

## **MISSION STATEMENT**

The mission of Saint Patrick Catholic School is to provide a rigorous, comprehensive education, develop Christian attitudes and model Gospel values.

## **MESSAGE FROM THE PRINCIPAL**

Welcome to another exciting year at Saint Patrick Catholic School! I am confident that we will have a great year filled with much learning and lots of fun. The staff and I are looking forward to meeting you. We hope that you will attend meetings, participate in the many activities throughout the school year, and work with us in partnership to help your child excel academically, spiritually and socially. Your active participation is an essential component to your child's success.

Communication is an important aspect of any team and we hope that this handbook provides you with the information you need to support your child's success at Saint Patrick Catholic School. We look forward to exchanging information with you to better meet your child's unique learning needs. The more we communicate the more effective we can be. I encourage you to stay on top of your child's schooling and to seek clarification whenever it is needed. We can never have too much communication!

Please help your child make the most of their learning by ensuring that he/she attends school on time every day, is ready to learn, well rested, properly nourished, demonstrates great hygiene habits, decency, and completes his/her homework.

We anticipate that your child will work hard this year and we will do everything possible to make certain he/she has a positive learning experience. We look forward to working together with you!

God Bless you all!



Fr. Boniface-Blanchard  
Principal

# **SCHOOL PROFILE**

## **A. Mission Statement**

The mission of St. Patrick Catholic School is to provide a rigorous, comprehensive education, develop Christian attitudes and model Gospel values.

## **B. Philosophy**

St. Patrick Catholic School community believes that parents are the primary educators of their children. We strive to work with parents in the formation of their children by imparting knowledge, providing opportunities for service and living out the teachings of Jesus Christ to shape their futures for the benefit of society.

## **C. Vision**

The vision of St. Patrick Catholic School is to create an effective Pre-K-8 school that produces high levels of student achievement and guides the next generation of Catholic leaders to live the Gospel of Jesus Christ.

## **D. Goals**

1. To provide a quality, values-laden Catholic education that develops the whole child – spiritually, intellectually, personally, physically, and socially – while embracing the dignity of each student.
2. To enhance school and church traditions through celebrations focused on daily prayer, regular liturgical and sacramental experiences, and participation in a Catholic religious education program.
3. To establish and meet high academic standards in order to ensure student achievement.

## **E. School Emblem**

The St. Patrick Catholic School emblem is a shield traced in green with a white to green gradient background. Inside the shield, 1866 signifies the year the school was established. The school's name is placed in green letters on a white scroll. The shamrock is placed to the right under the scroll to honor our patron, St. Patrick and our belief in a Triune God. Below and to the left of the shamrock are three crosses, two green with one white in the

center. These crosses represent the sacrificial love of the Triune God for us and our call to a Christian life. The emblem is concluded with the location of the school in green letters on a white scroll.



## **PART I: SPIRITUALITY AND DISCIPLINE**

Prayer is essential to the Mission of Catholic education.

At St. Patrick Catholic School this is our program of prayer:

- Weekly Mass on Thursday mornings.
- Morning Assembly – Monday through Friday at school courtyard, with appropriate prayers.
- Before and after meals.
- Before classes begin and at the end of the school day.
- The Angelus at 11:00 am (daily when the Church Bell rings)
- Stations of the Cross (Fridays of Lent)
- During May and October, there will be Holy Rosary before the Holy Mass at 8:40 a.m.
- Confessions will be heard once a month.

Non-Catholics are expected to participate in all religious exercises and be respectful. They must attend all religion classes and fulfill all class and homework assignments.

### **1.1. Parents:**

In the Providence of God parents have the primary responsibility for educating their children.

The school assists parents in their educational role - and needs their support and input.

Supportive parents are a great blessing to our school.

The administration of St. Patrick Catholic School will strive to listen to the suggestions and concerns of our parents/guardians with politeness and respect. Parents and guardians are required to exercise the same politeness and respect in their dealings with the faculty and staff of St. Patrick Catholic School.

### **1.2. Courtesy: politeness**

Courtesy is a practical, down-to-earth way of respecting the God-given worth of every person. Therefore, students are expected to think of others and their needs first. Students should strive to always use expressions of courtesy: **"please, excuse and thank you"** at the proper time.

In the classroom students must stand and greet teachers or visiting adults.

### **1.3. Punctuality: Being on Time**

Lateness makes other people late, wastes other peoples' time and disrupts the good order of the school. Students will be penalized for lateness - even if the lateness is the fault of their parents/guardians. Later on, in life, employers are not interested in excuses when an employee is late for work. We train for the future! The school day begins promptly at 7:35AM. Students are required to check the cell phones to the school office upon their arrival at school. Students will have 10 minutes to deal with their bags/locker in preparation for school assembly. The School gate will lock automatically at 7:45 AM. Parent/guardian is then entitled to accompany the student in the office to get the tardy slip before they go to the assembly/classroom.

Three tardy slips lead to a demerit. Three demerits lead to a detention.

At 8:00 a.m. classes begin.

### **1.4. School Hours**

Normal School Hours for Students: 7:35 a.m. - 2:30 p.m.

**(Parents may not bring their children to school before 7:30 a.m. There is no supervision.)**

Normal School Hours for Teachers: 7:30 a.m. - 3:00 p.m.

School Office Hours: 7:30 a.m. - 3:30 p.m.

School assembly at school courtyard, from Monday to Friday: 7:45 a.m.

Students report to their respective classroom at 7:35 am, upon the ringing of the bell. 2:30 p.m. Students are escorted by their teacher to the bus area on Custom House Street. School office manager or designee is at the bus site waiting for the students. Parents/guardians are permitted to report to the classroom and pick up their son/daughter daily. Students will remain in the classroom until their parent/guardian come to pick up.

### **1.5. School Discipline is essential to:**

Advance the mission of St. Patrick Catholic School.

Foster mutual respect.

Honor the God-given authority of the Pastor, the Principal, teachers and staff. Create an environment where teaching/learning can take place.

#### **1.5.1. Discipline procedure:**

Stage I Demerit: 3 demerits = 1 detention with teacher's notification letter to the parents.

Stage 2 Detention: 3 detentions = suspension with vice principal's notification letter to the parents.

Stage 3 Suspension: 3 suspensions = expulsion with principal's notification letter to the parents.

Stage 4 Expulsion.

#### **1.5.1.a. Stage I Demerits:**

Examples of actions worthy of a demerit:

- Leaving seat or speaking without permission.
- Failure to do class assignments promptly.
- Inattention during class.
- Not having documents signed by parents and returned promptly to the teacher (Assignment book, demerit report, progress report, report card)
- Running/shouting/roughhousing and rude behavior.
- Not keeping books, clothing, lunches or personal belongings in their proper Place.
- Name calling and uncharitable conduct toward fellow students.
- Violations of uniform code.
- Eating/drinking in the classroom, (except for water, when permission is given by the teacher). Use of gum, candy or cell phones/other electronic devices etc. before, during, or after school hours.
- Lateness/Tardy.

**Demerit slips must be signed by parent/guardian and returned the next day.**

### **1.5.1. b. Stage 2: Detention**

Detentions are served after school from 2:45 p.m. until 3:45 p.m.

Detentions may also be scheduled on Saturday mornings.

A fee will be assessed to compensate staff member who oversee detention.

Student must be on time for detention: 2:45PM.

Student will have 15 minutes, prior to detention (2:30 - 2:45PM) to take care of any physical needs.

Student will not be allowed to leave the room during detention.

Student arriving late will have that time added to their detention.

If the student is more than ten minutes late, they will receive another detention.

Parents/guardians cannot excuse their child from detention without prior permission of the staff.

A detention is issued after 3 demerits.

Serious violations of school regulations can earn an immediate detention.

Detention slips must be signed by parent/guardian and returned to school the next school day.

Three detentions earn an out-of-school suspension.

The administration of corporal punishment is not practiced at St. Patrick Catholic School.

Here are a few examples of offenses for which a student may earn immediate detention:

- Disrespectful behavior to teachers/staff
- Use of vulgar language, verbal abuse, lying
- Improper physical contact – especially between boys and girls: punching, pushing, grabbing.
- Disrespectful behavior during Mass or during prayer time
- Cheating on tests brings immediate detention, a failing grade on the test as well as other punishments.
- Leaving school property without permission
- Disrespectful behavior to rightful authority on the school bus
- Unauthorized use of electronic devices during the school day

### **1.5.1. c. Stage 3: Suspension from School**

An out-of-school suspension is given after a student has received three (3) detentions or for other serious violations of school rules.

Parents/guardians will be notified of suspensions and scheduled hearing.

Probation may result. A probation conference is held with the student, parents/guardians, and administration. At which time a contract outlining requirements and future expectations and are signed.

A copy of the contract is retained by the school and a copy given to the parents/guardians.

A student on probation must abide by the conditions of the probation or face expulsion. Here are a few examples of serious rule violations that may merit immediate suspension:

- Fighting
- Threat of violence
- Vandalizing or defacing of school, faculty or student property.
- Harassment, (sexual or racial), bullying
- Stealing, forgery, cheating or assisting others in cheating
- Public, disrespectful behavior
- Leaving the school grounds without permission
- Smoking cigarettes on campus
- Pornography, immodesty, impurity, immoral conduct
- Scandalous off-campus conduct which hurts the reputation of St. Patrick Catholic School

#### **1.5.1. d. Stage 4: Expulsion**

A student will be expelled for the following serious violations:

- For three out of school suspensions
- For public and arrogant disrespect shown to the Pastor, Principal or faculty/staff
- Possession or use of drugs or a weapon on campus
- Striking a teacher or school employee
- Violation of probationary contract
- The final evaluation of actions and disciplinary decisions rest solely with the administration of St. Patrick Catholic School.

#### **1.6. Positive Behavior Intervention System, PBIS**

Positive Behavior Support is a school wide behavior management program that is intended to teach school wide behavior expectations. It is based on the premise that by learning respect for self, others, and property we create a positive climate and establish lifelong expectations for the future. Students gain a consistent understanding of how to act appropriately.

The program is developed to both encourage appropriate behavior through positive reinforcement, and discourage inappropriate behaviors by immediately addressing and teaching desired expectations.

The PBIS program focuses on Catholic values that address social awareness and interactions with others using positive values and virtues. Students learn about values such as patience, forgiveness, perseverance, and honesty. Daily lessons based on the concepts taught and periodic celebrations are held during the class. All written PBIS discipline referral forms are submitted to the principal when teachers have documented interventions, including ongoing parental contact.

Students are sent with their assignment book and hall pass to the principal's office.

The following are guidelines for the PBIS referrals:

Level 1: Conference with students, time-out, utilize SMART goals, and communication with parents/guardians

Level 2: If Persistent misbehaviors is still evident after ongoing parent/guardian contact communication log will be documented.

### **1.7. School Uniform Code**

The uniform at St. Patrick Catholic School is an important part of school operation. The uniform identifies the student as a member of St. Patrick Catholic School and its long tradition of Catholic education on St. Croix. The uniform removes all social, cultural and economic differences that may separate students. To be out of uniform is to be in violation of our school tradition/policy. **There will be a uniform check at morning assembly. Any student violating the uniform code will be sent home or given a demerit.** Students must be in full uniform while on school property. Uniforms must be decent.

### **1.8. Girls:**

- A white button-down short sleeved blouse with a regular collar. Polo shirts are allowed. The school emblem is to be worn above the left pocket. There should be no colored T-shirts or shirts with printing of any kind worn underneath the school blouse. Only plain white undershirts are permitted.
- Hair is to be neatly combed. Braids or Hair extensions must be school appropriate. Should not be long, loose or flying.
- Girls may wear one pair of small studded earrings. No hanging earrings.
- No colored contact lenses are allowed. One plain watch may be worn.
- The skirt must be dark green and evenly pleated from the waist band to the hem.
- **The skirt hem must fall below the knee.**
- Girls in fifth through eighth grade must wear a skirt without any straps.



- Girls must wear a dark green snap tie which is sold in the school's office.
- Girls must wear plain knee length white socks or plain bobby socks (3 inches above the ankle).
- Girls are required to wear plain black leather dress shoes with no design, a one-half inch heel or less.
- No ankle socks, frills, lace, and accent colors. No chains, ring or bracelets allowed.
- No fake nails, nail polish, ankle chains, toe rings, and make up are allowed. All forbidden jewelry will be confiscated. Parents/guardians may claim the jewelry at the school office for an assessed fee of **\$10.00**.
- **Girls in kindergarten through fourth grade must have straps on their skirts. (No bibs allowed)**
- Plain black/white sneakers with no design may be worn only on days when physical education is scheduled.
- Shorts must be worn under skirts.
- No visible body piercing, (except the ear lobe)
- No tattoos, temporary or permanent, are allowed.
- No hats, sunglasses, big framed glasses, big face watches, joggers, flip-flops and backless shoes are allowed during the school day.

### **1.9. Boys:**

- Hair is neatly combed. No locks, curls, twists, ponytails, braids or hair designs on the scalp.
- Hair length should not be more than one inch high.
- No colored contact lens.
- A white button down, short-sleeved shirt with regular collar or white polo shirt is required.
- The school emblem is to be worn above the left pocket.
- Boys in grades five through eight must wear a long dark green tie.
- A plain black belt must be worn. No metal studs, rings, or decorations are allowed.
- No colored T-shirts or shirts with printing are to be worn underneath the school shirt.
- A plain watch may be worn.
- Khaki colored long pants are worn, always at waist level. No denim pants such as Lee, Boss, Wrangler, Dickies or Levi brands
- No cargo pants or pockets on pants legs are allowed.

- No chains, earrings, rings, or bracelets are allowed. All forbidden jewelry will be confiscated. Parents/guardians may claim the jewelry at the school office for an assessed fee of **\$10.00**.
- Boys must wear plain black leather dress shoes with 1/2 inch heel or less, with black or white socks.
- Plain White/black sneakers/tennis shoes may be worn only on days when physical education is scheduled.
- **Kindergarten boys may wear short pants.**
- No visible body piercing
- No tattoos, temporary or permanent, are allowed
- Hats, sunglasses, big framed glasses, big face watches, joggers, flip-flops and backless shoes are not allowed during the school day.

#### **1.10. Dress Uniform**

- Students in grades 5-8 are required to wear a long-sleeved button down shirt or blouse during certain times; it must have a collar like the regular uniform.
- A tie must be worn and a school emblem patch must be sewn on the left sleeve.
- The remainder of the uniform remains the same.
- Dress uniforms are required for St. Patrick's Parish Patronal Feast Day, Catholic School's Week, Graduation, and other special occasions.

#### **1.11. Preschool Uniform**

- Students in the preschool classes wear the St. Patrick Catholic School Physical Education uniform as their regular school attire.

#### **1.12. The Physical Education uniform:**

- St. Patrick Catholic School T-shirt and gym pants
- Plain black /white sneakers with no design, White socks (bobby or knee length)

#### **1.13. Non-uniform Days - Dress Guidelines**

On designated days, students are allowed to wear colored clothes to school if they did not receive a discipline referral or demerit slip for that particular month. A fee of \$2.00 will be collected from each student on non-uniform and movie/popcorn days.

**The following guidelines are required for non-uniform days:**

- White sneakers/tennis shoes and white socks are required to be worn on non-uniform day.
- Loose-fitting pants that reach the ankle may be worn.

- No joggers are allowed on non-uniform day.
- No halters, midriiffs, or blouse/shirts that reveal any part of the stomach or back.
- No spaghetti straps, tank tops or other sleeveless tops may be worn.
- No form fitting materials, including spandex, are allowed on shirts, skirts, dresses, and/or pants.
- See-through or lacy clothing, logos, words or symbols depicting foul, obscene language, drugs, alcohol, sex, or other vulgar messages are not allowed on clothing or hair.
- Pants must fit at the waist. If the pants are loose or able to fall off, the student will be sent to the office to call home for appropriate attire.
- No makeup of any kind is allowed, including nail polish, fake nails, and lip gloss.
- Girls may wear one pair of small earrings.
- No other jewelry is allowed, except a plain watch and stud earrings.
- No baseball caps or hats are allowed. No slippers are allowed.
- No bandannas or head ties are allowed.
- Students who are inappropriately dressed will be sent to the office to call home for the appropriate attire.
- Non-uniform days will be limited to two times during the school year.

#### **1.14. Student Honor Code**

The Student Honor Code is comprised of the following attributes:

- To respect self, others and surroundings.
- Contribute to the learning environment and follow classroom procedures.

#### **1.14. a. Student Expectations**

In accordance with the philosophy of St. Patrick Catholic School, emphasis is placed on respect for human dignity and uniqueness of every student on campus.

During assemblies, Mass and school activities, students are required to adhere to the following expectations:

- Refrain from loud, boisterous talking, shouting, pushing, or shoving.
- Demonstrate behavior that does not pose a threat to the safety and wellbeing of self and others.
- File in and out of school assemblies or Mass in an orderly and respectful manner.
- Show respect for the Blessed Sacrament and refrain from talking to others.
- Behave in an acceptable manner – refrain from yelling, whistling, or talking.
- Wear St. Patrick Catholic School uniform with pride.
- Refrain from touching that causes harm to self and others.

#### **1.14. b. Classroom Expectations**

- Refrain from loud, boisterous talking, shouting, pushing, or shoving.
- Demonstrate behavior that does not pose a threat to the safety and well being of self and others.
- Follow all class expectations.
- Behave in a manner that is respectful and cooperative.
- Behave in ways that are not harmful to self and others.
- Remain orderly and task oriented.
- Be recognized before speaking.
- Bring supplies to class.
- Have assignment book/folder at all times.
- Have books covered at all times.
- Respect school property.
- When leaving the classroom for any reason, carry assignment book with a completed Hall Pass.
- Arrive to class on time.
- Turn in assignments on time.
- Refrain from touching that causes harm to self and others.

#### **1.14. c. Cafeteria Expectations**

- Refrain from loud, boisterous talking, shouting, pushing, or shoving.
- Demonstrate behavior that does not pose a threat to the safety and wellbeing of self and others.
- Remain in assigned seat until dismissed.
- Show respect and courtesy to each other and school staff.
- Demonstrate proper manners and eating habits.
- Remove all debris from the table or floor.
- Leave the cafeteria in an orderly manner.
- Refrain from touching that causes harm and self and others.

#### **1.14. d. Playground Expectations**

- Refrain from loud, boisterous talking, shouting, pushing, or shoving.
- Demonstrate behavior that does not pose a threat to the safety and wellbeing of self and others.
- Use designated areas assigned by the teacher.

- Refrain from pushing, shoving, tackling, hitting, or fighting.
- Refrain from touching that causes harm to self and others.

#### **1.14. e. School Grounds Expectations**

- Refrain from loud, boisterous talking, shouting, pushing, or shoving.
- Demonstrate behavior that does not pose a threat to the safety and wellbeing of self and others.
- Walk at all times.
- Show consideration for others.
- Help keep grounds and building neat and clean.
- Carry a hall pass during class periods.
- Refrain from touching that causes harm to self and others.

#### **1.14. f. Lavatory Expectations**

- Place paper towels in the receptacles and not on the floor.
- Keep walls, mirrors and doors clean of all marks.
- Carry a hall pass to and from the lavatory.
- Refrain from touching that causes harm to self and others.

## **PART II: FINANCIAL POLICIES**

Our school is using Quick book software. This program provide countless benefit as to assist in keeping track of all transactions. Please feel free to request a report of financial transactions with the school anytime when you are not satisfied with your invoice. We now accept Credit and Debit card payments.

### **2.1. Registration**

The registration rate is established before spring. The registration fee includes school insurance, book costs, home-school fees, diocesan fees, and classroom supplies. The registration fee is nonrefundable.

### **2.2. Tuition**

There are three plans of payments of tuition to assist parent to fulfill their financial obligation to the best of their convenience. **A). Full payment Plan.** This plan offers a 4% discount. This plan is not acceptable after August 1<sup>st</sup>. **B). Bi Semester installment plan.** This plan enables parents to divide their payment into 2 installments. The first payment is due on August 1<sup>st</sup> and the second payment is due on January 6<sup>th</sup>.

**C). 10 installments plan.** This plan runs from August to May. Payment is due on the 1<sup>st</sup> day of each month. Selection of these plans are provided in the registration package.

### **2.3. Account Delinquency and Fine:**

The first plan is not accepted after August 1<sup>st</sup>. The second Payment plan become delinquent after January 6<sup>th</sup>. There will be a late fee of \$ 50.00 per month if the 2<sup>nd</sup> payment is not received by January 10<sup>th</sup>. The third plan becomes delinquent when payment is not made by the 10<sup>th</sup> day of each month. Late fee of \$ 50.00 will be assessed in all payments.

If an account becomes more than 45 days past due, parents/guardians are required to keep their child at home until a payment is made. Examinations, report cards, and re-registration materials may be withheld if accounts are in arrears. Likewise, re-registration may be denied until all post due accounts and fees are paid in full.

### **2.4. Fundraisers**

The overhead of running a school is quite large. From faculty and staff salaries, which often accounts for a majority of school expenses, to daily supplies and facility maintenance and operations. In addition, did you know that at most private schools, tuition doesn't actually cover the full cost of educating a student? It's true, and this discrepancy is often called "the gap," representing the difference between the true cost of a private school education per student and the cost of tuition per student. Bishop Bevard assistance in this regard has been significant. However, the time has come for us to start slowly but surely to address this gap. We thought, the best way to address this challenge was not by raising the tuition to the real cost of educating a student at Saint Patrick, which will be a serious burden for parents.

For this reason, we wanted to maximize our fundraiser effort by making it a requirement for every enrolled student to participate by selling 4 raffle books or the equivalent of \$200.00 fundraisers annual fee for those whose conviction or reason doesn't support Raffles as fundraiser. The fundraiser annual fee will be display on your invoice until it is paid off. The deadline is the last day of School before the Easter break. Student who doesn't pay their annual fundraiser fee, will not be allowed to re-register and their report card denied until payment is made. Parents are still encouraged to participate in other forms of fundraisers initiated by HSA and, or teachers.

## **Part III: ACADEMIC POLICIES**

### **3.1. Curriculum**

The curriculum is designed to meet and exceed the minimum standards established by the St. Thomas Diocese. Courses include Religion, Reading, Language Arts, Mathematics, Science, Social Studies and Computer Technology. The Catholic Religion course is an important course in the curriculum and all students must take it. Opportunities for prayer, preparation to receive the sacraments and participation in a community of faith are important components of the Religion program. The goal of religious instruction is to help the child develop a relationship with Jesus Christ and lead a lifestyle based on the Gospel values. All students, Catholic and non-Catholic alike, are required to study the Catholic religion and to participate in the religious activities.

Religious education classes for First Holy Communion and First Confession will take place in St. Patrick Catholic School. These classes supplement the catechetical requirements of the student's home parish.

Each year teachers provide parents with the curriculum standards for their individual subject requirements. This communication builds a strong partnership between home and school for the benefit of the students.

Teachers are expected to follow the curriculum guidelines in the National Standards, MSA standards, and Diocese of St. Thomas handbook.

### **3.2. Admission Policies**

New students entering kindergarten through seventh grade are required to be tested for admission. There is a nonrefundable testing fee for admission of \$50.00. Once the test is graded, the results will be provided to the parents/guardians. Upon review of test results and the child's most recent report card and letters of recommendation from the previous principal and teacher, a conference will be held with the child and parent/guardian. Once a child has been accepted, a registration packet is given to a parent/guardian. The packet must be completed in its entirety, including physical examination with lab work and registration documents for the students. New students are accepted for enrollment or re-enrollment at St. Patrick Catholic School on a probationary status. Students presently enrolled and in good standing at St. Patrick Catholic School are given first preference to re-enroll for the next school year. After a period of time, registration is opened to the general public, and spaces will be filled on a first-come basis. Once a class is filled, a waiting list is established. In the event of withdrawals or no-shows, students will be placed in available spaces in the order their names appear on the waiting list.

### **3.3. Homework**

The purpose of homework is to reinforce regular classroom work, develop good study habits and provide enrichment. K-4 students should expect to spend ½ hour per night on homework.

Students in grades 4-6 should spend 1 to 1.5 hours on homework per night. Students in grades 7-8 should expect about 1.5 to 2 hours of homework per night. All assigned homework is to be completed each day. Homework includes specific assignments, as well as studying for tests and quizzes. Assignments are to be written and dated in an assignment book, and parents/guardians should check it on a daily basis. Homework counts as part of the marking period grade in each subject.

### **3.4. Grading**

There are four marking periods; each marking period is approximately forty to forty-five days in length. At the conclusion of each marking period, a report card is issued. Grades are determined by averaging homework, quizzes, tests, and project grades, based on the formula below:

Homework:	10%, (includes class work)
Quizzes:	25%
Tests:	50%
Projects:	15%

### **3.5. Homework Time Plan**

K- 4:	30 minutes each day
4th-6th:	1 to 1 1/2 hours each day
7th-8th grade:	1 1/2 to 2 hours each day

If no project is assigned in a particular subject, then the following formula is used:

Homework:	15% (includes class work).
Quizzes:	25%
Tests:	60%

### **3.6. Progress Reports**

All students in grades 1-8 are issued Progress Reports by request at the midpoint of each marking period.

All progress reports are issued in a duplicate format. One copy is signed by the parent/guardian and returned to school. Parents should check to see if a conference is required. If so, an appointment should be made with the teacher.



### **3.7. Report Cards**

Report cards are issued by request to every student at the conclusion of each grading period. The grades placed on the report cards for kindergarten students are on a "Satisfactory or Needs Improvement" basis.

The grades on the first through eighth grade report cards are numerical for all major subjects.

Major subjects are those that are taught the equivalent of five (5) class periods a week: Religion, Math, Science, Social Studies, and Language Arts.

### **3.8. Semester Grades**

The semester grades are determined by averaging the marking period grades with the semester examination grade by using the following formula below  
Marking period grade (40%) + marking period grade (40%) + exam grade (20%)

### **3.9. Yearly Grades**

At end of the school year, both semester grades are averaged together to make the final grade.

### **3.10. Promotion/Retention**

Final grades below 70% in major subjects are not considered passing. Students who fail one or two major subjects for the year are required to take and pass a Summer School course which has been approved by the administration. The Summer School grade is averaged with the best semester grade in the given subject from the previous school year, and the overall average must be 70% or better. Students who fail three or more major subjects are retained and will not be considered for promotion. Students who have been retained are not allowed to enroll in Summer School unless the child has been retained more than once. The accumulation of lost time caused by absences, tardiness, and early departure will be tabulated by the teacher. In the event that chronic absenteeism causes the student to have insufficient school learning hours, the student will be retained in the current grade.

### **3.11. Makeup Work**

Students are allowed the same number of days absent to make up work missed for excused absences. It is the responsibility of the student to contact the teacher about missed assignments.

If a student is absent for two days consecutively or more, the parent may call to request makeup work. The teachers are given a 24 hour notice to prepare makeup work.

**3.12. Community Service Hours for Sixth, Seventh and Eighth Grade** Students in eighth grade are required to perform twenty-five (25) hours of community service before graduation. Students in the seventh grade are required to perform twenty (20) hours of community service and students in the sixth grade will be required to perform fifteen (15) hours. Classes participate in several projects throughout the school year. Teachers communicate with families prior to participation. The school coordinates most service projects with St. Patrick Catholic Church parish. Volunteer service hours may be conducted in the community or at school, but not during the school day. A documented record of these hours are signed by an approved adult supervisor and turned into your child's teacher. The principal must approve all service hours before beginning and the form may be secured from any teacher. We encourage students to reach out to the community and volunteer their time in a safe environment. Work completed for parents will not be accepted as service hours. Service hours are checked in December and submitted to the School by April 15th. Community service location must be approved by the school prior to service date.

### **3.13. Grading Scale**

100 to 97:	A+
96 to 94:	A
93 to 90:	A-
89 to 87:	B+
86 to 84:	B
83 to 80:	B-
79 to 77:	C+
76 to 74:	C
73 to 70:	C-

Report cards include Grade Point Average (GPA) for 6th, 7th and 8th grade.

### **3.13. Honor roll:**

**Highest Honors:** 95% overall average with no grades below 90% in major subjects.

**High Honors:** 90% overall average with no grades below 85% in major subjects.

**Honor Roll:** 85% overall average with no grades below 80% in major subjects. Major subjects consist of Religion, Language Arts, Math, Science, and Social Studies.

**Perfect Attendance:** No tardiness is allowed and every nine weeks students are recognized.

### **3.14. Academic Probation**

Academic probation is automatic when a student fails two or more major subjects in any grading period.

Students on academic probation are required to receive tutoring in the appropriate subject(s) until the yearly average is 75% or higher.

After-school tutorials are from 2:45 p.m. to 4:30 p.m.

There is no transportation and a yearly fee may be assessed, depending on grant funding. Students who are on probation and do not attend tutoring cannot be considered for re-enrollment.

Parents/guardians of students on academic probation are required to make appointments to conference with their child's teacher(s) every three weeks. Parents are responsible for contacting the school office for appointments with their teachers. A conference form is issued to the parent/guardian in the school office. After the conference, the completed form is turned into the school office the same day of the conference.

Failure to comply with the objectives outlined in any probationary agreement may result in the dismissal of the student from St. Patrick Catholic School, prior to the end of the probationary period.

## **PART IV: EMERGENCY/CRISIS MANAGEMENT PLANS**

### **Emergency Plan**

#### **4.1. Fire Drills**

Fire drills are held regularly in order to maintain a state of readiness in the event of a real emergency. Students are expected to know the fire exits from every area of the building. All students are expected to follow these rules:

Observe strict silence. Walk briskly to the assigned location in a single line. Horseplay is not tolerated. Face the building in the location assigned to their class. Adhere to verbal instructions given by teachers or principal.

#### **4.2. Hurricane Drills**

Hurricane drills are held regularly to maintain readiness in the event of a real emergency.

#### **4.3. Emergency Closing**

If the school needs to be evacuated during the school day due to an emergency, students are escorted to a safe environment.

#### **4.4. Inclement Weather**

Communications about school closings or delayed openings are communicated through the local television and radio stations, and school website.

#### **4.5. Crisis Management Plan**

St. Patrick Catholic School has implemented a crisis plan in case of an emergency.

The routes for building evacuation are posted in each classroom and in other areas of the building.

Teachers are responsible for adhering to the emergency plan and move students to the location outlined for drills and other related emergencies. The evacuation plan is required to be posted in every classroom and other areas of the building. An exit sign is required in every classroom and other areas of the building.

#### **4.6. Stairway, Second Floor, Primary Building**

The fire escape stairway on the second floor of the primary building is for emergency/fire drills only. The students and teachers are not permitted to use the stairway for any other reason. The doors must remain open during the school day.

#### **4.7. Stairways, Primary Building**

The students and teachers are required to walk up the stairs on the LEFT side and walk down the on the RIGHT side. The same process applies to fire/emergency drills.

### **PART V: OTHER TOPICS**

#### **5.1. Accreditation**

St. Patrick Catholic School is accredited with the Middle States Association of Catholic Colleges/Schools.

#### **5.2. Arrival and Departure Procedures**

Students are not allowed to leave the school campus before dismissal without written permission from the principal. Permission to leave the school campus is granted only when the parent/guardian has requested in writing an early dismissal form, and escorts the student off campus. Proper identification is required before a child can be released to a parent/guardian. Students who return to school before the end of the day must check-in at the school office.

Students may not leave the school campus during school hours to run errands. Students in first through eighth grade may ride the school bus. The bus company policy states that preschool students may not ride the school bus. Kindergarten students may ride the bus only if they have an older sibling riding the same bus.

A parent/guardian must secure an "Older Sibling" bus form and submit to the school office the first week of school. Students who are waiting to be picked up from school are required to remain in their classroom, under the supervision of their teacher. Any student who is not picked up Monday through Friday by 3:00 p.m. goes to the school office.

### **5.3. Absences**

If a student is ill or cannot attend school, it is the responsibility of the parent/guardian to telephone the main office at (340) 772-5052 by 8:30 a.m. for every absence. Upon returning to school, any student absent from school should bring a written note to the school office from a parent/guardian explaining the reason for the absence. The student's name, date of the absence, telephone number, and parent/guardian signature should be recorded on the note.

If a student is absent for more than three days, or has a contagious medical condition, upon returning to school, the student must have an explanatory note written on the letterhead from a licensed physician. The note must state the nature of the medical condition, when the student may return to school, and conditions/restrictions in which the student may return. Such a returning student will not be allowed to return to classes until this physician's note is sent to the school office from the parent/guardian.

### **5.4. Assignment Book, Grade 1-8**

Monthly calendars and important documents are sent home in the Catholic School Student Assignment book. Pre-K and kindergarten students receive an assignment folder. It is required for parents/guardians to review and sign the assignment folder/book every day.

Teachers are expected to ensure that students are bringing their assignment book/folder to class daily and parents are signing the book/folder daily. A routine system should be in place.

### **5.5. Addresses**

Parents/Guardians are responsible for keeping the school informed about changes in addresses, telephone numbers and email addresses. Custodial parents need to provide the school with current court documents pertinent to parental rights. Please ensure that all information given is updated.

## **5.6. Accidents**

Teachers are required to report student injuries occurring during the school hours to the principal and nurse at the time of the occurrence. Parents are immediately informed of any injuries by the school nurse and principal.

## **5.7. Bus Transportation**

There is no bus transportation the first week of school. Transportation is provided by the Virgin Islands Department of Education commencing the second week of school. Students are required to abide by these guidelines:

Conduct should be orderly and safe before, during and after bus departure.

- Remain seated in assigned seat.
- Do not throw debris on the floor or out the bus window.
- No eating or drinking on the bus.
- Arrive and depart from the designated bus location at the established time.
- Show respect for the bus driver at all times.
- Do not hang objects or body parts out of the bus window. No bullying will be tolerated on the bus.

Speak quietly while riding the bus. If bad behavior occurs while riding the bus to and from school, the offending student will be punished. On the second offense, the student will not be eligible to ride the bus for five consecutive school days and a parent/guardian conference with the principal must be held. The parent/guardian will be responsible for transporting the child to and from school during the suspended days. The same rules apply on the bus as in school.

## **5.8. Birthday Celebrations**

Birthdays may be celebrated at the end of lunch in teacher's lounge with approval from the teacher. Students are required to eat lunch before moving to St. Gerard's Hall for the celebration. Birthday celebrations cannot be held in the cafeteria due to National Lunch Program Guidelines. Birthday Permission Form from the school office is to be completed forty-eight hours in advance of bringing cookies, cupcakes, or cake. The teacher is responsible for notifying the parents immediately after receiving the completed permission slip. Cookies, cupcakes and cake are acceptable for birthdays and accommodations should be provided for every child in the class. Party invitations are not to be distributed in class or school grounds.

### **5.9. St. Patrick Day, Regular School Day**

Saint Patrick Day is a REGULAR DAY OF SCHOOL. Students shall report to school at 7:35AM. Teachers take attendance at 7:45. Each student will be given a wristband with their name to wear on their left hand. Each student is required to return wristband WITH THEIR NAME ON to their respective teacher following meal. Every student leaving before meal without permission for not returning his/her wristband to his/her teacher after meal will be considered absent and will not be admitted in class the following class day (in this Case Tuesday March 19), without accompanying with his/her parent and get his/her pass from the office. Wristband will be distributed to student in their classroom ONLY. Please make sure your child is on time.

Our students are divided into 4 groups. Drum core, majorettes/cheer leaders, quadrille dancers, and Steel pan players. Each student was required to sign up for either one of these groups. Please verify with your child/dren to know the group they signed up for.

Besides, Quadrille dancers who will be wearing the quadrille attire; ALL other students are required to wear their school uniform. Dress uniform that is long sleeve shirt/blouse is required for grades 5, 6 7, and 8. Please ensure that your chil/dren comply with our uniform policy from the hair, dress/cut down to the footwear.

Parent and friends, you will be given a wristband as you enter the church to wear on your hand. This wrist band will be given to everybody parishioners and guest alike. The reason for this band is to ensure fair share and order during meal time as we are it a cookout event. I have given a stern instruction to first serve those wearing the wristband first. Those not wearing will be served last if we have enough food. We are trying to be as effective we can possibly be to ensure order and harmony. Your cooperation is thus appreciated.

### **5.10. Class Celebrations**

Class celebrations for holidays listed on the school calendar may occur the last 15 minutes of lunch whenever is appropriate and conducive. No parties are allowed to take place in the classrooms, except Christmas holidays and the end-of-year celebrations.

### **5.11. Conferences**

While the school maintains an open door policy it is requested that parents make appointments for conference with teachers. In the pre-school parents are encouraged to visit at any time.

Parents/guardians may schedule conferences with teachers before or after school. Teachers are not available for conferences during class time. Conferences may be arranged by calling the school office. A written message is placed in the teacher's mailbox. Teachers will contact the parents/guardians within 48 hours to schedule a conference.

### **5.12. Communication**

Monthly calendars and other notices are sent home with students or by standard mail. Check with your student and read all information that is sent home. Check assignment books daily to make sure all homework has been completed. Parental attendance at all Home-school Association meetings is mandatory.

### **5.13. Custody Problems**

Parents/guardians are urged to notify the office of chronic problems, restraining orders involving non-custodial parents. Non-custodial parents/guardians are not allowed to take children from the school without the express written consent of the custodial parent/guardian.

### **5.14. Child Abuse Reporting**

Teachers and staff are required by Federal law to report all forms of child abuse, written and verbal, to the appropriate agency.

### **5.15. Deliveries**

Deliveries of flowers, balloons, candy, etc. to students are not accepted at St. Patrick School.

### **5.16. Early Dismissals**

Students are dismissed early from school the last Wednesday of every month at 1:00 p.m. in order that teachers may gather for faculty meetings and professional development.

### **5.17. Extracurricular Activities**

Extracurricular activities normally occur after school.

However, there may be occasions when they occur during the school day, such as Field Days, or Fun Days. Students who participate in after-school extracurricular activities are not provided transportation home. Parents/guardians must make necessary arrangements for transportation.



In addition, students who are involved in regularly scheduled extracurricular activities must pass all major subjects. Students who sign up for interscholastic sports activities are required to have a current physical examination on file (including lab work), or they will not be allowed to participate.

There is an athletic fee of \$25.00 per student for each sport. The boys' basketball uniforms are issued at the start of the sports season. They are required to be returned clean before the last day of school. If the uniform is lost, or damaged a fee of \$20.00 is assessed.

The Diocese of St. Thomas, St. Patrick Catholic School, St. Patrick Church, nor any of their agents and/or employees may be held liable for accidental injury which may occur.

### **5.18. Electronic Devices**

The electronic devices are not allowed on campus during the school day, or while riding the bus to and from school. This includes MP3 players, radios, digital cameras, CD players, iPods, video games, cell phones and any other comparable electronic device. Such devices will be removed, placed in a plastic bag, labeled, and dated. A demerit is assigned to the student. A parent/guardian is required to claim the device in the school office within five days of the confiscation date. After the device is left in the school office for five school days, a \$10.00 fee is assessed for each electronic device confiscated. The school is not responsible for lost, damaged electronic devices, or other valuables that are brought to school.

If a student needs a cell phone after school, the student is required to check the cell phone in the school office upon arrival at school. The cell phone must be in the off position and will be placed in the office. The cell phone may be picked up by the student at the end of the day. At no time during the school day should a cell phone be in a student's possession. The school is not held liable for damage or replacement of any cell phones/electronic devices.

### **5.19. Field Based Experiences**

Any off-campus activities scheduled during school hours or sanctioned by the school are considered a field trip, and require parent/guardian permission. A signed permission slip and related fees must be given to the teacher three days before the day of any field trip. Telephone, fax, or email communication cannot be used as permission slips. Field trips are seen as an important element in providing students with a well-rounded education. Students are required to follow all rules set forth by the supervising teacher(s), and must be in full school uniform. Pre-school students will be transported in the school van. The school van is equipped with seat belts for each student. Field

trips are a privilege which students earn by showing they are responsible and respectful school citizens. Students who have more than three detentions or any suspension/expulsion in a nine-week period from school may not attend field trips. Field trips may not occur on church Holy Days, National holidays, school holidays, Holy week, or during semester examinations.

### **5.20. Graduation for Kindergarten and Eighth Grade Students**

Participation in the graduation ceremony is an honor. The graduation fee is \$50.00 for kindergarten students and \$75.00 for eighth grade students. In order to participate in the promotion/graduation ceremony and receive a final report card, all academic and financial obligations are required to be fulfilled prior to the promotion/graduation date. The principal and priest will approve the location of the Awards Ceremony to protect the integrity of the school.

*8th grade and Kindergarten graduations will consist of two parts. A baccalaureate Mass will be celebrated for the students and their families at a time deemed suitable by the Bishop/Pastor.*

An awards ceremony consisting of the conferral of diplomas, presentations, speeches, tributes and other recognitions will be held in a suitable place apart from Church. Arrangements for the place and time of this event will be decided by the administration.

### **5.21. Home and school Association**

Parents and guardians are automatically members of the St. Patrick Home School Association. They are expected to be present for regular meetings, and to support fundraising activities. Meetings are held periodically during the school year. Parents/guardians who receive scholarships must be even more active in supporting the fundraising events of the school. If not, their scholarships will be in jeopardy of being withdrawn for the second semester. Each family in the school is expected to sell books of raffle tickets for the Easter fundraiser. **Remember your tuition pays for only one half of the expenses of educating your child.** The rest of the money comes from the Bishop, St. Patrick Parish and other fundraising efforts.

### **5.22. Harassment**

Any behavior or language which may be considered harassment, (such as touching, hitting, hazing, etc.) or any use of sexually explicit language to another student is forbidden by the school. Such action is illegal and not tolerated at St. Patrick Catholic School. Anyone observing or experiencing such behavior is obligated to report it in writing to the principal immediately.

### **5.23. Bullying**

Bullying is defined as a stronger, more powerful person hurting, intimidating, or frightening a smaller, weaker person deliberately and repeatedly. Anyone observing or experiencing such behavior is obligated to report it in writing to the principal immediately.

### **5.24. Hygiene**

It is important for the student's sense of well-being and health to maintain good hygiene. Students should bathe regularly and hair should be washed on a regular basis. Students are urged to wash their hands before and after recess, lunch and leaving the restrooms.

### **5.25. Images: use of student photos**

During the school year, on occasion, pictures of students may be taken by staff members. In addition, media may cover events or activities at school. If a parent/guardian does not want their child's picture displayed or published, please complete the "Student Images" form in the school office.

### **5.26. Illness/injury**

If a student becomes ill during the school day, or has an injury needing medical attention, the school office calls the parents/guardians immediately, and contacts medical emergency services, if deemed necessary.

### **5.27. Internet Acceptable Use**

The internet and related technologies are used in support of education and research and consistent with educational objectives and religious goals.

Transmission of any material in violation of any federal, state or local regulation is prohibited. This includes, but is not limited to, violating copyright laws, sending or receiving material that is threatening, violent or obscene. Both students and staff are bound by these norms.

Acts of vandalism are prohibited. Vandalism is defined as any intentional effort to harm or destroy data of another computer user or to damage hardware or software. This includes, but is not limited to the uploading and/or creation of computer viruses. Verbal or written threats made against the physical and emotional well-being of any individuals are serious. Students making such threats face detention, suspension, and/or expulsion. Engagement in social networking may result in disciplinary actions, if the content of the student's online communications includes defamatory comments regarding the school, faculty, students, diocese, or parish.

### **5.28. Lunch and Snacks**

Child Nutrition Services and the Virgin Islands Department of Education provide school lunch. The school lunch program is available to students in preschool through eighth grade daily commencing on the second week of school. Students may wish to bring their own lunch; however, all lunches (with the exception of preschool students) are eaten in the school cafeteria. Students may not leave the school campus to buy lunch. Candy is not allowed at lunch or during the school day, nor sold in the concession stand. Gum is never allowed during the school day. Food and drinks are not to be consumed in the classrooms, with the exception of water. The concession stand provides breakfast and snacks for nominal fees. The breakfast is served from 7:30 a.m. to 7:40 a.m. and snacks are served at 2:30 p.m. Students are allowed to bring a nutritious snack to school each day. Gum and candy are not acceptable snacks. No glass containers or bottles should be brought to school.

### **5.29. Lost and Found**

Any items found in the school building or grounds are required to be turned into the school office and placed in the lost and found box. A date will be placed on the lost item and held until claimed.

### **5.31. Medical Visits**

Medical and dental appointments should be scheduled during non-school hours.

### **5.32. Medication**

If a student need to have medication of any type during school hours, including over the counter drugs, the following guidelines must be adhered to:

Obtain a medication form from the school office and have the student's physician sign and complete the form.

Medications must be brought to school in a pharmacy labeled bottle. Over the counter medications must be received in an unopened original container.

Controlled substances may not be self-carried or self-administered under any circumstances.

All medications will be kept locked in the nurse's office and must be delivered to the nurse's office by a parent/guardian. A parent/guardian is required to sign in the school office first before proceeding to the nurse's office. The parent/guardian is given an identification badge to proceed to the nurse's office.

### **5.33. Medical Conditions: Chronic and Life-Threatening**

We recognize that life-threatening medical conditions such as asthma, diabetes, food, and anaphylactic allergies affect school-age children. It is important that the parent/guardian communicates with the school regarding the nature of these conditions. Communicable diseases such as whooping cough, measles, pink eye chicken pox etc. spread rapidly among children. Parents/guardians should keep students at home when they are affected with these conditions.

### **5.34. Money at School**

Students are not allowed to bring money to school unless it is for lunch or school related fundraising events. Money should be brought to school in a sealed envelope with the child's name, date, grade, and teacher, as well as the amount of money and its purpose written on the front of the envelope.

### **5.35. Parking**

During the school day, parents/guardians and visitors are required to park at the end of New Street or Prince Street only. Parents/guardians are not allowed to double park on Prince or at the end of New Street.

### **5.36. Personal Property**

Students are responsible for the care of their personal property. Personal items should be marked before bringing them to school. All jackets, lunch boxes, notebooks, and textbooks should have the student's name on the inside cover. Toys, balls, gum, candies - anything that distracts from learning is prohibited.

### **5.37. Student Accident Insurance**

All students are enrolled in a supplemental insurance program selected by the diocese.

### **5.38. Summer Readings**

Summer reading assignments are sent home in May. The assignments are required and allow students to continue reading/learning throughout the summer months. Activities are turned in to the teacher at the beginning of the new academic year to assess comprehension and other related reading/writing skills. The summer reading assignments count as a project grade for the first grading period. The books may be purchased from a local or online bookstore.

### **5.39. Security and Supervision**

Students are supervised by a teacher or staff member at all times during the school day. Custom House Street and Prince Street are blocked to prevent entrance to the School campus.

### **5.40. School Books**

All school books are to be covered and carried in a backpack style book bag. Parents/guardians are responsible for the replacement cost of damaged or lost books. Students in grades 7-8 are expected to store textbooks in a storage center in their classroom and take them home only to complete assignments.

### **5.41. Supply List**

Each student is required to purchase school supplies. Supplies are to be brought to school the first day, labeled with student's name and teacher. Student supplies should be replaced if lost, broken, or depleted.

### **5.42. Student Records**

St. Patrick Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. A parent/guardian requesting records should make the request at least five school days in advance at the school office. A "Release of Students Records" request form should be completed by a parent/guardian. No records will be sent to transferring schools of students who are in default on their tuition payments at St. Patrick. Academic records, testing and health records are stored in a confidential file in the appropriate office.

### **5.43. Student Services**

Students with an identified disability and current Special Education plan may receive support. Parents should notify the principal to initiate services, evaluation and complete the appropriate documents.

### **5.44. Standardized Tests**

The Iowa Test of Basic Skills assessment is administered in designated grades during the month of March.

### **5.45. School Pictures**

Individual and group pictures are taken during the school year. Information regarding picture taking is sent home and placed on the school website. Teachers are informed of the date and schedule for school pictures on the yearly calendar.

#### **5.46. Smoke-free Policy**

St. Patrick Catholic School is a smoke-free building. Smoking is not allowed on campus.

#### **5.47. Substitute Teachers**

During the school year, a substitute teacher may be called in to teach. A substitute teacher is most commonly used when the regular teacher is ill, or forced to take leave for personal business, professional training, or family emergency.

#### **5.48. Search of Person or Property**

With reasonable cause, school officials, with a third party present, may search any school property, including lockers, storage centers, desks, work areas, or other areas in the building, and remove any substance considered illegal, illicit, dangerous, or disruptive. Also with reasonable cause, school officials may search and remove the personal possessions of students following the same guidelines above. Parents are notified within twenty-four hours. School officials are bound to notify the police if criminal activity is suspected.

#### **5.49. Student of the Week Awards**

These awards are based on character, positive behavior and high self-regard. Each week, teachers select one student based on the established criteria. Recognitions are held each week, certificates issued, and names posted in a prominent area of the building.

Teachers are given the criteria for Student of the Month at the beginning of the school year and timelines are listed on the yearly calendar. The teachers are responsible for collecting and completing the Student of the Month cards from the designated Dean of Students before the Last Monday of Month morning meetings.

#### **5.50. Telephone Calls**

The telephone in the school office is for business use only. Students are permitted to use the telephone in case of emergency or extenuating circumstances. Students may not use the telephone for books left at home, gym attire, lunch or after-school activities.

#### **5.51. Traffic Regulations**

Students and parents/guardians should observe the traffic regulations and parking zones. Please do not double-park or park in the bus loading zones. Prince and at the end of New street are reserved parking zones for parents/guardians. The arrival and departure road designation for the school buses are located on Custom House Street. This street is roped off to prevent entrance before and during school hours.

#### **5.52. Visitors**

All visitors must first go to the school office to check in and receive a visitor's pass. Only teachers, staff and students are allowed to enter the school building proper without such a pass. School security requires these safeguards. Persons violating this rule will be asked to leave the building. School officials reserve the right to call the police if they perceive threats or disruption of school order.

If a parent/guardian wishes to speak with a teacher, they must make an appointment which always takes place after school hours.

#### **5.53. Volunteers and the Virtues Program**

Protecting God's Children training program for adults is three hours. This is an awareness session that instructs adults on how to protect children. Attendance is mandatory for all persons who work or volunteer in St. Patrick parish and school. Diocesan regulations require that all staff and volunteers attend this meeting before they are engaged in work with children.

#### **5.54. Visiting Students**

Students are not allowed to bring friends or relatives to school for visitation. Former students may visit with prior written approval from the principal.

#### **5.55. Wellness Policy**

In the interest of promoting healthier habits, the U.S. Department of Agriculture has determined that all schools, including private schools that participate in the National School Lunch Act or Child Nutrition Act, develop a School Wellness Plan. To achieve these goals, St. Patrick Catholic School set nutrition guidelines, as well as prepare nutrition education and physical activity opportunities.



## **Suggested Prayers**

### **Sign of the Cross**

In the name of the Father,  
And of the Son,  
And of the Holy Spirit. Amen

### **The Our Father**

Our Father, Who art in heaven  
Hallowed be thy Name.  
Thy Kingdom come.  
Thy Will be done, on earth as it is in Heaven  
Give us this day our daily bread,  
And forgive us our trespasses,  
As we forgive those who trespasses against us  
And lead us not into temptation,  
But deliver us from evil. Amen.

### **The Hail Mary**

Hail Mary, full of grace  
The Lord is with thee  
Blessed are thou among women  
And blessed is the fruit of thy womb Jesus.  
Holy Mary, Mother of God  
Pray for us sinners now,  
And at the hour of death. Amen.

### **The Glory Be**

Glory be to the Father, and to the Son  
And to the Holy Spirit.  
As it was in the beginning,  
Is now, and ever shall be,  
World without end. Amen.

The Angelus (Outside Easter time)

**Leader:** The Angel of the Lord declared unto Mary:

**All:** And she conceived of the Holy Spirit.

**Leader:** Hail Mary, full of grace....

**Leader:** Behold the handmaid of the Lord:

**All:** Be it done unto me according to Thy word.

**Leader:** Hail Mary, full of grace....

**Leader:** And the Word was made Flesh:

**All:** And dwelt among us.

**Leader:** Hail Mary, full of grace....

**Leader:** Pray for us, O Holy Mother of God,

**All:** That we may be made worthy of the promises of Christ.

**Leader:** Let us pray

**All:** Pour forth, we beseech Thee, O Lord,

Thy grace into our hearts; that we,

To whom the incarnation of Christ, Thy Son,

Was made known by the message of an angel,

May by His Passion and Cross

Be brought to the glory of His Resurrection,

Through the same Christ Our Lord.

Amen.

### **Queen of Heaven (Regina Caeli) (During Easter time)**

**Leader:** Queen of Heaven, rejoice: **All:** alleluia.

**Leader:** For He whom you did merit to bear:

**All:** alleluia.

**Leader:** Has risen, as he said: **All:** alleluia.

**Leader:** Pray for us to God: **All:** alleluia.

**Leader:** Rejoice and be glad, O Virgin Mary,

**All:** alleluia.

**Leader:** For the Lord has truly risen **All:** alleluia.

**Leader:** Let us pray

O God,

Who gave joy to the world

Through the resurrection of Thy Son,

Our Lord Jesus Christ,

Grant we beseech Thee,

Through the intercession of the Virgin Mary, His Mother,

We may obtain the joys of everlasting life.

Through the same Christ our Lord. Amen.

**School Alma Mater:**

Hail to Saint Patrick School

Hail to St. Patrick School our loyalty we bring, Hail!

What leads us on through life?

Ideals high and true.

What guides us through all strife?

Loyalty to you.

Life holds no danger for us

If we remain courageous

Following your guidance unto God.

We'll never sacrifice

Our ideals for gain.

Rather than be untrue

We'll endure all pain

You give us true direction,

We promise no defection

Toward perfection constantly we plod, plod, plod.

We pledge a life of great docility

Marked by charity

With true humility,

We pledge our modesty, our virtue, truth

We will our place

With God eternally.

Perpetual help we beg be always near,

Mother please always hear

Mother, keep us from fear,

So with strong faith, hope, love, We'll work and win

Our high home with God,

And thee eternally.

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