

ST. PATRICK PARISH SCHOOL
Carlsbad, California

PARENT/STUDENT
HANDBOOK

2009 - 2010

Accredited by the Western Association of Schools and Colleges

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ST. PATRICK PARISH SCHOOL
GENERAL INFORMATION

ST. PATRICK PARISH SCHOOL is fully accredited by *THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES* and by *THE WESTERN CATHOLIC EDUCATION ASSOCIATION*.

ST. PATRICK PARISH SCHOOL is a member of *NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION*.

ST. PATRICK PARISH SCHOOL web site is www.stpaddys.org

ST. PATRICK PARISH SCHOOL address, phone number and FAX number are:

ADDRESS: 3820 PIO PICO DRIVE
 CARLSBAD, CA 92008

TELEPHONE: (760) 729-1333

FACSIMILE: (760) 729-4643

ST. PATRICK PARISH SCHOOL OFFICE HOURS are:

7:30 A.M.-3:00 P.M.

MINIMUM DAYS

7:30 A.M.-12:30 P.M.

The Diocese of San Diego's "Handbook for Catholic Schools" establishes the policy parameter within which this school operates. A copy of the handbook is always available in the school office. Policy numbers in this school handbook refer to the "Handbook for Catholic Schools".

At any time, the policies in this handbook may be amended and/or revised by the Pastor and/or the Principal. The final interpretation of each policy rests with the Principal and/or Pastor.

SAINT PATRICK PARISH SCHOOL

PHILOSOPHY

ST. PATRICK PARISH SCHOOL is a Catholic, co-educational, elementary and junior high school, which serves a growing suburban community. We at Saint Patrick, realize the importance of a positive self-concept, a love and respect for other persons, and an ability to make and be accountable for one's own decisions. By building a Christ centered community where students learn to integrate Catholic truths and values with everyday living, students will not only hear the word of the Gospels, but live the experience and, thus, more profoundly integrate their Catholic, Christian values.

We believe that parents are the primary educators of their children. Working with parents, teachers facilitate learning by creating an environment that provides diverse opportunities for the spiritual, intellectual, moral, physical, and cultural growth of each child.

MISSION STATEMENT

ST. PATRICK PARISH SCHOOL provides spiritual and moral guidance in a Catholic environment incorporating an academic program that challenges each child to reach his/her potential and prepares students to serve God and community as fully productive members of society.

HISTORY OF ST. PATRICK PARISH SCHOOL

Saint Patrick School was founded in September 1962, as a result, of the efforts of Father William O'Dwyer and a group of enthusiastic parishioners. The school opened with 181 students and grades one through seven and was staffed by four Sisters of Charity of the Blessed Virgin Mary. Due to grade combinations only four classrooms were used the first year. An additional classroom was used each year and all eight classrooms were utilized after 1969.

The Sisters of Charity left in 1976, due to a shortage of available personnel and the school was staffed by complete lay staff and principal for one year. In 1977 the sisters of St. Clare came to the school, including four teachers and a principal. By 1988, only one sister of St Clare remained at the school and an Adrian Dominican sister became principal, however since 1996 the school has been staffed completely by lay personnel.

In 1988, a full day kindergarten was started and Spanish, music and a computer literacy program were added to the curriculum and additional teachers were hired for these classes. In 1989-90, the junior high wing was built, providing an extra classroom for computer classes. By 1990, Saint Patrick School had an enrollment of 293 students in grades K-8, utilizing nine classrooms. An extended day care program, conducted in the first grade classroom, was established in 1992.

In the spring of 1994, an expansion committee was formed to explore the feasibility of expanding the school. In early 1995, the parish council and the Diocese of San Diego approved the expansion of Saint Patrick School. A second kindergarten was added and the school added an additional class each year until all grades were doubled.

Presently, St. Patrick Parish Church and School have established a Development Committee to discuss and investigate the feasibility of establishing a Master Plan for the enhancements of the church, school, and parish center.

ADMINISTRATION

Pastor
Principal (K-4)
Principal (5-8)

Father Bill Rowland
Mrs. Mary Beth Clark
Ms. Denise Coates.

FACULTY/STAFF

Kindergarten
Kindergarten
Grade 1A
Grade 1B
Grade 2A
Grade 2B
Grade 3A
Grade 3B
Grade 4A
Grade 4B
Grade 5A
Grade 5B
Grade 6A
Grade 6B
Grade 7A
Grade 7B
Grade 8A
Grade 8B
Physical Education/Athletic Director
Physical Education
Music
Computer
Spanish
Extended Day Care

Business Manager/Admin Assistant
Registrar
Receptionist
Health Tech/Front Office
Maintenance

Mrs. Maureen Moriarty
Mrs. Mary Meyer
Mrs. Susan Kern
Mrs. Julie Purner
Mrs. Dale Saftig
Mrs. Vanessa Fanchin
Mrs. Lisa Gilbert
Mrs. Jennifer Tappin
Mrs. Joan DeCottes
Mrs. Ledlie Richardson
Mrs. Karen Hoyle
Mrs. Rosaleen Henderson
Ms. Peggy Coughlin
Mr. Brian Sestito
Ms. Anne Kramer
Mrs. Patricia Sperberg
Ms. Katrina Schouwe
Mrs. Stephanie Maietta
Mr. John Martin
Mr. Bob Porter
Mrs. Gail Beall
Ms. Tari Trexler
Mrs. Laura Thornhill
Mrs. Sandra Steed
Ms. Peggy Coughlin
Mrs. Leslie Franco
Ms. Cynthia Orozco
Mrs. Carla Barnett
Mrs. Anne Granahan
Mr. Alan Lloyd

SCHOOL BOARD

The proper role of the school board is advisory in school development, policy formulation, and program evaluation. The board consists of the pastor, principal, and persons appointed from among the parishioners and parents at St. Patrick Parish School. Appointment of all board members is subject to the approval of the pastor and principal. Board members serve two three (3) year terms.

Board members (only) meet monthly. If a parent has a concern or would like to make a presentation at a regular meeting, he/she may make the request of the board president, a board member, the pastor or the principal prior to the meeting date for placement of the item on the agenda. Two Open Board Meeting are held annually to present important information to the parents. Standing board committees are Finance, Facilities, Public Relations and Development.

School board members are listed in the school directory each year.

PARENT TEACHER GROUP (PTG)

The purpose of this organization is to build community, bring about a closer relationship between the school, home, and parish, and to provide essential financial support through fundraising. The PTG dues and fundraising activities help the school keeps equipment and educational materials updated and replaced.

PTG officers are listed in the school directory each year. PTG Executive Board (president, secretary, and treasurer) meet monthly with Room Representatives to plan upcoming events and exchange important information.

Among PTG sponsored activities and fundraisers are:

Fall Family Activity	Auction (spring)	Golf Tournament (spring)
Gift Wrap Sale	Hot Lunch Program	Outreach Activities
Teacher Thank You	Hospitality Service	Community Thank Yous
Parent Dance	Family Restaurant Nights	Scrip

SCHOOL CALENDAR

CALENDAR

The school calendar (see Appendix A) lists instructional days, holidays, minimum days, and vacations. If any changes are necessary, parents will be notified through the weekly newsletter. Specific activities are scheduled for student and families throughout the year. Parents are encouraged to watch for announcements in the weekly newsletter.

DAILY SCHEDULE

School begins promptly at 8:00AM and ends at 2:35PM. Supervision is provided each morning from 7:30 - 8:00AM and after school from 2:35PM - 2:50PM. **STUDENTS ON THE PLAYGROUND BEFORE 7:30AM OR AFTER 2:50PM WILL BE** checked into daycare. Parents **WILL BE** billed. On regular schedule days the school office is open until 3:00PM.

MINIMUM DAYS

Minimum Days are scheduled to provide time for Faculty Meetings and other planning sessions. The first Friday of every month will be a minimum day. Faculty meetings will generally be held on the first and third Tuesday of each month. Annual in-service days for teachers, and other professional growth days are listed on the annual calendar (see insert at back of handbook.) On minimum days school starts at 8:00AM (see above) and dismisses at 12:00PM. The school office will remain open until 12:30PM on minimum days. Daycare will be provided.

Supervision is provided by the athletic director or volunteer coaches for students involved in after school sports. All members of sports team must wait for their coach/coaches at the eighth grade lunch tables.

Teachers will be actively involved with students when the 7:55AM bell rings. Parents must respect this priority and not engage teachers in conversation. **IF A PARENT WANTS TO MEET WITH A TEACHER,** they are asked to call the school office and leave a message or e-mail the teacher requesting a meeting.

Extended Daycare is held before school from 7:00AM - 7:30AM and after school until 6:00PM.

ADMISSIONS

NON-DISCRIMINATION AND DIVERSITY POLICY

The Catholic Schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin or religion to all the rights, privilege, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Diego do not discriminate on the basis of race, color, and national and/or ethnic origin, religion, age, sex, or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school-administered programs.

Likewise, the Catholic Schools in the Diocese of San Diego do not discriminate against any applicant for employment on the basis of sex, age, disability, race, color, and national and/or ethnic origin or religion.

St. Patrick Parish School recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church.

The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does the acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to the teachings of the Catholic Church.

The primary purpose of St. Patrick Parish School is the education of young people in order to assist them in their academic, personal and spiritual growth.

Parents and guardians who enroll their children in St. Patrick Parish School understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school campus, every adult has the responsibility of appropriate conduct and dress, in order to support the school's mission and provide positive role models to our students.

ADMISSION POLICY

Registration will be prioritized based on the following criteria

- A. Age and/or developmental readiness of the child (child must be 5 years old by September 1st for kindergarten; 6 years by September 1st for 1st grade; and 7 years old by September 1st for 2nd grade.)
- B. Siblings of present students

- C. Registered parishioners of St. Patrick Parish (registered by December 31st of the prior calendar year)
- D. All others
- E. New registrants are required to pay the **non-refundable** registration fee at the time of registration.

AGE OF ADMISSION

Incoming kindergarteners must be 5 years old by September 1st of the kindergarten year. Students that meet the age requirement will be screened to test their readiness for kindergarten. The parent or guardian of a child shall, prior to the admission of the child to kindergarten, present proof to the authorities of the school in the form of a birth certificate and/or Baptismal Certificate duly attested, or a passport.

NEW STUDENTS (Grades 1-8)

New student will be tested and accepted on a quarterly trial period. No registration will be accepted without Baptismal Certification and/or Birth Certificate. Children transferring from another school are to bring their report cards from that school. Health records are requested from the previous school by the registration.

IMMUNIZATION AND HEALTH SCREENING REQUIREMENTS

The State of California requires all new admissions to have DPT, Polio, and Rubella (German Measles). All students must be immunized against Rubella. Hepatitis B vaccine and the chickenpox vaccine (Varicella) are required for children entering kindergarten. Although some people may think of chickenpox as only a mild disease, it is actually a highly contagious and serious illness that must be monitored carefully. Parents need to show their child's immunization record with a signature/stamp verification of a physician or other medical professional for each shot obtained.

If provider-documented immunization records are not available, parents must obtain a copy of the student's immunization record from the doctor or the clinic which provided the vaccine. If unavailable, then the student must repeat the vaccinations for Measles and Rubella and bring in documentation for clearance. Students without proper immunizations may be asked to leave school until immunization requirements are fulfilled. California law requires specific health screenings procedures for all children entering school for the first time. Proper

evidence of compliance is the completion of the form, CERTIFICATION OF EXAMINATION FOR ENTRY INTO KINDERGARTEN AND GRADE 1, which can be obtained from the school office.

ATTENDANCE

ABSENCE AND TARDINESS

A student who has been absent is required to present to the teacher a written excuse stating the reason for the absence and signed by the parent or guardian. The parent or guardian is requested to call the school by 9:00 a.m. to notify the school if the child will be absent that day. This guideline is for the safety of each child.

TARDY POLICY

Students are expected to be in their classroom by the second bell (8:00AM). Students, who are tardy, cause inconvenience for their teacher and disruption in the classroom and front office. There will be **zero tolerance** for tardiness. When a student is tardy a recess/lunch service detention will be assigned. Repeated tardiness will result in a parent conference, detention and/or other disciplinary measures.

No student is to be in the school grounds before 7:30 AM as there is **NO SUPERVISION**. Any child on the grounds too early will be checked into extended daycare and the parents will be billed for the service.

If a student is absent for more than fifteen days during a report card period, grades may be withheld. It is recommended that students repeat a grade after 30 days of absence.

ILLNESS AND INJURY

Should a student be injured or become ill, the parents will be contacted. If the parents cannot be reached and the illness or injury is serious enough to require medical attention, the principal shall consult the student's emergency card and arrange for the treatment authorized therein.

EMERGENCY CARDS MUST BE KEPT CURRENT.

ATTENDANCE (cont)

DOCTOR AND DENTAL APPOINTMENTS

Appointments should be made after school if at all possible. Advance notice to teacher should be given. If a child is to be released during school hours, STUDENTS must be signed out and picked up at the front office in person. Parents **MAY NOT** go to the classroom to get a child for an appointment. A child will be released only from the front office.

Students must bring in a note from the doctor's office otherwise they will be marked absent or tardy.

RELEASE OF STUDENTS DURING CLASS HOURS

No student is permitted to leave the school grounds at any time during school hours, or to be released from class without a written, signed request from the parent or guardian. A student who leaves early must be signed out by a parent or a guardian at the school office. If your child must be signed out by anyone else we must have written authorization and positive identification.

EXTENDED ABSENCE

The school calendar and vacation days should help you to plan your vacations during non - school time. St. Patrick Parish School does not encourage taking students out of school for extended absences during the school year. However, we do realize that things happen involving family that can't be helped. In the case of a long-term absence parents are asked to notify the teachers a least **one week** in advance. A **Request for Extended Absence** form is available in the Front Office. Parents may request assignments be given to students to complete during the absence. A reasonable amount of time will be given to complete these assignments. No credit will be given if the assignments are not completed on time.

MEDICATIONS

***All medication must be delivered to the health office.
Inhalers may be kept in the child's backpack in his/her classroom with a
Doctor's Prescription***

No medication should be kept by the child in his/her classroom or backpack. No medication (prescribed or non-prescribed) will be provided or administered by school staff without appropriate written permission. Medication (prescribed or non-prescribed) must be in the original container with doctor's prescription information on the label of prescribed meds. Students (grades 3-8) are responsible to come to the office for medication without notification from office (See Appendix B, AUTHORIZATION FOR MEDICAL ADMINISTRATION).

EMERGENCY PROCEDURES

Emergency dismissal maybe made at any time by the principal or representative when a serious condition occurs such as: a natural disaster, sickness, accident, emergency conditions, etc. warrants it. If an emergency occurs outside of school hours, please listen to the emergency broadcast system radio station for instructions on school closure. As a general rule, St. Patrick Parish School will follow the same procedure as the public schools in the area.

In the even of a serious natural disaster, the faculty of St. Patrick Parish School is prepared to care for the students. After an earthquake, children are to remain at the school for two hours. This waiting period is necessary to give the city time to clear the roads of fallen electrical wires and check broken gas lines. Thus, parents are advised to wait two hours before attempting to retrieve children.

During this disaster period, all children will remain at the school under the teacher's guidance until a parent or authorized representative arrives to retrieve the child. **A CHILD WILL ONLY BE RELEASED TO AN INDIVIDUAL WHO IS AUTHORIZED TO DO SO.** Authorized individuals are to be listed on the emergency information provided to the school office at the beginning of the school year.

EMERGENCY CARE INFORMATION

Each student must have an emergency card on file in the office. This card must be updated and all phone numbers must be kept current. Teachers and staff are trained in first aid, and can provide basic assistance to children with injuries. In case of a serious medical emergency parent/guardian will be notified and/or 911 called if needed.

STUDENT RECORDS

ACCESS TO STUDENT RECORDS

The student's parents or legal guardian have the right to inspect the student's records in the presence of the principal or a delegate. Counselor's reports shall be inspected only in the presence of a person qualified to interpret the records. Authorized persons shall submit a written request to view records. School shall make every effort to comply in a timely matter.

RELEASE OF DIRECTORY INFORMATION

The school will not furnish a list to be used for commercial purposes.

RELEASE OF STUDENT RECORDS

Official Transcripts shall be mailed to the receiving schools or delivered by a school official. They are never given to students or parents for delivery to the school.

CHALLENGING THE CONTENT OF STUDENT RECORDS

Challenges to the content of records are concerned with the correction of data in the student record, not with the substantive decisions on academic grades. These challenges are to be settled through proceedings at the local level.

CURRICULUM

Curriculum may be defined as “all the guided experiences of the child under the direction of the school.” It includes the content of courses of study; it also embraces the development of the whole child insofar as this is within the scope of the school. The school will assist the child in forming the right understanding, attitudes, and habits, not only in connection with subject matters, but also in **each and every** school experience. Report Cards are given to students at the end of each Quarter. Report Cards **will not** be given out early, especially at the end of the school year.

ACADEMIC PROGRAM

The following subjects are taught at St. Patrick Parish School:

Religion (includes Family Life)	Music (K-8)
Mathematics	Computer
Language Arts (Writing, Spelling, English)	Physical Education
Reading	Spanish
Social Studies/History	Art
Science	

RELIGION

Daily religious instruction in the Catholic faith is an integral part of the educational program for all students at all grade levels. Catholic traditions, prayers, practices are interwoven with the Gospel message throughout the day.

Sacramental preparation takes place during the Second Grade. **Parents, as the child's primary religious educator, are responsible for a major part of this preparation and must attend orientation meetings to help them carry out this responsibility.**

Students will attend the morning Parish Mass every Friday at 8:15 with their class (grades 1-8.) Once per month the school community (K-8) will celebrate a mass, which will be prepared by teachers and students. Parents are encouraged to join the school in prayer. For a schedule of school masses refer to school calendar and weekly newsletter.

As part of the universal church, the Catholic Diocese of San Diego recognizes and accepts its right and duty to assist and guide parents by providing comprehensive, age appropriate, value-oriented, Catholic instruction in family life and sexuality for both parents and their children. This education in human sexuality is an important priority in Christian education, met in part through Diocesan approved family life program. Student materials are available from the classroom for review. Parent permission slips are sent out in the fall.

CURRICULUM (cont)

PHYSICAL EDUCATION

Physical education is part of the regular weekly program for all grades. Its goal is to promote good conditioning, an active lifestyle, a Christian competitive spirit, and physical skills. Students will be excused from participating in P.E. classes only on presentation of a written request from parent or doctor. Students must, also, have a note allowing them to return to class following serious illness or injury. All students **must** wear uniform shorts or pants for P.E.

LIBRARY

The school library provides resources to enhance classroom assignments and encourage a love of reading. Students (K-5) visit the library weekly during a regularly scheduled period. Students are encouraged to read for pleasure to stimulate creativity and use of imagination. Students must return books checked out in order to borrow additional books. A book may be returned late during the student's next library time. Parents will be required to replace lost or damaged materials

TESTING

The following tests are administered each year:

Iowa Tests of Basic Skills (Fall).....	Grades 1-8
Otis-Lennon School Ability Test (Fall).....	Grades 3, 4 & 7
ACRE Testing.....	Grades 5 and 8

The results of these tests are to help the teacher and parents assess the academic progress of individual students, and to assist in making curriculum modifications to strengthen the academic program. They are not used to rank or set comparisons between students, or classes, nor to do so for the school as a whole.

CURRICULUM (cont)

HOMEWORK

The purpose of homework is to reinforce material being taught in the classroom and to foster habits of independent study. Homework should be planned to meet the needs of students as an essential part of the school's curriculum. The following guidelines apply:

1. In elementary school, kindergarten through eighth grade, assignment of written homework is limited to days on which the school is in session, unless make-up work or long-range assignments are required.
2. Homework should not be assigned as punishment.
3. Exceptions may be made for compassionate reasons upon request of the parent or guardian.
4. Suggested homework schedules are as follows:

Kindergarten	15 minutes
Grades 1 & 2.....	30 minutes
Grade 3	45 minutes
Grades 4 & 5.....	60 minutes
Grade 6	90 minutes
Grades 7 & 8.....	120 minutes

Parents/Guardians will be made aware of each classroom teacher's homework policy at the Back-to-School Night scheduled at the beginning of the school year.

PROMOTION/RETENTION

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon a consideration of the overall welfare of the pupil. Therefore any decision concerning non-promotion will be made only after considering all facts related to the student's academic areas. Although the options of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principals.

WCEA/WASC ACCREDITATION

Each school in the Diocese of San Diego undergoes self-evaluation and accreditation by the Western Catholic Education Association and the Western Association of Schools and Colleges every six years. St. Patrick School was accredited during the 2004 - 2005 school year. A full six (6) year term of accreditation was granted. Our next review will be in 2011.

STUDENT PROGRAMS/ EXTRACURRICULAR ACTIVITIES

MISSION /OUTREACH

Students participate in a mission outreach program in conjunction with the Holy Childhood Association, which helps children throughout the world. Students and parents also participate in other local outreach projects. A formal St. Patrick Student Community Outreach Program was established in 2005 for grades K-8.

STUDENT GOVERNMENT

Students in St. Patrick Parish School have an opportunity to participate in student government through the Student Senate. This group plans activities for the benefit of the entire student body and is called on to provide Christian service for the school.

SCHOOL PICTURES

School pictures will be taken in the fall by a local photography studio. Parents may order and pay for photo packages.

LUNCH/MILK PROGRAM

The school lunch program is coordinated by the Parent Teacher group and begins in October. Details will be available in September. Milk may be ordered by the semester on a pre-paid basis from the school office. Watch the school newsletter for information about the milk program.

STUDENT PROGRAMS/ EXTRACURRICULAR ACTIVITIES (cont)

FIELD TRIPS

Field trips are a privilege, not a right. Field trips must have specific educational goals clearly related to the curriculum and must be planned.

Restrictions may be placed upon a student's participation by administration, teachers, or parents due to a child's lack of maturity or responsibility to cope with the planned activity.

Each field trip must provide the following:

- Adequate transportation and supervision
- Preparation, follow-up and specific goals for students
- Parent/guardian approval in writing. No student may go on a field trip without a permission slip signed by a parent/guardian.
- Prior approval of the principal
- Roster of all participants including names, addresses, of all students and emergency contact telephone numbers

RULES FOR DRIVERS

St. Patrick School is grateful to parents for their willingness to drive on field trips and requires the following guidelines be followed by all volunteer drivers:

1. Cars with front air bags must conform to manufacturer's recommendations for size & weight of passengers.
2. **No siblings or other children** are allowed on a field trip.
3. Chaperone/drivers are there to help supervise children for the entire field trip and will follow all directions of the teacher. **For safety and insurance reasons, unplanned stops or side trips in-route to/from field trip destination ARE STRICTLY PROHIBITED.**
4. Field Trip drivers **may not** show movies or DVD's in the car while transporting children.
5. Driver must have a valid California driver's license and Diocesan approved standard list of insurance (\$100,000 - \$300,000 for each automobile used.) A copy of these documents must be on file in the school office. **All drivers must be Live Scanned!**
6. Safety belts must be in good working order for each passenger in the automobile.
7. Driver must be 21 years of age.
8. Parents who disregard these rules will **not** be allowed to drive on field trips.

**STUDENT PROGRAMS/
EXTRACURRICULAR ACTIVITIES (cont)**

SPORTS PROGRAMS

Students may have an opportunity to participate in after-school sports suitable to their age and abilities. Teams will be formed when volunteer coaches are available. St Patrick Parish School participates in the North County Parochial League. Grades 5/6 compete at the junior varsity level; grades 7/8 at the varsity level. Seasonal sports typically include:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Football (boys)	Soccer (girls)	Volleyball (Boys)
Volleyball (girls)	Basketball (boys)	Basketball (girls)
Track (boys and girls)		

All students (K-8) are invited to participate in the annual North County Parochial League track meet held in the spring of the year.

ELIGIBILITY

Students are encouraged to participate in after school sports if their grades and conduct permit. For all students this means a current average of at least 70% in all subjects with no grade lower than a “C” or lack of appropriate Christian behavior. Students deemed ineligible may not participate in the designated activities, including practice for a game of sports. Any teacher with principal’s approval, may remove a student from participation at any time during the quarter based on lack of effort, poor test performance, lack of homework, persistent tardiness to class, or failure to demonstrate appropriate progress on long-term projects or assignments. A student may, therefore, be so removed even though the grade average is not below 70%. A student so removed will be re-eligible within a reasonable amount of time identified by the teacher depending on student performance improvement. At the discretion of the administration, a student may be removed temporarily or permanently from participation based on conduct violations.

**STUDENT PROGRAMS/
EXTRACURRICULAR ACTIVITIES (con't)**

GOVERNMENT FUNDED PROGRAMS

ST. PATRICK PARISH SCHOOL receives funding from the federal government, through the Carlsbad Unified School District, under the Title II, Title IV, and Title V programs. This funding provides for classroom materials and staff development

HEALTH SCREENING

At certain grade levels students are screened for vision, hearing, and scoliosis. The Parent Teacher Group coordinates this service utilizing volunteer professionals. A signed parent permission form is required before health screening can take place.

GRADUATION

Graduation exercises for Eighth Graders shall be dignified, reverent and simple. St. Patrick Parish School graduation involves the entire faculty and graduates' families at a mass and celebration. All financial responsibilities to the school (tuition, Scrip, Parent Participation Hours, library fees, textbook debts, or other fines) must be paid prior to graduation. A student whose family has failed to meet its financial responsibilities to the school by graduation may be denied the privilege of participating in any/all activities connected with graduation.

EXTENDED DAYCARE

ST. PATRICK PARISH SCHOOL provides supervised daycare after school until 6 p.m. Students must be enrolled with the daycare director before they are allowed to attend. Parents are billed for this service separate from tuition or other school fees. Refer to Extended Daycare Information available in the school front office.

MISCELLANEOUS INFORMATION

LOST AND FOUND

All items susceptible to loss must be permanently labeled. Any unmarked items not claimed by the end of each month will be given to the Parish Thrift Store for resale. Uniform items will be given to the Used Uniform Committee for resale. The school is **not responsible for lost or stolen property.**

PERSONAL AND SCHOOL PROPERTY

Each child is expected to take care of the books and items given for his/her use. If materials, including school furniture, equipment or property, are damaged, the student's parents are **financially responsible** for replacing them. Contact the business office regarding replacement costs for books. All books will be covered **AT ALL TIMES** with durable covers. Please, **DO NOT** use contact paper or any type of adhesive material. The students should use book bags. Since classroom space is limited, teachers may request certain oversized book bags or luggage carts **NOT** be brought to class.

Personal property, except specified school supplies, generally **is not to be brought to school.** Students are not to bring toys, including video games, CD players, I Pods, dolls, balls or other athletic equipment. **Cell phones may not be used by students during school hours.** Teachers may confiscate personal property, which will, then, be returned only to the parent. Students enrolled in ST. PATRICK PARISH SCHOOL Extended Daycare may bring these items for use during Daycare if permission is granted by Daycare personnel.

TELEPHONES

Students may not use the office telephones except in the case of an emergency. Arranging after school activities **IS NOT** considered an "emergency" and requesting homework delivery is not allowed. The classroom telephones are for staff use only and may not be used by students. **Cell phones may not be used by students during school hours.**

COMMUNICATION

PARENTS' RESPONSIBILITIES

As noted in the philosophy, parents have the primary responsibility for the education of their children. In choosing **ST. PATRICK PARISH SCHOOL**, parents have chosen to accept this responsibility and are demonstrating a trust in the professional abilities of the school's staff to provide the best possible Catholic education for each child.

It is the responsibility of the parents:

- a) To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school which they have selected for their children.
- b) To establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, responsibility, and commitment to learning upon which a successful Catholic education is based.
- c) To make a wise and informed choice of schools for their children, keeping in mind that each school has its own character, tone, and strengths.
- d) To be fully informed regarding all aspects of their children's developmental progress, and, where needed, to take and support the appropriate remedial action.

In order to insure the success of the students, the following policies have been established to assure Christian communication between school and parents.

- I. Any concerns, question, doubts, etc., **must** be brought to the teacher first. The teacher has the student's best interest in mind, and is in a position to know each child's unique situation.
- II. If after meeting with the teacher the parent is not satisfied, then an appointment with the principal should be made. The principal may deem it necessary, in the interest of good communication, for the parents and teacher to confer with administrative staff.
- III. The school trusts that all parents at all times will treat teachers with respect in accordance with Christ's Golden Rule. If at any time this does not occur, the conference will immediately be terminated and will be continued at the discretion of the principal and or pastor. Further action will be taken at that time.

COMMUNICATION (cont)

DISCIPLINE

The faculty and staff of St. Patrick Parish School are aware of the dignity and uniqueness of each person as a child of God, and will conscientiously strive to convey this by taking time to acknowledge, support, praise, listen, guide and correct in a spirit of love and concern.

Discipline in the Catholic school is an essential aspect of Christian development. Its purposes are:

- To provide a safe and harmonious environment
- To provide a classroom situation conducive to learning.
- To educate students to an appreciation of the importance of developing RESPONSIBILITY and self-control.
- To respect oneself and others.
- To help build a sense of Community

When a student fails to follow classroom or school rules, the following steps will be taken.

1. Warning – Teacher verbally discusses the incident with the student.
2. Processing – If a student continues to behave inappropriately, they are directed to go to a nearby classroom where they will sit in a designated area, and fill out an age appropriate form that requires them to reflect back on the behavior and decide how they will behave when they return to their classroom. After 15 minutes the form is checked and the student returns to their classroom. Parents will receive a copy of the form which must be signed and returned.
3. Lunch Detention – If the above actions have not produced a positive change in behavior on the part of the student, that student will be assigned a 35 minute Lunch Detention.
4. After-School Detention – Continued inappropriate behavior will result in a 45 minute after school detention either Wednesday or Thursday afternoon.
5. Friday School – Any student who has not responded to an after school intervention, will be given detention after school on Friday from 2:35 until 4:00.
6. Suspension

Students may be suspended or expelled without the benefit of the above-outlined procedures for certain offenses, which have an immediate and severe impact on the school, staff or other students. The kind(s) of behavior(s) that constitutes this kind of behavior may include, but not be limited to:

- Threat to inflict serious harm to self or others;
- Physical abuse to another person (DBH 48904);

- Possession or use of controlled or illegal substances such alcohol, tobacco, drugs etc. (DBH 48904)
- Possession of any device which may be use as a weapon (DBH 48903)
- Damage to, or theft of school or private property
- Habitual truancy
- Commission of obscene act(s)
- Cheating

PROCEDURE FOR DISCIPLINARY EXPULSION

The final decision to expel a student rests with the principal and, in parish schools, with the knowledge and consent of the Pastor.

No student is to be expelled from the school except for clear and serious cause and only after concerted efforts have been made to prevent such action(s).

COMMUNICATION (cont)

STUDENT TO STUDENT HARASSMENT

The Diocese of San Diego affirms the Christian dignity of every student. It is the policy of the diocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or other personal characteristic.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school. Disciplinary action for Harassment will follow the Student Discipline policies, #540, in the Handbook for Schools.

STUDENT THREATS

ST. PATRICK PARISH SCHOOL, following the San Diego Roman Catholic Diocese's Policy regarding student threats, **takes any and all threats of harm to self or others very seriously.** The policy calls for an immediate report to the principal with a follow-up notification to the police. Any student who has made such a threat will work from home and not be considered for readmission to the school until various steps are completed, including a detailed evaluation and report from a mental health care professional. The complete policy is available for perusal in the school office.

REPORTING OF CHILD ABUSE

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency and send a written report thereof within 36 hours of receiving the information concerning the incident

COMMUNICATION (cont)

ORIENTATION

At the beginning of each school year the school has a Back-to-School Night for grades K-8 where parents are informed of the procedures for each grade. Watch the school newsletter for dates and times. Kindergarten has a Kindergarten Round-Up in the spring.

PARENT/TEACHER CONFERENCES

Conferences will be formally scheduled in the Fall after the first Report Card. Parents may also request conferences. Other conferences may be scheduled at mutually agreeable times. Call the school office or e-mail the teacher to request a conference.

PARENT NEWSLETTER

The newsletter will be sent home each Friday of the school year. This newsletter is also posted on the St. Patrick Parish School website. The newsletter is prepared by office staff and contains information about school activities, calendar updates, P.T.G. activities and deadlines. Parents are asked to read the newsletter as it contains information for the upcoming week and future events. Sign the envelope and return it to school on the following Monday.

REPORTING TO PARENTS

Reporting to parents is two-sided. We ask that parents check students' papers and homework assignments every night. Often a parent can detect some degree of slippage even before it becomes apparent to the teacher. Teachers rely on the insight of parents as well as their own objective observations. When both home and school work together, the student is better served.

MESSAGES

No teacher will be called to the telephone during school hours. If a parent has a message for a teacher, call the school office and they will assist you. If a parent has a message for a child, contact the school office directly. **AT NO TIME IS A PARENT ALLOWED TO GO INTO THE CLASSROOM TO DELIVER MESSAGES, LUNCHESES, HOMEWORK, ETC.**

COMMUNICATION (cont)

APPOINTMENTS

Appointments with school personnel must be arranged ahead of time. Contact the school office to request a meeting and the staff will assist you.

ABUSE OF TEACHERS

Any parent, guardian, or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways, adjacent to school premises or at some other place if the teacher is required to be a such other place on connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars (\$50.00) nor exceeding five hundred dollars (\$500.00) (Ec44812).

COMPLAINTS

ST. PATRICK PARISH SCHOOL faculty and staff are dedicated to providing the finest quality Catholic education consistent with the stated mission. If a concern arises about a particular situation, faculty, staff and parents are expected to follow the principal of subsidiarity, which calls for addressing any problem with the person most directly involved.

UNIFORMS

Appropriate dress and grooming are important parts of our school community atmosphere. Students are encouraged to present themselves in a way that contributes to the overall school setting and parents are reminded that **they** are ultimately responsible for the appearance and dress of their children. Guidelines for both uniform and non-uniform dress are listed below.

Students found to be in a violation of dress and grooming code will receive an infraction and a written notice will be sent home. This notice is expected to be signed and returned to the school office with immediate correction of the non-compliance. A child may be excluded from class until compliance. The student is responsible for work missed. If there is an emergency where a student cannot be in full uniform, parents are requested to send in a written note explaining reasons for the non-compliance and stating when the matter will be resolved.

Children should arrive in the morning with person and clothes clean. Those who are **not** will be sent home.

Dennis Uniform Company is the designated provider of school uniforms. In order to ensure consistency of color and style, **uniforms must be purchased through Dennis**. PTG also sponsors a used uniform sale for parents who would like to purchase gently used school uniforms.

On days when the school attends Mass, only the **St. Patrick School Dress Uniform** may be worn. For Girls: Plaid skirt, skort or jumper, white blouse or shirt and green sweater or vest. For Boys: Long pants only with white polo shirt and green sweater or vest. **NO UNIFORM SHORTS** may be worn to Mass. This Dress Uniform will also be worn on designated Field Trips.

UNIFORMS (cont)

GIRLS' UNIFORM

Grades K-4

- Christopher plaid jumper (to the knee)

Grades K-8

- Christopher plaid skort (to the knee)

Grades 4-8

- Christopher plaid skirt (to the knee)

Grades K-8

- Navy blue walk shorts (**must be purchased from Dennis Uniform Company**) No shorter than 2" above the knee; must fit properly
- Navy blue Capri pants

Grades K-8

- White or Dark Green knit, polo style, short-sleeve shirt; white short-sleeved blouse with Peter Pan collar (both styles must be tucked in); white over-blouse or white knit polo over-blouse

Grades 7/8

- Navy Blue St. Patrick logo, short sleeve knit shirt; khaki pants; khaki walk shorts (**must be purchased from Dennis Uniform Co.**) and must fit properly.

Jewelry

- **Stud earrings only**; no dangling jewelry. This is a safety issue!

Make-up

- **NO** make-up is allowed to be worn at St. Patrick Parish School

Socks

- White crew socks with a fold over cuff. White tights or knee socks may be worn.

UNIFORMS (cont)

BOYS' UNIFORM

Grades K-8

- White or Dark Green knit polo style, short-sleeve shirt. Shirt must be tucked in at all times!

Grades K-8

- Navy blue twill pants (**must be purchased from Dennis Uniform Company**). Pants must fit properly - not too tight or too baggy, and no sagging!

Grades K-8

- Navy blue walk shorts (**must be purchased from Dennis Uniform Company**). Shorts must fit properly-not too tight or baggy, no sagging, and not longer than the top of the knee.

Grades 7/8

- Navy Blue St. Patrick logo short sleeve knit shirt; khaki pants; khaki walk shorts (**must be purchased from Dennis Uniform Company**).

Jewelry

- Earrings are not allowed

Socks

- **White** crew socks with a fold over cuff

UNIFORMS (cont)

GIRLS AND BOYS UNIFORM

Jackets

- Hunter green pullover sweatshirt with the St. Patrick Logo or the hunter green fleece zip up jacket are the **only jackets that may be worn inside the classroom** . Other jackets may be worn outside only! **No turtlenecks or colored t-shirts** may be worn under or over uniform shirts.

Hair

- At all times hair shall be neat, clean and not draw attention nor impede learning! No extreme hair-styles! Student must maintain his/her natural hair color only! Boys' hair must be trimmed **away from the eyes and must be above the collar!**

P.E. Uniform

- Grades 1-8 (girls and boys) wear school **uniform shorts or pants**. Skirts **may not** be worn by girls for PE.

Shoes

- Athletic style shoes are highly recommended! Colors must be solid color brown, black or white. Shoes must be closed-toe, no boots, no sandals, ballet type shoes, heels or raised platform shoes.

Shoelaces

- Shoelaces may be brown, black or white. **NO bright colors or designs are allowed**. For safety reasons, shoelaces must be tied correctly at all times!

Belts

- All students in grades 2-8 (boys and girls) are required to wear belts with the walking shorts or pants. Belts may be brown, black or white.

All uniform items must be clean and in good condition. Each teacher will check daily for student adherence to the uniform code and inform students as to the violation

UNIFORMS (cont)

NON-UNIFORM DRESS

Non-uniform dress days may be scheduled from time to time. Students must be appropriately dressed, even though not in official school uniform. The school's intention in setting out guidelines for non-uniform dress is to help ensure students are not calling attention to themselves by the way they dress. Tank tops, halter necks, bare midriffs, plunging necklines, excessively short or tight skirts or dresses are not permitted. Girls' skirt and shorts may not be shorter than 2" above the knee. Boy's shorts **MAY NOT SAG**. If in doubt students may wear their regular uniform shorts. For safety reasons, closed-toe shoes must be worn. If a child is deemed by the administration to be inappropriately dressed, **the child will be sent home with the parent to change into a school uniform, then return to school.** Non-uniform dress requirements extend to Field Trip days.

From time to time special dress-up days will be scheduled. Watch the newsletter for particulars about the theme, and guidelines for the day.

Uniforms can be obtained from:

Dennis Uniform Co.
4217 Ponderosa Ave Suite D
San Diego, CA 92123
Phone:(858) 573-1804
Fax: (858) 573-1805
www.dennisuniform.com

PARENTAL ROLE

PARENT/COMMUNITY INVOLVEMENT

ST. PATRICK PARISH SCHOOL thrives as a result of dedicated staff working with actively involved parents. All parties - parents, teachers, and students are part of the total school community. Parent participation in school functions is expected and encouraged to benefit and enhance the total school experience of each child.

In regards to each child's religious formation, parents are expected to:

- Talk to their children about God and their own faith
- Pray together
- Celebrate mass together on Sundays and special days
- Be informed about the religious concepts the children are learning
- Continually reach out to develop their faith life

Financial and service responsibilities of parents are described in the Parent - tuition Agreement, signed with registration or re-registration paperwork. Essentially, parents are responsible to:

- Volunteer services to help build a strong school community
- Support fund raising activities, including Scrip
- Attend PTG meetings, Open School Board meetings, sacramental preparation orientations, and other gatherings that will foster good communication between school and home
- Bring questions, concerns, etc. immediately to the party involved
- Complete the service hour commitment during the school year.

SAFETY REGULATIONS

INSURANCE

The student accident program provides financial aid in helping to meet hospital, surgical, and medical expenses incurred as a result of student injury that takes place on school property. Should accidents occur, parents will be notified. Insurance forms are available at the school office.

BICYCLES

Students who ride bicycles should be carefully instructed regarding traffic rules and safety precautions. Students must wear helmets, as required by law. Bicycles must never be ridden on the school grounds.

Roller blades, skateboards and scooters may not be ridden on the school or church property during School, Extended Daycare hours or at any School sponsored function.

TRAFFIC

Student safety is always foremost in planning. Therefore the following safety regulations are in effect:

- Do not pick-up or drop-off of students anywhere along Pio Pico Drive.
- Do not pick-up or drop-off of students in the parking area along the east side of the grass field.
- Do not pick-up or drop-off of students in the parking lot north of the Parish Center. This is a **PARK AND WALK AREA FOR KINDERGARTEN AND FIRST GRADE ONLY!**
- Pick-up or drop-off of students in the designated parking area south of the school.

Refer to the Dismissal Procedures and Traffic Plan (See Appendices D and E).

PLAYGROUND EQUIPMENT

After school, during dismissal time from 2:35 – 2:50PM, students **are not** allowed to be on playground equipment. Students may be with classroom teacher waiting in the carpool pick up area; with Extended Daycare in the lunch area; or with his/her parent (within arm's reach.) **PLEASE**, do not allow your children to be on the playground equipment during this time.

SAFETY REGULATIONS (cont)

RUNNING ON THE BLACKTOP

Students are **NOT** allowed to run on the blacktop area for safety reasons. Much effort is put into reinforcing this behavior. Parents are asked to support this effort with students and younger siblings. No kicking balls on blacktop area.

FINANCE

At the time of registration or re-registration, each family is asked to sign a tuition agreement. The tuition agreement states the amount of yearly tuition and summarizes the school's policies regarding delinquent payments, the Parent Participation Program, (PPP) fundraising commitment, and the Scrip Program. Tuition and registration fees **do not** cover the cost of educating a child at St. Patrick Parish School. *The difference between the actual school income from tuition and fees and the expenses for running the school is considerable. School fundraising by the PTG and scrip make up the difference.*

Tuition, PPP commitment, fundraising commitment and scrip are all part of the consideration that a parent gives the school in return for the school's education their child. Family participation in and support of fundraising and scrip helps the school in many ways.

**ST. PATRICK PARISH SCHOOL
SAMPLE FORMS**

- Appendix A School Calendar
- Appendix B Authorization for Medication Administration
- Appendix C School Wide Learning Expectations
- Appendix D Traffic Plan
- Appendix E Dismissal Procedures

APPENDIX A:
School Calendar

APPENDIX B:
Authorization for Medication Administration

APPENDIX C:
School Wide Learning Expectations

APPENDIX D:
Traffic Plan

APPENDIX E: Dismissal Procedures

ST. PATRICK PARISH SCHOOL dismisses students at 2:35 PM. Classroom teachers walk their students to their designated pick-up area and remain there until all of their students have been picked up or signed in to Daycare if it is after 2:45PM. Kindergarten students must be picked up at their classroom by their parents/guardians or siblings.

The first Friday of every month is an early dismissal day. All students are dismissed at 12 noon. All students remaining in the pick-up area after 12:15PM will be signed in to Daycare.

DISMISSAL PROCEDURES

The procedures for dismissal have been established to provide a safe, orderly after-school environment for students.

1. All teachers will walk with students to the car pick-up area (ALL teachers are on duty at this time are unavailable for conferences.)
2. The lunch area **IS RESERVED** for Daycare **ONLY**.
3. Parents may retrieve students from the class line. It is imperative that children (including younger siblings) who are with parent **REMAIN DIRECTLY WITH THE PARENT** at all times. Parents are not to allow children to run around, play on stairs, railing, fence, etc. The playground area is **OFF LIMITS** during dismissal.
4. **KINDERGARTEN** pick-up: Parents may walk directly to the kindergarten area to retrieve a student or pick them up in the car pick-up area.
5. Parents of kindergarten and 1st graders may park in the north church/parish center lot and walk to retrieve a child from the class group. Parents must keep the child within arms reach at all times and walk the child to the car.
6. Students walking home will be escorted by a teacher across the parking area to exit the campus.
7. In the pick-up lane, drivers are asked to **PULL ALL THE WAY FORWARD!**
8. In order to provide safety and supervision, **ALL** students **NOT PICKED UP** by 2:50 PM will be signed in to Daycare. Parents will be billed on a per diem basis.
9. Students in after-school sports will wait at the Eighth Grade Lunch Tables for the arrival of the team coach.
10. Parents may not retrieve students using the Pio Pico drive entrance to the school.
11. Cars must stay as far to the right as possible to allow for a passing lane.
12. **ABSOLUTELY NO CELL PHONES IN USE** while in the drop-off or pick-up line.