

SPS
Student Handbook
2018-2019



| | |
|-----------------------------------------------------------------------------|---------------------------|
| <u>Philosophy</u> | <u>3</u> |
| <u>History</u> | <u>3</u> |
| <u>Admission Policy</u> | <u>5</u> |
| <u>Academic Policy</u> | <u>6</u> |
| <u>Accident/Illness</u> | <u>9</u> |
| <u>After School Activities</u> | <u>9</u> |
| <u>Arrival and Dismissal</u> | <u>9</u> |
| <u>Athletics and Activities</u> | <u>10</u> |
| <u>Attendance</u> | <u>10</u> |
| <u>Bus Transportation/Conduct</u> | <u>12</u> |
| <u>Calendar</u> | <u>12</u> |
| <u>CARES</u> | <u>13</u> |
| <u>Care of Books and Personal Items</u> | <u>13</u> |
| <u>Care of School Property</u> | <u>13</u> |
| <u>Celebrations</u> | <u>13</u> |
| <u>Change in Transportation</u> | <u>13</u> |
| <u>Change of Name, Address, and Phone Number</u> | <u>13</u> |
| <u>Custody</u> | <u>14</u> |
| <u>Discipline</u> | <u>14</u> |
| <u>Dress Code</u> | <u>17</u> |
| <u>Emergency Closing</u> | <u>19</u> |
| <u>Emergency/Illness Forms</u> | <u>19</u> |
| <u>Field Trips</u> | <u>20</u> |
| <u>Fire Drills/Lock Down/Emergency Drills</u> | <u>20</u> |
| <u>Food Policy</u> | <u>20</u> |
| <u>Government Funded Program</u> | <u>21</u> |
| <u>Health Services</u> | <u>22</u> |
| <u>Items Brought to School</u> | <u>25</u> |
| <u>Liturgy</u> | <u>26</u> |
| <u>Lost & Found</u> | <u>26</u> |
| <u>Lunch Period</u> | <u>26</u> |
| <u>Parent Advisory Committee</u> | <u>27</u> |
| <u>Parent/Teacher Conferences</u> | <u>28</u> |
| <u>Registration</u> | <u>28</u> |
| <u>Sacramental Program</u> | <u>28</u> |
| <u>Shelter in Place</u> | <u>28</u> |
| <u>Snow Closure/Schedule Change</u> | <u>28</u> |
| <u>Stationery Supplies</u> | <u>29</u> |
| <u>Student Council</u> | <u>29</u> |
| <u>Student Records</u> | <u>29</u> |
| <u>Telephone</u> | <u>29</u> |
| <u>Transfers</u> | <u>30</u> |
| <u>Tuition</u> | <u>30</u> |
| <u>Volunteers</u> | <u>30</u> |
| <u>Office of Child and Youth Protection</u> | <u>32</u> |
| <u>Acceptable Use Policy</u> | <u>33</u> |
| <u>Memorandum of Understanding</u> | <u>38</u> |
| <u>**Student Handbook Parent and Student Signature Page</u> | <u>39</u> |
| <u>Asbestos Update</u> | <u>40</u> |

**** This form must be signed by parent and student and
Returned to school by Friday, September 7, 2018.**



PHILOSOPHY

“For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another.” Romans 12:4

The purpose of St. Patrick School is to teach Christ’s message in a faith-shared Community through witness and service. The faculty strives to develop the spiritual, academic, physical, personal, and social well-being of each child in a Christ-centered environment. Curriculum, teaching techniques, and evaluations are consistent with Christ’s message. Positive, cooperative, and supportive relationships among students, teachers, administration, and parents enable students to develop to their fullest potential.

Knowledge gives an understanding of self, therefore the responsibility of St. Patrick School is to motivate and assist each student:

- To strive to feel that he/she is capable of learning through praise and positive reinforcement
- To develop independent, critical thinking
- To accept responsibility, acquire self-reliance, and develop leadership skills
- To gain effective use of communication and mathematical skills
- To understand and appreciate human contributions in the arts, humanities, and the sciences
- To formulate social and moral values consistent with our Catholic faith appropriate for living in today’s society
- To appreciate the dignity of personal labor and each individual’s contribution to his/her world

By combining an academic policy with a commitment to teach the mission of Jesus Christ through a formal system of instruction, we are helping a child develop into a productive adult with sincere Catholic Christian values.

THE HISTORY OF ST. PATRICK SCHOOL

St. Patrick Parish was established on June 13, 1915 at the request of archbishop Edmond Prendergast of Philadelphia. The first pastor and founder was Father John H. Martin, who was sent to Malvern, in 1915, by Archbishop Prendergast and remained at St. Patrick Church until

1930. Soon after its founding, the parish purchased houses and property on Channing Avenue and Roberts Lane and began plans to build a proper Catholic Church. The rectory was originally built in the early 1870's by David Evans, a Quaker businessman, surveyor, teacher and farmer. With the support of its fifty member families, as well as its faithful summer residents (prominent Philadelphia families such as the Hardarts and the Kellys summered in the countryside of Malvern), St. Patrick Church was completed and dedicated on November 11, 1917.

By the mid-1950's, St. Patrick Parish saw the need for a parish school. On March 17, 1954 Father Martin's successor, Father James Devers, officiated at the groundbreaking ceremony for the four-room brick school that was staffed by the Sisters of St. Joseph. On that property was also the home originally owned by William Penn Evans (nephew of David Evans), which subsequently served as St. Patrick's first convent and school.

In the 1960's enrollment continued to grow until three classes had to be held in the church basement. It was decided, in 1964, to enlarge the school and add a new wing. The second building was completed in 1965 and dedicated by Father John Barron, who had succeeded Father Devers in 1956. During this time of growth, the parish purchased a home on Channing Avenue and remodeled the brick structure for use as a convent.

In 1980, St. Patrick School, with the approval of the pastor Father Francis McDevett, opened its doors to the first Kindergarten class, thus providing classes from kindergarten through 8th grade.

After almost 60 years of service to the parish, in 1983 the Sisters of St. Joseph were reassigned to other work. The school has since been staffed by a well-qualified lay faculty. In 1986, under the newly assigned pastor Father Francis Menna, due to a decline in the number of pupils, the decision was made to combine the 6, 7 and 8 grades with our neighboring parish, St. Norbert in Paoli. This merger was organized to provide more challenging educational opportunities and athletic activities within a larger class environment. As enrollment at St. Patrick School continued to increase it was decided in 1988 to reopen the upper grades. By the 1990-1991 school year, under the leadership of the pastor, Father James Ambrogi, St. Patrick School was a Kindergarten through 8th grade facility. Currently, Fr. Christopher Redcay is our pastor. Under his leadership we have improved many parts of our facility, including a playground, science lab, library, and internet wiring and access. We have also added a PreK-4 program.

As enrollment continued to grow so too did the dream of a new, larger educational center. A capital campaign achieved the realization of this goal. In 1996 a parish center was built. This new addition included a gymnasium, 9 classrooms, a computer room, an art/science room and a library. Christmas 2001 was celebrated in a new, larger church as a result of a capital campaign. The original church serves as a chapel. To meet the needs of an increase in student population and demand for Catholic education, six additional classrooms, for kindergarten and first grade, were opened under the new church in January 2002. In addition to the classrooms, there is a primary library, a cafeteria, and an administrative office.

Excellence in our religious and academic programs is the objective of St. Patrick School and is evident by our 2013 National Blue Ribbon School of Excellence status. Dedicated faculty members, self-sacrificing parents and motivated students all contribute to the dynamic faith community.

ADMISSION POLICY

St. Patrick School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our school. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, its admission policies or in any school-administered program.

General Admission Policy

1. Parents/guardians desire a Catholic education for their children
2. Parents/guardians and children agree to cooperate and uphold the rules and regulations of the school
3. Parents/guardians (parishioners and non-parishioners) will pay the stated or agreed upon tuition fees
4. Parents/guardians of non-Catholic students understand that their children will study the Catholic faith, receive a grade that is part of the total general average, and participate in all liturgies and prayer services. A commitment form to this effect must be signed by parents/guardians.

Order of Admission

1. Parishioners with children already enrolled in St. Patrick School.
2. Parishioners
3. Non-parishioners with children already enrolled in St. Patrick School
4. Non-parishioners

Documents needed for Admission

1. Birth certificate
2. Baptismal certificate
3. Proof of immunization

Immunization

Pennsylvania legislation requires that all children at any grade, kindergarten through grade 12, show proof of immunization before they can attend school in the Commonwealth, unless an exemption for medical or religious reasons is granted. The following minimum immunizations are required at all grade levels:

1. Diphtheria and Tetanus- three dose initial series and a fourth dose administered on or after the child's fourth birthday.
2. Polio- three or more dose series.
3. Measles, Rubella and Mumps- first dose administered at 12 months of age or older, and a second dose of measles vaccine preferably administered as MMR combination. This is required for all children grades one through 12.
4. Hepatitis B- three properly spaced doses.
5. Chicken Pox- required.

After acceptance of the General Admission Policies, the following procedure is required:

1. All kindergarten students must be five years of age by September 1
2. All first grade students must be six years of age by September 1
3. At the time of registration, the following documents must be presented:
 - a. Copy of the child's Baptismal Certificate if he/she was not baptized at St. Patrick Church.
 - b. Copy of the child's Birth Certificate
 - c. Copy of immunization record
 - d. Non-refundable registration fee per child
4. Parents are to inform school officials of any testing (psychological, physical, learning disability, etc.) that has been done for the child. All information will be held in confidence.
5. Students are admitted to St. Patrick School if vacancies exist.
6. A copy of the student's report card and any teacher comments are required for all students.

ACADEMIC POLICY

Curriculum

St. Patrick School offers eleven years of continuous academic development following the guidelines prescribed by the Office of Catholic Education of the Archdiocese of Philadelphia. Archdiocesan Curriculum Guidelines may be found on the Office of Education website: www.catholicschool-phl.org under Parent Resources.

Grading

Grades are calculated from tests, quizzes, class participation, special projects, and home and school assignments completed properly and on time. Parents receive warning that a child is failing through unsatisfactory test results and by checking the on-line grading system.

Homework

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

WORK and STUDY ASSIGNMENTS. Parental signing of test papers is included in the homework assignment.

Parents are asked to help their children develop good study habits by providing an orderly and quiet atmosphere in which to do homework and to check and sign completed assignments every night.

The Archdiocese of Philadelphia has suggested the following time allotments for homework; however, since each student has different capabilities and interests, these guidelines may not apply.

Kindergarten – 15 minutes

Grades 1 and 2- 30 minutes

Grades 3 and 4- 60 minutes

Grades 5 and 6- 90 minutes

Grades 7 and 8- 120 minutes

Promotion

It may be necessary to retain a student in a particular grade if standards are not achieved. The ultimate decision in regard to non-promotion must be a joint decision between principal and teacher after consultation with parents. Parents will be informed in writing of possible non-promotion at the beginning of January. No student will be retained in a grade for more than two years.

Attendance at a summer school or tutoring program is mandatory if a student has two or more failures on the final report card and wishes to return to Saint Patrick School for the next year. Notification of successful completion of a program must be given in writing to the school office prior to the first day of school.

Report Cards

The report card is a formal mode of communication from St. Patrick School to parents. The purpose is to give an accurate picture of the student's progress. Archdiocesan report cards are issued three times a year.

The grades should be a reflection of the students' performance in the following areas: class participation, homework, testing, special projects and effort. Parents should be well aware of their child's progress at all times. Parents are encouraged to use the My Student Progress grade book program to access grades on-line. Access codes are distributed by the school. The report card envelop must be signed by a parent and returned by the student to his/her homeroom teacher.

Parent/teacher conferences are scheduled after the first marking period. Conferences benefit all by fostering a better understanding of the academic abilities and progress of the students. Requests for appointments for additional conferences must be made in writing to the teacher so that an appointment time can be arranged.

First Honors- General Average: 95

Gr. 6-8 No grade below 91

Religion

ELA*

Mathematics

Science

Social Studies

3 or above in:

Art

Computer

Library

Music

PE

3 or above in: Personal Development & Behavior

Effort & Study Skills

Second Honors- General Average: 91

Gr. 6-8 No grade below 87

Religion

ELA*

Mathematics

Science

Social Studies

3 or above in:

Art

Computer

Library

Music

PE

3 or above in:

Personal Development & Behavior

Effort & Study Skills

*English Language Arts (Reading, Writing, Vocabulary, Speaking and Listening, Spelling)

Testing Programs

Final Examinations and Performance Assessments are developed at the local level and/or by a curriculum committee of the Archdiocese and are used as one of the grades for the last trimester.

During the school year, students in grades K-7 participate in the Terra Nova standardized testing program which helps to evaluate the progress of each student and provide class and school norms. Testing results are kept on file in the office and a copy is sent to the parents.

ACCIDENT/ILLNESS

Parents will be notified immediately in the event of sudden illness or accidents of a serious nature.

PLEASE BE SURE THE OFFICE AND HOMEROOM TEACHER HAVE THE CURRENT INFORMATION FOR EMERGENCY CONTACT.

AFTER SCHOOL ACTIVITIES

After school activities vary from year to year. Information is sent home regarding these activities and schedules.

ARRIVAL AND DISMISSAL

8:00 1st Bell and Pledge of Allegiance

8:10 Prayers

8:15 Classes Begin

Arrival

No student may enter the school building or be in the schoolyard before 7:45 a.m., unless for a scheduled school activity. As buses arrive at school, the students in Grades K to 8 remain in the schoolyard. In case of inclement weather students go to the parish center. All car riders are to disembark in the circular drive **only** from the passenger side of the car. If a parent needs to assist a child in any way it will be necessary to park in the church lot and walk your child to the building. Our main concern is the safety of the children.

Dismissal

Children will begin to exit the building at 3:10 p.m. on a normal dismissal school day and at 11:45 a.m. on an early dismissal day. The following procedures will be used during dismissal:

- . Car rides and C.A.R.E.S are called first and will report to the church
- . Bus riders will report to the gym and be called bus by bus – teachers will monitor
- . Walkers will report to the library and be dismissed onto Woodland Ave.
- . Sports teams will report to the library and be dismissed at one time.

Only students who live within walking distance of the school will be dismissed at 3:10 with walkers. Parents who wish to pick up their children will line up in car line in the church parking lot. Students who are given permission by their parents to walk to the library, Wawa, or Malvern Pizza, etc., will be dismissed at 3:30pm after all the buses have left the premises.

Students who miss a bus or are not picked up by 3:45 p.m. will be supervised in the C.A.R.E.S. program. Parents will be responsible for the cost of the program.

Any student who needs to return to school after dismissal must return by 4:00pm – Office hours end at 4:00pm.

ATHLETICS & ACTIVITIES

St. Patrick School participates in the CYO interscholastic athletic program. The CYO is a self-supporting organization that is independent from the school.

ATTENDANCE

Absence

If a student will not be in school, please call or email the office: (Grades 1-8) 644-5797 or dadams@saintpatrickmalvern.org and (Grades PreK-K) 644-3620 or mbogan@saintpatrickmalvern.org before 8:00 a.m. to leave a message and to state the nature of the absence. If you do not report your child absent, St. Patrick School will call the parent by 9:30 a.m.

A student who has been absent from school is required to present a written excuse. The note should state the date and reason for the absence. These notes are kept on file for one year. If the school has a question about the student's absence, school authorities reserve the right to contact parents. In case of a communicable disease, a physician's certificate is required for the student to return to school. If a student is absent for three or more days, a physician's certificate is also required.

Excessive student absence disrupts continuity of the educational process. The benefit of regular classroom instruction, once lost, is never regained. A county social worker or truancy officer may be contacted when absences are extreme. . When a student has an excessive number of days absent, the principal will bring this to the attention of the parents by a written warning and conference. The warning will make note of the pattern of excessive absences. The warning will be sent through the mail via certified mail, return-receipt requested. A physician's note is required after three days of absence. Students that miss excessive school days without a physician's note or known valid reason are to be considered truants and subject to dismissal. The local public school district should be notified of dismissal for truancy and that the child is no longer on the school roll.

Work missed through absence is to be made up when the student returns. It is the student's responsibility to make arrangements with the teachers, not the teachers to demand the work from him/her. Ordinarily, a student has two days for every day of absence to complete the

work, with a maximum extension of 5 days. If there are extenuating circumstances related to illness which would make the completion of work difficult, a parent should contact the principal and teacher and arrangements will be made to accommodate the student. During an extended absence, the student should request that assignments be forwarded to him/her.

Early Dismissal

To provide continuity in the student's education, parents are urged to schedule all appointments for after school hours. If it is necessary for a student to be excused during the day, he/she is to bring a written request from his/her parents to the office before classes begin in the morning. If the early dismissal is for an appointment with a family physician or dentist, the physician or dentist's name and phone number is to be included. If someone other than the parent or guardian is picking up a child, written notification must be sent to school prior to the pick-up. The principal or designee is responsible to ascertain the identity of the person who calls for the student.

The parent or guardian must report to the office and sign the Early Dismissal log book. It is imperative that the office knows about each child who leaves the building during school hours. No student will be dismissed between 2:45 p.m. and 3:10 p.m. on full school days or between 11:30 a.m. and 11:45 a.m. on early dismissal school days. This is to ensure student safety at a very busy time. If a student needs to be dismissed early for a doctor or dentist appointment, the dismissal must be before 2:45pm. Students will not be excused for early dismissal on a regular basis.

No parent may go to a classroom to pick up a child.

If a student is to be sent home for illness, parents or guardians are contacted by the school nurse or office staff. In the event that this is not possible, an authorized person, from the emergency numbers supplied by the parents, will be contacted. The student **MUST** be signed out in the school office. No student is to use a cell phone to call home requesting an early dismissal. All students must first be seen by the school nurse or school office staff.

The school is responsible for the safety and protection of the students from 8:00 a.m. until the official dismissal at 3:10 p.m.; therefore, it is imperative that we know where they are at all times.

Lateness

The school day begins at 8:00a.m and ends at 3:10 p.m. If a student arrives after prayers begin they must report to the main office to receive a late slip. A record is kept of all late arrivals. All students have the opportunity to ride the district school buses that arrive at St. Patrick School on time. Excessive student lateness disrupts continuity of the educational process. The benefit of regular classroom instruction, once lost, is never regained. A county social worker or truancy officer may be contacted when lateness is extreme.

If a student will not be late for school, please call or email the office: (Grades 1-8) 644-5797 or dadams@saintpatrickmalvern.org and (Grades PreK-K) 644-3620 or mbogan@saintpatrickmalvern.org before 8:00 a.m. to leave a message and to state the nature of the absence. If you do not report your child absent, St. Patrick School will call the parent by 9:30 a.m.

8:00 1st Bell

8:10 Prayers

8:15 Class Begins

Trips and Vacations

Trips and vacations should be scheduled to coincide with school holidays. When this is not the case, a note to the principal and teacher is required at least one week in advance of the vacation. Teachers are not responsible to assign work before trips and are not expected to re-teach the material missed while the student is on vacation. School work will be completed upon the student's return to class. Students will not be permitted to take final examinations early. Report cards will be issued at the completion of all testing.

BUS TRANSPORTATION/CONDUCT

Busing service for St. Patrick School is provided by the public school districts. Students may only ride on the bus assigned to them by their school district. No student, for any reason, may ride another bus to visit with another student after school. Please do not call the office to request this. These are the regulations of the school districts.

For the safety of all students, all regulations on the school bus must be obeyed at all times. Parents should be aware that students could lose their busing privilege if their behavior results in any disciplinary infractions while riding the bus.

Disrespect and disorderly conduct will prevent a student from riding the bus. Screaming, standing, fighting, name-calling, changing seats, eating, chewing gum, defacing property, throwing things, etc. are violations of good conduct and will lead to disciplinary action. Bus drivers will fill out a conduct referral which will be sent to the school and then home for a parent signature.

CALENDAR

A tentative yearly calendar is sent home at the end of the previous year and at the beginning of the current year. An additional monthly calendar is sent home to note dates and times of events for each month. Please keep these calendars in a convenient, accessible location.

CARES

St. Patrick School offers an after school CARES (Children Are Receiving Extended Services) Program. Information is available in the school office. Students must register to attend. There is a separate CARES handbook.

CARE OF BOOKS AND PERSONAL ITEMS

It is the student's responsibility to have all books covered at all times. Books must also be carried to and from school in a school bag and kept in a proper place during the school day. Lost books or books which have been damaged beyond use by a student must be paid for in the school office before final examinations may be taken.

Mark personal items such as gym clothing, sweaters, etc. with name tapes or another form of identification. Children should be encouraged to exercise responsible concern for their own possessions and those of the school. Students should search the Lost and Found and other areas in the school and at home for lost items. Lost and Found items will be disposed of at the end of each month and donated to Goodwill.

CARE OF SCHOOL PROPERTY

The physical appearance and cleanliness of our school is a source of great pride. Every child is responsible to maintain this cleanliness at all times. This responsibility extends to school books, desks, interior of classrooms, halls, lavatories and schoolyard. Any student responsible for destruction of school property will be disciplined by the school principal.

CELEBRATIONS

Students' birthdays are announced each day and acknowledged with a small gift from the school. Any other items, such as balloons, flowers, pizza, cakes, candy, etc. are not permitted. Students in Grades K-8 may come to school dressed out-of-uniform on their birthday or half-birthday.

CHANGE IN TRANSPORTATION

Parents should notify the teacher in writing if a child is to change his/her usual means of transportation.

CHANGE OF NAME, ADDRESS, TELEPHONE

Change of address, names of parents and child (ren), marital status, telephone numbers and work telephone numbers should be reported to both the office and the classroom teacher as soon as possible.

CUSTODY

Parents are asked to inform school personnel when legal custody of the child (ren) resides with one parent. It is important that the school have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in the matters.

STUDENT RECORDS

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent of a subpoena or court order, school records of the child (ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

RELEASE OF A CHILD

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. The Court Order/Custodial Agreement is place in a confidential file.

DISCIPLINE

It is the intent of St. Patrick School to develop an inner discipline in each student as well as provide an educational environment free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior otherwise not conducive to the educational and religious mission of the school. Students are expected to comply with school directives and school policies. Students must be respectful, courteous, and attentive to teachers and staff at all times and considerate of their classmates.

If a student fails to cooperate regarding the above expectations, a student in grades K-4 will receive a warning. If the behavior continues, an e-mail or phone call to parents will be initiated informing them of the unwanted conduct/behavior. Continuous disregard for school regulations and policies may result in disciplinary action at the discretion of the teacher/principal. If the situation so warrants, it may be necessary to suspend a student from class. A student may be denied participation in school related activities, including field trips, Mission Day, etc., for serious violations of discipline. Parents will be notified in writing if a student is not eligible.

Students in grades 5-8 who do not cooperate with the discipline code will receive a Behavior Report which will need to be signed by the parent and returned to school the next day. Three conduct referrals in one trimester will result in an after school detention. Two detentions in a trimester will result in a suspension from school and a mandatory meeting with the parents, student, and principal.

Examples for which a warning, phone call, e-mail, Behavior Report (Grades 5-8) or a disciplinary conference may be scheduled include, but are not limited to the following:

- . Stealing, Cheating, Lying
- . Incomplete homework
- . Uniform infractions
- . Chewing gum
- . Disrespect to an adult
- . Disrespect to a peer
- . Misuse of technology
- . Classroom disturbances by student
- . Use of abusive, vulgar or profane language or gestures

These categories do not cover every possible situation. The school is responsible for determining appropriate or inappropriate behavior.

Immorality in talk or action and conduct, whether inside or outside school, that is detrimental to the reputation of St. Patrick School could result in suspension or expulsion.

Suspension is a serious disciplinary measure and may occur when the student has received two after school detentions (Grade 5-8), demonstrates continued disregard for school regulations, disrespect, disruptive behavior, or for other serious reasons.

Immediate suspension may be warranted for reasons which include but are not limited to:

- . Blatant disrespect for authority
- . Fighting or deliberate physical or verbal harassment of others
- . Serious inappropriate behavior
- . Stealing
- . Possession or use of cigarettes, tobacco, alcohol or drugs
- . Truancy
- . Use of profanity
- . Destruction of school property
- . Leaving school grounds or classroom without permission
- . Abuse of the Internet

The length of the suspension is up to the discretion of the principal. Parents/guardians will be notified when a suspension occurs. The student will not be re-admitted to school without a parent conference with the principal. The report of the suspension will be filed in the principal's office. Suspension may make a student eligible for immediate dismissal.

Reasons for Expulsion:

- . Actions detrimental to the moral and spiritual welfare of other students
- . Habitual profanity or vulgarity
- . Assault, battery, harassment or any threat of force or violence directed toward any school personnel or student
- . Open, persistent defiance of authority
- . Continued willful disobedience
- . Use, sale, or possession of narcotics, and/or other controlled substances on or near school premises
- . Use, sale, distribution or possession of any alcohol or drugs
- . Stealing
- . Smoking or possession of tobacco products
- . Vandalism
- . Possession of firearms, real or toy.
- . Possession of a weapon
- . Abuse of the Internet

The possession, use, or distribution of tobacco, drugs, alcohol, or weapons or any threats made by a student on school property or at school-related functions will merit immediate disciplinary action. Parents will be contacted and the student will be suspended, expelled, and/or referred to appropriate agencies. A student may be required to have psychological or psychiatric clearance before returning to school.

Summary – added Feb 2017

The above categories do not cover every possible situation. The school will determine which behavior is inappropriate in school situations. This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Harassment/Bullying/Violence

As a reflection of the mission of St. Patrick School it is recognized that bullying, harassing, intentional exclusion, or violent behavior will not be tolerated. We seek to create an environment of learning, compassion, and safety by educating parents, teachers, staff, and students concerning respect. All members of the school community are expected to discourage,

prevent, intervene, report, and otherwise appropriately address bullying, harassing, or violent behavior.

Bullying/harassment is defined as an abuse of power by an individual (or group) who deliberately targets others for repeated physical and/or psychological abuse; and/or in the extreme, causing injury. Bullying can also include a pattern of deliberate isolation or exclusion of another with the intent to be hurtful. Physical contact such as pushing, punching, kicking, or throwing of objects between students will be not tolerated. Making fun of, writing notes, and encouraging a fight in person or using social networking sites, are examples of harassment and will not be tolerated.

All forms of Cyberbullying on computers at school or home are unacceptable. Cyberbullying includes, but is not limited to, the following misuse of technology: harassing, teasing, intimidating, and threatening another by sending or posting inappropriate or hurtful messages, pictures or images, including Website postings or blogs. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest on line) face disciplinary action by local police authorities and St. Patrick School.

This section is intended to serve notice to students, their parents and all members of St. Patrick School community, that bullying/harassing/violent behavior is an immediate cause for interventions that could include immediate suspension or expulsion. All persons- those engaging in bullying behaviors, victims of bullying, or witnesses to victimization of another-must realize that bullying is a community concern requiring community-wide accountability and commitment to both its prevention and prompt, appropriate response if and when it occurs.

DRESS CODE

St. Patrick School recognizes the relationship between personal dress and personal attitude; therefore, we encourage our students to dress so as to demonstrate pride in themselves and in their school. All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included). If there is a time when the prescribed uniform cannot, for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

Winter Uniform

Boys K-4: Khaki trousers, belt, hunter green long or short sleeve polo with monogram, uniform shoes*

Girls K-4: Blue plaid jumper, white blouse, navy blue socks, navy blue or green tights, green sweater (optional – no monogram or insignia), uniform shoes*

Boys 5-8: Khaki dress trousers, belt, white shirt, striped tie, green sweater with monogram**, uniform shoes*

[Return to Table of Contents](#)

Girls 5-8: Plaid kilt, white blouse, blue or green knee socks or stockings, green sweater with monogram**, uniform shoes. Uniform kilts should be no shorter than three inches above the knee. Any girl whose skirt is shorter than three inches above the knee will receive a Behavior Report. Repeated offense of the length of skirts will result in a detention with the possibility of being sent home.

*Uniform shoes are beige bucks, beige *Sperry Topsider*, or *Merrill Jungle Moc Taupe* (K-4).

**Sweaters are required after 10/1, weather permitting

SHIRTS ARE TO BE TUCKED IN AT ALL TIMES.

There will be the option of navy blue leggings for all the girls.

Gym Uniform

Students will wear navy blue sweatpants with the “Warrior” logo purchased from Flynn and O’Hara, navy blue sweatshirt with Saint Patrick School logo, grey t-shirt with St. Patrick School logo, and sweat socks and sneakers on gym days. Students may wear SPS blue mesh gym shorts when the summer uniform is in effect. All students must wear the above in order to participate in gym. Students are required to bring a note if they need to be excused from gym for any reason.

PreK3 and PreK4 students will wear gym uniforms every day.

Summer Uniform

Grades K-8: students will wear a hunter green golf shirt with St. Patrick logo, Khaki walking shorts, or Khaki skorts for the girls from Flynn & O’Hara or Land’s End, belt, and sneakers with sweat socks from the start of school to October 1 and May 1 until the end of school.

FREE DRESS GUIDELINES

- Jeans are acceptable. They should be neat and without any holes.
- Skirts must be the same length as the uniform skirts.
- Shirts must have sleeves and may not have any inappropriate logos, pictures or symbols.
- No tank tops, spaghetti straps, bare midriff or bare shoulders – no yoga pants
- No dangling earrings.
- No platform shoes allowed. Due to safety, sandals and flip flops are not allowed.
- Parents will be called if a student comes to school dressed inappropriately.
- These guidelines also apply to after school sponsored functions, such as dances.

THE BEST RULE: “WHEN IN DOUBT, DON’T WEAR IT.”

Personal Appearance

HAIR: must be kept clean, neat and properly groomed. Boys' hair should be above the shirt collar in the back and above the eyebrow in the front. A fad haircut will not be acceptable. Please ask when in doubt. Natural hair color may not be altered even by shampoo or rinse.

JEWELRY: Boys may not wear earrings. Girls may wear small post earrings – no more than one in each ear lobe. No hoop earrings. No other jewelry (including rings) is to be worn with the uniform except for a small religious medal or small cross on a chain. This will be kept inside the uniform shirt.

MAKE-UP: is not permitted. Perfume, cologne or hairspray may not be brought into school.

FAKE fingernails and tattoos are not permitted.

Girls are permitted to wear nail polish. Nail Polish should be kept neat and not chipped.

All students are expected to adhere to the dress code. Infractions of the dress code will warrant disciplinary action. The administration and faculty reserve the right to determine the appropriateness of student attire and hair length. They shall determine what is unkempt, extreme, distracting, and in opposition to the philosophy of St. Patrick School. Parents will be notified if their child is in non-compliance with the dress code.

THE SCHOOL IS THE FINAL JUDGE ON THE SUITABILITY OF ATTIRE AND/OR APPEARANCE. CONTINUAL VIOLATION OF THE DRESS CODE WILL RESULT IN AN IMMEDIATE DETENTION.

EMERGENCY CLOSING (NON-SNOW/ICE RELATED)

In case of an early dismissal (e.g. pipes burst/heater breaks down) all students should have a pre-determined place to go on file with the school. Forms for such an emergency are sent home in September to be completed and returned to school. Our automated phone system Option C Parent Alert will be utilized and will make 3 attempts to contact you with the phone numbers (e.g. home, work, and cell), text message, and/or e-mail you provide to the school.

EMERGENCY/ILLNESS FORMS

The Emergency/Illness Form is the best means of contacting parents in case of a child's illness or an emergency. It is essential that the form contain two alternate names of local persons to be called in the event of an emergency or illness. The school should be notified whenever any information on the Emergency/Illness Form changes (e.g. work information, work telephone number, etc.). This is to ensure the physical safety of the child. Whenever possible, parents are responsible for transporting the ill or injured child to his/her home, doctor or hospital.

FIELD TRIPS

Field trips are designed to contribute to the educational, cultural and social growth of the student. Written permission is required from a parent or guardian for the child to participate in the school trip. Students who fail to submit the proper permission forms will not be permitted to attend the trip. Telephone calls will not be accepted in lieu of the proper forms. A faculty member, assisted by parent volunteers, will accompany the children on the field trip.

Participation in any field trip is a privilege. Misconduct can keep a child from attending these special events. Children, who are not permitted to attend a school trip, either by parental or school request, must report to school. Field trips are considered school days. Appropriate dress and conduct are always expected on any field trip.

FIRE DRILLS/LOCK DOWNS/EMERGENCY DRILLS

Regularly scheduled fire drills, lockdowns and evacuations are conducted to familiarize the students with emergency procedures.

Instructions are posted in each classroom.

Students are to maintain silence and proceed quickly, quietly and in an orderly manner to ensure the safety of the entire school community.

FOOD POLICY Established May 2016

Saint Patrick School is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. Children's health increasingly must be addressed by schools. As we strive to improve the academic success of our students, we cannot lose sight of the health challenges some students face and the need to prevent and effectively respond to health emergencies in school. Learning, safety, and the well-being of students go hand-in-hand.

Among the most serious health challenges schools must be prepared to address are life-threatening chronic conditions, such as asthma, diabetes, and food allergies. While each chronic condition requires specific knowledge, preparation, training, and services for effective management, they share the need for a comprehensive and coordinated approach that is built on a foundation of partnership between schools, families, and healthcare providers.

Healthy meals and eating support our schools' core mission of education, especially when it comes to boosting students' concentration, focus and cognitive function. Nutritious school food and snacks helps students develop lifelong healthy eating habits. It also contributes to a culture of wellness at school, reinforcing nutrition education messages from teachers. To this end, the following policy has been established:

Morning Snack time – no peanut butter products or any tree nuts may be eaten in the classroom, however, they may be eaten in the cafeterias at lunch time.

Designated “Nut Free” tables are established in the cafeteria. Parents who have a child with a peanut/tree nut allergy and do not wish their child to sit at the designated “Nut Free” table will be required to sign a waiver freeing the school/parish from any responsibility.

Birthday Celebrations – no food

- Birthdays for grades 2-8 will be celebrated with the student being prayed for during morning prayers, a dress down, and homework pass. Teachers in PreK-1 will creatively celebrate each child's birthday in addition to the dress down and prayers. Students with summer birthdays may celebrate their half birthday.
- No birthday treats will be permitted in school

Class Parties for Holidays – no food

- National Blue Ribbon Award Anniversary – dress down, ice pops
- Halloween – PreK and K – parade, 1st grade – Saints program
- Christmas - red and green dress down, board games, class movie, craft, book exchanges, service project for older grades. Acceptable snacks are: ice pops, Dum Dums, and individual Italian Water Ice. Classrooms with no food allergies may also provide vegetable and fruit trays as well as soft pretzels and popcorn.
- Valentine’s Day – cards only in appropriate grades – Allergy free Student Council Candy grams
- St. Patrick’s Day – School staff will plan celebration – dance, bingo, etc.
- Easter – Grades PreK-1 – Easter Egg Hunt – no candy/food in eggs

Other – Parents will receive sufficient notification (at least 24 hours) of the below events so they can provide appropriate foods for their child/ren (Other smaller classroom events may be added and reported to parents:

- Thanksgiving Day Feast – 3rd grade
- Christmas Polar Bear Express movie – popcorn and hot chocolate – PreK -1st
- Catholic Schools Week breakfast – grades 2-4
- International Day – middle school
- Mission Day – all grades

GOVERNMENT FUNDED PROGRAMS

Act 89 Under Act 89, students have the services of the Chester County Intermediate Unit in counseling, psychological testing, speech therapy, reading and mathematics. Classes are held in the IU classrooms located in the school building.

Act 90 Under Act 90, schools are entitled to funds for student workbooks. Religious books are excluded.

Act 195 Under Act 195, schools are entitled to funds for student textbooks. Religious books are excluded. The monies allocated by the state for textbooks and workbooks do not meet school needs. Additional money is obtained through fund raising and tuition.

HEALTH SERVICES

Administration of Medication during School Hours

Only medications which are absolutely necessary will be given during the school day. Whenever possible, parents/guardians are requested to administer medication at home to their children. If this is not possible, parents or guardians may request the school nurse to administer medication at the scheduled time during school hours. Any student who is required to take medication during school hours will be subject to the following regulations:

1. A permission to administer medication form must be provided, completed and signed by the physician and parent or guardian and returned to the school nurse before medication can be dispensed in school
2. Medication should be brought to school by a responsible adult. It should be placed in a container appropriately labeled by the pharmacy or physician and given to the school nurse or secretary prior to the start of the school day.
3. This policy includes prescription and over the counter drugs.
4. If the school nurse is unavailable to administer the medication on a time schedule determined by the student's physician, a care plan shall be determined by the school nurse and the parent or guardian to ensure that the dosage is administered as scheduled.
5. Medications given over extended periods will be reviewed by the physician, parents and nurse.
6. All medication must be given to the school nurse or secretary as it is kept secured.

General Information

The school nurse is responsible only for the emergency care of injuries and sudden illnesses which occur while the student is in school. The nurse is not available to diagnose or treat students who come to school with injuries or illnesses.

If a child has a specific medical problem, it should be made known to the teachers and the school nurse on the Emergency/Illness Form. This form is completed by the parent/guardian. Appointments should be made with the school nurse the first week of school to discuss any serious, ongoing problem.

Services

Health services are provided privately 4 days per week and by Great Valley School District one day per week. Students are ordinarily scheduled to receive various examinations in accordance with the following schedule:

Vision, growth & development K through grade 8

Hearing K through grade 7

Medical Examinations Grades K & 6

Dental Examinations Grades K, 3 & 7

Scoliosis Screening Grades 6 & 7

All students who are entering St. Patrick School as transfers from other schools are required to have medical and dental examinations if medical records are not forwarded by the previously attended school.

Sickness

Children should not be sent to school when they have symptoms of illness: temperature elevation, vomiting, a questionable injury occurring at home or when they have not fully recovered from an illness.

Immunizations

Please refer to the list below for all required immunizations for all students in grades Kindergarten through 8th grade. If your child does not have verification of these immunizations, he/she will be given **one week after the start of school** to obtain the documentation. **Failure to do so will result in exclusion from school until proof of immunization is provided.**

- 5 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps and rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Seventh grade ADDITIONAL immunization requirements for attendance:

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

*Usually given as DTaP or DTP or DT or Td

**Usually given as MMR

Physical Examination

Students must have a complete physical examination upon entry into school (kindergarten or first grade) and in grade 6. Students new to PA schools must have a physical exam if the student's record does not meet PA requirements. Parents/guardians are urged to take their children to their own physician for examinations to provide continuity of care. Your family physician is familiar with your child and thus is better able to detect any physical changes. Appropriate forms can be downloaded from the school website.

Dental Examination

Students must have a dental exam upon entry into kindergarten or first grade and in grades 3 & 7. Forms are available on the school website.

Allergic Reactions to Insects and Food

Parents/guardians of children with known bee or insect sting or food allergies must alert the school and provide medication with written instructions for emergency treatment.

When to Keep Your Child at Home

There are times when you are not sure it is necessary to keep your child home from school. Here are some symptoms that may mean your child is sick:

- Fever, Chills
- Rash
- Running or inflamed eyes
- Abdominal pain
- Vomiting
- Diarrhea
- Sore Throat
- Enlarged glands
- Excessive coughing

A child should remain at home at least 24 hours with no fever or vomiting following an illness. Notify the school that your child will be absent. When your child returns to school, he/she must bring a written excuse stating the date(s) and reason for absence. This excuse must be signed by a parent or guardian.

By following these guidelines, you will protect not only the health of your child, but the health of his/her classmates and school staff as well.

Communicable Diseases

Any student suspected of having any of the following communicable diseases must remain out of school for the indicated time, and must return to school with a parent's/guardian's or physician's note indicating the type of treatment.

Disease Exclusion from School:

- Any undiagnosed rash until diagnosis is established or symptoms are gone for 24 hours
- Chicken Pox All scabs must be dry
- Contagious Conjunctivitis 24 hours after start of physician prescribed treatment
- Fifth Disease No exclusion
- Hepatitis As indicated by physician — a physician's note should indicate allowed activity including physical education restrictions
- Impetigo 24 hours after start of physician prescribed treatment
- Meningitis As indicated by physician — a physician's note should indicate allowed activity including physical education restrictions
- Mononucleosis As indicated by physician — a physician's note should indicate allowed activity including physical education restrictions
- Pediculosis (lice) Until treated and free of lice and nits
- Pinworm Until first dose of treatment is given

ITEMS BROUGHT TO SCHOOL

Items requested by the teacher for show and tell or projects are appropriate. Any items that detract from a learning environment are not allowed at school. Items such as, but not limited to, questionable books and pictures, white out, any type of aerosol can, radios/players, iPods, inappropriate music (on devices), electronic games, toys, laser lights, trading cards, or pagers are not to be brought to school. The principal will determine the appropriate disciplinary measures to be taken concerning the presence of items in school. Items that are taken away from students will be held in the principal's office and will be returned the last day of school.

Cell phones may be brought to school under the following conditions: **1. Phones must be kept in the student's book bag in the OFF position during the school day. 2. Phones may not be used for taking pictures, text messaging, etc. during school time. 3. Students may not post any pictures taken in school to social media sites. 4. Parents should not try to text a student during the school day, instead, call the main office and the message will be relayed to the student.** Items taken away from students will be returned on the last day of school. When cell phones or other devices are going to be used in the educational setting, the teacher will determine the guidelines for usage in the classroom.

The following section is for students in Grades 5-8 who are bringing their own mobile devices (iPads, Nooks, Kindles, netbooks, laptops) to school to be used for academic purposes only:

- Any personal device of a student must be registered with the Technology Coordinator.
- A student who brings a privately owned device to school is personally responsible for the equipment and all software installed on that device.
- St. Patrick School assumes no liability for any damage to a personally owned device while it is in school. Any damage to the equipment is the responsibility of the individual who owns the device.

- St. Patrick School will not repair personally owned devices nor will it provide software to any device that is not owned by the school.
- All devices must include updated anti-virus software.
- It is good practice to record the device's model and serial number in case of theft. If a theft occurs, contact the teacher and principal immediately.
- Students are held accountable for the Acceptable Use Policy (AUP) even though this is a personal device. Photos and captions on a student's Instagram®, Twitter®, Snapchat®, Vine® etc. accounts that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.
- The privately owned electronic device owner is the only person allowed to use the device.

LITURGY

As a Catholic School, St. Patrick places great emphasis on the prayer life and spiritual development of all members of the school community. The school day begins, and ends with prayers over the public address system. Classroom prayer services are held regularly. Class Masses are held weekly. Every First Friday and on special seasonal holidays, the entire student body celebrates Mass together.

LOST AND FOUND

All articles belonging to a student should be properly identified. Lost and found articles are rarely claimed. Parents are asked to remind the students to look for any lost items. Bins are located outside the gym. Items in the Lost & Found will be disposed of after 60 days.

LUNCH PERIOD

All students remain in school for lunch.

A lunch program is provided by the school five days a week. The lunch program is staffed by a school employee and parent volunteers. Any parent with time to assist in this program is invited to do so. The following are policies to keep in mind:

1. The lunch food items are sold on a monthly basis. Forms for ordering are sent via e-mail. Money is due with the order, no later than due date.
2. If a child forgets to bring lunch, a snack will be provided.
3. Students who bring their lunches should not have any glass containers in their lunch boxes.
4. Name, grade and classroom should be placed on all lunch boxes.
5. Chocolate milk, white milk, and water are available. The fee is paid at the time of purchase.
6. Forgotten lunches are to be left at the reception desk with the name and grade of the child clearly marked on the container.

Lunchroom Behavior

The lunch period is a time when good human relations can be developed. Each student is expected to practice manners suitable for a dining room. Some simple rules of courteous behavior which make the lunch period pleasant are:

1. Observe good table manners and remain seated while eating.
2. Give respect and show cooperation to the lunch moderator.
3. Leave the surrounding area clean and orderly, throwing out trash in appropriate containers
4. Remain seated until the class is called for recess.
5. Use inside voices at all times.

Playground Behavior

After dismissal by the lunchroom moderator, students are to walk to the designated play area. Appropriate playground behavior is expected of all students. Physical contact with another student in any form is strictly prohibited. No student is permitted to go into the building during lunch.

School employees and parent volunteers will be on the playground during lunch recess. Students are to report any inappropriate behavior to a supervising adult.

Play Area Rules

1. Fighting is forbidden, and may result in punishment beyond regular disciplinary action.
2. Unkind behavior and/or foul language will not be tolerated.
3. No fence climbing, snowball, stick, or stone throwing is permitted.
4. Due to the number of students on the play yard at morning recess, running is forbidden.
5. Assigned play areas are to be used at all times.
6. Students may not leave the play area to retrieve a ball without permission of the teacher on duty.
7. The play yard is to be kept clean and free of trash at all times.
8. When the bell rings, all students are to go to their assigned lines.

Failure to comply with the lunch rules and any evident lack of respect towards lunch and playground moderators will result in disciplinary action.

PARENT ADVISORY COMMITTEE

The Saint Patrick School Parents Advisory Committee (PAC) has been formed to provide another source of communication between parents of the students of the school and the administration. The administration and the committee will strive to uphold standards of Christian values and excellence in Catholic education as well as improve student life at SPS.

Membership on the PAC will be made up of a cross section of individuals who are parents of students in the various grades at St. Pat's. One member will be sought from each grade but representation from each grade will not be a requirement. Membership totals should not exceed twelve to fourteen representatives. Self-nominations will be held during the first month of

school. Appointments will be made from the nominations received. Members will serve one year; re-nomination can occur the following year with a term limit of 2 years.

PARENT/TEACHER CONFERENCES

Specific times are set up during the school year for parent/teacher conferences. It is vital that parents attend these meetings to keep communications open between home and school.

If the need arises, a parent/guardian may make an appointment to meet with a teacher. Teachers will not be called to the telephone during school hours; however, a message may be left. Teachers should not be called at home. Parents wishing to confer with the principal about a child are welcome to do so after having first spoken with the child's teacher.

REGISTRATION

Registration dates and forms for the current student body will be distributed in January. Dates and times for registration for new students are published in the Sunday parish bulletin.

SACRAMENTAL PROGRAM

Parents are expected to follow St. Patrick Parish policy with regard to sacramental preparation and celebration with their children. The policy will be explained more fully at the parent sessions held in conjunction with each sacrament, and in communications sent home by the Director of Religious Education. Since catechesis involve much more than classroom preparation, **THE MOST IMPORTANT PREPARATION FOR FULL MEMBERSHIP IN THE CHURCH IS ACTIVE PARTICIPATION IN THE SUNDAY LITURGY.** Information necessary for the celebration of each sacrament will be sent home at the appropriate time.

SHELTER IN PLACE DRILLS

Shelter in place drills will be conducted regularly in order to familiarize the students with the procedure. In the event evacuation should be necessary the students will be escorted to Malvern Retreat House.

SNOW CLOSURES/SCHEDULE CHANGES/SCHOOL CLOSING

Families will be notified by My Student Progress Parent Alert.

WHAT ARE THE PROCEDURES FOR A DELAYED OPENING?

Each public school district reports a delay individually. When the school district in which you reside is on time, and St. Patrick School is on a 2 hour delay, your school district will not provide transportation for the delayed opening. Parents must provide transportation for their child to school, however transportation will be provided by the school district in the afternoon.

Students in the districts running on a delayed schedule may wait for their buses and arrive at school late. Saint Patrick School follows the school closings of Great Valley School District. **WHAT HAPPENS IF WEATHER BECOMES SEVERE DURING THE SCHOOL DAY?** Depending on the weather dismissal may occur several hours earlier than normal. Every effort is made to avoid these types of situations. It is the public school districts who decide when and if the buses will arrive for an early dismissal. Safety is always their first consideration. We will use the automated phone system School Reach. You may also listen to the radio, watch T.V. or check our website. (www.saintpatrickmalvern.org).

HOW CAN PARENTS PREPARE CHILDREN FOR EARLY DISMISSALS?

Whenever you see or hear that it may snow, it is the parents' responsibility to review with each child what to do and where to go in case of an early dismissal. Listen to the radio for your public school district. If the school district is closing early then the students will be dismissed as their buses arrive. School Reach will be utilized using the emergency numbers the parents have provided alerting parents of an early dismissal.

All car riders who are not picked up by the end of dismissal will be sent to C.A.R.E.S. Parents are responsible for the cost at pick up.

STATIONERY SUPPLIES

Each child is responsible for purchasing stationery supplies according to the needs of his/her class. Spiral notebooks are not permitted.

STUDENT COUNCIL

The purpose of Student Council is to provide students with the opportunity to be actively involved in the direction of the school development and to experience forms of government and decision-making.

Grades 6-8 elect representatives who attend Council Meetings. All students in grades 6-8 participate in the election of officers.

STUDENT RECORDS

Student's records may be reviewed by parents/guardians after a written request is sent to the school. The principal must be present while records are reviewed. Student records include: Permanent Record Card, Standardized Tests Results and Medical File.

TELEPHONE

The school telephone number is (610) 644-5797. The Primary School Building telephone is (610) 644-3620. Students may use the telephone only in cases of emergency. Forgotten lunches, homework assignments, projects, test papers, etc. do not qualify as emergencies. Students may not receive telephone calls during school hours.

TRANSFERS

Parents of students transferring from St. Patrick School must:

1. Notify the principal and teacher in writing a week in advance.
2. Include in the note the reason for the transfer, the school and the school's address to which the educational records are to be sent.
3. Include your new address and telephone number, if you are moving.
4. Meet financial obligations. Records will not be sent until all obligations have been fulfilled.
5. Return all textbooks and library books.

TUITION

The parish has a tuition program. Tuition is due monthly. The amount of tuition is published yearly from the Rectory. Since non-parishioners and non-Catholics are not supporting the parish, a higher tuition is required.

It is imperative, in justice to all that this fee is paid or an appointment is made with the Pastor of St. Patrick to explain any difficulty regarding tuition. All questions regarding tuition should be addressed to the Parish Office.

FACTS Tuition Management Service Overview

- Beginning January 2014, all St. Patrick School families will be using the FACTS Tuition Management custom payment plan
- Flexible payment options (pay in full, quarterly, by semester, or monthly)
- Payment notice emailed 2-days after missed payment due date (invoice)
- Your enrollment form to FACTS must be returned with your re-registration paperwork.

Please note the following:

- Report cards will be withheld for students in all grades until every financial obligation is fulfilled.
- No transcript for any student will be forwarded until all financial obligations have been met.
- 8th grade students will not be permitted to participate in any 8th grade activity (class trip, graduation party or graduation) if tuition and fees are not paid in full by the May tuition payment due date.

VOLUNTEERS

Parents are welcome to enter our school community through full participation in all events. Volunteers for school events and routine school needs are most welcome. Yard parents and cafeteria moderators, and many other jobs are always open to new volunteers! All volunteers are required to have a criminal background check and Child Abuse clearance from the state of Pennsylvania, as well as the Safe Environment Training(which may require multiple classes) required by the Archdiocese of Philadelphia.

No visitor or volunteer may go directly to any area of the school without first signing in at the office. For the safety of the children, visitors and volunteers are not permitted to go to a classroom to visit, confer with a teacher without an appointment or visit any child in class or at lunch. All volunteers must wear a Volunteer badge at all times while visiting the school building.

****RIGHT TO AMEND**

St. Patrick School reserves the right to amend this handbook. Notice of amendments will be sent to parents via e-mail communication.



ARCHDIOCESE OF PHILADELPHIA
222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299
Telephone: 215-587-3710 • Fax: 215-587-5644

FROM THE ARCHDIOCESAN OFFICE OF CHILD AND YOUTH PROTECTION

June 1, 2015

Dear Parents and Guardians,

As the school year comes to a close, the Office for Child and Youth Protection (OCYP) wanted to provide you with some important coming attractions for the 2015/16 school year.

As you may be aware, significant changes to Pennsylvania's Child Protective Services Law (CPSL) went into effect this year. In keeping with the changes to the law and to demonstrate the Archdiocese's continued commitment to protect the children entrusted to our care, The Policy for the Protection of Children and Young People has been updated, as well.

The updates to the Archdiocesan Policy will be in effect when the new school year begins and will directly impact anyone who wishes to work or serve as a volunteer in our schools. Please keep in mind that as a part of our Safe Environment Program, all school volunteers, as well as staff, must undergo criminal and child abuse background checks prior to starting their activities in the school. This is true even if you plan on volunteering just one time, such as chaperoning a class trip. The process of obtaining these clearances can take some time. If you want to volunteer in September, you might consider taking care of it over the summer.

For information on the new requirements or to find out how to obtain background please visit OCYP's website at www.childyouthprotection.org under "Staff & Volunteers" or you may contact OCYP at 215-587-2466 or e-mail us at ocyp@archphila.org.

I offer my best wishes to you and your family for a wonderful summer. If the OCYP staff can ever be of assistance, please do not hesitate to contact us.

Sincerely,

The Office of Child and Youth Protection



ARCHDIOCESE OF PHILADELPHIA
222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299
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OFFICE OF CATHOLIC EDUCATION
Director of Technology K-12

ACCEPTABLE USE POLICY FOR TECHNOLOGY
CATHOLIC SCHOOLS OF THE ARCHDIOCESE OF PHILADELPHIA
PURPOSE

Technology is a valuable and real world educational tool. All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

GOAL

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking, communication, collaboration and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for internet safety and digital citizenship
- Provide a variety of technology based tools and related technology skills

[Return to Table of Contents](#)

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- Respect One's self. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respect Others. Users will refrain from using technologies to bully, tease or harass other people
- Protect One's self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce and protect license agreements for all software and resources.
- The privately owned electronic device owner is the only person allowed to use the device

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include:

- Teacher school web page, email, and/or phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a

home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cellphones: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses-Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, YouTube and Instagram.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

‘Friending’ of current students by teachers is forbidden on a teacher’s personal social networking site. Personal posts’ must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations

Violation of the above rules will be dealt with by the administration of the school.

Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access
- The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

The school reserves the right to use student first names and photos on our website and social media, including but not limited to the school Facebook page, Twitter, teacher websites, etc. Parents must inform the principal in writing if they do not want their child’s name or photo used on the website or social media.



If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century and master those of the 21st Century. The characteristics of the 21st Century classroom will be very different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology.

During your children's formative years at the elementary and secondary levels, an understanding of technology including Web 2.0 tools will be used that will assist them in their learning over the course of their school experience. New tools arise every day. Some common tools that your children may encounter and use are, but are not limited to:

- Illuminate Live! Now called Blackboard Collaborate is a **virtual web-conferencing and collaboration** tool that allows individuals to "meet" in a virtual space to talk and share content.
- Blogs - A **blog** is a website where student work can be published online. It is also a tool often used for collaboration and communication among students and teachers. "Blog" can also be used as a verb, meaning *to maintain or add content to a blog*.
- Google Apps: A online suite of productivity and digital tools
- Podcasts - A **podcast** is a digital audio file that is distributed over the Internet for playback on portable media players (such as .mp3 players) and personal computers.
- Videos – a **video** is a recording displaying moving images and audios. Digital video files can incorporate photos, voiceovers and music.
- Social bookmarking - **Social bookmarking** is a way for internet users to store, classify, share and search Internet bookmarks.
- Really Simple Syndication - **RSS** is used to publish frequently updated content such as blog entries, news headlines, or podcasts. It allows users to "subscribe" to internet content. A commonly used tool for RSS is Google Reader.

Also your child's image may be used in a photo or video posted on:

- School website and/or communications
- Archdiocesan or Office of Catholic Education website and/or communications
- Parish website and/or communication

Your child's safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today. The Acceptable Use Policy for Technology is posted on our Archdiocesan website.



MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

Parent Signature Page

Due September 8, 2018

I have read the 2018/19 Parent/Student Handbook, the Acceptable Use Policy, and the Memorandum of Understanding and agree to follow the school policies and procedures as stated.

Family Name _____

Parent Signature/Date _____

Parent Signature/Date _____

Student Signature/Date _____

Student Signature/Date _____

Student Signature/Date _____

Student Signature/Date _____

*Parents and students must both sign.



CALLED TO BE A
Community
of Saints 2017
St. Patrick Parish
MALVERN, PA

TO: All school families and employees

FROM: Jack Brennecke, Director of Facilities

DATE: July, 2018

SUBJECT: REQUIRED ASBESTOS UPDATE

We are required by the EPA to provide all school workers and occupants with an annual update regarding compliance with asbestos regulations.

ASBESTOS PROGRAM

St. Patrick School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at our administrative office at 126 Woodland Avenue during regular office hours. Anderson Consulting Engineers is the school's asbestos program manager. All inquiries regarding the plan should be directed to them.

St. Patrick School is subject to semiannual inspections. Jack Brennecke holds current certification in asbestos awareness.

If you have any questions, please contact the Parish Office at 610-647-2345.