 8-12

(Regular School Day)

- Plaid uniform skirt (ordered from Schoolbelles Uniform Company) Skirts must not be more than 3 inches above the knee.
- White long or short sleeve polo shirt (with or without the school logo).
- Khaki pants.
- Navy-blue sweater or crewneck sweatshirt may be worn in the classroom. No hoodies or coats are permitted in the classroom.
- Khaki shorts (pleated or flat front; no cargo shorts) may be worn from the beginning of the school year until October 1 and beginning April 1 until the end of the year.
- Belts must be worn with slacks and shorts. Belts may be leather or stretch in dark brown.
- Navy-blue leggings may be worn.
- Navy-blue or white socks may be worn.
- All t-shirts or items worn under a white uniform shirt must be solid white with no designs or writing on them.

(Formal School Day)

- Plaid crisscross tie (ordered from Schoolbelles Uniform Company).
- White long or short sleeve **Oxford shirt** (with or without the school logo). No polo shirts on Formal School Days.
- All other Regular School Day attire applies.

(Spirit Day) St. Patrick shirts, sweatshirts or sweaters. Jeans with holes, ripped, or of a ragged material may not be worn. Only uniform shorts may be worn on Spirit Day, from the beginning of the school year until October 1 and from April 1 until the end of the school year. No hoodies may be worn.

BOYS IN GRADES 8-12**(Regular School Day)**

- Khaki pants
- White long or short sleeve polo shirt (with or without the school logo).
- Navy-blue sweater or crewneck sweatshirt may be worn in the classroom. No hoodies or coats are permitted in the classroom.
- Khaki shorts (pleated or flat front; no cargo shorts) may be worn from the beginning of the school year until October 1 and beginning April 1 until the end of the year
- Belts must be worn with slacks and shorts. Belts may be leather or stretch in black or dark brown.
- Khaki or brown socks.
- All t-shirts or items worn under a white uniform shirt must be solid white with no designs or writing on them.

(Formal School Day)

- Kelly green and navy-blue stripped necktie (ordered from Schoolbelles Uniform Company).
- White long or short sleeve **Oxford shirt** (with or without the school logo). No polo shirts on Formal School Days.
- All other Regular School Day attire applies.

(Spirit Day)

- St. Patrick shirts, sweatshirts or sweaters. Jeans with holes, ripped, or of a ragged material may not be worn. Only uniform shorts may be worn on Spirit Day, from the beginning of the school year until October 1 and from April 1 until the end of the school year. No hoodies may be worn.

Online ordering & order tracking available 24 hours a day www.schoolbelles.com

- ***Shoes: Students shall select shoes, both gym and dress, that are in keeping with the uniform, and cover the feet completely. Boots may be worn if they are not a distraction to the learning environment, but MAY NOT be worn on Formal Days***

PERSONAL APPEARANCE AND JEWELRY

- Students' hairstyles should be clean and groomed and not hanging in the eyes
- Boys' hair must be cut to the following specifications: around the ears, above the eyebrows, and above the shirt collar. No tails, designs, ridges or shaved heads are permitted
- Any type of hairstyle or artificial color, which calls undue or inappropriate attention and distracts from the learning atmosphere is prohibited
- Shirttails must always be tucked in for both boys and girls. No rolling of shirts or blouses is permitted
- Boys in high school must be clean-shaven. Neither beards nor long sideburns are permitted.
- Jewelry that is inconspicuous and not distracting is allowed. Long dangling earrings are not allowed
- Boys may not wear earrings
- Chain belts are not permitted
- Visible tattoos and visible body piercings are not permitted.

MAKE-UP

- In grades K-5, make-up may not be worn
- In grades 6-8, light make-up may be worn
- Make-up is not to be applied at school
- In grades 9-12, make-up may be worn, but must be moderate
- Nail polish is permitted, but should not be distracting

Any clothing, personal appearance, or jewelry that calls undue or inappropriate attention to the individual and distracts from the learning atmosphere is prohibited. Students may not wear clothes which are deemed immodest, with suggestive or offensive slogans/words, including clothes which advertise alcohol, drugs, or cigarettes. This includes school sponsored dances, or any situation in which the student is representing the school.

ENFORCEMENT

Homeroom teachers are responsible for conducting morning uniform inspections. Any student found out-of-uniform will be given a lunch detention for the first offense and after-school detention for subsequent violations, ½ hour after school for each day of violation.

STUDENT SUPPORT SERVICES

CARS – STUDENTS

- Commonwealth of Kentucky School Compliance Verification for Driving Licensing KRS 159.051 (No Pass/No Drive Statue) Form may be picked up in the office.
- All students who wish to drive automobiles to and from school regularly are to receive written permission from parents and approval of the administration. Car permit forms are available in the office. Any student who wishes to use the student parking lot must obtain a green parking tag at a cost of \$10 per year,

which will defray maintenance costs. Parking is limited. Seniors will be offered first choice followed by the juniors. A parking tag is required for student parking on the street.

- Cars driven by students are not to be moved until the student is ready to return home at the end of the school day, except by special permission from the administration and written request from parents
- Students' cars are not to be parked in the faculty parking lot or on Limestone Street between 3rd and 4th Streets during school hours
- Students may not sit in their cars during lunch period
- No other vehicle (moped, etc.) may be used for transportation to school except by special permission
- Violation of any of these rules may lead to temporary or permanent loss of driving privileges to school

FIELD TRIPS

Field trips are encouraged to broaden the student's educational experience. Permission slips for each trip are to be signed by a parent and returned to school before the student is permitted to participate.

Conduct and safety rules are strictly enforced on these trips and students not conforming to the rules may be excluded from participating in future trips or may be otherwise disciplined.

WASHINGTON RIGHT-TO-LIFE TRIP

All high school students are encouraged to attend the Right-To-Life March in Washington, D.C. in January. Arrangements for the trip will be made through the school.

GYMNASIUM

- Use of the gym during the school year must be cleared through the school office
- Two Virtus-compliant adults must always be in supervision
- Students who are in the gym for various activities are not permitted in other areas of the building
- Anyone using the gymnasium is expected to clean up after their event

LIBRARY

Library books and reference materials are available in each of the elementary classrooms. All students have access to the library on a regular basis.

LOCKERS

The use of lockers is encouraged, but not mandated, for all high school students. Lockers will be assigned to high school students on the first day of school. Locks can be provided for all students who request one. No personal locks are permitted. Please be informed that the contents and cleanliness of the lockers are the responsibility of the assigned student. Locks are strongly encouraged. Additionally, no open food or drink containers are allowed in lockers. Lockers will be cleaned out before weekends and extended breaks. Unannounced locker inspections will occur routinely.

LUNCH PROGRAM

- Students may participate in the hot lunch program or they may pack their lunch. Milk, either chocolate or white, is included in the lunch fee. Students bringing their lunch may purchase milk separately.

- During the lunch period, each student is expected to be considerate of others and practice the general rules of good manners. This includes leaving tables and the surrounding area clean and orderly and putting trash in the proper containers.
- Food or drink may not be taken from the cafeteria or kitchen at any time unless directed by a teacher.
- Lunch monies will be put into an account electronically. This can be done through the cafeteria each morning from 7:30-7:45. When a family's lunch account is low on funds, an email will be sent to the parents. Once the account is -\$20, the student will be served peanut butter & jelly and milk only until the account is paid.
- No student is permitted in the kitchen area
- Lunch prices:
 - PK-8= \$2.90
 - Grades 9-12 = \$3.15
 - Adults = \$3.60
 - Ala-carte items = Depends upon the item

STUDENT INSURANCE

Pupil accident insurance is offered through the school at a low premium. While it is not required to have this insurance, the school strongly urges parents to take advantage of this offer, particularly if students are involved in sports.

MASS

K-8 students attend Mass two times per week, according to the schedule. High School students attend once a week. All students attend all-school Masses to celebrate the first and last days of school, Thanksgiving, Christmas break, Ash Wednesday, and St. Patrick's Day.

Extra-Curricular Activities	Clubs/Extra-Curricular
Soccer (B & G) Volleyball (G) Golf (B&G) Cross Country (B & G) Basketball (B & G) Baseball (B) Softball (G) Swimming (B & G) Tennis (B & G) Cheerleading	Robotics Future Business Leaders of America Pro-Life Club National Honor Society Student Council STLP (Regional Prevention Center) Academic Team Governor's Cup Band/Choir

ACADEMIC COMPETITIONS

Students in grades 4-12 are eligible to participate on the academic team. They must maintain at least a "C" average in every subject. Students must also maintain a positive and cooperative attitude in all classes and activities and attend practices.

ATHLETIC PARTICIPATION/ELIGIBILITY

Policy Statement

Each St. Patrick sport team (Grades 3-12) plus parents of athletes and coaches are required to work at least four 3-hour periods in support of the Saturday League.

Families of athletes are to volunteer 10 hours **per sport** or be charged \$100.00 **per sport** for their child to play. The 10 hours is in addition to the required 25 volunteer hours to

the school. There is also a \$25.00 transportation fee for the sports that utilize the school buses for transportation to away games.

St. Patrick School bases athletic eligibility on Bylaw 5-3 from the Kentucky High School Athletic Association (KHSAA) regarding eligibility for participation in athletics. As such, specific guidelines and rules for participation are given to St. Patrick students and parents at the beginning of the school year.

- In order to be eligible to participate in athletics, a student may not be failing any courses
- Suspension for failing grades or other academic reasons may last up to a maximum of two weeks. After that time, if the player has not improved to the satisfaction of the administration, the player may be permanently suspended. If the administration thinks that the two weeks were not an adequate time to improve the grade for such reasons as the number of tests, sickness, etc., then the time may be extended. The determination of athletic eligibility is at the discretion of the administration.
- Additionally, during the period of ineligibility, the administration and the athletic director, in consultation with the student's teachers, may require a certain level of academic performance for the student to regain eligibility
- At the discretion of the coach, the student may be required to attend and/or participate in practice during his/her period of suspension and/or ineligibility

PARTICIPATION IN MORE THAN ONE SPORT

When any sport season officially begins and until that season officially ends, a student-athlete should not participate in any coach-supervised activities related to a sport other than the one in-season. It is also encouraged that the student-athlete take a 1-2-week rest period between sport seasons. For a student-athlete to participate in more than one sport in open season, permission from the Athletic Committee is required.

ST. PATRICK HIGH SCHOOL ATHLETIC CODE OF CONDUCT (Expectations of Coaches, Players, & Parents)

Coaches are expected to:

- Treat players, parents, opponents, and officials with respect.
- Teach and inspire players to love the game and compete fairly and in a sportsmanlike manner.
- Demonstrate by example the type of person he/she wants the players to be.
- Have always control of his/her players and command discipline .
- Realize that as the coach he/she is an educator and therefore understands the sport he/she is coaching and the proper behavior for that sport.
- Monitor the student athlete's grades (progress reports) and behavior to ensure that the student athlete's academic performance is at an acceptable level not only for athletic participation but more importantly to meet the requirements of St. Patrick School.
- Report any breach of conduct by their athletes to the appropriate school authority. Example: Fighting during an athletic contest. The student will be subject to the appropriate disciplinary measures according to the St. Patrick school code of conduct.
- Respect and abide by all *Virtus* compliance, rules, and guidelines.

- Respect and abide by all KHSAA rules and regulations.

Players are expected to:

- Always portray Christian values on and off the field .
- Treat all opponents with respect.
- Demonstrate self-control.
- Respect and accept all official's calls and decisions without gestures or arguments.
- Win and lose with dignity, lose without excuses.
- Remember "the good of the team" always comes first.
- Show respect for your coaches, the opposition's coaches, players, and officials
- Adhere to all school and team rule.
- Conduct yourself at all times in a manner that represents character and sportsmanship traits that are acceptable today. (Remember you represent the school, your family, not just yourself.)
- Be at all practices, unless you have contacted the coach with a viable reason. (Missing practice will influence playing time.) If players miss practice without contacting the coach, it is up to the coach to determine further disciplinary action.
- Be responsible for their uniform. You must return uniforms at the end of the season. (If uniform is lost, you will have to pay to have it replaced. Final report card will not be issued until payment is received.)
- Adhere to all KHSAA rules and regulations regarding sportsmanship and participation.
- Not use social media updates or statuses that will negatively impact a player or opposing team.

Parents are expected to:

- Be positive role models at athletic contests. Your son/daughter will be very aware of your behavior.
- Be supportive of the coach. The team is the coach's responsibility, not the parents.
- Not coach from the sidelines.
- Communicate with the coach and create a positive supportive working relationship.
- Realize that as the coach he/she is an educator and therefore understands the sport he/she is coaching the proper behavior for that sport.
- Remember the primary value of athletic participation is to provide our youth with an opportunity for self-development, physically, emotionally, and mentally.
- Respect the judgment of the officials and refrain from openly criticizing each call the official makes.
- Be aware that if a parent conference is desired with the coach that is highly inappropriate to speak with the coach regarding this at the conclusion of an athletic event. Wait until the next day and call for an appointment with the coach.
- Understand and respect the different roles of parents, coaches and officials. Parents should parent, coaches should coach, and officials should officiate, and each should be treated with respect for what they do.

How Do I Report My Service/Volunteer Hours?

Adults working Saturday League will report service/volunteer hours at mystudentsprogress.com, under the volunteer tab. Student athletes who work Saturday League need to report their hours to their coaches and to Mrs. Clos. Parent of students in grades K-8 will report all volunteer hours to the e-mail: volunteerhours@gmail.com

DANCES – HIGH SCHOOL

- The administration will appoint faculty members and parents to chaperone each dance.
- The duties of the chaperones are to enforce the following rules:
 - Students will be allowed to invite a maximum of two guests. The names of the guests must be submitted to the administration and sponsor of the activity prior to the event.
 - Absolutely no uninvited guests will be allowed.
 - Guests must be in the age group of high school freshmen through junior college (14-20 years of age). Administration reserves the right to waive this rule. Fourteen-year-old eighth graders are not eligible to attend.
 - All students and/or guests are to be present within 30 minutes after the beginning of a dance.
 - Students may leave before the dance is over if a written note by a parent has been given prior approval by the administration.
 - Those attending a dance or party must sign in and out and note the time for each. Once they have left the dance, they may not return.
 - Maximum closing time will be 12:00 a.m. An exception to this time will be made for the prom, which must close at 1:00 a.m.
 - Drinking, drugs and smoking are prohibited. Infraction of this rule will be handled according to the code of conduct.
 - The administration of the school reserves the right to check pockets, book bags, purses, etc., at any time without notice. Students may randomly be selected to submit to a breathalyzer test.
 - The administration may make deviations from and exceptions to these rules and regulations.
 - Any infraction of the rules will result in the notification of the parents and ejection of the student from the site of the dance whether it is on campus or off campus.
 - It is the responsibility of the dance sponsoring organization to provide the administration and the chaperones with the list of names, addresses and phone numbers of each student and guest attending the dance.

WITHOUT THIS LIST THE DANCE WILL NOT BE HELD.

SENIOR CLASS TRIP

The following guidelines apply to the Senior Class Trip:

- The trip must have educational and spiritual values as well as recreational.
- The destination and dates must be approved by the administration.
- This cost of the senior trip is to be reasonable. The amount of money the students will be responsible for will be determined by the financial situation of the PTO at that time. The ideal senior trip has a nice mix of activities. It should emphasize education, service, and physical activity. The senior trip agenda is planned by the

students, class officers and the class sponsors, which must be approved by the administration.

- There should be four chaperones. This number may be changed depending on the number of seniors on the trip, with approval of the administration. One of the chaperones must be a member of the faculty unless otherwise approved by the administration. There should be at least one male and one female chaperone. A list of possible chaperones will be compiled, and the administration will then approve the list. Teachers with less than one year's experience are not eligible to be chaperones.
- An itinerary must be submitted to the administration for approval at least 30 days prior to the trip (preferably 60 days).
- An itinerary should be sent to the parents at least two weeks prior to the trip. It should include the phone numbers of the motel(s)/rental property.
- Each senior must have a permission slip and emergency release form completed and signed by his/her parents. One copy of each form will be taken on the trip and one copy will be kept on file in the office.
- The trip should not be cost prohibitive to any student that has participated in his/her fair share of projects and fund-raising activities.
- Students must be enrolled at St. Patrick School to participate in the trip.

STUDENT COUNCIL

All high school students are automatically eligible to be members of the Student Council. The Student Council organizes extracurricular activities and acts as a liaison between the student body and the administration. Elections of officers are held at the beginning of each new school year.

SERVICE/CLASS HOURS GUIDELINES

- High school class activities over the four-year period are designed to create friendship, unity, and school spirit. The classes will perform many services for the school and for each other. The class's homeroom teacher and the parent-sponsors should do their best to set the proper tone with the class.
- Money raising activities should involve the whole class as much as possible. The work itself should be a bonding experience. The money raised will be used by the class their junior year for the prom and their senior year for a class trip.
- High school students will perform service hours under the direction and supervision of the school chaplain.
- It is required of 8th grade and high school students to give 5 hours of service during the Fall Festival weekend.

PARENT/TEACHER ORGANIZATION (PTO) AND ATHLETIC ASSOCIATION

St. Patrick Parent/Teacher Organization (PTO) and Athletic Association are open to all parents and St. Patrick parishioners. Participation in these two organizations is greatly encouraged. The groups help fund many activities for the students and help with the maintenance of the school.

ST. PATRICK HIGH SCHOOL CAR PERMIT

No student may drive an automobile to or from school or to any function on school property without the prior permission of parent(s) and the administration, and execution by the student of this car permit.

The undersigned student does hereby acknowledge that it is a violation of school policy, and/or applicable law, to possess alcohol, any controlled substance, or weapons, including any firearm, on school property, and that such substances or weapons shall further not be contained in a student's vehicle when driven to or from school, or to any function on school property.

Student and parent acknowledge the compelling interest of St. Patrick School in enforcing this policy and do hereby consent to a warrantee's search of any vehicle driven to school or a school function by any student by the administration, or his/her designee, or any appropriate law enforcement agency, and further consent to seizure there from of any prohibited substances or weapons.

I further understand that violation of this permit or any school rules or applicable law will lead to temporary or permanent revocation of this permit.

Date

Parent(s) Signature

Date

Student Signature

Date Administration Signature

Car model: _____

Color: _____

License Plate Number: _____

Liability Insurance Carrier and Policy No.: _____

Permission is given to drive: _____ to and from school.

If not a sibling of the above driver, the parent or guardian of said student must sign below.

Parent or Guardian

PARENT, STUDENT, AND SCHOOL CONTRACT

THIS CERTIFIES THAT WE HAVE READ, UNDERSTAND AND WILL ABIDE BY THE RULES AND REGULATIONS AS SET FORTH IN THE ST. PATRICK SCHOOL STUDENT/PARENT HANDBOOK.

Parent/Guardian Signature(s)

Student's Signature

Grade

Student's Signature

Grade

Student's Signature

Grade

Student's Signature

Grade

Student's Signature

Grade

Student's Signature

Grade

Date

PLEASE SIGN AND RETURN TO YOUR HOMEROOM TEACHER.