

Saint Patrick School
952 Buffalo Street
Franklin, PA 16323

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School Handbook

2014-15



Lifelong Achievement through Faith, Learning, and Action

ACADEMIC AWARDS: Each grading period students in Grades 6, 7, and 8 qualify for awards. Principal's List awardees are those earning As and/or Bs with a grade point average of at least 3.75. Honor Roll awardees are those earning As and/or Bs with a grade point average below 3.75.

ARRIVAL: Staff supervision of students begins at 7:40 a.m. Bus students who arrive earlier will wait in the lobby until the supervisor arrives. Bus students arriving at school between 7:40 a.m. and 8:10 a.m. will come to the main entrance on Buffalo Street and go to Cenedella Hall (lunchroom) or Dion (gym). Students arriving after 8:10 a.m. should go directly to their classrooms. Students do not need accompanied to the classroom, Cenedella Hall, or the gym (unless the adults are participating in the morning walk).

ATHLETICS: The school offers boys' and girls' basketball (Gr. 5-8) and cheerleading (Gr. 5-8). Fourth graders *may* participate in the sports program in order to provide adequate numbers.

ATTENDANCE: Parents **MUST** call the school before 8:20 a.m. each day that a child is absent from school. If we are not contacted, we will call you. Upon returning to school your child must present a written excuse to the teacher. This excuse should include the date(s) absent and the reason why. Any student absent with a communicable disease must present a note from the family physician upon returning to the school.

When you know in advance that your child will miss part or all of a school day, send the excuse in ahead of time to the teacher. Students are not permitted to walk from the school to a doctor's office or to their homes if they become ill. When you come to pick up your child, come to the office to sign your child out. We then will page the student.

The following policies will govern excused absences and appointments:

- If the student arrives at school after 8:20 a.m. and before 10:00 a.m., s/he is tardy. If the student arrives after 10:00 a.m., s/he is absent for a half day.
- If the student arrives on time but leaves before 10:00 a.m. and does not return, s/he is absent for the day.
- Students leaving at 2:00 p.m. or later will not be marked absent for the afternoon.

For *any* absence, parents should consult with teachers as to the best method for making up classwork. Work given prior to a known absence will be given to the child the day before the absence.

AUXILIARY PROGRAMS: In addition to instruction in the curricular areas the following auxiliary programs are offered on site to students who qualify:

Academic Support	Psychological Testing
Remedial Math (Act 89)	<i>Piano Lessons (fee required)</i>
Remedial Reading (Title One)	<i>Instrumental Lessons (fee required)</i>

*Speech Therapy (Act 89) – NOTE: Kindergarten and Grade 2 receive a speech/language screening in the fall from the Act 89 Speech teacher.

Students who qualify may be able to participate in their public school district's gifted program. This occurs at the public school site and usually requires parent transportation to and from the program.

Information concerning any of the above listed programs may be obtained by contacting the school principal.

BOOKS: If a student text/workbook is lost or damaged, a replacement cost will be charged to the family. Book covers are available at school at no cost.

CANCELLATIONS/LATE STARTS: Listen to the radio (99.3/104.5 MAGIC FM) for information regarding school cancellations or delays due to weather (snow, extreme cold, etc.). You also can check the Franklin Area School District website at www.fasd.k12.pa.us. Keep checking as a delay *could* be changed to a cancellation. We will do whatever the school district (Franklin Area) does. A two-hour delay will mean that school will begin 10:20 a.m. Teacher supervision in Cenedella Hall/Dion would begin at 9:40 a.m. for bus students. *Preschool note:* In the event of a two-hour delay, preschool will start at 10:30 only for children in the extended program.

CHILD PROTECTION POLICY: The Diocese of Erie, along with all dioceses of the United States, has policies and procedures in place to address the national problem of child abuse and to aid in creating safe environments. The diocese is committed to ongoing screening and training of paid or volunteer persons who have regular contact with our children and youth under the age of 18. It is committed to the yearly inservicing and training of our children, youth, and parents with regard to touching safety and safe environment. To see what the Diocese of Erie is doing to keep children and youth safe, check out <http://www.eriescd.org/protectyouth.htm>

The Diocese of Erie is committed to protecting the children and youth who are entrusted to its care and to ensuring that those in ministry with our young people are in right relationship with the children/youth receiving services. To share in the ministry of Christ is a great privilege as well as a tremendous responsibility. The *privilege* is the joy of sharing in the mission of Jesus Himself. The *responsibility* is acting in a way that conforms to the attitude and actions of Christ. In this spirit, the diocese has issued a ministerial Code of Conduct, which can be accessed at <http://www.eriescd.org/pdf/codeofconduct.pdf>. The code is included in the diocesan *Policy for the Protection of Children*, which also includes mandates for creating safe environments. To read the policy, go to <http://www.eriescd.org/pdf/policyabuse.pdf> For more information, contact Mrs. Karen Streett at the diocesan offices at 814-824-1222.

COMPLAINT PROCEDURES: Issues related directly to the classroom should be addressed first with the classroom teacher. Overall school matters and/or unresolved classroom issues may be addressed with the principal. The pastor is the final local recourse in school matters. The Catholic Schools Office of the Diocese of Erie (1-800-374-3723) is the contact for clarification of diocesan policies and procedures.

CONDUCT: Good conduct is emphasized at all times so that the student will form proper habits and attitudes. The teacher represents the parent in the classroom and is primarily responsible for addressing matters of student conduct. Serious issues and/or continuous and/or deliberate offenses are brought to the attention of the principal and/or pastor. The school is responsible for students during the instructional hours of the day in school and on school property as well as on school district vehicles. School responsibility also applies at school events held before, during, or after school that are directly observed and supervised by school staff. Please refer to the Code of Conduct and the Policy on Threats and Violence in this handbook for further information.

CURRICULUM: The Catholic Schools Office of the Diocese of Erie is responsible for establishing the school's curriculum. This curriculum can be accessed via the diocesan website: www.eriescd.org.

DISMISSAL: If you know in advance of a change in your child's usual dismissal procedure, please send a note or call the office as early as possible. We do *not* find it in your child's best interests to accept the child's verbal message as to a change in his/her dismissal. At the end of the school day, all students are dismissed at the school's main entrance. A crossing guard is provided at the intersection of Buffalo and Tenth Streets. Please use the crosswalks and wait for the crossing guard to signal you to cross. Students are not permitted to cross between parked cars or buses. As adults, it is important to set good safety examples for the students to follow. **Please do not pull into the bus lane at any time during the school day.** You are encouraged to use the parking lot located diagonally across from the school.

DRESS CODE: A uniform dress code serves to identify students as belonging to a certain school, to decrease the overall expense of suitable school attire, and to bring commonality to the students attending the school. Details about the school's dress code are found on a separate page at the end of this handbook. Used uniforms are kept in the school and may be purchased as needed.

When **non-uniform days** are given, the following is a description of suitable attire:
-jeans/pants (includes capris and crop pants; sweat pants/nylon pants are discouraged; leggings by themselves are not permitted)

-shorts (just above knee length)

Note: Shorts may be worn only during the same time frame as the uniform shorts (Aug. 28 – Nov. 25 and Mar. 16 – last day of school).

-sleeved top -- must be *able* to be tucked in but need not *be* tucked in

-socks optional

-footwear -- must have a back or back strap; heel height appropriate for stairs

Notification will be given if any dress-down day attire is not appropriate.

EARLY DISMISSALS: In the event that students must be dismissed from school earlier than usual, phone calls will be made to parents/guardians or designated contact persons to determine where the students should go.

FIELD TRIPS: Participation in class/all-school fields trips is a privilege, not a right. Students have the opportunity to participate by demonstrating academic effort and appropriate conduct. This holds true for attendance at in-school assemblies/programs.

FUNDRAISERS: Fundraisers are efforts by the school itself to keep tuition down. Their success depends upon the committed participation of our parents. All parents are expected to take an active part in fundraising activities.

HEALTH: You are encouraged to have your child examined by your own dentist and physician. In June slips are given to the respective grades as a convenience for you. If your doctor has not examined your child, the school district provides the following:

Vision screening	Grades K-8
Head lice screening	Grades K-8
Heights, weights, body mass index	Grades K-8
Physical examination	Grades K, 6 (with parent permission)
Dental examination	Grades 1, 3, 7
Hearing screening	Grades K-3, 7
Scoliosis screening	Gr. 5 (girls only); Gr. 7 (all); Gr. 6 (all- during physical exam)

If your child needs medical or dental care or if any other problem is noted, you will be

contacted. If your child becomes ill during the day, our usual procedure is to contact you to determine the best course of action. **Any child with any fever (100 degrees and above) is to stay home until s/he is fever-free (without the use of fever-reducing medication) for 24 hours.**

HOMEWORK: Teachers assign homework with great care in order to satisfy educational objectives. Each child is to complete the homework assigned. When assignments are given, they should not exceed one-and-one-half hours in Grades 6-8 and one hour in Grades 4-5. In Grades K-3 homework is given judiciously. When a child is absent, homework can be picked up at dismissal time or after school.

LIBRARY: Students have an opportunity to borrow books from the school library. If the book is overdue, a \$.25 fine is charged each week the book is not returned. When the fine reaches \$1.00, the family will be billed for the replacement cost of the book.

LOCKERS: Upper grade students have use of lockers that are the property of the school and only loaned to the students. School officials may search the lockers with reasonable cause at any time to protect the health, safety, and welfare of the student body and staff as well as to keep a safe and orderly environment.

LUNCH: The children eat lunch each day in Cenedella Hall. Grades K-3 eat from 11:45 a.m. to 12:15 p.m. Lunch for Grades 4-8 is from 11:50 a.m. until 12:20 p.m. The principal (or her delegate) is present for the duration, and usually one or two adults assist with monitoring. Students may bring their lunches or order food each day from the school. [Lunch menu is a separate document.] A la carte side items are available as well. We have an “emergency” supply of bread, peanut butter, and jelly for a sandwich (\$.50) when lunches are forgotten and/or orders are not placed. Students in Gr. 4-8 may use the microwave for their lunches (within reason). If it is necessary for a student in Gr. K-3 to bring a microwaveable item, a lunch supervisor will heat it. The item must be something designed for the microwave and must not take longer than one minute to microwave.

MEDICATION: Medication Regulations and the Physician’s Authorization sheets are given out with the Parent Packets in August. **Parents should familiarize themselves with these forms.** Strict procedures for dispensing of medication are an important safety measure for the children.

MUSIC LESSONS: Music lessons are given during school hours in the school’s music room. Mrs. Pamela Kahle is the piano instructor and gives instrumental music lessons. Further information about lessons may be obtained by contacting Mrs. Kahle. All communication regarding lessons should be directed to her. Payment for lessons (in an envelope directed to Mrs. Kahle) can be sent to the office.

PARENT ACTIVITIES: Listed below are some of the avenues for parent involvement:

-Parent-Teacher Organization: Any parent/guardian is invited to join this group whose purpose is to sponsor student and family activities throughout the year.

-School Advisory Council: This group acts as a liaison between the school community and the administration and assists the pastor and principal in an advisory capacity with the governance of the school. Ten members of the council are elected by the school parents/guardians and serve three-year terms.

-Fundraising Chairperson(s): The school relies on fundraising to help keep tuition costs down. Each fundraiser requires a chairperson (or two) to organize the event.

-Lunchroom Parents: The principal or a staff member monitors the lunchroom with the help of one or two parents. Adults may work a predetermined schedule or act as substitutes.

-School Health Council: This group explores creative and authentic ways to implement the diocesan Wellness Policy. The mission of this group is to provide a school environment that promotes lifelong wellness.

PERSONAL ITEMS: Students should exercise good judgment when bringing personal items to school. Both parents and teachers are to give permission to bring in items that are outside the “norm” for school use. Games, toys, electronic/computerized devices, etc. should remain at home unless specially allowed by the teacher or required for school. **If it is necessary that a student bring a cell phone, the following applies:**

During the time when the school is responsible for the student, the cell phone must be turned off, may not be used, and must be kept in the owner’s locker (Gr. 4-8), bookbag, or backpack. Any violations will result in confiscation of the phone. In case of all personal items, the school assumes no responsibility for loss, theft, or damage.

PHONE USE: Students may use the school phone in case of an emergency or for a forgotten field trip permission slip. Students may not call home for phys. ed. clothes.

PHYSICAL EDUCATION: There is no required uniform (other than tennis shoes) for class; however, students must wear a sleeved top that must be *able* to be tucked in (although does not need to be tucked in for class). If/When shorts are worn, they must be just above knee length.

PRESCHOOL: Registration for the preschool program may occur at any time as long as space is available. An announcement will appear in the parish bulletin and in the newspaper. A child must be three/four years of age to be admitted. Additional information is available in the school office.

REGISTRATION: Registration for the new school year is held during the second semester of the previous school year. The exact date is announced in the parish bulletin and in the newspaper. As per our local school district (Franklin Area S. D.), a child must be five years of age before September 1 in order to apply for kindergarten. Applications for Grades K-8 are accepted after the registration date provided that space is available.

RELIGIOUS EDUCATION: We at Saint Patrick School are interested in the total education of our students. Our purpose is to provide a firmly grounded Catholic education while encompassing all aspects of the learning process. The principles of our Catholic faith are provided through such means as student Mass, formal religion lessons, classroom preparation for reception of the sacraments, paraliturgical services, in-house class retreats, collecting food for the parish Food Pantry, and raising money for the missions. Non-Catholic students participate in all aspects of religious education except for reception of sacraments. During the enrollment process, parents sign a Memorandum of Understanding that commits the parents to upholding the principles and policies that govern a Catholic school.

REPORT CARDS: Kindergarten students receive progress reports three times a year. A conference accompanies the first and third reports. Students in Grades 1-8 receive report cards quarterly (every nine weeks). There is an explanation of the marking system on all report cards. A parent-teacher conference for each child is held in November.

SCHOOL SCHEDULE: The normal daily schedule is as follows—

8:20 a.m. Start of school day	11:45 a.m.-12:15 p.m. Lunch (Gr. K-3)
8:30 a.m. Preschool begins	11:50 a.m.-12:20 p.m. Lunch (Gr. 4-8)
11:30 a.m. Preschool short session dismisses	2:30 p.m. Preschool extended session dismisses
11:40 a.m.-12:10 p.m. Preschool Lunch	3:00 p.m. Gr. K-8 dismissal

SNACK TIME: Teachers will allow students to bring a healthy snack and/or drink that will be consumed at a time that best fits the school day. The choices for drink are milk ordered through the school or plain water. Parents should make known any dietary considerations.

STUDENT ACTIVITIES: Activities requiring preparation during, as well as outside of, school hours include the National Geographic Bee (Gr. 4-8), the diocesan spelling bee (Gr. 4-6), and the Youngstown State English Festival (Gr. 7-8).

Activities that chiefly occur both inside and outside of school hours are Mission Club (Gr. 3-8) and student choir (Gr. 4-8).

Participation in the above-mentioned activities is a privilege, not a right.

TARDINESS: Students arriving after 8:20 a.m. must report to the office first to receive an admit-for-class slip. Oral or written communication stating the reason for the tardiness is expected. This is given in the office upon arrival. Chronic tardiness is disruptive to the classroom routine and will be addressed by the principal.

TEACHER APPOINTMENTS: If you wish to meet with your child's teacher, please call the school office to arrange an appointment. Parents should not just "drop in" to see a teacher.

TRANSPORTATION: The students from Saint Patrick School live within the boundaries of several school districts. Any questions/problems regarding bus transportation should be directed to one of the following:

Franklin Area SD	437-3116 Ext. 105 or closek@fasd.k12.pa.us (Kevin Close)
Valley Grove SD	432-3861 (Randy Baughman)
Cranberry Area SD	676-5628 (Carol Wilson)
Oil City Area SD	676-1867 (Stacy Plowman)

NOTE: *Franklin Area School District and Valley Grove School District do not permit any student outside the district to ride its buses. Also, any FASD student who is considered a walker by FASD (i.e., no bus service provided because of home location) is not permitted to ride an FASD bus.*

The school bus is considered an extension of the school and, as such, is subject to the regulations appropriate to the classroom. Children who misbehave on the bus will be reported by the driver to the principal.

TUITION: Tuition amounts are determined in the spring. A separate document regarding tuition policies is distributed to and signed by every parent annually. Parents may pay the entire tuition amount up front before June 30 or enroll in the FACTS Tuition Management Program for automatic payment withdrawals.

VISITORS: Parents and other visitors who are at school for ANY reason are to come into the building and exit from it via the main entrance unless it is a preschool drop-off/pick-up. Please press the Call Box Button and wait for a response. If there is no response, wait and try again. Once you enter, stop at the school office before going anywhere else in the building. In this way, we will know who is in our building and for what purpose. Once you are in the office, please remain in front of the counter. If you are staying for any length of time, we will ask you to sign the sheet on the counter. We thank you, in advance, for your patience and cooperation.

Right to Amend: The School Administration is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

School Dress Code

School uniforms can be purchased from the Red Door in Erie (124 W. 9th St. – 814-455-2551 – rdschooluniforms@verizon.net) or ordered through Lands' End (catalogs available in school office).

BOYS UNIFORM – GRADES K-3

-dark navy blue dress pants (no pockets on side of leg)

-light blue (Lands' End's Chambray Blue) pullover knit shirt (long- or short-sleeved)

NOTE: Oxford shirt is only for Grades 4-8.

-navy blue, long-sleeved sweater (crewneck, v-neck, zip-front or button cardigan – **no hoods**) or navy blue school sweatshirt (**no hoods**). (Sweatshirts are ordered through the school in the fall.) The uniform shirt must be worn under the sweatshirt.

-**plain** dark belt (optional, but it does help keep the shirt tucked in!)

-**plain navy blue/black dress socks (crew length minimum – goes over the ankle)**

-dress shoes (no specific color – shoes must have backs – tennis shoes, sandals, crocs, and boots are not permitted)

BOYS' UNIFORM – GRADES 4-8

The boys may wear all items as listed above. They do have the option of wearing the **blue Oxford shirt** from Lands' End. This shirt may be worn with the uniform shorts as well as the pants.

GIRLS' UNIFORM – GRADES K-3

-plaid jumper (Lands' End's hunter/classic navy plaid) worn just-above-knee length **or** navy blue pants

-white knit top/blouse, long- or short-sleeved

NOTE: Oxford blouse is only for Grades 4-8.

-navy blue, long-sleeved sweater (crewneck, v-neck, zip-front, or button cardigan – **no hoods**) or navy blue school sweatshirt (**no hoods**). (Sweatshirts are ordered through the school in the fall.) The uniform shirt/blouse must be worn under the sweatshirt.

-**plain** dark belt (optional with pants – does help keep the top tucked in!)

-plain navy blue knee socks or leotards with jumper. (Plain navy blue/black dress socks crew length minimum – goes over the ankle – may be worn with pants.)

-dress shoes (no specific color – shoes must have backs or back straps – tennis shoes, sandals, crocs, and boots are not permitted). **FOR SAFETY REASONS, A LOW-CUT HEEL IS REQUIRED. IF HEEL HEIGHT PRESENTS A PROBLEM, YOU WILL BE NOTIFIED.**

GIRLS' UNIFORM – GRADES 4-8

The girls may wear all items as listed above. They do have the option of wearing the plaid skirt (Lands' End's hunter/classic navy plaid) worn just-above-knee length. With this skirt they may wear the white **Oxford** blouse (long- or short-sleeved) **or** the white knit top/blouse [see above]. (The Oxford blouse also may be worn with the uniform pants.) Plain navy blue knee socks are to be worn with the skirt.

See other side for shorts uniform for all students.

SHORTS UNIFORM (K-8 STUDENTS)

-MAY BE WORN FROM AUG. 28 THROUGH NOV. 25 AND FROM MAR. 16 THROUGH THE LAST DAY OF SCHOOL. NOTE: THE SHORTS UNIFORM IS NOT TO BE WORN ON MASS DAYS.

- navy blue shorts –Shorts obtained from our uniform companies will have a length suitable for school.
- uniform tops as previously described
- plain** dark belt (optional – but it does help keep shirts/tops tucked in)
- plain navy blue dress socks (crew length minimum – goes over the ankle)
- dress shoes (as previously described)

MISCELLANEOUS ITEMS

- Students are expected to have a finished and neat appearance at all times.
- Uniforms must be appropriately sized.
- Tops must be tucked in at all times.
- Undershirts (if worn) must be **solid** white.
- Girls’ jewelry, makeup, and/or fingernail polish must not be distracting/excessive; no jewelry that is part of any body piercing (except for ears) may be worn; only one set of earrings may be worn.
- Boys’ jewelry must not be distracting/excessive; no jewelry that is part of any body piercing may be worn; no ear accessories.
- Partially or completely shaved heads are not permitted. Hair length (front, sides, and back), style, grooming, and coloring must meet administrative standards of suitable appearance for the school setting. Minimally, hair must be clean, neatly groomed, away from the eyes and (for boys) not extend below the collar. Girls may not wear scarves as a hair accessory.

To avoid disciplinary action, students must wear the proper uniform and wear the uniform properly. You will be notified if there are continual violations. The principal reserves the right to make changes to the dress code as necessary throughout the year. You will be notified of any changes.

2014-15 school year

SAINT PATRICK SCHOOL CODE OF CONDUCT

August, 2014

LEVEL ONE OFFENSE

These include but are not limited to classroom/school disturbance, peer mistreatment, inappropriate contact (poking, shoving, kicking, spitting, etc.), violation of personal space, inappropriate language/gestures, violation of classroom rules, and violation of School Handbook regulations.

Consequences are determined by the teacher according to his/her classroom procedure. Warnings (verbal/written) to student and/or parent, withdrawal of privileges, and detentions are some of the possible consequences. Principal involvement occurs as necessary.

LEVEL TWO OFFENSE

Continual violation of a Level One offense

Bullying (defined as *repeated exposure, over time, to negative actions from one or more other students. Negative actions can include physical, verbal, written, cyber-generated, or indirect actions that are intended to inflict injury or discomfort upon another.*)

Disrespectful/discourteous conduct

Inappropriate contact that causes moderate injury

Lying

Cheating

Stealing

Possession of lewd material

Defacing school or other's property

Violation of School Handbook regulations

***First time: one (one hour) detention**

***Second time: two (one hour) detentions**

***Third time: three (one hour) detentions**

The principal and parents/guardians are notified each time the offense is committed.

LEVEL THREE OFFENSE

Bullying actions directed to school staff/volunteers

Destruction of school property

Continual violation of a Level One or Two offense

Violation of School Handbook regulations

***First time: three (one hour) detentions**

***Second time: one Saturday detention**

***Third time: in-school suspension**

The principal and parents/guardians are notified each time the offense is committed.

GROUNDS FOR EXPULSION

USE/POSSESSION OF DRUGS, ALCOHOL, TOBACCO, OR WEAPONS

ASSAULT OF A STAFF MEMBER OR VOLUNTEER

School Administration has the right to review a case on an individual basis, is the final recourse in all discipline situations, and may waive/change/adjust any and all regulations for just cause at his/her discretion.

(over)

POLICY ON THREATS AND VIOLENCE

August, 2014

Saint Patrick School has a three-fold obligation: to educate all students, to provide a safe and orderly environment for all students, and to protect the health, safety, and welfare of all students. To assist in the fulfillment of its obligation, the school will follow the Policy on Threats as outlined by the Catholic Schools Office of the Diocese of Erie.

A **threat** is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic – for example, motioning with one’s hands as though shooting at another person. When an incident is deemed a threat, Saint Patrick School will follow the steps as outlined in the diocesan policy.

Violence is defined as causing physical harm to another by word or action. In the case of violence, parents/guardians will be notified. Penalties for these actions may include, but are not limited to, suspension and/or expulsion. Suspensions may be in or out of school and their duration is determined by school administration. Decisions as to the type and duration of penalties are based on the type of infraction, the student’s age, and the student’s history with regard to these types of issues. If the action is in violation of any civil law, the appropriate civil authorities may be contacted. When necessary, psychological evaluation and/or counseling may be required before the student is re-admitted to classes.

The school administration has the right to review a case on an individual basis. The administration is the final recourse in all discipline situations and may waive, change, or adjust any and all regulations for just cause at their discretion.

Note: Incidents involving threats and violence become part of the student’s record.