

# St. Patrick Catholic School Parent/Student Handbook 2022-2023



***“The Mission of St. Patrick Catholic School is to lay the foundation for success in students through Catholic traditions, rooted in the Eucharist and Gospel teachings of Christ, with high standards of education in a safe, nurturing, and welcoming environment.”***

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[www.stpatrickjacksonville.org/school](http://www.stpatrickjacksonville.org/school)



August 2022

Dear St. Patrick Catholic School Parents and Students,

Welcome to the 2022-2023 school year! We look forward to partnering with all our families to make this another great year for our students.

The 2022-2023 Parent/Student Handbook will be accessible on the school's web site: [www.stpatrickjacksonville.org/school](http://www.stpatrickjacksonville.org/school). The Parent/Student Handbook is intended to serve as a manual for the parents and students at St. Patrick Catholic School. The policies and procedures outlined in this handbook contribute to a positive and safe school climate for all students. This information has been furnished to assist you in understanding the operation of St. Patrick Catholic School. The development and implementation of rules and policies are the responsibility of our dedicated team of faculty and staff.

We firmly believe that when we work together students will exceed our expectations and achieve the desired results of faith formation and academic excellence. It is important that all who enter our doors adhere to the policies and procedures set forth in this handbook.

Changes or additions that were not in last year's Parent/Student Handbook are in **GREEN**. Policies for our Early Childhood Program are outlined in **GRAY**.

Administration retains the right to amend the handbook for just cause and parents will be given written notification of these changes.

**It is your family's responsibility to review the entire handbook so that you may better understand the expectations of St. Patrick Catholic School. Please affix your signature on the provided Parent/Student Handbook Acknowledgement Form and submit to the school prior to the first day, August 11, 2022.**

**Failure to sign the Parent/Student Handbook Acknowledgement Form of *does not* wave your responsibility to abide to the enclosed rules and expectations.**

It is our prayer that each of us will remain strong in our commitment to keep St. Patrick Catholic School an outstanding faith-based educational community.

Thank you for your continued commitment to St. Patrick Catholic School, we look forward to collaborating with you in helping your children become, as St. John Bosco said, "good citizens of Heaven and Earth."

Your Partner in Faith & Education,

Mr. Meyer  
School Principal

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Right to Amend

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Parent/Student Handbook Acknowledgment Form

**Faculty & Staff:****Administration**

Fr. Christopher Liguori, Pastor  
Mr. Christopher Meyer, Principal  
Mrs. Athena Blanchard, Assistant Principal/Grade 3 Teacher  
Ms. Deborah Williams, VPK Director/VPK-A Teacher

**Office Staff**

Mrs. Lorrie Mathews, Business Manager  
Mrs. Allison Hayes, Administrative Assistant  
Mrs. Della Linton, School Secretary

**Early Childhood (PreK-3 & VPK)**

Mrs. Rynne Wilkerson, PreK-3 Teacher  
Ms. Phyllicia Brooks, PreK-3 Teacher Assistant / After School Care Assistant  
Ms. Deborah Williams, VPK Director/VPK-A Teacher  
Mrs. Stephanie Wayne, VPK-A Teacher Assistant  
Mrs. Edwinnia Wasdin, VPK-B Teacher  
Ms. Olivia Ott, VPK-B Teacher Assistant  
Mrs. Devon Knott, VPK-C/D Teacher  
Mrs. Ainsley Lockey, VPK-C/D Teacher Assistant

**Primary Grades (Kindergarten – Grade 2)**

Mrs. Crystal Trujillo, Kindergarten Teacher  
Ms. Carolyn Gonzales, Kindergarten Teacher Assistant / Before School Care Assistant  
Mrs. Dessica Mabry, Grade 1 Teacher  
Ms. Kayla Peters, Grade 1 Teacher Assistant  
Mrs. Pamela Williams, Grade 2 Teacher  
Mr. Lewis Calobrisi, Grade 2 Teacher Assistant

**Intermediate Grades (Grades 3-5)**

Mrs. Athena Blanchard, Assistant Principal/Grade 3 Teacher  
Mrs. Elizabeth Schwartz, Grade 4 Teacher  
Mrs. Ashley Fox, Grade 5 Teacher, STREAM K-5 Coordinator  
Mr. Chris Meyer, Grade 4 Religion and Grade 5 Grammar Teacher  
Mr. Mark Isabella, Grades 4 and 5 Teacher Assistant

**Middle School (Grades 6-8)**

Mrs. Megan Jensen, 6<sup>th</sup>-8<sup>th</sup> Grade Science, STREAM 6-8 Coordinator  
Mrs. Carol McDaniel, Grade 6 Home Room / 6<sup>th</sup>-8<sup>th</sup> Grade Literature / 6<sup>th</sup>-8<sup>th</sup> Grade Grammar  
Mrs. Trisha Fox, Grade 7 Home Room / 6<sup>th</sup>-8<sup>th</sup> Grade Math  
Mrs. Gigi Parker, Grade 8 Home Room / 6<sup>th</sup>-8<sup>th</sup> Social Studies/ 6<sup>th</sup>-8<sup>th</sup> Grade Spanish  
Fr. Joseph Kuhlman, 5<sup>th</sup>-8<sup>th</sup> Grade Religion Teacher  
Mr. Mark Isabella, Grades 6-8 Teacher Assistant



### **Special Area**

Ms. AJ Allen, PreK-3-Grade 8 Art Teacher  
Mrs. Paulette Whalen, Media Research Teacher / Technology Coordinator  
Mr. Matthew Daniel, PreK-3-Grade 8 Music Teacher  
Mr. Matthew Haddad, K-8 PE Teacher / Athletic Director  
Mrs. Virginia Brown, Guidance Counselor  
Fr. Joseph Kuhlman, PreK-3 and VPK PE Teacher

### **Cafeteria & Maintenance**

Mr. Blake Sattler, Maintenance Technician  
Chef CJ Gaio, Cafeteria Manager  
Mrs. Sandy Rice, After School Care Director  
Mrs. Heather Beasley, After School Care Assistant

### **Title 1 & ESE**

Ms. Donna Ayers, Title 1  
Mrs. Cyndi Polkey, ESE

### **Diocesan Mission Statement:**

We, the Catholic school community of the Diocese of Saint Augustine, are called to provide a Eucharist centered educational environment committed to high academic standards, faith development, and service, thereby inspiring discipleship in all students

### **Diocesan Belief Statements:**

- We must continue to build on our rich history of education in the diocese
- We must respect the dignity of each individual within the school community
- We must continue to develop our partnership with parents so that each student's spiritual, intellectual, social, emotional, and physical growth will develop in an atmosphere which stresses Gospel values
- The spiritual formation of the entire school community – students, faculty and parents – must be fostered
- Worship, community, service, arts, self-discipline, character development and academic excellence must be part of the school's program
- We must prepare our students to examine the implications of moral, social justice and global issues in an ever-changing society
- By our example we must offer models of Christian witness to our students and the entire community

### **What does a Catholic school graduate look like?**

- A Catholic school graduate is a knowledgeable, compassionate individual, dedicated to service and able to face the challenges of the future with faith, hope, and love.

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

The Mission of St. Patrick Catholic School is to lay the foundation for success in students through Catholic traditions, rooted in the Eucharist and Gospel teachings of Christ, with high standards of education in a safe, nurturing, and welcoming environment.

### **St. Patrick Catholic School Statement of Philosophy**

A sentence from the first paragraph of the Second Vatican Council's Declaration of Christian Education sums up the philosophy of St. Patrick Catholic School:

"True education is directed toward the formation of the human person in view of his or her final end and the good of society to which he or she belongs."

Our first goal is to help young people develop as persons. After creating His first human, God said, "It is not good for him to be alone." Our personalities develop only in relationships with others. Therefore, we must provide ample opportunities for students to pray, work, and play together. The Vatican Council also says that it is by making decisions that children will develop as persons, and so we must constantly challenge each child to self-expression.

Secondly, we must keep the heavenly destiny of children before them. Children are made in the image and likeness of God, but this likeness has a potential, as yet not fully realized. It is in need of the nourishment we give when helping them develop as persons. In school and in church, we bring children into contact with Jesus that they may grow in their resemblance to God. "No one can come to the Father except through me." Since the personalities of children can become encrusted with sin and trivia, we must help them cleanse themselves to bring out their true selves.

### **St. Patrick Catholic School Belief Statements**

- The Eucharist is the center of the Catholic Faith.
- In partnership with the school families and parish, the faculty strives to promote a Christ-centered environment.
- The faculty and staff give witness to the gospel values on which it is founded.
- The faculty challenges the students to live out the works of mercy through prayer and action.
- The faculty and staff work closely with the school community to spread the word of Jesus.
- Catholic education is important to unite St. Patrick with multi-cultural and religiously diverse student body.
- Teachers address the individual needs of all students.
- Teachers enhance students' confidence and ability to function in a technological and ever-changing world.
- The family is the primary educator of a child.
- All students are taught to develop a respect for peace and justice.
- The faculty and staff work in partnership with families of the students to create a respectful educational experience.
- The school is a strong dynamic presence serving the students, parish, and surrounding areas.
- The faculty and staff treat all students equally with dignity.

### **Accreditation**

Accreditation of Catholic elementary schools by the State of Florida is conducted by the Florida Catholic Conference (FCC).

St. Patrick Catholic School is fully accredited by the Florida Catholic Conference. Our current full accreditation status was granted in June 2019 and is valid through June 2026.

**Open Admissions Policy**

St. Patrick Catholic School has an open admission policy. No person, on the grounds of race, color, gender, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

**Harassment and Discrimination**

St. Patrick Catholic School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of St. Augustine. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

**Probationary Period**

All students entering St. Patrick Catholic School do so on a probationary basis for a **minimum of 45 days**. During this period, the student's performance will be reviewed. Reasons for dismissal may include but are not limited to the following: unsatisfactory discipline history, tardiness, excessive absences, educational needs beyond what the school can meet and not adhering to the tuition policy. ***St. Patrick Catholic School reserves the right to ask any student to leave at any time during the school year should it be deemed necessary by the school administration team.***

**Order of Acceptance for Admissions**

As openings become available, students are accepted in the following order:

1. Siblings who are currently enrolled in PreK 3 – Grade 8 and children of faculty/staff
2. Members of St. Patrick Catholic Church
3. Members of other Catholic parishes
4. Non-Catholic students

**Florida Health Certificate****Health Requirements PreK-3 & VPK**

Each child must have on file current health records which include a current Student Health Examination and a Florida Certificate of Immunization.

## Age Requirements

- A child must be three (3) years of age on or before September 1st to be admitted to the PreK-3 program.
- A child must be four (4) years of age on or before September 1st to be admitted to the VPK program.
- A child must be five (5) years of age on or before September 1st to be admitted to kindergarten.
- To enter first grade, a child must have satisfactorily completed kindergarten and be six (6) years of age on or before September 1st of the school year. Exceptions – out of state transfers.

## Admissions Process

1. Tour school and meet faculty/staff.
2. Complete Registration Packet and deliver all required documents (listed below).
3. Entry Exam Administered (entering Grades 2-8).
4. Interview with Principal.

Families may request that their child/ren shadow(s) classes for part of or an entire school day. Such requests may be made by contacting the school office at 904-768-6323. The principal may also request that a child/ren shadow(s) if it is determined that it will be beneficial in the admissions decision.

## **Applicants must provide the following documents (where applicable)**

- Birth certificate (original – a copy will be made)
- Social Security Card (original – a copy will be made)
- Baptismal certificate (if applicable)
- Health records (up to date immunization and shot records included)
- Report card
  - We review the whole report card, including but not limited to grades, conduct, and teacher comments.
- Standardized test scores
- IEP or 504 (if applicable)
  - **If a student has an IEP or any other educational or psychological testing, paperwork is required to be submitted at the time of registration**

All materials will be reviewed to determine whether the program at St. Patrick Catholic School will meet the educational needs of the student. We also emphasize that we do not just enroll students. We enroll families. The school must be a good fit for the family, as much as the family is a good fit for the school.

Non-Catholic students whose parents accept the philosophy of St. Patrick Catholic School will be accepted on a space available basis.

**The final decision for admission and re-admission rests with the Principal and the Pastor of St. Patrick Catholic Church and School. The school reserves the right to deny or revoke enrollment if it is determined to be in the best interest of the school.**

## 2022-2023 TUITION AND FEES SCHEDULE

### Registration Fee – PreK-3 thru 8<sup>th</sup> Grade

*Non-refundable and must be paid in full before enrollment is complete.*

**\$250.00 - first student**

**\$50.00 - each sibling**

**VPK – paid by Florida Early Learning Coalition**

### Annual Tuition and Fees per Student

#### Kindergarten – 8<sup>th</sup> Grade

**Tuition - \$8,000 - Paid Tuition is non-refundable**

**Academic Fee - \$675 non-refundable**

**Home and School Fee - \$25 non-refundable**

#### PreK-3 Program – 3 hours per day – 5 days per week

**Tuition - \$3,635 - Paid Tuition is non-refundable**

**Enrichment Fee - \$295 non-refundable**

**Home and School Fee - \$25 non-refundable**

#### Voluntary Pre-Kindergarten (VPK) – ½ Day Program

Registration Fee, Tuition, and Enrichment Fees are paid by the Florida Early Learning Coalition (ELC).

#### Voluntary Pre-Kindergarten (VPK) – Full Day Program

**Tuition - \$3,535 - Balance not covered by ELC**

**Home and School Fee - \$25 non-refundable**

### **Payment Plans**

St. Patrick Catholic School is mandated by the Diocese of St. Augustine to process all Tuition, Academic and Enrichment Fees, After School Care, and other fees through FACTS Management.

Monthly payments through FACTS may be scheduled on any date of the month beginning August 2022 through May 2023. Payments may not extend past May 2023.

**All school records will be held by the school office until outstanding balance is paid in full.**

## 2022-2023 AVAILABLE SCHOLARSHIPS - KINDERGARTEN - 8<sup>th</sup> GRADE

### Step Up for Students - Florida Tax Credit (FTC) Scholarship

All families who receive the Florida Tax Credit Scholarship need to pay all balances not covered by the scholarship. A copy of the award letter is required before scholarship award will be applied toward tuition and fees. Go to [www.stepupforstudents.org](http://www.stepupforstudents.org)

### Step Up for Students - Family Empowerment Scholarship (FES-EO)

All families who receive the Family Empowerment (FES-EO) Scholarship need to pay all balances not covered by the scholarship. A copy of the award letter is required before scholarship award will be applied toward tuition and fees. Go to [www.stepupforstudents.org](http://www.stepupforstudents.org) Choose Family Empowerment.

### Step Up for Students – Family Empowerment (FES-UA) Scholarship (formerly Gardiner Scholarship)

All families who receive the FES-UA Scholarship (formerly Gardiner Scholarship) must provide school office with Family ID, issued by Step Up, before scholarship award will be applied toward tuition and fees. Go to [www.stepupforstudents.org](http://www.stepupforstudents.org)

### Step Up for Students – Family Empowerment (FES-UA) Scholarship (formerly McKay Scholarship)

Families who receive the FES-UA Scholarship (formerly McKay Scholarship) need to pay all balances not covered by the scholarship. Go to [www.fldoe.org/schools/school-choice/k-12-scholarship-programs/mckay](http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/mckay)

### AAA Scholarship

All families who receive the AAA Scholarship need to pay all balances not covered by the scholarship. A copy of the award letter is required before scholarship award will be applied toward tuition and fees. Go to [www.aascholarships.org](http://www.aascholarships.org)

*Families may apply for any of the above scholarships for which they qualify but will only receive one scholarship for each child. They may also apply for one of the below scholarships (even if they receive one of the above scholarships).*

### Msgr. John Lenihan Scholarship (applies to Tuition only)

The parent and child(ren) must be baptized Catholic, and a registered and contributing member of a Catholic Church. \* Non-St. Patrick Parishioners must provide a signed letter from their pastor confirming they attend regularly.

Number of Children	Max. Scholarship Amount	Max. Family Responsibility
1 child	\$1,610	\$6,390
2 children	\$5,340	\$10,660
3 children	\$9,450	\$14,550
4 children	\$14,950	\$17,050
5 children	\$19,840	\$20,160

\_\_\_\_\_ # \_\_\_\_\_  
Name of Parish Envelope Number

### St. Patrick School Scholarship (applies to Tuition only)

The family must have more than one child enrolled in Kindergarten through 8<sup>th</sup> grade at St. Patrick Catholic School.

Number of Children	Max. Scholarship Amount	Max. Family Responsibility
2 children	\$2,860	\$13,140
3 children	\$5,970	\$18,030
4 children	\$11,330	\$20,670
5 children	\$15,580	\$24,420

*Msgr. John Lenihan & St. Patrick School Scholarship funds are not given directly to families; but rather, applied directly to Tuition. Scholarships only apply to 2021-2022 school year. Families must request consideration for scholarship each school year.*

By signing below, I acknowledge that I have reviewed the above scholarships available at St. Patrick Catholic School. I have / or will apply for the scholarship(s) indicated above by my initials.

\_\_\_\_\_  
Parent/Guardian Signature Student Name Current Grade Date

## **AFTER SCHOOL CARE (ASC) Fee Schedule**

**Registration Fee** (non-refundable) \$50.00 per family (all families using After School Care Services)

- Anyone wishing to use After School Care on a regular basis or a “drop-in” basis **MUST** pay a nonrefundable registration fee of \$50 per family and fill out the necessary paperwork **BEFORE** a child stays or in cases of unplanned “drop-in” stays, the school will contact you following your child’s stay to pay the registration fee and to fill out any necessary paperwork.

### **PreK-3 & AM VPK Afternoon ASC 11:15 AM – 2:45 PM**

1 Child	\$195.00 per month or \$1,950.00 per year
2 Children	\$370.00 per month or \$3,700.00 per year
3 Children	\$550.00 per month or \$5,500.00 per year

### **PreK-3 & VPK Evening ASC 11:15 AM – 6:00 PM**

1 Child	\$390.00 per month or \$3,900.00 per year
2 Children	\$720.00 per month or \$7,200.00 per year
3 Children	\$1,095.00 per month or \$10,950.00 per year

### **Evening ASC for Afternoon VPK Only 2:45 PM – 6:00 PM**

1 Child	\$195.00 per month or \$1,950.00 per year
2 Children	\$370.00 per month or \$3,700.00 per year
3 Children	\$550.00 per month or \$5,500.00 per year

### **Kindergarten through 8<sup>th</sup> Evening ASC 3:00 PM – 6:00 PM**

1 Child	\$195.00 per month or \$1,950.00 per year
2 Children	\$370.00 per month or \$3,700.00 per year
3 Children	\$550.00 per month or \$5,500.00 per year

### **Drop-In Program: - Available to all students**

**11:15 AM – 2:45 PM (PreK-3 and AM VPK)**

**3:00 – 6:00 PM (All grades)**

1 Child	\$25.00 per day
2 Children	\$50.00 per day
3 Children	\$75.00 per day

### **\*\*PLEASE NOTE:**

- ALL After School Care fees will be charged and collected through FACTS Management.
- Parents will be charged additional \$1.00 each minute child is picked-up late.
- Students participating in any After School activities will be sent to After School Care if not picked-up on time when the activity ends and parents will be charged \$25 Drop-In fee.

### **FACTS Management (FACTS) Overview**

The Diocese of St. Augustine mandates that all families enrolled at St. Patrick Catholic School be set-up with a FACTS Management account in order to remain in compliance. The Diocese of St. Augustine requires our school to utilize FACTS to charge and collect all Tuition, Academic Fees, Enrichment Fees, and After School Care fees. Payment for these fees is not to be made at the school.

**ALL St. Patrick Catholic School families** are required to register with FACTS Management as part of our enrollment process. Even families who typically would not owe tuition (families enrolling in VPK). FACTS Management offers several payment plan options for families from which to choose.

**FACTS Management Non-Refundable Annual Enrollment Fee**

- Applies to each family who chooses one of the monthly payment plan options.
- Will not be charged to those families who choose the Payment in Full option.
- Will not be charged if there are no fees due to the school.
- Is paid directly to FACTS – the school cannot accept payment for this fee.

**Please Note:** Families who choose to pay their Tuition in full may do so through FACTS Management no later than August 5, 2022. We will offer a 5% discount on the Tuition balance if paid in full before the deadline.

**LATE/MISSED PAYMENT POLICY**

**Returned Payment Fees**

For each scheduled payment that is returned by the bank:

- FACTS Management will automatically charge a **\$30** Returned Payment Fee.
- The school will charge a **\$25** Returned Payment Fee.
- A statement will be emailed to the parent listed on the FACTS account explaining the fee and when the payment is due.

**Delinquent Payments**

FACTS will attempt to collect the scheduled payment three (3) times.

After the payment is returned three times, the family will be notified in writing, by the school, that payment is due immediately to the school office. The student(s) will not be allowed to attend school until the account is brought up to date.

**Outstanding Balances**

- All Tuition and other fees (including Family Service Hour and Tardy fees) must be completely paid before the last day of school.
- Any family with an outstanding balance on the last day of school will not receive their child/ren's report card. The school will retain all school records until payment is made in full. The parent must pick-up the report card from the school office once the balance is paid in full.

**\*\*\*Important Note for Families with 8<sup>th</sup> Grade Students\*\*\***

Most high schools begin requesting transcripts in early May. St. Patrick Catholic School will not release a student's records until all balances are paid in full.

***Please address all questions regarding Tuition, Academic Fee, After School Care Fees, and all other fees to Lorrie Matthews, Business Manager, at 904-768-2593.***



Regular school attendance is a necessary part of a student's education, and it is closely related to student learning and academic success. Excessive absences impair a student's educational progress and may, at the principal's discretion, impact whether the student passes or fails a grade. Students will be considered absent when they miss 50% of their school day.

### **Early Childhood (PreK/VPK) Program Attendance Requirements**

1. Voluntary Pre-K Program laws, made by State legislature, require that students participating in this program may not miss more than 20% of the program for the school provider to receive funding. Students missing more than 20% will be allowed to remain in St. Patrick Catholic School's Voluntary Pre-K, but they will be required to pay full tuition.
2. In the PreK-3 and VPK Programs, each child will be allowed three (3) unexcused absences per month. Please make sure to contact Mrs. Hayes in the office by 8:45am on the day of the absence (unless an extended absence is known in advance). Any absences beyond those 3 require a written note from the parent for one of the following reasons:
  - a. Illness or injury of the child, or the child's family member which requires hospitalization or bed rest;
  - b. Funeral service, memorial service, or bereavement upon the death of the child's family member;
  - c. Compliance with a court order (e.g. visitation, a subpoena);
  - d. Special Education or related services for the child's disability;
  - e. Observance of a religious holiday or service;
  - f. Family vacation, not to exceed 5 excused absences per program year.
3. Written notification of the absence (from the parent), or a doctor's note (in the case of longer absences) should be given to the student's teacher **on the day the student returns to school.**
4. In the PreK-3 and VPK Programs, if a child is absent for five (5) or more consecutive days, and the family does not make any contact with the school and/or the school is unable to contact the family, the student will be removed from the program. Reasonable attempts will be made by the school to contact the family in these situations.
5. At the end of each month, the VPK parent will be given an attendance form to review and confirm their child's recorded attendance. **Your signature on this form is required.** This form is a state document from the Early Learning Coalition of Duval.
6. Pursuant to s. 39.604, Florida Statutes, known as the ***Rilya Wilson Act***, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or childcare program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or childcare program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.
7. Please see the Influenza virus pamphlet found on the school website (near the handbook). This flyer will be distributed to parents at orientation.

## **Kindergarten-8<sup>th</sup> Grade Attendance Requirements**

1. It is the parent's guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence. Parents should contact Mrs. Hayes at 904-768-6323 or ahayes@spscjax.org by 8:45am each day of absence, unless an extended absence is known in advance. Mrs. Hayes will then send an email to the child's homeroom teacher.
2. Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence.
3. Failure to provide a note will result in an automatic unexcused absence.
4. A physician's note is needed when the student
  - a. Has been absent for three or more consecutive days,
  - b. Has had surgery,
  - c. Is returning to school after hospitalization,
  - d. Has been under a doctor's care for a significant illness, or
  - e. Is returning to school after being excluded because of a communicable disease.
5. Students must be in school unless the absence has been deemed an "excused absence."  
Excused absences include the following:
  - a. Illness or injury of the student;
  - b. Serious illness or death in the student's family;
  - c. Scheduled doctor or dentist appointment;
  - d. Special events such as family weddings, important public functions, etc., which require permission from the principal at least 5 days in advance;
  - e. Required court appearance or supervised visitation; and
  - f. Having or being suspected of having a communicable disease or infestation, including, but not limited to head lice, ringworm, impetigo, and scabies.
6. Students with more than 8 unexcused absences in any given class within a quarter risk receiving a failing grade for that quarter. The principal can waive this policy in extreme circumstances. Unexcused absences include, but are not limited to the following:
  - a. Pleasure trips;
  - b. Suspension from school;
  - c. Truancy; or
  - d. Other avoidable absences that are not on the "excused absences" list.
7. A student with 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s), or legal guardian, and the school administration.
8. Excessive absence (36) days or the equivalent of 36 days including tardies, can be cause for a student to be retained in the current grade for another year.
9. Under conditions that warrant special consideration, the administration will make the final decision after meeting with the parents and teachers.

## **General Attendance Policies for PreK-Grade 8**

**When a student is sent to the office due to:**

- Fever
- Vomit
- Diarrhea

\* The parent or guardian will be called and **MUST** pick-up the child ASAP.

Students who are sent home during the school day with a fever, vomiting, or diarrhea must stay home until they are fever, vomit, or diarrhea free for **24** hours. This is for the protection and safety of the student and the entire school community.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent must call the school office before 9:30 AM to arrange for assignments. Assignments may be picked up at the school office at the end of the day.

For short absences, students should log in to FACTS-SIS (RenWeb) to get their assignments. The teacher will provide any handouts. Extra time will not be given for an absence that occurs through a long-term assignment. Students may only make up work that is assigned on the day the student is absent, not when the work was assigned prior to the absence.

### **Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Retrieving the missed assignments is the student's responsibility.

***Teachers are not required to provide work in advance of a non-school scheduled vacation.***

### **Family Vacations / Trips**

**Family vacations or family trips during the regular school days are NOT excused.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. It is the teacher's discretion regarding when the test is to be administered.

### **Absence for Part of the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for **50% or more of their school day** will be counted as absent for **a full day**.

### **Tardy Policy**

St. Patrick Catholic School makes every effort to help students develop positive habits to be successful now and in the future. A student's school day begins at **7:45 AM** with Morning Prayer & Announcements for K-8 and with circle time on the carpet for PreK-3 and AM/Full Day VPK and at **11:45 AM** for PM VPK. ***A student is considered tardy if he/she is not present in homeroom by the time Morning Prayer & Announcements / circle time begins at 7:45 AM / 11:45 AM. Frequent tardiness is unacceptable.***

***The PreK-3 and VPK Tardy Policy will be enforced on a Quarterly basis.***

- After the 3<sup>rd</sup> unexcused tardy (Quarterly), the parents will receive a Tardy Letter signed by the principal and homeroom teacher. The letter must be signed by a parent and returned to the homeroom teacher.

- After the 5<sup>th</sup> unexcused tardy (Quarterly), the parents have a meeting with the principal. (This meeting may be conducted over the phone, via Zoom or in-person, depending on the circumstances).

***The K-8 Tardy Policy will be enforced on a Quarterly basis.***

- After the 3<sup>rd</sup> unexcused tardy (Quarterly), the parents will receive a Tardy Letter signed by the principal and homeroom teacher. The letter must be signed by a parent and returned to the homeroom teacher.
- After the 5<sup>th</sup> unexcused tardy (Quarterly), the parents have a meeting with the school principal. (This meeting may be conducted over the phone, via Zoom or in-person, depending on the circumstances).
- After the 6<sup>th</sup> unexcused tardy (Quarterly), the parents will incur a charge of \$15.00.
- After the 9<sup>th</sup> unexcused tardy (Quarterly), the parents will incur a charge of \$25.00.
- After the 12<sup>th</sup> unexcused tardy, *and every additional 3 unexcused tardies*, (Quarterly), the parents will incur a charge of \$50.00.

**What classifies as an “excused” tardy?**

- The list includes but is not limited to:
  - Doctor visit
  - Dentist visit
  - Orthodontist visit

Documentation from another professional/entity, other than a parent of the student, must be presented as proof of an excused tardy.

**Frequent tardiness is unacceptable.**

It is not only detrimental to the learning of the student who is tardy, but it is disruptive to the teaching and learning already taking place in the classroom. Arrival to school on time allows students to experience positive interactions with others and participate more fully in learning activities.

**Arriving to school on time fosters a sense of responsibility.**

The habits we instill in our students now, will be the habits that carry with them as they grow older. Our teachers are incredibly knowledgeable and dedicated in their profession and our students are driven, determined, and dynamic. When we can maximize their time together in the classroom, there is no ceiling to the greatness that can evolve every day.

**Withdrawal Policy**

The following actions are required by families who wish to withdraw their child/ren from St. Patrick Catholic School.

- Parents/Guardians must provide two weeks written notice to the principal if they plan to withdraw their child/ren from our school.  
*Example: If parents plan to withdraw student on November 14, notice must be given by October 31.*
- Parents/Guardians must also meet with the principal to discuss their intentions.

- All tuition and fees must be paid, up to and including the full month in which the student withdraws.

*Example: If student withdraws on November 6, all tuition and fees are due for entire month of November.*

- The school administration reserves the right to recommend the child/ren to withdraw from our school. Failure to comply with their recommendation will result in expulsion. All tuition and fee requirements stated above will apply.

\*\*\* Please Note: The school office will hold the child/ren's records until all of these steps have been completed. \*\*\*

### **Expulsion Policy**

All tuition and fees must be paid, up to and including the full month in which the student is expelled.

*Example: If student is expelled on November 6, all tuition and fees are due for entire month of November.*

\*\*\* Please Note: The school office will hold the child/ren's records until this step has been completed. \*\*\*

**Office Hours During the School Year**

The school office is open on all school days from 7:30 AM-3:30 PM.

Evening After School Care is available from 3:00-6:00 PM.

**Office Hours During the Summer Break**

The school office is Monday-Thursday from 9:00 AM -2:00PM, unless noted otherwise.

Call the school office at 904-768-6323 to inquire.

**Instructional Hours**

PreK-3 hours are 7:45AM-10:45 AM

- *Students may stay til 2:45 PM for Afternoon After School Care.*
- *Students may stay til 6:00 PM for Evening After School Care.*

AM VPK Hours are 7:45 AM-10:45 AM

- *Students may stay til 2:45 PM for Afternoon After School Care.*
- *Students may stay til 6:00 PM for Evening After School Care.*

PM VPK hours are 11:45 AM – 2:45 PM

- *Students may stay til 6:00 PM for Evening After School Care.*

K-4 hours is 7:45 AM-2:40 PM

- *Students may stay til 6:00 PM for Evening After School Care*

Grades 5-8 hours are 7:45 AM-2:50 PM

- *Students may stay til 6:00 PM for Evening After School Care.*

**Early Release Hours**

PreK-3 hours are 7:45AM-10:45 AM

- *Students may stay til 2:45 PM for Afternoon After School Care for an additional charge (unless there is no After School Care)*
- *Students may stay til 6:00 PM for Evening After School Care for an additional charge (unless there is no After School Care).*

AM VPK / Full-Day VPK Hours are 7:45 AM-10:45 AM

- *Students may stay til 2:45 PM for Afternoon After School Care for an additional charge (unless there is no After School Care).*
- *Students may stay til 6:00 PM for Evening After School Care for an additional charge (unless there is no After School Care).*

PM VPK hours are 11:45 AM – 2:45 PM

- *Students may stay til 6:00 PM for Evening After School Care for an additional charge (unless there is no After School Care).*

K-4 hours is 7:45 AM-11:45 AM

- *Students may stay til 6:00 PM for Evening After School Care for an additional charge (unless there is no After School Care).*

Grades 5-8 hours are 7:45 AM-11:45 AM

- *Students may stay til 6:00 PM for Evening After School Care for an additional charge (unless there is no After School Care).*

### **Importance of Communication**

As a parent or guardian, **please contact your child's teacher** if you have questions or problems regarding your child (academically or behaviorally). If additional assistance is needed after speaking with the teacher, contact the principal, who will work with the parents and teacher.

The administration and faculty of St. Patrick Catholic School are committed to working with parents regarding the academic and behavioral progress of your child(ren). In fairness to all the children at St. Patrick Catholic School, we are unable to conference with parents while we are engaged in other responsibilities that require our full attention. ***Spontaneous conferences at drop off and pick up times are not appropriate and compromise the teacher's supervision.*** If you have a question or concern about your child(ren)'s academic and/or behavioral progress, you are asked to schedule an appointment with the teacher at a time that is mutually convenient to facilitate a focused and productive conversation about your child(ren).

We expect the faculty and staff of St. Patrick Catholic School to conduct themselves in a professional, respectful, and Christian manner in all aspects of their teaching responsibilities, including their interactions with you, the parents. We hold these same expectations of parents or guardians when interacting with the members of our administration, faculty and staff. ***Parental behavior that violates these expectations may result in the removal of the family from the school or other restrictions.***

### **FACTS-Family Portal**

This is a private and secure portal that allows parents to view information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework, conduct, and other useful school information. You can also communicate with teachers and other staff online when necessary. An internet-capable computer is required.

### **FACTS Parent Alert Text Messages**

Text messages are sent from the school to share important reminders and to communicate updates regarding emergencies. The text messages are structured such that you are unable to reply to them.

### **Schoolwide Newsletter**

The school's newsletter, *The Irish Weekly*, is emailed on a weekly basis and archived on the school web site. Please notify Mr. Meyer, at [cmeyer@spscjax.org](mailto:cmeyer@spscjax.org) if you do not receive the newsletter.

### **Email**

Announcements and general notices will be emailed during the school year to keep you informed about school activities and expectations. Please read these messages carefully.

### **Handouts**

Announcements and notices will be sent home with your children during the school year to inform you about activities and expectations. When requested, please sign and return them to school promptly.

### **Web Site**

The official web site of St. Patrick Catholic School is <http://www.stpatrickjacksonville.org/school>.

### **Change of Address**

Please inform the school office immediately, in writing, if you change your address, telephone, email, job, or emergency information. **It is vital that we can contact parents at any time during the day in case of an emergency.**

### **Conferences**

At no time should a parent be in doubt about his/her child's academic progress or behavior. Parents are notified of a child's academic progress through the FACTS Family Portal and the report card. **If there are questions, the parent should email the teacher and request an appointment with him/her at a time that is convenient to both parties.**

***Please avoid impromptu conferences at drop-off or dismissal.*** Teachers may request conferences with a student and/or his or her parents to give or arrange individual help or to clear up misunderstandings. There will be scheduled conference times available during the first semester. Communication between parents/guardians and the teachers is encouraged throughout the year.

Parental concerns regarding individual students should be handled in the following manner:

- Parents/guardians should first schedule a conference to discuss the matter with the teacher.
- ***The proper chain of command is to always discuss a situation on the level in which it occurs. Please respect the professionalism of our teachers and bring concerns to them first.***
- If further discussion is necessary, a conference with the principal and the teacher may be scheduled.
- Parents are not permitted to enter the school building to speak to a teacher unless an appointment has been made. Unscheduled interruptions create difficulties with the academic process and efficient running of the school.
- Conferences should not be expected to take place at school functions, Mass, or car line.

### **Early Learning Center Conferences**

Conferences are offered twice per school year. Parents will be notified ahead of time of these dates, to make arrangements to attend. Attendance is encouraged, but not mandatory. Assessment results will be discussed at the two conferences provided within the year. If there is a concern or a need to discuss your child, a teacher may request a conference throughout the year, if deemed beneficial to the child's educational experience.

### **K-8 Conferences**

K-8 teachers have a set conference date once, within the 1<sup>st</sup> Semester. It is expected that K-8 parents attend the set conference date to receive feedback from the child's homeroom teacher and receive the Quarter 1 Report Card.

### **Communicating Messages to the School**

Urgent messages must be delivered through the school office. Emergency messages regarding dismissal should be made **before 2:00 PM** to ensure proper communication with the student and the teacher. As a proactive security measure, parents are not allowed in the halls or classrooms during drop-off or throughout the school day unless they are a covered volunteer with History Screening and Protecting God's Children clearance and have signed in at the office and received their visitor's badge or they have administrative approval.



**Learn Every Day – Early Learning Center (PreK and VPK)**

The Early Learning Center uses a curriculum entitled, “Learn Every Day”. In this curriculum, a theme is introduced each week and encompasses information, songs, finger plays, poetry, and stories pertaining to the theme. Centers are available for painting, drawing, gluing, math, pre-reading, pre-writing, cutting skills, building, and creative play. Science, religion, and cooking will be incorporated into activities on a regular basis. Daily outdoor play time, depending upon weather conditions, helps to develop gross motor skills and provide physical education. Material presented will be geared to captivate and ignite the child’s sense of wonder. There will be a regular routine of skills reviewed each morning. These skills include morning prayer, Pledge of Allegiance, calendar time, and weather awareness.

Just as each child has different learning styles, every teacher has their own teaching style. While all our teachers utilize the same curriculum and every class focuses on the same theme throughout the year, individual classroom activities may vary. Teachers may plan different daily activities for their class.

**Grades K-8 Academic Information**

The curriculum guidelines set forth by the Diocese of St. Augustine are the basis for our school program. Textbooks and instructional materials are chosen to meet the students’ needs as set forth by the diocesan guidelines. The guidelines are periodically updated and revised in accordance with sound educational and developmental research.

St. Patrick Catholic School offers students opportunity for growth in the following major subjects:

**Religion**

The Christian way of life is a vital part of our school atmosphere. Catholic faith is interwoven into all grade levels, PreK-3 – Grade 8. All Kindergarten – Grade 8 students participate in Catholic religious education classes each day.

**Media Research**

Digital citizenship, computer literacy, research skills

**The Arts**

Visual and Performing Arts

**Language Arts**

Reading/Literature, English, Spelling, Vocabulary, and Writing

**Mathematics*****Grades 6-8 Math Courses & Pre-Algebra / Algebra I***

Students in Grades 6-8 are divided into two sections (Accelerated and Honors). All 6<sup>th</sup> grade students are enrolled in the same math class (Accelerated and Honors 6<sup>th</sup> Grade Math). 7<sup>th</sup> grade students may take accelerated Math or Pre-Algebra. 8<sup>th</sup> grade students may take Pre-Algebra or Algebra I.

A 7<sup>th</sup> grade student is qualified for Pre-Algebra according to the following Diocesan/St. Patrick Catholic School prerequisites:

- 85 or above academic average each quarter in sixth grade mathematics
- 85 + national percentile mathematics composite score on fifth and sixth grade standardized test (ITBS/Terra Nova)
- Recommendation of sixth grade mathematics teacher

*\*\*Optional Criteria: 85% comparable score on a pre-algebra readiness test. This is required for transfer students and for those who do not meet one of the first three criteria above.*

An 8<sup>th</sup> grade student is qualified for Algebra I according to the following Diocesan/St. Patrick Catholic pre-requisites:

- 85 or above academic average each quarter in seventh grade mathematics
- 85 + national percentile mathematics composite score on sixth and seventh grade standardized test (ITBS/Terra Nova)
- Recommendation of 7<sup>th</sup> grade mathematics teacher

*\*\*Optional Criteria: 85% comparable score on an algebra readiness test. This is required for transfer students and for those who do not meet one of the first three criteria above.*

### ***Pre-Algebra/Algebra Readiness Test - Placement Exam***

*Under the discretion of the math teacher and administration, a student may take an appropriate Diocesan permitted readiness/placement exam as long as his or her previous year's records reflected the following:*

- 1) No quarterly grade of a 69 or below*
- 2) No more than 2 quarterly grades between 80-84 OR*
- 3) No more than 1 quarterly grade between 70-79*

**All students enrolled in 7<sup>th</sup> grade Pre-Algebra or 8<sup>th</sup> grade Algebra I must maintain at least an average of 85% and teacher recommendation each quarter to remain in those math courses. Under the discretion of the math teacher and administration, a student can only be demoted based on academics.** Upon meeting the criteria listed above, students will be placed in **8th Grade Algebra** in their 8th grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class. This is a high school level course taken for high school credit.

Students **in Comprehensive 7th Grade Math** will be eligible to take the Algebra placement test if the following criteria have been met:

- A final average of 94% or above in Comprehensive 7th Grade Math
- The recommendation of the middle school teachers and principal
- ITBS Composite Math score from the previous school year

**Upon successful completion of the placement test**, students may be placed in **8th Grade Algebra**. Extra work may need to be completed by the student over the summer months to ensure readiness for the Algebra curriculum. Extra work must be approved by the school math teacher. The math tutor must maintain constant communication with school math teacher. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class.

Students **not eligible** to take **8th Grade Algebra** according to the criteria above will be placed in **8th Grade Pre-Algebra**.

**Physical Education**

Physical fitness programs appropriate for each grade

**Science**

General Sciences and Laboratory Experiences

**Social Studies**

World History, United States History, Florida History, Geography, Economics, Civics, and Current Events

**Spanish**

Vocabulary, grammar, and conversation

**Progress Reports**

Parents have access to student's grades through FACTS. Teachers will update student records on a weekly basis. Please monitor your child's progress and contact the teacher if there are questions or concerns. For students enrolled in Grades 1-8, Progress Reports will be sent via FACTS at the mid-point of each nine-week grading period. Kindergarten Progress Reports are sent home in hardcopy form.

**Report Cards**

Report cards are prepared at the end of each quarter of the school year for K-8. A grade will be given in each area of the curriculum. Each teacher may provide comments about the students' strengths and weaknesses in each subject area.

**Types of Teacher Created Assessments****Formative**

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is not to judge a student's final mastery of a topic or unit but to evaluate where he or she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

**Late Formative Work**

**Students in Grades 5-8 will adhere to the following late work policy:**

**1 day late** = 10% penalty assessed after assignment is submitted and graded

**2 days late** = 20% penalty assessed after assignment is submitted and graded

**3 days late** = 30% penalty assessed after assignment is submitted and graded

**4 days late** = "0" is earned on the assignment and the assignment will not be accepted from this point forward

Since formative work builds readiness for summative assessment, the acceptance of late formative assignments **after** the summative which evaluates the required skills/ knowledge is given is at the sole discretion of the teacher, who is not obligated to accept the late assignment for credit.

**Summative**

After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content, or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Middle School students (Grades 6-8) may be given a maximum of two tests per day.

To maintain academic flow in each class, students are expected to take summative assessments when scheduled. Students have two (2) academic weeks from the date of a scheduled summative assessment to complete the assessment. After the two-week period, teachers have sole discretion, but are in no way obligated, to accept the summative work for credit.

Middle school students will be involved in Mid-Term and Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Mid-Term and Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Students must be dressed in appropriate school uniform to sit and take a mid-term or final exam.

### **Types of Standardized Tests**

Students in VPK take the **STAR Literacy Assessment** three times during the school year. The purpose of this assessment is to provide teachers with valid and reliable feedback regarding children's progress in attaining the skills in the Florida Early Learning and Developmental Standards for Four-Year-Olds. Teachers may use this information to guide instructional decisions in the VPK classroom.

The assessment includes monitoring measures in the areas of **Print Knowledge, Phonological Awareness, Mathematics, and Oral Language/Vocabulary** that are aligned with the standards. Copies of each report are given to parents, either via email or as a printed copy.

The assessments will be given in the following order: AP1 – August/September, AP2 – January, and AP3 - May. You must retain the final assessment as a requirement for your child's entrance into Kindergarten regardless of which school they will be attending. The results give the teacher insight on how to adapt the curriculum to those students needing either more one-on-one assistance or those needing more of a challenge. Differentiated instruction will be provided regularly to ensure the needs of all children are being met.

Florida law requires all private and public VPK providers to use the Florida VPK Assessment. Standards may be viewed online at the Office of Early Learning website at **[www.floridaearlylearning.com](http://www.floridaearlylearning.com)**.

Individual child observations will be performed throughout the year and kept on file in the child's portfolio with other important documents, assessments, and artwork.

The **ACRE (Assessment of Catechesis Religious Education)** is a standardized religion assessment given to students in 5<sup>th</sup> and 8<sup>th</sup> grade in the spring.

The **Terra Nova** is a standardized test given each spring to students in Grades 2 through 8.

### **Purpose of Grades**

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students regarding their proficiency towards mastery of the standards.
2. To provide information to teachers on the students' level of mastery of the content/skill.

3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts and to evaluate the effectiveness of school programs

**Grading Scale**

<b>3<sup>rd</sup>-8<sup>th</sup> Grade</b>	<b>2<sup>nd</sup> Grade</b>	<b>Kindergarten – 1<sup>st</sup> Grade</b>
A = 90 – 100	S+ = 90 and above	S = 75 – 100
B = 80 – 89	S = 80 – 89	N = 65 – 74
C = 70 – 79	S- = 70 – 79	U = 64 and below
D = 60 – 69	N = 60 – 69	
F = 59 or below	U = 59 and below	

**Promotion Policy**

Advancement to the next grade at St. Patrick Catholic School is based on a student’s daily performance, test results, ability to complete work successfully, and teacher recommendations.

Promotion depends upon successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

**Retention Policy**

**Kindergarten**

Failure to demonstrate readiness for first grade

**Grades 1-3**

Deficiency in the basic skills in reading/language arts or math. Any failed subject must be made up in a summer remedial program approved by the Diocese of St Augustine. This may include tutoring for a specific number of hours. Documentation of attendance and student work must be provided to the principal before the first day of school.

**Grades 4-8**

For promotion in a Catholic School, a passing grade must be achieved in ALL subjects. Any failed subject must be made up in a summer remedial program approved by the Diocese of St. Augustine. This may include tutoring for a specific number of hours. A maximum of two subjects may be remediated and any more than two will result in the student being retained. If one of the failed subjects is religion, the student must make up the work if he/she wishes to return to the school or enroll in another Catholic school. Documentation of student attendance and work must be provided to the principal prior to the first day of school.

A student may also be retained if he/she has consistently failed to complete schoolwork, homework or projects; consistent inattention to classroom instruction; lack of preparation for school assignments; and/or consistent disregard for school policies and procedures.

Students who have missed more than 18 days per semester/36 days per year may also be retained unless acceptable documentation is provided to the Principal.

### **Graduation**

Graduation is a public celebration of a student's successful completion of 8<sup>th</sup> grade. A student who fails 1-2 classes will not be allowed to participate in the Gradation Mass and Commencement Ceremony unless full payment has been made for summer remediation. A student in grade 8 who fails three or more subjects at the end of the year will not graduate and will not participate in the Graduation Mass and Commencement Ceremony. Graduation Mass and Commencement Ceremony are held in St. Patrick Catholic Church. Dress for graduation is a hunter green cap and gown. A Post-Graduation Celebration may be held in the Parish Hall following the Graduation Mass and Commencement Ceremony for all 8<sup>th</sup> grade families, as well as their relative and friends, and faculty/staff.

**Awards**

St. Patrick Catholic School rewards academic and behavioral achievement. Parents will be notified in advance via email when their child/ren is scheduled to receive a behavioral or academic award. Awards are presented during the monthly Morning Prayer Assembly, which is held on a Thursday beginning at 7:50am.

- **St. Dominic Savio/St. Maria Goretti Award**

Distinguished members of the student body (PreK-8<sup>th</sup> grade) are recognized quarterly for demonstrating the virtues most associated with Catholic schools through their exceptional behavior, positive relationships with others, and willingness to serve the school community. Nominations are made by their teachers and selections are finalized by the Administration.

- **St. Thomas Aquinas/St. Catherine of Alexandra Award**

Distinguished members of the student body (PreK-8<sup>th</sup> grade) are recognized quarterly for demonstrating exceptional academic performance during the quarter. This performance may be identified as consistent high scores in the subject, raising one's grade significantly, or outstanding performance on an individual test or project. Nominations are made by their teachers and selections are finalized by the Administration.

**Quarterly Honor Roll**

- **Principal's Honors**

Students in Grades 4 – 8 who earn overall averages of 95 or higher in each core and special area subject area are recognized.

- **A Honor Roll**

Students in Grades 4 – 8 who earn overall averages of 90 or higher in each core and special area subject area are recognized.

- **AB Honor Roll**

Students in Grades 4 – 8 who earn overall averages of 80 or higher in each core and special area subject area are recognized.

**8<sup>th</sup> Grade Year-End Awards**

- **8<sup>th</sup> Grade Awards**

A student MUST be enrolled at St. Patrick and receive report card grades for all 4 quarters of the 8<sup>th</sup> grade year, to be eligible for the academic awards that are presented at the 8<sup>th</sup> Grade Graduation Mass.

- **Valedictorian**

The student in the graduating class with the highest cumulative GPA during the 8<sup>th</sup> grade year will be recognized as the class valedictorian. The valedictorian will speak at the Commencement Ceremony. A student MUST be enrolled at St. Patrick and receive report card grades for all 4 quarters of the 8<sup>th</sup> grade year, to be eligible to be named valedictorian.

- **Salutatorian**

The student in the graduating class with the second highest cumulative GPA during the 8<sup>th</sup> grade year will be recognized as the class salutatorian. The salutatorian will have a speaking part at the Commencement Ceremony. A student MUST be enrolled at St.



Patrick and receive report card grades for all 4 quarters of the 8<sup>th</sup> grade year, to be eligible to be named salutatorian.

○ **Athlete of the Year**

The Athlete of the Year award is presented to a male and female athlete of the graduating class for demonstrating not only skill in their particular sport, but also the willingness to be a part of the team, showing good sportsmanship and leadership as a member of our athletic program.

○ **The Spirit of the Irish Award**

The Spirit of the Irish Award is the newest award that we are establishing as part of our graduation ceremony. The award is presented to a male and female member of the graduating class. The winners of the Spirit of the Irish award exemplify:

- Positive School Spirit
- Positive Attitude towards peers, teachers and staff members, and the school
- Exemplary behavior inside and outside the classroom
- Service-oriented and willingly gives of time and talent
- Has leadership ability and uses it appropriately
- Accepts responsibilities and sees tasks through to completion

### **VPK Moving Up Ceremony**

A celebration is held in the Parish Hall to recognize students in VPK completing their VPK year. A program includes songs, presentation of certificates, and light refreshments. Family members are welcome and encouraged to attend.

### **Kindergarten Moving Up Ceremony**

A celebration is held in the Parish Hall to recognize students in Kindergarten completing their Kindergarten year. A program includes songs, presentation of certificates, and light refreshments. Family members are welcome and encouraged to attend.

### **Birthday Observances**

Students in PreK-3 – Grade 8 may come to school dressed out of uniform on their birthday or another day agreed upon by the teacher. Students who have a summer birthday may dress out of uniform on a day agreed upon with the teacher. **Birthday Invitations are ONLY permitted to be distributed at school if there is one for every student. Failure to follow these guidelines will result in the office holding the items until you come and pick them up.**

**Code of Conduct**

The St. Patrick Catholic School Code of Conduct is based on the belief that instruction should occur in an environment conducive to learning. The philosophical basis for the Code of Conduct is that each student assumes responsibility for his/her actions. However, effective education requires that the administration, faculty, parents, and students work together in a spirit of cooperation. Christian values must be the guiding principles of each student's behavior. Respect for authority, fellow students, school property, and the property of others is required for the maintenance of order. Students who display inappropriate conduct negatively affect other students, waste valuable teaching and learning time, and show a lack of appreciation for the sacrifices being made for their education.

**Goal of Discipline** To *change* behavior

Success is achieved *together*

- **Students:** Responsible and Accountable
- **Faculty/Staff:** Fair, Reasonable, and Consistent
- **Parents/Guardians:** Invested and Supportive

**Early Learning Center (PreK-3 and VPK) Discipline**

St. Patrick Catholic School's Early Learning Center practices a positive discipline approach. Through positive discipline, teachers create a reassuring atmosphere through reflective listening, validation, and creation of "teachable moments." Using classroom discussions, students have the opportunity to actively learn to be problem solvers, determine logical consequences for misbehavior, and experience firsthand how to resolve conflicts in a respectful non-humiliating manner. Mistakes are wonderful opportunities to learn. "Quiet time" is a time, not to be insulted or humiliated, but rather a time to regroup, calm down before working out an amiable solution respectful of all concerned. This approach advocates using discipline as an educational tool to raise children who are responsible, respectful, and resourceful. Each classroom has a behavior management plan. Specific information regarding the plan your child's teacher will utilize will be discussed with parents at Orientation and Meet the Teacher events and through communication shared by the teacher.

**Procedure for Expulsion from the Early Childhood Program**

If there is a consistent behavior concern, a child may be removed from the program. Such behaviors consist of but are not limited to:

- The child poses a threat to self, staff, or other children in the program.
- The child behaves in a manner that is difficult to manage in a large group.
- The child uses abusive language or threatens other children.
- The child does not adhere to the toilet training policy guidelines.
- The professional judgment of the Administration and teacher(s) is that the child can no longer function effectively in the program, and/or the program is being adversely affected by the child's presence.

Regarding the above expulsion policy, if there are three incidents within a three-week period, the parent will be required to meet with the Director and/or Principal regarding possible outcomes. Depending on several factors, these outcomes may include an individualized behavior plan or expulsion from the program. Parents will be notified of incidents via an incident report, which they

will be required to sign and return to the teacher. A copy will be returned to the parent for their personal records. Some situations may occur that jeopardize the welfare of the children and/or staff. The principal reserves the right to dismiss a student immediately if such an incident occurs.

### **Grades K-8 Discipline**

The **Code of Conduct for K-8** is divided into **three levels**:

- Level 1 (minor)
- Level 2 (intermediate)
- Level 3 (flagrant offenses).

*The faculty/staff has the authorization to assign consequences that they believe are warranted.*

***The Code of Conduct is enforceable at school-related functions whether on or off campus. Any member of the faculty/staff can enforce these rules.***

### **Important Discipline Terms (Grades 6-8)**

#### **\* Infraction**

- Definition: negative checkmark recorded on a traveling Middle School Discipline Chart

#### **\* Demerit**

- Definition: negative points earned for not following schoolwide/classroom rules and expectations and when accumulated, earn more serious and progressive consequences

***Demerits reset at the end of each semester. If a student is on a 4-week probationary period, the probationary period may crossover and continue into a second semester of the current academic year only.***

#### **\* Conduct Referral**

- Definition: hardcopy documentation used for tracking purposes that is sent home when demerits are earned

### **Middle School Clipboard Infractions**

***Codes are documented here as they are on the clipboard.***

- 1 Talking out
- 2 Off task
- 3 Not following directions
- 4 Out of seat without permission
- 5 Tilting of chair and/or desk
- 6 Disrespect to a student or teacher
- 7 Disruptive
- 8 Misbehaving in line
- 9 Missing materials
- G Gum/Candy
- D Dress code

***Level I (minor)***

**3 Clipboard Infractions = (1) Level 1 Demerit**

**Or**

***Displaying any of the following behaviors on the first offense = (1) Level 1 Demerit***

- Willful disobedience
- Inappropriate display of public affection (includes hugging)
- Lying

**Level I (minor) - Disciplinary Action**

**Kindergarten-Grade 5**

- All classes have various behavior plans that are administered through age appropriate measures. (Please see the homeroom teacher.)

**Grades 6-8**

- 1 demerit is assigned for every 3 Level 1 infractions accrued in a given week for all classes combined.

**Level II (intermediate)**

- Multiple Level 1 Offenses (3 of the same offense, per quarter)
- Disrespect to faculty/staff
- Disrespectful behavior in Church, during a prayer service, assembly
- Disrespectful behavior during a field trip
- **Profane, obscene or sexually suggestive language, gestures, or written forms (notes, stories, drawings, etc.)**
- Possession/Use of an unauthorized item in class: cell phones, smartphones, smartwatches, iPods, personal tablets (e.g. iPads), cameras and any other personal device not listed above.
- Disrespect/ verbal or written altercation of / with another student
- Bullying/Cyberbullying (verbal, physical, and via social media, including gossiping, rumors, etc.)
  - Derogatory communication or negative comments towards the Diocese of St. Augustine, St. Patrick Catholic School's faculty/staff, parents or students on the social media (Facebook, Twitter, Instagram, Snapchat, Kik, etc), email, text
- Leaving the classroom or structured activity without permission from the supervising faculty/staff member.
- Inappropriate/Unauthorized Use of Technology
  - Example: changing username settings\*, searching for or creating inappropriate content, accessing unapproved web sites, going incognito to circumvent protected internet areas
  - Grade 5 – 8 students are permitted to change their own password
- Roughhousing (mild cases of violence or physical contact, including but not limited to pushing, shoving, tripping, etc.)
- Petty Theft
- Giving false information/forgery
- Verbal or nonverbal defiance toward school personnel
- Use of racist or discriminatory language (**orally or in print**)

## **Level II (intermediate) – Disciplinary Action**

### **Kindergarten-Grade 4**

- All classes have various behavior plans that are administered through age-appropriate measures. (Please see the homeroom teacher.)

### **Grades 6-8**

- 2 demerits are assigned for each Level 2 offense.

## **Level III (flagrant offenses)**

- Disrespect of faculty/staff authority (beyond defiance)
- Fighting (includes clear and intentional harm towards an individual)
- Reckless endangerment
  - Creating a substantial risk of serious physical injury to another person. The accused person is not required to intend the resulting or potential harm but must have acted in a way that showed a disregard for the foreseeable consequences of the actions.
- Vandalism
- Fire alarm activation
- Fire extinguisher activation
- **Possession/transfer of obscene material (magazines, photos, music, text, etc.)**
- Sexual harassment
- Vandalism
- Possession of a weapon
- Possession of alcohol, drugs, tobacco products, vaping products, matches or lighter
- Bomb Threat
- **Sexual Misconduct (word or deed)**
- Academic dishonesty: includes but is not limited to cheating on an assignment, plagiarism of other's work, forgery, etc. Students who choose to cheat or plagiarize will receive a "0" on the assignment and earn 3 demerits, both at the discretion of the teacher and Principal.

## **Level III - Disciplinary Action**

### **Kindergarten-Grade 5:**

- All classes have various behavior plans that are administered through age-appropriate measures. (Please see the homeroom teacher.)

### **Grades 6-8:**

- 3 demerits are assigned for each Level III offense.

## **Grades 6-8 Progressive Discipline System**

### **3 Demerits      45 Minute After School Detention**

- Communication is shared with the parent through email and documented on FACTS/RenWeb.

### **4 Demerits      Student meets with the principal**

- Conversation is logged and shared with the parent.

**6 Demerits 45 Minute After School Detention**

- Communication is shared with the parent through email and documented on FACTS/RenWeb.

**Parent meeting with principal and faculty involved**

- Conference Report is furnished, and a copy is kept by the principal, teacher, and parent.

**9 Demerits In- School Suspension**

- In-School Suspension is served in an area of the main office based on availability of space.
- Communication is shared with the parent through email and documented on FACTS/RenWeb.

**12 Demerits 4 Week Probation from school activities as listed below.**

- The student may not participate in any school sponsored athletics or extracurricular activities.
- The student may not attend any Middle School Dance held at St. Patrick Catholic School or at any other Catholic School in the Diocese of St. Augustine.
- The student will remain in class during recess to complete homework and to study for upcoming assessments. **The student may not attend any field trip for the remainder of the semester during which 12 or more demerits were earned.**
- This includes, but is not limited, to the 8<sup>th</sup> grade end of year field trip.
- The student must attend school on the day of the scheduled field trip and cannot attend the trip on their own. Failure to attend school will result in the student NOT be allowed to attend Graduation Ceremony. If the student meets all criteria for promotion, the diploma will be distributed to the student/family at a separate time.
- NO REFUND will be offered for the trip for any amount that was already deposited or paid.
- **It is a *privilege* to attend a field trip, especially the 8<sup>th</sup> Grade end of year field trip, not a *right*.**

**15 Demerits Discipline Committee convenes to determine student's eligibility to continue enrollment or to be expelled.**

- The student must be a good fit for St. Patrick School and St. Patrick Catholic School must be a good fit for the student. The school does not want to do a disservice to any family if the school is unable to meet the needs of the student.
- **The role of the Discipline Committee is to review the student's behavior at this point in the semester and to determine whether the student can remain at St. Patrick Catholic School. The committee is made up of teachers, support staff and administrators from the school.**
- **The committee will make a recommendation to the Principal, who will inform the family of the final decision.**

## **18 Demerits Expulsion**

- The student is not allowed to continue enrollment at St. Patrick Catholic School and must follow the policy set forth on the Student Withdrawal Policy Acknowledgement Form with regards to refund of tuition and fees.

### **Administrative Rights**

Administration reserves the right to amend the consequences for a student's actions to create a meaningful and purposeful consequence.

### **Academic Dishonesty**

Cheating or plagiarism of any type will not be tolerated. Students who choose to cheat or plagiarize will receive a "0" on the assignment and earn 3 demerits, both at the discretion of the teacher and Principal.

### **Bullying and Cyberbullying**

St. Patrick Catholic School provides a safe environment for all individuals. Verbal, online, or 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**) face detention, suspension, and/or expulsion.

Bullying is repeatedly exposing a person, over time, to negative actions on the part of one or more students. Bullying is something that someone **repeatedly and intentionally** does or says to gain power and dominance over another, including any action or implied action, such as threats intended to cause fear and distress.

Bullying can be verbal or physical and it can take many forms including:

- cyberbullying
- name calling
- put downs
- saying or writing inappropriate comments about a person
- deliberately excluding individuals from activities
- not talking to a person
- threatening a person with bodily harm
- taking or damaging a person's personal belongings
- hitting or kicking a person
- harassment
- coercing
- taunting
- teasing

### **Cell Phones/Smartwatches/Personal Tablets**

Students **are not permitted** to use cell phones, smartwatches or their own personal tablet (unless stipulated in their student support plan) on school grounds at any time. *This includes After School Care, dismissal carline, and during after-school enrichment programs.*

If a student needs a cell phone, smartwatch or personal tablet after school, he/she should bring the device in the off position to the school office, upon arriving to school. The device must be picked up by the student at from the office when they are leaving campus for the day.

At no time during the day should a cell phone, smartwatch or personal tablet be in a student's locker or in his/her possession. Devices taken away from students will be turned into the Principal and will only be returned when a parent of the student to whom the device belongs, reports to the office to retrieve the device from the Principal. If the principal is not present, the device will be turned into the Assistant Principal or Guidance Counselor, and the parent must see this personnel member to retrieve the phone after school. Possession of a cell phone, smartwatch or personal tablet that is in use during or after school while on campus, results in a Level 2 offense (2 demerits earned for 6<sup>th</sup>-8<sup>th</sup> grade). Cell phones, smartwatches and personal tablets are not permitted on field trips unless administrative approval is granted.

Teachers, at the discretion of the administration, may conduct random bag searches to check for cell phones, smartwatches that have not been turned into the office. Devices found during bag searches will need to be retrieved by a parent, and the student will earn a Level 2 offense (2 demerits earned for 6<sup>th</sup>-8<sup>th</sup> grade).

### **Drugs and Alcohol**

Students who possess drugs, alcohol and/or vaping items on school grounds or at any school function face suspension and/or expulsion.

### **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Parents involved in harassment of staff or students will first receive notice of behavior. If harassment continues, the family will be asked to withdraw.

To ensure that all communication from school reaches home in a timely manner, St. Patrick Catholic School will communicate via FACTS and/or a hard-copy notice will be sent home with your child.

### **Internet Policy**

The internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for receiving Internet access is acceptance of full responsibility for one's actions. It is the purpose of the following list of specific areas of responsibility and of the Internet Use Agreement to make sure that students use the Internet in a manner consistent with both Catholic moral teaching and federal law:

- All internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
- Use of the internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.



- Users may not post personal contact information such as a complete name, home address, telephone number, school address, or credit card information.
- Users must be polite and use appropriate language. They may not be abusive in any messages to others or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users may not agree to meet with someone they have met online.
- Chat rooms are prohibited.
- Soliciting for products or services is prohibited.
- Users may not attempt to access or create information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other persons. Messages relating to or in support of illegal activities must be reported to the authorities. If a user mistakenly accesses inappropriate information, he/she must immediately tell the faculty/staff. The information must NOT be shown to other users. This will protect users against a claim that they have intentionally violated this policy.
- Users may not download any software without the prior consent of the IT/Media Teacher. Users may not use the network in such a way that would disrupt the use of the network by other users. Users may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

**Posting photos, digital video, and other personal information of children and diocesan personnel, without authorization, to Internet sites is prohibited. This includes, but is not limited to, activities that are conducted on personal computer equipment off-site and after school hours.**

### **Off-Campus Conduct**

The administration of St. Patrick Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations outlined in the Parent/Student handbook. When wearing the St. Patrick school uniform off campus, remember that student behavior should reflect the St. Patrick philosophy of behavior.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The parent will pay a fine for replacement cost of damaged or lost texts before any final reports, transcripts, or diplomas are presented.

**Uniforms and Dress Code**

St. Patrick Catholic School has a Uniform Policy which all students are expected to adhere to. All students must come to school clean, neatly groomed, and ready to learn.

**\*\*The uniform policy will be strictly enforced.\*\***

**RC Uniforms**

**All uniforms (unless noted otherwise) must be purchased through RC Uniforms.**

**Address:**

11160 Beach Blvd  
Suite #126  
Jacksonville, FL 32246

**Web Site:**

[www.rcuniforms.com](http://www.rcuniforms.com).

**Uniform/Dress Code Violation**

- Consequences for uniform violations are assessed quarterly. Consequences do not carry over from one Quarter to the next. A student begins a new Quarter with no offenses.
- Offenses are issued per Uniform/Dress Code Violation type.
- The following steps will be taken to communicate to a student's family that the student's uniform has been out of compliance.
  - **First Offense**
    - A formal letter documenting the uniform/dress code violation will be sent home.
    - A teacher will make phone call and/or email the family. A phone log or email will be kept by the teacher for documentation.
    - The student will have 1 week from the first date of the uniform violation to be in full compliance with the Uniform and Dress Code before a second offense is documented.
  - **Second Offense**
    - A formal letter documenting the uniform/dress code violation will be sent home.
    - The principal will make phone call and/or email the family. A phone log or email will be kept by the principal for documentation.
    - Student will be suspended from the next co-curricular activity (sports, club, and/or field trip) in which s/he is scheduled to participate.
    - The student will have 1 week from the date of the second uniform violation to be in full compliance with the Uniform and Dress Code before a third offense is documented.

- **Third Offense**
  - A full week ban from co-curricular activities (sports, clubs, and/or field trips) will take place from the date of the third offense.
  - A fine of \$15 will be issued to family after third offense is documented during a given Quarter.
  - The student will have 1 week from the date of the third uniform violation to be in full compliance with the Uniform and Dress Code before a fourth offense is documented.
- **Fourth Offense, etc**
  - The ban on co-curricular activities will continue for one week after the fourth and subsequent offenses, until the end of the Quarter (if necessary).
  - A fine of \$25 will be issued to family after the fourth, as well as subsequent, offenses are documented during a given Quarter.
  - The student will have 1 week from the date of the fourth, as well as subsequent, uniform violations to be in full compliance with the Uniform and Dress Code before another violation is documented.

**The following is a description of St. Patrick Catholic School’s uniform; anything that does not conform to these standards is not acceptable. If any item is not listed, it may not be worn.**

### **Early Childhood Uniforms**

#### **Girls Uniforms (see the “Girls Dress Code” section for more information)**

- PreK-3 and VPK girls must wear one of the following:
  - Green embroidered polo dress with “biker” shorts underneath
  - Khaki dress pants or khaki shorts (for warm weather) with a short or long-sleeved St. Patrick Catholic School green embroidered polo shirt
  - Khaki dress pants or khaki shorts must be purchased from RC Uniform.
- *During cold weather the girls may wear tights under their skirts, skorts, jumpers, or sweatpants:*
  - The color of the tights must be black, white, or navy blue.
  - **NO LEGGINGS. NO COMPRESSION PANTS.**
- Girls must wear sneakers at all times. No specific shoe color is required. Velcro or no tie laces are accepted and encouraged. No light-up shoes are allowed.
- Must wear crew-length socks at all times. No specific sock color is required. White, navy, or black is preferred.
- ONLY PreK-3 and VPK are allowed to wear non-St. Patrick sweaters, sweatshirts, fleece, or other jackets.

#### **Boys Uniforms (see the “Boys Dress Code” section for more information)**

- PreK-3, VPK, and K-5 boys must wear a short or long-sleeved St. Patrick Catholic School green embroidered polo shirt.
- PreK-3 and VPK boys must wear khaki dress pants.
  - Only students in PreK/VPK may wear khaki shorts in warm weather
  - Khaki dress pants or khaki shorts must be purchased from RC Uniform.
- Must wear sneakers at all times. No specific shoe color is required. Velcro or no tie laces are accepted and encouraged. No light-up shoes are allowed.

- Must wear crew-length socks at all times. No specific sock color is required. White, navy, or black is preferred.
- ONLY PreK-3 and VPK are allowed to wear non-St. Patrick sweaters, sweatshirts, fleece, or other jackets.

### **K-8<sup>th</sup> Grade Girls Uniforms**

- K-3<sup>rd</sup> grade must wear a plaid jumper with “biker” shorts underneath and a Peter-pan style white blouse.
- 4<sup>th</sup>-5<sup>th</sup> grade must wear a culotte with white St. Patrick Catholic School embroidered blouse.
- 6<sup>th</sup>-8<sup>th</sup> grade must wear a skirt and a white St. Patrick Catholic School embroidered oxford with “cross” tie. Shirts are to be clean and neatly tucked in at all times. The length of skirts and culottes must reach the tips of fingers when arms are placed at one’s side.
- *During cold weather the girls may wear tights under their skirts, skorts, jumpers, or sweatpants:*
  - The color of the tights must be black, white, or navy blue.
  - **NO LEGGINGS. NO COMPRESSION PANTS.**
- **All BLACK** sneakers must be worn. Sneakers must not have a logo or trim of any color other than black. **Mary Jane shoes are NOT allowed for all grades.**
- **Socks MUST be crew-length.** Socks **MUST** be all white, navy, or black, with no logos or designs (including RC Uniforms’ socks with plaid fabric). Girls may wear white, navy, or black knee socks.
- ALL sweaters, sweatshirts, fleece, MUST have the new St. Patrick Catholic School logo.
  - **ONLY hoodies purchased through the school spirit store are permitted to be worn (at the discretion of the classroom teacher).**
  - Sweaters, sweatshirts, fleece, are not allowed to be tied around the waist.

### **Girls Dress Code (ALL GRADES)**

- Hair must be neatly groomed. ONLY medium sized bows and flat headbands are allowed (no bandanas). No fad hair styles or hair color. Hair color should be the natural hair color that God gave you—no unnatural colors or highlights are permitted. **Hair cannot be worn covering the face.**
- Any beads or adornments in the hair should not be distracting to the class.
- Make-up of any kind is not permitted.
- Nails must be kept at a short length and be clean at all times.
- Acrylic nails and/or nail polish are not permitted.
- One pair of post-type earrings may be worn in the earlobe. (No larger than a dime!)
- One watch (**no smartwatches**) is permitted.
  - No other items are permitted to be worn on the wrist, including but not limited to bracelets, wristbands, rubber bands, hair accessories (scrunchies) etc.
- A small religious medal may be worn around the neck and inside the shirt. No other necklaces are permitted.
- No rings should be worn.
- No sunglasses, tattoos of any kind, body piercing, hats or caps are allowed.
- Writing or drawing on the skin or any article of clothing is prohibited.

## K-8<sup>th</sup> Grade Boys Uniforms

- K-5 boys must wear a short or long-sleeved St. Patrick Catholic School green embroidered polo shirt
- 6<sup>th</sup>-8<sup>th</sup> must wear a white St. Patrick Catholic School oxford with solid green uniform tie. Shirts are to be clean and neatly **tucked in at all times**. Only white undershirts are allowed under uniform shirts. Long-sleeved shirts are NOT allowed under short-sleeved shirts.
- K-8 boys must wear khaki dress pants.
  - Only students in K - 5<sup>th</sup> grade may wear khaki shorts in warm weather
  - Khaki dress pants or khaki shorts must be purchased from RC Uniform.
  - Pants are to be hemmed and must be an appropriate fit. Pants must include a belt for students in Grades 1-8.
  - Pants must be worn at waist level.
- Boys in grades K-8 **must** wear a belt with the uniform pants/shorts (if the uniform pants/shorts have loops). Belts must be navy, black, or brown with a plain buckle. For children with smaller waists whose pants have a stretchable waist, no belt is required.
- All BLACK sneakers must be worn. Sneakers are not allowed to have a logo or trim of any color other than black.
- **Socks MUST be crew-length**. Socks **MUST** be all white, navy, or black, with no logo or designs (including RC Uniforms' socks with plaid fabric) .
- Sweaters, sweatshirts, fleece, or jackets that do not bear the St. Patrick Catholic School logo are NOT allowed to be worn at school.
  - **ONLY hoodies purchased through the school spirit store are permitted to be worn (at the discretion of the classroom teacher).**
  - Sweaters, sweatshirts, or fleece are not allowed to be tied around the waist.

## Boys Dress Code (ALL GRADES)

- Hair must not touch eyebrows, ears, or collar. Hair must be tapered, neat, clean, and well-groomed. **Hair should not be any higher than 1" off the top of the scalp. Hair may not be worn covering the face.**
- Shaved heads, braids, or dread-lock style haircuts are not permitted.
- Trendy haircuts (**e.g. mullets**) and unnatural or dyed hair is not permitted. This includes "tipped". This includes any sort of designs or stripes shaved in. **Spiked hair must be no longer than 1 inch off the top of the scalp.**
- Sideburns may not extend to the bottom of the ear. Boys must be clean-shaven.
- One watch (**no smartwatches**) is permitted.
  - No other items are permitted to be worn on the wrist, including but not limited to bracelets, wristbands, rubber bands, hair bands etc.
- A small religious medal may be worn around the neck and inside the shirt. No other necklaces or chains are permitted.
- No rings are permitted.
- Nails must be always kept short and clean.
- Acrylic nails or nail polish are not permitted.
- Body piercing, tattoos of any kind, earrings, hats and caps are not permitted.
- No sunglasses, tattoos or body piercings of any kind are allowed.
- Writing or drawing on the skin or any article of clothing is prohibited.

## **Outerwear**

### *Cold Weather Attire:*

- During times dictated by the administration, students will be allowed to wear non-St. Patrick jackets during times of cold weather. Such jackets will ONLY be allowed to be worn when outside, not inside school or church facilities. They MUST be placed in lockers during the school day for grades whose students have lockers.

### *Rainy Weather Attire:*

- During times when it is raining, non-St. Patrick jackets may be worn when outside, not inside school or church facilities. They MUST be placed in lockers during the school day for grades whose students have lockers.

The classroom teacher, at their discretion, may permit students to wear outerwear, including school or spirit sweatshirts, hoodies and fleece jackets, inside their classroom. The classroom teacher can also, depending on the weather (e.g. temperature over 80 degrees), require students to remove such outerwear while in the classroom or at a class-related activity. All students should have the correct uniform on underneath any outerwear that is worn—simply wearing a school sweatshirt does not replace the uniform shirt, belt, etc. that cannot be seen underneath it. Teachers have the right to check that all students are following dress code guidelines each day.

## **Physical Education (PE) Uniform:**

**PreK-3 and VPK** have PE class, but the students remain in their regular school uniform.

### **Boys and Girls Grades K-8:**

PE uniforms for both boys and girls consist of the St. Patrick grey t-shirt with new school logo and green mesh shorts. Both uniform items must be purchased through RC Uniforms. Shorts must reach the mid-thigh and may not be rolled. During cold weather, students may wear school sweatshirt and school sweatpants.

A complete PE uniform must be worn in order to participate. Failure to comply will result in age-appropriate consequences for each infraction and the student's participation for that day may be impacted. PE uniforms are worn all day on designated PE days, both on Mass and non-Mass days.

**NOTE:** Students will be expected to participate in the physical education program unless a written doctor's statement is presented to the teacher and the ailment is serious enough to prevent the student from taking part in activities.

## **No Uniform Today (NUT) / Dress-out Day Guidelines**

Students **may** wear the following on NUT days:

- school uniform sneakers
- non-uniform socks
- t-shirts with appropriate writing/content
- jeans (no rips, holes, or tears)
- shorts no shorter than fingertips along the side of leg
- skirts no shorter than fingertips along the side of leg
- skorts no shorter than fingertips along the side of leg
- non-uniform sweatshirts

- jogging suits
- dresses
- non-uniform slacks

***Students may NOT wear the following on NUT days /Dress Out Days***

- non-uniform sneakers or footwear of any kind
- tank tops or spaghetti straps
- T-shirts with inappropriate writing
- biker shorts
- spandex shorts or pants
- pajama pants
- make-up/nail polish/no large or hoop earrings
- low cut blouses/tops
- any clothing that is extremely tight
- hats/head coverings
- jeggings or leggings
- skinny jeans
- work-out/yoga pants

**Good Rule: If you think you should not wear it, you shouldn't.**

- Students not adhering to the NUT /Dress-out Guidelines will need to call home for a change of clothes or will be provided clothes from our lost and found.
- At the discretion of the Principal, students who do not dress according to our NUT / Dress- out Guidelines on more than one occasion, may lose the privilege of participating in future NUT / Dress-out Days.

**ALL UNIFORM GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

**School Spirit Wear**

Students may wear school spirit wear on Irish Spirit Days that are celebrated once a month from August – May. Students may wear the official St. Patrick school spirit wear with uniform bottoms (pants, shorts, skorts, skirts, etc. and appropriate school shoes and socks). School spirit wear is NOT purchased through RC Uniforms.

**Sports Team Wear**

At the discretion of our Athletic Director and Principal, members of our sports teams may substitute an appropriate school team jersey or warm-up shirt for the school spirit shirt. This substitution is acceptable ONLY during the current sport season (for example, soccer players may wear their soccer jerseys for Irish Spirit Days ONLY during soccer season).

At the discretion of the Athletic Director and Principal, members of a sports team may be given the opportunity to wear their team jersey or warm-up shirt in lieu of a school uniform shirt on game days.

Please Note: ONLY team/spirit wear sanctioned by the school and purchased through the school spirit store is acceptable to be worn during Irish Spirit Days or as part of the school uniform (where applicable).

**Extracurricular Activities Overview**

Learning opportunities are enhanced by extracurricular activities of special interest to the student. These activities are an excellent means for child growth and development. They promote good conduct and self-confidence. General participation requirements are based on academic efforts and conduct. Specific participation requirements vary according to the nature of the activity.

**Attendance Policy for After School Activities**

A student may not participate in any after school activity if he/she is absent from school the day the activity occurs.

**Eligible students may participate in the following activities**

Altar Serving (Grades 3-8)

National Elementary Honor Society (Grades 4-6)\*\*

National Junior Honor Society (Grades 7-8) \*\*

Odyssey of the Mind (Grades K-8)

Running Club (Grades K - 8)

Starbase 2.0 (Grades 6-8)

Student Council (Grades 6-8)

\* New activities may be formed during the course of the school year.

\*\* **The Principal reserves the right to make the final decision in any special cases.**

**National Elementary and National Junior Honor Society**

For many students, being selected as an NEHS/NJHS member is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new members. Local chapters are charged with creating a selection process that conforms to the national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition to deserving students. Selection to NEHS/NJHS is a privilege, not a right. Membership is granted only to those students selected by the Faculty Council in each school on the condition of their having met the standards based on the provisions of the national constitution. The selection of members to this chapter shall be a majority vote of the Faculty Council which consists of the five faculty members excluding the principal. The chapter advisor shall be the sixth, nonvoting member of the Faculty Council. The basic criteria for selection are: scholarship, citizenship, character, leadership, and service.

The selection procedure for the St. Patrick Catholic School Chapter of the National Elementary and National Junior Honor Societies are aligned with the NEHS/NJHS handbooks of policies and procedures. The following selection criteria are followed for all NJHS members.

1. Students in grades 4-6 are eligible for NEHS. Students in grades 7-8 are eligible for the NJHS.
2. After completing one semester of the school year students' academic records are reviewed to determine students who are scholastically eligible for membership. Eligibility requires students to have a combined minimum cumulative grade point average of 3.5.
3. Students who are eligible scholastically (candidates) will be notified and informed that for further consideration for selection to the chapter they may complete the Student Activity



Information Form. Care should be taken that the student completes this form and that the proper guidelines and time schedule is followed when submitting the form to the chapter adviser. No candidate will be disqualified without a full review of the Student Activity form, school records, and letters of recommendation.

4. The Student Activity Information Form is then reviewed by the Faculty Council along with other verifiable information about the candidates relevant to their candidacy to determine those who fully meet the selection criteria for membership.
5. Prior to notification of any candidates, the adviser should report to the principal the results of the Faculty Council’s deliberations.
6. Formal written notification of all selected and non-selected candidates is issued by the adviser.
7. Selected students must then sign a form that they wish to participate as a member in the NEHS/NJHS or they may choose at that time to “opt-out” as a candidate and not become a member.
8. Members of the NEHS/NJHS must maintain their good scholarship as well as good character. If a member falls below the 3.5 cumulative grade point average or receives a demerit, that student is given a warning for one semester in order to improve academically or behaviorally. After the end of the semester, the student is then reinstated as a full member or considered for dismissal from membership.
9. Members do not need to reapply each year. Dismissal or resignation by a student is permanent.
10. Members need to be present at all chapter meetings. If a student cannot be present, the faculty adviser should be personally notified before the day of the meeting when possible. Three unexcused absences may result in dismissal from NEHS/NJHS.
11. For Due Process explanations see St. Patrick Catholic School by-laws (Article X Sections1-7).

**Student Council**

The Student Council is an elected organization through which students express their opinions, assist the administration and school staff, and participate in the management of school enterprises and service projects. The Student Council tries to promote leadership, initiative, and self-control.

**Sports**

- Our sports program is a part of the Catholic Grade School Conference in the Diocese of St. Augustine.
- Its mission statement is, “The mission of the Catholic Grade School Conference is to provide a wholesome, competitive, athletic program within a Christian environment, in which students can participate in interscholastic athletics. The Conference promotes good sportsmanship and fair play, within the guidelines established by the Conference, through the Diocese of St. Augustine.”

Basketball	boys and girls teams
Cheerleading	girls team *(Grades 3-5)
Cross-country	boys and girls teams *(Grades 4-8)
Volleyball	girls team
Soccer	co-ed team
Softball	boys and girls teams

*\*\*Teams are dependent upon enough student interest.\*\**

\*Grades 5-8 may participate in the sports program, unless noted otherwise. Representing St. Patrick Catholic School in sport competitions is a privilege and an honor and as such, requires a code of conduct. Each athlete is required to abide by the following rules:

All students shall be given equal opportunities to try out for all teams and age/eligibility rules shall apply when a student is part of the squad.

Students who wish to play on school sports teams are required to have the Diocese of St. Augustine sports physical form completed and notarized after June 1st.

### **Academics**

Eligibility shall apply to all athletic activities of the Catholic Grade School Conference.

- A student is academically ineligible if he/she receives two grades or more of 69 (D) or below in a major subject. If he/she receives one grade of 59 (F) or below, that student is also academically ineligible. The major subjects include: Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling. The Principal reserves the right to make a policy with stricter guidelines to deal with this rule on the local level.
- Students' grades are evaluated at mid-quarter (progress reports) and at the end of the quarter (report cards) for eligibility.
- If a student is academically ineligible, the length of the suspension is five academic days for suspension at Progress Reports, and ten academic days for suspension at Report Cards. The suspension begins on the day following distribution of progress reports and/or report cards. Eligibility may be regained following the five-day or ten-day suspension, if the grade(s) adhere to the rules of eligibility.
- Students must be academically eligible prior to tryouts according to existing criteria.
- Administration, faculty, staff, and coaches may use their discretion to suspend a student from practicing or participating in competition if determination is made that focus should be placed on academic concerns (i.e. incomplete work, missing assignments, poor grades, etc).

### **Conduct**

Student athletes will conduct themselves in an honorable and sportsman-like way both on and off the field. Athletes are examples to other members of the student body and must not bring discredit to the school, team, or themselves. Athletes will perform in a manner worthy of the respect of both teammates and opponents.

- If a student receives a detention or suspension, he/she is to be suspended from the next game, after the detention or suspension has been served. The student is not allowed to sit on the team bench but may attend the game as a spectator. The Principal reserves the right to reassign which game the student is to miss after reviewing the team's schedule so that the game that is missed is done so in a timely manner.
- If a student is ineligible at his school and then transfers to another school, his/her ineligibility will be carried over to the next grading period at the new school.
- A student, by reason of lack of school attendance or improper conduct may at any time be declared ineligible, by the Principal, to participate in a game or practice.

### **Sportsmanship**

Athletes will abide by the official rules and officials' decisions. They will not use profanity or violence and will always treat their coaches, team members, and opponents with respect and fairness. Athletes will be humble in victory and uncomplaining in defeat.

### **Loyalty**

Athletes will recognize their loyalty to St. Patrick Catholic School and will cooperate with the coach, team members, officials, and school administration. Athletes must remain eligible throughout the season by maintaining the appropriate academic standards. Athletes will take responsibility for the proper use of school property and equipment. Uniforms are to be washed/cleaned and turned in promptly after the respective sports season ends. If the uniform is not returned in the same condition it was issued, the full uniform fee will be charged.

Each athlete must have a sports physical and parental permission/release of liability form on file with the school office prior to participation in any sport.

Each athlete is required to pay a non-refundable sports fee of \$35 per sport. This fee is due immediately upon announcement of the team roster and must be paid before uniforms are issued. This fee assists in providing equipment, trophies, and paying official team fees. In addition, some sports require the purchase of personal uniform accessories.

Students participating in any After School activities, including but not limited to athletics, will be sent to After School Care if not picked up on time when the activity ends and parents will be charged the \$25 Drop-In fee. There is also a one-time registration fee of \$50, for the first time the After School Care service is used.

Athletes will not be permitted to play until the sports fee has been paid and physical is completed.

**Allergy Policy**

St. Patrick Catholic School takes the health and well-being of each child very seriously and adheres to the recommendations made by medical professionals. The faculty/staff will receive a record of students who have allergies.

**Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

**Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

**Class Celebrations**

Students in PreK-3 – 8 grades are permitted to have age-appropriate classroom celebrations for major holidays and special events. Parent volunteers, with proper History Screening and Protecting God's Children clearance, may assist with these celebrations, at the discretion of the classroom teacher.

**Food Allergy Policy**

St. Patrick Catholic School recognizes that life-threatening food allergies are a serious condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, St. Patrick Catholic School's administration will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any student whose parent/guardian, and physician have informed the school, in writing, of the student's potentially life-threatening allergy.

**Food Allergy Notifications to Teachers**

The school office will be responsible for notifying classroom teachers about the nature of the student's life-threatening allergies. 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.

### **Food Allergy Related Emergency Action Plan**

Teachers must be familiar with the Emergency Action Plan of students in their class and respond to emergencies as per the Emergency Action Plan.

- In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be notified and the school's Emergency Response Plan activated. Emergency medical services will be called immediately.
- Information will be 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 will be 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 will be kept in a separate snack box or container provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **Carline**

To ensure the safety of students and parents, students will be dropped-off and picked-up using a "drive-through" system.

- Do not park and allow your child to cross the parking lot unattended. **It is unsafe!** Students are not permitted to walk to cars that are not in our car line lanes.
- Do not park your car and walk to the carline area

Display your family carline sign on your front dashboard where it can be visible by those faculty/staff on carline duty. If the sign is difficult to see, please hold the sign up to allow the faculty/staff to read your family name.

- If you do not have your carline sign and we do not recognize the individual picking-up your child we will ask for a Driver's License and ensure that the person is on the approved pick-up list. If the person is not on the approved list, we must get approval from the parent/guardian of the child. The office staff will call the parents/guardians to ask for approval.
- You are not permitted to congregate near the car line areas as this inhibits our ability to get students out safely and in a timely manner.

### **Keep Cell Phones Off While in Carline**

Please be patient, our goal is to get your children in and out of your car quickly and safely. For the safety of all our students, please avoid talking/using your cell phone during car line.

Please see the Distracted Adult flyer provided on the school website (near the school handbook).

### **Morning Arrival**

Students may be dropped off beginning at 7:00 AM, but ONLY when there is adult faculty/staff supervision. There will be no adult supervision prior to 7:00 AM and St. Patrick Catholic School will not accept responsibility for any student on school grounds before the time that a faculty/staff member reports to their position at drop-off time.

### **PreK-3 and VPK**

- Parent/guardian will pull into the drop-off turnaround and a faculty/staff member will help them out of your vehicle.
- Students in PreK-3, AM VPK, and Full-Day VPK can begin arriving when at 7:15 AM. Please do not drop off your children until the teacher assistants are there to welcome them.
- Starting at 7:15am, students are walked into their homeroom by the teacher assistants on carline duty.
- Students in PM VPK must follow morning arrival policy.

### **K-8<sup>th</sup> Grade**

- Students who arrive between 7:00-7:30 AM must report to the Parish Hall.
- At 7:30 AM, students are walked to their homeroom by a faculty or staff member.

Morning drop-off is not a time to have an impromptu conference with the teacher. Conferences must be scheduled in advance.

Beginning promptly at 7:45 AM, Prayer, the Pledge of Allegiance, and general announcements will be conducted over the PA system in the K-8 building. PreK-3 and VPK begin their day on the carpet with morning circle time.

**No student is permitted in the school building without faculty supervision either before or after normal school hours.**

Students in PreK-3, AM VPK, Full-Day VPK, and K-8 grades are considered tardy after 7:45 AM. Students in PM VPK are considered tardy after 11:45 AM. Being on time means the student is in the classroom by 7:45 AM or 11:45 AM.

**\*\*Please note that for security reasons, all outside doors will be locked after 7:45 AM in the K-8 building and all doors in the portable classrooms are locked at all time\*\*.**

No visitors will be permitted to enter the school office or classrooms unless they have scheduled an appointment prior to arrival.

All visitors must use the intercom system at the K-8 building to announce their arrival and will check-in through the office. If we do not recognize you, we will ask you to identify yourself and your purpose for your visit.

## **Dismissal**

### **PreK-3 and VPK Carline**

PreK-3 and AM-VPK dismissal time is 10:45 AM. Students enrolled in PM-VPK, Full-Day VPK, or Afternoon After School Care are dismissed beginning at 2:45 PM.

Display your family carline sign on your front dashboard where it can be visible by those faculty/staff on carline duty.

### **Kindergarten – Grade 4 Carline**

Kindergarten – Grade 4 students dismiss at 2:40 PM.

Families with their oldest child in K-4: display your family carline sign on your front dashboard where it can be visible by those faculty/staff on carline duty. If you would like to purchase an extra carline sign, please see our office staff to purchase a sign for \$1.

Please pull the front of your vehicle up to the next numbered lime green cone to allow those loading cars to load as many cars as possible.

### **Grades 5-8 Carline**

Grades 5-8 dismiss at 2:50 PM.

Families with their oldest child in grades 5-8: display your family carline sign on your front dashboard where it can be visible by those faculty/staff on carline duty. If you would like to purchase an extra carline sign, please see our office staff to purchase a sign for \$1.

Please pull the front of your vehicle up to the next numbered lime green cone to allow those loading cars to load as many cars as possible.

Families with children in Kindergarten – Grade 4 and Grades 5-8, please use the 5<sup>th</sup>-8<sup>th</sup> Grade carline area. Students are dismissed according to the grade level of the oldest child in the grade.

### **General Dismissal Guidelines**

**Do not get out of the car in the car line.** This is not safe and may slow down the carline progression. If your children are using car seats please let us load your child, pull forward to the parking lot to secure your child's seatbelt. This will allow the carline to continue.

**Carline is not the time for conferences.** Teachers have a responsibility at carline and cannot meet with you during dismissal carline. Please email your child's teacher to schedule a conference. Please also hold your child/ren accountable for late work and have him/her/them, take ownership of their mistakes. We learn from our mistakes.

If you instruct your child to go to After School Care and your plans change, please call the school office by 2:00 PM to ensure that a message is relayed to the student's homeroom teacher so the student is outside for dismissal when you arrive at the carline.

**No student is to be on school or church grounds without adult supervision.** Students not complying with this policy will receive the appropriate disciplinary action according to the Student Code of Conduct. St. Patrick Catholic School will not accept responsibility for any student who does not obey this rule.

### **Early Dismissal Policy**

It is strongly recommended that students are not dismissed early between 2:15-2:40 PM during regular school days and 11:00-11:45 AM (K-8) and 10:00-10:45 AM (PreK-3/VPK) on half days. This is important instructional time for the teachers and valuable learning time for the students and early dismissals detract from the learning and present a distraction to the entire class. Repeated early dismissals will result in a meeting with the Principal to discuss best practices for student success.

### **Child Abuse Laws**

St. Patrick Catholic School abides by the Child Abuse laws of the State of Florida. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **Emergency Drills**

State Law requires that fire drills be held monthly. Our school conducts at least 10 fire drills per school year.

Tornado drills and intruder/lockdown drills are held twice a school year (or once per semester).

### **Emergency Information**

Each family must have an emergency information card on file with the school office. Two individuals other than the parents/guardians should be listed as contacts. Emergency card information must be kept current throughout the school year. **Notify the school office immediately with any changes to contact names, addresses, or telephone numbers.** If your child is injured or becomes seriously ill, the school must be able to contact a parent or other designated adult!

### **Field Trips**

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- **A field trip is a privilege and not a right.** This privilege is for the academic benefit of eligible students.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.



- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A faxed document with a signature does not take the place of an original signature.
- A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- **Students who do not attend a field trip for any reason will be given an alternative assignment which covers the topic of the field trip. This will be given at the discretion of the teacher.**
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our Risk Management Insurance company only insures the “official” chaperones; and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- All chaperones must have attended Protecting God’s Children and successfully have completed a LiveScan screening (fingerprints).
- Chaperone lists will close one week prior to the date of the field trip.
- Parents may earn **NO MORE THAN 5** Family Service Hours for chaperoning field trips.
- Protocols for field trips will include timely notification of the nurse.
- Medications including an EpiPen® and a copy of the student’s Emergency Health Care Plan must accompany the student.
- A cell phone or other communication device must be 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.

### Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

### Gum

Students should not chew gum at school at any time that they are on school property. Chewing gum will result in an age-appropriate consequence.

### Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Incomplete homework may not be accepted per teacher's discretion and the student may be asked to redo the assignment.

### **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call (or email) the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:15 – 4:00 PM.

For **short absences**, students should check FACTS SIS. Students may also receive missed assignments from their teacher when they return to school.

***Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.***

**It is the student's responsibility in Grades 4 – 8 to retrieve missed assignments, notes, and classwork.**

### **Lockers**

Each student in grades 6 – 8 is assigned a locker to store clothing and textbooks. To maintain a quiet atmosphere for class, students are permitted to go to their lockers only at specified times. The school reserves the right to inspect lockers and personal effects at any time. The outside of the lockers may not be decorated.

### **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.** Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping to receive a new copy.

### **Hot-Lunch Program**

St. Patrick Catholic School offers a daily Hot-lunch program. Meals are served in the cafeteria. All meals must be preordered by the required deadline. Requests may be made to fulfill orders received after the deadline, however, there is no guarantee that such requests may be fulfilled. Prices and meal choices vary and can be found under the Parents tab on the school web site or by visiting the direct Hot Lunch URL <<https://stpatricks.ahotlunch.com/home>>.

Students may choose to bring their lunch each day. We encourage parents to provide healthy snacks and lunches (no glass containers).

Parents are allowed to drop off a lunch on a table located outside the main office if their student forgets to bring their lunch in the morning. **Please make sure that your child's name is easily identifiable on the bag.**

Peanut butter & jelly sandwiches (or other alternatives) are provided for students who may have forgotten a lunch and are served at no charge.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with serving staff is required.

### **Lunch Times**

- PreK-3: no lunch time (dismissed at 10:45 AM)
- VPK: lunch only for Full-Day VPK (times vary)
- K-4<sup>th</sup> Grade: 10:58-11:43 AM
- 5<sup>th</sup>-8<sup>th</sup> Grade: 11:45-12:30 PM

### **Medical Records**

At the beginning of each school year, or when a child joins St. Patrick Catholic School, parents are asked to submit a child's medical record. The school keeps its medical register available for all school staff. If medication changes, parents are required to inform the school immediately.

### **Medication**

Medication will not be administered by school personnel unless an official medication form is fully completed by a parent / guardian and signed by a physician.

If a child must take any medication in school which is prescribed by a doctor, that medication must be brought to the school office by the parent/guardian in the container received from the pharmacy and must have on its label the following information:

*Child's name*

*Name of doctor prescribing the child's medication*

*Frequency*

*Dose*

*Date*

All non-prescription medication (cough drops, lip balm, etc.) should be brought to the school office by the parent/guardian in the appropriate container with the following information:

*Child's name*

*Frequency*

*Dose*

*Date*

### **Office Phone**

Permission to use the telephone must be obtained from the school office. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency and situations deemed necessary by the office staff and Principal. Arrangements for after-school visits with friends should be made at home.

### **Office Records**

Parents/Guardians should notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

## **Recess**

We are proud to offer recess for ALL of our students. It is important for our students to exercise and maintain proper health and wellness. We go outside for recess in colder weather (40\* or above,) so please dress your child accordingly – warm coat, hat, etc.

## **Rilya Wilson Act**

Pursuant to s.39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by the act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

**This law provides priority for child care services for specified children who are at risk of abuse, neglect or abandonment. These children are also known as Protective Services children.**

Community-based Care Lead Agencies Contact Information: <https://www.myflfamilies.com/service-programs/community-based-care/docs/leadagencycontacts.pdf>

## **Sacramental Program**

Spiritual and sacramental growth is an important component of the religion program at St. Patrick Catholic School. Preparation for two sacraments, Reconciliation and First Holy Communion, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Holy Communion will receive the sacrament of Reconciliation prior to First Holy Communion. The sacraments of Reconciliation and First Holy Communion are only conferred to students baptized in the Roman Catholic tradition. Students are required to attend evening preparation classes and a First Holy Communion Retreat.

The sacrament of Confirmation will be received in Grade 8. Students are required to attend evening preparation classes and a Confirmation Retreat.

Parents are required to be active partners in the preparation of their children for these sacraments.

### School Counselor

A certified counselor serves the needs of students and parents through class and individual consultation. The counselor meets with students in the classroom, small groups, and individually. The counselor is also available to attend parent / teacher conferences.

### Snacks

#### PreK-3 and VPK

- Students are only permitted to have water and dry snacks during snack time and during After School Care. Students can have drinks other than water and snacks other than dry snacks during celebrations ONLY. Students are always encouraged to eat healthy. When in doubt about a particular snack, please consult with your child's homeroom teacher.

#### K-8

- Students are only permitted to have water and dry snacks during snack time and during After School Care. Students can have drinks other than water and snacks other than dry snacks during lunch and during celebrations ONLY. Students are always encouraged to eat healthy. When in doubt about a particular snack, please consult with your child's homeroom teacher.

### Social Media

Engagement in online platforms such as, but not limited to Facebook, Instagram, Twitter, YouTube, Snapchat, etc. may result in disciplinary actions if the content of the student's post includes defamatory comments regarding the school, the faculty, other students, or the parish. Photos of students in their school uniforms, on school grounds, or at school sponsored events are prohibited on social websites without the consent of the parents of the children other than your own. This includes athletic events. The school may post pictures because they have photography release forms on file.

### Student Record

St. Patrick Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. **No records will be given to parents to transport to the new school.**

Students requesting records/transcripts/recommendations must make a five school-day request to the school office. All forms should be submitted to the St. Patrick Catholic School office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. No records will be sent to transferring schools of students whose financial commitment hold a remaining balance.

### Students Mass Schedule - weekly morning Mass is at 8:00 AM

Monday	Kindergarten and 1 <sup>st</sup> grade
Tuesday	4 <sup>th</sup> and 5 <sup>th</sup> grades
Wednesday	2 <sup>nd</sup> and 3 <sup>rd</sup> grades
Friday	6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades

All K-8 students will attend 8:00 AM Mass on the First Friday of the month and on Holy Days of Obligation and other special days (as communicated by the school). Parents/guardians are encouraged to join our students for Mass.

### **Support Plans**

ESE Services are provided by a Duval County Public School (DCPS) special education teacher twice a week for 45 minutes for students with a service plan. Support plans are more limited than Individual Education Plans (IEPs). Private schools are limited in providing fewer accommodations than are available in public schools. When the support plan is written, the DCPS personnel member will explain that the private school (in this case St. Patrick Catholic School), due to limited resources, is not required to provide the due process rights a student has in public school. If a parent is interested in having their students evaluated for special education services, they need to call Rhonda Giffin at [giffinr@duvalschools.org](mailto:giffinr@duvalschools.org) or 904-348-7889. Please also inform the child's teacher and our school counselor.

### **Teacher Requests**

St. Patrick Catholic School has excellent teachers in all positions. We do **NOT** honor requests for particular teacher(s). We ask for your trust as we place each child in a position where he/she will be most successful.

### **Title IX**

St. Patrick Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### **Toilet Training**

All students entering St. Patrick Catholic School's Early Learning Center need to be successfully toilet trained. This means that the child can independently lower his/her underpants (as well as deal with other clothing) and complete the act of urinating and/or defecating in the toilet, wiping himself/herself, flushing, redressing himself/herself (including buttoning and snapping), and washing hands. Bathroom accidents will be documented. Three accidents within a three-week period will result in a meeting with the VPK Director and/or Principal. If it is determined that a child is not fully toilet trained, it may result in removal from the program. By law, we cannot aid the children in any way with toileting.

### **Transfer/Withdrawal of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until all financial accounts have been settled. (See previous section on Student Records for transcript information.)

### **Visitor Policy**

No visitors will be permitted to enter the school office or classrooms unless they have scheduled an appointment prior to visit.

All visitors must use the intercom system at the main office to announce their arrival and will check-in through the office. If we do not recognize you, we will ask you to identify yourself and your purpose for your visit. For security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and volunteers are required to wear a designated

badge that may be picked up in the office. Visitors and volunteers are required to sign out at the time of departure.

Parents who volunteer in any capacity in the school may not drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

### **Weather Emergencies**

St. Patrick Catholic School follows the leadership of Bishop Estevez and Superintendent of Catholic Schools, Deacon Scott Conway, when closing school or releasing early due to weather emergencies. The school administration will use the FACTS Parent Alert system, email, and social media (Facebook, Instagram, and Twitter) to communicate updates regarding weather emergencies.

**Parent's Role in Education**

We, at St. Patrick Catholic School, consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life; physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Patrick Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Patrick Catholic School, we trust you will be loyal to this commitment. During these formative years (PreK-3 to 8th), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor educators can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and educators remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you must make investigation of the complete story your first step.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child.

**Parent Commitment to Faith**

Parents and family members are always welcome to attend Mass with the students. Parents and family members are not permitted to follow the students into the school or classroom after Mass. It is also important that Catholic parents attend Mass with their children every Sunday and on Holy Days of Obligation. Parents are encouraged to show their children the importance of daily prayer by teaching their children how to pray and by participating in morning and evening prayers with their children.

**Who Needs to complete LiveScan (fingerprint) and Take Protecting God's Children (PGC)?**

Diocesan policy requires that all employees and volunteers, 16 years or older, successfully complete a Live Scan session **prior** to reporting to work or volunteering service with children. If the employee/volunteer will be in contact with children in a diocesan childcare center, elementary school or high school, then all 18-year-old (or older) employees or volunteers are required to attend a Protecting God's Children class **prior** to continuing to work or volunteer within the diocese. There are **NO EXCEPTIONS!**

**If interested in scheduling a class or LiveScan session, please contact our office staff, who will provide you with the appropriate instructions.**



### **Protecting God's Children (PGC) Class**

The class is free and once completed, a certificate is earned and the requirement is met for life. To register go to: <https://www.virtusonline.org> and select "St. Augustine, FL (Diocese)" from the drop-down list. When our school hosts a PGC class, you want to take advantage of the opportunity right away because for most of our school families, St. Patrick Catholic School is the shortest distance to travel to compared to other options. Classes fill up fast but are held throughout the year to accommodate as many people as possible.

### **LiveScan Screening (Fingerprints):**

This must be renewed every 5 years. The Live Scan must follow the Diocese of St. Augustine (DOSA) guidelines. For legal reasons other Criminal Background checks will not be accepted. Those who have lived outside the U.S. within the last five years will also be required to have an international history check. The Safe Environment Office at the Catholic Center may be contacted to verify current screening status.

To schedule an appointment, go to [www.fieldprintflorida.com](http://www.fieldprintflorida.com). Choose Diocese of St. Augustine. It is important that you input the proper Fieldprint code, or you will be required to schedule another session at additional cost.

### **Parents Joining Students at Mass**

Weekly Mass begins promptly at 8:00 AM. If you would like to sit with your child, please ask your child's teacher, otherwise, you can sit wherever you would like. The school children sit in the middle pews and fill in as many of the pews closest to the altar as possible. After Mass, our students resume their class schedule. Parents are not permitted to return into the school building with the children. We certainly appreciate any time that you can join us for Mass. Parents do not need to have attended a Protecting God's Children class nor have had their History Screening completed to join our students for Mass.

### **School Advisory Board**

The St. Patrick Catholic School Advisory Board serves to assist the Pastor and Principal in a variety of ways. The duties of the Board include the following:

- Advise and assist the Pastor, Principal and Parish Council in the formation of policies relating to the operation and maintenance of the school's facilities and equipment;
- Advise and assist the Pastor and Principal in planning and/or remodeling or building educational facilities;
- Communicate the school's mission statement and philosophy as well as programs to the parish-at-large and the Jacksonville community;
- Assist in formulating fiscal policy and render advice and assistance in setting tuition that reflects the true cost of educating a child at St. Patrick Catholic School;
- Develop positive public relations with individuals and institutions in the community;
- Assist in the development of an active alumni association;
- Assist in the continued research of grants.

### 2022-2023 School Advisory Board Members

Ian Roodt, *President*

Timothy Fredericks, *Secretary*

Abraham Hassan

Victoria McCreadie

Carol McDaniel, *Faculty Representative*

Fr. Christopher Liguori, *Pastor*

Mr. Chris Meyer, *Principal*

### Home & School Association (HSA)

St. Patrick Catholic School's HSA works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

### 2022-2023 HSA Board Members

Heather Baumann

*President*

[HSAPresident@spcsjax.org](mailto:HSAPresident@spcsjax.org)

Deanna Hartwell

*Vice President*

[HSAVicePresident@spcsjax.org](mailto:HSAVicePresident@spcsjax.org)

Jennifer Nunez

*Treasurer*

[HSATreasurer@spcsjax.org](mailto:HSATreasurer@spcsjax.org)

Morgan Rea

*Secretary*

[HSASecretary@spcsjax.org](mailto:HSASecretary@spcsjax.org)

Tracie Brooks

*Event Chairperson/Home Room Parent Coordinator*

[HSAHRCoordinator@spcsjax.org](mailto:HSAHRCoordinator@spcsjax.org)

LeAnn Hardy

*Family Service Hours Coordinator*

[HSAFamilyServiceHours@spcsjax.org](mailto:HSAFamilyServiceHours@spcsjax.org)

Dena Galati

*Social Media Coordinator*

[HSACommunicationsCoordinator@spcsjax.org](mailto:HSACommunicationsCoordinator@spcsjax.org)

Julie Ferm

*Board Member*

### **Family Service Hour Requirement (Grades K – 8)**

To volunteer while being entrusted with the care of a child other than your own, individuals must have completed the Protecting God's Children class (good for life) and the Diocesan mandated background check, which requires renewal every 5 years.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

We need your time more than anything. Because of this, families may **ONLY** collect **5 hours** for donating items to specific HSA-sponsored events. When donating an item there is an underlying expectation that nothing is expected (Family Service Hours included) in return. (i.e. Families who buy lunch for the teachers, donate extra school supplies, etc, will not be given Family Service Hours). **Only when the school (HSA and/or administration) dictates that donated items will count towards Family Service Hours, will Family Service Hours be issued when a family chooses to donate items (i.e. cakes for the Cake Walk at the Spring Festival).**

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, siblings are not allowed to accompany parent volunteers to school for meetings, serve lunches, assist with class parties, etc.

**Each Kindergarten – Grade 8 family must meet or exceed a Family Service Hour requirement of 20 hours by May 1, 2023.**

**A fine of \$10 is charged for each of the 20 hours that is not fulfilled by the May 1<sup>st</sup> deadline.** We implement this policy because we believe that our partnership is essential to your child's well-rounded success while a student at St. Patrick Catholic School. Failure to fulfill the hours or buy out will result in the remaining balance being added to a family's FACTS Management account after the May 1, 2023, deadline has passed. The FACTS Management balance must be paid before all report cards and school records will be released. Student report cards and records will be held until Family Service Hour fees are paid.

**There are two General Parent Meetings. Families are required to attend at least 1 of the 2 meetings.** We still strongly encourage all families to attend both General Parent Meetings.

**Family Service Hours are tracked manually through the Family Service Binder located in the school office. Volunteers are to sign in and out for each of their events/donations, and then an HSA representative or administrator will verify the attendance/donation. Hours will then be transferred to FACTS.**

**Families use our school's SignUpGenius account to RSVP for events and for volunteer opportunities. There will be direct links off our school web site [www.stpatrickjacksonville.org/school](http://www.stpatrickjacksonville.org/school), as well as in the *Irish Weekly* and sent home via electronic communication.**

St. Patrick Catholic School reserves the right to amend the Parent/Student Handbook at any time.

Each family is asked to sign a Parent/Student Handbook Acknowledgement Form. Failure to sign the Parent/Student Handbook Acknowledgement Form does *not* wave your responsibility to follow the enclosed rules. We thank you for your continued cooperation and we value your partnership.