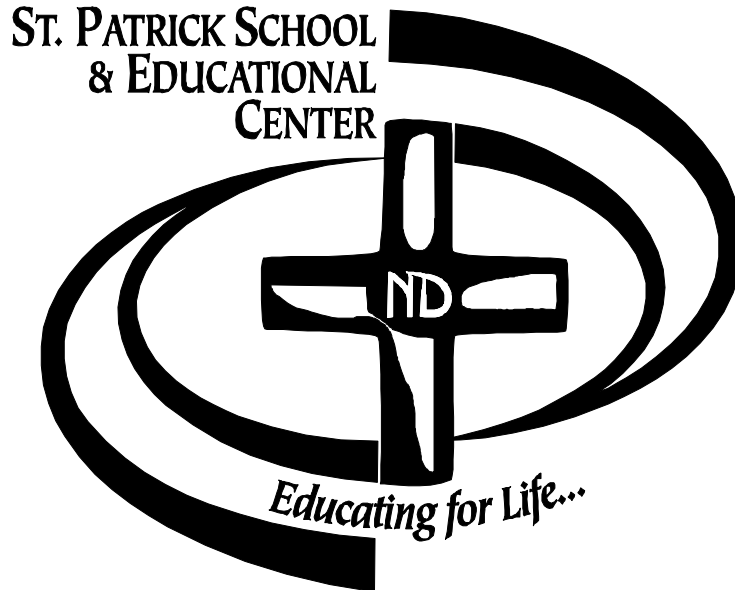


SISTERS OF NOTRE DAME de NAMUR

**ST. PATRICK SCHOOL and EDUCATIONAL CENTER**



**PARENT/STUDENT  
HANDBOOK**

**2023 - 2024**

**ST. PATRICK SCHOOL and EDUCATIONAL CENTER**

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[www.saintpatricklowell.org](http://www.saintpatricklowell.org)

Dear Parents and Students,

Welcome to St. Patrick School and Educational Center! In choosing St. Patrick School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

St. Patrick School strives to provide a caring and nurturing environment within which children can learn and grow. We work to build a strong sense of community based upon respect and Gospel values. Children benefit most when their families and school work together. This handbook provides some helpful information about the school's policies and procedures. Please take time to review it with your child.

The faculty and staff look forward to working with you to promote your child's academic progress and spiritual development.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

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## **MISSION AND PHILOSOPHY STATEMENTS**

### **Mission Statement of St. Patrick School and Educational Center**

Inspired by the mission of the Sisters of Notre Dame de Namur, St. Patrick School and Educational Center makes known the Goodness of God by providing for the educational needs of children, youth and adults within a caring, culturally diverse environment based upon Gospel values.

### **St. Patrick School Philosophy Statement**

St. Patrick School is a family of students, teachers and parents who share belief in God and form a community of welcome and respect for all. We are committed to excellence in education. We believe all children are learners and we recognize that they, as we, have different styles of learning. In our instruction and evaluation we make conscious efforts to recognize and respond to these differences.

As Catholic School teachers we teach as Jesus did, building community, teaching the Gospel and giving service. We teach our children to do the same. In learning these values, our children practice them in our school and neighborhood setting. We believe that this will enable them to be caring and responsible members of the wider communities in which they live.

### **Sisters of Notre Dame de Namur Mission Statement**

In fidelity to St. Julie's preference for the poor in the most abandoned places, we choose to stand with poor people as they struggle for adequate means for human life and dignity. We value the focus on education in our congregational tradition and give special attention to the educational dimension of our mission. We work with others to transform unjust structures and systems as we participate in creating new ways of relating which enable all to experience more fully the Goodness of God. (Constitutions of the Sisters of Notre Dame de Namur)

### **ST. PATRICK SCHOOL**

St. Patrick School is a Pre-Kindergarten through 8th grade Catholic elementary school sponsored by the Sisters of Notre Dame de Namur.

The curriculum stresses academic achievement within a Christian community where each child feels that he/she is loved and respected by his/her peers as well as the teacher. We celebrate our cultural, religious and linguistic diversity and affirm this diversity within every aspect of our school environment and program.

The curriculum is consistent with the State of Massachusetts guidelines and incorporates the Curriculum Standards set forth by the Catholic Schools Office within the teaching of all subject areas. The curriculum is marked by current content with an emphasis on literacy, understanding, and learning through critical thinking and problem solving. We strive to offer a program that integrates various teaching modalities and a variety of audio-visual and technology tools. We are committed to providing an educational program for students that is designed to meet their individual learning and language needs.

## **HISTORY**

In 1852, in response to the invitation of Rev. Timothy O'Brien, pastor of St. Patrick Parish, five Sisters of Notre Dame de Namur came to St. Patrick Parish to care for and provide for the educational needs of the children of the newly arrived Irish Catholic immigrants living in the Acre section of Lowell. Within two days of their arrival, the Sisters opened their doors to the children of the neighborhood and St. Patrick School was born. Through this ministry, families were assisted in integrating into a new culture, a new city, and, in some cases, a new language. Little did the Sisters know that from their humble beginnings would spring St. Patrick Parish School (elementary co-ed), St. Patrick Boys' School (taught by the Xavarian Brothers), St. Patrick Girls' School (taught by the Sisters of Notre Dame de Namur) and the Academy of Notre Dame (K-12 and boarding). Little did they know that over the 165 plus years, hundreds of Sisters of Notre Dame de Namur and dedicated lay faculty would continue what they had begun at 311 Adams Street! We, today, stand upon their shoulders and rely upon their intercession.

Throughout its history, St. Patrick School has continued to address the educational needs of all children while maintaining a commitment to the children of newly arrived immigrants. As a result, it takes great pride in being a culturally diverse school. English language support for speakers of other languages was developed within the school to help meet the needs of children new to the English language. Ungraded or flexible programming has become a way of meeting the needs of children who come to St. Patrick's with gaps in their education as a result of interrupted schooling in war-torn countries. St. Patrick's continues to assess needs and reach out in new ways to families, children and adults in the area, as Mother Desiree – the first Principal and founder of St. Patrick School- did in the early days. It has remained constant and steadfast in its original mission to meet the educational, spiritual, and human needs of the children of the people of Lowell, especially those who may be poor or new to this country.

2004 marked a turning point for St. Patrick School. After 152 years of being a parish elementary school, the Archdiocese of Boston granted the Sisters of Notre Dame de Namur control and responsibility of the Pre-K through Grade 8 School. While the relationship with St. Patrick Parish remains strong, the parish no longer has any fiscal responsibility or decision-making authority for the school. St. Patrick School and Educational Center has a long and strong heritage and a vision and hope for the future.

## **HALLMARKS**

The Sisters of Notre Dame de Namur have adopted seven "hallmarks" that reflect the essential characteristics, values, and actions of the schools they founded and sponsor. As a Notre Dame school, we, at St. Patrick's, strive to incorporate and live out these hallmarks in every aspect of our school.

**These Hallmarks are:**

- We proclaim by our lives even more than by our words that God is good.
- We honor the dignity and sacredness of each person.
- We educate for and act on behalf of justice and peace in the world.
- We commit ourselves to community service.
- We embrace the gift of diversity.
- We create community among those with whom we work and with those we serve.
- We develop holistic learning communities which educate for life.

**ACCREDITATION**

St. Patrick School and Educational Center received a renewal of its full accreditation from the New England Association of Schools and Colleges, Inc. Commission on Independent Schools in February of 2019.

**NONDISCRIMINATORY POLICY**

St. Patrick School and Educational Center subscribes to the Archdiocesan Nondiscriminatory Policy and will admit students of any race, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at St. Patrick School and Educational Center. St. Patrick School and Educational Center does not discriminate on the basis of race, color, national and ethnic origin, in administration of educational policies, admission policies, scholarship and financial aid programs and in the hiring of school personnel.

**ADMISSIONS INFORMATION**

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

**ADMISSIONS REQUIREMENTS AND PROCEDURES**

**AGE REQUIREMENTS FOR PRE-K and KINDERGARTEN**

- The required age for children entering Pre-K is four (4) years of age by September 1.
- Children entering Kindergarten must be five (5) years of age by September 1.
- Exceptions to these requirements are seldom and made only upon the discretion of the Principal. Parents will be asked to sign a form indicating that they understand that their child may be required to complete two years in Pre-K in order to meet the age requirement.

**ADMISSIONS PROCESS**

**1. Inquiry:** At the time of inquiry, an Admission packet containing the following is given/sent to the parent/guardian:

- Basic School Information Fact Sheet, including School Mission and Philosophy
- Financial Information
- Financial Aid Information
- Admission Requirements and Procedures

**Admission Requirements include:**

- Completed Application
- Birth Certificate
- Health/Immunization Records
- Baptismal Certificate (Catholic applicants only)
- Report Cards/Progress Reports /Current academic information
- Record of present IEP or educational services received
- Interview with the student, parent and principal

All students, including transfer students, applying for admission must follow the above requirements. Present academic records will be reviewed to determine whether the program at St. Patrick School will meet the educational needs of the students and to assess proper grade and/or program placement.

Parents/Guardians and applicants are invited to attend an Open House or to visit the school at a designated time.

**2. Interview/Assessment:** Upon receipt of the application form, birth certificate and any required academic records, an interview with the Principal will be scheduled during which a review of the applicant's academic record, readiness, behavior and academic needs occurs. In some cases, an informal assessment with the receiving teacher will be arranged. At the interview, parents/guardians are also engaged in discussion relating to the mission, philosophy and values of St. Patrick School and their decision to enroll their child. Financial information and expectations are also reviewed. Applicants and their parents/guardians are provided with a tour of the school if they did not receive one at an earlier time (Open House).

**3. Acceptance:** Parents/Guardians are notified of their child's acceptance either at the end of the interview or at a later time if further information is needed.

In certain cases, it may be determined that St. Patrick School is not able to successfully meet the educational needs of a child, and therefore cannot accept the child. In this case, parents are notified in person of the decision and the reasons for it.

**4. Registration:** Once a determination of acceptance has been reached, it is the responsibility of the parent/guardian to complete an official School Registration form and make payment for the Student Registration Fee (**nonrefundable**). This indicates official enrollment in St. Patrick School. Parents/Guardians then receive the following:

- FACTS Grant and Aid Application (financial aid)
- Uniform Information
- Transportation Information
- Other pertinent information based upon time of acceptance (transfers)

## FINANCIAL OBLIGATIONS

### **TUITION AND FEES INFORMATION AND SCHEDULE**

Each parent/guardian receives Tuition and Fees Information at the time of Registration. All changes in Tuition and/or Fees for the following year are noted in a separate Tuition Statement once financial aid is finalized. Parents will be asked to complete and sign the Tuition Responsibility Agreement that is part of the Registration form each school year.

### **FINANCIAL AID**

All families may apply for Financial Aid. In order to be eligible for financial aid, families must file a FACTS Grant and Aid Assessment form. These forms are available on our website ([www.saintpatricklowell.org](http://www.saintpatricklowell.org)) and at FACTS ([online.factsmgt.com/aid](http://online.factsmgt.com/aid)). Financial aid is awarded annually and is determined by the level of need as reported by FACTS and the total amount of available funding.

The financial aid received by St. Patrick School students comes from three sources:

- The Catholic Schools Foundation
- Private donors
- Grants

**The timeline for the awarding of Financial Aid is established by the Catholic Schools Foundation. Our pool of financial aid is limited.** Therefore, it is necessary that parents/guardians follow the published timeline. A small portion of available financial aid for new students who enroll during the summer months may be determined on an annual basis by the Catholic Schools Foundation.

Parents who completed the FACTS application process within the given timeline are notified of their financial aid award in writing during June or as soon as St. Patrick receives the information. New registrants and late financial aid applicants will be notified in writing as soon as their FACTS application is verified. This usually takes place during September. Financial aid for the new school year will be awarded only upon completion of all financial obligations connected with the prior school year.

### **REGISTRATION FEE**

**There is a \$75 Student Re-registration fee for each returning student/family. Registration for new families is \$100.** This fee should be paid at the time of registration and is not refundable. Because payment of this fee indicates actual enrollment in St. Patrick's, financial aid will be distributed to only those families who have completed the registration form and have paid their registration fee. Registration fees should be made separate from tuition and marked for Registration. Payments may be made by check, money order, bank check or by cash. Checks must be made out to (*St. Patrick School*). There will be a \$15.00 Returned Check fee for any check made payable to St. Patrick School that does not clear the bank. If a check is returned, the administration will determine whether future payments may continue to be made by check.

## PAYMENT of TUITION and FEES

### **FINANCIAL AID**

Any family who has not received financial aid at the time of billing **MUST** pay a minimum of



half (50%) of the monthly amount until financial aid is awarded.

## **INVOICES**

All invoices are e-mailed to the parent/guardian listed on the registration form. Please notify the school regarding any e-mail changes. All e-mail addresses are used for school purposes only.

## **TUITION PAYMENTS**

- All tuition payments are due no later than before or on the 15<sup>th</sup> of each month.
- Tuition payments are 10 months starting August 15 through May 15.
- All payments must be up-to-date and on time.

## **LATE FEES**

### **A \$25 late fee will be added if:**

- Checks received after the due date are considered late regardless of the date on the check.
- Payments received after the due date
- The full monthly payment is not received on the due date.
- Please confirm with the Office if your child is carrying a payment to school in his/her backpack. If a student is found with a payment after the due date there will be a late fee.
- Payments received after the due date may not be reflected on the invoice.

\*\* If a child is late being picked up from school and has to stay in the Extended Day program you will then need to register your child with the Extended Day program. There will be a \$25 charge for the Registration fee and, the daily program rate.

Parents will be required to sign a Tuition Responsibility Agreement indicating that they have read, understand and agree to these Tuition Policies. Please return the agreement to the Business Manager.

All Tuition and Fees are paid directly to St. Patrick School and Educational Center. Payments may be made by **Bill Pay**, on our website at [www.saintpatricklowell.org](http://www.saintpatricklowell.org), check, money order, bank check or cash. **Checks** must be made out to **St. Patrick School**. There will be a \$15.00 Returned Check fee for any check made payable to St. Patrick School that does not clear the bank. If a check is returned, the administration will determine whether future payments may continue to be made by check.

## **Tuition Payment Schedule**

**Tuition payments begin and are due by August 15, 2023.** Due dates are on the invoices. All tuition and fees must be completed by **May 15, 2024**. All Tuition and Fees must be complete prior to both the Pre-K/Kindergarten and Grade 8 Graduations. Any parent/guardian whose financial obligations are not complete by May 15 will not be allowed to participate in all end-of-the-year or graduation activities, including practice and preparations. All financial obligations must be completed prior to final grades being issued. **Families may not carry a balance into the new school year.**

## **Delinquent Accounts**

Every effort will be made to collect tuition and fees through communication and meetings between the Business Manager, Principal and parents. However, when these efforts fail, all delinquent accounts will be referred to the Credit Bureau Associates for collection. Families who have not honored their financial obligations may be asked to withdraw from the school.

**Final Payment** Payments made after the due date must be in cash, money order, bank check or pay on our website only. **No personal checks are allowed.** They will be returned and a late fee will be added.

**Failure to meet financial obligations may result in the referring of the account to a collection agency or legal action may be taken.**

**Withdrawal Procedures and Financial Policy**

**Families must notify the school in writing and complete a formal WITHDRAWAL form if a student is withdrawing from the school.**

- Parents/Guardians of students who withdraw during the school year are responsible for full payment of their tuition for months attended, including partial months beginning with August and ending with the month of withdrawal. **Families who withdraw on or after April 1 are responsible for the full year’s tuition and fees.**
- Any unpaid balances will accumulate daily late fee of \$10 until the balance is paid in full.
- Parents/Guardians of students who withdraw at the end of the school year are responsible for the completion of all tuition and fee payments owed to the school at the time of withdrawal.
- All student books must be returned at the time of withdrawal. Parents will be responsible for the full replacement price for any book not returned.
- **The school will not forward records for students who withdraw with an outstanding balance.**

**TUITION AND FEES 2023-2024**

<b>Pre-K Tuition</b>	\$ 3,550	<b>K-8 Tuition</b>	\$ 3,450
<b>Books</b>	\$ 150	<b>Books</b>	\$ 150
<b>Activity</b>	\$ 100	<b>Activity</b>	\$ 100

<b>Registration</b>	\$ 100 per child
<b>Fundraising Fee</b>	\$ 150 for families with 1 and/or 2 students \$ 200 or families with 3 or more students

**Methods of Payment**

- Bill Pay - this is through your online checking account. This is free and the easiest.
- Payment Center on our website – there is a 3% fee on the amount that is paid.
- Bank checks, money orders or personal checks
- Cash

**Fundraising: All families are required to assist by raising \$150/\$200 through their participation in school fundraisers throughout the year.** This money goes directly toward the gap between the actual cost of educating a student and the tuition charge. If a family chooses not to participate in fundraisers, they will be responsible to pay their total Fundraising amount. This amount will be included in your monthly fee.

### **Book Replacement Payment: Grades 2-8**

Students in Grades 2-8 and their parents/guardians will sign an annual Book Contract and will be responsible to pay the full cost of replacing any damaged or lost school-owned text book or workbook.

### **Student Planners: Grades 2-8**

All students in grades 3-8 will receive a St. Patrick School Planner. **Students will be required to purchase a new Planner if it is lost or destroyed during the year. (\$4.00)**

### **Parent-School Communicator Folder: All Grades**

Parent-School Communicator folders are provided for all students in Pre-K through Grade 8. **Students will be responsible to purchase a new one if it becomes lost or destroyed during the year. (\$3.00)**

## **PARENT'S/GUARDIAN'S ROLE IN EDUCATION**

We, at St. Patrick School, consider it a privilege to work with parents/guardians in the education of children because we believe they are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. **Your choice of St. Patrick School involves a commitment to your child's educational success and personal and spiritual development.** Good example is the strongest teacher. Ideals and values taught in school are not well rooted in the child unless they are nurtured at home.

During these formative years (Pre-K to 8), your child needs constant support from both parents/guardians and faculty in order to develop morally, intellectually, socially, culturally, spiritually and physically. Students need to know and experience the partnership and support between their teachers and parents/guardians. If there is an incident or concern at school, you, as parents/guardians, must make an investigation of the complete story your first step. Evidence of mutual respect between parents/guardians and teachers will model good, mature behavior and relationships. Supportive, open and honest communication between teacher and parents/guardians is necessary for your child's development.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that each child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to keeping to timelines and meeting deadlines.

**Your assistance with reading and returning papers, permission slips etc. on time will reinforce the importance of the materials sent home.**

## Parents/Guardians as Partners

As partners in the educational process at St. Patrick School, we ask parents/guardians to set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code (school uniform and gym uniform) and for the weather
- Completes all assignments on time
- Participates in the school Nutrition Program or has a nutritional breakfast, snack and lunch every day

### **As partners in the educational process at St. Patrick School, we ask parents/guardians:**

- To actively participate in school activities such as Back to School Night and Parent-Teacher Conferences
- To see that the student takes care of his/her school materials and books and pays for any damage to school books or property due to carelessness or neglect on their part
- To notify the school with a phone call and a follow-up written note when the student has been absent or tardy. This communication is required for your child's safety.
- To notify the school office of any changes of address or emergency phone numbers
- To meet all financial obligations to the school on schedule
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policies of the school
- To treat teachers with respect and courtesy in discussing student problems

Together, let us begin this year with a commitment to be partners in your child's education at St. Patrick School as we support one another in helping your child to become the best person he/she is capable of becoming.

## GENERAL INFORMATION

### Arrival

**No teacher is on duty in the school yard until 8:00 AM.** St. Patrick School offers an Extended Day Program. The program runs from 7:00 AM until 8:00 AM each day. Registered students for the Extended Day program who arrive at school prior to 8:00 AM should report to the Extended Day Program. Parents/Guardians will be charged for using this program, according to the payment schedule. **No child should be dropped off and left alone outside in the morning prior to 8:00 AM.**

**All Grades: 8:20 AM** Parents/Guardians are responsible to get their child/ren to school on time. **Any child who is not in line when the 8:20 AM bell rings is considered tardy.** The school will make special note of late bus arrivals and this will not be counted against the student.

Excessive tardiness is disruptive to a student's education and to the student's class as a whole and may require disciplinary action.

At St. Patrick School, we work in partnership with parents/guardians to enable each child to develop as an independent learner. Parents/Guardians should allow their child/ren to enter the school building on their own each morning. Parents are asked to not accompany their child/ren to the classroom upon arrival.

### **Dismissal**

**Dismissal begins at 2:40 PM each day.** Children will be dismissed to buses via the front door. Students who are being picked up or walking (Pre-K and Car and Walkers) will be dismissed through the back doors and will remain in the designated dismissal area with teachers.

**Parents/Guardians must park beyond the cones and personally pick up their child/ren at the designated area.** For safety reasons, children will not be allowed to run/walk to parents/guardians waiting in cars. Children will be dismissed only to those authorized adults listed on Emergency/Pick-Up forms. **Parents must notify the Office of any changes in dismissal arrangements in writing (note) on the day of the change.**

In case of an unexpected emergency, parents are asked to call the Office **no later than 2:00 PM** in order to safely notify their child/ren and teachers of any unexpected change to dismissal. For safety reasons, the school cannot make last minute transportation changes for families on a daily basis. Students not picked up by the end of dismissal (approximately 3:00 PM) will be sent immediately to the Extended Day Program. Parents will be charged the Registration fee and the daily per child rate for using this program.

### **Parking Lot Safety Issues**

The safety of our children is of utmost importance. Therefore, parents/guardians must **drive slowly and carefully** when entering the parking area at any time. Parents are asked not to block another car or a passageway. At no time should any parent/guardian drive through the cones or allow their child/ren to wander around outside of their car. It is difficult to see small children who may be right behind or next to a car. In the morning, parents/guardians must walk their child/ren (Pre-K through Gr.4) beyond the cones. In the afternoon, children will not be allowed to leave the designated pick-up area to walk to a car that is parked either in the parking lot or on the street.

### **Daily Schedule**

<b>8:00 AM</b>	Teachers in the building.
<b>8:20 AM</b>	First Bell - Homeroom teachers pick up students in designated lines.
<b>8:30 AM</b>	Second Bell – Classes Begin: Whole School announcements, prayer, birthday recognition. This is followed by classroom opening exercises.
<b>10:15 AM</b>	Morning Recess/Breakfast
<b>12:15 PM</b>	Lunch /Recess
<b>2:35 PM</b>	First Bell for Dismissal
<b>2:38 PM</b>	Students report to Dismissal Rooms/Extended Day
<b>2:40 PM</b>	Dismissal Lines called

### **School Office Hours**

The school office is open on all school days between **8:00 AM – 3:00 PM**. Messages may be left on the school's phone prior to and after these hours.

### **No School/Delayed Openings**

St. Patrick School follows Lowell Public Schools for weather related closings or delays. Announcements will be made on several radio and TV stations or on their web sites. Parents may also check for updated phone messages on the 978-458-4232 school number.

**One Hour Delay:** School will start at 9:20 AM. Your child's bus pick-up will be one hour later than the regular time.

**Two Hour Delay:** School will start at 10:20 AM. Your child's bus pick-up will be two hours later than the regular time.

**When a "Delay" is in effect, the Before School Program will be cancelled.**

**The school building will be open 20 minutes before the start of school.** Students should enter by the back door and remain seated in the school hall. Teachers will be on duty in the school hall. Parents should never drop off children in the school yard and leave them unattended.

If severe weather conditions warrant an unplanned early dismissal, parents will be notified via our reverse phone emergency communication system and will follow the directives of the Lowell Public Schools.

### **Attendance Policies**

**Absence:** A student's absence from school interferes with his/her academic progress. Excessive absence may result in a summer school requirement or can be cause for a student to be retained in the current grade for another year.

When a student is absent from school, a parent/guardian must call the Office by 9:00 AM each day of the absence. If the Office does not receive a call, a parent/guardian will be contacted at home or at work. Parents are asked to call the school if their child will be tardy as well. This policy is for the protection of the student.

**A written note giving reasons for the absence must be brought to the student's teacher upon the student's return.** This note will then be sent to the Office and become part of the student's attendance file. Should absence for any reason other than illness seem necessary, parents/guardians are requested to consult with the Principal and present a written reason for the absence. Students who are absent from school may not participate in any extra-curricular activity held after school on that day unless authorized by the administration.

**Vacations:** The school calendar provides information on extended weekends and school vacations throughout the school year. Families are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

**Teachers are not required to provide tutoring, make-up tests or assignments for days missed due to vacations outside of the scheduled school breaks. They are not required to provide assignments prior to the vacation.** All make-up work and any necessary tutoring resulting from such absences are the responsibility of the parent/guardian and student. These days will be counted as **unexcused** absences.

**Make-Up Work:** Each teacher will set his/her guidelines for make-up work due to absences resulting from illness. These guidelines will be communicated as part of Class Policies at the beginning of the school year.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

When a student is going to be absent for three or more days due to illness, a parent/guardian may call the school office **before 9:00 AM** to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM - 4:00 PM or sent home with a sibling or friend. It is not possible to interrupt a teacher during class time to prepare assignments, so please plan ahead!

**Absence During the School Day:** As much as possible medical appointments must be scheduled outside school hours. Students needing medical/dental appointments during school hours must bring a written note by the parent/guardian. This note should be brought to school no later than the morning of the day of the appointment. Parents are required to come to the Office to sign out their child. Students dismissed for medical/ dental appointments may not return to school.

**Students who leave school prior to 11:30 will be considered absent.**

**Illness Related Attendance Guidelines: (Taken from LPS)**

Children must remain home if they have any of the following:

- A contagious illness like chicken pox, flu, or strep throat, until the doctor says it's safe to return or the child has been on antibiotics for 24 hrs.
- A rash or skin condition not diagnosed by a doctor
- A fever that causes chills, sweating or muscle aches
- Temperature over 100.4° within the past 24 hours
- Vomiting or diarrhea
- Red or pink eyes, or drainage from eyes
- Head lice (live lice)
- Have been notified by the school nurse/ health department that immunizations are not up to date (exclusion notice is given after the 3rd warning)

When can a child return to school after an illness? Before returning to school:

- A child must be fever-free without medication for 24 hours.
- A child must be symptom- free for 24 hours.
- A child with a diagnosis of strep throat, impetigo or conjunctivitis must be on medication for 24 hours before returning to school.

**Doctor's notes are required after any extended absence or when returning from a "contagious" illness or condition**

**ACADEMIC INFORMATION**

**Reporting of Student Progress**

**Daily Work:** A student's work (worksheets, quizzes, written work, notebooks or tests) will be

sent home weekly or bi-weekly by individual teachers. Parents/Guardians are asked to review this work with their child/ren and, if required, sign the work and return it to school.

**Report Cards will be issued three times during the school year: December, March and June.** Parents must sign report cards and return them to school by the date requested.

**Progress Reports** are sent home mid-way through each grading period for students who are in danger of failing for the term. Teachers may choose to send home progress reports to all students at various times throughout the year. Parents must sign progress reports and return them to school by the date requested.

**Title I Reports** are sent home at the time of report cards. Parents must read the report, sign it and return it to the Title I teacher.

**Grading**

The following code is a general guide to grading. Specific Grades are listed on your child’s report card.

<b>Pre-K and K</b>	Mastery of Concept	S+
	Developing Satisfactorily	S
	Improving	I
	Needs Improvement	N or NI
	Does not apply at this time	NA
	Unsatisfactory	U
<b>All other Grades</b>	A + 97-100	C+ 77-79
	A 94-96	C 74-76
	A- 90-93	C- 70-73
	B+ 87-89	D+ 67-69
	B 84-86	D 64-66
	B- 80-83	D- 60-63
		F Below 60

Grades 1-3 receive letter grades for all main subjects. Grades 4-8 receive numerical grades. All other subjects or components of specific subjects are graded using the following:

VG - Very Good      G - Good      S - Satisfactory  
 NI - Needs Improvement    U - Unsatisfactory

**Parent/Teacher/Student Conferences**

Formal Parent-Teacher-Student Conferences are scheduled after the first two report cards. Conference schedules are prepared and communicated by the teachers in advance of the scheduled dates. Parents/Guardians requiring additional conferences during the school year may make arrangements with the individual teachers. Teachers may also request conferences to address interim academic or behavioral concerns. It is important for the success of each child that his/her parents/guardians and teachers work together throughout the year. Ongoing communication facilitates success.

**Testing**

- Grades K-8: Archdiocesan Standardized testing (NWEA MAP) will be administered



- three times each year – Fall, Winter and Spring.
- Classroom tests: Periodic classroom tests are used to assess subject mastery. The purpose of these tests is to provide a measure of progress toward objectives and positive feedback and to allow the teacher to gauge the success of instructional goals. Teachers may also administer placement tests/assessments for reading and other areas of the curriculum.
  - Grade 8: The Catholic High School Placement test is given in November/December. Students applying to Catholic High Schools must register to take this test at a local Catholic High School. Other private high schools require specific testing. Please check with these schools individually.

### **Awards**

Academic Awards are issued after each Report Card. Awards are based upon criteria inclusive of grades, effort, and conduct. End of the Year Awards also include Overall Excellence Awards in each subject area, Outstanding Performance in various aspects of school and Perfect Attendance Awards.

### **Counseling**

St. Patrick School does not have a School Counselor on site. However, parents may make arrangements with the Principal for outside counselors see students in school during the school day as necessary. The school will work with families to assist in accessing counseling/mental health services if needed.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Patrick School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas and satisfactory attendance.

The teacher, in conjunction with the Principal, may recommend tutoring or summer school as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Junior High students (6, 7, 8) who are failing one or two subjects are required to attend a local summer school and receive passing grades to be promoted to the next grade or to graduate. **Promotions and diplomas will be held until all such academic requirements are met.**

### **Homework**

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

Since each student has different capabilities and interests, it would be difficult to prescribe the specific amount of time to be spent on an assignment. If a problem arises, the individual teacher should be contacted.

Although the amount and type of homework will vary within grades and on different days, a reasonable guideline is listed below. Teachers will consider the ability of the group and the

assignments of other teachers when requiring homework. Teachers in Grades 6-8 will coordinate a homework schedule and long-term projects.

- Grades K and 1            20 - 30 minutes
- Grade 2                    30 - 45 minutes
- Grades 3-4                45 - 60 minutes
- Grade 5                    60 - 90 minutes
- Grades 6 -7 - 8            90 - 120 minutes

Grades 1-8 will usually be assigned homework Monday through Thursday. Depending upon class schedules, students may be assigned homework on Fridays as well. Students may be assigned homework over the weekend or vacation week for a specific long-term project or for work not completed during the school week. Long-term projects will be assigned with sufficient time to successfully complete them.

### **Library**

Although St. Patrick School does not have a formal Library, students do have access to reading and research materials within their classrooms. All classes may make use of the Lowell Pollard Memorial Library that is within walking distance of the school. Students are encouraged to use both the school resources and their public library for enrichment and pleasure reading. All students should have a library card for use throughout the year. Teachers in the younger grades may keep the cards in between scheduled visits.

The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for by the student before any other materials may be checked out.
- Follow up to Library Notices received at home are the responsibility of the parents/guardians.

**A student may lose his/her library privilege for any inappropriate behavior at the library or while walking to or from the library.**

### **Field Trips**

The purpose of a field trip is to enrich the classroom curriculum, foster knowledge of the community, and to develop and refine student behavior appropriate to a variety of social situations. By the time a student graduates from St. Patrick School and Educational Center, he/she should have visited and participated in many of the major cultural resources of the Lowell area.

- Field trips are encouraged as an integral part of the development of the curriculum. Field trips are designed to correlate with teaching units and to achieve curricular goals. They will be well planned, and students should view them as class outside the classroom, not as a day of play.
- Homeroom teachers or the particular class teachers will accompany the children on a field trip. All chaperones must have an annual CORI check done by the school. All

parents are encouraged to complete a CORI check before the beginning of each school year. Siblings who do not attend St. Patrick School are not allowed to accompany a class on a field trip even if the parent is a chaperone.

- All plans for field trips will begin with approval from the Principal and notice of the field trip will be placed on the monthly calendar for parents.
- The teacher/s coordinating the field trip will provide the students with an official school Permission Slip and collect the signed Permission Slips when they are returned. All signed Permission Slips remain on file for a year.
- Students must turn in a signed Permission Slip provided by the school by the date indicated on the Permission Slip in order to attend a field trip. Neither handwritten notes nor phone calls can take the place of an official Permission Slip. It is the responsibility of the parent/guardian to see that the permission slip is returned to school by the deadline given.
- **Field trips are a privilege, not a right.** Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- Students not attending the field trip will remain at school with individual work given by the teacher to be completed by the student that day.
- Field Trips are considered an extension of the school. Therefore, students must abide by all school policies while on Field Trips.
- Parents may, for serious reason, refuse to permit their child from participating in a field trip by stating so in writing. However, students not attending will be held responsible for any academic work based upon the Field Trip. Students who do not attend a field trip will either remain at home with the parent and will be marked absent for the day (full day field trip) or will be assigned to another class. (partial day)
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Private transportation is not allowed except in cases of medical need.
- All funds collected for field trips (Activity Fees) are non-refundable.
- Students may not bring cell phones on field trips unless otherwise directed by the teacher and/or administration.

### Speakers

Guest speakers for the various areas of the curriculum are encouraged. All arrangements will be discussed and approved by the Principal ahead of time. Arrangements for speakers will be noted on the monthly calendar or communicated through teacher memos.

### Sacramental Program

religion program at St. Patrick School. Sacramental preparation is included within the religion curriculum.

**Parents/Guardians who wish to have their child/ren receive sacraments must make arrangements with their home parish and follow the program requirements as set forth by that parish.** Children are encouraged to receive the sacraments in the parish where they worship. Parents of students who are preparing for a sacrament are required to be active partners in the preparation of their children, for these sacraments by attending all Parent meetings, and making arrangements for their child/ren to attend any special classes, practices and retreat days.

**Visitors:** Our school is a secure facility and all entrances are kept locked at all times. School visitors (volunteers, parents, lunch helpers etc.) must report immediately to the Main Office upon entering the building. **At no time may a parent enter the building by another door.** Visitors and Volunteers will be issued School Identification badges to be worn while in the building. Visitors and/or volunteers are to sign out at the Office at the time of their departure.

### **Nutrition Program**

St. Patrick School offers both a Breakfast and a Lunch program daily. Meals are prepared by a vendor (Preferred Meals) and served by Nutrition Program helpers. Families may apply for and receive Free or Reduced Breakfast and Lunch. Because our program receives state and federal subsidies, St. Patrick School must follow the income guidelines set forth by the Department of Education to determine eligibility for Free or Reduced rates. St. Patrick School must also follow all guidelines regarding food components and sale of the Breakfast and Lunch programs.

Parents/Students can retrieve the monthly calendar menu for both Breakfast and Lunch on our website. Teachers will confirm daily who will need breakfast and/or lunch. Parents may access the nutritional and food components of the meals served if there are health concerns via the Preferred Meals website, ([www.preferredmealsmenu.com](http://www.preferredmealsmenu.com)). It is the responsibility of the parent/guardian to review the menu carefully and to send their child with a meal/snacks on days that a meal is being served of which the child is not eating school meals. **For additional Lunch program Information, please refer to the information provided in the Lunch Program packet.**

Students may choose to bring their meals/snacks each day or on certain days if they do not order a school lunch. Students may not bring glass bottles, soft drinks, candy, gum or excessive amounts of sweets or junk food to school. Snack foods should be in individual size portions. No High Energy Drinks or Weight Loss drinks of any kind are allowed in school unless prescribed by a doctor. Parents are not allowed to bring lunches or drinks from carry-out restaurants for their child/ren at breakfast or lunch times. Fast-food such as McDonald's or Burger King is not allowed in school. Parents will be asked to pick up the meal and provide one that follows the guidelines. If the student does not have a lunch, a school lunch will be ordered for them. Lunches should not be dropped off during the school day.

Any student with food allergies must bring in a Doctor's note stating their allergies. The lunch program will try to accommodate such allergies.

Students are expected to use the same manners required in the classroom during meal time. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

**Students may not share their lunch or snack food with other students as a safety precaution (allergy related).**

Teachers and students will determine rules and appropriate behaviors for lunchtime. Students are asked to cooperate in cleaning up after themselves and properly disposing of their trash and recycling.

### UNIFORM POLICY

Students in all grades are required to be in full uniform each day. The purpose of this policy is to help create a respectful atmosphere that is non-competitive. Neatly dressed students present a positive school and self-image. Students, whether in uniform or not, should always represent the school's mission. The uniform policy will be strictly enforced.

*All uniform items* must be purchased through the *Collegiate House Uniform Company*. Pants may be purchased elsewhere but must match the uniform. Sweatshirts, sweatpants, gym shorts, sweaters, fleece tops, vests, polo shirts, and T-shirts must have the *St. Patrick School monogram*.

**Summer uniform (optional):** Navy blue twill walking length shorts, polo shirts, navy crew socks. These may be worn from the *beginning of school until October 31th*.

**Winter uniform (optional):** Sweatshirts, fleece tops, and navy leggings may be worn from *November 1 until May 1st*.

Only **white** undershirts/T-shirts may be worn under blouses and shirts.

St. Patrick School polo shirt or blouse must be worn with the SPS sweater or sweatshirt.

“**Spirit**” clothing is **not part** of the school or gym uniform and may not be worn in place of the uniform.

### DRESS CODE POLICY

**Neatness**

The uniform must be the right size, kept clean, neat, and tidy. Blouses (girls) must be tucked in. Vests, sweaters, and sweatshirts must be kept out over the skirt or pants. Skirts may not be more than 2 inches above the knee and may not be rolled at the waist.

<p style="text-align: center;"><b>Pre-K and K</b></p> <ul style="list-style-type: none"> <li>• SPS navy blue sweatpants or shorts</li> <li>• SPS navy blue t-shirt, short or long sleeves</li> <li>• SPS navy blue sweatshirt</li> <li>• Sneakers (simple, preferably with Velcro)</li> <li>• Navy or white crew length socks</li> </ul>	<p style="text-align: center;"><b>Boys – Grades 1-8</b></p> <ul style="list-style-type: none"> <li>• Navy blue twill pants</li> <li>• Navy twill walking length shorts (<b>summer</b>)</li> <li>• Blue or white SPS polo shirt, short or long sleeves</li> <li>• White, navy blue, or dark green turtle neck for <b>winter</b></li> <li>• SPS cardigan, pull-over sweater, sweater vest</li> <li>• SPS sweatshirt or fleece jacket (<b>winter</b>)</li> <li>• Navy or white crew length socks</li> <li>• Simple sneakers</li> </ul>
<p style="text-align: center;"><b>Girls – Grades 1-4</b></p> <ul style="list-style-type: none"> <li>• Plaid jumper</li> <li>• Navy blue twill slacks, pleated front</li> <li>• Navy twill walking length shorts (<b>summer</b>)</li> <li>• Peter Pan blouse, yellow, blue, or white, short or long sleeves</li> <li>• Blue or white SPS polo shirt</li> <li>• White, navy blue, or forest green turtle necks for <b>winter</b></li> <li>• SPS cardigan or pull over sweater</li> <li>• SPS sweatshirt or fleece jacket (<b>winter</b>)</li> <li>• Navy, white, or dark green knee socks or tights</li> <li>• Navy leggings and navy socks (<b>winter</b>)</li> <li>• Simple sneakers</li> </ul>	<p style="text-align: center;"><b>Girls – Grades 5-8</b></p> <ul style="list-style-type: none"> <li>• Uniform plaid skirt</li> <li>• Navy blue twill slacks, pleated front</li> <li>• Navy twill walking length shorts (<b>summer</b>)</li> <li>• Uniform pointed collar blouses: yellow, blue, or white, long or short sleeves</li> <li>• Blue or white SPS polo shirt</li> <li>• White, navy blue, or forest green turtle necks for <b>winter</b></li> <li>• SPS cardigan or pull over sweater</li> <li>• SPS sweatshirt or fleece jacket (<b>winter</b>)</li> <li>• Navy, white, or dark green knee socks or tights</li> <li>• Navy leggings and navy socks (<b>winter</b>)</li> <li>• Simple sneakers</li> </ul>
<p><b>Physical Education Uniform</b></p> <ul style="list-style-type: none"> <li>• SPS navy uniform gym shorts or sweatpants</li> <li>• SPS navy blue T-shirt</li> <li>• SPS navy blue sweatshirt</li> <li>• Sneakers and navy or white socks</li> </ul> <p>Gym uniforms must be purchased through <b>Collegiate House</b> and are worn on gym day.</p>	

## **Hair**

Students' hair must be clean, well-groomed and with bangs not covering the eyes. Boys' hair can be no longer than the top of the collar, the ear lobes and eyebrows. Hair coloring or hair extensions that are any color other than a natural hair color are not permitted. Hairstyles must be simple. No fads are allowed. Hair decorations, including beads, should be kept simple and appropriate for school and not pose distraction. No head-covering (non-uniform head bands, scarves etc.) may be worn except in the case of religious practice.

## **Cosmetics/Jewelry**

- Perfume, cologne or heavily scented lotion are not allowed. Girls may wear nail polish. Girls in grades 6-8 may wear light, age and school appropriate make-up. Tattoos of any kind as well as body piercings are not allowed.
- Students may wear one watch, one or two rings, one or two simple bracelets and one simple necklace.
- Girls' earrings must be a style and size that is safely worn. Boys may not wear earrings.

Any item **not listed or mentioned** is **not part** of the uniform.

## **NON-UNIFORM DAYS**

On non-uniform days, students may wear appropriate school clothing other than uniforms. Tattered, torn, tight fitting jeans or pants, tank tops, spaghetti strap tops, tube tops, midriff shirts, hats, short-shorts, shirts with inappropriate sayings or advertisements may not be worn. For safety reasons students are not permitted to wear moccasin type slippers, crocs, sandals, clogs, light up sneakers, boots (including Ugg style or dress boots), flip-flops, or any other sort of open-toed/open-backed shoes.

If these dress down guidelines are violated the administration reserves the right to call parents to deliver appropriate clothing to the child at school. If this cannot be done, the child will lose the privilege of the next dress down day. On non-uniform days, students who have gym must wear or bring sneakers.

The following **procedure** will be used to address **dress code violations**, depending on the grade level.

1. Students will receive a **verbal reminder** when there is a dress code violation.
2. A sign and return update **slip to parents** will accompany the second warning.
3. On the third violation a **detention/missed recess** will be assigned to the student.

*The administration reserves the right to determine appropriateness  
and  
to interpret dress code violations and guidelines.*

**Collegiate House School Uniforms,  
14 High St., Medford, MA 02155  
781-219-4952**

[www.collegiatehouse.com](http://www.collegiatehouse.com)  
[admin@collegiatehouse.com](mailto:admin@collegiatehouse.com)

## **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to school in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

**An official School Medication Authorization form, signed by both the parent and the doctor authorizing that the medication be taken in school, must be received before medication may be given.**

No other medication of any type – including cough drops or over the counter medication – may be given to a child in school.

## **Gifts**

Students should not exchange individual gifts at school unless he/she has one for each student in the class. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade. Addresses of students will not be provided by the school.

## **Birthdays**

We request that birthday treats be already divided into individual servings: cupcakes or cookies. Please do not send cakes or anything that will take time preparing. It is the responsibility of the parent/guardian to send napkins and plates. All birthday treats are to be sent into school at the beginning of the day. These treats will be served during an appropriate time determined by the classroom teacher: usually during a recess time or the last 15 minutes of the day. No class time will be taken for celebrations. All birthdays and half-birthdays (summer birthdays) are acknowledged during morning announcements.

**Please be aware that not all children can take part in these celebrations due to food allergies. Check with the Office or teacher regarding food allergies.**

## **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school that are designed to foster mature development, personal responsibility and academic progress. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the students' sense of appropriateness will indicate to them. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, CDs, iPods, hand-held games or



anything that will detract from a learning situation are not allowed at school at any time. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s), not to the student. **Items taken away from students more than once will be kept by the school until the last day of school at which time they will be returned to the parent/guardian.**

### **Cell Phone Policy**

**Cell Phones:** Pre-K and K students may not bring cell phones to school. Students in grades 1-8 who bring cell phones to school must follow the policies and regulations pertaining to cell phones and must have a signed permission slip from their parent/guardian on file.

Only students who have a signed permission form may bring a cell phone to school but they may not keep the phone with them during the day. Students are to turn cell phones off and place them in the container at the beginning of the day. They will be stored safely for the day in the Office. Students may pick up their cell phones at the end of the day before going home. Students attending the Extended Day Program will pick up their phones when going home. Phones may not be used in the school building, outside in the circle or on school property without permission. Cell phones will be taken away from students who do not have a signed permission form and/or who do not follow these procedures. Parents/Guardians will need to come to school to pick up the cell phone. **Cell phones will be returned only to the student's parent/guardian – not to the student.**

**Off-Campus Conduct:** The administration of St. Patrick School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Students must remember that whenever they are in school uniform or engaged in activities as a student of St. Patrick School and Educational Center (such as at the public library or on a school bus), they represent St. Patrick School and Educational Center. Therefore, they will be held accountable for any behavior that is detrimental to the reputation of St. Patrick School and Educational Center. The Principal will determine the appropriate disciplinary measures to be taken concerning such behavior.

**Cheating:** Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, and/or detention. Plagiarism and the copying of another student's homework are forms of cheating. Students who plagiarize or copy will receive an automatic 0% for the assignment and will be required to re-do the assignment for no credit. Teachers may require this work be done in school after school hours. The inclusion of material directly downloaded from the Internet without correct or complete citation is considered plagiarism.

**Detention:** Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the reason for the detention and the day and time it is to be served. The day, date and time of the detention are at the discretion of the teacher who assigns the detention. Detention takes precedence over appointments, practices, lessons, ballgames, etc. Failure to return a Detention Notice or to serve a detention may result in an additional detention or consequence (loss of privilege).

**Suspension:** Students who are given an in-school suspension will be required to report to school each day and work in an assigned classroom other than his/her own. Students who receive an out-of-school suspension will not be allowed on school grounds during the time of their

suspension. Students must complete all class work and tests from the days of suspension but no credit will be recorded for this work.

**Expulsion:** Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Patrick School. Students who have been expelled will not be allowed to return to the school.

### **School Safety/Harassment or Bullying**

St. Patrick School is committed to providing a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. The Principal will investigate all such threats. Students involved in making such threats face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal will investigate all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Engagement in online blogs or social networks may result in disciplinary actions if the content of the student's blog/comments includes defamatory comments regarding the school, the faculty, support staff, volunteers, other students or the church. St. Patrick School will abide by the directives set forth by the Archdiocese of Boston regarding bullying and will comply with Massachusetts State Law.

St. Patrick School has a written policy pertaining to bullying. Parents/Guardians are responsible to read and cooperate with this policy and to review its content with their child/ren. The Bullying Policy will be reviewed with all children in an age-appropriate manner in school.

### **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. Students may be required to access counseling and/or treatment in order to return to school.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. **All school textbooks or workbooks used by the student must have a proper book cover.** No writing in school owned books is permitted unless directed by the teacher. The student/parent will pay for the replacement of damaged or lost school books (texts, workbooks, library books and/or reference books).

### **Unauthorized Use of School Name and Logo**

No student or student's parent/guardian may, without written authorization from the school's Principal, use the school's name, abbreviation of name, school employee's or student's names or pictures or any identifying logo, for any inappropriate purpose, including but not limited to:

- Soliciting funds on behalf of the school
- Fundraising or collecting money or services on behalf of the school
- Selling products on behalf of the school
- Posting on any website for any purpose not authorized by the school

Any such use of the school's name or logo by a student may subject the student to disciplinary action up to and including expulsion. Any such unauthorized use of the school's name or logo may result in legal action

## **Lockers**

Students may be assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out.

## **Title IX**

St. Patrick School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## **Child Abuse Laws**

St. Patrick School abides by the Child Abuse laws of the State of Massachusetts. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Social Services. The Principal will file all 51-A reports.

## **Volunteers**

St. Patrick School and Educational Center benefits greatly from the generosity of its volunteers. All individuals who volunteer in the school must have a CORI check completed and are required to complete the Archdiocesan mandated Virtus Training (Protecting God’s Children). All volunteers are expected to dress appropriately. Clothing should be modest and neat. Volunteers must follow and support all school policies and procedures.

## **Home-School Communication**

In order to ensure that all communication from school reaches home in a timely manner, St. Patrick School uses family emails. All school correspondences are emailed with the oldest/only child as a reference. Parents/Guardians are responsible for reviewing all information and completing necessary forms. If your email changes the Office needs to be notified immediately.

In addition to the use of the Family Envelope, each child has a Parent-School Communication folder. This folder has two inside pockets: Keep at Home and Return to School. This folder is utilized for home-school communication in between Family Envelopes. There is a \$2.00 replacement charge for each folder that is lost during the year. Any other form of individual classroom Home-School communication will be determined and communicated by the classroom teacher.

## **Transfer of Students**

Parents must notify the Principal in writing prior to withdrawing their child. This enables the school to prepare necessary information and settle accounts. Parents/Guardians are expected to sign an official school Withdrawal Form before the child leaves the school. Records of graduates or students transferring to other schools will only be sent through the US Mail or hand delivered by the principal or administrative assistant. No records will be given to parents to transport to the

new school. A signed Record Release form is required for all records to be sent from the school. All Health Records will also be transferred directly by the school.

No student records will be forwarded to another school until all financial accounts have been settled.

### **Student Records**

Each student has both a Permanent Record Card and a Temporary Cumulative folder. A student record is any information that is kept about a student in school (grades, test scores, comments). It is made up of a permanent record card, “transcript” and the “temporary records/cumulative folder (progress reports, final report cards, test scores, extracurricular activities, and any other relevant educational information). All academic and attendance information is recorded on individual student permanent records at the end of the school year. Progress reports, IEP’s, testing results and other academic reports are maintained in the Cumulative folder.

St. Patrick School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

### **Privacy of your Records**

School personnel who work directly with the student may see the records when it is necessary for them to perform their duties. With very few exceptions, no one else may see student records without written permission of the student or parents. A written record of those personnel who access a student’s records is maintained in the cumulative folder.

### **The following persons serving in a parental role shall have access to a student’s records:**

- Student’s father
- Student’s mother
- Student’s guardian
- A person or agency legally authorized to act on behalf of or in conjunction with the student’s father, mother or guardian
- A divorced or separated parent (subject to any written agreement between parents or court order governing the rights of such parent that is brought to the attention of the school).

### **Access to School Records for Non-Custodial Parents**

Massachusetts School Record Regulations Law Chapter 71 Section 34H requires the non-custodial parent to provide verification in the form of a probate court order or judgment relative to custody of the child, specifying in detail that s/he has not been denied, in court order, custody based on a threat to the safety of the child or the custodial parent. Student Records Appendix K-3

### **Records/Student Information**

Parents/Guardians are required to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date and that we will be able to reach you in case of emergency

### **Telephone**

Permission to use the Office telephone is given to students in certain cases. A student must present a note from his/her teacher to the school Office Manager verifying that he/she has a legitimate reason to use the phone. The Office phone is a business phone and students should use it only in case of an emergency. Forgotten homework, projects, equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home prior to coming to school. Students will not be allowed to use the school phone to make such arrangements. Changes in school or sports related transportation should be handled at home and between parents. The Office will make calls only in case of emergency or a last-minute game change. Students will be called to the Office to speak with a parent ONLY in the case of an emergency.

### **Service Projects**

Service to others is an integral part of the St. Patrick School experience. St. Patrick's is committed to providing students with the opportunity to make a difference in our religious communities, our neighborhoods, and city through various service and support programs. Each student is provided with opportunities to participate in service to others. Possible areas of service may include projects directed towards helping other children, projects in which reach out to the sick and elderly of our community, projects directed toward helping the hungry and homeless. The Student Council may also assist by organizing a school-wide service project.

### **Mission Outreach**

St. Julie Billiart, the foundress of the Sisters of Notre Dame de Namur, told her Sisters that they should have "hearts as wide as the world". We strive to instill within all students this same care of all parts of our world, especially those areas suffering from poverty, war, hunger and lack of basic necessities and education. Each year, we will choose a particular need to address through mission projects and especially our Lenten Penny Drive.

### **Fire Drills**

State Law requires that fire drills be held regularly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Close windows (when possible) and doors.
3. Walk to the assigned outside location briskly, in single file at all times, and in silence.
4. Stand in a line quietly with your teacher.
5. Respond to your name out loud when the teacher takes attendance.
6. Return to building when signal is given.

If a student is not with his/her class at the time of a fire drill – in the corridor, in the bathroom, at the Office, or with a tutor, he/she should leave by the nearest exit and join his/her own class outside.

### **Crisis Plan**

St. Patrick School has a Crisis Plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Patrick Church
2. Off Campus – across the street at North Common

Parents/Guardians will be notified of any crisis and the plans being implemented via our reverse phone emergency communication system. Parents should not call the school as this would tie up phone lines.

### **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school Office Manager. These items will remain in the Office for 5 school days. After 5 school days, items are donated to charity or discarded.

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## **HEALTH ISSUES**

### **Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Students must have a signed permission for self-administering on file in the Office. All other students will have their inhalers kept in the Main Office. Parents are asked to ensure that the school is provided with a spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

### **Record Keeping, Immunizations/Physicals**

Health Records are maintained by the administration of St. Patrick School. At the beginning of each school year, or when a child joins St. Patrick School, parents are asked to submit a report from a recent physical and a record of all required immunizations. **All parents of children with asthma or any known allergies are asked to develop an in-school treatment plan with their pediatrician.** A copy is to be given to the school. Parents are asked to inform the school of any changes in medications. All students must have an annual physical report on file. Notifications pertaining to immunization requirements will be sent home annually. It is the parent's responsibility to follow up with their child's pediatrician and keep all immunizations up to date. **Students may be excluded from school until all immunization requirements are met.**

### **The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma. Neither Faculty nor students should wear heavy perfumes, lotions or after shave which may irritate a student's asthma. If necessary, a child with documented asthma may need to remain indoors during certain weather conditions. This must be clearly stated by the child's pediatrician. **Informal notes from a parent or guardian will not be accepted.**

### **Food Allergies**

St. Patrick School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life-threatening allergic reactions, St. Patrick School will maintain an In School Treatment Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy. **Students diagnosed with such life-threatening allergies may not attend school unless a plan is in place.**

### **Staff Training**

Faculty and staff members are certified in Basic First Aid and CPR. Training will be provided to ALL school employees (including office staff, food service staff) who are not certified in these areas. All faculty and staff will be trained in the administration of an Epi-Pen.

### **Notifications**

Teachers and staff will be notified about the nature of any life-threatening allergies faced by students as reported by their parents/guardians. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid and actions to be taken in case of emergency (In School Treatment Plan).

### **Classrooms/Teachers**

Teachers will be familiar with the In School Treatment Plan of students in their care and respond to emergencies as per the emergency protocol documented in the plan. Information will be kept about students' food allergies in the classroom, lunch room, Extended Day Program and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be informed about the risk and treatment of food allergies.

In the event of a suspected allergic reaction (where there is no known allergic history) or any other serious medical problem, Emergency Medical Services (911) will be called immediately.

**A parent or guardian of a student with food allergies is responsible for providing food for his/her own child whenever food served in school poses a possible allergy problem. It is the parent/guardian's responsibility to carefully review the breakfast and lunch menus each month.** Individual snacks will be kept in a separate snack box or chest provided by the parent or guardian.

- Tables will be washed and disinfected following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.
- As needed, a "nut-free" table or area will be established and maintained as an option for students with peanut allergies.
- **Students will not be allowed to share their food or snacks.**

### **School Field Trips**

Based upon medical advice and after communication with parents/guardians, the school administration will determine the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies or medical conditions.

Medications including an EpiPen or inhaler and a copy of the student's In School Treatment Plan must accompany the student on any off-site event.

A cell phone or other communication device will be available on the trip for emergency calls.

The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

### **Nits and Lice**

St. Patrick School follows the protocol of the Lowell Public Schools regarding nits and/or lice. Copies of these protocols will be distributed as needed.

### **Sickness**

St. Patrick School will follow the protocol of the Lowell Public Schools regarding sickness in school and removal from class due to illness.

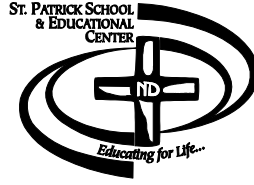
### **Student Conduct on School Buses**

Students from St. Patrick School who qualify for a Lowell School Bus Pass and who ride the school bus are required to follow all policies and procedures as outlined by the Lowell Public School, St. Patrick School and the transportation company. Each rider will receive a copy of these policies and procedures at the beginning of the school year. Students who fail to follow policies and procedures will be written up by the bus driver. A student may be suspended from the bus for a period of time or permanently for unsafe behavior, bullying, harassing or destruction of property (bus). This determination will be made by the principal in conjunction with the transportation office.

### **Right to Amend**

**St. Patrick School and Educational Center reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email.**





**ST. PATRICK SCHOOL AND EDUCATIONAL CENTER  
2023-2024**

**PARENT/ STUDENT SIGNATURE PAGE**

By signing below, I acknowledge that I have accessed the 2023-2024 Parent/Student Handbook. I acknowledge that I and my child/ren will adhere to and support these policies and procedures and, failure to do so may result in disciplinary consequences.

**Parent Student Handbook is on our website.**

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Parent/ Guardian Name (PRINT) Date

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1. Student Name (PRINT) Date

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2. Student Name (PRINT) Date

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3. Student Name (PRINT) Date

**PLEASE SIGN AND RETURN BY THURSDAY SEPTEMBER 21, 2023**