

# *Saint Patrick School*

125 Austin Street  
Portsmouth, NH 03801  
(603) 436-0739  
Fax: (603) 436-1569  
[www.stpatsweb.com](http://www.stpatsweb.com)



# Student/Parent Handbook

Revised- 8/2011

## TABLE OF CONTENTS

<b>ADMISSION POLICIES</b>	<b>6</b>
Admissions	6
Registration	6
Acceptance	7
Assessment/Screening	7
<b>SCHOOL HOURS</b>	<b>8</b>
Grades K – 8	8
Pre-Kindergarten (PK)	8
Early Childhood 3 (E.C. 3)	8
School Closings/Delayed Openings	8
<b>ATTENDANCE</b>	<b>9</b>
Planned Absence	9
Unplanned Absence	9
Missed Work	9
Student Arrivals and Dismissals Outside of School Schedule	9
Tardiness (Grades 1-8)	10
<b>TRANSPORTATION</b>	<b>11</b>
Walkers	11
Drivers/Car Riders	11
Bicyclists	12
Bus Riders	12
<b>EXTENDED CARE PROGRAM</b>	<b>13</b>
Before School Extended Care	13
Aftercare in Pre-Kindergarten Classroom	13
After School Extended Care	13
Hourly Rates	13
Attendance	13
Billing and Payment	13
<b>EMERGENCY SCHOOL CLOSING DURING THE SCHOOL DAY</b>	<b>14</b>
Inclement Weather Closing	14
Seabrook Station Emergency	14

<b><i>PERSONAL INFORMATION</i></b>	<b>14</b>
Office Notification	14
Custody Issues	14
Student Directory	15
<b><i>SAINT PATRICK SCHOOL UNIFORM POLICY</i></b>	<b>16</b>
General Information	16
General Policies	16
Early Childhood & Pre-Kindergarten Dress Code	17
Boys Grades K – 5 Uniform	17
Boys Grades 6 – 8 Uniform	17
Boys Grades K-8 Regular Uniform Policies	18
Girls Grades K-3 Uniform	18
Girls Grades 4-5 Uniform	19
Girls Grades 6-8 Uniform	19
Girls Grades K - 8 Uniform Policies	20
Seasonal Uniform Items	20
Non-Uniform Days	20
Dress-Up Days	20
Outerwear	21
<b><i>SCHOOL POLICIES AND PROCEDURES</i></b>	<b>22</b>
Books and Supplies	22
Buyout and Fundraisers	22
Classroom Parties	22
Collections	22
Extra-Curricular Activities	22
Food and Drink Purchases	23
Home & School Communication	23
Invitations	24
Lost & Found	24
Personal Property	24
Recess	24
Telephone Usage	24
Volunteers	24
<b><i>ACADEMICS</i></b>	<b>26</b>
Graduation Requirements	26

<b>Curriculum</b>	<b>26</b>
<b>Field Trips</b>	<b>27</b>
<b>Student Records Release</b>	<b>28</b>
<b>Standardized Testing</b>	<b>28</b>
<b>Exams</b>	<b>28</b>
<b>Internet Access &amp; Computer Usage</b>	<b>28</b>
<b>Homework</b>	<b>28</b>
<b>Grading Policy</b>	<b>29</b>
<b>Awards &amp; Honors</b>	<b>29</b>
<b>Report Cards</b>	<b>30</b>
<b>Progress Reports</b>	<b>30</b>
<b>Parent/Teacher Conferences</b>	<b>30</b>
<b>Promotion &amp; Retention Policy</b>	<b>30</b>
<b><i>HEALTH AND SAFETY</i></b>	<b><i>31</i></b>
<b>Health Information</b>	<b>31</b>
<b>Medications</b>	<b>32</b>
<b>Safety</b>	<b>32</b>
<b>Child Abuse &amp; Neglect</b>	<b>32</b>
<b>Safety Drills</b>	<b>33</b>
<b>Visitors</b>	<b>33</b>
<b>Searches</b>	<b>33</b>
<b>Weapons</b>	<b>33</b>
<b>Contact With Law Enforcement Officials</b>	<b>33</b>
<b>Harassment</b>	<b>33</b>
<b>Playground Safety Rules</b>	<b>34</b>
<b>School Safety Rules</b>	<b>34</b>
<b><i>CONDUCT/DISCIPLINE POLICY</i></b>	<b><i>35</i></b>
<b><i>FINANCES</i></b>	<b><i>36</i></b>
<b>Buyout Obligation</b>	<b>36</b>
<b>Supported &amp; Non-Supported Tuition</b>	<b>36</b>
<b>Financial Aid</b>	<b>36</b>
<b>Credit Cards</b>	<b>36</b>
<b>Payment Options</b>	<b>37</b>
<b>Special Fees</b>	<b>37</b>

## *Mission Statement*



*Saint Patrick School is a small Catholic school community committed to educating students in Early Childhood 3 through grade eight. We provide a strong academic curriculum and faith formation while we promote, expect, and encourage personal integrity and responsibility. The school community aims to inspire students to model Christ's teachings and act as agents of peace, justice, and good-will in places within and beyond our doors.*

NOTE: Throughout this handbook, the word “guardian” refers only to the legal guardian of a student.

Saint Patrick School will not discriminate on the basis of race, sex, national or ethnic origin in the administration of educational policies, employment of personnel, admission policies, scholarship or assistance programs, and athletic or other school-administered programs.

## **ADMISSION POLICIES**

There are three component phases to the admissions process, Admissions, Registration, and Acceptance.

- A. Admission- The process of determining the eligibility of a prospective student applicant for admission and eventual acceptance into St. Patrick School.
- B. Registration-The process of submitting necessary legal, educational, and medical documentation required prior to acceptance.
- C. Acceptance-The process whereby a prospective student applicant is enrolled as a full time student, as further described below.

### ***Admissions***

- A. Admission to St. Patrick School, a Catholic parochial school operating under the auspices of the Roman Catholic Diocese of Manchester, is a privilege afforded to qualified applicants on a first come basis. Admission may be granted at the sole discretion of the admission committee of St. Patrick School, with preference given to applicants based upon the following criteria.
  - 1. Siblings of students currently enrolled in St. Patrick School;
  - 2. Catholic students whose parents or guardians belong to a parish in the Diocese of Manchester;
  - 3. Catholic students who parents or guardians belong to a neighboring Diocese; and
  - 4. Students of other religious traditions, on a space available basis after all Catholic students have been considered.
- B. Admission to St. Patrick School shall not be determined based upon any applicant’s race, gender, national origin, or socio-economic background.
- C. As a small Catholic school, St. Patrick School has limited resources and may be unable to provide a safe and fulfilling environment for students with particular special needs.
- D. Applicants for transfer into St. Patrick School after the academic year has commenced shall be considered on the basis of the criteria set forth herein and on the basis of availability.

### ***Registration***

- A. St. Patrick School will observe the entrance requirements established by the Superintendent of Education for the Diocese of Manchester, the State of New Hampshire, and the Portsmouth School District relative to age, inoculations, and physical examinations.

#### **Age Requirements: A child MUST be**

- Three (3) by September 30<sup>th</sup> to be eligible for acceptance for our Early Childhood 3 Program.

- Four (4) years of age by September 30<sup>th</sup> to be eligible for acceptance into our pre-kindergarten program.
- Five (5) years of age to be eligible for acceptance into our kindergarten program.
- Six (6) years of age to be eligible for acceptance into our first grade.

B. The following documentation and items are required prior to being accepted to St. Patrick School:

- Non-refundable application fee (not included in tuition)
- Non-refundable screening fee (not included in tuition)
- Completed registration form
- Certified copy of the child's birth certificate
- Copy of the child's baptismal certificate
- Copy of the child's two previous years' & current report cards
- Copy of the child's standardized testing results
- Completed "Permission to Contact Previous School Professionals" form
- Copy of immunization records (All shots must be up to date as required by NH State Law)
- Copy of the child's most recent physical examination (must be within one year). - Portsmouth Health Services form is acceptable. If your child is transferring from a public school in Portsmouth, this will be sent to us with your child's school records.
- Copy of all educational or psychological testing results, and if applicable, IEP
- If parents are separated or divorced, a copy of the Court Decree must accompany the application form and will be placed in your child's file to verify legal custody.
- Saint Patrick School screening/testing results

### ***Acceptance***

No applicant will be considered for acceptance until all documents or copies of documents required above are received. After the school has had a reasonable opportunity to review all registration materials, the school will notify the parent or guardian of each applicant, in writing, as to whether or not the child has been accepted for enrollment at St. Patrick School.

All new students are given 45 days to adjust to St. Patrick School beginning the day they start. At the end of that time the child's academic progress and behavior are evaluated to determine if the student should seek additional support or be placed in a different grade.

### ***Assessment/Screening***

Assessment and screening of students is required for all students entering Saint Patrick School. A certified screener tests the child to make sure he/she is academically and developmentally ready for the grade he/she is entering. The screenings are done by appointment only. There is a \$50.00 screening fee due at the time of the screening. No exceptions.

# SCHOOL HOURS

## **Grades K – 8**

- Monday – Friday
- Regular School Day
  - 8:15 a.m. – 2:45 p.m.
- Early Release Day
  - 8:15 a.m. – 12:30 p.m.

## **Pre-Kindergarten (PK)**

- Monday – Friday
- 8:15 a.m. – 11:30 a.m.

## **Early Childhood 3 (E.C. 3)**

- Monday, Wednesday, Friday
- 8:15 a.m. – 11:30 a.m.

## **Early Release Days**

School is dismissed at 12:30p.m. and includes a lunch period. Students are to bring a bag lunch as hot lunch will not be available.

## **School Closings/Delayed Openings**

**E.C. 3 and Pre-K classes are cancelled when there is a two hour delayed opening.**

Saint Patrick School will normally follow the decision of the Portsmouth Public School District for school cancellations or delayed openings. If Portsmouth has closed or delayed, Saint Patrick School will follow. Sometimes Saint Patrick School will close or delay independent of Portsmouth. Listen or watch specifically for “Saint Patrick School-Portsmouth. If you do not see/hear “Saint Patrick School-Portsmouth, we will follow the Portsmouth Schools.

The Before Care Program will be delayed in accordance with the school opening delay. Before Care will begin one hour prior to the start of school.

Please tune in to the TV/radio stations listed below for any delayed opening, no school, or early dismissal announcements.

WMUR-TV (Channel 9)      LOCAL RADIO STATIONS (ex. WERZ-107.1, WOKQ-97.5)

Whenever school is closed, or we have a weather-related early dismissal, all scheduled evening meetings and events (Athletics, Builders Club, Cantor, etc.) are cancelled.

If school was in session during the day, but a later event is to be cancelled, it will be announced on the same TV/radio stations.

## ATTENDANCE

It is expected that students regularly attend school. Absence from school interferes with a student's progress. If a student is absent for any reason (planned or unplanned), he/she is prohibited from participating in after school activities the same day of the absence. **Before a child can be readmitted to class after an absence for any reason, he/she must have a signed and dated written note** from a parent/guardian, physician, or Board of Health. Please refer to the guidelines below.

### *Planned Absence*

Scheduled absences due to family vacations, appointments, and the like are discouraged during the school year. Poor attendance throughout the year may result in a recommendation for retention.

### *Unplanned Absence*

Students should not attend school when they have a fever or are exhibiting symptoms indicative of illness. Parents are requested to contact the school office before 8:15 a.m. on the day of the absence(s). Parents may leave a voicemail message 24 hours a day. If no message or call is received, the school will make every attempt to contact the student's parent/guardian to report the child's absence.

When returning from an absence due to illness:

- If a student is **absent five (5) or more consecutive days** with a communicable disease, a **release card from the Board of Health OR a letter from his/her physician indicating the Board of Health regulations have been fulfilled** will be required prior to the student's readmission to class.
- If a student is **absent less than five (5) days**, a **signed and dated parent's note stating the reason for and dates of the absence** will be required prior to the student's readmission to class.

### *Missed Work*

Students are expected to make up missed work in a timely fashion regardless of the reason for their absence.

- In general, one day absent = one day to make up the work.
- Students in grades 6-8 must first make arrangements with a classmate to get their missed assignments before contacting their teacher.
- It is the sole responsibility of the student to turn in all missed work.
- Teachers in grades 5 and lower will assemble a makeup work packet for students to complete and return.
- For extended absences, planned or unplanned, arrangements should be made with the teacher for making up assignments.

## *Student Arrivals and Dismissals Outside of School Schedule*

### **Early Arrival**

Students may arrive to campus at **8:00 a.m.**

No supervision is provided prior to 8:00 a.m. **unless**

- The student reports to the Before School Program (\$5.00/day).
- The student has a scheduled meeting with a teacher or principal.

## Early Dismissal

We discourage scheduling medical and dental appointments during school hours as it interrupts the student's academic day. However, we realize that sometimes appointments must be made during the school day.

Upon arrival at school, the student shall provide his/her teacher with a written note from his/her parent/guardian stating the time and reason for dismissal.

The student will be dismissed only after a capable adult reports to the school office and signs the child out of the building. A capable adult is defined as one of the following:

- Parent/guardian
- Emergency Card contact
- Other adult indicated in writing by parent/guardian

**No student is allowed to leave campus without being signed out by an adult listed above.** Students may not walk to their destination for an early dismissal.

## Late Dismissal

Students must leave campus by 3:00 p.m. on regular school days or 12:45 p.m. on early release days.

No supervision is provided after 3:00 p.m. on regular school days, or 12:45 p.m. on early release days **unless**

- The student reports to the After School Extended Care Program (see fee schedule).
- The student has a scheduled meeting with a teacher or the principal.
- The student has been assigned detention.
- The student is attending a school-sponsored club or sports event. **Students may not re-enter the building for forgotten items.**

**THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR ANY STUDENTS WHO ARE ON SCHOOL PROPERTY BEFORE OR AFTER THESE DESIGNATED TIMES EXCEPT FOR THE REASONS STATED ABOVE**

Any student who is dropped off before 8:00 a.m. or picked up after dismissal will be automatically enrolled in the Before or After Extended Care Programs. The parent/guardian is fully responsible for all Extended Care Program costs. (See Extended Care Program)

We care about your child. Your child's teacher needs to know how your child is going home. Send a note to your child's teacher if he/she is going home with anyone other than a parent.

## ***Tardiness (Grades 1-8)***

Students are expected to arrive at school and be ready to start the school day by 8:15 a.m. If a student arrives after 8:15 a.m., he/she must be signed into the building by a parent/guardian and be given a tardy slip to present to his/her teacher. Bus riders who arrive after 8:15 a.m. are not penalized for the tardy.

Often tardiness is not the fault of the child. Your cooperation in getting your child to school on time is requested. Three unexcused tardies will result in detention for the student. A tardy for a doctor or dentist appointment is excused. Any other tardiness is unexcused.

# TRANSPORTATION

## **STUDENTS ARRIVING TO SCHOOL BEFORE 8:00AM WILL BE SENT TO BEFORE CARE.**

Students should plan to arrive at school between 8:00 a.m. and 8:10 a.m.

If your child is going to Before Care and is in Early Childhood 3 through second grade, please bring the child into the building and directly to the Before Care classroom. Students in third grade through eighth grade may walk themselves into the Before Care classroom.

**Please do not call the office to make your child's after school plans.** If your child's after school plans deviate from their regular routine, please advise the office by sending a note in with the child or emailing the office directly. We must have written permission to release your child to a responsible adult.

### ***Walkers***

Students who walk to and from school are to go directly to their destination. If walkers arrive to school before 8:00 a.m., they must go to Before Care.

### ***Drivers/Car Riders***

#### **ALL PARKING SIGNS AND TRAFFIC LAWS MUST BE OBEYED.**

Blocking the road or driveways, even for a "few seconds", is unlawful and most inconsiderate. Our top priority is the safety of the children and we expect everyone to be good role models for them.

### **Mornings (DROP-OFF)**

#### **NO SUPERVISION IS AVAILABLE BEFORE 8:00 a.m.**

Parents/Guardians are encouraged to carpool to reduce the volume of cars in the very limited area around the school. For morning drop off between 8:00 a.m. and 8:10 a.m., drive from State Street or Chatham to Winter St., drop the children off, down Winter Street and turn right onto Austin Street to Cabot Street.

#### **Morning Recess Locations by Grade:**

- Kindergarten – Grade 5 – Parking Lot
- Grade 6 – Grade 8 – Classrooms
- E.C. 3 – Pre-K – Small playground behind convent.

### **Afternoons (PICK- UP)**

Dismissal is at 2:45p.m. Students in grades K-8 are dismissed from the back of the school. Following the pick up route sent home each year, you will be directed where to stop by a teacher on duty and your child will be escorted to your vehicle.

#### **E.C. 3 AND PRE-K STUDENTS**

Dismissal is at 11:30 a.m. Students in Pre-K and E.C. are to be picked up outside in the front of the building. If your child stays for aftercare until 2:45 p.m. and has older sibling(s), the sibling(s) will pick the child up, take him/her out back and follow the

dismissal procedure. If your child has no siblings at St. Pat's and stays until 2:45 p.m., please park out front and come inside to pick your child up.

### **SPS ATHLETES**

Students who play a St. Patrick School sport may be picked up in the front of the building. Students must have a note in order to be dismissed out the front door.

### ***Bicyclists***

Students who ride a bicycle to and from school should be thoroughly familiar with all safety rules of the road. Bicycles must be walked while on school grounds and locked in the bike rack. The school is not responsible for bicycles brought to school.

### ***Bus Riders***

Bus transportation is provided for children who are Portsmouth residents. Please contact the school office if you have questions regarding bus routes, pick-up, time schedules, etc. Bus Transportation policies are as follows:

1. All students who ride busses are expected to follow all rules and safety procedures. Failure to do so will result in disciplinary action by the school. When necessary, the principal or the bus provider may suspend riding privileges.
2. Students who wish to ride the bus home with a friend must have a note from his/her parents or guardians. The note must be signed by a parent or guardian and given to the bus driver upon entering the bus.

## **EXTENDED CARE PROGRAM**

The Extended Care Program provides our families with a safe, caring and affordable childcare service. The program operates daily with exception of the last day of school.

### ***Before School Extended Care***

- For students in E.C. 3 through grade 8 arriving at school between 7 a.m. – 8 a.m.
- Flat fee schedule applies:
  - 1 child \$5.00/day
  - 2 children \$6.00/day
  - 3+ children \$7.00/day

### ***Aftercare in Pre-Kindergarten Classroom***

- For students in E.C. 3 and Pre-K between the hours of 11:30 a.m. – 2:45 p.m.
- Regular hourly rates apply (see below).

### ***After School Extended Care***

- For students in E.C. 3 – Grade 8 between the hours of 2:45 p.m. – 5:30 p.m.
- Regular hourly rates apply (see below).
- Homework club is available to students between 3:30 p.m. – 4:30 p.m. Students are to have the necessary supplies to complete their work.
- Students should always pack a snack for after care.

### ***Hourly Rates***

1 child	\$5.00/hour
2 children	\$6.00/hour
3+ children	\$7.00/hour

### ***Attendance***

Students dropped off at school before 8:00 a.m. or picked up after 2:55 p.m. will automatically be sent to the Extended Care Program.

Students must be picked up by 5:30 p.m. Students not picked up by 5:30 p.m. will incur an additional charge of \$10.00 per incident. Habitual late pickups may result in your child being banned from the program.

### ***Billing and Payment***

Invoices will be sent home on the first of every month. Payment is due upon receipt. Checks are to be made out to “St. Patrick School” with “Extended Care” written in the memo field.

## **EMERGENCY SCHOOL CLOSING DURING THE SCHOOL DAY**

In the event of an emergency that warrants the closing of school during normal school hours, we will make every attempt to reach parents by phone. If a parent cannot be reached, the emergency contacts will be called unless other arrangements have been made.

### ***Inclement Weather Closing***

Please listen to your radio or watch television for early dismissal announcements. St. Patrick School will follow the Portsmouth Public Schools early dismissal decision.

### ***Seabrook Station Emergency***

The designated reception area for Portsmouth in the case of a Seabrook Station emergency is Spaulding High School in Rochester. Saint Patrick students will be bussed there if an evacuation is required.

## **PERSONAL INFORMATION**

### **All personal information is held in strictest confidence.**

No school employee will make available to anyone outside of the school lists of students' names, addresses, telephone number, or other information without written parental permission and the approval of the principal.

### ***Office Notification***

Families are required to inform the office and classroom teacher immediately of any changes to the following:

- Contact information
- Information provided on the emergency card

It is the parents' responsibility to keep the school nurse informed of their child's medical conditions, including, but not limited to diabetes, epilepsy, heart or kidney conditions, asthma and allergies.

### ***Custody Issues***

In the case of family dissention involving a request to prohibit one party in a conflict from taking the child out of school, school authorities will exercise extreme caution. If court orders exist, the school will request to see the original and to have a copy of that original on file. It is the RESPONSIBILITY OF THE PARENT/LEGAL GUARDIAN to provide the school with the pertinent legal documentation. Unless a student's file contains a court order or decree to the contrary, in cases of divorced and/or separated parents, both parents will be given the opportunity to be listed on the school roster of students and families. The roster will include the names, addresses and telephone numbers of both custodial and non-custodial parents. Further, the non-custodial parent will be given the opportunity to request academic reports and other pertinent information. This information, if requested, will be mailed to the non-custodial parent.

## ***Student Directory***

We have a Student Directory and it is strictly your decision to have your contact information printed in the directory. If you choose not to be included in the directory parent and student names will appear but no contact information will be printed.

Note: We cannot be held responsible for what happens to them after they are distributed to staff and school families. We ask families to be respectful of the information contained in the directory and not use the information for solicitation purposes. Please refrain from sending chain emails.

# SAINT PATRICK SCHOOL UNIFORM POLICY

## ***General Information***

Our uniform company is J.B. Edward Uniforms, Woburn, MA 1-800-654-5148. Please see all uniform sheets on the website under Parents and Students then General Resources.

Students in grades K-8 must wear the school uniform. All uniforms must be in good condition (clean and ironed, not yellowed, ripped or faded) and the proper fit for the student. Students wearing non-uniform pieces of clothing when the policy calls for uniform articles of clothing will be considered out-of-uniform. **Students who are out of uniform will be required to fix the issue and may receive a detention for multiple violations.**

## ***General Policies***

### **Athletic Uniform:**

- Please purchase plain tie sneakers that are not too clunky for the child's feet.
- **Sneakers are allowed only on gym and non-uniform days.**
- Students in grades Pre-K through eight are required to have the gym uniform. Gym uniforms are to be worn for gym class and may be worn for the after school athletic program as determined by the athletic director. There may be other opportunities for students to wear gym uniforms at the teacher's discretion and with the principal's approval.

### **Footwear:**

- Select shoes (brown, black or navy blue) that will be safe and practical for schoolyard use.
- Sneakers are allowed only on gym and non-uniform days.
- Socks on any given day should be visible above the shoe line and cover the ankle.
- Snow boots may only be worn to and from school and during recess during snowy weather. Students must bring shoes (or sneakers on gym day) to wear inside the building.
- Any exception for shoes must be approved by the office and only when medically necessary as indicated by a doctor's note.

### **Optional Items Policies:**

- Students are advised to wear sweaters and vests inside the building during the cold weather months. Only uniform sweaters and vests purchased from the uniform store are permitted indoors.
- The fleece vest may be worn indoors, but the fleece jacket may not.

## ***Early Childhood & Pre-Kindergarten Dress Code***

All clothes should be in good condition.

- Pants – any type except for denim.
- Shorts – any type except for denim. (warm weather option 5/1-10/15)
- Shirts – any type, long or short sleeve, without graphics.
- Dresses and skirts – worn with tights or shorts underneath.
- Shoes – must be closed-heel and fit snugly on the foot. Velcro sneakers allowed in E.C. 3 & Pre-K only.

## **Kindergarten**

- Students may wear the regular uniform **or** gym uniform most days.
- Gym days
  - Students are required to wear gym uniform with sneakers.
- Mass days
  - Students are required to wear their regular school uniform with dress shoes.

## ***Boys Grades K – 5 Uniform***

- Shirt – to remain tucked in throughout the school day.
  - White oxford cloth – long or short sleeve.
    - Worn with uniform tie.
  - Short sleeve embroidered green knit polo (warm weather option 5/1-10/15).
- Khaki Pants or Shorts (warm weather option 5/1-10/15)
  - Worn at the natural waist and tailored to the appropriate length.
  - Worn with khaki elastic belt
- Hunter Green, Khaki or White crew socks
  - Socks must be visible above the shoe line and cover the ankle.
- Green Sweater – embroidered with school logo.
  - V-neck pullover (K-5)
  - V-neck cardigan (K-3)
  - V-neck vest (4-5)
- Optional Outerwear – embroidered with school logo
  - Green fleece jacket
  - Green fleece vest (permitted in school)
  - Green nylon hooded jacket.
- Shoes – brown or black dress shoes with closed heel.

## ***Boys Grades 6 – 8 Uniform***

- White Shirt – to remain tucked in throughout the school day.
  - Oxford cloth
    - Long or short sleeve
    - Worn with tasteful tie of student's choosing.
  - Short sleeve knit polo (warm weather option 5/1-10/15)
    - Embroidered with school logo.
  - Undershirts are to be plain white and not visible when worn underneath uniform shirt.
- Navy Pants or Shorts (warm weather option 5/1-10/15)
  - Worn at the natural waist and tailored to the appropriate length.

- Worn with black or navy belt.
- Navy or White crew socks
  - Socks must be visible above the shoe line and cover the ankle.
- Green Sweater – V-neck pullover or vest embroidered with school logo.
- Optional Outerwear – embroidered with school logo
  - Green fleece jacket
  - Green fleece vest (permitted in school)
  - Green nylon hooded jacket.
- Shoes – brown or black dress shoes with closed heel.

## ***Boys Grades K-8 Regular Uniform Policies***

### **Accessories**

- Distracting, dangerous, or pierced jewelry will not be allowed at school or school-sponsored activities.
- Hats may not be worn indoors.

### **Boys Grooming**

- Hair
  - Cut above the collar and neatly styled.
  - Distracting hairstyles are not permitted.
- Mousse, cologne or other propellants are not allowed in school.
- Tattoos (permanent or temporary) are not allowed.
- Boys in grade 6-8 must be clean-shaven.

## ***Girls Grades K-3 Uniform***

- Plaid Jumper
  - Worn with shorts or tights.
- Khaki Shorts (warm weather option 5/1-10/15)
  - Worn with khaki belt.
- Khaki Pants (cold weather option 10/16-4/30)
  - Worn with khaki belt.
- Shirt – to remain tucked in throughout the school day
  - White, round collar – long or short sleeve.
  - Short sleeve embroidered green knit polo – warm weather option (5/1-10/15)
- Hunter Green or White Hosiery
  - Knee socks – opaque nylon or cable knit.
  - Cotton crew socks – visible above the shoe line and covering the ankle.
  - Tights – opaque nylon or cable knit.
- Green Sweater – crew neck or v-neck cardigan embroidered with school logo.
- Optional Outerwear – embroidered with school logo
  - Green fleece jacket
  - Green fleece vest (permitted in school)
  - Green nylon hooded jacket.
- Shoes – brown, black, or navy blue dress shoe with closed, low heel.

## ***Girls Grades 4-5 Uniform***

- Plaid Skirt
  - Worn at the natural waist.
  - Falling no shorter than 2" above the knee.
- Khaki Skort (warm weather option 5/1-10/15)
  - Worn at the natural waist.
  - Falling no shorter than 2" above the knee.
- Khaki Pants (cold weather option (10/16-4/30).
  - To be worn with khaki elastic belt.
- Shirt – to remain tucked in throughout the school day
  - White oxford cloth – long or short sleeve.
  - Short sleeve embroidered green knit polo – (warm weather option 5/1-10/15)
- Hunter Green or White Hosiery
  - Knee socks – opaque nylon or cable knit.
  - Cotton crew socks – visible above the shoe line and covering the ankle.
  - Tights – opaque nylon or cable knit.
- Green Sweater – v-neck pullover or vest embroidered with school logo.
- Optional Outerwear – embroidered with school logo
  - Green fleece jacket
  - Green fleece vest (permitted in school)
  - Green nylon hooded jacket.
- Shoes – brown, black, or navy blue dress shoe with closed, low heel.

## ***Girls Grades 6-8 Uniform***

- Plaid Kilt
  - Worn at the natural waist.
  - Falling no shorter than 2" above the knee.
- Navy Skort (warm weather option 5/1-10/15)
  - Worn at the natural waist.
  - Falling no shorter than 2" above the knee.
- Navy Pants (cold weather option 10/16-4/30)
  - To be worn with navy belt.
- White Shirt – to remain tucked in throughout the school day.
  - Oxford cloth – long or short sleeve.
  - Short sleeve embroidered knit polo (warm weather option 5/1-10/15).
- Hosiery
  - Hunter Green, Navy or White
    - Opaque knee socks.
    - Opaque tights.
    - Crew socks - visible above the shoe line and covering the ankle.
  - Natural or tan sheer nylons.
- Green Sweater – V-neck pullover or vest embroidered with school logo.
- Optional Outerwear – embroidered with school logo
  - Green fleece jacket
  - Green fleece vest (permitted in school)
  - Green nylon hooded jacket.
- Shoes – brown, black, or navy blue dress shoe with closed, low heel.

## ***Girls Grades K - 8 Uniform Policies***

### **Accessories**

- Distracting or dangerous jewelry is not allowed.
- One pair of earrings at a time may be worn in school or at school activities.
- Earrings may not fall below the earlobe - no other visible piercings are allowed.
- Students may only wear one item per jewelry type. (i.e. 1 bracelet, 1 watch, 1 necklace, 1 ring, and 1 pair of earrings).
- Hats may not be worn indoors.

### **Grooming**

- Hair
  - Distracting hairstyles, colors, accessories, feathers, beads, hair pieces, extensions, wigs, and weaves will not be allowed.
  - Hairspray, perfume, or propellants are not allowed in school.
- Nails
  - Clear or pale pink nail polish is permitted.
- Tattoos (permanent or temporary) are not allowed.
- Make-up is not allowed.

### **Seasonal Uniform Items**

- **1st day of school - October 15th** – Warm weather uniform items may be worn.
- **October 16th – April 30th** – No warm weather uniform options. (polos, shorts or skorts)
  - On gym days **students must wear long gym uniform pants throughout the day.** Gym shorts may be worn underneath the pants if students choose to remove long pants for indoor gym class only. **Long pants must be worn outside for transport to and from gym class and recess.**
- **May 1st – Last day of school** – Warm weather uniform items may be worn.

### **Non-Uniform Days**

- Students may wear casual clothes in good condition.
- Shorts falling no shorter than 2" above the knee may be worn from May 1<sup>st</sup> – October 15<sup>th</sup>.
- Pants (including jeans) must not be tight and be neatly hemmed (no cut offs).
- Tops must be modest - no tank tops or spaghetti straps – if sleeveless, straps should be at least 3 adult finger widths.
- **Under no circumstances are students allowed to wear casual clothes on Mass days.**

### **Dress-Up Days**

Students may choose to wear the regular school uniform or modest, neat and clean attire following the stipulations below.

Shirts-(boys and girls) - Oxford/dress style, polo, and turtleneck styles are acceptable provided:

- Shirts remain tucked in throughout the day.
- Dress shirts button completely from collar to waist.

- Shirts are properly fitted and have a neat appearance.

Pants-(boys and girls) – Solid color, chino or “Dockers” style are acceptable provided:

- Pants have belt loops and are worn with an unadorned belt.
- Internal pockets are located at the waist/hip only – no cargo-style pants.
- Pants fit properly at the waist and are neatly hemmed to the top of the shoe.

**\*\*\*Jeans are not dress up attire\*\*\***

Skirts-(girls) – Neatly hemmed skirts falling no shorter than 2” above the knee are permitted providing:

- Skirts are fitted at the waist and have no slits in side or front seams.
- Long skirts must not fall below the ankle.

Ties-(boys) – Required when wearing a dress shirt:

- Ties must be properly tied to the neck.
- Top button of the shirt must be buttoned.

Dresses-(girls) – Appropriately fitted dresses are permitted providing:

- Dress must follow hem guidelines of skirts (no shorter than 2” above the knee).
- Dress must follow sleeve guidelines of shirts.

Sweaters-(boys and girls) – Conventional sweater styles are permitted providing:

- Sweaters fall to the waist or below (no skin should show on stomach or back).

Footwear-(girls and boys) – Dressy shoes are permitted providing:

- Shoes cover the entire foot and are safe for school use.
- Outdoor shoes and boots, including Uggs-style boots, are not permitted.

Socks/Hosiery-(girls and boys) – Appropriately colored socks/hosiery are to be worn at all times.

- Follow the guidelines in the uniform policy section regarding permitted socks/hosiery styles. Socks must always cover the ankle.

## ***Outerwear***

Parents/guardians are responsible to see that children are dressed appropriately for 20° weather. Students have outside recess unless it is precipitating or the temperature is below 20°. If a student is not properly attired for the weather, he/she may forfeit outdoor recess.

# **SCHOOL POLICIES AND PROCEDURES**

## ***Books and Supplies***

Students are responsible for all materials and books issued to them during the year. The student must replace or pay the cost for lost, damaged, or destroyed books and materials. Students in the Jr. High have a lab fee due at the beginning of the year. This covers the cost of lab materials the Jr. High students use to perform experiments and science projects.

## ***Buyout and Fundraisers***

Every family at Saint Patrick School is responsible for fundraising \$130.00 per child. The school conducts the March Calendar fundraiser that counts toward your buyout obligation.

The Junior High conducts fundraisers throughout the year to help pay for their 8<sup>th</sup> grade class trip. All collecting of money from or by students is prohibited unless approved by the principal. Please see FINANCES for a further explanation of the fundraising buyout.

## ***Classroom Parties***

Class parties occur throughout the year. They are kept to a minimum so as not to distract from teaching and learning.

Student birthdays are celebrated at the discretion of the classroom teacher. Please make arrangements with the student's teacher regarding birthday celebrations.

## ***Collections***

Saint Patrick School participates in the Labels and Box Tops for Education Program and Campbell's Soup Labels.

## ***Extra-Curricular Activities***

In order to participate in any extra-curricular activity, a student must be earning passing grades in all subject areas and have satisfactory conduct and effort grades.

## ***Interscholastic Athletic Program***

(Grades 4-8) This program is designed to enhance the fitness of the participants and to ensure that students achieve their own level of proficiency. Emphasis is on the development of basic skills while giving each student an opportunity to engage in team competition and fun. Students must meet their academic responsibilities in order to join or remain on a team. Students may not participate on any day they have been absent from school. All activities related to this program are conducted after school and on Saturdays. Students who participate in an after school sports program must have a sports physical exam BEFORE they can participate.

\*\*\*Sports physicals are valid for one year only\*\*\*

**Games and practices should not be scheduled for Sundays.**

## ***Kiwanis Club of the Seacoast-St. Patrick School Builders Club***

(grades 5-8) This program is a community service organization directed by Mr. Frank Dennett. This program continues into high school under the title of Kiwanis Key Club.

## **Cantor Group**

(Grades 1-8) This group leads the school community in music at Masses and prayer services. Students must try-out for this group.

We recognize the importance and spirit that outside interests can add to the life of a school. We welcome your ideas! Other clubs may be instituted each year based on interest. School rules of behavior and consequences apply to all school activities. Supervisors of any activity may suspend students from the activity due to student misconduct of any kind.

## ***Food and Drink Purchases***

### **Snack**

Students are encouraged to bring a nutritious snack to enjoy at morning recess. Builders Club sells \$.50 snacks daily to students in grades K through 8.

### **Lunch and Milk**

Students must bring a bag lunch to school unless he/she has purchased hot lunch for the day. Glass containers are not permitted at school.

Hot lunch is available for purchase by all students on a monthly basis. Lunch is delivered by a local restaurant and served by school volunteers. A list of lunch order deadlines is available on the school website.

Milk is available for purchase by the month in the same manner as lunch. Snack and lunch milk are available in two flavors – white and chocolate.

## ***Home & School Communication***

Communication between the home and school is essential to your child's education. At Saint Patrick School, we are committed to open, honest and frequent communication.

### **Email**

Saint Patrick School is committed to conserving resources. Email is the primary method used to communicate information. Please check your email frequently as it may contain time-sensitive information. Each staff member has an email address listed on the website. Parents are encouraged to contact teachers directly.

### **Printed Notices**

Occasionally printed notices will be sent home with students, so please check their backpacks for communications from the classroom or office.

### **Conferences**

Formal conferences are scheduled during the year. Additionally, conferences may be scheduled at any time by a parent/guardian, teacher, or principal.

Parents are held to the same standard as students with regard to respect for educators. It is expected that parents/guardians will support school policies, particularly in the presence of their children.

At the beginning of the year, a Parent's Night is held. ALL PARENTS/GUARDIANS ARE REQUESTED TO ATTEND. At this meeting, the teacher will present and explain the classroom policies, expectations, grading policy, etc.

### **News Notes/SPS**

Each Friday parents will receive an email with event reminders and important information.

### **Telephone**

Classrooms are not equipped with telephones. Parents may leave a message with the secretary requesting a teacher call them back. Teachers may not leave their classrooms to address non-emergency issues over the telephone.

### **Invitations**

Please refrain from distributing party invitations at school unless your child is inviting every classmate (or every classmate of the same sex) to the party.

### **Lost & Found**

Please write the student's name inside his/her clothing – especially uniform items – with permanent marker. Students and parents should regularly check the Lost & Found for missing articles. Items from the Lost & Found will be periodically cleaned out and items donated throughout the year.

### **Personal Property**

Students should not bring valuable personal property to school. The faculty and staff of Saint Patrick School will not be held responsible for lost, missing, or damaged property. If brought to school, cell phones and all personal electronics should be turned off and kept in the student's backpack. **Students are not allowed to use these items on school property during regular school hours. Some items may be allowed during aftercare at the discretion of the teacher. Cell phones are only to be used in the case of emergency with teacher permission.** Students violating these policies may have their device confiscated.

### **Recess**

All students are given a recess period at lunchtime. Student in E.C 3 through 5<sup>th</sup> grade have an additional mid-morning recess. Except during periods of extremely inclement weather, recess is held outside. No one may leave the recess area without the express permission of the playground supervisor. Students are instructed in playground rules and safety.

### **Telephone Usage**

Students are not allowed to use the phone in the office unless an after school activity is cancelled. Your child is expected to come to school prepared for the day. This includes homework, correct uniform, permission slips, adequate outerwear, and information about where he/she will go after school.

### **Volunteers**

Volunteers are a vital part of our total school program. Volunteers are needed in many areas. Coaches are always needed for our sports programs. Coaches are chosen for their character and willingness to abide by school policies as well as for their coaching skills

Volunteers who have contact with students are required to undergo criminal background checks and attend a "Protecting God's Children" workshop prior to volunteering. Volunteers can not work in or out of the classroom with students under any circumstance until they complete the "Protecting God's Children".

Children are very proud to have their family member involved in their school. You are needed, wanted and greatly appreciated! Volunteers are needed both during and outside of school hours. Please call the school office or speak to your child's teacher to volunteer.

# ACADEMICS

## ***Graduation Requirements***

Graduates must complete 30 hours of documented community service (10 hours per Junior High year). This can include anything that helps another person, organization, or the community. A Community Service slip must be completed to keep track of hours. Students may not receive their diploma if they have not completed their community service hours.

## ***Curriculum***

Saint Patrick School provides a strong academic curriculum and faith formation. Through the use of our curriculum, we expect and encourage personal integrity and responsibility.

**Religious Education** - The focus of the religion program at Saint Patrick School is to help students grow in the knowledge of God's great love for each of us. We provide an atmosphere of Christian love through prayer, good works, and example. Instructors guide students in learning to live faith-filled lives through the study of scripture and the traditions of the Catholic faith, as well as through participation in the sacramental life of the Church. Students will attend school Masses and Masses on holy days of obligation at Immaculate Conception Church when school is in session.

Prayer is an integral part of our day.

Sacramental preparation is the responsibility of your parish. Contact your parish for further information.

All students, Catholic and non-Catholic, must attend religion classes, participate in religious activities conducted in and by the school and successfully complete the religion course for their grade level.

**Language Arts** -The language arts curriculum is comprised of reading readiness skills, reading, vocabulary development, English grammar and mechanics, spelling, critical thinking skills, penmanship, creative writing, literature, and phonics. To develop the skills necessary for good oral and written communication this curriculum includes a developmentally based reading program designed to enable the student to achieve his/her maximum potential.

**Mathematics** - The math program introduces readiness skills, critical thinking skills, and basic mathematical concepts which enable the students to achieve practical uses of mathematics and learn how to solve problems through reasoning, computation and accuracy.

**Social Studies** - Students are introduced to world communities through the exploration and the study of people in their physical, cultural, economic, and historical environments. Attention is given to geography and map reading skills.

**Science** - Students engage in observing, classifying, predicting, inferring, evaluating, recording and explaining to ensure the understanding and application of concepts presented in various areas.

**Spanish (Pre-K through 8)** -This program is intended to expose students to a foreign language. Students begin a formal study of Spanish.

**Physical Education (Pre-K through 8)** - Physical education is an integral part of the school program. Fundamentals of team sports, fitness, and calisthenics are presented. Good sportsmanship, fair play, and cooperation are emphasized. Students may not be excused from physical education classes without a note from a doctor stating the reason. Students in grades 6-8 will be brought to the Greenleaf Athletic Facility for indoor classes during the 2<sup>nd</sup> Trimester.

**Art (K through 8)** - Students are encouraged to explore art using a variety of medium as a means of personal expression. Additionally, art projects are designed to integrate with curriculum when possible.

**Music (PK through 8)** - Students are encouraged to view music as an enjoyable means of expression. The emphasis is on music appreciation and a basic foundation in music education. All students are required to participate in the two musical productions each year.

**Technology (3 through 8)** -Students are introduced to responsible computer usage. They use software and Internet access to complete projects throughout the year in addition to keyboarding training.

**Library (Pre-K through 5)** -The library is a resource center. Each class is assigned a regular library period. During this time, students are given time to read, do research, and sign out books. Students in grades K-3 may sign out one book for one week; students in grades 4-8 may sign out two books for two weeks. Reference books may not be removed from the school. Students are responsible for any lost or damaged books. Library privileges may be taken from any student who is not responsible in the use of the library.

Teachers take students to the Portsmouth Public Library as warranted by their curriculum. Students in K-8 at Saint Patrick School are eligible for a Portsmouth Library card. A list of students is given to the Portsmouth Library the first week of school. Parents may go to the library and give their child's name to receive a Portsmouth library card.

Parents are urged to donate a book or subscription to the school library on their child's birthday. A nameplate recognizing the child will be put in the book. This gives the child an opportunity to share her/his favorite book and emphasizes the importance of reading.

There are two book fairs throughout the year where students can purchase books and/or purchase books to donate to the library. During the book fair, teachers complete wish lists stating the books they would like for their classroom. Donations of books to the classroom are greatly appreciated.

### ***Field Trips***

Field trips are planned as an extension of the curriculum. Permission slips will be sent home and must be signed by the parent/guardian and returned with the fee BY THE DUE DATE in order for students to participate. Only these unaltered forms are accepted for permission. Field trips are a privilege, not a right. Students who have exhibited an inability to control their own behavior will not be allowed to participate. Uniforms will be worn on field trips unless otherwise specified. Refunds cannot be made unless the trip is cancelled. Chaperones are not to smoke

in the presence of children. Call the school office AT LEAST one day in advance if your child needs to be dismissed early from a field trip.

### ***Student Records Release***

Parents or guardians requesting the transfer of school records must have a record release sent from their future school. The request must clearly indicate the name and address of the receiving school and must have the signature of a parent/guardian. Release of student records may be made by the Superintendent or his/her designee for use on any proceedings in compliance with judicial order or lawful subpoena, upon condition that the parents and student are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution or agency. Student records may be released to “authorized representatives of (i) the Controlled General of the United States, (ii) the Secretary of Education, (iii) an administrative head of an educational agency without prior consent of the student or parents.”

### ***Standardized Testing***

The Terra Nova Tests are given to all students in grades 2 through 8 to monitor individual progress and to evaluate curriculum and instruction within the school. Results are made available to parents/guardians. The teachers and the principal are available to answer any questions you may have regarding the tests or your child’s scores.

### ***Exams***

Mid-year exams are given to students in grade 5-8. Final exams are given to students in grades 5-8 in order to further assess their learning/mastery of subject area material. It also allows students to develop their test-taking skills.

### ***Internet Access & Computer Usage***

Saint Patrick School provides Internet access. All students and parents are required to sign the “Responsible Use” policy before students are allowed online.

### ***Homework***

Homework has many purposes. Homework is assigned to:

- Reinforce material and skills presented in class.
- Encourage academic responsibility.
- Help the student to become more self-reliant.
- Encourage the student to work independently.

It is recommended that families set aside a specific time and place for students to do their homework.

Students in all grades are assigned homework. There may be an occasional homework assignment over a weekend. The length of time it takes a student to complete the assignments will vary. Loose time guidelines are as follows:

Kindergarten	-	15 minutes	Grades 5	-	60 minutes
Grades 1-2	-	30 minutes	Grade 6	-	90 minutes
Grades 3-4	-	45 minutes	Grades 7-8	-	120 minutes

It is strongly suggested that you read with your child or have her/him read on a regular basis because of the tremendous academic benefits your child will receive.

If your child repeatedly tells you that he/she does not have homework, please consult the teacher. The cooperation of the parent/guardian is requested to insure the completion of the homework. Please be available to answer questions but please do not do the work for the students, as that defeats the very purpose of the assignment.

Homework is “graded” by the “neat, complete, and on time” standard, not by how many answers are correct. Homework is one of the primary ways that the teacher can tell if a student is having difficulty with the material. If you want to check your child’s homework, please check to make sure it is neat, complete, and in his/her backpack. Since the teacher assigned the work, only the teacher can excuse the students from doing the assignment. Each student in Grades 1-8 receives a homework assignment book at the beginning of the year.

Please refer to the [Missed Work](#) section under ATTENDANCE regarding guidelines for making up missed work.

## **Grading Policy**

### Grading Scale (Grades 1-8)

A+	=	98-100	C+	=	80-82	F	=	Below 65
A	=	95-97	C	=	77-79			
A-	=	92-94	C-	=	74-76			
B+	=	89-91	D+	=	71-73			
B	=	86-88	D	=	68-70			
B-	=	83-85	D-	=	65-67			

### Effort and Conduct Grading Scale (Grades 1-8)

- 1 – Excellent
- 2 – Good
- 3 – Satisfactory
- 4 – Needs Improvement
- 5 – Unsatisfactory

In all Special Subjects, students will receive a pass/fail grade and an effort/conduct numerical grade.

## **Awards & Honors**

### **St. Patrick Spirit Awards – Grades 3-5**

At the end of each trimester, 3 students in each grade are recognized for their outstanding example of being a person of Faith, Wisdom, and Love.

### **Principal’s List – Grades 6-8**

Students who earn all A’s/pass and all 1’s in conduct and effort in all subject areas achieve Principal’s List.

## **High Honors – Grades 6-8**

Students earning A's and B's/pass and 1's and 2's in effort and conduct in all subject areas achieve High Honors.

## **Honors – Grades 6-8**

Students earning A's, B's, and one C/pass in all major subject areas and 1's and 2's in effort and conduct achieve Honors.

## **Scholar Athlete Award – Grades 4-8**

Students participating in Saint Patrick School sports and achieving all A's and B's and 1's and 2's in effort and conduct are recognized as Scholar Athletes.

## ***Report Cards***

Students in grades 1-8 receive three report cards per year. At the end of the trimester report cards will be sent home with the student to be delivered to his/her parent/guardian. Please examine the report cards carefully since this is an official record of the student's academic progress, effort, conduct, and attendance.

Students in Early Childhood, Pre-Kindergarten and Kindergarten receive two report cards during the year.

## ***Progress Reports***

Midway through each trimester, students in grades 1-8 are given progress reports for the purpose of giving a general snapshot of your child's progress. These reports should not be considered supplemental report cards. If you have questions, please make an appointment to speak with your child's teacher.

## ***Parent/Teacher Conferences***

A formal parent/teacher conference will be scheduled midway through the first trimester. All parents/guardians of students in grades 1-8 are required to attend in order to receive your child's progress report. Conferences also may be scheduled at the request of the teacher or parent/guardian.

Early Childhood, Pre-Kindergarten and Kindergarten conferences are scheduled in November.

## ***Promotion & Retention Policy***

Most children mature and acquire the basic skills of learning in a manner requiring at least a school year to a grade. In instances where a child has not shown sufficient maturity, social, and emotional growth, and has not acquired sufficient mastery of basic skills, grade retention, "the gift of time", may be considered. If retention is being considered for a student, the parents/guardian will be notified during February.

# HEALTH AND SAFETY

## *Health Information*

### **Medical Conditions**

The school office must be informed of any medical condition your child has. If your child has a serious medical condition that needs our close attention, such as diabetes, contact the school office so you can train us in proper procedures for caring for your child.

### **Illness**

#### **Keep Home**

Students running a fever or who appear ill should be kept home from school.

#### **Send Home**

If your child becomes ill during the school day he/she will be sent to the nurse's office or the office in the event of the nurse's absence. When a student should be dismissed due to illness, Saint Patrick School will attempt to reach the parents. If parents cannot be reached, the emergency contacts listed on the student's Emergency Card will be contacted.

**Please choose an emergency contact that is WILLING and ABLE to pick up and care for your child should it become necessary.**

#### **Return to School**

- **Students are not allowed to return to school after an absence for any reason without a note from the parent/guardian and/or physician.**
- In the case of absence due to communicable diseases, a note from the physician must be presented when the student returns to school indicating the child is no longer communicable in accordance with (IAW) the New Hampshire Division of Public Health Services, Bureau of Disease Control guidelines.

### **Immunizations**

At the time of registration, copies of the child's immunization record and a recent physical examination must be submitted to the school. Immunization must comply with the State of New Hampshire Department of Health and Human Services Division of Public Health Service requirements. These records will be securely maintained in the nurse's office and updated as needed.

### **Emergency Card**

You will receive an emergency card to complete before the 1<sup>st</sup> day of school. Saint Patrick School must have accurate emergency contact information for each student. Be sure to complete both sides of the form including all contact numbers, home, work, and cell. You may also want to include your email address if you are frequently online during the school day.

**NOTIFY THE OFFICE IMMEDIATELY OF ANY CHANGES DURING THE YEAR.**

### **Medical Emergency**

If an illness or injury exists that we believe is an emergency we will call 911 to have the child transported to the hospital. We will make every effort you contact the parent/guardian

immediately. This action OBLIGATES NEITHER THE PERSONNEL NOR THE SCHOOL TO ASSUME FINANCIAL RESPONSIBILITY FOR THE TREATMENT OR TRANSPORTATION.

### ***Medications***

The New Hampshire Code of Administrative Rules (Education ED 311 School Health Services) permits school personnel to administer medication if permission is obtained from the parent/guardian. We request you complete a Medication Administration Form due the 1<sup>st</sup> day of school and can be found on the website. Please read the information cover letter and complete the form completely and appropriately.

### **Stocked Over-the-Counter Medications**

As noted on the form, Acetaminophen (generic Tylenol), Ibuprofen (generic Motrin), Calcium Carbonate (generic TUMS) and Diphenhydramine HCL (generic Benadryl) **will be available to students if permission is obtained and if the nurse deems it appropriate.**

### **Prescription and Over-the-Counter Medication Distribution**

There are times when students will need to take over-the-counter (other than the medications previously mentioned) or prescription medications during the school day. The school nurse or office staff will administer the required medication. The parent/guardian will need to provide the nurse or office with the medication in the original pharmaceutically dispensed and properly labeled container. It should include the prescriber's name, the student's name, dosage instructions – including route, date and times to be administered.

For ongoing medications, it is the parent/guardian's responsibility to maintain adequate supply of the medication in the nurse's office. All medications will be kept in a locked drawer in the nurse's office. Aftercare personnel and office personnel have access to the key in the event of the nurse's absence.

Students with asthma who need inhalers (MDI) may be allowed to carry them IAW the New Hampshire Revised Statutes Annotated (RSA) 200:46. This should be annotated on the Medication Administration Form. Likewise, students with severe allergies may need to carry an Epinephrine Auto Injector (EpiPen) with them ISW RSA 200:42. This is also should be annotated on the Medication Administration Form.

**With the exception of asthma or emergency medications, students are not permitted to carry medications of any type.**

### ***Safety***

The school will cooperate with the federal, state, and local authorities to insure the safety of students.

### ***Child Abuse & Neglect***

To promote the safety and well-being of students, it is the policy of the Roman Catholic Diocese of Manchester, Department of Catholic Schools and Saint Patrick School to comply with the requirements of RSA 169-C and NH CODE OF ADMINISTRATIVE RULES ED510.01 in reporting suspected child abuse and neglect. Further, it is our policy to cooperate with the NH Division for Children Youth and Families Services, child protection social workers, and law enforcement agencies in the course of investigations into child abuse or neglect as outlined in RSA 169-C. All teachers are mandated reporters of child abuse and neglect. In all instances of

a student being interviewed, the principal and/or faculty member will be present to protect the rights of the student. Anyone who has regular contact with students must complete the "Protecting God's Children" program prior to working with the students.

### ***Safety Drills***

Fire drills (evacuation drills), lockdowns and safety drills are conducted periodically (in all weather conditions) to prepare the students for an actual emergency. Students will proceed in silence to the area designated for their class. In an actual emergency, students will be housed in Immaculate Conception Church. In the unusual event that we need to evacuate the church/school grounds, the students will be brought to either Olde Port Traders on Islington Street or the Portsmouth Athletic Club on Albany Street.

### ***Visitors***

To ensure the safety of our students and prevent unnecessary interruptions of teaching and learning, visitors must report directly to the school office upon entering the building. Visitors are not permitted to visit classrooms or sit in on classes.

**Parents must report directly to the office upon entering the building during the school day.** Parents are permitted in the classrooms only for pre-arranged volunteering opportunities or with the permission of the administration. All volunteers must sign in at the office

If a parent is delivering a student's forgotten homework, lunch, or other item, it must be brought to the office.

### ***Searches***

The administration has the right and duty to inspect and search student lockers (cubbies, backpacks, and coat closet areas) and desks.

### ***Weapons***

Students have the right to learn in an environment that is safe. Therefore, weapons or any object that can be classified as a weapon (real or replica), such as, but not limited to, guns, swords, knives, ninja throwing stars, nunchucks, axes, grenades, etc. are prohibited and banned from school premises and from all school related functions. This ban includes travel on school buses. A student who violates this policy will be subject to suspension and or expulsion according to Diocesan policy. Saint Patrick School follows the provisions of the Safe and Drug Free Schools Law.

### ***Contact With Law Enforcement Officials***

When a law enforcement officer, with proper legal authorization, requests to question a student, a staff member shall;

1. Assure that the student is made aware of and fully understands his/her legal rights;
2. Notify the parents/guardians of the officer's intent to question their child;
3. Delay questioning until the parents/guardians are present;
4. Remain present during the officer's interrogation.

### ***Harassment***

Students have a right to learn in an environment free from harassment of any kind. Harassment in any form will not be tolerated. Harassment will result in serious disciplinary action by the

school. All incidences of harassment must be reported to the administration. In the case of sexual harassment, a separate Diocesan policy will dictate action to be taken.

### ***Playground Safety Rules***

Students must demonstrate appropriate behavior outside at all times. Students must stay in designated areas and follow the directions of the teacher on duty.

### ***School Safety Rules***

Students must not be on school grounds before designated times in the morning. Once on school grounds, no student may leave unless dismissed by a parent. At dismissal, students must leave school grounds immediately unless he/she has permission from his/her teacher or the principal to remain after school or in aftercare. Once the dismissal bell rings, no student is allowed to re-enter the building for forgotten items. Every student must obey the teachers on duty before and after school. No student may open an exterior door for anyone at any time.

## **CONDUCT/DISCIPLINE POLICY**

It is everyone's responsibility to maintain an atmosphere conducive to learning and to protect the safety and rights of others. Saint Patrick School has set a high, but reasonable, standard of behavior for all of our students. We believe in firm and fair discipline. We fully expect students to follow all school rules. We believe that everyone is entitled to be treated with courtesy and respect.

Most situations are handled at the teacher-student level, and although each teacher may have slightly different approaches to discipline. The Principal is ultimately responsible for discipline and may become involved in certain situations.

Saint Patrick School reserves the right to dismiss at any time a student whose continuation in the school is detrimental to him/her or to his/her fellow students.

Certain behaviors are prohibited:

- Vandalism, theft or willful destruction of school or personal property
- Fighting or threatening bodily harm
- Physical or verbal harassment of any nature
- Leaving school grounds without school personnel permission
- Smoking or possession of controlled substances
- Plagiarism or other cheating
- Possession of weapons of any kind (actual or replica), ammunition, explosive devices
- The use of inappropriate language or conduct
- Disrespect to a staff member
- Repeated disregard for the school uniform policy or any school rules

These behaviors and others that are contrary to our philosophy and mission may bring about the following disciplinary actions, at the principal's discretion, based on the severity of the issue:

Warning (written or verbal)

Detention

Disciplinary Dismissal

Suspension

Require to Withdraw

Expulsion

## **FINANCES**

Please feel free to speak to the principal if you have any questions regarding finances.

When making payment to the office, please state the purpose of the payment on the memo line. You may combine monies multiple payments into one check but please state the purposes on the memo line.

### ***Buyout Obligation***

Since the cost of tuition will not cover the actual cost of your child's education, every family at Saint Patrick School is responsible for fundraising \$130.00 per child in addition to tuition. There are two fundraisers during the year that you can participate in to pay off the buyout obligation. If you would rather not participate in the fundraisers, you may choose to opt-out and pay the \$130.00. In May, if you have not raised the entire amount, you must pay off the remaining balance by check or cash.

One of the buyout fundraisers Saint Patrick School offers is selling Auction Ads. A specified amount of every advertisement sold is applied to your buyout.

The other fundraiser used to reduce your buyout is the March Calendar fundraiser. In February, children are sent home with March Calendars to sell. For each calendar sold, a specified amount is applied to your buyout amount. In March, a calendar is drawn daily for cash prizes.

### ***Supported & Non-Supported Tuition***

You will be considered "SUPPORTED" only if you meet the specific criteria as established and verified by your pastor. Criteria includes but is not limited to "(1) you are registered in a Diocese of Manchester, NH, parish or mission; (2) you are a contributor of record in the parish or mission; (3) you are an active member of the parish. The decision of your pastor is final. If you were supported the previous year, your name is automatically sent to your pastor who will verify whether you meet the requirements to be supported again. It is up to the pastor whether you are supported or not. The school does not make this decision. If you are new to the school or were non-supported in the past and would like to become supported, you must complete a Supported Form by March 15<sup>th</sup>. This only applies to parishes within the Diocese of Manchester, NH.

### ***Financial Aid***

Financial assistance is available to those who qualify and have applied through FACTS by the due date. FACTS information is sent out in January for the following year. Saint Patrick School offers financial assistance based on need. Contact the school office for information.

### ***Credit Cards***

We accept MasterCard and Visa credit cards. Payment must be made in the school office by the credit card holder. Do not mail cash and if you send cash via students, you do this at your own risk.

## ***Payment Options***

There are three options for the payment of tuition for students attending Saint Patrick School.

OPTION A- Make one payment in August.

OPTION B- Make two equal payments (August and January).

OPTION C- Ten equal payments will be deducted from your bank account beginning in August.

## ***Special Fees***

### **New Student Registration**

There is a non-refundable registration fee per child due at the time of re-registration to hold a place for your child in the upcoming school year.

### **Re-Registration**

There is a non-refundable re-registration fee per child due at the time of re-registration to hold a place for your child in the upcoming school year.

### **Screening/Testing**

There is a non-refundable Testing/ Screening Fee. The office will contact you to schedule a screening for your child.

### **Graduation**

There is a graduation fee to defray the costs of graduation (programs, caps & gowns, diplomas, etc.) for which each eighth grade student is responsible.

### **Athletics**

There is a fee for each sport in which your child participates. You will receive notice of the amount and the due date. Students will not be able to participate in any sports program until this fee and all forms (including sports physical exam) have been received.

Thank you for taking the time to review the handbook.