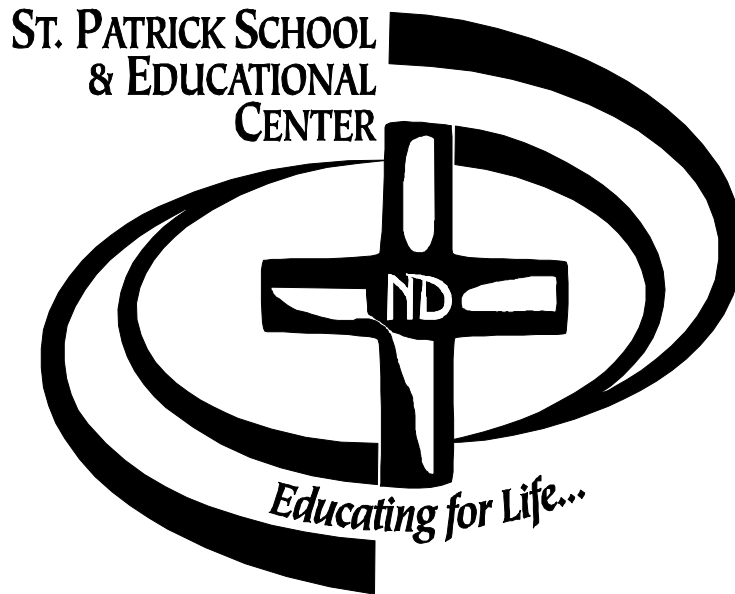


**SISTERS OF NOTRE DAME de NAMUR**  
**ST.PATRICK SCHOOL and EDUCATIONAL**  
**CENTER**



**PARENT/STUDENT  
HANDBOOK**

**2019 - 2020**

**ST.PATRICK SCHOOL and EDUCATIONAL  
CENTER**

**311 ADAMS STREET  
LOWELL, MA 01854  
TEL: 978- 458-4232  
FAX: 978- 458-4233**

**[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.

God bless you,

*Sr. Joanne Sullivan, SND*

Sr. Joanne Sullivan, SND  
Principal

## GENERAL AREAS WITHIN THE HANDBOOK

The following is a list of general areas covered in this handbook. Each area may contain other policies or procedures. This list is a general guide meant to help you if you are searching for a specific topic.

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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 Common Core Curriculum Standards 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 160 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 its full accreditation from the New England Association of Schools and Colleges, Inc. Commission on Independent Schools in December of 2008. We are presently engaged in a Self-Study for our re-accreditation in October, 2018.

## 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 of the \$60/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-line on our website ([www.saintpatricklowell.org](http://www.saintpatricklowell.org)) and at FACTS ([online.factsmtg.com/aid/](http://online.factsmtg.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. New registrants and late financial aid applicants will be notified in writing as soon as their FACTS application is verified. This usually takes place at the beginning of 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 Registration Fee for each student: both new and returning.** 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 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**

All Tuition and Fees are paid directly to St. Patrick School and Educational Center. Payments may be made by 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 PAYMENTS**

- All tuition payments are due no later than the 15<sup>th</sup> of each month: August 15-May 15.
- Checks received after the 15<sup>th</sup> are considered late regardless of the date on the check.
- Payments received after the 15<sup>th</sup> will have a \$25 late fee added.
- If the full monthly payment is not received on the 15<sup>th</sup>, a \$25 late fee will be added.
- Please confirm with the office if your child is carrying a payment to school in his/her backpack.

### **FINANCIAL AID**

- Any family who has not received financial aid at the time of billing **MUST** pay \$363 per month per child until financial aid is awarded.

Parents will be required to sign a Tuition Agreement indicating that they have read, understand and agree to these Tuition Policies.

### **Tuition Payment Schedule**

**Tuition payments begin and are due by Thursday, August 15, 2019.** All tuition and fees must be completed by **May 15, 2020.** All Tuition and Fees must be complete prior to both the Pre-K/Kindergarten and Grade 8 Graduations. Any student 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.**

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

### **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 Credit Bureau Associates for collection. Families who have not honored their financial obligations may be asked to withdraw from the school.

### **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.**
- 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                      2019 - 2020**

**Total Tuition and Fees:** All Grades: \$3475/child

**Registration Fee:**            \$75 / child

**Activity Fee:**                      This fee will cover Field Trips including bus costs. It will also cover the cost of our Emergency Communications System.

## **Book and Materials Fee:**

The Book and Materials Fee covers the rental of hard-cover textbooks, consumable workbooks, classroom supplies, art materials, physical education equipment, standardized testing, computer needs and ink for printing. This fee does not cover Field Trips, the Nutrition Program, Extended Day Program or other special school related activities.

**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 3-8**

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. (\$2.00)**

## **Special Materials: All students**

Family Envelopes are provided to each family/student by the school. **Students will be charged \$1.00 to replace any of these items if they are lost or destroyed throughout the year.**

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

## 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, family envelopes 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

**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.

**Breakfast: Before school breakfast will be available only to those students participating the Extended Day Morning Program.** All other students are to remain in the schoolyard until the 8:20 bell rings. In the case of inclement weather, students will be allowed in the school hall by the back door upon their arrival. Any student may order breakfast. Breakfast will be served at 10:20 during the morning break.

**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. Students who arrive at school prior to 8:00 AM should report to the Extended Day Program. Parents/Guardians will be charged the daily rate per child for using this program. **No child should be dropped off and left alone outside in the morning prior to 8:00 AM.**

## 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 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>10:20 AM</b>	Morning Recess/Breakfast
<b>12:15 PM</b>	Lunch /Recess ( <b>2 sessions</b> )
<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 – 4:00 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:** Students needing medical/dental appointments during school hours require 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. If the child returns to school during the same school day, he/she must be signed back into school in the office. **Students who arrive at school after 11:30 will be considered absent. 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.**

### **Home Study (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 home study 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 home study. 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 encourage 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**

The sacramental life of the children of the Catholic tradition is an important component of the 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 of the Breakfast and Lunch programs. These guidelines require that students utilize the Breakfast and Lunch tickets as directed by the Nutrition Coordinator.

Parents/Students will receive a monthly calendar menu for both Breakfast and Lunch. All meals are ordered at the beginning of the month on the calendar and confirmed daily. 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 lunch on days that a lunch is being served that the child cannot eat for health reasons. **For additional Lunch program Information, please refer to the information provided in the Lunch Program packet.**

Students may choose to bring their lunch 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 asked not to bring lunches or drinks from carry-out restaurants for their child/ren at breakfast or lunch times. Any such food items should be sent with the child as part of his/her regular breakfast/lunch. Fast-food such as McDonald's or Burger King is not allowed in school.

Students are expected to use the same manners required in the classroom during lunch. 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.

### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination within the school contact the Principal either by mail or phone:

Sr. Joanne Sullivan, SNDdeN  
311 Adams St  
Lowell, MA 01954  
978-458-4232

If there is no resolve with above name please follow the complaint to the address below:

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of  
Agriculture Office of the Assistant  
Secretary for Civil Rights 1400  
Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

## UNIFORMS AND DRESS CODE

Students in all grades are required to be in full school uniform each day. Non-uniform days (Tag Days) will be published **periodically** on the monthly calendar. Uniform-holiday certificates may be given to students as prizes or special acknowledgements. These may be used one time only and are non-transferable. The administration reserves the right to designate days upon which these may not be used. **A dress code for non-uniform days is included in this section.**

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, and sweaters) should be purchased through Collegiate House Uniform Company. Some parts of the uniform may be purchased elsewhere but must match the uniform exactly. St. Patrick School sweatshirts and tee shirts must be ordered through the uniform company only. **All sweatshirts, sweaters and polo shirts must have the school logo.**

### **Girls: Grades 1-4**

- Navy blue twill slacks, pleated front - (Cargo pants and Dickies are NOT allowed); Navy blue twill walking length shorts
- Uniform plaid jumper
- Peter-pan collar blouse: yellow, blue, white: long or short sleeve  
(**no other style blouse may be worn- including blouses with lace trim**)
- Blue or white school polo shirt (**must have school logo**)
- White, navy blue, yellow, or dark green turtle necks may be worn in cold weather months.
- St. Patrick School uniform sweater (cardigan or pull-over), or St. Patrick School uniform sweatshirt may be worn in cold weather months.

### **Girls: Grades 5-8**

- Navy blue twill pants (Cargo pants and Dickies are NOT allowed); Navy blue twill walking length shorts
- Uniform plaid pleated skirt
- Uniform (**with logo**) V- neck navy or dark green sweater vests
- Uniform pointed collar blouses: yellow, blue, white-long or short sleeve (**no other style blouse may be worn**)
- Blue or white uniform polo shirt (**must have school logo**). White, navy blue or forest green turtle necks may be worn only in the cold weather months.
- St. Patrick School uniform sweater (cardigan or pull over) or St. Patrick School uniform sweatshirt may be worn in cold weather months.

### **Boys: Grades 1-8**

- Navy blue twill pants - Navy blue twill walking length shorts – (Cargo pants are NOT allowed)
- Blue or white uniform polo shirt - short or long sleeve (**must have school logo**)
- White, navy blue or dark green turtle necks may be worn in the winter months.
- St. Patrick School uniform cardigan or pull-over sweater, sweater vests or St. Patrick School uniform sweatshirt may be worn in cold weather months.

**Sweaters/Sweatshirts:** Students wearing long-sleeve uniform sweaters and/or sweatshirts (with school logo or spirit clothing) must also wear their St. Patrick polo shirt or grade appropriate blouse with the sweater or sweatshirt. The school (administration and faculty) reserves the right to have students remove their sweatshirts in class or for a formal school event. Heavy sweatshirts may not be worn in very warm weather or in very warm classrooms.

**Pre-K, K Uniform**

Pre-K and Kindergarten boys and girls must purchase St. Patrick School gym uniforms to be worn on all school days. **This uniform is a requirement.** All tee-shirts and sweatshirts **MUST** have the school logo. Students must wear uniform sweatpants or shorts. **Additional colored shirts are not allowed under the school uniform.**

**Sneakers – No Shoes !**

- Sneakers (plain color) and socks must be worn with the uniform. No other type of shoe is allowed unless prescribed by a doctor for medical reasons.
- Plain (ex. white, blue, black, grey) colored (single or two-color) sneakers are to be worn in school at all times.
- **Sneakers that are plaid, brightly colored, covered with designs or sneakers that light up may NOT be worn. No neon colored or very long shoelaces are allowed. Laces must be tied at all times.** Sneakers with Velcro closings are allowed and encouraged for younger children. High top sneakers must be tied during school hours.
- Students should always bring their sneakers to school to change into during the winter months when boots should be worn outside.

**Socks:**

- All students must wear socks every day. Socks may be tights, knee socks, crew length or ankle socks. **Socks may not be brightly colored or have decorative designs and must be the colors of the uniform ( white, blue, green )**

**Physical Education Uniform:** Gym Uniforms must be purchased through Collegiate House and worn for Gym Class. **Spirit clothing may not be substituted for the gym uniform.**

The gym uniform consists of:

- Navy uniform shorts or sweatpants (no writing or decoration allowed)
- Navy Cotton T-Shirt with School Logo
- Navy Sweatshirt with School Logo
- Sneakers with socks (see above)



### “Spirit” Clothing:

Students may not substitute St. Patrick School “Spirit” clothing for the school uniform or for the gym uniform. It may be worn in addition to the school uniform but not in place of the school uniform.

### Uniform Guidelines

**Neatness:** The uniform should be kept clean and neat with all buttons attached and skirt hems intact. Pants may not be frayed at the bottom or be so long that the child walks on them. Holes or tears should be mended immediately. **Children wearing pants with tears or holes will be considered out of uniform and parents will be called.** Shirrtails (blouses and shirts) must be tucked in while a student is in school. Students wearing their uniform polo shirts may leave them out when wearing them without a vest or sweater. Skirts may not be more than 2 inches above the knee and may not be rolled at the waist.

**Hair:** All students’ hair should be clean and neat with bangs not covering the eyes. Boys’ hair should be above and not touching the shirt collar and trimmed around the ears. **Hair coloring or hair extensions that are any color other than a natural hair color are not permitted. (No green, purple, gold etc.) Extreme haircuts or styling - including Mohawks or shaved hair designs are NOT allowed.** No head-covering (scarves) may be worn except in the case of religious practice. Other hair decorations, including beads, should be kept simple and appropriate for school. Hair decorations that pose a distraction in class are not appropriate and should not be worn. The administration reserves the right to determine appropriateness.

### Cosmetics and jewelry

- Cosmetics of all kinds should be appropriate for school, as well as age appropriate. The administration reserves the right to determine appropriateness. Girls are allowed to wear nail polish. However, nails should be kept neat and clean. No long acrylic nails are allowed. Perfume, cologne or heavily scented lotion may not be worn to school. This is a health related concern for students and teachers with allergies!
- **Students may have no visible tattoos of any kind (including temporary tattoos).**
- No Hologram contact lenses or sunglasses are to be worn in school.
- No visible body piercing except pierced ears is allowed.
- Students may wear one watch, one or two rings, one or two bracelets (bands with advertising or inappropriate wording are not allowed) and simple crosses, medals or religious items on a narrow chain. Bracelets that are noisy and distracting in class are not allowed. **Rosary beads should not be worn around the neck as jewelry.**
- Earrings should be a style and size that is safely worn during recess and in removing sweaters and/or sweatshirts. **Jewelry should not be worn on gym days.**
- Watches with an alarm or other sound device must be turned off during the school day.
- Any jewelry that is determined by the administration to be inappropriate or unsafe will be taken away from the student and must be claimed by a parent.

**Students who repeatedly violate the uniform policy will face disciplinary action.**

## Out-of-Uniform (Tag Day) Guidelines

### Students may wear:

- \*jeans (not skin tight or with tears or holes)
- \*tennis shoes – sneakers
- \*shorts no shorter than three inches above the knee
- \*skirts no shorter than three inches above the knee
- \*skorts no shorter than three inches above the knee
- \*dresses no shorter than three inches above the knee
- \*sweatshirts – tee shirts (**no inappropriate wording or design**)
- \*slacks – sweatpants \*jogging suits

### Students may not wear:

- \*pants/skirts/shorts worn inches below the waist
- \*loose fitting/baggy pants that hang below the waist
- \***leggings of any kind**, jeggins
- \*flip-flop sandals, open back shoes, shoes or winter dress boots with heels
- \*tank tops or tight fitting, revealing tops
- \*T-shirts or sweatshirts with inappropriate wording
- \*biker, yoga, compression shorts or pants, pajama pants
- \*hats

**Students who dress inappropriately on No Uniform (Tag) Days will lose the privilege of participating in future Tag Days.**

**GOOD RULE: IF YOU THINK YOU SHOULDN'T WEAR IT – DON'T!**  
**ALL CHANGES IN UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

### Out of Uniform

If there is a situation when the school uniform cannot for some legitimate reason be worn, a note or a phone call from the parent/guardian must be received in the morning. **Students who are out of uniform without this contact will be sent to the office and the parent will be called to bring the proper clothing to school. Students will lose the next non-uniform day for being out of uniform.**

**First Two Offenses:** Parents will be contacted and will be asked to bring the child's uniform to school. Student will lose the next "Tag Day".

**Third Offense:** Parents will be contacted and will be asked to bring the child's uniform to school. Student will lose the next "Tag Day". **Student will be given a one day in-school suspension or another age appropriate consequence.**

## **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 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.

### **Cell Phone Policy**

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 students 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 insure that all communication from school reaches home in a timely manner, St. Patrick School uses a Family Envelope system. Official Family Envelopes containing all school correspondence are sent home with the oldest/only child and should be returned signed

the following day. Parents/Guardians are responsible for emptying the contents of the Family Envelope and are responsible for reviewing all information and completing necessary forms. Your child is responsible for returning the Family Envelope to school. There is a \$1.00 replacement charge for each envelope that is lost during the year. **No checks or money should be sent to school in the Family Envelope unless it is in a separate envelope with the child's name and its purpose clearly marked.**

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 secretary 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 secretary. 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 the Family Envelope.**