



***PARENT – STUDENT
HANDBOOK
ST. PATRICK CATHOLIC SCHOOL
ROBERTSDALE, AL***

TABLE OF CONTENTS

Introduction	3
School Safety.....	4
Accreditation.....	4
Curriculum	4
Role of Parents in Catholic Education	4
Financial Responsibilities	5
Admission Policy	5
Organization.....	6
Elementary Report Cards/Homework/Testing	6
Library, Physical Education	7
Discipline.....	7-8
Harassment Policy.....	9
Child Abuse/Archdiocesan Child Protection Policy	9
Weapons Policy.....	9
Threats of Violence	10
Archdiocesan Drug Policy/Devices Prohibited.....	11
Cell Phone Policy.....	12
Bullying Policy	14
Daily Procedures	15
Transportation Change/Early Dismissal/School Lockdown.....	16
Written Communication	16
Attendance, Assignment Make-up	17
Policies and Practices Concerning Students/Health Regulations.....	18
School Organizations	20
Dress Code	20
Miscellaneous	22
Computer/Technology Use Policy.....	23-26
Forms (Arbitration Clause, Bullying Report Form, FERPA,)	27-29
Educational Routes (BRATS).....	30
Parent/Student Handbook Disclaimer	31

INTRODUCTION

The purpose of this Parent - Student Handbook is to acquaint both parents and students with the general methods of operation within St. Patrick School, Robertsedale. Although it does not include every aspect of school life, it covers the essential rules, regulations, and situations that students and parents will encounter at St. Patrick's.

It is our hope that this handbook clarifies our general school operations and supplies needed information to both students and parents. Please take time to read the handbook and to go over relevant sections with your child.

The policies contained in this Parent-Student Handbook are put in place for the common good of the school community, to create a safe and favorable learning environment, and to promote Christian values and positive self-discipline skills. Extraordinary circumstances may call for exceptions to be made. Please consult with the Principal to resolve these circumstances. The administration of St. Patrick Catholic School reserves to itself the right to interpret, amend, or change the contents of this handbook at any time. Students, parents, and guardians will be informed of any changes to the rules.

Archdiocesan Philosophy Statement

The Archdiocese of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity, while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations.

MISSION STATEMENT

Preparing students to "be God's light in the world" since 1979, St. Patrick Catholic School guides students on their faith journey to God, providing each student with an excellent education, relevant for today's world, to develop his/her potential in a safe, supportive atmosphere that has been nurtured through the years by the faith of the Central Baldwin Catholic community and the Presentation Sisters.

SCHOOL PHILOSOPHY

St. Patrick Catholic School is committed to imparting a Christ-centered education that ultimately builds the Kingdom of God. The pastor, faculty, and school community of faith work toward providing an education that seeks to reflect the gospel message of Jesus Christ. We are dedicated to the principle of the total development of each individual student, spiritually, academically, physically, socially.

NON-DISCRIMINATION CLAUSE

St. Patrick Catholic School admits students of any sex, race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. St. Patrick Catholic School does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its employment practices, educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

SCHOOL SAFETY AND SECURITY

Safety is a top priority at St. Patrick Catholic School. Security cameras are in place throughout the campus. All outside doors are locked. There is only one public entry to the school building; **parents/visitors must ring the bell to gain access to the school.**

ACCREDITATION

St. Patrick Catholic School is accredited by AdvancED School Accreditation, and meets all the requirements of the Archdiocesan Department of Catholic Education and the State of Alabama Department of Education for private schools.

CURRICULUM

Our school follows the curriculum guidelines promulgated by the Archdiocese of Mobile and the State of Alabama Courses of Study. Our curriculum teaches Catholic values and social justice principles, respect for human rights, and academics. Our textbooks are selected under the direction of the Archdiocesan Curriculum Coordinator, Archdiocesan committees, teachers, and principals.

Our religion program provides all of us with the opportunity to practice Catholic Christian Principles in our daily lives. Prayer permeates our day and special devotions are practiced during the liturgical year e.g. Rosary, Stations of the Cross, May Procession, preparation for the Sacraments of Reconciliation and the Eucharist. Beginning August 2011, the Sacrament of Confirmation will be administered to students in the 11th & 12th grades.

Honor Roll

Students in grades 5 – 8 may earn placement on the Honor Roll each quarter. This is to recognize special academic achievement on the part of students. There is an A Honor Roll and an A/B Honor Roll. Students may not have any U in conduct on the report card.

THE ROLE OF PARENTS IN CATHOLIC EDUCATION

Parent Cooperation

Parent Cooperation is essential for the welfare of the students and the school community. It is an expectation of enrollment in St. Patrick Catholic School that the parents/guardians of students shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive. It is not acceptable to post negative comments about our school and/or its employees on social media. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

St. Patrick Catholic School and parents are partners in the education of their children/adolescents. If, in the opinion of the school administration, parents are disruptive to campus life or the educational process, they may be banned from further school related activities. If the partnership is no longer viable, the school also reserves the right to require the parent to withdraw the student from school.

The school has the right to expect that parents will:

- A. Send their children to school physically fit by taking care that they have sufficient sleep, are healthy, clean and properly dressed, and are provided with a well-balanced diet.
- B. Assist in the spiritual development of their children by reinforcing at home, through word and example, our Catholic faith and the teachings of the Church.

- C. Assist their children in their academic development by cooperating with the school’s scholastic program, by participating in parent-teacher conferences, by aiding with homework when help is needed, by providing the proper atmosphere for study, and by cooperating with the school in matters of discipline and other activities.
- D. Discover and develop through supervision and companionship their child’s special interests and talents.
- E. Inculcate in their children a respect for authority so that instruction will be obeyed promptly and cheerfully. Children should be taught to look upon their teachers, playground supervisors, and school staff members as representatives of their parents.
- F. Take a responsible attitude toward the support of the school and its policies and rules.
- G. Take an active role in the school through parent organizations and offer volunteer service for the enrichment and betterment of the school.

“The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.” (*School Handbooks: Legal Considerations*)

The Rights of Non-Custodial Parents

At the time of registration, the parents shall provide complete and accurate information regarding the custodial care of the student and visitation rights. The parents shall furnish to the principal a copy of any relevant court order so as to ensure the safety and welfare of the student. The parents shall have a continuing duty to inform the school of any changes in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child. Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon written request, may receive copies of all school notices relating to the school and school activities.

FINANCIAL RESPONSIBILITIES

Tuition rates (determined by the School Advisory Council) for the current year are available at the school office. Tuition is charged on a yearly basis and is administered through the SMART Tuition Program. Several payment options are offered. All past due tuition and fees for the previous year must be current before a child is registered for the coming year. All payments for the current year must be completed before a child is withdrawn.

Registration Fee (covering registration, Archdiocesan taxes, and book rental) is nonrefundable and must be paid before a student is accepted into the school. Parents are required to sign the Arbitration Clause, Registration, Tuition Agreement form available at the back of this handbook.

Fines
Students (and their parents) will be required to pay for damaged or lost property or equipment for which they have been responsible.

ADMISSION POLICY

St. Patrick School admits students of any race, color, religion, national or ethnic origin. It does not discriminate in the administration of its education policies, admissions, scholarships, loan programs, and athletic or other administered programs. Neither does it discriminate in any way with regard to sex, race, color, national or ethnic origin in employment. The school does not discriminate on the basis of disability, if with reasonable accommodations, the student can meet the academic and behavioral requirements of the school.

“While the student is enrolled at this Catholic School, he/she will respect Catholic teachings concerning human sexuality and Faith. The student will conduct him/herself in accord with his/her sex at birth, at all times, both on campus and when representing the school at off campus events.”

DOCUMENTS REQUIRED ON ADMISSION

1. Official Certificate of Baptism (Catholics only)
2. Birth Certificate
3. Immunization Certificates (IMM-50 & IMM-90 required by Alabama Law) No Religious Exemptions accepted.

4. (For students entering after opening) copy of report from former school, including all testing.
5. Copy of educational evaluation/testing (if applicable)
6. Copy of custody agreement, if parents are divorced.

ORGANIZATION

Grades Pre-K - 8 are self-contained classrooms. Math, Science, Social Studies, Religion, Literature and Language Arts are departmentalized in grades 6 - 8. Art, band, computer, physical education, and volunteer programs enhance the curriculum.

School Principal

The Principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to learning. The Principal is responsible for the day-to-day operation of the school.

Pastor

The Pastor is the spiritual leader of the parish and the Christian educational community within the parish. The Pastor shares in the work of the Archbishop of the Archdiocese. As a delegate of the Archbishop, the Pastor is the administrative head of the parish and of the school.

Assistant Principal

The assistant principal is responsible for maintaining the school program in the absence of the school principal.

Teachers

Teachers facilitate learning, model adult Christian behavior, and plan for engaging students in exploration, inquiry, and research to develop language and numerical literacy, critical thinking and problem solving skills, social and moral values. The Catholic school curriculum prepares students for responsible living, just stewardship, and respectful relationships with God, neighbor, and self.

Teacher Aides

The role of the teacher aide is to assist the classroom teacher. Any inquiry regarding a student's academic performance is the classroom teacher's area of responsibility.

ELEMENTARY REPORT CARDS/HOMEWORK/TESTING

The REPORT CARD is a summary of teacher records/observations related to student learning during a particular period of time.

Report cards are issued four times a year. Parent-teacher conferences are held at the end of the first and second quarters. Other needed conferences may be scheduled, by letter or telephone, whenever a parent or teacher feels that it would benefit the student. The parent-teacher conference is the first step in helping a student. The Principal does not attend, nor is the Principal involved in the scheduling.

Promotion - Retention

Promotion in the Archdiocese is based on the maturity of the child, achievement of at least the minimum work, and regular attendance. In grades 1 and 2, an average of "F" in Reading, Writing or Math could result in retention. In grades 3 – 8, a yearly average of "F" in two major academic areas would result in retention. Major academic areas include Religion, English, Reading, Math, Social Studies and Science.

Grading Option:

The special coding program outlined by the Office of Catholic Schools may be used with students who qualify. Teachers confer with the Principal, the resource teachers, and the parents in determining the use of this code.

Homework:

Homework is assigned to reinforce what is learned in school, to see how a child applies himself/herself to a task to teach time management, and to develop critical thinking.

Homework is an obligation, not a matter of choice. Successful completion of homework enhances a child's quarter grade as a component weighted with tests, assessments, projects, and class participation.

Participation in sports and other activities should not interfere with homework or with the child's performance in school.

Home study is an extension of the structured class period. This area of student preparation demands completeness, promptness and accuracy. Homework is assigned at the teacher's discretion. Parents, in conjunction with the teachers should strive to develop good time management skills in the students. Students are expected to do all assigned homework. They are also responsible for bringing to class all necessary materials - textbooks, paper, special notebooks, pencils, etc. An assignment book is used in grades 2 - 8. This book should be signed by parents weekly. In general, a child should spend ten minutes a night on homework for each year in school. So 4th grade should spend 40 minutes a night on homework.

PlusPortals

This is a web-based application that is accessible from any computer with an Internet connection or your mobile device. You will have immediate access to your child's grades. Other features available are homework assignments, attendance, family information, monthly calendar, school directory and school/parent communication feature.

Standardized Testing

The IOWA Test of Basic Skills and Cognitive Abilities Test are administered to grades 2 - 8 in the Spring of every year. The ACRE (Religious Studies Evaluation) is given to grades 5 & 8 in January every other year.

LIBRARY

The library has a very important role to play in the education process. It has three basic functions:

1. To help students become enthusiastic readers.
2. To support and enrich the school's curriculum.
3. To meet the individual needs of students and teachers.

Library skills are taught to the various classes according to the level of need and understanding. Students visit the library on a regular basis with individuals being allowed to use the library at other times at the discretion of the librarian. The Accelerated Reader Program, open to all students in grades K5 - 8, offers students the opportunity to improve their reading comprehension level.

Students are responsible for returning books on time. A fee will be charged for past-due books. Restitution for damaged or lost books must be taken care of by the parents.

PHYSICAL EDUCATION

The physical education program at St. Patrick School requires active participation from students in grades K - 8. The program is based on the State Department of Education. The program is designed to meet the safety, health, physical, and recreational needs of the students while fostering a Christian attitude toward good sportsmanship. All students **must participate** in Physical Education unless prohibited by a doctor.

DISCIPLINE

Since it is the educational purpose of a school to provide an orderly learning environment, discipline is an integral part of our program. Discipline is an integration of character, education and Christian social living. At St. Patrick's, we place the emphasis on inner/self discipline. The skills are listening, following instructions, asking questions, sharing, social skills, cooperation, reasons for rules, completing a task, leadership, communication, organization, resolving problems, initiating solutions, fact vs. feeling, and service to others. We strongly urge parents and/or guardians to support the authority of the teachers and the school and to impress upon their children the importance of respect and cooperation.

Archdiocesan Regulations

1. The school faculty, under the supervision of the Principal, is responsible for maintaining discipline in the school that is in accord with Christian principles and in order to produce that order which is essential for carrying out the activities for which the school exists. (230)

2. Punishments are administered for the purpose of benefiting the student who has failed in his/her duty and preventing similar faults in others. (234)

3. Disciplinary measures used at St. Patrick's range from detention during recess up to and including expulsion, depending on the severity of the infraction. The specific action taken will be subject to the approval and discretion of the administration. The teacher will explain all the rules that the students must follow in the school and the classroom.

DISCIPLINE

At St. Patrick School, all inappropriate behavior is routinely handled on the spot by the adults in the school. Broad rules that affect the daily living together of all members of the school community include the following:

- 1) Show respect to others, yourself and your school.
- 2) Be a GOOD student, contributing to the learning environment.
- 3) Follow classroom rules.
- 4) Practice self-discipline skills.

Each classroom teacher has adopted some version of these four rules in her classroom appropriate to the age level of the students. The teachers work with the children to help them understand how rules "safeguard each person's rights".

Occasionally, removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

- 1) Is in physical or psychological danger or puts another in danger.
- 2) Is irrational or unreasonable, or uncooperative
- 3) Pushes beyond the limits of respect in speech or actions.

The adult who removes the child will work quickly to help the student regain self-control and to correct his/her behavior. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's office. Parents will be called. All disciplinary infractions will be documented and conferences will be held with the student and his/her parents to remediate the situation. Serious infractions, such as possession of drugs or weapons or severe physical or moral misconduct, could result in an immediate expulsion of the student.

Automatic Suspension/Expulsion

Any student who possesses alcoholic beverages or narcotics on school property or at school functions, who has introduced such at a school activity, or who has been drinking alcoholic beverages or using narcotics or evidences effects of same on school property or at school functions will be liable for expulsion from the Catholic School. (238) (Rule 238 is taken from Handbook of Policies for Catholic Schools.)

General grounds for immediate action on the part of the administration would include the following:

- a. Leaving the campus during school hours without permission from school authorities.
- b. Smoking, vaping, obscenity, stealing or organized cheating.
- c. Serious abuse of school materials or other school equipment.
- d. A general disregard for school rules and regulations.
- e. Violating the reasonable rights and dignity of others.
- f. Constant talking and disruptive behavior.
- g. Possession of weapons - guns, knives, any instrument or item with the potential of harming others.
- h. Gang membership

When appropriate, law enforcement will be notified.

HARASSMENT POLICY (Archdiocese of Mobile, August 2006)

No student, parent or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment and/or bullying. Our school system is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect for others is shown through language, behavior and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual or sexual affronts will not be tolerated.

The administration and staff of St. Patrick School believe that all employees and students are entitled to work and study in school-related environments that are free of harassment. St. Patrick School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. The steps and procedures used when the Harassment/Bullying Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

Any violation shall be reported to the administration.

An investigation of the reported violation should follow as soon as possible.

Appropriate consequences shall be determined by the administration.

Appeals shall be addressed to the Superintendent.

Examples of peer harassment include, but are not limited to, verbal or written taunting; bullying; intimidating, hostile, or other offensive conduct; jokes, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse, or demean an individual or group.

Child Abuse

St. Patrick School complies with Alabama State Law requiring that any child abuse or any suspected child abuse be reported to the Department of Human Resources. Reporting procedures established by the Mobile Archdiocese are followed when making reports to DHR.

Archdiocesan Child Protection Policy

The Archdiocese of Mobile Policy for the Protection of Children and Adolescents requires that ALL EMPLOYEES and those VOLUNTEERS who have substantial contact with children, participate in an annual education program on child abuse. Included in this requirement are **coaches, PTO volunteers, room parents, library/classroom volunteers, field trip volunteers**. All teachers and catechists must attend classes every year. Training and retraining must be done yearly. **You may not go on a field trip without this training.**

New staff and new volunteers are required to attend classes for the initial training. You must first set up an account through CMG Connect before taking this class. Once trained, staff and volunteers may take the annual retraining on line by logging on to <https://mobile.cmgconnect.org/> and login to your account.

Each October, students receive Child Protection Safety classes. This curriculum is designed by the Archdiocese and is mandatory. The dates for the classes will be published on the school calendar.

Student Accident Insurance

The school does not provide accident insurance for students.

WEAPONS POLICY-CATHOLIC ARCHDIOCESE OF MOBILE

INTRODUCTION

Our Lord Jesus Christ came that we might have life and have it in all of its fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well-being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

POLICY

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON - A dangerous weapon is a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or a switchblade knife, gravity knife, stiletto, sword or dagger; or any billy, blackjack, bludgeon or metal knuckles.

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred may last to the end of the current school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent.
- Contact Parents.
- Suspend child from school immediately pending investigation.
- Complete an investigation as soon as possible.
- Discipline student according to Archdiocesan policy.
- Should student be expelled for a firearm violation, it should be reported to law enforcement.
- Should student be expelled for a firearm violation, it should be noted in any student records transferred to any other school.

Threats of Violence

St. Patrick Catholic School takes all threats seriously. This includes but is not limited to any overt or implied verbal or physical threat. In the event of a physical or verbal threat to the school, life of another student or staff member, or a threat to bring a weapon to school, the following process will take place:

- The student will be removed from the classroom.
- The Office of Catholic Schools will be notified.
- Parents and local law enforcement authorities will be notified.
- Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Timing and details of the notice will be as extensive as permitted by the Federal Family Educational Rights and Privacy Act (FERPA), other legal limitations and the circumstances.
- The student may be sent home until an investigation is begun and is completed.

Students who make threats either verbally or physically may be suspended, removed from extra-curricular activities, asked to withdraw or be expelled. In order to return to school, a student may be required to have threat assessment from a qualified mental health professional. If this occurs, written documentation is required stating that it is safe for the student to return to school.

Archdiocesan Drug Policy

It is strictly forbidden for any student to use, distribute or possess drugs, including alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, spice, controlled substances, paraphernalia or any material represented to be an imitation of alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, spice, controlled substances on school premises, in a school owned vehicle, or during any school-sponsored function. In addition, the possession, use or distribution of electronic cigarettes, vapor or other substitute forms of cigarettes is also prohibited on school premises, in a school owned vehicle or during any school-sponsored function. Any student found to be under the influence or in possession of said drugs will be subject to disciplinary action.

Devices Prohibited at School

Electronic Devices – Non-school related cell phones and electronic devices are not connected to St. Patrick network and are not filtered for internet use, therefore, they are not permitted at school. This includes, but is not limited to, Gameboys, Laser pointer pens or key chains, cameras, pagers, walkie-talkies, iPods, iPads, MP3 players, fitbits, Apple/Android smart watches and cell phones. Since these devices are often connected to a cell phone or outside carrier, the school administration is unable to monitor students' activities. If a student **NEEDS** to have a cell phone, on entering the building, the phone has to be placed in a basket in the office and picked up at dismissal. No electronic device described above may be used on campus or on the bus. St. Patrick Catholic School is not responsible for damage or loss of personal electronic items. A parental request is required for a student to have a cell phone at school. Safety is our first concern. Misuse of technology can have grave consequences.

From the School Advisory Council, approved 2/19/2020

Cell phone usage by students is strictly prohibited on school grounds, during field trips, as well as any function in which the student is the care, custody or control of St. Patrick Catholic School. If a student must bring a cell phone to school, the phone shall be turned off upon entering school and left at the office until the school day ends. The school reserves the right to search any phone found to be in use on school grounds due to concern regarding actions or behaviors. Any phone found to be in use on school grounds will be unlocked by the student or parent/guardian and searched to ensure that the privacy of any other student has not been violated.

Further, cell phone usage is not allowed on the bus when transporting any child to or from the school grounds.

The school will not be held responsible if a cell phone is lost or stolen.

Should your child violate this written policy and access the internet while at the school or under the school's control, the school is unable to ensure the child's safe use of the internet and will not be liable for any activity by the child.

If your child has a legitimate reason to bring a cell phone to school, it will be necessary for the parent/guardian to fill out a form for the school to approve the need for the phone to be brought to school. As part of applying for permission to bring the phone to school, the parent/guardian AND student must sign the form acknowledging the rules and agreeing to abide by them at all time.

In addition to cell phones, no student may bring to school any watch or device that has cellular data. Any use of any smart watch or any device during a test will be considered cheating and appropriate disciplinary action will be taken.

VIOLATIONS:

First Offense: The phone is confiscated and the parents/guardians are contacted.

Second Offense: The phone is confiscated, the parents/guardians are contacted and a \$25.00 fine will be assessed and paid prior to the phone being returned.

Third Offense: The phone is confiscated, the parents/guardians are contacted and a \$50.00 fine is assessed. The phone will not be returned until the last day of school.

Serious Offenses: Any inappropriate photos or videos, photo or video of any unsuspecting student or bullying may result in suspension or expulsion.

REQUEST FOR PERMISSION TO BRING CELL PHONE TO SCHOOL

I would like to request permission to allow my child,
_____, to bring a cell phone to school for the purpose of:

_____.

I have read the handbook and understand its contents, including, but not limited to:

Cell phones are not to be used on school property, INCLUDING THE BUS. They are to be left at the office upon entering the school and picked up at the end of the day. SPCS is not responsible for lost or stolen phones. I specifically agree to the punishments outlined the in violations clause in the handbook.

Student signature **Date**

Parent/Guardian signature **Date**

School approval **Date**

Important Notes

1. St. Patrick School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communication and safety threats.
2. The school is co-tenant of desks and lockers and reserves the right to search them at any time without prior notice. Bookbags may be searched when warranted.
3. Because some violations are also violations of state and/or federal laws, law enforcement officials, along with the applicable legal consequences, may become involved at the discretion of the school and/or law enforcement authorities.
4. All policies contained in the Parent/Student Handbook are subject to change without notice.

St. Patrick Catholic School **Bullying Policy**

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith.

St. Patrick Catholic School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of St. Patrick Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

St. Patrick Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

Definition:

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication that is repeated.

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

Scope

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Breach of Policy

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms will be retained at school until the students involved leave the school.

Disciplinary Action

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Education

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in St. Patrick Catholic School educating students, teachers, and parents about the policy must take place annually. Therefore, St. Patrick Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

A copy of the Bullying Report Form is at the back of this handbook.

DAILY PROCEDURES

Teacher supervision begins at 7:30 A.M. and ends at 3:20 P.M. Parents who leave their children unsupervised do so at their own risk, as the school does not assume supervision except at the appointed times.

Morning

Students are required to be seated and ready for class at 7:50 A.M. Classes begin at 7:50 A.M. and students who **arrive at 7:50 A.M. are tardy** and must sign in through the office. **Being tardy is a poor example to children; it is disruptive and unfair to the teacher and students. (We do understand rare and unexpected circumstances that might cause tardiness.)**

Dismissal

Buses depart first. Car riders should be picked up as soon as possible thereafter. Supervision extends until 3:20 P.M. only. Students are expected to sit quietly and watch for their ride and be prepared to leave immediately. After 3:20 P.M. there will be no formal supervision. Those students who have not been picked up by 3:30 P.M. will be placed in the Extended Day Care Program. Parents will be charged for this service. **This policy will be strictly enforced for the safety of your children.**

Early Checkout

Any child leaving school for an early dismissal must wait in the classroom until he/she is called for by the parent/guardian. All dismissals during the school day must take place through the school office with the parent or guardian signing the child out. Children can be released from school only to their parents or person authorized by their parents.

If for some reason a child cannot be released to a parent because of legal custody, a legal statement should be on file in the school office.

Early dismissal is discouraged because it is disruptive to the teacher and the class.

A student may never leave the school building or grounds without permission.

Re-entry

Students may not enter the school buildings once they have been dismissed for the day. Maintenance personnel are not allowed to open classrooms for forgotten items. Other teachers do not have accessibility to classrooms other than their own. Students are expected to take home whatever is needed to complete their assignments/study.

Student Dismissal

No student can be released from the school to a person other than the custodial parent until the principal is satisfied that such a release is at the request of, and with the consent of, the custodial parent. At registration, parents are asked to submit the names of people to whom their children may be released.

Arrival and Dismissal Procedures

1. At all times unload only under covered drive-through at main entrance. Parents who park their vehicles on the outside of this area cause a safety hazard.
2. **Never allow a child to walk in front of traffic.**
3. For dismissal, pick-up children only in designated areas – for grades 4 – 8 and their siblings this is in front of the gym; for all other students this is under the covered driveway at the school. **Please do not come inside to pick up your child.**
4. Remain in line behind school buses.
5. Observe the double car line procedures - NO PASSING PERMITTED.
6. Absolutely no parking on the yellow lines outside the covered driveway. Accidents have happened because of this.
7. Please use extreme caution when exiting the school and turning left onto Hwy 59. Remember the turn lane is for entry into the school.

Visitors

All parents and visitors must check in at the office. This is for the children's safety. Visitors are bound by this handbook and by all school policies and directives. Parents are not allowed to bring forgotten items to the classroom during the school day.

Bus Riders

It is understood that the parent is familiar with the behavior guidelines and has discussed these with his/her child. Any misconduct or lack of co-operation cannot be taken lightly. A copy of the BRATS Bus Guidelines and Student Complaint Form is found at the back of this handbook.

Transportation Change

For any changes that occur in transporting your child to and from school, **please notify the office.** (e.g. change of bus, bus stop, car rider instead of bus rider, bus rider instead of car rider, early checkout, when a different person collects your child)

Early Dismissal and/or School Closure Due to Emergencies

A parent is always welcome to pick up a student early in the event of inclement weather. When school will be closed or dismissed early due to bad weather or other emergencies, announcements will be made on local television and radio stations (WALA/WKRG/WPMI/WHEP). A voice message will be left on the school phone (947-7395). A text message will be sent to each family.

School Lockdown

The school may be placed in lockdown mode if a dangerous situation should arise in the vicinity (e.g. chemical spills, dangerous person on the loose, gunfire, etc.). The police would notify us and request the school to be placed in lockdown. Parents should stay in touch with the school for directions before coming to pick up a student. If we are in lockdown, it may not be possible, **for safety reasons**, to open the door to release a student. In such circumstances we would be working under the authority of the local police. Text messages will keep all parents informed of the situation and will announce when it is safe to come to the school.

Fire Drills are held monthly.

Tornado Drills are held bi-annually.

Written Notes

Written communication is required for:

1. Requests to leave school grounds during regular school sessions.
2. Explanations of absences or tardiness for whatever reason.
3. Excuses for incomplete assignments. These notes must be dated, documented and signed.
4. Explanations for not wearing complete uniform (i.e. shoes, belts, etc.)
5. Signature of parent on tests and/or papers requested by the teacher.
6. Permission for any medication to be taken by student.
7. Notification of any change in mode of dismissal.

Absences and tardiness can be detrimental to a child's work and progress. Tardiness is not fair to the teacher or the other students because it is a disruption.

St. Patrick's School Calendar and daily schedule is authorized by the Archdiocesan School Department.

For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged.

Absences will be excused for:

1. Illness
2. Death in the immediate family
3. Emergency conditions as determined by the principal
4. Out of town trips with prior consent of the principal

Students are allowed up to but not exceeding 10 excused absences for the school year.

Should a student exceed a total of 10 excused/unexcused absences per school year, the parent/guardian will be contacted by the school to determine the reasons for the additional absences. Should it be determined that the additional absences are due to extenuating circumstances, the principal may make exceptions to the 10 allowed absences.

Should a student exceed a total of 15 excused/unexcused absences per school year, a mandatory conference must be held between the parent/guardian and an administrative team, as determined by the principal.

Should a student exceed a total of 20 excused/unexcused absences per one school year, the local truancy authorities may be contacted. The school administration will follow the recommendations of the truancy authorities. In addition, a student who exceeds 20 absences may be retained in the current grade or to be placed rather than promoted to the next grade. The Office of Catholic Schools will be notified of all students who exceed 20 absences.

Arrangements for make-up work for absences will be determined at the local school level.

Athletic Eligibility and School Attendance

No student may practice or play in games during a day he or she was not in school. Students must attend school by no later than 11 AM in order to participate in an athletic event held that day, but only if the absence is deemed excused. If unexcused, the student is ineligible to play. Students who check out of school for reasons of illness are ineligible to practice or play in games later that day.

Tardy/Early Dismissal Guidelines

Arrival and dismissal times for school should be determined at the local school level. Every 10 tardy/early dismissals, will convert to one absence. Tardies that exceed 30 will result in a mandatory conference between the parent/guardian and an administrative team, as determined by the principal. In addition, the local truancy authorities may be notified.

Assignment Make-up

Assignments can be made up with no penalty. If assignments are not made up, grades of achievement can be affected. A student is allowed one school day for every day absent to complete missed assignments. The faculty will use reasonable means to help the student make up the work he/she missed. For approved out-of-town trips, make-up work will be given to the student on return to school.

Parents should also call the office by 9:30 to let us know why your child is absent. They may request that their child's homework be left in the office to be picked up at 3:00 P.M. Siblings may pick up the work, but the parent needs to make the request.

Pupil Withdrawal During the Year

1. The school office and the homeroom teacher should be notified in advance of the pending withdrawal of a student.
2. Tuition payments must be completed.
3. The report card will be given to the student once the above requirements have been fulfilled.
4. Copies of permanent record will be sent to the new school upon request.

POLICIES AND PRACTICES CONCERNING STUDENTS

Field Trips

Although scheduled to enhance students' academic and cultural development, field trips are a privilege. Students who are disruptive will not be invited to attend. Students who have misbehaved on previous trips automatically exclude themselves from future trips.

Due to insurance regulations, siblings are not allowed.

When parents are asked to provide transportation, proper automobile insurance coverage must be held and seat belts must be worn. Drivers must know destination, how to get there, and what to do in case of trouble. Extra stops cannot be made en route to the destination or returning to school, as this jeopardizes insurance coverage. We ask that parents refrain from providing candy, gum, soft drinks, or other snacks during field trip excursions.

In order to participate in a field trip, a student must return the properly completed official Archdiocesan field trip form. **A written permission slip signed by parent/guardian is the only one acceptable.** Without this signed permission, a student will be given enrichment/revision work and placed under supervision at school.

Chaperones

Chaperones are the "extra eyes" that help the teacher: therefore, a chaperone is asked to stay the duration of the field trip. Signing up as a chaperone involves helping the teacher with the safety and well-being of the children. A parent cannot take care of a younger sibling and be field trip chaperone at the same time. For grades K4 – Grade 1, younger siblings are welcome to the following in-school events: Christmas Party, Spaghetti Lunch, Easter Egg Hunt, Blessing of the Pets, and Field Day. Thank you for understanding. Remember, you must be trained in the Archdiocese of Mobile Child Protection Policy to go on a field trip.

The Archdiocese of Mobile Field Trip Policy, is available on the Archdiocesan website www.mobarch.org.

School Parties

Only parties which are sanctioned by the Teacher/Principal and/or planned by PTO are allowed. If invitations to private parties are being distributed through the school, **each child in that particular class must receive one or just all the boys or all the girls.**

Buying/Selling:

Students may not buy/sell any items at school, on our buses, or during any school activity.

Gum:

GUM is not allowed in our school building, grounds, gym, school activities.

Lunch and Snack

Students are encouraged to bring nutritional foods for lunch and snack. Glass containers are not allowed. The school sells snacks to all grades at snack time. Milk is available for all grades. Students eat lunch in the classrooms. Students are asked to practice the ordinary rules of courtesy during lunch. They are asked and expected to obey the supervising adults in the classroom and on the playground. Each student is expected to dispose of trash properly and to clean her/his area before leaving the room. In the event that you must bring your child's lunch later, please have it marked with your child's name and bring it to the office. The children may come pick their lunches up when the bell rings.

Convenience Lunch

PTO sponsors lunches obtained from local vendors. Orders are placed online at orgsonline.com.

NOTIFY (Parent Communication)

The Archdiocese of Mobile, and thus St. Patrick School, has implemented NOTIFY - an emergency and other communication services. You will receive a text message, email or voice message regarding school activities and emergencies.

Monthly Communication

On the last in-school Friday of each month, a newsletter and calendar will be emailed to you. At certain times memos to parents and PTO communications will be included.

Health Regulations

Immunizations

All students enrolled in the Archdiocese of Mobile's PreK – 12 Catholic schools, daycare centers and Mother's Day Out programs will be required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health. Immunizations must be current with age requirements. No Religious Exemptions accepted.

Sickness

Do not send your child to school if he/she is ill - for the child's safety as well as for the safety of other children. Your child needs to be **fever free/vomiting free/diarrhea free** for at least 24 hours before returning to school. **(100 degrees or higher without medication constitutes a fever)** If your child has a particular physical limitation due to a chronic illness or other cause, please discuss this with the Principal and Teacher.

If your child becomes unwell at school, we will call the parent if the child has a fever, is throwing up, has diarrhea, or has an injury needing immediate attention. We will not call for minor ailments/complaints unless instructed to do so by the parent either by note or telephone call.

Medication will not be dispensed to students by school personnel unless:

- a. It has been prescribed by a doctor
- b. Delivered to the school by the student's parent or guardian
- c. It is accompanied by specific written instructions for administration.

The parent/guardian must pick up students' medication at the end of the school year. Medications not picked up at that time will be destroyed during the first week of June.

All medication, including over-the-counter medications, should be brought to the school office and a record will be kept during the period that the student is taking the medication. Parents should be aware that there are no trained medical personnel on our staff, and none of them is trained to dispense medication. The school does not assume responsibility for any problems arising from dispensing medication at a parent's/doctor's request. **Students are not allowed to carry or self-administer any medication.**

It is the policy of St. Patrick School to call 911 in the event of an emergency.

Please check your child's head for lice. A student with head lice is not permitted to attend class until the problem is cleared.

Peanut Allergy

In most classes, students may bring peanut butter and peanut products for lunch. However, a number of students have peanut allergies so severe that hospitalization has occurred because of a reaction to peanut butter and/or peanut products. When this is the case, we will designate a classroom *peanut free*. *If you have been notified by your child's teacher that a student in the class has a peanut allergy, you may not send any peanut products to school with your child.* This also applies to snacks and lunches for field trips. This includes anything made with peanut butter or peanut products. This policy may be an inconvenience for you, but please remember, this is a matter of life and death for our students with a peanut allergy.

Fire Drills, Tornado Alerts

There are designated safety areas for any type disaster drill. During these drills, students must follow established procedures and rules as outlined by the administration. The signal for fire drills is a fire alarm. The signal for a tornado drill is five quick bells.

Telephone Messages

Students are not allowed to come to the telephone. Only vital messages will be delivered to students. The office telephone is a business phone and may be used only in cases of emergency.

Band

Band instruction is provided by an instructor from St. Michael Catholic High School for grades five through eight two days a week during school hours. Band fees extra.

Extended Care

St. Patrick School provides an after school care from Dismissal - 5:30 p.m. on all days that classes are in session. This service is provided by members of the faculty. Rates are established in consultation with the Principal.

Please direct all financial inquiries to the program providers. Payments are made through SMART tuition.

Extended Care is subject to the supervision of the school and all policies and procedures in this handbook will be enforced.

SCHOOL ORGANIZATIONS

Parent-Teacher Organization

This organization operates from a philosophy that parents, teachers, and parish are interested in the spiritual, intellectual, psychological, and physical growth and development of the children. Its purpose is to work with and under the direction of the pastor and principal for the support and benefit of the children.

Volunteers

Areas of need include: field trips, room mother/room father duties, field day, special lunch days, Bingo, and work involving the Fall Fun Festival and Irish Holiday. We also invite volunteers with special talents to share some time and gifts with our students.

The School Advisory Council

This board, working with the pastor and school administration, meets regularly throughout the year to form policies and guidelines that will aid the administrative staff in carrying out the school's responsibilities. Areas in which the board functions include:

1. Finances - tuition scales, annual budgets, etc.
2. Facilities- repairs, maintenance, safety, transportation, grounds, construction.
3. Academic standards

DRESS CODE

The dress code is strictly enforced. During class times ONLY REGULATION UNIFORM GARMENTS may be worn. St. Patrick School has a contract with Zoghby Uniforms, 905 Daphne Ave, Daphne, AL, 251-621-1903.

A written explanation is required each time your child is not in full uniform. A medical letter is required for a student who cannot wear regulation shoes.

It is required that skorts, blouses, shirts, sweatshirts, jackets, pants, and shoes be clearly marked, in indelible ink, with the student's name.

Boys' shirts must be tucked in.

Jewelry

The only pieces of jewelry allowed to be worn by St. Patrick's students during school are: one watch, one small discreet chain, one religious medal, and small lobe earrings (only one on each ear). Boys are not permitted to wear earrings. No body piercing or tattoos.

Make-up

For grades K - 4: Make-up may not be worn by any student during school hours. Special permission will be given by the school administration for particular occasions. No nail polish.

For grades 5 - 8: Light facial foundation, clear or pale pink nail polish, and light lipstick may be worn by the girls. No eye make-up.

Hairstyle

Hair must be clean and neat. Extreme hair styles are not allowed - styles that would cause danger to health and safety of the student, cause interference with class, or cause a school or classroom disorder. Radical hairstyles, including but not limited to, unusual colors, spikes, tails, or shaves are not allowed. Boys' hair must be kept short. Boys' hair must be above the ears, collar and eyebrows. Girls' bangs may not touch their eyebrows.

Out-Of-Uniform Days

Nothing should be worn that is not in keeping with the mission of the Catholic Church and School. All clothing must be modest, in good taste, and appropriate for school wear. The school reserves the right to determine the above and to require corrective action when deemed necessary. Regular ankle length jeans, capris, ankle length khakis or school uniform bottoms must be worn. Grades K – 4 may wear fingertip length shorts. School uniform shoes must be worn.

Examples of items which are not permitted: No tank tops, spaghetti-strap tops, midriff shirts, half shirts, sleeveless shirts, shorts or skorts other than uniform items, shirts with inappropriate logos, advertisements, drawings, symbols, or statements, e.g. alcohol/tobacco products, satanic symbols, profanity and inappropriate words.

St. Patrick T-shirt Days

Students may wear their t-shirts with school uniform bottoms.

GIRLS K4 – 8

(K3 students do not wear uniforms.)

SHIRTS: Grades K4 - 4 are to wear white monogrammed polo shirts. Grades 5 - 8 are to wear white short-sleeve blouses available from Zoghby's Uniform Company only. (For white shirts with logos, try to spot bleach or use a bleach stick.

SKORTS: Grades K4 - 8 are to wear skorts available from the uniform company only. These skorts may be no shorter than 4" above the knee.

PANTS (OPTIONAL): Navy slacks, purchased from the uniform company only, may be worn with uniform blouse during the months of November, December, January, and February.

SOCKS: Solid white **crew or above the ankle** socks only. Absolutely no socks on or below the ankle.

SHOES: All grades – **Must be** solid black athletic shoe. (Merrill, Reebok, Nike, etc. are acceptable) Zoghby's Uniform Company carries black athletic shoes; however, shoes may be purchased elsewhere.

WINTER: Uniform sweatshirts available through the school or uniform jackets purchased at the uniform company may be worn in the classroom. White or black footed tights or white or black leggings (sock must cover bottom of legging) may be worn (no sweat pants). White turtlenecks may be worn under uniform blouse.

ST. MICHAEL CATHOLIC HIGH SCHOOL jackets and sweatshirts are acceptable.

HAIR ACCESSORIES: Must be white, navy, green or a combination of these colors. Silver and gold barrettes are acceptable.

During class times, only regulation uniform garments may be worn. At other times and on the playground, children may wear regular jackets and coats.

Please see Parent-Student Handbook for more details on dress code.

BOYS K4 – 8
(K3 students do not wear uniforms.)

SHIRTS: Monogrammed short-sleeve green polo shirts available from the uniform company only.

PANTS: Navy pants available from the uniform company only.

SHORTS K4 – Grade 6: August – Thanksgiving and in March, April, and May, grades K4 – 6 boys may wear navy walking shorts available from the uniform company only.

SHOES: All grades – **Must be** solid black athletic shoe. (Merrill, Reebok, Nike, etc. are acceptable.) Zoghby’s Uniform Company carries black athletic shoes; however, shoes may be purchased elsewhere.

SOCKS: Solid white, navy, or black **crew or above the ankle** socks only. Absolutely no socks on or below the ankle.

BELTS: Solid black, plain or braided

WINTER: Uniform sweatshirts available through the school or uniform jackets purchased at the uniform company may be worn in the classroom. White turtlenecks may be worn under uniform shirts.

ST. MICHAEL CATHOLIC HIGH SCHOOL jackets and sweatshirts are acceptable.

During class times, only regulation uniform garments may be worn. At other times and on the playground, children may wear regular jackets and coats.

Uniform Closet

The uniform closet is located outside the K4 room. Used uniforms are donated to the school and may be purchased. We ask you to make a donation to the school.

MISCELLANEOUS

Presentation Day

The Congregation of the Union of the Presentation Sisters, Ireland, administers St. Patrick School. The Sisters celebrate the Feast of the Presentation of Mary on November 21st.

First Communion and First Reconciliation

First Communion and First Reconciliation are celebrated for second graders. Dates will be announced. The Sacrament of Confirmation is administered to 11th and 12th graders.

FERPA

The Family Educational Rights and Privacy Act of 1974 information sheet is included in the handbook. Under FERPA, you have the right to choose to withhold information from corporate vendors, and to participate in photos/videos. If you wish to not have your information available in PlusPortals you have to “opt out” in your PlusPortals account.

Written Communication

Neither administration nor faculty will provide letters of recommendations for students, except in limited cases of college admissions, or for application to enrichment or extra-curricular programs.

TECHNOLOGY ACCEPTABLE USE POLICY

St. Patrick Catholic School is committed to preparing its students to live out their faith in a global technological society. All uses of technology will be viewed in the context of the moral and ethical teachings of the Catholic Church and the school's Mission Statement. The school supports technology as a tool and a resource to better prepare our students for their role in the 21st century.

St. Patrick Catholic School provides student access to technological devices (computers, iPads, Chromebooks, etc.) and internet access for academic and educational purposes only. While this policy attempts to be as comprehensive as possible, new situations may develop which are not outlined in the policy. The school will deal with those situations in a manner consistent with the policies in the handbook and the school's Mission Statement.

In accordance with statutes governing schools public and private, St. Patrick Catholic School treats network storage areas, computers, chromebooks, etc., in the same manner as school lockers. Network administrators and school officials may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers, 'clouds', hard drives, etc., will be private.

Acceptable Use Policies also apply to any online services provided directly or indirectly for student use including, but not limited to the following: student email, drive, and calendar (G Suite - Google Apps for Education); Student Information Systems such as PlusPortals (Parent/Student grade book access); online-based educational tools such as TypingPal/SpellingCity; and any online database subscriptions.

It is presumed that users will comply with all school policies and will honor the agreements and policies outlined in the school's handbook.

Purview of Technology Policies

Technology devices include, but are not limited to, desktop computers, laptops, chromebooks, tablets/iPads, digital cameras/video recorders, printers, scanners, calculators, hardware/software, and technology infrastructure (e.g. wired and wireless access to school network, servers), whether owned, leased, or loaned to St. Patrick Catholic School.

Computer Lab

The computer lab is a classroom and all policies and procedures for a classroom will be adhered to and enforced. Students are not allowed to be in the lab without a teacher present. No food or drink is allowed. Students are responsible for any damage occurring to the school's hardware, software, etc. due to inappropriate actions or inactions while using the equipment. Fees may be assessed and charged to the student for required repairs or replacement. Violations of the law and destruction or damage to equipment, software, or data belonging to SPCS or other users will be dealt with in a serious and appropriate manner according to school policies.

Any disk, flash drive, or storage device (and the like) must be given to the computer teacher to scan and approve before it is used with the school's equipment and/or network.

Unacceptable Usage of Technology

The inappropriate use of technology includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyright.
- Degrading or disrupting equipment, software, or system performance.
- Vandalizing the data of another user.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using an account owned by another user.
- Posting personal communications without the original author's consent.
- Posting anonymous messages.
- Downloading, storing, or printing files or messages that are profane, obscene, or that use language and/or symbols that tend to degrade or offend others.
- Any activity that interferes with the operation of any computer system (e.g. jailbreaking).
- Any activity that damages any equipment or programs - restitution will be required if this occurs.

- Uses that violate any of SPCS policies outlined in handbook including but not limited to plagiarism, cheating, bullying, hazing, and harassment.
- Unauthorized video recording of faculty, staff, or student on any device without consent.

INTERNET USAGE POLICY

The chief tool and resource which technology provides to the student in the dawning 21st century is the use of the internet. In order to implement SPCS's goals, the school offers students the opportunity to use the internet during the school day on the school's network. The availability of the internet brings responsibility on the part of the school and the students. The school's internet policy outlines the school's policies and responsibilities as well as the manner in which it expects each student to fulfill his or her own responsibilities.

Our primary reason for using the internet at our school is to benefit the students. Students need to be technologically literate to become productive and successful citizens and to succeed in an increasingly competitive educational system. Students are responsible for good behavior on school computers, chromebooks, etc. and the internet just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Access to network services and the internet is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Access entails responsibility. Individual users of the school computers, chromebooks, etc on the SPCS network and the internet are responsible for their behavior and communications over those networks.

The goal of our Internet Usage Policy is to provide access to the internet for our students as safely as possible. The computer lab, mobile lab, classroom computers, iPads, chromebooks, etc. at St. Patrick Catholic School are available to students to improve learning and teaching through interpersonal communication, student access to information, research, collaboration and dissemination of successful educational practices, methods, and materials. All online activity at SPCS must focus on *respect* and *protect*, foundational components of good digital citizenship. Unacceptable uses of the lab, classroom computers, iPads, or any other device, and/or the network will result in the suspension or revoking of these privileges. Students may only access websites designated by the instructor/teacher. Browsing or 'searching' sites not designated by the instructor/teacher can result in the loss of internet use privileges. The internet is tool to enhance learning; it is not a toy. Notifying the instructor/teacher immediately upon entering an unauthorized site is required to avoid disciplinary action. Students are required to report any use of the internet for inappropriate or offensive material to the teacher or principal.

To maximize availability of this resource and to ensure accessibility for all, the following use policy statements are made. All users of SPCS internet must abide by the terms and conditions of this Internet Policy, as well as all policies that apply to the general use of the school's network. The use of the Internet is a privilege and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges in accordance with school policy.

Some examples of acceptable use are:

- Accessing programs, folders, files as directed by the teacher.
- Taking part in online collaborative work only when assigned by a teacher.
- Using email accounts to receive and submit school assignments by the teachers.
- Checking their school email account on a regular basis.
- Researching, downloading, storing files responsibly as instructed by the teacher.
- Notifying the teacher immediately if a virus is discovered.
- Practicing good behavior on school computers/devices just as they are expected in a classroom environment.

Some examples of unacceptable use are:

- Using the network for any illegal activity, including violation of copyright.
- Entering chat rooms or chat groups, or website such as Facebook, Twitter, Instagram, etc.
- Degrading or disrupting equipment, software, or system performance.
- Vandalizing the data of another user.
- Wastefully using finite resources.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using an account owned by another user.
- Posting personal communications without the original author's consent.
- Posting anonymous messages.

- Downloading, storing, or printing files or messages that are profane, obscene, or that use language and/or symbols that tend to degrade or offend others.
- Any activity that interferes with the operation of any computer system.
- Any activity which damages any equipment or programs. Restitution will be required if this occurs.

Violations may result in a loss of access, as well as other disciplinary or legal action.

EMAIL ACCEPTABLE USE POLICY

St. Patrick Catholic School provides student email accounts to students in 5th-6th-7th-8th grades for academic and educational purposes. These student accounts issued by SPCS are expected to be used strictly in an academic manner and in a responsible, ethical and legal way. The accounts only have access within our school domain. Student email accounts are considered an official means of communication between students and teachers and are the only acceptable email communication for any academic purpose at St. Patrick Catholic School. These student accounts grant access to a variety of school-sponsored resources, such as those provided through the school's subscription to Google Education Apps, now called G Suite. Student online activity at SPCS must focus on *respect* and *protect*, foundational components of good digital citizenship. As a school provided resource, student email accounts are treated legally as desks/backpacks **and remain under the control and monitoring of the school and are governed by the school's and the Archdiocese's Acceptable Use Policies (AUP). The school may, at its discretion, filter, access and monitor technology resources and student usages of such resources.**

SCHOOL USAGE OF EMAIL

Student email accounts issued by St. Patrick Catholic School should be considered an official means of communication between students and teachers. Students will be expected to use their official student email address for communications with teachers; no personal email accounts are allowed.

Student email accounts grant students access to a variety of resources including but not limited to the services provided through Google G Suite (Google Apps for Education) such as Google Mail, Calendar, Drive, Classroom and other services. These are provided by SPCS so students have the opportunity to create, submit, and store online documents, spreadsheets, presentations and other academic materials through their Google account.

EXPECTATIONS OF STUDENT USAGE

- Student email will only be used for emailing SPCS staff/faculty and, when assigned, other SPCS students. No email will be allowed outside of the @stpatcatholic domain.
- Student email should follow the SPCS and Archdiocese Acceptable Use Policies at all times.
- Students should only use polite and school appropriate language in all email communications.
- Any message deemed inappropriate, offensive, abusive, or harassing will be grounds for the revoking of privileges and subject to the school's discipline policies.
- Students should check their email on a frequent and consistent basis.
- User names and passwords are assigned by the school and cannot be changed.
- User names and passwords should not be shared by students.
- User names and passwords will be made available to parents upon request.
- Online collaborative work is only acceptable when assigned by a teacher. Otherwise, the work will be deemed as cheating and subject to the discipline cycle as outlined in the School Handbook.

UNACCEPTABLE USES

Inappropriate student usage includes, but is not limited to, the following:

- Using the technology resources provided for any illegal activity, most especially the violation of copyright.
- Vandalizing the data and/or the account of another user.
- Invading the privacy of individuals.
- Using an account issued to another user.
- Reposting any communications without the original author's consent.
- Downloading, storing, posting or printing files or messages that are profane, obscene, against the precepts of the Catholic Church, or that use language and/or symbols that tend to degrade or offend others.
- Any behavior covered in the AUP including but not limited to: plagiarism, cheating, bullying, hazing, and harassment.

- Any activity that interferes with or damages the operation of any computer system or school resource.

CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

The violation of technology policies and any usage deemed unacceptable by either administration or faculty can result in loss of privileges and access. Violations of these policies also may invoke the disciplinary actions outlined in the Handbook. Revoked privileges may result in academic failure for the assignments involved and can impact negatively on a student's ability to complete future academic assignments.

PRIVACY POLICY

Students should understand that they have no reasonable expectations of privacy with respect to and including, but not limited to Internet usages, the creation and/or distribution of messages or content via the student email system, and/or the creation of information with technology tools that fall under the purview of St. Patrick Catholic School technology devices. SPCS, at its discretion, may filter, access, and monitor technology resource to determine unacceptable usage.

AT NO TIME ARE STUDENTS ALLOWED TO SHARE ANY PERSONAL INFORMATION ON THE INTERNET, SUCH AS THEIR NAME, ADDRESS, LOCATION, OR PHONE NUMBER.

ARBITRATION CLAUSE, REGISTRATION, TUITION AGREEMENT 2021/2022

Please sign and date this agreement and return it to the school office. This agreement is part of the tuition agreement at St. Patrick Catholic School, Robertsdale.

1. St. Patrick Catholic School now partners with SMART Tuition for the processing and collection of our families' tuition for the 2021/2022 school year. SMART Tuition will offer a variety of payment plans, beginning in June 2021.
2. **The Principal and Pastor must be notified in writing, immediately, if there are circumstances which prevent your promptness in paying tuition.**
3. **Appropriate measures will be taken should any family fail to communicate with the school office concerning late tuition.**

I have read the above, which is a commitment for payment of tuition and fees. I agree to pay the tuition fee and other applicable fees in connection with my child's enrollment at St. Patrick Catholic School.

Any disputes arising out of or relating to this Agreement, performance under this Agreement, or the breach thereof, including all disputes of any nature relating to my child's enrollment and attendance at this school, and including but not limited to the threshold questions of arbitrability and the formation of this arbitration agreement, shall be finally resolved by binding arbitration administered by the American Arbitration Association under its rules, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be conducted in the English language in the city of Mobile, Alabama, applying the laws of the State of Alabama. There shall be one arbitrator who shall be selected in accordance with the procedures of the American Arbitration Association. Each party shall pay one half of the cost of the arbitrator. In no event shall punitive damages be awardable by the arbitrator in favor of either party, unless specifically authorized by applicable statute. This provision is continuing in nature and shall remain in force throughout the entire period of my child's enrollment at this school.

BY MY SIGNATURE BELOW, I AGREE TO SEND ANY AND ALL DISPUTES RELATING TO THIS AGREEMENT, TO BINDING ARBITRATION. I ALSO HEREBY WAIVE MY RIGHT TO A JURY TRIAL IF A DISPUTE ARISES IN ANY WAY RELATING TO THIS AGREEMENT.

I agree to abide by the school handbook, which is in keeping with Catholic teaching.

Please Print – Individual financially responsible for Student(s)

Address

Signature – Individual financially responsible for Student(s)

Date

Email Address – Individual financially responsible for Student(s)

St. Patrick Catholic School

Bullying Report Form

*Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication **that is repeated.***

Date of report: Initial report made to:

Person(s) reporting:

Date(s) of incident (s):

Type (Mark with "X" all that apply)

Verbal	Physical	Emotional	Social Media	Other
Persons involved: 1.			2.	
3.	4.			5.

Where did this occur?

Has this happened before? Dates?

Additional information available, such as, letters, screenshots, photos or other?
If yes, please provide copies.

Explain this incident?

Describe what you have done to resolve or what do you think would resolve this problem?

Parent signature: Student signature:

OFFICE USE:

Received by: Date:

FERPA St. Patrick School

To: All Parents

School Year 2021/2022

Under the provisions of the Family Educational Rights and Privacy Act of 1974, and as amended, you have the right to withhold the release of any or all of the information listed below. These items listed below may be released for any purpose with your consent at the discretion of St. Patrick School.

If you choose to have withheld any of the following information, a copy of this document must be on file. If this form is not received in St. Patrick's School Office prior to the beginning of school, it will be assumed that the information may be released for the remainder of the current school year. A new form for non-release must be completed each year.

Please consider very carefully your decision to withhold any item listed. Should you decide to inform St. Patrick School not to release any or all of the items listed below, any future requests for such information from individuals or entities not affiliated with St. Patrick School will be refused.

Please check any items you choose to have withheld:

_____ Name and address of student to corporate vendors that service student needs (examples: companies that supply student pictures/uniforms)

_____ Photographs/video tape of student for the purpose of publicity materials, statistical data of officially recognized activities and sports, awards, scholarships and other honors released to the media and/or for use in the school yearbook

Parent's Name: _____ Student's Name: _____

Signature: _____ Date: _____

Please return this form to the following address **ONLY** if you have checked any of the above.

St. Patrick School
P.O. Box 609
Robertsdale, AL 36567
Attention: Barbara

- Parents need to arrive at the stop 10 minutes prior to A.M. departure and P.M. arrival times.
- **BRATS bus leaves stop 1 minute after designated stop time.** Never pull in front of the bus if you are late you may get on bus at the next stop.
- BRATS will not make any undesignated stops.
- Once BRATS has departed from the school or designated pick up points, the bus will not turn around and go back for the students who miss the bus.
- All students under the age of 13 years of age will need someone to pick them up before the bus departs in the P.M. If there is not anyone at the stop to pick up the passenger under the age of 13, the Driver will call the BRATS office and then BRATS will contact parents.
- If parents are more than 1 minute away, then the Driver will precede with his/her route. The parent may pick up the child at one of the next stops. Upon completion of route, if neither a parent nor a school contact has been reached, then the child will be taken to the police department. If the School is reached, the child will be returned to the school. If BRATS must take a passenger back to either school or a Police Department, there will be a **\$50.00** penalty fee charged to the school for additional service.
- Parents are required to keep contact information (telephone/address) updated with the BRATS office, so records will be accurate in case of an emergency.

EXTRA PASSENGERS

- Extra passengers in the morning will need a written permission from parent or guardian to ride the BRATS bus or the school office can notify BRATS prior to the boarding time with this information.
- Extra passengers in the afternoon riding home with other students will need written permission from a parent or guardian giving them permission to ride the BRATS bus with other students. This permission notice must flow through the school office. The school office will need to notify the BRATS office prior to boarding time.

MISCONDUCT

- 1st Warning – Verbal
- 2nd Warning – Written – Supplied to School Principal. (Principal to discuss with Parents.)
- 3rd Warning – Written - Supplied to School Principal. (Principal to meet with Parents.)
- 4th Warning – Written - Supplied to School Principal. (Student to be suspended from all transit service.)

COMPLAINT ON BRATS SERVICE OR ANOTHER PASSENGER ABOARD

- If you have an issue with a driver, another passenger aboard, or a concern for your child's safety, immediately contact the organizer of the route/School Principal or BRATS Director, Matthew Brown at 251-972-8576. You are never to board the bus or address the matter with the individual.

Failure to read the Parent-Student Handbook does not excuse students and/or parents from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the Parent-Student Handbook are subject to change without prior notice. Parents will be given prompt notification if changes are made.

- A school directory is available through PlusPortals.
- School activities are occasionally photographed, videotaped, and published.
- The school will transport children to and from Church and/or walking field trips when it is raining.
- Amendments will be made as needed and will be communicated to you.

I have read the St. Patrick School Parent - Student Handbook; I have discussed the contents with my child/children. We appreciate the handbook and agree to abide by the policies.

Parent(s) Signature(s) _____ Date _____

Student Name: _____ Grade: _____

