

St. Patrick Catholic School

H **andbook** --- **for students & parents**

School Honor Code

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

St. Patrick Catholic School Handbook for Students and Parents

St. Patrick Catholic School
9635 Ferndale
Dallas, Texas 75238-2736

Telephone 214-348-8070
FAX 214-503-7230
Email: stpats@spsdallas.org.org
Website: www.spsdallas.org

Revised August 2011

TABLE OF CONTENTS

| | |
|--|----|
| Mission Statement | 4 |
| Philosophy | 4 |
| Blue Ribbon Status | 4 |
| Non-Discrimination Statement..... | 5 |
| Goals | 5 |
| Student Honor Code | 6 |
| Parental Responsibilities | 6 |
| General Administrative Policies | 7 |
| Daily Attendance | 9 |
| Curriculum and Instruction..... | 11 |
| Academic Evaluation and Assessment | 13 |
| Extracurricular Enrichment..... | 15 |
| Service and Recognition | 17 |
| Learning Environment | 18 |
| Parent Involvement | 22 |
| Communication | 25 |
| Uniform and Personal Appearance | 27 |
| Health and Safety | 30 |
| Resources & Technology | 34 |
| General Policies | 36 |
| Athletics Policy | 38 |
| Technology Policy: Computer Use and Intranet/Internet Access | 42 |
| Traffic Rules and Procedures..... | 44 |
| Acknowledgement Form | 45 |

Mission Statement

The mission of St. Patrick Catholic School is to teach Catholic doctrine and traditions, and to provide an educational program that challenges and nurtures each child. We seek for the child to reach the highest possible level of potential in all aspects of life—spiritual, moral, intellectual, physical and emotional. We view this as a shared responsibility of the student, parent, teachers and staff.

Philosophy

St. Patrick Catholic School is an integral part of the larger Catholic community. As such, our primary concerns are with the development of the whole child in the Catholic faith, and with the preparation of the child to become a responsible member of the Church, the family and society. The student body comes together to worship through the Eucharistic celebration each Tuesday and Friday. In keeping with the foundation of our faith, we foster an atmosphere of service to others.

St. Patrick Catholic School aims to provide a safe and caring environment in which optimum learning can take place. We understand the importance of the parents as the primary educators of their children and seek their help and cooperation.

We believe that each child is a unique human being, created in God's image. We believe in the importance of respect for each other, for all living things, and ourselves. We hope to develop in students the ability to see themselves as an integral part of God's world, capable of making wise choices and able to find their unique place in His plan.

Blue Ribbon Status

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

Non-Discrimination Statement

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

Goals

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

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

Student Honor Code

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

Parental Responsibilities

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

1. Participate in Mass with their children each Sunday and Holy Day of Obligation.
2. Speak positively about the school and your child's teacher in the presence of your child.
3. Appreciate the uniqueness of your child. Avoid comparing your child with other children.
4. Let your child know that you care about his/her success and that you will help him/her with difficulties.
5. Allow your child to learn by experiencing the natural consequences of his/her actions and abiding by the school's No Rescue Policy.
6. Be of service to St. Patrick Catholic School by volunteering your time and completing all requirements to assure a safe environment for your child, including the St. Patrick Safe Environment Program.
7. Show interest in your child's school experiences by talking with and listening to your child and attending scheduled teacher conferences.
8. Abide by the rules as outlined in this handbook.
9. Follow conflict resolution procedures as outlined in this handbook when issues arise.

General Administrative Policies

Admission

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

Admission of students will be accepted in the following order:

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

For the admission of students, the following is required:

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

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

Re-Admission

Application for re-admission is required each year. Determination for re-admission includes but is not limited to an evaluation of the following items:

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

Registration and Other Fees

The School Advisory Council determines the amount of registration and other fees annually and announces these fees prior to registration. Registration and other fees are due at registration and are not refundable.

Tuition

The School Advisory Council determines tuition rates annually and announces these rates prior to registration. There are two tuition rate schedules: parishioner and non-parishioner. Parishioners are those families who: (1) register as members of St. Patrick Parish no later than March 1 of the year the child will enter school; (2) participate in the St. Patrick

worshipping community; and (3) actively support the spiritual and material needs of the parish. Using St. Patrick church envelopes, parishioners must contribute a minimum amount set by the pastor, during the parish fiscal year ending June 30 before the school year begins. For the school year 2011-2012, the minimum annual contribution is \$520. The pastor will communicate any future change in the minimum contribution to the school community. Parishioners may discuss possible exceptions with the pastor in the case of financial hardship.

Payment of Tuition

Parents must pay tuition in full at confirmation of registration or obtain a tuition loan through the Texas Catholic Community Credit Union (TCC) loan program arranged by the school. The current loan program requires 10 loan payments due the 10th of the month (July-April). Payments after the 10th of the month are delinquent.

Tuition Loan Chargebacks & Delinquent Fees

If a delinquent TCC loan is charged back to the school, parents will be held responsible for any associated penalties and students may not return to school until the tuition loan chargeback as well as any associated penalties are paid in full. Families with frequent loan chargebacks may be ineligible for the loan option for the next school year.

Fees, such as those for extended day, library, cafeteria, and athletic fees, are to be paid promptly. Quarterly report cards will be held for those students whose family's financial commitment is in arrears until payment for fees and/or tuition are paid in full.

Transfers

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

Tuition Refund

Upon written request to the principal before the first day of the school year, the school will refund all tuition paid and cancel the remaining balance of a family's school loan attributed to the student who will not be attending St. Patrick Catholic School. Parents will remain responsible for interest accrued and/or paid on the loan. After the first day of the school year, the principal may grant written requests for refunds in exigent circumstances, up to 25% of the tuition for that student. The school cannot refund any tuition if a student leaves St. Patrick Catholic School after the first day of the second semester of the school year. Registration and other fees are non-refundable.

Tuition Assistance

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

Daily Attendance

School Hours

Kindergarten 7:55 A.M. – 2:50 P.M.

Grades 1-5 7:55 A.M. – 3:15 P.M.

Grades 6-8 7:55 A.M. – 3:30 P.M.

Arrival

Students who arrive before 7:40 A.M. must report to the assigned supervised area. After 7:40 A.M. students enter the classroom according to the guidelines of the homeroom teacher. Upon arriving to the classroom, students should prepare for the day and then be seated.

Absence

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

Student Attendance

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

Excused / Unexcused Absence

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

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

Tardy

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

Tardy for Classes

Students are responsible for being on time for each class. Students with excessive unexcused tardies to class will be asked to develop an action plan with his/her teacher to remediate the issue.

Leaving School Grounds

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

Dismissal/Departure

Students must be picked up within fifteen minutes of their dismissal from school. Students who remain at school beyond that time will enter the Extended Day Program and parents will be charged the Extended Day fee. The safest means for students to be picked up from school is to follow the standard traffic procedure for dismissal. However, parents may request that their child be permitted to walk off of the campus at dismissal time. Such requests must be made in writing to the school office for each school year and will remain in effect for the school year, until the school office receives written notice revoking the parent’s permission.

Extended Day

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

Curriculum and Instruction

Curriculum

The core curriculum guides provided by the Diocese of Dallas serve as a basic guideline for proper sequence and scope of learning. Teachers are encouraged to be sensitive to individual differences and to design educational experiences to address such differences. The school may group students by ability level to facilitate the appropriate level of instruction.

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

Religion and Sacramental Program

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

Elective Classes

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

Learning Differences

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

Preliminary screening for learning differences may be provided by the school. The school may make referral for professional evaluation and/or available resources. All assessments must be made and documented by a professional diagnostician in order that modified instruction will meet the student's needs. Documentation must be submitted to the

administration and re-evaluation should be administered every three to five years. The cost of assessment, counseling, and outside support is the responsibility of parents.

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

Small Group Instruction

Small group instruction is available for first and second grade based on teacher recommendation. The areas covered may include phonological awareness, fluency, and reading comprehension. Emphasis will be placed on one or all of these elements depending on the needs of the students.

Students diagnosed with dyslexia receive three years of specialized instruction beginning in second grade. The curriculum is based on Take Flight with additional emphasis on fluency and comprehension. The class has a maximum of six students and is taught by a Certified Academic Language Therapist.

Students in grades 6-8 with identified needs are able to utilize the Content Mastery Program which offers academic support with assistance on an as-needed basis. It gives the students additional supports such as homework help, morning tutoring, and study sessions. The Content Mastery Program is offered to small groups and is taught by a Certified Academic Language Therapist.

Physical Education

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

Field Trips

Field trips are a privilege meant to complement the instructional program by utilizing educational resources of the community. Generally, each class is allowed two field trips per year. The homeroom teacher will plan the field trips, in consultation with the room mothers and with the principal's approval. The homeroom teacher will communicate details of the field trip, including date, time, and mode of transportation, to obtain parental permission. Students who fail to submit the required permission slip will not be allowed to participate in the field trip. All field trips will be chaperoned and reasonable safety measures will be taken.

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

Students and chaperones on field trips represent St. Patrick Catholic School. Behavior must meet or exceed the conduct expectations on campus and the same consequences for infractions will apply. Chaperones must acquaint themselves with the parent volunteer expectations listed on page 19 of the handbook and are expected to act accordingly.

Academic Evaluation and Assessment

Homework

Homework assignments extend and reinforce classroom instruction and provide the opportunity for independent study. The amount of homework depends on the grade level and subject. It is the parent's responsibility to provide an environment conducive to study. Beginning in third grade, students enter all assignments in an assignment book. If a student loses or misplaces the assignment book, the student is to purchase a new one through the school office.

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

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

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

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

Progress Reports/Test Papers

Progress Reports are issued at least twice during each reporting period on designated dates. St. Patrick Catholic School communicates student grades through RenWeb, as described on page 22. To keep parents informed of their child's academic progress, teachers will periodically send test papers and samples of work home for parental review and signature. Students are responsible for giving papers to their parents and for returning the signed papers to the teacher. Parents are strictly prohibited from duplicating test papers for future use. This practice is unethical and educationally damaging.

Report Cards

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

Any challenges to a grade, either academic or behavioral, should be made to the teacher within two weeks of the grade being published.

Honor Roll

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

| | |
|----------------|--|
| Highest Honor | All "A's" Every subject including electives |
| "A" Honor Roll | More "A's" than "B's" |
| "B" Honor Roll | More "B's" than "A's" or equal amount of "A's" and "B's" |

Grades in elective classes and Physical Education will be averaged and viewed as one grade for determining the "A" or the "B" Honor Roll. The Highest "A" Honor Roll is straight "A's" in every subject. A student who earns a grade lower than a B in any class or earns less than satisfactory campus conduct will not qualify for the Honor Roll.

Academic Probation

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

Retention

In the case of students performing below grade level or making failing grades, special conferences with parents will be held to determine the cause of poor performance. A plan will be formulated and monitored to help the student.

A failing average in more than one major subject is cause for retention. Continued poor class performance in math and reading and below grade level performance on standardized tests are reasons for retention. Parents will be notified in advance if there is a possibility of retention. The student's progress and ability to succeed within such an environment will be monitored and evaluated.

Extracurricular Enrichment

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

Students who want to participate in extracurricular activities must meet academic and conduct eligibility standards. Students on Academic Probation (page 11) or Conduct Probation (page 16) will not be permitted to compete, practice or otherwise engage in extracurricular activities. Participation in certain extracurricular activities may involve fees or other costs to be paid by the student's parents.

Private Schools Interscholastic Association (PSIA)

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

St. Patrick Academic Fair

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

Spelling Bee

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

Geography Bee

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

Destination Imagination (DI)

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

Panther Players

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

Athletics

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

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

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

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

Service and Recognition

Community Building and Service Projects

Each member of the school community has the responsibility to build a Christian environment through word and example. There are many projects throughout the year meant to enhance community building-- liturgical celebrations, open house, student programs, Catholic Schools Week, and PATS Club activities. Students are encouraged to participate in service projects to deepen awareness of their own blessings and the needs of their brothers and sisters in Christ. The primary recipients of our service projects are the parish St. Vincent de Paul Center and the St. Patrick Outreach Program. Other projects have benefited St. Jude's Hospital, Children's Medical Center, Medical City Dallas, Catholic Charities, area nursing homes, fire stations and police stations.

Student Council

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

National Junior Honor Society

Membership in the National Junior Honor Society is both an honor and responsibility for selected students in grades 7-8. The selection process begins in January. For additional information, please visit the school website.

St. Patrick Ambassadors

This student organization seeks to extend welcome and assistance to visitors on the SPS campus. Membership is by student application and teacher nomination.

Learning Environment

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

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

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

Expectations

Specific expectations for student behavior include:

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

Consequences

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

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

- ♣ Parent-teacher conference
- ♣ Student conference with principal
- ♣ Detention – morning, after school or Saturday
- ♣ Denial of class privileges (for example, field trips or class parties)
- ♣ Removal from extracurricular activities
- ♣ Suspension, probation, expulsion

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

The General Conduct (Campus Conduct) grade is determined by the faculty and administration and is based on the student's behavioral progress throughout the quarter.

Harassment/Bullying Policy

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

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

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

St. Patrick School seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff, and students concerning respect. Bullying behavior is not tolerated at St. Patrick School.

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

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

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

Student Suspension

Suspension is a serious disciplinary action that results in the temporary dismissal of the student from the classroom or school premises for a length of time determined by the administration. The Principal or Assistant Principal may suspend students. A student suspension is considered to be an unexcused absence. As such, during suspension, the student will be given class work and homework; students may receive no grade higher than a 70% for tests, projects, and assignments from the days of suspension. A student forfeits participation in any extracurricular or school-related activities while on suspension.

Conduct Probation

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

Expulsion

Expulsion is a last resort. A student may be expelled for any conduct that reflects adversely on the school community or that is harmful and offensive to the school community. Students whose parents have violated the Parental Responsibilities (p. 6) may also be excluded from St. Patrick School. Reasons for expulsion may include:

- ♣ A second suspension
- ♣ Failure to abide by terms of probation
- ♣ Possession, dissemination or use of weapons, alcohol, tobacco or other inappropriate substances

The Principal may expel students. Parents may request to withdraw the student to avoid expulsion.

Weapons, Alcohol, Tobacco & Other Inappropriate Substances

Any violation of the school's prohibition against weapons, alcohol, tobacco & other inappropriate substances (page 32) will result in an automatic suspension with the possibility of expulsion. The police may be called.

Discipline Board

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

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

Parent Involvement

St. Patrick Catholic School is blessed with an active and supportive parent population. It is the primary reason that we are able to offer a Blue Ribbon education at a tuition that is extremely affordable in comparison to other comparable private schools in the Dallas area.

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

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

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

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

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

PATS Club

The PATS Club is the Parent and Teacher organization of St. Patrick Catholic School. Its mission is to provide St. Patrick Catholic School with the spiritual and financial support necessary to insure that we continue to provide the finest quality primary Catholic education in a Christ-centered environment. It is necessary to the mission of both the PATS Club and the school that all parents make a volunteer commitment. Information concerning volunteer opportunities can be obtained from the volunteer solicitation form sent home each May, the monthly newsletter and by attending the PATS Club meetings.

St. Patrick Catholic School Advisory Council

The St. Patrick Catholic School Advisory Council is elected by the parish community to perform the following duties:

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

The School Advisory Council generally meets during the third week of each month. Any item to be presented on the agenda should be given to the advisory council president at least one week prior to the meeting.

Athletic Committee

The Athletic Committee is appointed by the St. Patrick Advisory Council to advise the principal on athletic policy, resolving athletic program conflicts and determining the financial

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

Principal's Advisory Committee

The Principal's Advisory Committee (PAC) is appointed annually by the principal to advise the principal in the allocation of PATS Club funds. Committee members include the current president of the School Advisory Council, the current and past president of the PATS Club and, as appropriate, members of the School Advisory Council.

Communication

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

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

Means of Communication

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

Parents are expected to access email and RenWeb on a regular basis. If a parent does not have the Internet capability to access RenWeb from home or work, the computer lab will be available for SPS students and immediate family members 3:30-5:00 pm Monday through Thursday. In addition to checking RenWeb regularly, parents are expected to review all graded and returned schoolwork to keep informed of their child's progress. In the lower grades, weekly folders are sent home as an additional means of communicating.

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

Parent/Teacher Conferences

At mandatory conferences each October, parents and teachers share important information regarding each student's progress and establish goals and objectives for success in the school year. A student's parents or teacher may request a conference at any mutually agreeable time as necessary to support the student. Parents may request a conference by email or written note through the student. The student may attend the conference when appropriate.

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

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

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

Conflict Resolution

In all human involvements, misunderstandings and conflicts will arise. When these situations occur at St. Patrick Catholic School or at school-related activities, the following procedures must be observed:

1. The teacher (including other authorized adults) and the student(s) must first address the conflict by speaking respectfully and honestly about the issue to be resolved.
2. If sincere attempts by the teacher and student(s) fail to resolve the conflict, a parent/teacher conference must be held. If desired, the parent or the teacher may request the principal's attendance at the conference.
3. If sincere attempts by the teacher and parent(s) fail to resolve the conflict, the parent or teacher may explain the conflict to the principal in writing or request a conference.
4. If the sincere attempts by all involved fail to resolve the conflict, the parent may explain the conflict, in writing, to the pastor.

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

Information for Legal Matters

In the event any student, parent or any representative thereof attempts to secure any information and/or documentation from St. Patrick Catholic School through a subpoena or other legal process, a reasonable fee for expenses incurred may be assessed.

Uniform and Personal Appearance

St. Patrick Catholic School enforces a school uniform policy for students in Kindergarten through 8th grade. Each student is expected to adhere to this policy and wear clothes and shoes that meet uniform guidelines. Clothing must be clean, unwrinkled, the appropriate size and the appropriate length. Shirts must be tucked in at all times.

BOYS:

Shirt: A green polo shirt (from Parker Uniform) will be worn except when grade 8 boys wear ties.

Grade 8 boys wear a white oxford button-down shirt with the school tie (from Parker Uniform) and long pants on all Fridays and other days as specified by the principal.

No shirt should have logos other than St. Patrick Catholic School. Undershirts must be plain, white T-shirts.

Pants: Navy blue pants (No Dockers or other faded pants)
Navy walking shorts (worn August through November; March through May)
Black, brown or navy belt

Socks: White socks to mid-calf (i.e. crew socks)

GIRLS:

Blouse: White Parker blouse (no rounded “Peter Pan” collars)
A light yellow oxford blouse (from Parker Uniform) may be worn by grade 8 girls.

Jumper/ Skirt:

K-5 Jumper: school plaid from Parker Uniform
6-8 Skirt: school plaid from Parker Uniform
Skirts or jumper must be no shorter than 1 inch above the knee when in a kneeling position. Girls (K-3) must wear P.E. shorts under the jumper.

K-8 navy walking shorts (worn August through November; March through May)
Shorts with belt loops must be worn with a black, brown or navy belt

Socks/

Tights: White knee socks, white socks to mid-calf or navy, black or white tights

ALL STUDENTS:

Footwear

Students must wear dress shoes or athletic shoes in standard colors (black, gray, brown, white, or navy). Laces must be in standard colors listed above. Open toe shoes are not permitted.

Outerwear

Students may wear either of the following over their uniform shirt, as dictated by weather or comfort:

- ♣ Gray school sweatshirt with St. Patrick logo purchased at the school office
- ♣ Green sweater (cardigan, v-neck sweater or vest) from Parker Uniform

Students must wear an additional warm garment when arriving and departing from school and during outdoor school activities, as the weather dictates. Students in 6th to 8th grades will have the opportunity to purchase a St. Patrick letter jacket to wear as an additional outdoor garment.

Physical Education

- ♣ Grades K-3. When wearing walking shorts, boys and girls wear their walking shorts for P.E. When not wearing walking shorts, girls in grades K-3 wear P.E. shorts under uniform jumper and for P.E. classes need only remove the jumper. When not wearing walking shorts, boys in grades K-3 may wear P.E. shorts under their long pants and remove their long pants for P.E. class or they may wear their long pants for P.E.
- ♣ Grades 4-8. Boys and girls change clothes at each P.E. class into the St. Patrick P.E. shorts and an all white T-shirt (or other approved St. Patrick T-shirt).

St. Patrick P.E. shorts are available for purchase during confirmation of registration or at the school office. All students must have non-marking athletic shoes for P.E. classes.

Grooming/Personal Appearance

Cleanliness is expected of each student. Facial make-up that gives a natural appearance is allowed in grades 7-8 only. Colored nail polish will not be worn in school. Hairstyles must be neat and out of the eyes. Boys' hair must be off the shirt collar. Extreme hairdos as determined by the school administration will not be allowed. Girls may wear one simple necklace, one bracelet, one simple ring and/or small earrings. Girls may wear simple hair accessories that match the school uniform.

Free Dress Days

When students are allowed non-uniform days the following guidelines apply:

- ♣ Unless otherwise specified, shorts and skorts will not be allowed for students in grades 4-8 (except school uniform shorts).
- ♣ Girls may wear pants, Capri pants, and jeans.
- ♣ Boys may wear casual pants, jeans, or knee length cotton structured "cargo" pants.
- ♣ Pants and jeans must be worn at the normal waistline. Boys must wear a belt with pants. Extremely oversized pants are not allowed. Length of pants can extend no longer than the bottom of the heel of the shoe.
- ♣ Shirts must completely cover the shoulder. Tank tops, tube tops, spaghetti straps, midriffs, half-shirts, mesh shirts, halter type blouses, see-through tops and off the shoulder tops are not permitted.
- ♣ Dresses and skirts must be loose fitting and no shorter than 3 inches above the knee. Dress code follows the same guideline as for shirts.

- ♣ Blouses, shirts, skirts, and dresses that allow midriff exposure during normal activities are inappropriate.
- ♣ Tight or revealing clothing, or jewelry, which draw undue attention to the student, is inappropriate.
- ♣ Shirts with inappropriate content will not be permitted.
- ♣ Flip-flops are not allowed.

Dress-Up Days

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

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

Girls in 4th through 8th grades must wear a dress or a blouse with a skirt or dress pants. The dress or skirt must be to the knee. The clothing must be modest in appearance, meaning no mini-skirts, no low cut tops, no spaghetti straps, no form fitting dresses and no halter tops. A sweater or shrug may be worn. Girls must wear appropriate dress shoes. No flip flops may be worn.

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

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

Health and Safety

IMMUNIZATIONS

Every child in the State of Texas shall be vaccinated against vaccine-preventable diseases caused by infectious agents, in accordance with the Texas Administrative Code with the following immunization schedule.

1) Polio

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

2) Diphtheria/Tetanus/Pertussis

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

3) Tdap

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

4) MMR

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

5) Hepatitis A

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

6) Hepatitis B

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

7) Meningococcal

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

8) Varicella

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

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

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

Medications

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

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

Taking the medication during school hours must be medically necessary to permit the student to remain in school.

Medication must be prescribed by a licensed physician or dentist and dispensed by a registered pharmacist.

“Over-the-counter” medication (acetaminophen, ointments, cold tablets, cough syrups, etc.) will not be given without written permission from physician (may be faxed), student name on bottle, not to interfere with directions, and a permission slip signed in the office by the parent.

Each student's medication must be in a properly labeled container with the following information: student's name, physician/dentist's name, date, name of medication, dosage, and directions for administration.

Each student's medication must be brought to the school office by the parent and not the child. When the parent brings in the medication, he/she signs a form giving permission to administer the medication. The form is kept in the school clinic.

Emergency Form/Permission for Testing

Before each school year begins, parents must submit a complete school emergency form.

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

First Aid

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

Clinic

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

Communicable Diseases

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

On issues of health not addressed in this handbook, St. Patrick Catholic School follows the directives of the Diocese of Dallas Catholic Schools Office.

Alcohol, Tobacco & Other Inappropriate Substances

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

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

Weapons

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

Traffic/Parking Lot Safety

Student safety both before and after school is of utmost importance. To reach this goal all parents and students must comply with the Traffic Safety Rules and Procedures distributed each year during registration and attached as an appendix to this handbook. Second and sixth grade parents are responsible for monitoring parking lot drop off and pick up safety. At least one parent from each family (or other safety cleared adult arranged by the family) is required to serve as a monitor at one shift per month per student. Families who do not meet this obligation may be charged to compensate the school employee who serves their

shift. Failure to pay these charges may prevent the student from registering for the next school year.

Fire Drills, Tornado Drills and Crisis Management

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

Resources & Technology

Library

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

Most books may be checked out for a period of two weeks. Students in second semester Kindergarten through second grade may check out one item at a time. Students in third grade and above may check out three items at a time. Books may be renewed in person, by email or by phone. Special items may be checked out for one day only.

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

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

Report cards will not be issued to students with overdue books, outstanding fines, or outstanding charges for lost or damaged books.

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

Book Challenge/Censorship Policy

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

1. A complaint must be in writing, and must identify complainant and the exact nature of the problem.

2. The complaint will then be reviewed by a committee consisting of the principal, the librarian, a language arts teacher, and one representative from the school advisory council.
3. After careful consideration of all aspects of a book and the complaint, a decision will be made whether or not to withdraw the book from the library's collection or as required reading.

Electronics Policy

Effective August 28, 2010, students are prohibited from having electronic devices on school property from 7 a.m. until 6 p.m., Monday through Friday. We strongly recommend that parents collect your student's cell phone (or other electronic device) before dropping them off at school in the morning. If students are found with any prohibited electronic device in their possession (desk, locker and backpack included), the device will be confiscated whether or not it is being used at the time. As the minimal "recovery" fees have been unsuccessful in deterring the use of cell phones on campus, the fee is raised to \$50 (fifty dollars) per offense and will be charged whether or not the student wishes to recover the device. In addition to this fee and appropriate disciplinary measures, a parent or legal guardian will be required to accompany their student to retrieve the device from the principal's office.

Image Release

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

Technology

Technology is integral to the school's instructional program. With this educational opportunity also comes responsibility. The use of the school's computers and Internet access is a privilege, not a right. Inappropriate use of computers and/or Internet will result in a cancellation of those privileges at school. The principal will make all decisions regarding whether or not a user has violated this privilege. The principal may deny, revoke, or suspend access at any time; the principal's decision is final. See the Technology Policy provided as an addendum to this handbook. Each student and parent must sign and turn in the agreement on technology usage at St. Patrick Catholic School.

General Policies

Personal Items

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

To minimize classroom interruptions and instill a sense of personal responsibility, any forgotten items, which are subsequently brought to school, must be left in the office. The student may collect them on their break or at lunch.

Telephone

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

Textbooks

Textbooks are purchased by the school. Books must be properly maintained and neatly covered at all times. Book covers are provided by the school. Students will be fined for uncovered books and for the replacement cost of all damaged textbooks.

Damages

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

Lockers

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

Cafeteria

Mealtime is a time for relaxation and social interaction. Students may bring their own lunch or purchase lunch in the cafeteria. It should be a rare occurrence for parents to bring their student's lunch to school. At no time may a parent drop off a fast food lunch. Parents or older siblings who wish to celebrate a birthday or special event with "lunch brought in" must sit and eat with their student at the designated area. Visitors from other schools may not bring in lunch or visit in the cafeteria during lunch time.

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

- ♣ Speak in a low tone.
- ♣ Use proper manners.
- ♣ Remain seated until dismissed from the cafeteria.
- ♣ Dispose of waste properly and leave tables clean.
- ♣ Use own lunch card for one's own food items.

Students must not purchase items for other students on their own lunch cards. Students are expected to have a lunch card or money to pay for lunch each day. Students must pay I.O.U.'s by 10:00 A.M. on the next school day. Payment may be made by family account, check or by cash in an envelope with the student's name and grade. Payment for lunch cards should coincide with the current price of the lunch card. Partial lunch cards will not be sold.

Severe Weather/School Closing

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

Visitors

All visiting parents, volunteers, and service personnel must check in at the office to receive an identification badge before proceeding beyond the office area. No one is allowed in the school if not cleared by the office personnel. Visitors must enter the building through doors facing Ferndale. Parents or other visitors wishing to visit the classroom should make arrangements with the principal.

Birthday Celebrations and Parties

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

Use of School Name

No individual may use the name of St. Patrick Catholic School or in any way represent the school publicly, in print or on-line, without the express written permission of the principal.

Handbook Revisions

The handbook shall be governed by the guidelines established by the Diocese of Dallas. Diocesan procedure will take precedence in matters where a conflict might exist with this handbook. St. Patrick Catholic School Advisory Council reserves the right to modify the contents of this handbook at any time without prior notice, as it deems necessary. The School Advisory Council will promptly advise parents and the school community of any revisions.

St. Patrick Catholic School Athletics Policy

Mission Statement

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

Statement of Policies

General

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

Athletic Program Leadership

- A. The leadership responsibility for the athletic programs of St. Patrick Catholic School shall be vested as follows with the respective responsibilities indicated:
 1. St. Patrick Catholic School Advisory Council by and through its Athletic Committee
 - a. Approve and oversee the implementation of the athletic budget
 - b. Recommend policy additions or modification to the St. Patrick Catholic School Advisory Council
 - c. Interpret and apply this Statement of Policies to issues that arise from time to time either on its own motion or at the request of the School Advisory Council, principal, Athletic Director(s) or parents and to make recommendations to the School Advisory Council or principal for issue resolution.
 2. Principal
 - a. Hire, train, monitor the performance of, and provide counsel to the Athletic Director(s) to insure that the duties of the position are performed in a manner that is consistent with this Statement of Policies and to take appropriate action to address performance that is inconsistent with this Statement of Policies.

- b. Direct issues concerning the athletic programs of St. Patrick Catholic School to the School Advisory Council Athletic Committee for investigation, Statement of Policies interpretation and application, and resolution recommendation.
3. Athletic Director(s)
- a. Develop the annual Athletic Calendar consistent with league calendars.
 - b. Develop and recommend an annual budget for principal and School Advisory Council Athletic Committee review and final determination.
 - c. Develop and recommend written procedures for principal and School Advisory Council Athletic Committee's review and final adoption.
 - d. Oversee the day-to-day implementation of this Statement of Policies, including but not limited to:
 - ♣ Serving as St. Patrick Catholic School liaison for all league affairs.
 - ♣ Conducting the call-out and sufficiently publicizing each sport.
 - ♣ Recruiting qualified persons to serve as coaches, defining performance expectations, monitoring team management, and addressing conduct appearing to be inconsistent with the requirements set forth in section 4, including when appropriate the dismissal of such coaches. The AD may form and consult with a coach selection committee on such matters.
 - ♣ Obtaining, maintaining and providing, within permissible budgetary constraints, the uniform, equipment, and practice facility resources necessary to permit the coaches to manage their teams in manners consistent with this Statement of Policies.
 - ♣ Developing, maintaining, and implementing adequate systems to properly account for all expenditures made, revenues received, and uniforms and equipment purchased and issued.
 - ♣ Receiving, investigating, and if possible, informally resolving issues that arise from time to time concerning the athletic programs of St. Patrick Catholic School consistent with this Statement of Policies. The substance of each informal resolution shall be reported to the Principal for further disposition.
4. Team Coaches
- a. Manage the team and represent St. Patrick Catholic School in a manner consistent with the Statement of Policies, the provisions of the school handbook including especially the Parent Involvement section (page 18) and any coach participation requirements promulgated by the Dallas Parochial League (DPL).
 - b. Teach, motivate and inspire students to:
 - ♣ Achieve maximum enthusiasm and self-confidence for the game being played.
 - ♣ Practice exemplary sportsmanship.
 - ♣ Make the personal sacrifices necessary for the success of the team as a whole.

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

Team Formation

- A. Participation in the athletic programs of St. Patrick Catholic School shall be open to all qualified students.
- B. With the exception of the cheerleading squad all qualified students shall be placed on a team.
- C. Team size shall be guided by the following principles:
 1. A team must have sufficient players to permit the successful teaching of the team concept of the game as well as to withstand the consequences of illness and academic ineligibility.
 2. A team must have a coaching staff sufficient to permit the effective teaching of the game to each of the team's members.
- D. To the extent that the above team size principles permit, teams shall be formed with students from the same team competition category (i.e., grade level, junior varsity or varsity); however, the Athletic Director(s), upon the advice and consent of the principal and Athletic Committee, may form teams with students from adjoining grades or categories.
- E. Where teams compete by grade category and there are sufficient qualified students from the same grade to form two or more teams, the team shall be formed as follows:
 1. Qualified students related to a coach may be placed on the roster of that coach if the student so requests.
 2. Fifth grade teams shall be formed through the drafting process with the designated coaches alternately selecting from a list of qualified students until all have been selected for a team.

3. Sixth grade teams shall be formed by “discretionary placement” with the Athletic Director selecting from a list of qualified students until all have been selected. The AD may seek assistance from the designated coaches. No tryouts will be held.
 4. Seventh and eighth grade teams shall be formed through a competitive tryout process to insure that all qualified students are provided with the greatest opportunity to achieve their maximum current potential.
- F. Where teams compete by the junior varsity (fifth and sixth grade) or the varsity (seventh and eighth grade) category and there are sufficient qualified students to form two or more teams at either competition level, the teams shall be formed as follows:
1. Qualified students related to a coach may be placed on the roster of that coach if the student so requests.
 2. Junior varsity teams shall be formed randomly with each qualified student not related to a coach assigned a number. Fifth grade students shall be segregated into a fifth grade pool; sixth grade students shall be segregated into a sixth grade pool. Each coach, on an alternating basis, shall make one selection from each pool until all numbers are selected.
 3. Varsity teams shall be formed through a competitive tryout process to insure that all qualified students are provided with the greatest opportunity to achieve their maximum current potential.

Student Qualification

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

GO PANTHERS!

Technology Policy: Computer Use and Intranet/Internet Access

One goal of St. Patrick Catholic School is to include technology in the School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. Adherence to this Technology Policy is a basic expectation of all administrators, teachers, parents and students. Each student and his or her parent (s) or guardian (s) must sign an authorization (the "*Authorization*") before being granted access to St. Patrick Catholic School's Intranet/Internet connection. The failure of any user to follow the terms of the Authorization will result in the loss of privileges, possible disciplinary action, and may in some circumstances subject the user to legal action.

Privileges

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

Availability of Access

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

Acceptable Use

Computer use and access to the school's network (Intranet) and the Internet must be for the purpose of education or research, and shall always be consistent with the objectives of the School. **No other uses are permitted.**

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

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

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

Security

Network security is a high priority. Keep your password confidential. If you identify a security problem on the Internet, you must notify a teacher, the system administrator or the principal. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism

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

Telephone Charges

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

Ownership of Intellectual Property

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

Confidentiality of Information

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

No Warranties / Disclaimers

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

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

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

Traffic Rules and Procedures

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

- ♣ All vehicles will be operated in a courteous, safe and slow manner at all times in the St. Patrick parking lot. Traffic will flow in a counter clockwise direction – left turns only.
- ♣ All drivers are encouraged to use the car pool lane for drop off and pick up. In the event that parents choose to walk their student(s) into the school, please note that all pedestrian traffic must cross at the designated crosswalk.
- ♣ Several cars may pick up and drop off students at one time – FIVE in the lower lot and FOUR in the upper lot. Please pull up as far forward as possible, close to the crosswalk or the preceding car.
- ♣ Students may enter and leave a vehicle from the passenger side of the car ONLY. Load and unload promptly, circling the lot if a student is not ready for drop off or pick up.
- ♣ Students waiting to be picked up must stand or sit quietly, watch for their vehicle and abide by the directions of the safety monitors. When their vehicle arrives, students must remain on the curb until the vehicle comes to a complete stop.
- ♣ To ensure that traffic in the car pool line progresses steadily, pedestrians will be instructed to wait at the crosswalk until signaled by the safety monitor that it is appropriate to cross.
- ♣ Children will not be allowed to cross the parking lot, under any circumstances, unless accompanied by an adult.
- ♣ If parking during the drop off and pick up times, please park as close to the street as possible to leave room for recirculation. Cars may not pull out of the first row of parking spaces into the pick up lane.
- ♣ **There is to be ABSOLUTELY NO CELL PHONE USE while operating a vehicle in the St. Patrick parking lot.**

Family Name: _____
(Please Print)

**St. Patrick School Handbook
Acknowledgement Form**

Due September 6, 2011. Students will not be admitted to school on Sept. 6th without a signed Acknowledgement Form.

Acknowledgement and Acceptance of Handbook

By our signatures on this document, we acknowledge that we have read the St. Patrick Catholic School Handbook (revised 2011) and we agree to be governed by it for the 2011-2012 school year. The Handbook is available electronically on the school website, www.spsdallas.org. We recognize the right and responsibility of the school to make rules and enforce them. We understand that if a situation arises during the 2011-2012 school year that is not addressed in the Handbook, the principal, faculty and staff are empowered to implement procedures that support the common good of the school community. The principal reserves the right to amend this handbook. School administration will promptly communicate handbook amendments and these amendments will be highlighted on the electronic version.

Compliance with Traffic Rules and Procedure

Because of the potential risk posed by unsafe behavior in the St. Patrick parking lot, it is critical that parents and students carefully read, discuss, and agree to the items listed on the traffic appendix at the end of the handbook. Our signatures below indicate that we have carefully read these rules, discussed them within our family and agree to abide by them in the 2011-2012 school year.

Image Release Authorization

To celebrate the community spirit of St. Patrick Catholic School and share it with potential school families, school representatives may photograph, film or otherwise record events that may include individual students, family members and guests. By attending school events, participants acknowledge that their picture may be posted or published without notice or remuneration. Concerns must be addressed with the principal, in writing by first week of September. Our signatures below indicate our acknowledgement and acceptance of this policy.

Mother's Signature (or legal guardian)

Date

Father's Signature (or legal guardian)

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date