

ST. PATRICK

CATHOLIC SCHOOL



ELEMENTARY & MIDDLE SCHOOL

PARENT/STUDENT HANDBOOK

FOR SCHOOL YEAR:

2026-2027



*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.*



FAITH



KNOWLEDGE



SERVICE



COMMUNITY



EXCELLENCE

Teaching Minds. Forming Hearts.  Living Christ.



Welcome

TO THE

2026-2027 SCHOOL YEAR



Shine

LIKE THE STARS

PHILIPPIANS 2:15-16



FAITH • FAMILY • ACADEMIC EXCELLENCE



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St. Patrick Catholic School is a child care facility operating under an exemption pursuant to the laws of the State of Florida and is not subject to licensure or regulation by the Department of Children and Families.

Section 1: Welcome to St. Patrick Catholic School

Welcome Letter

Dear St. Patrick Catholic School Families,

Welcome to the 2026–2027 school year! We are grateful that you have entrusted St. Patrick Catholic School with your child's education and faith formation. Our partnership with parents is essential to helping each student grow academically, spiritually, socially, and emotionally.

This handbook has been developed to provide families with the policies, procedures, and expectations that guide daily life at St. Patrick Catholic School. While no handbook can anticipate every situation, it serves as the primary reference for school operations and student expectations.

We encourage every family to review this handbook together before the start of the school year. Your support of these policies helps us maintain a safe, respectful, and Christ-centered learning environment where every child can flourish.

Thank you for being part of our St. Patrick Catholic School family. We look forward to another year of faith, learning, and service together.

With gratitude,

Christopher Meyer

Principal

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.

Our Philosophy

At St. Patrick Catholic School, we believe education forms the whole child—mind, body, and spirit. Inspired by the Second Vatican Council's *Declaration on Christian Education*, we recognize that education is directed toward the development of the human person and preparation for a life of faith, service, and responsible citizenship.

We strive to:

- nurture each student's relationship with Jesus Christ
- foster academic excellence through rigorous instruction
- develop character rooted in Gospel values
- encourage personal responsibility and leadership
- promote service to others
- prepare students to become faithful disciples and lifelong learners

Because parents are the primary educators of their children, St. Patrick Catholic School partners with families to create a Christ-centered community where every child is known, loved, challenged, and encouraged to reach his or her God-given potential.

What We Believe

At St. Patrick Catholic School:

- Christ is the center of everything we do.
 - The Eucharist is the heart of our Catholic identity.
 - Parents are the primary educators of their children.
 - Every child is created in the image and likeness of God and deserves to be treated with dignity and respect.
 - Academic excellence and faith formation work hand in hand.
 - Service, compassion, and leadership are essential parts of a Catholic education.
 - Teachers meet students where they are while encouraging continual growth.
 - Technology is a valuable tool that supports teaching and learning.
 - Strong partnerships among school, parish, and families create the best educational environment.
 - Students are called to become responsible citizens who seek peace, justice, and the common good.
-

A Catholic School Graduate

Graduates of St. Patrick Catholic School strive to become young people who are:

Faith-Filled

Rooted in the Eucharist
Compassionate
Respectful of others
Dedicated to service
Guided by hope and love

Academically Prepared

Critical thinkers
Effective communicators
Lifelong learners
Responsible leaders
Prepared for future success

Our goal is that every graduate leaves St. Patrick Catholic School ready to live as a faithful disciple of Christ while pursuing excellence in high school and beyond.

Accreditation

St. Patrick Catholic School is fully accredited by the **Florida Catholic Conference (FCC)**, the accrediting agency recognized by the State of Florida for Catholic schools.

Our curriculum follows the standards established by the Diocese of St. Augustine while providing a challenging, faith-filled educational experience that prepares students for success in high school and beyond.

Faculty & Staff

Our faculty and staff are committed to providing an exceptional Catholic education through professional excellence, personal witness, and genuine care for every student. *A current faculty and staff directory is maintained on the school's website and is updated annually.*

Our School at a Glance

Founded	1964
Grades Served	PreK-3 through Grade 8
Diocese	Diocese of St. Augustine
Accreditation	Florida Catholic Conference
Parish	St. Patrick Catholic Church
Mascot	The Irish
School Colors	Hunter Green and Gold

Our Three Pillars

Faith

Growing in relationship with Jesus Christ through prayer, worship, and service.

Family

Partnering with parents to create a caring Catholic community.

Academic Excellence

Providing rigorous instruction that challenges every student to reach his or her full potential.

Section 2: School Operations

This section outlines the daily procedures and operational policies that help St. Patrick Catholic School provide a safe, organized, and productive learning environment.

School Hours

Office Hours

School Year

Monday–Friday: **7:30 a.m.–3:30 p.m.**

Summer

Monday–Thursday: **9:00 a.m.–2:00 p.m.**

Please Note: The school office is closed during All-School Masses.

Student Instructional Hours

Grade Level

School Day

Kindergarten–Grade 4

7:45 a.m.–2:40 p.m.

Grades 5–8

7:45 a.m.–2:50 p.m.

Evening After School Care is available until **6:00 p.m.** for registered families.

Early Release Schedule

Grade Level

Dismissal

Kindergarten–Grade 8

11:45 a.m.

After School Care is available on early release days when scheduled.

Arrival and Dismissal

Morning Arrival

Students should not arrive on campus before supervision begins unless enrolled in Morning Care or participating in a supervised school activity. Morning supervision begins at **7:00am**.

Students should arrive on campus with sufficient time to be in their classroom before **7:45 a.m.**, when Morning Prayer and Announcements begin. Students are expected to:

- arrive prepared for the school day
- follow all faculty and staff directions
- remain supervised at all times
- enter classrooms promptly

Parents should use the designated carline procedures to ensure the safety of all students.

Carline Procedures

Student safety is our highest priority. Parents are expected to:

- follow all posted traffic patterns
- remain in their vehicles unless instructed otherwise

- obey directions from faculty, staff, and volunteers
- avoid using cell phones while in the active carline
- exercise patience and courtesy toward other families

Students should enter and exit vehicles only from the passenger side when directed by school personnel.

Failure to follow carline procedures may result in administrative intervention.

Dismissal Procedures

Students are dismissed according to established dismissal procedures. To ensure student safety:

- dismissal changes must be communicated to the school office **before 2:00 p.m.**;
- students may only be released to individuals authorized by the parent or guardian;
- parents must follow all dismissal procedures established by the school.

The school cannot guarantee that dismissal changes received after 2:00 p.m. will reach the student.

Parents should ensure that emergency contacts remain current throughout the school year.

Early Dismissal

Students leaving school before the end of the school day must:

1. Present a written request from a parent or guardian, when possible.
2. Be signed out through the school office by an authorized adult.
3. Be signed back in through the office if returning later that same day.

Students who miss **50% or more of the instructional day** will be recorded absent for the day.

Attendance Requirements

Regular attendance is essential to academic success and student growth. Parents are responsible for ensuring their child attends school daily and arrives on time. Students who miss **50% or more of the instructional day** are considered absent.

Parent Responsibilities

Parents or guardians must:

- notify the school office by **8:45 a.m.** whenever a student is absent;
- provide a written explanation upon the student's return from absence;
- submit physician documentation when required.

Failure to submit an absence note will result in an unexcused absence.

Physician Documentation Required

A physician's note is required when a student:

- is absent three or more consecutive school days;
- returns following surgery;
- returns after hospitalization;
- has been treated for a significant illness;

- returns following a communicable disease.

Administration reserves the right to request medical documentation whenever deemed necessary.

Types of Absence

Excused Absences

Examples include:

- student illness or injury
- serious illness or death in the immediate family
- medical or dental appointments
- court appearances
- approved special family events
- communicable illnesses

Unexcused Absences

Examples include:

- vacations during the school year
- pleasure trips
- truancy
- suspension
- avoidable absences not meeting excused criteria

Students accumulating **36 absences (or the equivalent through excessive tardies)** may be subject to academic consequences consistent with diocesan policy, including retention (at the discretion of the administration).

Planned Absences

The school calendar includes several extended weekends and holidays. Families are encouraged to schedule vacations during these times whenever possible. Family vacations during the school year are considered **unexcused absences**.

Teachers are **not required** to provide assignments before a planned vacation.

Students are responsible for making up all missed work.

Illness During the School Day

Students who become ill at school will be sent to the clinic or office. Parents will be contacted if a student has:

- a fever;
- vomiting;
- diarrhea; or
- another condition requiring dismissal.

Students sent home with fever, vomiting, or diarrhea must remain home until symptom-free for **24 hours without medication**.

Make-Up Work

Students are expected to complete all missed assignments. General guidelines include:

- one school day for each day absent;
- long-term assignments remain due on their original due date unless otherwise approved;
- for absences of three or more days, parents may request assignments through the school office before 9:30 a.m.;
- students should check FACTS and Google Classroom for assignments when available.

Tardy Policy

Developing punctuality is an important life skill and helps students begin each day successfully. School begins promptly at **7:45 a.m.** Students who are not present in their classroom when Morning Prayer begins are considered tardy.

Quarterly Tardy Consequences

Unexcused Tardies	Consequence
3	Parent notification letter
5	Parent conference with administration
6	\$15 fee + 1 unexcused absence
9	\$25 fee + additional unexcused absence
12 and every additional 3	\$50 fee + additional unexcused absence

Tardy fees do not replace attendance consequences.

Excused tardies require documentation from a physician, dentist, orthodontist, or other approved professional.

Students arriving after **10:45 a.m.** (full-day students) are considered absent for the day.

Need for Strong Communication

Strong communication between home and school is essential to student success. Questions regarding academics or behavior should always begin with the classroom teacher. If additional assistance is needed, school administration is available to support the resolution process. Faculty, staff, parents, and students are expected to always communicate respectfully and professionally.

Primary Communication Methods

Communication	Purpose
FACTS Family Portal	Grades, attendance, conduct, homework
Week at a Glance	Weekly school updates
Parent Alert Text Messages	Urgent school notifications
Email	Teacher and school communication
School Website	School news, forms, calendar

Who to Contact

Question or Concern

Classroom concerns, assignments, grades, or academic progress

Student behavior or discipline

Concerns regarding a teacher or staff member

Hot lunch program

Admissions and registration, issues with FACTS

Scholarships and tuition assistance

Communicating information to your child during the school day

Tuition, billing, or other financial matters

Contact

Classroom Teacher (first point of contact)

Athena Blanchard, Assistant Principal

Christopher Meyer, Principal

Allison Hayes, Administrative Assistant

Allison Hayes, Administrative Assistant

Della Linton, School Secretary

Allison Hayes or Della Linton

Lorrie Mathews, Business Manager

Preferred Communication Order

Preferred communication order

1. Teacher
2. Assistant Principal
3. Principal

Since teachers are generally unavailable during instructional hours, parents should allow teachers one school business day to respond to emails or phone calls.

Teachers may not discuss confidential information regarding another student.

Parent Conferences

Scheduled conferences provide valuable opportunities to discuss student progress. Parents should:

- contact teachers by email to schedule conferences;
- avoid discussing student concerns during arrival, dismissal, Mass, or school events;
- first address concerns directly with the classroom teacher;
- request administrative involvement if additional assistance is needed.

A required conference is held during the first semester for Kindergarten through Grade 8 families. Additional conferences may be scheduled at any time.

Changes to Student Information

Parents must notify the school office immediately if there are changes to:

- home address
- telephone numbers
- email address
- emergency contacts
- employment information
- custody information

Accurate records are essential for student safety.

Withdrawal from School

Families planning to withdraw a student must:

- provide at least **two weeks' written notice** to the principal;
- meet with school administration when requested;
- satisfy all tuition and financial obligations through the month of withdrawal.

Student records will not be released until all financial obligations have been satisfied.

Enrollment remains subject to all tuition and financial obligations outlined elsewhere in this handbook.

Administrative Withdrawal or Expulsion

The Principal, in consultation with the Pastor when appropriate, reserves the right to require the withdrawal of any student whose continued enrollment is determined not to be in the best interest of the student, other students, the faculty, or the school community.

Should the administration determine that withdrawal or expulsion is necessary, all tuition and financial policies outlined elsewhere in this handbook remain in effect. Student records will be released only after all financial obligations have been fulfilled.

Section 3: Catholic Identity

At St. Patrick Catholic School, our Catholic faith is not simply one subject among many—it is the foundation of everything we do. Every class, activity, relationship, and decision is rooted in the teachings of Jesus Christ and the traditions of the Catholic Church. Our goal is to help students develop academically while growing into faithful disciples who live lives of prayer, service, integrity, and love.

Our Catholic Mission

The mission of St. Patrick Catholic School is accomplished by:

- placing Christ at the center of all learning;
 - celebrating the Eucharist as the source and summit of our school community;
 - integrating Catholic teachings throughout every academic subject;
 - fostering prayer and worship as daily practices;
 - encouraging service to others through the Corporal and Spiritual Works of Mercy;
 - partnering with parents as the primary educators of their children.
-

Faith Formation

Faith formation is an essential part of every student's education. Students are encouraged to develop:

- a personal relationship with Jesus Christ;
 - knowledge of Sacred Scripture and Catholic Tradition;
 - an active prayer life;
 - moral decision-making rooted in Gospel values;
 - compassion and respect for every person;
 - a lifelong commitment to serving God and others.
-

Religion Curriculum

Religion is taught daily in every grade from Kindergarten through Grade 8.

Instruction follows the curriculum established by the Diocese of St. Augustine and includes:

- | | |
|---------------------|----------------------------|
| • Sacred Scripture | • Church History |
| • Catholic Doctrine | • Catholic Social Teaching |
| • Sacraments | • Lives of the Saints |
| • Prayer | • Christian Service |
| • Morality | |

Catholic teachings are also integrated throughout all academic subjects whenever appropriate.

Prayer

Prayer is an important part of each school day. Students participate regularly in:

- | | |
|--------------------|----------------------------|
| • Morning Prayer | • Spontaneous Prayer |
| • Classroom Prayer | • Seasonal Prayer Services |

- Grace Before and After Meals
- Traditional Catholic Prayers
- School-wide Liturgies

Students are encouraged to deepen their relationship with Christ through daily prayer both at school and at home.

Celebration of the Eucharist

The Eucharist is the center of our Catholic identity. Students participate in:

- weekly school Masses;
- Holy Day Masses;
- special liturgical celebrations throughout the year.

Students are expected to participate respectfully and prayerfully during all liturgical celebrations regardless of their religious affiliation. Parents, grandparents, and family members are warmly encouraged to join us for school Masses whenever possible.

Sacramental Preparation

St. Patrick Catholic School partners with St. Patrick Catholic Church to prepare eligible students for the Sacraments. Sacramental preparation includes:

Sacrament	Typical Grade
First Reconciliation	Grade 2 (through parish program)
First Holy Communion	Grade 2 (through parish program)
Confirmation	Grade 8 (through parish program)

Families should remain active participants in parish sacramental preparation programs and fulfill all parish requirements.

Christian Service

Service is one of the hallmarks of a Catholic education. Students are encouraged to use their God-given gifts to serve:

- their families
- their school
- their parish
- their local community
- those most in need

Throughout the year, students participate in age-appropriate service projects that encourage compassion, generosity, and leadership.

Living Our Faith

Our Catholic identity extends beyond religion class.

Students are expected to demonstrate Gospel values through:

- kindness
- honesty
- forgiveness
- compassion
- integrity
- service

- respect
- responsibility
- good sportsmanship

Students are reminded that every interaction—with classmates, teachers, families, officials, opponents, and visitors—is an opportunity to reflect Christ.

Catholic Social Teaching

Students are introduced to the principles of Catholic Social Teaching throughout their years at St. Patrick Catholic School. These include:

- Life and Dignity of the Human Person
- Call to Family, Community, and Participation
- Rights and Responsibilities
- Option for the Poor and Vulnerable
- Dignity of Work and Workers
- Solidarity
- Care for God's Creation

These principles help students understand their responsibility to live their faith through action.

Respect for All Faith Traditions

While St. Patrick Catholic School proudly teaches the beliefs and traditions of the Roman Catholic Church, we welcome families from many faith backgrounds. All students are expected to:

- participate respectfully in religion classes;
- attend school liturgies and prayer services;
- support the Catholic mission of the school;
- respect the beliefs and practices of others.

Enrollment at St. Patrick Catholic School signifies a family's willingness to support the religious mission of the school.

Parents as Partners in Faith

The Catholic Church recognizes parents as the primary educators of their children. St. Patrick Catholic School partners with families to reinforce the values taught at home by encouraging parents to:

- attend Sunday Mass regularly;
- pray together as a family;
- participate in parish life;
- support Catholic teachings;
- model Christian virtue and service.

Parents strengthen the school's mission when faith is lived both at home and at school.

Our Faith in Action

Throughout the school year, students have opportunities to grow spiritually through activities such as:

- Weekly School Mass
- Eucharistic Adoration (when scheduled)
- Catholic Schools Week
- Service projects

- Sacramental Preparation
- Advent and Lenten prayer services
- Seasonal retreats
- Mission collections
- Student leadership opportunities
- Daily classroom prayer

These experiences help students encounter Christ while building a lifelong love for the Catholic faith.

Our Catholic Identity at a Glance

We Believe...

Christ is the center of our school

The Eucharist is the source and summit of our faith

Every child is made in the image of God

Parents are the primary educators

Faith requires action

Excellence honors God

We Live It By...

Daily prayer and faith-filled instruction

Weekly Mass and liturgical celebrations

Respect, dignity, and compassion for all

Strong home, school, and parish partnership

Service projects and Christian leadership

High academic expectations rooted in Gospel values

Section 4: Academic Program

At St. Patrick Catholic School, academic excellence is rooted in our Catholic faith and guided by the curriculum standards of the Diocese of St. Augustine. We believe every student is capable of growth and success when challenged in a supportive, Christ-centered environment.

Our curriculum is designed to foster intellectual curiosity, critical thinking, creativity, collaboration, and a lifelong love of learning while preparing students for success in high school and beyond.

Academic Philosophy

We believe that excellent teaching:

- challenges students to reach their God-given potential;
- develops strong critical thinking and problem-solving skills;
- promotes creativity and innovation;
- encourages collaboration and communication;
- integrates faith throughout the curriculum;
- prepares students to become responsible citizens and lifelong learners.

Teachers use a variety of instructional strategies to meet the diverse learning needs of students while maintaining high academic expectations.

Curriculum

Overview

The curriculum at St. Patrick Catholic School follows the standards established by the Diocese of St. Augustine and includes instruction in the following subject areas.

Subject	Focus
Religion	Catholic faith, Scripture, prayer, morality, and Church teachings
Language Arts	Reading, literature, writing, grammar, vocabulary, spelling, speaking, and listening
Mathematics	Number sense, algebraic thinking, geometry, measurement, statistics, and problem solving
Science	Life, Earth, physical sciences, STEM, and laboratory experiences
Social Studies	Geography, civics, economics, Florida history, U.S. history, world history, and current events
Spanish	Vocabulary, grammar, conversation, and cultural understanding
Technology & Media	Digital citizenship, research, computer literacy, and responsible technology use
Fine Arts	Visual arts, music appreciation, creativity, and artistic expression
Physical Education	Physical fitness, sportsmanship, teamwork, and healthy lifestyles

Religion is integrated throughout every subject area whenever appropriate.

Instructional Approach

Teachers use a variety of research-based instructional practices, including:

- direct instruction
- collaborative learning
- hands-on activities
- project-based learning
- technology integration
- laboratory investigations
- differentiated instruction
- small-group instruction
- independent practice

Instruction is designed to actively engage students while encouraging responsibility, perseverance, and academic growth.

Technology Integration

Technology is an important instructional tool that enhances learning and prepares students for an ever-changing world. Students use technology to:

- conduct research
- collaborate with classmates
- create presentations and projects
- practice academic skills
- strengthen digital citizenship
- develop responsible technology habits

Technology is intended to enhance—not replace—quality instruction and meaningful student learning.

Artificial Intelligence (AI)

Artificial Intelligence (AI) is becoming an increasingly valuable tool in education and the workplace. At St. Patrick Catholic School, we believe students should learn to use AI responsibly, ethically, and honestly. Students may use AI only when specifically permitted by the classroom teacher.

Appropriate uses may include:

- brainstorming ideas
- generating practice questions
- receiving feedback on writing
- explaining concepts
- supporting research

Students may **not**:

- submit AI-generated work as their own;
- use AI to complete assignments without teacher permission;
- use AI during quizzes, tests, or other assessments unless authorized;
- present AI-generated writing, images, or other content as original work.

Teachers may require students to disclose the use of AI tools or submit drafts demonstrating the development of their own work.

Submitting work that is substantially or entirely generated by AI without teacher approval constitutes **academic dishonesty and plagiarism**. Violations of this policy will be addressed under the school's

Academic Dishonesty policy and may result in:

- a grade of zero on the assignment;
- disciplinary consequences consistent with this handbook;
- additional administrative consequences for repeated offenses.

Our goal is to teach students to use AI as a tool to support learning—not as a substitute for their own thinking, creativity, or effort.

Middle School Mathematics Pathways

Beginning in middle school, students are placed into mathematics courses based on academic readiness and demonstrated performance.

Grade 6

All students are enrolled in Grade 6 Mathematics.

Grade 7 Placement

Qualified students may be placed into **Pre-Algebra**.

Requirements:

Students must demonstrate:

- an academic average of **85% or higher** in each quarter of Grade 6 Mathematics;
- a mathematics composite score at or above the **85th national percentile** on standardized testing;
- recommendation of the Grade 6 Mathematics teacher.

Transfer students or students who do not meet one of the above criteria may be required to successfully complete a diocesan-approved readiness assessment.

Grade 8 Placement

Qualified students may enroll in **Algebra I**, a high school credit course.

Requirements:

Students must demonstrate:

- an academic average of **85% or higher** in each quarter of Grade 7 Mathematics;
- a mathematics composite score at or above the **85th national percentile** on standardized testing;
- recommendation of the Grade 7 Mathematics teacher.

Transfer students or students who do not meet one of the required criteria may be asked to complete an approved placement assessment.

Students enrolled in Pre-Algebra or Algebra I must continue to maintain satisfactory academic performance in order to remain in the course.

Placement decisions remain at the discretion of the administration and mathematics department and are final.

Student Support Services

Types of Support

St. Patrick Catholic School strives to support the academic growth of every student. Available support services may include:

- Reading Intervention
- Small-group instruction
- Academic accommodations
- Student Support Plans
- School Counseling
- Teacher tutoring
- Parent conferences
- Progress monitoring

Support services are designed to strengthen student success while maintaining the school's academic standards.

A parentally placed private school student with a disability does not have an individual right to receive some or all of the special education and related services that the students would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA).

Title I Services

Eligible students may receive supplemental instructional services in reading and/or math through federally funded Title I programs. Participation is determined according to federal and diocesan guidelines.

Exceptional Student Education (ESE)

Students with documented exceptionalities may receive services as available through partnerships with Duval County Public Schools or other approved agencies. Admission and continued enrollment are based upon the school's ability to reasonably meet the student's educational needs.

Counseling Services

St. Patrick Catholic School is committed to supporting the spiritual, academic, social, and emotional well-being of every child. Elementary students who are experiencing academic, behavioral, social, or emotional concerns may be referred for short-term school-based support by a parent, teacher, or administrator. Counseling services are designed to help students develop healthy relationships, positive coping skills, emotional regulation, and strategies for success in the classroom.

School counseling services are preventative and solution-focused in nature and are not a substitute for long-term therapy or mental health treatment. When a student's needs extend beyond the scope of school-based support, parents may be encouraged to seek assistance from qualified community mental health professionals.

Parents will be notified of ongoing counseling support provided by the school. All counseling services are conducted in a manner consistent with the mission and values of St. Patrick Catholic School and the teachings of the Catholic Church.

Student Support Plans

St. Patrick Catholic School strives to meet the needs of students with diverse learning needs whenever reasonably possible within the resources available to the school.

Students enrolling with an Individualized Education Program (IEP) or Section 504 Plan must provide a copy of the current plan to the school before enrollment or as soon as it becomes available. School administration will review the plan to determine whether the school can reasonably provide the accommodations and support needed for the student to be successful.

Because St. Patrick Catholic School is a private school, it is not required to provide all of the special education services or accommodations available in public schools under the Individuals with Disabilities Education Act (IDEA). As a result, accommodations available through the school may be more limited than those provided through an IEP or Section 504 Plan in a public school.

If the school determines that it can appropriately support the student's educational needs, a **Student Support Plan** will be developed. The plan identifies the accommodations, and classroom supports that can reasonably be provided at St. Patrick Catholic School. Parents, teachers, and school administration will review the plan together before implementation and will work collaboratively throughout the school year to support the student's success. Support Plans are reviewed periodically and may be revised as student needs change.

If the school determines that it cannot adequately meet a student's educational needs, the school may determine that enrollment or continued enrollment is not appropriate.

Parents who wish to request an evaluation for special education services through Duval County Public Schools may contact: **Duval County Public Schools – Parentally Placed Private School Services** Phone: (904) 348-7889 Email: pppss@duvalschools.org

Parents should also notify their child's teacher and the school counselor if they are requesting an evaluation or if new educational information becomes available.

Parents are encouraged to share any educational evaluations or diagnoses with the school as soon as they become available.

Section 5: Student Performance

At St. Patrick Catholic School, assessment is an essential part of the learning process. Students are evaluated through a variety of methods that measure academic growth, mastery of standards, and readiness for future learning. Our goal is not simply to assign grades, but to provide meaningful feedback that encourages students to reach their God-given potential.

Preparing Students for Success

The academic program at St. Patrick Catholic School seeks to develop graduates who are:

- intellectually curious
- effective communicators
- responsible leaders
- critical thinkers
- compassionate servants
- faithful disciples of Jesus Christ

By combining rigorous academics with Catholic values, we prepare students to thrive in high school, college, the workplace, and a life of Christian service.

Assessment Philosophy

Assessment serves several important purposes. It helps:

- monitor student learning
- guide classroom instruction
- identify student strengths and areas for growth
- communicate academic progress to families
- prepare students for future academic success

Teachers use multiple forms of assessment throughout the school year to evaluate student understanding.

Academic Integrity

Academic integrity is an essential part of a Catholic education.

Students are expected to demonstrate honesty in all academic work by:

- completing their own assignments
- giving proper credit to the work of others
- following teacher directions during assessments
- using technology responsibly

Cheating, plagiarism, unauthorized collaboration, forgery, or other forms of academic dishonesty are inconsistent with Gospel values and will result in disciplinary consequences as outlined in this handbook.

Types of Assessments

Formative Assessments

Formative assessments occur during the learning process and provide students with opportunities to practice new skills before they are formally evaluated. Examples include:

- classwork
- homework
- drafts
- discussions
- exit tickets
- quizzes
- practice activities

These assessments help teachers adjust instruction and provide additional support when needed.

Late formative assignments submitted after the related summative assessment may be accepted at the teacher's discretion but are not guaranteed credit.

Homework

Homework reinforces classroom learning, develops responsibility, and promotes independent study skills. Homework may include:

- skill practice
- reading assignments
- projects
- studying for assessments
- long-term assignments

Parents are encouraged to establish consistent homework routines while allowing students to complete assignments independently whenever possible. Additional homework expectations are outlined in the General Policies section of this handbook.

Summative Assessments

Summative assessments measure a student's mastery of learning standards after instruction has been completed. Examples include:

- chapter tests
- unit tests
- essays
- research projects
- presentations
- laboratory reports
- cumulative assessments

Students are expected to complete summative assessments on the scheduled date unless excused by the teacher or administration.

Middle school students are limited to **two major tests per day** whenever possible.

Summative assessments should generally be completed within **two academic weeks** of the original assessment date. After that time, acceptance for credit is at the teacher's discretion.

Middle school students may be eligible for a summative assessment retake when all teacher-established requirements have been met.

Standardized Assessments

Standardized assessments provide additional information about student achievement and academic growth.

Assessment	Grades	Purpose
IXL Reading & Math	K–8	Measures academic growth throughout the year
Terra Nova	2–8	National standardized achievement assessment
ARK Religion Assessment	3, 5, 8	Measures religious knowledge and faith formation

Standardized assessments are used to guide instruction and identify student strengths and areas for improvement. They do **not** determine promotion or retention.

Grading

Progress Reports

Parents have continuous access to student grades through the FACTS Family Portal. Teachers update grades regularly throughout each grading period. Parents are encouraged to monitor academic progress frequently and contact teachers whenever questions arise.

Formal Progress Reports are issued electronically approximately midway through each quarter for students in Kindergarten through Grade 8.

Report Cards

Report cards are issued **quarterly** and provide a summary of each student's academic performance. Report cards include:

- academic grades;
 - teacher comments, when appropriate;
 - overall progress toward grade-level expectations.
-

Grading Scales

Kindergarten-Grade 1

Mark	Meaning
S	Satisfactory (75-100)
N	Needs Improvement (65-74)
U	Unsatisfactory (64 and below)

Grade 2

Mark	Meaning
S+	90 and above
S	80-89
S-	70-79
N	60-69

Grades 3–8

Grade Percentage

A	90–100
B	80–89
C	70–79
D	60–69
F	Below 60

Purpose of Grades

Grades communicate a student's current level of academic achievement. They are intended to:

- measure mastery of curriculum standards
- communicate progress to parents
- guide instructional decisions
- document student achievement

Grades are based upon teacher evaluations of student performance using a variety of assessment methods.

Academic Standing

Promotion

Promotion to the next grade level is based upon successful completion of the academic program.

When determining promotion, the school considers:

- classroom performance
- assessment results
- completion of assignments
- attendance
- teacher recommendations
- overall academic readiness

The administration reserves the right to make final promotion decisions after consultation with teachers and parents.

Retention

When a student has not demonstrated sufficient academic progress, retention may be recommended.

Kindergarten

Retention may occur when a student has not demonstrated readiness for first grade.

Grades 1–3

Students who fail Reading/Language Arts or Mathematics must successfully complete a diocesan-approved summer remediation program before promotion may be considered.

Grades 4–8

Promotion requires passing **all subjects**. Students failing:

- **One or two subjects** may qualify for diocesan-approved summer remediation.
- **More than two subjects** will normally be retained.

If Religion is failed, the course must also be successfully remediated before a student may return to St. Patrick Catholic School or enroll in another Catholic school.

Additional factors that may result in retention include:

- excessive absences
- failure to complete assignments
- lack of academic effort
- persistent failure to follow school expectations

The Principal makes the final decision regarding retention after consultation with teachers and parents.

Summer Remediation

Students assigned summer remediation must complete a program approved by the Diocese of St. Augustine. Requirements include:

- instruction by a Florida-certified teacher;
- approximately **30–45 instructional hours**;
- satisfactory completion of assigned work;
- successful demonstration of mastery through an appropriate assessment.

Documentation must be submitted to the Principal before the first day of the new school year.

Graduation Requirements

Graduation recognizes the successful completion of Grade 8. Students who successfully complete all academic requirements are eligible to participate in:

- Graduation Mass
- Commencement Ceremony

Students failing **one or two classes** may participate only after satisfactory summer remediation arrangements have been approved by the administration.

Students failing **three or more** classes are not eligible to graduate or participate in graduation ceremonies.

Academic Excellence

Academic excellence is celebrated throughout the school year through:

- Quarterly Awards
- Honor Roll Recognition
- Principal's Honors
- End-of-Year Awards
- Graduation Honors

Additional information regarding awards and recognition may be found in the **Student Life** section of this handbook.

Student Performance at a Glance

Parents Can Expect...

Weekly grade updates in FACTS

Quarterly report cards

Mid-quarter progress reports

Multiple assessment opportunities

Regular communication from teachers

Students Are Expected To...

Complete assignments on time

Prepare for assessments

Demonstrate academic integrity

Ask for help when needed

Take responsibility for learning

Our goal is to help every student grow academically, develop confidence as a learner, and prepare for future success while striving for excellence in all things for the glory of God.

Section 6: Student Conduct

At St. Patrick Catholic School, discipline is rooted in our Catholic faith and is intended to help students grow in character, responsibility, and respect for others. Every student is expected to contribute to a safe, orderly, and Christ-centered learning environment. Discipline is most effective when the school, parents, and students work together with mutual trust, respect, and consistency.

Because every disciplinary situation is unique, the administration reserves the right to determine the appropriate disciplinary response based on the circumstances, the student's age and disciplinary history, the severity of the behavior, and the safety and welfare of the school community. Consequences may be adjusted when warranted and are not limited solely to those specifically listed in this handbook.

Philosophy of Discipline

The purpose of discipline is not simply to correct inappropriate behavior, but to teach students to make responsible choices rooted in Gospel values. Our discipline program seeks to help students:

- develop self-discipline
- accept responsibility for their actions
- demonstrate respect for God, themselves, and others
- resolve conflicts appropriately
- contribute positively to the school community

Success requires a partnership among students, parents, faculty, and administration.

Students

Be responsible and accountable

Faculty & Staff

Be fair, reasonable, and consistent

Parents

Be supportive partners in their child's growth

Code of Conduct

Students are expected to:

- demonstrate Christian behavior at all times
- respect faculty, staff, volunteers, and fellow students
- treat all people with Christian charity
- protect school property
- arrive prepared to learn
- represent St. Patrick Catholic School positively on and off campus
- follow school and classroom rules

The Code of Conduct applies:

- on school property
- during school-sponsored activities
- on field trips
- at athletic events
- while representing the school
- when off-campus conduct substantially impacts the school community

Knowingly making false accusations against another student or employee is a serious violation and may result in disciplinary action.

Behavioral Expectations

Students are expected to demonstrate:

- Respect
- Responsibility
- Honesty
- Kindness
- Self-Control
- Courtesy
- Good Sportsmanship
- Christian Leadership

Behavior inconsistent with these expectations may result in disciplinary action.

Progressive Discipline

Elementary School Discipline (Grades K–5)

Teachers use age-appropriate classroom management systems designed to encourage positive behavior and help students develop responsibility. Consequences may include:

- verbal reminders
- redirection
- reflection activities
- parent communication
- loss of privileges
- teacher-assigned consequences
- administrative involvement when appropriate

Repeated or serious misconduct may result in conferences with parents and administrative action.

Middle School Discipline (Grades 6–8)

The middle school discipline system emphasizes accountability and progressive consequences.

Important Terms

Term	Definition
Infraction	A minor classroom behavior recorded by the teacher.
Demerit	Points assigned for violations of school expectations.
Conduct	Written documentation sent home and maintained in the student's discipline
Referral	record.

Demerits reset at the conclusion of each school year. Probationary periods may extend into the second semester when appropriate.

Levels of Misconduct

Level I – Minor Infractions

Minor behaviors that disrupt learning or fail to meet classroom expectations.

Examples include:

- talking out of turn
- off-task behavior
- failure to follow directions
- missing materials
- minor classroom disruption
- dress code violations
- gum or candy
- inappropriate public displays of affection
- lying
- willful disobedience

Three classroom infractions generally result in one Level I demerit.

Level II – Intermediate Offenses

Behaviors that significantly interfere with learning, safety, or respect for others. Examples include:

- repeated Level I offenses
- disrespect toward faculty or staff
- inappropriate behavior during Mass, assemblies, or field trips
- profanity or obscene language
- bullying or cyberbullying
- unauthorized possession or use of electronic devices
- roughhousing
- petty theft
- forgery
- verbal defiance
- racist or discriminatory language
- inappropriate restroom behavior
- inappropriate use of technology
- leaving class without permission

Level II offenses generally result in **two demerits**, although administration may assign additional consequences when appropriate.

Level III – Major Offenses

Major violations threaten the safety, dignity, or integrity of the school community. Examples include:

- fighting
- reckless endangerment
- vandalism
- possession of weapons
- possession or use of alcohol, drugs, tobacco, vaping products, or other prohibited substances
- bomb threats
- sexual misconduct
- sexual harassment
- possession or distribution of obscene materials
- activation of fire alarms or fire extinguishers without authorization
- serious disrespect toward school personnel
- major acts of academic dishonesty

Level III offenses generally result in **three demerits** and may also result in suspension, probation, or expulsion.

Administration reserves the right to bypass progressive discipline for serious misconduct.

Progressive Discipline (Grades 6–8)

Demerits Consequence

3	45-minute After School Detention
4	Conference with Assistant Principal
6	Second After School Detention
7	Conference with Principal
8	Parent Conference
9	In-School Suspension
12	Four-week probation from extracurricular activities, athletics, dances, and field trips
15	Discipline Committee Review
18	Expulsion

The administration may modify consequences when warranted by the seriousness of the offense or the student's disciplinary history.

Detention

Detention is intended to provide students with an opportunity to reflect on their behavior, accept responsibility for their actions, and make positive choices moving forward. Detentions are held after school for 45 minutes and are supervised by a faculty member. The teacher assigning the detention will notify parents at least 24 hours before the detention is to be served. Parents are expected to support the school's disciplinary process by ensuring that their child serves the detention as scheduled. Requests to reschedule detention will be considered only in exceptional circumstances and are subject to administrative approval.

Student Probation

Students placed on probation may lose privileges including:

- participation in athletics
- extracurricular activities
- recess privileges, when appropriate
- field trips
- dances

Probation is intended to provide students with an opportunity to demonstrate improved behavior while remaining enrolled.

Academic Integrity

Honesty is a fundamental Christian virtue. Students are expected to complete all academic work with integrity. Academic dishonesty includes, but is not limited to:

- cheating
- plagiarism
- unauthorized collaboration
- forgery
- copying another student's work
- using unauthorized resources during assessments

Students who violate this policy may receive:

- a grade of zero on the assignment
 - disciplinary consequences
 - demerits for middle school students
 - additional administrative action for repeated offenses
-

Artificial Intelligence (AI)

Artificial Intelligence (AI) is an important educational tool when used responsibly. Students may use AI only when expressly authorized by the classroom teacher. Acceptable uses may include:

- brainstorming ideas
- reviewing concepts
- receiving writing feedback
- generating study materials

Students may **not** submit AI-generated work as their own or use AI to complete assignments without teacher permission. Submitting work that is substantially or entirely generated by AI without authorization constitutes **plagiarism and academic dishonesty**.

Violations will be addressed under the Academic Integrity policy and may result in:

- a grade of zero on the assignment
- disciplinary consequences
- demerits (Grades 6–8)
- additional administrative action for repeated offenses

The goal of this policy is to teach students to use emerging technology ethically while preserving authentic learning.

Serious Misconduct Policies

Threat Assessment

The safety and well-being of every member of the St. Patrick Catholic School community is our highest priority. Any statement, behavior, drawing, written communication, electronic message, or social media post that suggests or implies a threat of violence or harm to oneself or others will be taken seriously, regardless of whether it was intended as a joke or made in frustration. The school will promptly assess the situation, conduct an appropriate investigation, and determine the necessary response to protect the safety of the school community. Parents or guardians will be notified as appropriate, and law enforcement or other agencies may be contacted when warranted. Students are encouraged to immediately report any concerning behavior or threats to a teacher, administrator, or other trusted adult.

Refusal to cooperate with a threat assessment, or actions that interfere with the assessment process, may result in disciplinary action, including suspension or expulsion.

Bullying & Cyberbullying

St. Patrick Catholic School is committed to maintaining a safe environment where every student is treated with dignity and respect. Bullying is **repeated intentional** behavior that causes physical, emotional, or social harm. Examples include:

- verbal harassment
- intimidation
- threats
- exclusion
- spreading rumors
- cyberbullying
- physical aggression
- damage to personal property

Cyberbullying is the use of technology—including text messages, email, social media, online games, websites, or other digital platforms—to harass, threaten, intimidate, embarrass, or harm another person. Cyberbullying is prohibited whether it occurs on or off campus when it disrupts the learning environment, impacts the safety or well-being of a student or staff member, or interferes with the mission and operation of St. Patrick Catholic School.

Bullying in **any** form will not be tolerated.

Any threat of violence, whether made in person, in writing, electronically, or in jest, will be taken seriously, investigated promptly, and appropriate disciplinary action will be taken.

Electronic Devices

Students may not possess or use personal electronic devices during the school day unless specifically authorized. This includes:

- cell phones
- smartwatches
- personal tablets
- similar electronic devices

Devices brought to school must be turned off and secured in the school office upon arrival.

Unauthorized devices may be confiscated and released only to a parent or guardian.

Unauthorized possession or use is considered a Level II offense for middle school students.

Drugs, Alcohol, Tobacco & Vaping

The possession, use, sale, distribution, or being under the influence of alcohol, illegal drugs, tobacco products, vaping devices, or related paraphernalia is strictly prohibited. Violations may result in:

- immediate suspension
- recommendation for expulsion
- notification of law enforcement when required

Harassment & Discrimination

Every member of the St. Patrick Catholic School community has the right to be treated with dignity and respect. Harassment is unwelcome verbal, written, physical, or electronic conduct that intimidates, threatens, humiliates, or creates a hostile, offensive, or disruptive environment for another person. Harassment or discrimination based on race, color, national origin, disability, or any other legally protected status is strictly prohibited. Students who experience or witness harassment should report their concerns immediately to a teacher or administrator.

Weapons

St. Patrick Catholic School maintains a zero-tolerance policy regarding weapons. Students may not possess, carry, use, or threaten to use any weapon or object intended or used to cause harm while on school property, at school-sponsored events, or during any school-related activity. Any student found in possession of a weapon will be subject to immediate administrative action, which may include suspension, expulsion, notification of law enforcement, and any other consequences deemed appropriate by the school administration.

Social Media

St. Patrick Catholic School recognizes that social media and other digital platforms are a significant part of modern communication. Students are expected to use these platforms responsibly and in a manner consistent with the values of the Catholic faith and the standards of the school community.

The creation, posting, sharing, or distribution of content that is threatening, harassing, defamatory, obscene, discriminatory, or otherwise inappropriate is prohibited. This includes content that targets students, families, faculty, staff, parish personnel, or the school community.

Students may not use social media or other electronic platforms to damage the reputation of St. Patrick Catholic School, its students, employees, or parish through false, malicious, or inappropriate statements, images, videos, or other content. Conduct occurring off campus may be subject to school discipline when it substantially disrupts the educational environment, interferes with the school's mission, or negatively impacts the safety or well-being of members of the school community.

Violations of this policy may result in administrative consequences, including the loss of technology privileges, disciplinary action, suspension, or expulsion, depending on the nature and severity of the offense.

Respect for School Property

Students are expected to care for all school buildings, equipment, textbooks, technology, and personal property. Students may be required to pay restitution for intentional damage or vandalism.

Administrative Authority

The administration reserves the right to determine appropriate disciplinary consequences based upon:

- the seriousness of the offense
- the student's disciplinary history
- the safety of the school community
- the best interests of the student and the school

The administration may modify or accelerate disciplinary consequences when circumstances warrant.

Whenever appropriate, students may participate in restorative conversations or activities designed to repair relationships and restore the community.

Student Conduct at a Glance

We Expect Students To...	We Will Provide...
Respect others	Fair and consistent discipline
Accept responsibility	Clear expectations
Demonstrate honesty	Opportunities to learn from mistakes
Follow school rules	A safe and orderly environment
Live Gospel values	Guidance rooted in our Catholic faith

Discipline at St. Patrick Catholic School is intended to help every student grow into a responsible, respectful, and faith-filled young person who reflects the values of Jesus Christ in school, at home, and in the community.

Section 7: Student Uniforms & Dress Code

The student uniform reflects the pride, professionalism, and Catholic identity of St. Patrick Catholic School. Wearing the uniform properly promotes unity, minimizes distractions, and creates an environment focused on learning.

Parents are responsible for ensuring that students arrive at school each day in complete, clean, and properly fitting uniforms.

Uniform Philosophy

The school uniform helps students:

- develop school pride
- promote equality among students
- reinforce that school is a place of learning
- minimize distractions
- encourage modesty and professionalism

Students are expected to wear the complete uniform throughout the school day unless otherwise authorized by the administration.

Uniform Provider

Official school uniforms must be purchased through the school's approved uniform vendor.

Risse Brothers School Uniforms

8595 Beach Blvd #324

Jacksonville, FL 32216

Telephone: 904-374-5317 or rissebrothers.com

Families will receive current ordering information each spring and summer.

General Uniform Expectations

Students are expected to:

- wear clean, neat uniforms each day
- wear clothing that fits appropriately
- wear only approved uniform items
- keep shirts tucked in unless the uniform style is designed otherwise
- maintain a neat and well-groomed appearance

The administration reserves the right to determine whether a student's appearance complies with the spirit and intent of the dress code.

Footwear

Approved	Not Permitted
• Solid black school shoes • Athletic shoes that comply with school requirements (when permitted) • Uniform socks • Uniform tights or leggings (when permitted)	• Crocs • Slides • Flip-flops • Sandals • Boots (unless approved by administration)

- Shoes with lights
- Roller shoes
- Open-toed or open-heeled shoes

Grooming Expectations

Students should maintain an appearance that is clean, neat, and appropriate for a Catholic school.

Hair should:

- be clean and well groomed;
- not obstruct vision;
- be of a natural color;
- avoid extreme hairstyles that distract from learning.

Jewelry should remain simple, modest, and appropriate for school.

Body piercings (other than permitted earrings) and visible tattoos are not permitted.

Girls' Uniform (Kindergarten–Grade 8)

Kindergarten–Grade 3

Item	Requirement
Top	White Peter Pan blouse (short or long sleeve)
Uniform	Official St. Patrick plaid jumper
Undergarment	Solid "biker" shorts must be worn under the jumper
Socks	White, navy, or black crew socks or knee socks
Shoes	Solid black sneakers (no logos or colored trim)
Belt	Not required

Grades 4–5

Item	Requirement
Top	White embroidered St. Patrick blouse
Uniform	Official culotte or skort
Socks	White, navy, or black crew socks or knee socks
Shoes	Solid black sneakers (no logos or colored trim)
Belt	Required if garment includes belt loops

Grades 6–8

Item	Requirement
Top	White embroidered Oxford blouse
Tie	Official St. Patrick cross tie
Uniform	Official uniform skirt

Item	Requirement
Socks	White, navy, or black crew socks or knee socks
Shoes	Solid black sneakers (no logos or colored trim)
Belt	Required if applicable

Girls' Dress Code (All Grades)

Students are expected to maintain a neat, modest, and professional appearance.

Hair

- Hair must be clean, neatly groomed, and worn out of the eyes.
- Hair color must remain natural. Dyed hair, highlights, or fad hairstyles are not permitted.
- Medium-sized bows and flat headbands are permitted.
- Bandanas may not be worn as headbands.
- Hair accessories, including beads or other adornments, should not distract from the learning environment.
- The Principal or designee has the final authority to determine whether a student's hairstyle or hair accessories comply with the school's standards.
- Students who do not comply may be required to correct the issue before returning to class or school and may be subject to disciplinary action.

Cold Weather

- Black, white, or navy tights may be worn.
- Leggings and compression pants are not permitted.

Shoes & Socks

- Solid black sneakers only (no logos or colored trim).
- Mary Jane shoes are not permitted.
- Crew socks or knee socks must be solid white, navy, or black.
- No-show socks are not permitted.

Jewelry & Accessories

- One pair of small post earrings (no larger than a dime).
- One watch (smartwatches are not permitted).
- One small religious medal worn inside the shirt.
- No bracelets, wristbands, rings, necklaces (other than a religious medal), body piercings, hats, or sunglasses.

Personal Appearance

- Makeup is not permitted.
 - Acrylic nails and nail polish are not permitted.
 - Nails must be clean and neatly trimmed.
 - Tattoos and writing on the skin are prohibited.
-

Boys' Uniform (Kindergarten–Grade 8)

Kindergarten–Grade 5

Item	Requirement
Shirt	Green embroidered St. Patrick polo (short or long sleeve)
Bottom	Khaki uniform pants or khaki uniform shorts (warm weather)
Belt	Navy, brown, or black belt required when pants/shorts have belt loops
Socks	White, navy, or black crew socks
Shoes	Solid black sneakers (no logos or colored trim)

Grades 6–8

Item	Requirement
Shirt	White embroidered Oxford shirt
Tie	Official solid green uniform tie
Bottom	Khaki uniform pants
Belt	Navy, brown, or black belt
Socks	White, navy, or black crew socks
Shoes	Solid black sneakers (no logos or colored trim)

Boys' Dress Code (All Grades)

Students are expected to maintain a clean, well-groomed appearance.

Hair

- Hair must be tapered, clean, and neatly groomed.
- Hair may not exceed approximately two inches in height.
- Hair may not cover the eyes.
- Sideburns may not extend below the bottom of the ear.
- Boys must be clean-shaven.
- Braids, dreadlocks, mullets, shaved designs, unnatural colors, tipped hair, and fad hairstyles are not permitted.
- The Principal or designee has the final authority to determine whether a student's hairstyle or grooming complies with the school's standards.
- Students who do not comply may be required to correct the issue before returning to class or school and may be subject to disciplinary action.

Shirts

- Shirts must remain tucked in throughout the school day.
- Only white undershirts may be worn beneath uniform shirts.
- Long-sleeve undershirts may not be worn beneath short-sleeve uniform shirts.

Shoes & Socks

- Solid black sneakers only (no logos or colored trim).

- Crew socks must be solid white, navy, or black.
- No-show socks are not permitted.

Jewelry & Accessories

- One watch (smartwatches are not permitted).
- One small religious medal worn inside the shirt.
- No rings, bracelets, wristbands, earrings, hats, sunglasses, tattoos, or body piercings.

Personal Appearance

- Nails must be clean and neatly trimmed.
- Nail polish and acrylic nails are not permitted.
- Writing or drawing on the skin or clothing is prohibited.

Physical Education Uniform

Students in designated grades wear the official Physical Education uniform on scheduled PE days.

Required Items

School PE shirt School PE shorts School (Athletic) shoes Athletic socks

School PE Sweatshirts and/or sweatpants may be worn during cold weather.

Only official school PE uniforms may be worn unless otherwise authorized.

Outerwear

Only approved St. Patrick Catholic School outerwear may be worn inside the school building.

Examples include:

- school fleece jackets;
- approved sweaters;
- school sweatshirts;
- other administration-approved spirit wear.

Students may wear non-uniform coats outdoors during cold weather but must remove them upon entering the building.

Hooded sweatshirts that are not school-approved may not be worn during the school day.

School Spirit Wear

Approved Spirit Wear may be worn only on designated Spirit Days or as announced by the administration.

Spirit Wear does not replace the regular school uniform unless specifically authorized.

Athletic Team Apparel

Members of school athletic teams may wear approved team apparel only on designated game days or spirit days with administrative approval.

No Uniform Today (NUT) Days

Students participating in approved No Uniform Today (NUT) Days should dress appropriately for a Catholic school environment.

Appropriate Attire

- Jeans without holes
- Modest shorts (when permitted)
- School-appropriate T-shirts
- Athletic shoes
- Casual clothing that reflects Christian values

Not Permitted

- Clothing with offensive language or graphics
- Crop tops
- Tank tops
- Spaghetti straps
- Low-cut shirts
- Short shorts
- Leggings worn as pants
- Pajamas (unless specifically approved)
- Clothing advertising alcohol, tobacco, drugs, or inappropriate messages

Administration reserves the right to determine whether clothing is appropriate.

Students dressed inappropriately may be required to change into school uniform or may receive a dress code violation.

Dress Code Violations

Students are expected to arrive in proper uniform each day.

Dress code violations may result in:

- verbal reminder;
- parent notification;
- requirement to change into appropriate attire;
- disciplinary consequences for repeated violations.

Repeated violations may be addressed through the school's discipline policy.

Irish Spirit Days

Irish Spirit Days are held approximately once each month to celebrate school spirit and build community. On designated Irish Spirit Days, students may wear the official St. Patrick Catholic School Spirit Shirt with their regular uniform bottoms. If Irish Spirit Day falls on a scheduled Physical Education day, students may wear the Spirit Shirt with their PE uniform bottoms. Except for the approved Spirit Shirt, all other uniform and grooming requirements remain in effect. Students who choose not to wear the Spirit Shirt must wear the regular school uniform.

Special Dress Days

Throughout the year, students may participate in:

- Spirit Days
- Catholic Schools Week dress themes
- House or team events
- charity dress-out days
- other administration-approved special events

Specific dress guidelines will be communicated before each event.

Uniform Guidelines at a Glance

Students Should...

Wear the complete school uniform

Keep clothing neat and clean

Wear approved school shoes

Follow grooming expectations

Wear only approved Spirit Wear on designated days

Students Should Not...

Wear non-approved outerwear inside the building

Wear Crocs, slides, or flip-flops

Wear clothing that is excessively tight or revealing

Wear clothing with inappropriate language or graphics

Wear unauthorized jewelry, hairstyles, or accessories

The uniform is more than a dress code—it is a visible reminder that every student is part of the St. Patrick Catholic School community. By wearing the uniform with pride and respect, students demonstrate their commitment to our shared values of **Faith, Family, and Academic Excellence**.

Section 8: Student Life

At St. Patrick Catholic School, education extends beyond the classroom. Student life provides opportunities for students to discover their talents, strengthen friendships, develop leadership skills, and live out their Catholic faith through service, athletics, and extracurricular involvement.

Participation in student activities is considered a privilege that carries with it the responsibility to uphold the school's expectations for academics, conduct, and sportsmanship.

Student Activities

Students are encouraged to participate in the many extracurricular opportunities offered throughout the school year. Activities may include:

- Student Council
- National Elementary Honor Society (NEHS)
- National Junior Honor Society (NJHS)
- Academic competitions
- STEM activities
- Service projects
- Fine Arts programs
- School performances
- School dances
- Retreats
- Special events and clubs offered throughout the year

Activity offerings may vary from year to year based on student interest and faculty sponsorship.

Participation Expectations

Students participating in extracurricular activities are expected to:

- maintain satisfactory academic performance;
- demonstrate appropriate conduct;
- attend practices, meetings, and events regularly;
- represent St. Patrick Catholic School with dignity and respect;
- follow all school rules and expectations.

Participation in extracurricular activities is a privilege and may be suspended or revoked due to academic or disciplinary concerns.

Attendance for Activities

Students are expected to attend school on the day of an extracurricular activity or athletic event to participate. Students who are not in school for at least 50% of the day are not eligible to participate in an extracurricular activity that day. Exceptions may be approved by the administration for:

- medical appointments;
- family emergencies;
- other circumstances approved in advance.

Students who are suspended (in-school or out-of-school) are not eligible to participate in extracurricular activities during the period of suspension.

Student Leadership

St. Patrick Catholic School encourages students to become servant leaders by accepting responsibility and serving others. Leadership opportunities may include:

- Student Council
- National Honor Societies
- Service learning
- Classroom leadership roles
- Liturgical ministries
- Peer mentoring opportunities

Students are expected to model Christian leadership both in and out of school.

Student Council

The St. Patrick Catholic School Student Council provides students in grades 4–8 with opportunities to develop leadership, responsibility, and service. Representatives are selected from each grade level and work together to promote school spirit, organize service projects, assist with school activities, and serve as positive role models for the student body. Student Council members are expected to demonstrate good citizenship, academic responsibility, and behavior consistent with the mission and values of St. Patrick Catholic School.

National Elementary & National Junior Honor Society

Membership in the National Elementary Honor Society (NEHS) and National Junior Honor Society (NJHS) recognizes students who exemplify excellence in:

- Scholarship
- Leadership
- Service
- Character
- Citizenship

Membership requirements are established by the national organizations and school bylaws. Students are expected to maintain these standards throughout their membership.

Athletics

The athletic program is an extension of the school's educational mission. Participation in athletics provides opportunities to develop:

- teamwork
- perseverance
- respect for others
- discipline
- leadership
- Christian sportsmanship

Winning is valued, but character, effort, and integrity are the primary goals of the athletic program.

Athletic Eligibility

Student-athletes are expected to maintain satisfactory performance in three important areas:

Area	Expectation
Academics	Maintain satisfactory academic progress
Conduct	Demonstrate appropriate behavior consistent with the Student Conduct Policy
Sportsmanship	Represent the school with integrity and respect

Failure to meet expectations in any of these areas may affect athletic eligibility.

Sportsmanship

Students, coaches, and spectators are expected to model Christian behavior at all athletic events.

Good sportsmanship includes:

- respecting officials
- encouraging teammates
- accepting defeat graciously
- treating opponents with dignity
- accepting victory with humility

Unsportsmanlike conduct may result in disciplinary or athletic consequences.

School Dances & Social Events

School-sponsored dances and social events provide opportunities for students to build friendships in a safe, supervised environment. Students attending these events are expected to:

- follow all school rules;
- demonstrate appropriate behavior;
- dress according to the announced dress code;
- remain under school supervision throughout the event.

Participation may be restricted for students who are not in good disciplinary standing.

Birthdays & Classroom Celebrations

Birthdays and classroom celebrations are joyful occasions that help build community. To ensure consistency:

- celebrations must be coordinated with the classroom teacher;
- treats should comply with school health and allergy guidelines;
- invitations to private parties may be distributed at school only if every student in the class is invited or all students of the same gender are invited.

Parents may not eat lunch with their child on his/her birthday but may sign their child out to have lunch with them. If parents wish to provide class snacks for a birthday, they should be store-bought. These treats will be distributed at lunch or the end of the day, depending on the teacher's procedures. Teachers may establish additional classroom procedures for celebrations.

Student Recognition

St. Patrick Catholic School celebrates students who demonstrate excellence in academics, leadership, service, character, and faith. Recognition may include:

- Quarterly Awards
 - Academic Awards
 - Graduation Awards
 - Honor Roll
 - Citizenship Awards
 - Diocesan Recognition
 - Principal's Honors
 - Athletic Awards
-

Quarterly Recognition

Students may be recognized each quarter for excellence in academics and Christian character.

Examples include:

Award

St. Dominic Savio / St. Maria Goretti Award

St. Thomas Aquinas / St. Catherine of Alexandria Award

Principal's Honors

A Honor Roll

A/B Honor Roll

Recognizes

Christian behavior and exemplary conduct

Academic excellence and love of learning

Outstanding academic achievement

High academic achievement

Consistent academic success

Specific eligibility requirements are determined by school administration.

Eighth Grade Awards

Several special awards recognize graduating students who have demonstrated exceptional achievement throughout their years at St. Patrick Catholic School. These awards may include:

- Valedictorian
- Salutatorian
- Scholar-Athlete of the Year
- Diocesan Awards
- Spirit of the Irish Award
- St. John Berchmans Award
- St. Elizabeth Ann Seton Award

Award criteria are determined by the administration and faculty.

Kindergarten Moving Up Ceremony

Kindergarten students participate in a Moving Up Ceremony celebrating the successful completion of Kindergarten and their transition to first grade. This special event recognizes students' academic, social, and spiritual growth during their first year of elementary school.

School Traditions

Throughout the school year, students participate in many traditions that strengthen our Catholic school community. These may include:

- Catholic Schools Week
- Advent and Lenten activities
- Service projects
- Community celebrations
- Retreats
- Field Day
- School performances
- Spirit Days
- Athletic events
- Family activities

These traditions help create lasting memories while strengthening our school family.

Student Life at a Glance

Students Are Encouraged To...

Participate in clubs and activities

Serve others

Develop leadership skills

Represent the school with pride

Students Should Remember...

Participation is a privilege

Academics come first

Conduct matters

Sportsmanship is expected

Students Are Encouraged To...

Build friendships rooted in faith

Students Should Remember...

Always reflect Christ in words and actions

At St. Patrick Catholic School, student life is an extension of our mission to form the whole child. Through leadership, service, athletics, extracurricular activities, and school traditions, students discover their gifts while growing as faithful disciples of Jesus Christ.

Section 9: Health & Safety

The health, safety, and well-being of every student are among the highest priorities at St. Patrick Catholic School. We are committed to maintaining a safe, secure, and nurturing environment where students can learn, grow, and thrive.

Parents play an essential role in helping us maintain a healthy school community by keeping emergency information current, following health policies, and communicating important medical information to the school.

Student Health Records

Florida law requires that every student have current health documentation on file before attending school. Required records include:

Required Documentation

Florida Certificate of Immunization	Florida School Entry Health Examination
Emergency Contact Information	Medical Information and Allergies
Medication Authorization Forms (when applicable)	

Students may not attend school until all required health records have been submitted unless otherwise permitted by Florida law.

Illness at School

Students who become ill during the school day will be evaluated by school personnel. Parents or emergency contacts will be notified when a student exhibits symptoms such as:

- fever (100.4°F or higher)
- vomiting
- persistent illness
- diarrhea
- significant injury
- other symptoms requiring dismissal

Students must be picked up promptly when requested.

Returning to School After Illness

To help protect the health of our school community, students should remain home until they are:

- fever-free for at least **24 hours without fever-reducing medication**;
- free from vomiting for at least **24 hours**;
- free from diarrhea for at least **24 hours**;
- cleared by a physician when appropriate.

The school reserves the right to require a physician's release before a student returns following certain illnesses or communicable diseases.

Communicable Diseases

Parents are asked to notify the school promptly if their child has been diagnosed with a communicable disease. The school will follow all applicable guidance from:

- the Diocese of St. Augustine;
- the Florida Department of Health;
- other appropriate public health authorities.

Confidentiality will be maintained in accordance with applicable laws.

Medication at School

Whenever possible, medication should be administered at home. When medication must be given during school hours:

- medication must be brought to the school office by a parent or guardian;
- medication must remain in its original prescription or manufacturer's container;
- written authorization from both the parent and physician is required when applicable;
- medication will be administered only according to approved procedures.

Students may not carry medication unless specifically authorized by the administration and supported by appropriate medical documentation.

Medical Conditions

Parents are responsible for informing the school of any significant medical condition that may affect their child's health or safety. Examples include:

- | | |
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| • severe allergies | • diabetes |
| • asthma | • seizure disorders |
| • chronic medical conditions | • other health concerns requiring accommodations |

Appropriate documentation and medical action plans must be submitted to the school when required.

Allergy Awareness

St. Patrick Catholic School is committed to providing a safe and healthy learning environment for students with food and other allergies. Parents or guardians of students with diagnosed allergies should notify the school and provide current medical documentation, emergency action plans, and any prescribed emergency medication, as appropriate. While the school works to reduce exposure to known allergens and educate students about allergy awareness, it cannot guarantee an allergen-free environment. Students are expected to refrain from sharing food, beverages, or medications with others and to follow all classroom and cafeteria guidelines established to help protect students with allergies.

Reasonable accommodations will be implemented, when appropriate, to support students with documented severe allergies while maintaining a safe learning environment for all.

Mental Health

The school works collaboratively with families when student emotional or behavioral concerns arise.

Health Screenings and Flu Vaccinations

To support the health and well-being of our students, St. Patrick Catholic School partners with St. Vincent Outreach to provide health screenings at the ages recommended by the Florida Department of Health. Screenings may include vision, hearing, and scoliosis evaluations. In addition, Health Heroes offers annual influenza (flu) vaccinations for students whose parents or guardians provide consent. Families will be notified by the school office in advance of all scheduled screenings and vaccination opportunities, and any required permission forms will be provided before these services are offered.

Immunizations

In accordance with Florida law and the policies of the Diocese of St. Augustine, all students must provide current immunization records or other documentation required for school attendance before enrolling and attending classes. Students must meet all state immunization requirements unless they qualify for a medical exemption authorized by Florida law. *The Diocese of St. Augustine does not recognize religious exemptions from immunization requirements for attendance in its Catholic schools.* Parents or guardians are responsible for maintaining current immunization records and providing updated documentation to the school office as required. Students who do not meet immunization requirements or fail to provide the required documentation may be excluded from school until compliance is achieved.

Requests for medical exemptions must be supported by the appropriate documentation completed by a licensed healthcare provider in accordance with Florida Department of Health requirements. The school reserves the right to verify documentation and to exclude students from school during outbreaks of vaccine-preventable diseases as directed by public health authorities.

Head Lice

St. Patrick Catholic School is committed to maintaining a healthy learning environment for all students. If a student is found to have head lice, the student's parent or guardian will be notified, and the student may be sent home for treatment. In keeping with the school's no-nit policy, students must be free of live lice and nits before returning to school. Upon returning, the student must be checked and cleared by the school office or designated school personnel before re-entering the classroom. Parents are encouraged to check all household members and complete appropriate treatment to help prevent reinfestation. The school will maintain student confidentiality while taking appropriate measures to protect the health of the school community.

Emergency Information

Parents must immediately notify the school of changes to:

- home address
- telephone numbers
- emergency contacts
- employment information
- custody arrangements
- medical information

Accurate emergency information is essential to student safety.

If custody arrangements change during the school year, parents must provide updated court documentation to the school office immediately. Until official documentation is received, the school will continue to operate according to the most recent legal documents on file.

Custody Arrangements

St. Patrick Catholic School recognizes that family circumstances vary and is committed to supporting all students and their families with fairness, compassion, and respect. Our primary responsibility is to ensure the safety, security, and well-being of every child while complying with applicable laws and court orders.

Custody Documentation

Parents are responsible for providing the school with complete and current legal documentation regarding custody arrangements. When applicable, families must provide:

- a copy of the current court order or custody agreement;
- parenting plans or time-sharing schedules;
- any court orders affecting parental rights, communication, or student release;
- updated documentation whenever changes occur.

The school cannot enforce custody arrangements that have not been documented through official court orders.

Authorized Pick-Up & Emergency Contacts

For students from divided or shared households, both parents are expected to collaborate in completing the school's **Authorized Pick-Up and Emergency Contact Form** whenever legally permitted.

Unless a court order specifically limits parental rights:

- both parents should review and sign the Authorized Pick-Up and Emergency Contact Form;
- both parents may designate individuals authorized to pick up their child;
- both parents are responsible for keeping emergency contact information current.

Any changes to authorized pick-up persons must be submitted in writing to the school office.

School Communication

Unless prohibited by a court order, both parents have the right to receive:

- school communications;

- report cards and academic information;
- conference opportunities;
- school event information;
- emergency notifications.

Parents are encouraged to communicate respectfully with one another regarding school-related matters to promote consistency and stability for their child.

Student Release

Students will be released only to:

- a parent or legal guardian whose rights have not been restricted by a court order; or
- an individual listed on the student's current Authorized Pick-Up Form.

The school will follow all valid court orders regarding custody and student release that have been provided to the administration.

Custody Disputes

St. Patrick Catholic School does not serve as an intermediary or decision-maker in custody disputes between parents. The school does not favor one parent over another and will not interpret legal documents beyond their clear direction.

Our focus remains on the safety, welfare, and educational success of the child while supporting both parents as valued members of our school family whenever legally appropriate.

Parents are expected to resolve custody disagreements through appropriate legal channels rather than involving school personnel. School staff may rely upon the most recent court documentation provided by the parents when making decisions regarding student release and access to educational information.

The Principal reserves the right to consult legal counsel or the Diocese of St. Augustine whenever questions arise regarding the interpretation or implementation of custody-related court orders.

Emergency Procedures

The school maintains comprehensive emergency response plans for situations including:

- | | |
|------------------|------------------------------|
| • fire | • evacuations |
| • severe weather | • medical emergencies |
| • lockdowns | • other emergency situations |

Students participate in age-appropriate emergency drills throughout the school year as required by Florida law.

For the safety of all students, emergency procedures remain confidential and are not publicly distributed in detail.

School Visitors

To maintain a secure campus:

- all visitors must report to the school office upon arrival;
- visitors must present identification when requested;
- visitors must sign in and receive visitor authorization before entering campus;
- visitors must sign out before leaving campus.

Unauthorized individuals are not permitted on campus.

Parents should not go directly to classrooms without permission from the school office.

Campus Security

St. Patrick Catholic School works closely with parish leadership, local law enforcement, and emergency responders to maintain a safe campus.

Security measures may include:

- visitor screening;
- controlled building access;
- security cameras;
- emergency communication systems;
- regular safety training and drills.

For security reasons, the school does not publicly disclose all safety procedures.

Child Abuse Reporting

Florida law requires school personnel to report suspected child abuse, neglect, or abandonment. School employees are mandatory reporters and must comply with all state reporting requirements. Questions regarding these procedures should be directed to the school administration.

Student Accidents

If a student is injured during the school day:

1. Immediate first aid will be provided.
2. Parents or guardians will be notified when appropriate.
3. Emergency medical services will be contacted if necessary.

School personnel may seek emergency medical treatment when parents cannot be reached and immediate care is required.

Student Insurance

Families are encouraged to maintain adequate health and accident insurance for their children. The school is not responsible for medical expenses resulting from injuries occurring during school activities except as required by law.

Student Records

Student educational records are maintained in accordance with applicable federal and state laws. Parents and legal guardians have the right to:

- review their child's educational records;
- request corrections to inaccurate information;
- authorize release of records as permitted by law.

Official records will be released only after all financial obligations to the school have been satisfied and in accordance with applicable law.

Lost & Found

Personal items found on campus should be turned in to the school office or designated Lost and Found area.
Unclaimed items will be donated periodically.
Families are encouraged to label all clothing, lunch boxes, water bottles, and personal belongings.

Safety Expectations

Students contribute to a safe school by:

- | | |
|--|---|
| • following adult directions immediately | • walking in hallways |
| • reporting unsafe conditions | • respecting personal space |
| • keeping hands, feet, and objects to themselves | • using equipment appropriately |
| | • reporting concerns to a trusted adult |

Every member of the St. Patrick Catholic School community shares responsibility for maintaining a safe campus.

Health & Safety at a Glance

Parents Should...

- Keep emergency contacts current
- Keep sick children home
- Submit required medical forms
- Notify the school of allergies or medical conditions
- Follow medication procedures

The School Will...

- Maintain comprehensive emergency plans
- Provide appropriate first aid
- Communicate when students become ill
- Protect student confidentiality
- Conduct required safety drills

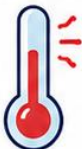
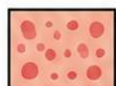
Working together, families and school personnel create a safe, healthy, and caring environment where every student can flourish academically, spiritually, socially, and physically.



When Should My Child Stay Home?

Help keep our school community healthy! Please use the guidelines below to determine when your child should stay home and when they may return to school.



SYMPTOM	KEEP HOME?	RETURN WHEN
 Fever (100.4°F or higher)	 Yes	 Fever-free 24 hours without medication
 Vomiting	 Yes	 24 hours after the last episode
 Diarrhea	 Yes	 24 hours after the last episode
 Persistent cough with fever	 Yes	 When symptoms improve and, if required, cleared by a healthcare provider
 Pink Eye (conjunctivitis)	Follow physician guidance	 As directed
 Rash	Until evaluated if contagious suspected	 As advised
 Head lice	Follow school guidance	 After appropriate treatment and clearance, if required
 Minor cold (no fever)	 Usually no	 Student should be well enough to participate in class



Thank you for helping us keep our students and staff healthy!
If you have questions, please contact the school office.



Section 10: Tuition & Financial Policies

St. Patrick Catholic School is committed to providing an outstanding Catholic education while being responsible stewards of the resources entrusted to us. Tuition and fees support our mission by providing quality instruction, faith formation, technology, facilities, extracurricular programs, and student services.

Families are expected to meet their financial obligations in a timely manner so that the school may continue to provide an exceptional educational experience for every student.

Tuition & Fees

Tuition and fees are established annually by the Pastor and Principal.

Current tuition rates, fees, scholarship information, and After School Care rates are published annually by the school administration and are communicated to families at the end of January (before re-enrollment begins). Updated tuition rates, fees, scholarship information and After School Care rates are maintained on the school's website.

The tuition schedule below reflects the **2026–2027 school year** and will be updated annually.

Kindergarten–Grade 8 Tuition (2026–2027)

Item	Amount
Annual Tuition	\$9,280
Registration Fee	\$250 first child/\$50 addtl (increases to \$300/\$75 after March 17)
Academic Fee	\$695
Home & School Association Fee	\$25

Early Learning (PreK-3 & VPK)

Tuition and fee schedules for Early Learning Programs are published separately each year.

Tuition Payment Plans

Tuition payments are managed through the school's approved tuition management system.

Families may choose from available payment options established by the school.

Payment plans generally include:

- Annual payment
- Semi-annual payment
- Monthly payment plan

All tuition payments must be made through the approved tuition management system unless otherwise approved by the Business Office.

FACTS Tuition Management

All Kindergarten–Grade 8 families are required to enroll in the school's FACTS Tuition Management Program. FACTS provides:

- automatic tuition payments
- account management
- payment history
- secure online access

Families are responsible for maintaining accurate payment information within their FACTS account.

Registration & Enrollment

Enrollment for each school year is considered complete when:

- registration forms have been submitted;
- required documentation has been received;
- registration fees have been paid;
- FACTS enrollment has been completed;
- all admissions requirements have been satisfied.

Enrollment is not guaranteed until all requirements have been fulfilled.

Financial Responsibility

Parents or legal guardians who sign the Enrollment Agreement accept full responsibility for all tuition, fees, and other financial obligations associated with enrollment.

Financial responsibility is governed by the signed Enrollment Agreement and is not altered by:

- student absences
- withdrawal during the school year
- disciplinary action
- changes in family circumstances
- custody or divorce arrangements

Parents with shared custody remain jointly responsible for all financial obligations unless the school has agreed otherwise in writing.

Scholarships & Financial Assistance

St. Patrick Catholic School proudly participates in scholarship programs offered through the State of Florida and approved Scholarship Funding Organizations. Programs may include:

- Family Empowerment Scholarship
- Florida Tax Credit Scholarship
- Unique Abilities Scholarship
- Other state-approved scholarship opportunities

Families receiving scholarship assistance remain responsible for any tuition or fees not covered by the scholarship.

Scholarship eligibility and renewal requirements are established by the awarding organization and not by the school.

Late Payments

Tuition payments are expected to be made according to the selected payment schedule.

Accounts that become delinquent may be subject to:

- late payment fees assessed by the tuition management provider;
- meetings with the Business Office;
- suspension of enrollment privileges;
- withholding of student records;
- restriction from re-enrollment.

Families experiencing financial hardship are encouraged to contact the Business Office as soon as possible to discuss available options.

Returned Payments

Returned checks, declined electronic payments, or other failed transactions may result in additional processing fees as assessed by the tuition management provider or financial institution.

Repeated returned payments may require future payments to be made by certified funds.

Additional Fees

Certain activities may require additional fees, including but not limited to:

- | | |
|--|---------------------------|
| • field trips | • clubs |
| • athletics | • graduation activities |
| • replacement textbooks or library materials | • optional student events |
| | • damaged school property |

Parents will be notified in advance whenever additional fees apply.

After School Care

After School Care is available for registered students.

Current rates, registration procedures, late pick-up fees, and operating hours are published separately each school year.

Outstanding balances for After School Care are considered part of a family's financial account with the school.

Tuition Delinquency

Students whose tuition accounts become seriously delinquent may be subject to administrative action, including:

- suspension from extracurricular activities;
- withholding of report cards or transcripts where permitted by law;
- denial of re-enrollment;
- other actions consistent with diocesan policy and the Enrollment Agreement.

The school will work compassionately with families experiencing temporary financial hardship whenever possible.

Withdrawal & Financial Obligations

Families planning to withdraw a student should provide written notice to the Principal at least **two weeks** before the student's final day of attendance. Withdrawal does not automatically release a family from financial obligations established in the Enrollment Agreement. Tuition obligations remain subject to the terms of the signed Enrollment Agreement, including responsibility for tuition through the applicable withdrawal period.

Student Records

Official student records, transcripts, and diplomas may be withheld until all financial obligations to the school have been satisfied, as permitted by applicable law and diocesan policy.

Collection of Outstanding Balances

Families with outstanding balances at the conclusion of the school year may be referred for additional collection procedures consistent with the Enrollment Agreement and diocesan policy. The school reserves all legal rights available to collect unpaid tuition and fees.

Tuition Policies at a Glance

Families Agree To...

Pay tuition and fees according to the Enrollment Agreement

Keep FACTS payment information current

Notify the Business Office of financial concerns promptly

Meet all financial obligations before requesting records or re-enrollment

The School Commits To...

Provide an excellent Catholic education rooted in faith and academic excellence

Communicate financial expectations clearly

Work compassionately with families whenever possible

Steward tuition responsibly for the benefit of all students

Our Catholic school is made possible through the partnership of our parish, faculty, staff, benefactors, and families. We are grateful for the sacrifices our families make to provide their children with a faith-filled education, and we remain committed to using those resources responsibly in service of our mission.

Section 11: Admissions & Enrollment

Admissions Philosophy

St. Patrick Catholic School welcomes families who desire a Christ-centered education rooted in the Catholic faith and committed to academic excellence. Admission is based upon the school's ability to meet the educational, behavioral, and developmental needs of each student, as well as the family's willingness to support the mission, philosophy, policies, and expectations of the school. Enrollment at St. Patrick Catholic School is a privilege, not a right.

Admission to St. Patrick Catholic School represents a commitment by both the school and the family to work together in a spirit of mutual respect, open communication, and shared responsibility for the education and formation of the child.

Non-Discrimination Policy

St. Patrick Catholic School admits qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. The school does not discriminate in the administration of its educational policies, admissions policies, scholarship programs, athletic programs, or other school-administered activities, except as permitted by applicable law and diocesan policy.

Admissions Process

Families seeking admission should complete the school's application process and submit all required documentation. Depending on the student's grade level and educational background, the admissions process may include:

- Campus tour
- Student shadow day (when appropriate)
- Review of academic and behavioral records
- Entrance assessment (Grades 2–8)
- Parent and/or student interview
- Review of educational evaluations, support plans, or other documentation, when applicable

Admission is not considered final until all required documentation has been received, reviewed, and approved by the school administration.

Required Enrollment Documents

Prior to enrollment, families must provide all required records, including, when applicable:

- Birth Certificate
- Social Security Card
- Baptismal Certificate (Catholic students)
- Florida Certificate of Immunization (DH 680)
- Florida School Entry Health Examination (DH 3040)

- Previous report cards and standardized test scores
- Academic transcripts (if applicable)
- Custody documentation (if applicable)
- Any Individualized Education Program (IEP), Section 504 Plan, psychological evaluation, educational testing, behavior plan, or other documentation related to the student's educational needs

Parents are expected to provide complete and accurate information regarding a student's academic, behavioral, disciplinary, medical, and psychological history during the admissions process. Failure to disclose relevant information may result in the denial or revocation of enrollment.

Student Support Services

Students who have an IEP, Section 504 Plan, Service Plan, or other educational accommodations will have their documentation reviewed before admission to determine whether St. Patrick Catholic School can reasonably meet the student's educational needs.

As a parentally placed private school, St. Patrick Catholic School is not required to implement an Individualized Education Program (IEP) or Section 504 Plan in the same manner as a public school. When appropriate, the school may develop a Student Support Plan that outlines the accommodations and services the school is able to provide.

Admission decisions are based upon the school's ability to provide an appropriate educational program while maintaining the integrity of its instructional mission.

Age Requirements

Students must meet the age requirements established by the State of Florida for admission.

- Kindergarten students must be five (5) years of age on or before September 1.
 - First-grade students must have successfully completed kindergarten and be six (6) years of age on or before September 1, unless otherwise permitted by Florida law for qualified transfer students.
-

Admissions Priority

When space is limited, admission is granted in the following order:

1. Siblings of currently enrolled students and children of faculty and staff
2. Registered members of St. Patrick Catholic Church
3. Registered members of other Catholic parishes
4. Other qualified applicants

Admission is subject to available space and the school's ability to meet the needs of the student.

Probationary Enrollment

All newly enrolled students are admitted on a 45-school-day probationary period. During this time, the administration will evaluate the student's academic progress, attendance, behavior, and overall adjustment to St. Patrick Catholic School.

The school reserves the right to discontinue enrollment during or at the conclusion of the probationary period if it determines that the student's needs cannot be appropriately met, the student or family is not meeting school expectations, or continued enrollment is not in the best interest of the student or the school community.

Continued Enrollment

Enrollment at St. Patrick Catholic School is renewed annually and is contingent upon:

- Continued support of the school's mission and philosophy
- Satisfactory academic progress
- Appropriate student conduct and attendance
- Compliance with school policies and procedures
- Timely fulfillment of tuition and financial obligations
- Ongoing cooperation between the school and the family

The Principal reserves the right, in consultation with the Pastor when appropriate, to deny admission, placement, re-enrollment, or require the withdrawal of a student in accordance with diocesan policy when continued enrollment is determined not to be in the best interest of the student, the school, or the school community.

Section 12: Parent Partnership

At St. Patrick Catholic School, we believe that education is most successful when parents, teachers, and the parish work together in a spirit of faith, trust, and mutual respect.

Parents choose a Catholic education because they desire not only academic excellence, but also the formation of their children in the Catholic faith and Gospel values. By enrolling at St. Patrick Catholic School, parents enter into a partnership with the school to support these shared goals.

Parents as Primary Educators

The Catholic Church teaches that parents are the primary educators of their children. St. Patrick Catholic School supports families by reinforcing the values taught in the home while providing a rigorous academic program rooted in Catholic teaching. Parents are encouraged to:

- participate actively in their child's education;
- support the mission of the school;
- communicate regularly with teachers;
- reinforce school expectations at home;
- model Christian values through their words and actions.

Shared Commitment

Successful partnerships require cooperation among students, parents, faculty, and administration.

Parents

Support the school's mission and policies

Ensure regular attendance and punctuality

Encourage respectful behavior

Monitor academic progress

Communicate concerns respectfully

School

Provide a safe, faith-filled learning environment

Deliver a quality Catholic education

Communicate regularly with families

Foster the spiritual, academic, and social growth of every student

Treat every family with dignity and respect

Parent Responsibilities

Parents are expected to:

- read and support the policies contained in this handbook;
- ensure students arrive at school prepared and in proper uniform;
- monitor homework and academic progress;
- keep emergency information current;
- communicate respectfully with faculty and staff;
- support school disciplinary decisions;
- encourage positive attitudes toward learning and faith.

Parents should avoid criticizing school personnel or policies in the presence of students, as doing so may undermine the educational partnership and the child's respect for school authority.

Communication

Open, respectful communication strengthens the partnership between home and school.

When questions or concerns arise, parents are encouraged to follow this process:

1. Contact the classroom teacher.
2. If the concern is not resolved, contact the Assistant Principal or Principal.
3. Work collaboratively toward a solution that best supports the student.

Faculty and staff strive to respond to parent communications in a timely manner during normal school business hours.

Parents are asked to schedule conferences rather than discussing concerns during arrival, dismissal, Mass, or school events.

Parent Conduct

Parents and visitors are expected to model the same Christian values expected of our students.

Parents should:

- treat faculty, staff, volunteers, and other families with courtesy and respect;
- use appropriate language at all school events;
- follow school procedures;
- communicate disagreements in a constructive and respectful manner.

Harassment, threats, intimidation, or disruptive behavior toward members of the school community are inconsistent with the mission of St. Patrick Catholic School and may result in restrictions on campus access or other appropriate action.

Volunteer Program

Volunteers enrich the educational experience of our students and strengthen our school community.

Volunteer opportunities may include:

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|------------------------|------------------------------------|
| • classroom assistance | • Home & School Association events |
| • library support | • fundraising |
| • field trips | • special school programs |
| • athletics | • campus improvement projects |

Volunteer opportunities vary throughout the school year.

Safe Environment Requirements

To protect the safety of our students, all volunteers must comply with the safe environment requirements established by the Diocese of St. Augustine.

Requirements include:

- successful completion of a criminal background screening;
- completion of Protecting God's Children (or its diocesan equivalent);
- compliance with all diocesan Safe Environment policies.

Only approved volunteers may supervise students or participate in activities requiring clearance.

Family Service Program

Families are encouraged to support the mission of St. Patrick Catholic School through volunteer service. Each family is responsible for **20 hours** per school year. Volunteer opportunities are available throughout the school year in academics, athletics, fundraising, parish activities, and community events.

Families are asked to update their FACTS accounts with their completed service hours no later than **April 30** of the school year. Unfulfilled service hours will be billed at **\$20** per hour prior to the end of the school year.

Home & School Association

The Home & School Association (HSA) promotes collaboration between parents and the school while supporting educational programs, school events, and community-building activities.

The HSA is run by a board consisting of a president, vice president, secretary and treasurer. Parents interested in participating on the board can apply following the information found on the school's website: <https://www.stpatrickjacksonville.org/school/hsa-board/>.

All parents are encouraged to participate in HSA activities whenever possible.

School Advisory Board

The School Advisory Board serves in an advisory capacity to the Pastor and Principal. The Board assists with long-range planning, school improvement, and the advancement of the school's mission.

Board members do not become involved in individual student matters, personnel decisions, or day-to-day school operations. Questions regarding individual students should always be directed to the school administration.

Social Media

Parents are encouraged to use social media responsibly and in a manner consistent with Christian values. Families should:

- communicate concerns directly with the school rather than through social media;
- protect the privacy and dignity of students and staff;
- avoid posting confidential or misleading information;
- promote positive and respectful interactions online.

The school reserves the right to address online conduct that substantially disrupts the educational environment or negatively affects members of the school community.

Partnership During Family Changes

Life circumstances sometimes change, including divorce, separation, or other family transitions. St. Patrick Catholic School is committed to supporting students with compassion and sensitivity during these times. Parents are expected to:

- provide updated custody documentation when applicable;
- keep emergency contacts current;
- communicate changes that affect the student's well-being;
- work cooperatively with the school in supporting the child's educational success.

Additional information regarding custody arrangements and student release procedures can be found in the **Health & Safety** section of this handbook.

Resolving Concerns

The school encourages respectful dialogue whenever concerns arise. Parents should:

- seek clarification before making assumptions;
- address concerns promptly;
- communicate directly with the appropriate school personnel;
- work collaboratively toward positive solutions.

The school is committed to listening carefully, responding respectfully, and acting in the best interests of students and the school community.

Parent Partnership at a Glance

We Ask Parents To...

Support our Catholic mission
Communicate respectfully
Encourage academic responsibility
Reinforce school expectations
Become involved in school life

We Promise To...

Provide a Christ-centered education
Listen and respond professionally
Challenge students to reach their potential
Treat every family with dignity and respect
Welcome parents as valued partners

St. Patrick Catholic School is more than a place of learning—it is a faith community. Together, parents, faculty, staff, parish leadership, and students share the responsibility of forming young people who are prepared to lead lives of faith, service, and academic excellence.

Section 13: General Policies & Procedures

The following policies help ensure that St. Patrick Catholic School operates in an orderly, respectful, and Christ-centered manner. These procedures support the daily life of our school community and contribute to a safe and positive learning environment.

Homework

Homework reinforces classroom instruction, develops independent learning habits, and encourages personal responsibility. Students are expected to:

- complete assignments on time
- produce their own work
- bring completed homework to class
- communicate with teachers if questions arise

Parents are encouraged to:

- provide a quiet place for study
- establish consistent homework routines
- encourage independence while offering appropriate support
- monitor completion of assignments

Homework expectations vary by grade level and subject.

Textbooks & School Materials

Students are responsible for the care of all textbooks, library books, technology devices, and other instructional materials issued by the school. Students may be charged for:

- lost textbooks
 - damaged books
 - damaged Chromebooks or technology
 - lost library materials
 - intentional damage to school property
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Lending Library

The school's lending library supports the academic and spiritual growth of our students.

Students are expected to:

- accurately sign out books they borrow;
- return borrowed materials on time;
- care for library resources.

Lost or damaged library materials must be replaced or paid for by the student's family.

Lockers

Lockers are provided to students in grades 5–8 for the storage of school materials and personal belongings needed during the school day. Students may access their lockers before school, in the morning before classes begin, at lunchtime, and at the end of the school day, or at other times only with permission from a teacher or administrator. Students are expected to use locker time responsibly by moving promptly, speaking quietly, and respecting the learning environment. Entering or attempting to enter another student's locker without permission, tampering with another student's belongings, or using lockers in a disruptive or inappropriate manner is strictly prohibited. Misbehavior

during locker time or misuse of lockers may result in disciplinary consequences. Lockers remain the property of St. Patrick Catholic School and may be inspected by school administration at any time when there is reasonable cause or when necessary to protect the safety, security, or orderly operation of the school.

Personal Property

Students should bring only those items necessary for the school day. The school is not responsible for lost, stolen, or damaged personal property, including:

- electronic devices
- jewelry
- toys
- sports equipment
- money
- personal collections

Items that interfere with learning may be confiscated.

Lunch Program

Students may:

- purchase school lunch;
- bring lunch from home.

Parents should avoid delivering lunches after the school day has begun except in emergency situations.

Students are expected to:

- demonstrate good table manners;
- remain seated unless given permission;
- clean their eating area;
- follow directions from lunch supervisors.

Food may not be shared unless permitted by school personnel due to allergy concerns.

Water Bottles

Students are encouraged to bring a reusable, labeled water bottle each day. Only water is permitted in classrooms unless otherwise approved by the teacher or administration. Glass containers are prohibited.

Birthday Celebrations

Birthdays are celebrated in age-appropriate ways at the discretion of the classroom teacher.

Parents wishing to provide treats should:

- contact the teacher in advance;
- comply with allergy and food safety guidelines;
- provide commercially prepared items unless otherwise approved.

Birthday invitations may be distributed at school only when every student in the class or every student of the same gender is invited.

Classroom Parties & Special Events

Classroom celebrations are coordinated by teachers and room parents. All celebrations should:

- support the mission of the school;
 - maintain an appropriate educational atmosphere;
 - comply with school health and safety guidelines.
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Field Trips

Field trips are considered an extension of the classroom.

Participation requires:

- a completed permission form;
- compliance with school behavioral expectations;
- satisfactory academic and disciplinary standing.

Students may be denied participation due to disciplinary concerns or failure to meet academic expectations.

The administration reserves the right to determine eligibility for participation.

Transportation

Transportation to and from school is the responsibility of parents. This includes sports and other off-campus activities.

Students traveling by private vehicle should:

- follow all arrival and dismissal procedures;
- remain under adult supervision;
- use designated loading and unloading areas.

Students may ride home only with individuals authorized by the parent or guardian through the school office.

Telephones & Deliveries (Forgotten Items)

Students may use the school telephone only with permission from a teacher or administrator.

Messages from home should be limited to emergencies.

To encourage student responsibility and minimize instructional interruptions, families are encouraged to establish routines that help students arrive at school with all necessary materials. While the school understands that occasional forgotten items occur, repeated deliveries of homework, lunches, athletic equipment, or personal belongings during the school day may not be accommodated.

Smart Devices Policy

Personal smart devices (including smartwatches, wireless earbuds, Bluetooth headphones, gaming devices, and similar technology) should not be brought to school unless specifically authorized for educational purposes. The school is not responsible for lost or damaged personal electronic devices.

Lost & Found

Lost items should be turned into the designated Lost and Found area.

Families are encouraged to label:

- uniforms;
- lunch boxes;
- water bottles;
- backpacks;
- jackets;
- technology accessories.

Unclaimed items will be donated periodically.

School Property

Students are expected to respect all school property.

This includes:

- classrooms;
- playground equipment;
- technology;
- furniture;
- athletic facilities;
- parish property.

Students who intentionally damage school property may be required to make restitution and may also receive disciplinary consequences.

Searches

To maintain a safe learning environment, school administration reserves the right to inspect:

- desks;
- lockers;
- backpacks;
- personal belongings brought onto campus;
- school-issued technology.

Reasonable suspicion is sufficient to conduct a search when necessary to protect students or maintain school safety.

Electronic Publications & Photography

The school may photograph or record students participating in school activities.

Photographs and videos may be used for:

- school publications;
- newsletters;
- yearbooks;

- social media;
- promotional materials.

Parents wishing to restrict media use should notify the school in writing.

Copyright & Acceptable Use

Students are expected to respect copyright laws and intellectual property rights.

Students may not:

- illegally copy software;
- download unauthorized materials;
- violate copyright laws;
- misuse school technology.

Technology resources are provided solely for educational purposes.

Gifts to Faculty & Staff

Expressions of appreciation are always welcomed but are never expected.

Families are asked to avoid gifts that could create the appearance of favoritism or conflict of interest.

Animals on Campus

Animals are not permitted on campus unless:

- they are approved service animals as defined by law;
 - they are part of an approved educational activity;
 - they have received prior administrative approval.
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School Closings

School closures due to severe weather or emergencies will be communicated through:

- FACTS Parent Alert;
- email;
- the diocesan website (www.dosaeducation.org);
- official school social media.

Families should ensure contact information remains current throughout the school year.

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.

Restroom Policy

St. Patrick Catholic School complies with the requirements of §553.865, Florida Statutes, the Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies.

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 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 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 childcare 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 childcare 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 childcare 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>

General Policies at a Glance

Students Should...

Complete homework honestly
Care for school property
Bring only necessary items to school
Respect library materials and technology
Represent the school positively

Parents Should...

Monitor assignments and academic progress
Label personal belongings
Follow visitor and delivery procedures
Communicate changes promptly
Support school policies and procedures

Appendix

Right to Amend Policies

Because no handbook can anticipate every situation, St. Patrick Catholic School reserves the right to interpret, modify, amend, or discontinue policies and procedures when necessary. Whenever possible, families will be notified of significant policy changes.

Parent/Student Handbook Acknowledgement

Each family is required to sign and return the **Parent/Student Handbook Acknowledgement Form** provided during the Back-to-School Bonanza. By signing the acknowledgement, parents and students affirm that they have received the handbook and understand their responsibility to comply with its policies and procedures.

Failure to sign or return the acknowledgement form does not exempt a student or family from complying with the policies, procedures, and expectations contained in this handbook. Enrollment at St. Patrick Catholic School constitutes acceptance of these standards.

We appreciate your cooperation and thank you for your partnership in supporting the mission of St. Patrick Catholic School.
