



St. Patrick
CATHOLIC SCHOOL

Family & Student Handbook

START
WITH LOVE

Where the
love of God
is, there is
purpose.





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1. Introduction



The purpose of this handbook is to acquaint parents and students with our school and to inform you of the policies, regulations, and requirements that will govern your time at St. Patrick Catholic School. A good understanding of this handbook will unite us in community as we strive to help your children in their spiritual, physical, intellectual, creative, and emotional growth so that they can become vibrant and faith-filled citizens of our school, parish, community, nation, and world.

1A. Commitment to Catholic Education

Welcome to St. Patrick Catholic School where we take great pride in our deep commitment to educating the whole child- academically, spiritually, and social-emotionally. Partnering alongside our families, our dedication is to form missionary disciples of Jesus Christ. This means that we strive to build a culture where our students can encounter the loving God, be transformed by His amazing love, and then walk in confidence and truth to share the love of God with those around them.

Academically, our exceptional and dedicated teachers impart a love for lifelong learning that sets our students apart. Through quality instruction, assessment, feedback, and differentiation, our teachers work to deliver a rigorous curriculum in all subject areas and across all grade levels. Every subject is taught from a Catholic perspective and permeated or infused with our Catholic faith.

Spiritually, we work to help our students form a solid Catholic identity as a son or daughter of God. As this awareness and true relationship with God develops, our hope is for our students to become an instrument of God's grace in the family, community, and the world. We look for the face of Christ in every student and believe that each has inherent dignity because each is created in the image and likeness of God.

Social-Emotionally, we strive for each and every student to come to know their unique God-given gifts and talents and how to use them for the greater good. Through a strong emphasis on moral development and self-discipline, students are educated and challenged to make decisions and act in a Christ-like manner, demonstrating respect for self and others. Our goal is for our eighth grade students to graduate with a solid academic foundation, spiritual fortitude, strong moral convictions, and the leadership skills to impact a world that needs the saving message of the Gospel. Guided by God's grace, we give students the tools they need to shape their futures and to become their best selves.

Finally, at St. Patrick School we truly value community. When there is a culture of community around the educational process, children feel more positive, supported, and confident in their ability to excel. Everything we do and believe goes back to how we can best serve our children.

Thank you for choosing St. Patrick Catholic School and we are honored to walk alongside you in the formation of your children. This is not something we take lightly.

Mrs. Carley Dunphey
Principal, St. Patrick Catholic School



1. Introduction

1B. Parish/School Connection

We know where you send your kids to school is one of the most important decisions that you will make for them. We also know there's something special about our school. Our school is not special simply because the parent involvement and the sense of community are second to none. It's not special simply because we have top-notch teachers who, dedicated to academic excellence, create learning environments in which each child is challenged according to the most effective teaching methods today. St Pat's School is special precisely because in an age of moral and spiritual confusion we intentionally form the whole child (body, mind, soul) according to the brilliance of the Catholic intellectual, moral, and spiritual tradition. A sound education cannot be reduced to downloading the knowledge of facts into the heads of little children. It's also about forming the minds and hearts of children so that they have the moral character to make wise decisions in life. It's about helping children explore the big questions in life, which helps them to know who they are and where they are going. Fundamentally, at St Pat's we declare with great conviction that we are known and loved by God and that in his Son Jesus we have the forgiveness of sins and the hope of eternal life. Knowing they are loved, students at St Pat's are positioned to make a big difference in this short life on the way to eternity. We know St Pat's is special and we invite you to experience the difference. ~Father Mathias Thelen

St. Patrick School is a ministry of and is responsible to St. Patrick Catholic Parish. Therefore, it is important to strive to understand more deeply how the mission of [St. Patrick Catholic Parish](#) – *to make Spirit-filled disciples of Jesus Christ for the glory of God the Father* – connects with the mission of the school.

[Father Mathias Letter to School Families on Catholic Identity](#)

[New Diocesan Policy on Gender Identity](#)

1C. Administration

The Principal is the School Administrator. The Administrator is responsible for the implementation of diocesan and local school policy; guiding day to day school operations; providing staff and volunteer oversight and evaluation; and providing oversight regarding enrollment, recruitment and retention. The Administrator meets weekly with the Pastor and school leadership team and monthly with the School Advisory Council. The primary responsibility of the Administrator is to ensure the effective operation of the school in accord with its mission.

1D. Staff Directory

Please click below to find a complete directory of our St. Patrick Catholic School staff:

[St. Patrick Catholic School Staff Directory](#)



2. Mission Statement and Values

2A. Mission Our “WHY”

We offer values-driven families an authentic Catholic education so that they can encounter God’s love and their children have a steady place to discover their God-given purpose.

Where the love of God is, there is purpose.

2B. Core Values:

We begin with love.

People rise to the level of the love that they are given. That’s why, in everything we do, we begin with love. Excellence and achievement are important, as is building virtue, but these are the fruits of a culture where everyone knows they are loved — no matter what. No one cares how much you know unless they know how much you care. That’s why the first job of every person in the building, no matter their title, is to care for the hearts of our students. It’s what God has done for us and what we must do for one another.

We see you.

We take the time to intentionally learn about each child, parent, teacher, and faculty member, because when we know their story, and they know ours, we find common ground to build on. This means we never correct from a distance; instead, we strive to see from their vantage point and accompany them on their journey.

We tell the truth.

In a world that’s so full of confusion and chaos, the most caring thing we can do for our families is to tell them the truth — especially the eternal truths of our shared Catholic faith. When we are fully honest about what God desires of us, we create an environment where true growth is possible. We know how important it is to show up with courage and compassion to the tough topics and the hard truths. God’s Word matters, so we don’t let our words and actions fall out of sync with His.

We honor our role.

There is no greater responsibility than the task of raising wholehearted children. When parents entrust their children to us, we honor their trust by embracing every challenge with calmness, clarity, and compassion. Even when a situation arises that could shake us or our students, we act as the protectors and advocates that every parent expects for their child. Our sense of responsibility gives children the safety they need to flourish and reach their God-given potential.

We care for the whole person.

We’re not just preparing kids for high school; we’re fortifying them for their eternal destiny. In academics, extracurriculars, and everything in between, our hope is to help students discover the truth of God and their identity and calling as His sons and daughters. We believe that being rooted in our identity impacts and changes everything we do. At St. Patrick’s, every subject, class, club, and conversation is a chance to encounter and express God’s love.



3. Agreements

3A. Diocese of Lansing Family-School Agreement



DIOCESE OF LANSING
M I C H I G A N

Diocesan Family-School Agreement

The purpose of Catholic education is the formation of boys and girls who will be good citizens of this world—loving God and neighbor and enriching society with the leaven of the Gospel—and who will also be citizens of the world to come, thus fulfilling their destiny to become saints. This is all done in an environment of academic excellence, where students learn how to become intentional, missionary disciples of Jesus Christ, grow in virtue and holiness, share the Good News of Christ's love with others, and join in the Catholic Christian community of the school. This Family-School Agreement is intended to further these purposes. Catholic schools in the Diocese of Lansing are open to all students; however, we are not a private or alternative school system.

When enrolling their child(ren) in a Catholic school in the Diocese of Lansing, be it parochial, diocesan, or independent, parent(s) or legal guardian(s) (hereafter, “parents”) are asked to sign the Family-School Agreement. In signing the Family-School Agreement, it is understood that:

- a. All children are welcome in the Catholic schools in the Diocese of Lansing. As part of enrollment, parents must sign the Family-School Agreement.
- b. Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are expected to cooperate fully in it and shall supervise their children in accordance with this agreement.
- c. As partners in this mission, students and their parents are all part of the school community. As such, students and their parents agree to live their lives in a way that supports, rather than opposes, the mission of the school.

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.

As parents/guardians, we ask **St. Patrick Catholic School** to help us in educating and forming our child(ren). We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness. Our intention is to respect and cooperate with school policies and with those providing a Catholic-based education to our child(ren)—the priests, principal, teachers, parishioners, and all school personnel. We pledge our full cooperation with the school to prepare our child(ren) to be disciple(s) of Jesus Christ. We will make every effort to supervise our child(ren) in accordance with this agreement.

This document is to be signed at the time of re-enrollment.



Where the love of God is, there is purpose.

3. Agreements

3B. St. Patrick School Family Covenant

The Covenant Between the Parents of Children Attending St. Patrick School and The Administration and Staff of St. Patrick School

As noted in the Diocesan Family-School Agreement, “Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are expected to cooperate fully in it and shall supervise their children in accordance with this agreement.” In order to uphold this commitment, St. Patrick Parish & School administration, faculty, and staff commit themselves to:

- care for the hearts of our students. It’s what God has done for us and what we must do for one another.
- show up with courage and compassion to the tough topics and the hard truths to create an environment where true growth is possible.
- act as the protectors and advocates to ensure children the safety they need to flourish and reach their God-given potential.
- help students discover the truth of God and their identity and calling as His sons and daughters.
- educate all of our children and families in the teaching of the Catholic Church.
- communicate effectively with parents regarding student progress, school initiatives, and spiritual development.

In return, parents of children attending St. Patrick School commit themselves to:

- Sincerely strive to practice their faith so as to be good witnesses to their children in these ways:
 - Live and grow in ways that are consistent with Catholic Christian moral values in all areas of life.
 - Bring your children to Sunday Mass, or for our non-Catholic families, weekly worship in your faith tradition.
 - Pray together as a family, so that your words and actions don’t fall out of sync with God’s.
 - Teach your children to see the world from a Christian perspective.
- Promote growth in virtue, excellence, achievement, encouraging strong study habits and wise use of electronics.
- Maintain open and cordial communication with the principal and teachers, and follow all the policies of St. Patrick School.

As school parents, we enter into this covenant with St. Patrick School, asking God’s blessing on us and the work we are called to do in His name.

This document is to be signed at the time of re-enrollment.



3. Agreements

3C. Healthy Communication Agreement

At St. Patrick School, we strive to create a culture that fosters relationships, transparency, and healthy communication. We understand that disagreements will arise from time to time. We welcome sincere disagreements for the sake of finding truth or the best course of action. We are not beyond reproach and we have no problem admitting if we have made a mistake. However, the way in which we communicate and work through these differences matter. As a school community, we strive to create a culture of healthy communication in which we can handle disagreements with class, integrity, and love. This Christian approach to communication will help us avoid a toxic and ugly culture of gossip, divisiveness, and politics so common today in our world.

As parents or guardians, we welcome your engagement and collaboration. A strong home/school partnership is critical to children's educational success. The following process modeled after the one Jesus offered (cf Mt 18:15-17) should be followed when seeking to address and resolve any concerns you might have with a teacher/staff member of the school:

1. When you have a concern specific to your child, your first step should be to immediately contact the relevant teacher/staff member directly in a **clear, respectful, and charitable** way.
 - a. Sharing your concerns/complaints with others without first addressing the person responsible can constitute gossip and can ruin someone's reputation. Such an action usually exacerbates the problem and even eliminates mutual trust in which a solution can be found.
 - b. Before you share your concerns, we ask that you first **assume positive intent** and **seek information**. This means not jumping to conclusions about the motivations and approaching the conversation with openness and readiness to listen.
2. When addressing a concern with a teacher/staff, simply **share your concerns**, and **be willing to work collaboratively** to explore possible solutions.
 - a. The goal should be to work together to generate a plan and agree to a timeline for resolving the issue. Once that timeline is determined, monitor and evaluate the success of the plan and make adjustments as needed.
3. If after genuine collaboration and open communication with the teacher/staff member the issue is not resolved, the next step would be to address the concern with all parties involved with the Principal or Assistant Principal. Working with the teacher and administration, a plan will be generated that meets the needs of the situation and those involved will collectively agree to a timeline.
4. If the concern is with the Principal steps #1 and #2 must also be followed. If after attempts at genuine collaboration and open communication the issue is not resolved, **the next step** would be to go to the Pastor, etc.
5. This process also applies analogously to issues between parents.

Our school is called to be set apart and love one another as God loves us. Therefore, these healthy communication expectations apply to, but are not limited to, face-to-face interactions, email communication, voicemail, text threads, and social media posts. Great care should be taken as to how one speaks of teachers, the school, other parents, and students at all times. It's critical to watch our tone and how we treat or speak of others as it reflects on our school.

Violations of this agreement within the St. Patrick School community will not be tolerated and could be grounds for dismissal.



This document is to be signed at the time of re-enrollment.

Where the love of God is, there is purpose.

4. Admissions & Enrollment

St. Patrick School is committed to quality education within a Catholic environment. We offer values-driven families an authentic Catholic education so that they can encounter God's love and their children have a steady place to discover their God-given purpose. We ask that our families join us in support of this mission.

St. Patrick School respects the dignity of all students. It does not discriminate on the basis of race, nationality, ethnic origin or sex, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

4A. Admissions

Order of Admissions (dependent upon space availability):

1. Currently enrolled students who have met the previous year's financial obligations
2. Siblings of currently enrolled students and children of teachers
3. Children of registered, contributing and participating members of St. Patrick Parish or any other Catholic parish or Non-Catholics who qualify and agree to conform to the school's religious instruction and policies

Non-Acceptance of students for admission or readmission will be considered on an individual basis. Admission may be denied as deemed appropriate by school or parish administration, including but not limited to the following:

- Disciplinary or academic records that fail to meet expectations
- Accommodations or services which cannot be provided by the school or staff
- Parents and/or students who do not abide by or are disruptive in their actions toward school policies or instructional programs may be asked to withdraw from the school at any time

New Student Requirements:

All new students are on probation behaviorally and academically for the first quarter.

- All students entering kindergarten should be five years of age on or before September 1.
- All students entering the 1st grade should be six years of age on or before September 1.
- All new students entering the 7th or 8th grade must be maintaining at least a 'C' average.

4B. Registration

Currently Enrolled Students: We will be offering our families continuous enrollment beginning November 1 of each school year. This means we will automatically re-enroll your family unless you advise us otherwise by December 1.

New families: Online Applications for Admission must be completed along with a copy of the most recent report card and submission of an admissions survey. Upon review and acceptance, a \$500 registration fee is required. If a student qualifies for admission but there is not space available, we will advise when an opening becomes available. If a position does not become available by the start of the school year, the family will be given an opportunity to apply the following school year.

Application for Admission (Open Enrollment Periods)

New Family 1st Round Consideration Application Period: January 1 - February 15

New Family 2nd Round Consideration Application Period: April 1 - May 15

New Family Late Application Period: June 1-June 15



4. Admissions & Enrollment

Tuition Rates for the 2023-2024 School Year

| Number of Children | Base Tuition | Reg. Fee | Book Fee | Lunch Supervision Fee | Tech. Fee | Total Tuition Due | Deposit (due 3/15) | Balance | 10 Monthly Payments (July-April) |
|-------------------------------|--------------|----------|----------|-----------------------|-----------|-------------------|--------------------|-------------|----------------------------------|
| 1 | \$5,670.00 | \$100 | \$225 | \$150 | \$200 | \$6,345.00 | \$500 | \$5,845.00 | \$584.50 |
| 2 | \$8,237.25 | \$100 | \$450 | \$150 | \$200 | \$9,137.25 | \$500 | \$8,637.25 | \$863.73 |
| 3 | \$10,054.80 | \$100 | \$675 | \$150 | \$200 | \$11,179.80 | \$500 | \$10,679.80 | \$1,067.98 |
| 4 | \$11,578.35 | \$100 | \$900 | \$150 | \$200 | \$12,928.35 | \$500 | \$12,428.35 | \$1,242.84 |
| Junior Kindergarten | \$4,777.50 | \$100 | | \$150 | | \$5,027.50 | \$500 | \$4,527.50 | \$452.75 |
| Junior Kindergarten (Sibling) | \$4,277.50 | \$100 | | \$150 | | \$4,527.50 | \$0 | \$4,527.50 | \$452.75 |

Additional Tuition Information:

4C. Financial Assistance:

Avenues are available for those requesting financial assistance, through the Diocese of Lansing and/or St. Patrick School. This process begins with completion of the FACTS application for the Diocese of Lansing. FACTS provides an objective family financial analysis that determines in a fair, impartial and consistent manner the ability of a family to pay for private education. We will review completed FACTS applications after the DOL has issued grant monies. For those who were not granted financial assistance through the DOL, a scholarship may be awarded through the school. Please see the links below for more information or to apply for financial assistance.

[FACTS application Form](#)

[FACTS application Information Letter](#)

4D. Book Fee:

The book fee covers the following:

- The purchase of student workbooks
- The rental of textbooks and replacement of updated versions
- The purchase and use of all instructional materials in the various subject areas in the classrooms
- Standardized tests taken in school (not the High School Placement Test)
- Tests and materials duplicated by teachers and supplies needed for this purpose

Damage to any of these books will result in a fine depending on the age of the book and the damage done. Damage fees can range from \$5.00 to replacement cost (as much as \$125). Students are responsible for protecting the books assigned to them to help prevent damage. If a student loses a textbook, s/he will be responsible for replacement costs of the book.



4. Admissions & Enrollment

4E. Tuition Refund Policy:

For purposes of calculating the amount of a refund as a result of a student's withdrawal, the departing student will be considered the last child of the family. For example, if a family with four children in school withdraws one of its students, the refund will be calculated using the tuition rate for the fourth child of the family. The registration deposit fee, book fee, and other miscellaneous fees are non-refundable.

Tuition Obligation Upon Withdrawal: The withdrawal process begins by notifying the principal's office. If you decide to withdrawal your child(ren) from the school or your child is requested by school administration to withdrawal, the following schedule below shows your financial obligation to the school:

4F. Withdrawal Reimbursement

For purposes of calculating the family refund as a result of a student's withdrawal, the refund amount will be that of the last student in family order. For example, if a family with four children in school withdraws one of its students, the refund will be calculated using the tuition rate for the fourth child of the family.

| Withdrawal on or before this date: | Family must pay this portion of annual tuition: |
|------------------------------------|---|
| July 1st: | 25% |
| September 30th: | 50% |
| December 31st: | 75% |
| March 1st: | 100% |

4G. Registration Fee \$500.00 NON-REFUNDABLE

4H. Blackbaud Tuition Program

All families must enroll in the Blackbaud Tuition payment program. Payment plan options include monthly installments or payment in full. [Blackbaud Enrollment Instructions](#). To create an account, log into: [Blackbaud Tuition](#) and Use Code: 11489

4I. New Family Information

We know that you have many choices on where to send your child(ren) to school. We do not take it lightly that you have entrusted your precious children to us. Being new to a school can sometimes feel overwhelming. Our desire is to make entering our school and/or transitioning to our school a truly positive experience. That is why we have a section of our website dedicated to containing all of the important information that our new families need to know. You can find this information at the site linked below. Additionally, our doors are always open so feel free to call or email if you have any questions at all or if you need anything clarified. Thank you for partnering with St. Patrick Catholic School in the formation of your children.

[New Families Information](#)



Where the love of God is, there is purpose.

5. Attendance

Regular attendance is important for the academic success and well-being of each child. Please ensure that your child attends school in a healthy and timely manner.

5A. Absence

In the event a child is ill, parents should complete the **Absence Form** on the homepage of [St. Patrick School Website](#) by 10:00 a.m. If a student is ill for more than two consecutive days, please contact your child's teacher via email ensure the academic well-being of your child. If a child reaches five unexcused absences within the trimester, we will request a parent meeting.

5B. Make-Up Work

Whenever a student is absent, students should check PowerSchool, Google Classroom, and with teachers for missed work/make-up tests. Students are responsible for copying class notes from another student. In the case of illness or an emergency, students are allowed the number of days absent to complete and turn in work. Siblings or classmates may pick up missed assignments.

5C. Planned Absences

Planned absences (vacations, etc.) while school is in session, are highly discouraged unless absolutely unavoidable, in which case parents should notify the child's teacher(s) and office staff at least two weeks in advance. Assignments posted on PowerSchool or Google Classroom should be turned in and tests taken immediately upon return. Students should prepare to hand in projects prior to the absence if the due date falls within the absence period. Parents of JK-3rd grade students should communicate with the child's classroom teacher and students in 4th-8th grade should work closely with their teacher to ensure all assignments and work is completed in a timely manner.

5D. Tardiness

When a student is late for school, s/he must report in at the front desk. Dentist/doctor appointments are considered an "excused tardy." Hazardous road conditions are always excused. Excessive unexcused tardiness may require a parent meeting or consequences, depending on student age and circumstances.

5E. Early Dismissal

If a student needs to be dismissed early for an appointment, parents must complete the online **Request for Early Dismissal** on the homepage of the [St. Patrick School website](#). Students will be dismissed between class periods to minimize interruption of learning time in the classroom. The students will be dismissed to the circle drive when the parent arrives.

5F. Change in Dismissal

If there is a change in your child's normal dismissal plan, a parent must complete the **Change in Dismissal Plan** on the homepage of the [St. Patrick School website](#) by 2:30 p.m. The office staff will notify your child of the change in plans, i.e., ride the bus, car-rider, homework club, etc. If your child's dismissal plans change after 2:30 p.m., please call the office directly via phone at 810-229-7946.

5G. Arrival and Dismissal Procedures

It is important to follow the instructions for [Arrival and Dismissal procedures](#) carefully in order to ensure safety of your child.



6. Dress Code

6A. Dress Code

We ask that our families adhere to our dress code to ensure uniformity and commitment to our identity as a proud Catholic school. In the pages that follow, you will find specific information as it relates to our dress code.

6B. Dress Code Violation

If a student violates the Uniform Dress Code Policy, he/she will receive a Dress Code Violation form. He/she will be asked to resolve the issue if possible (we have some extra belts, skirts, pants, shirts, etc. in the office.) Parents will be notified via email. If the Dress Code Violation cannot be remedied by the next school day, the parent should advise the school of the date by which the Dress Code Violation will be remedied. Once a student accumulates **three** dress code violations, he/she will receive a lunch detention. Any violations after that will result in a detention as well.

6B. Dress Down Pass

Students may earn dress down passes for various reasons including birthday and good deeds. The students should give the dress down pass to the homeroom teacher the morning before the desired 'dress down day'. The teacher will send the pass to the office for approval. If not approved by the principal or designee, the pass will be returned unsigned for the student to use another day. On dress-down and dress-up days, the dress code must still be honored.

[St. Patrick Catholic School Dress Code](#)

7. Student Fees

7A. Student Fees

When student fees are incurred, they are assessed on the student's PowerSchool account. Parents may view assessed fees through the parent portal in the PowerSchool under "Balance." School Fees examples include field trips, school care programs, library fees, and others. Several forms will require payment through square and will be included on the sign up form.

7B. Lunch Fees

St. Patrick School partners with Ordo. All lunch fees will be paid directly through the Ordo program.

7C. Electronic Payment Option - eFunds for Schools

eFunds for Schools offers options for parents/guardians to make school fee and lunch payments electronically withdrawn from your checking account or charged to your credit card. The eFunds for Schools service is offered by a third party service provider. eFunds interacts with PowerSchool and when a payment is made through eFunds, both the eFunds and PowerSchool balances are updated.

To [Enroll in e-Funds](#), the student ID number is required. The student number will be provided to all new families or can be obtained through the school office 810-229-7946 or office1@stpatschool.org.



8. Lunch Program

Students may bring lunch from home or purchase it through our Ordo hot lunch program.

8A. Cost

Prices through the Ordo app vary based on the selection.

8B. Order

If you choose to sign up for Ordo, you will receive a link weekly to place an order for the upcoming week.

8C. Lunch From Home

Lunches from home should include a drink.

8D. Lunchroom Expectations

Students should abide by the posted lunchroom expectations.

8D. Recess

St. Patrick students participate in daily-supervised outdoor recess. Students shall bring adequate outdoor attire. In the winter months, grades JK-4 students must have hats, gloves, coat, snow pants and boots. In the event of inclement weather, there will be indoor recess. Indoor recess guidelines include wind chill temperatures of zero or below.

Students should abide by the posted recess expectations.

9. School Care Programs

We offer before and after school care. We ask that our families sign up in advance to use these programs. They are not designed to be drop in programs.

9A. Early Morning Care

Early morning care is available Monday through Friday beginning at 7:10 a.m. (entrance at the gym door).

9B. Homework Club

Homework Club, our after school care program is available Monday through Friday from 4:00-5:30 p.m. When picking up your child from Homework Club, submit your name through our pickup app. We will dismiss your child through the gym doors.

9C. Cost

The fee for Morning Care and Homework Club is \$6/hr. Rates are prorated by the quarter hour.



10. Bus Transportation

Brighton Area Schools offers bus transportation to those families residing in the BAS school district.

10A. Sign Up

The Bus Transportation Request Form is provided to our families at the end of the school year to sign up to utilize bus transportation for next school year. Brighton Area Schools transportation department will provide our families with bus information (bus #, route times, etc).

10B. Morning Bus Procedures

All bus students are transported to Maltby/Hornung location. There they board the St. Patrick School transfer bus. All students arrive at St. Patrick School on one bus each morning.

10C. Afternoon Bus Procedures

All bus students will be dismissed to the bus at the end of the school day. They will be transported by one bus to Maltby where they will board a transfer bus to their neighborhood school. There they will transfer to their neighborhood bus.

11. Volunteer Information

11A. Volunteers

At St. Patrick School we value the support of our community and the wonderful volunteers who help make our school so special. It truly takes a village and we love parent/grandparent helpers! Your involvement enhances our school and supports our students' success. Each teacher will utilize volunteers in different ways. We also have many volunteer opportunities through our Mothers' and Dads' Clubs.

11B. Field Trips

When students participate in a school/parish-sponsored activity requiring transportation to a location away from the school premises, parents/guardians are required to complete a Field Trip Permission Form. The activities are supervised by employees of St. Patrick School.

11C. Field Trip Permission Form

Field Trip Permission Forms will contain the following information: Statement of Consent and Release of Liability, Medical Treatment Release, Detailed Chaperone Requirements, including:

- Virtus Training (See Protecting God's Children below)
- Background Check: Print, complete and submit a Diocese of Lansing [Criminal Background Check Disclosure and Authorization Form](#)
- Volunteer Driver Form-Volunteer Driver Form with a minimum of \$300,000 insurance. The volunteer drive form can be found on your parent PowerSchool account under Forms.



11. Volunteer Information

11D. Virtus Training - Protecting all God's Children

The bishops of the United States have passed a charter entitled *Charter for the Protection of Children and Youth*. As part of this charter, every employee and all volunteers who work with minors (children or youth under 18 years of age) are required to take part in an awareness and prevention program that educates us about the sexual abuse of minors and how we can create an environment that is safe for children and youth. The Lansing Diocese has contracted with Virtus, which has created a video based program entitled *Protecting All God's Children*. Any parent who has not already completed a session must do so before volunteering for any event/function involving contact with the children. Online sessions are found at www.virtusonline.org. Sign up for St. Patrick School, Brighton in the Lansing Diocese.

11E. Driver and Chaperone Responsibilities

Field trip chaperones follow the format arranged by the teacher for the field trip.

- For the safety of our students, the driver may not deviate enroute to or from the field trip destination with no additional stops or side trips.
- Students should travel to and from the trip in the same vehicle.
- Drivers should not use cell phones, except in emergency situations.
- Students should not ride in the front seat.
- Every student must be in a seatbelt or car seat depending on the child's weight.
- Chaperones need to stay with their designated group at all times.
- Students must report for attendance at school before and after field trips.
- "Hands on students not allowed." Driver/Chaperone may never strike, grab, yank, push, squeeze an arm, etc., of a child. Seek teacher assistance in the event of behavior issues.
- Verbal remarks should be of a positive nature.
- Parents may not smoke or drink alcohol on any field trip or at any school function.
- Siblings may not accompany on field trips as driver/chaperone full attention is required at all times.

11F. Volunteer Requirements

For parents planning to volunteer in any capacity (classroom, field trips, etc.), the following requirements must be met:

- Attend or submit online completion of a Protecting God's Children Awareness Session (see Section 10B). Online sessions are found at www.virtusonline.org. Sign up for St. Patrick Parish/School in the Lansing Diocese.
- Print, complete and submit a Diocese of Lansing [Criminal Background Check Disclosure and Authorization Form](#)

10. Volunteer Information

11G. Room Coordinators

Parents may volunteer to be Room Coordinators to assist teachers throughout the school year. They will provide support and recruit parent assistance for classroom projects and parties. They will be responsible for organizing teacher luncheons and teacher gifts.

11H. Parent Volunteer Groups

The Mothers' Club and Dads' Club consist of all parents of St. Patrick School students. Each group conducts board and general meetings throughout the school year and provides opportunities for parents to participate in various events, activities, and fundraisers for the school. The 2023-2024 boards are listed below.

St. Patrick School Mothers' Club Board

President: Karen Law

Vice President: Monique Springborn

Treasurer: Ashleigh Kleefisch

Secretary: Samantha Francis

St. Patrick School Dads' Club Board

President: Frank Law

Vice President: James Perry

Treasurer: Doug Bruce

Secretary: Clark Bradley



12. Communication and Newsletters

12A. Healthy Communication

Here at St. Patrick School we desire to partner with you in the formation of your child, academically, socio-emotionally and spiritually.

For this partnership to be strong, healthy communication is vital.

- Assume positive intent
- Speak with kindness and compassion
- Listen to other viewpoints

12B. School News

The St. Pats News is published weekly and sent via email every Sunday afternoon. Most weeks we will also send a Mid-Week Update on Wednesday with important updates. Most weekly newsletters will include a letter from the principal as well as additional important information. Please make sure your e-mail address is accurately entered in PowerSchool. Parents may also access the school calendar and other pertinent information on the website.

12C. Communication by Students

Students may contact home via the school office telephone. See Cell Phone policy in Technology section. Students should always feel comfortable reaching out to teachers during class or via email from home.

12D. Communication by Parents

Teacher Level: Issues involving a student's schoolwork, classroom behavior, lunch or recess activities, etc. should be addressed at the teacher level. Teacher contact must be made via email so as not to interrupt classroom instruction. The teacher will respond in a timely manner via email or phone based on the method deemed necessary.

Administration Level: If a parent determines that the issue was not resolved at the teacher level, please reach out to administration via email or phone call. Please refer to our school-wide healthy communication agreement for appropriate steps in addressing a concern.



13. Contacting Staff

It is most convenient to contact teachers via email since they are not available to take phone calls during instructional time. However, we acknowledge that oftentimes a phone call or in-person conversation is more appropriate. If a situation arises that warrants a phone call or an in-person meeting, we will make necessary arrangements. Our goal is to have open communication and collaboration.

13A. Process for Concerns

A strong home/school partnership is one of our core values at St. Patrick School. As parents or guardians, we welcome your engagement and collaboration. When concerns arise, we ask that you **assume positive intent** and **seek information**. When you have a concern specific to your child:

1. Contact the teacher or staff member involved first.
2. Ask for information, express a concern, and perhaps suggest a solution.
3. Collaborate to generate a plan and agree to a timeline for resolving the issue.
4. Monitor and evaluate the success of the plan and make adjustments as needed.

After genuine collaboration and open communication with your child's teacher, if resolution cannot be reached, it is then appropriate to contact the principal or assistant principal. Working with the teacher and administration, generate a plan that meets the situation's needs and agree to a timeline.

13B. Communicating During the School Day

Because teachers are providing instruction throughout the day, it is best to email the teacher. When there is a break, the teacher may be able to respond, unless further investigation into the matter is required. If so, the teacher may need additional time to help resolve an issue. We ask that parents allow 24 hours for the teachers to respond to an initial email contact.

If appropriate, the teacher will set up a phone conversation during a teacher's break or a meeting with the parent before or after regular school hours.

13C. Visitors

When visiting our school, we ask that all visitors sign in at the front desk. You will be asked to sign in and receive a visitor pass. Then you may proceed to the designated location in the building. Please ensure that you complete the Diocesan requirements if you plan to spend time in the building with students. See Volunteer Requirements section.



14. Curriculum

14A. Family Education and Privacy Rights

In accordance with Public Law 93-380 regarding the Protection of the Rights and Privacy of Parents and Students, the parents of any student shall be entitled to receive, or be informed of, that part of such record or data as pertains to their child. If a parent wishes to examine his or her child's record, that parent should make this request through the school office. In turn, the principal will make an appointment with the parent. The records will then be examined in the office with the principal and the parent. Written consent from the student's parent will be required when specific records are to be released to judicial or counseling agencies with any subpoenas or orders from any educational institution or agency.

14B. Curriculum and Instruction

'Let it be known to all who enter here that Jesus Christ is the reason for this school, the unseen but ever-present teacher in all its classes, the model of its faculty, and the inspiration for its students.'

Within the Diocese of Lansing, our Catholic schools partner with parents, the primary educators of their children, to provide an environment that teaches the whole child to be successful in this world and the next. Our teachers, principals, and staffs are committed to providing rigorous academics in a Catholic culture where children can grow in knowledge and faith.

In order to maintain high academic standards, the Office of Education and Catechesis, along with content-rich teachers, principals, and K-12 curriculum specialists engage in ongoing research and review of standards process and instructional best practices. This process follows at least a year of study for each content area (mathematics, science, religion, social studies, and English Language Arts). While we do not follow Common Core standards developed by the public sector, the Lansing Diocese continues its legacy of excellence by ensuring our set of standards is rigorous and relevant. The ultimate goal is to graduate students that are missionary disciples of Jesus Christ, who know Him and are prepared to bring the light of the Gospel to the world. This focus ensures that students are college and career ready to defend their faith.

In the past year, the Cardinal Newman Society has promulgated K-12 Catholic Curriculum Standards to assist us with full faith integration in subjects that are generically taught without that component elsewhere. These standards now are a part of the foundation upon which research-based diocesan content standards are taught.



14. Curriculum

14C. Curriculum Information

| Kindergarten Standards | First Grade Standards | Second Grade Standards | Third Grade Standards |
|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Religion | Religion | Religion | Religion |
| Math | Math | Math | Math |
| Science | Science | Science | Science |
| English Language Arts | English Language Arts | English Language Arts | English Language Arts |
| Social Studies | Social Studies | Social Studies | Social Studies |
| Fourth Grade Standards | Fifth Grade Standards | Sixth Grade Standards | Seventh Grade Standards |
| Religion | Religion | Religion | Religion |
| Math | Math | Math | Math |
| Science | Science | Science | Science |
| English Language Arts | English Language Arts | English Language Arts | English Language Arts |
| Social Studies | Social Studies | Social Studies | Social Studies |
| Eighth Grade Standards | | | |
| Religion | Math | Science | English Language Arts |
| Social Studies | | | |

15. Grading and Homework Expectations

15A. Diocese of Lansing Grading Scale:

| <u>Grades K-3 common grading scale:</u> | <u>Grades 4-8 common grading scale:</u> | <u>Grades K-8 Work Habit Scales:</u> |
|--|--|--|
| 1 = Beginning-Identifies key concepts presented 2 = Developing-Demonstrates evidence of skills 3 = Mastery-Exhibits understanding of material in isolation 4 = Applying-Extends concept to higher level application | A = 100-92% B = 91-82% C = 81-72% D = 71-62% E = 61% and below | 4 = Exceeds Expectations 3 = Meets Expectations 2 = Approaching Expectations 1 = Does not Meet Expectations |

15B. Homework

Homework assigned by teachers is typically a review of concepts previously taught and is the extension and application of learning initiated by the teacher in school and continued at home. Students should be able to complete most homework assignments independently. If your child is struggling with homework, please contact your child's teacher.

Homework not only reinforces learning concepts, it is also an important way to develop responsibility and organizational skills. Please help your child by creating a distraction-free place for your child to complete homework. Please also establish a routine and set aside time for homework each evening.

Please refer to additional information provided by your child's classroom teacher regarding specific homework routines.

Grades are based on test results, class work, homework, class participation and independent projects. Homework may consist of written assignments, reading, facts to be studied, and preparation for tests. Homework assignments received after the due date/time may receive a grade reduction.

It is important that students (and parents) check Powerschool and Google Classroom for homework assignments. Students are assigned a PowerSchool username and password for individual access to the assignments and grades. Parents are encouraged to access their children's information on Powerschool by establishing Parent Portal Access to Powerschool. New parents will receive instructions to establish access to Powerschool at the beginning of the school year. Some teachers also use Google Classroom to communicate homework assignments and information. Students will be assigned Google Classroom login information.

15. Grading and Homework Expectations

15C. Parent - Teacher Conferences

Parent-Teacher conferences are a valued source of communication. A good conference is a two way process; a learning process for both teacher and parent with a mutual exchange of ideas. Parents and teachers may also reach out throughout the year with information or concerns regarding academics or behavior.

Parent-Teacher Conferences for the 2023-24 school year:

JK-4th grade: November 3, 2023 (no school for JK-4th)

5th-8th grades: December 7, 2023 (no school for 5-8)

Parents will have the opportunity to select a time slot to meet the teacher(s). Please be mindful of time limits to allow all parents the opportunity to meet with the teachers.

School will **not** be in session for students in the grade levels conducting Parent-Teacher Conferences.

15D. Report Cards

Report cards are given at the end of each trimester. You will receive your child's report card electronically.

15E. Honors and High Honors

High Honors = All A's (92 and above) on all subjects (including specials)

Honor Roll = All A's and B's (82 and above) on all subjects (including specials)

15F. Trimesters for 2023-24

Trimester 1: Tuesday, September 5 - Friday, December 1, 2023

Trimester 2: Monday, December 4, 2023 - Friday, March 15, 2024

Trimester 3: Monday, March 18 -Wednesday, June 12, 2024

[Sample 4th-8th Report Card](#)

[Sample JK-3rd Report Card](#)



16. Support Systems and Intervention

16A. MTSS Team (Multi-Tiered Systems of Support)

Our school-wide MTSS Team (Multi-Tiered Systems of Support) works together to support the needs of all of our students. This team consists of our Assistant Principal for JK-3rd, Assistant Principal 4th-8th, our Academic Resource teacher, our JK-3rd reading interventionist, and our MTSS Coordinator. Together they service students in grades JK-8th grade who need interventions and accommodations throughout the school day. Our MTSS Coordinator oversees and updates all accommodation and non-public school plans for all of our students.

16B. Reading Intervention

Our reading interventionist services students in grades Junior-Kindergarten through third. The interventionist provides intensive reading intervention as well as math in the early grades where building this solid foundation is so important. The interventionist also oversees accommodation and non-public school plans for all students in JK-3rd grade.

Accommodation Menu

16C. Livingston Educational Services Agency (LESA)

The following services are provided for our students through the LESA:

Speech Correction, School Social Work, School Psychological Services, Teacher Consultants and Occupational Therapy.

16D. Classroom Placement

Each Spring, the staff at St. Patrick School begin the thoughtful process of placing students in classrooms for the next school year. This process is lengthy and collaborative. Our goal is to ensure success for all of our children. We carefully consider the academic, social, and emotional needs of students. The objective is to match student learning styles to teacher strengths and areas of talent, while creating classrooms that have a balanced number of students who are strong, self-directed learners, with those who may need additional support.

At the end of April, families will be provided the opportunity to complete a form regarding classroom placement in case you have an academic or social-emotional concern that relates to your child's classroom placement. Specific teacher requests or passing conversations with teachers will not be considered. Once class placements are developed, changes will not be made. We hope you understand the importance of classroom placement and greatly appreciate the trust you place in our staff.

17. Standardized Testing

17A. NWEA

The Diocese of Lansing Department of Education requires standardized testing created by the NWEA (Northwest Evaluation Association) that provides Measures of Academic Progress (MAP). MAP tests determine the student's instructional level, measure academic growth throughout the school year, and track progress year to year in the areas of math, reading language, and science. MAP tests are unique in that they adapt to be appropriate for the student's level of learning. Each school year, students in grades three through eight are tested in the fall, winter and spring. Students take math and reading during all three test periods and science each spring. Students in grade two are tested in the winter, and spring. Following each testing period, parents receive a report showing student growth.

17B. Important Test Notes

- A student who reports seeing completely new material on a test is likely doing very well.
- This assessment platform lets test proctors/teachers know if students appear to be rapid guessing or have become disengaged in testing.
- Most public and private high schools ask St. Pats to send NWEA test results as part of the admissions process during the eighth grade year.

NWEA Testing Windows for the 2023-2024 School Year:

Window 1: September 15- October 15

Window 2: January 15- February 15

Window 3: April 15- May 15



18. Library

18A. Accelerated Reader Program

The “*Accelerated Reader Program*” is an optional program that is designed to encourage students to enjoy reading while improving their comprehension skills.

Student ID Cards are used to track Library Books.

18B. Damaged Books

If a library book is returned damaged, a repair fee will be imposed. If it cannot be repaired, a lost book fine will be imposed to replace the book.

18C. Lost Books

A lost book will result in a replacement fine, which includes the current cost and processing, shipping, handling and bar code fees.

18D. Library Fundraiser

The Giving Tree is an excellent way to honor someone special. Families may donate \$15.00 to the media center in someone’s honor or memory. The name will be placed inside the front cover of the book. A special certificate will also be provided upon request.

19. Accidents and Emergencies

19A. Accidents/Injuries

In cases of minor abrasions, the injury will be washed with soap and water. For other minor injuries, ice may be applied. In cases of more serious injuries, parents will be notified. School law prohibits the use of First Aid equipment and internal medicine.

Michigan Catholic Conference provides accident coverage to school students while they are in school or participating in school sponsored events, including sports. Payments are made on an excess basis, which means the parents first file the medical expense claim with their insurer, and then the MCC policy can provide payment for the deductible or co-pay. If the family does not have medical insurance, the MCC policy will reimburse the medical expenses (on a primary basis) subject to the terms and conditions of the coverage.

In the event of any accident or serious injury on school property, an accident report is completed and filed with our insurance carrier.

19B. St. Patrick School Emergency Plan

Due to the security and safety of our students and staff, our Emergency Safety Plan will not be disclosed in this document. The school safety plan is maintained in the school front office. We will release information deemed necessary to our families via email.

19C. Safety Drills

The State of Michigan passed legislation in July of 2014 requiring schools to conduct five fire drills, two tornado drills and three lockdown drills during each school year. At least one drill must take place during a lunch or recess period when students are outside the classroom.

19D. School Closings

Brighton Area Schools determine St. Patrick School closings when due to adverse weather conditions. Announcements pertaining to Brighton Area Schools will broadcast on stations WJR (760) and WHMI (1350) Howell. St. Patrick School will notify parents via the parent notification system. If school is dismissed early due to inclement weather, the school will contact parents and all 'after-school' activities will be cancelled. On snow days, all sporting events will be cancelled. Practices may be held at the discretion of the athletic director. The individual parent determines the student's participation in these practices.

20A. Asbestos:

In accordance with section 763.84 of the Code of Federal Regulations, this is to inform you that St. Patrick School is asbestos free. Documentation is on file.

20B. Pesticides:

As required by Michigan Department of Agriculture, the following ADVISORY TO PARENTS is provided: As part of *St. Patrick School's* pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergency situations, pesticides may be applied without prior notice. If you need prior notification, please provide the school with your name, address and telephone number.



20. Medical Information

20A. Food Allergies

Please note that several students at St. Patrick School have life-threatening food allergies. To ensure the safety of children with food allergies, it is imperative that all students, parents, staff, and visitors adhere to the following procedures:

- No food or drink (except water) in the hallways or common areas of our school. Common areas include the hallways, media center, gymnasium, gymnasium lobby, main lobby, chapel, music room, and art room. The only exception to this rule is, of course, the cafeteria.
- Individual classrooms with children who have food allergies will also have appropriate restrictions (i.e. no peanuts, no dairy, etc.). These classrooms will have signs posted near the door. Letters will also be sent home to parents.
- Teachers will have age-appropriate conversations with students about food allergies. It is important that classmates understand that their friends have serious allergies and that we need to work together to keep each other safe.
- Please consider food allergies when providing food for class parties or special events.
- Classrooms with food allergy restrictions will not be used for after school classes or clubs.
- The cafeteria has “Allergy” tables for students with food allergies. Any students who sit at this table must have lunches that are peanut and tree nut free.
- All students with food allergies must provide medical documentation and appropriate medications to the Main Office. This is crucial to ensure our staff can respond quickly in an emergency. If appropriate, food allergy medications will be stored in the lunchroom with staff for immediate access, if necessary.
 - The [Medication Authorization Form](#) must be completed, signed by the parent and child’s doctor allowing the school to dispense any medicine to your child.
 - Medications and authorization forms will accompany the student’s teacher on all field trips.

20B. Childhood Illnesses

It is important to keep your child home when displaying symptoms of illness; cough, fever, chills, aches, sore throat, stomach pain, nausea, skin rash, etc. Please review fact sheets regarding childhood illnesses; symptoms, prevention of spread, and treatment.

For a complete list of fact sheets on [communicable diseases](#).



20. Medical Information

Hearing and Vision Testing services are provided by the Livingston County Health Department. The principal/ assistant principal should be contacted if a teacher feels a student would benefit from any of these services.

20C. Hearing and Vision Testing

Michigan's Public Health Code (Act 368 of 1978) requires local health departments, with the help of the state, to conduct free and periodic hearing and vision screening services to preschool and school-age children.

Hearing Screening:

Hearing screening provided in grades JrK, K, 2, 4, and by teacher or parent request.

Vision Screening

Vision screening in grades 1, 3, 5, 7, 9, and by teacher or parent request

Vision screenings for Kindergarten Registration

Livingston County Health Department Hearing and Vision Screening Pamphlet

[Hearing and Vision Screening What Schools and Parents Need to Know about Michigan's Hearing & Vision Screening Programs](#)

20D. Immunizations

All students shall comply with State of Michigan required Immunization and Health laws. (MCL 340.376) If the child's immunization status proves to be inadequate, he or she must meet the Health Department's requirements within two weeks. If this does not happen, said student shall be excluded until such time that the appropriate requirements have been completed.

Parents must keep the office informed of all updated immunizations. If you require Waiver information, please contact the Livingston County Health Department 517.546.9850.

[Kindergarten Immunization Information](#)

[7th Grade Immunization Information](#)

[Livingston County Immunization Clinic](#)



20. Medical Information

20D. Immunizations

Notification of Meningococcal Disease and Vaccine

Protect your child from serious diseases that can affect preteens and adolescents: Preteens and adolescents need vaccines to protect them from serious illnesses. Immunizations begin at birth and continue throughout life. These shots are an important step to maintain your child's health.

Meningococcal disease (meningitis) is a serious illness caused by bacteria which infects the blood or tissues around the brain and spinal cord.

- This germ can be spread from person to person by close contact.
- Common symptoms include a fever, rash, headache or stiff neck.
- It can lead to brain damage, disability and death.

Meningococcal vaccine (MCV4) can protect children and adolescents from this disease.

- This vaccine is usually given to 11-12 year olds (6th graders)*
- Because it is a newer vaccine, older adolescents may not have received it. Teens that have not had meningococcal vaccine should be given a dose.
- Ask your child's health care provider if s/he needs meningococcal vaccine.

To obtain meningococcal vaccine and other immunizations for your child, see your child's health care provider or your local health department.

For more information about meningococcal vaccine or other immunizations talk to your child's health care provider or call your local health department.

There are vaccines that can protect preteens and adolescents from other serious diseases. Sixth graders and teens need the following shots if they have not already received them:

- 1 dose of meningococcal vaccine (MCV4)*
- 1 dose of tetanus, diphtheria and pertussis vaccine (Tdap)
- 3 doses of hepatitis B vaccine (hep B)
- 2 doses of measles mumps and rubella vaccine (MMR)
- 1 or 2 doses of chickenpox vaccine (var), if they did not have the disease
- At least 3 doses of polio vaccine (IPV or OPV)
- Some children and teens may need hepatitis A and flu vaccine.

**As of May 19, 2006, vaccination of children 11-12 years of age is currently deferred due to limited supply of meningococcal conjugate vaccine (MCV4).*

20. Medical Information

20E. Medication at School

Should it be necessary for a child to receive medicine during the school day, the following provisions shall apply:

Medication Release Form signed by the parent/guardian and physician must be on file in the office before *any* medication can be dispensed, non-prescription and/or prescription. (Verbal permission will not be accepted.)

Prescription medication shall have the pharmacy label indicating the physician's name, child's name, and strength of the medication.

Medication shall be given to the child listed on the label only and will be given in accordance to the label instructions.

The medication must be in its original container.

The dosage for non-prescription medicine shall not exceed the label instructions for the particular age of the child.

No child will be allowed to take medicine without supervision.

All medication left in the school office at the end of the school year will be destroyed.

20F. Illness

For the protection of your child and other students, your child will not be admitted if s/he displays any of the following symptoms:

- temperature of 99.6 and above
- intestinal distress
- undiagnosed rash
- eye or ear discharge
- nausea and vomiting
- any type of non treated communicable disease

Parents are asked to keep the school office informed of changes in phone number, doctor, or the emergency contact designee for those instances when the parent is unreachable. Communicable diseases should be reported to the school office as they must be reported to the Livingston County Health Department. Parents of affected classrooms will be notified.

20F. Suspected Child Abuse/Neglect

State law requires designated persons in a supervisory role having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical abuse or neglect, must report the matter promptly to the State of Michigan Department of Human Services in the county where the suspect injury occurred. Parents need not be notified of such a report.



21A



St. Patrick School Behavior Flowchart

Observe Problem Behavior

What type of behavior is it?

Teacher Managed (Minor)

Office Managed (Major)

Redirect student

Intervention #1:
 -Reteach appropriate and expected behavior
 -Document the offense (school-wide behavior log)
 -Appropriate intervention (possible reflection sheet)

Intervention #2:
 -Reteach/Verbal reflection
 -Document the offense (school-wide behavior log)
 -Appropriate intervention (reflection sheet- serve recess)

Intervention #3:
 -Reteach/Written behavior reflection
 -Contact home
 -Document the offense (school-wide behavior log)
 -Appropriate intervention (reflection sheet- serve recess or after school detention)

Intervention #4:
 -Complete ORF (office referral form) for having 3 behavior offenses
 -Send paperwork to the office

| Teacher Managed (Minor) | Office Managed (Major) |
|--|---|
| Disruptive Defiant Disrespectful Dress Code Electronic Devices Physical Contact Inappropriate language Minor dishonesty Stealing Cheating/Plagiarism Out of class behavior Unprepared for class | Fighting/Physical aggression Bullying/Harassment Chronic and repetitive minor infractions (3- RS) Weapons/Threats Sexual Harassment Verbally abusive Major dishonesty Severe defiance of authority Safety concern Electronic devices- severe |

Administrative Response:

- Admin receives ORF (office referral form) with reflection sheets attached
- Administrator investigates the written report from teacher or student
- Admin conferences with student and others involved
- Admin contacts parents
- Student conduct record is consulted
- Admin determines next steps for intervention/consequence and repair
- Admin provides feedback to staff member
- May need to work with MTSS team to develop interventions and/or behavior plan

Teachers and Administration:

- Reinforce appropriate behavior and praise!
- Recognize students being leaders and role models for others- positive phone calls, shamrocks, praise, etc.

| Behavioral Intervention and Strategies Menu | | |
|--|-------------------------------|--|
| Use the intervention cheat sheets for ideas related to specific undesired behaviors. | | |
| Reinforce appropriate behavior | Pre-correct, remind, redirect | Break/cool-down in the classroom |
| Request change in behavior | Extra practice | Loss of privilege |
| Modify assignment | Use of humor | Buddy or reconnect room |
| Teacher proximity or visual prompt | Mini-conference with student | Reflection sheet (must include parent contact- email or phone) |

21. Student Behavior Guidelines and Expectations

21B Behavior Flowchart Explanation

All classrooms must have behavior expectations posted at all times.

In grades 4th-8th, these expectations should be reviewed and reflected upon at least weekly in homeroom. This should take place as part of a class meeting where you can discuss how the class is doing meeting the expectations- what are they doing well and what needs to be improved?

In grade JK-3rd, these expectations should be reviewed daily. This can be informal, but a simple reminder. At least once a week, they should be reflected more upon in terms of how the class is doing as a whole. This would take place as part of a class meeting. When you see that the students are struggling in a particular area- walking in the hallway, using the bathroom, sitting at the rug, etc. spend some intentional time reteaching the expected behaviors.

The purpose of the flowchart

Every day you address behaviors for various reasons. These typical/minor behaviors would fall under the “teacher managed” side. For these situations, often redirection or a brief conversation (or other ideas on the intervention cheat sheets) can set the student on the right track. In most cases, the student learns from it and that is that. These minor behaviors MAY or MAY NOT be written in our daily behavior log, depending on the severity. If as a classroom teacher, you choose to write a student up in the log, you must notify the parent and send a reflection sheet. Please collect the reflection sheet the following day. Once a student has had three write ups, this becomes an office referral to dig deeper and see what may be causing the repetitive negative behaviors. The teachers will complete an Office Referral Form and attach previous reflection sheets and submit this information to administration.

Major behaviors require immediate attention from administration. These students should also be documented in our behavior log but should also be sent to the office for further discussion/consequence. Administration will notify the parents in these situations. Depending on the infraction, the students may need to go directly on a behavior plan and/or probationary period. Student must be sent to the office with an Office Referral Form. If the behavior plan or probationary period do not show positive results, the students may be asked to leave St. Patrick School especially if the behaviors are causing an interruption to the learning and safety of others.

For Major Behaviors

Depending on the infraction, a detention or suspension may be issued for a first offense.

First offense:

All JK-8th students will be redirected and spoken to regarding the negative behavior. (Reflection sheet is optional here depending on severity)

Second offense:

All JK-8th students will complete a reflection sheet and serve a recess in the office. This second offense should be noted in the behavior log.

Third offense:

JK-4th Grade: Student will complete a reflection sheet and serve a recess in the office. An office referral form will be completed and admin will take necessary steps from there.

5th-8th Grade: An office referral form will be completed with 2-3 reflection sheets attached. Administration will step in and follow necessary steps. Parent meeting will be called and determination will be made if a behavior plan is needed or a probationary period. This must also be added to the behavior log and student will serve an after school detention for the third offense.



21. Student Behavior Guidelines and Expectations

21C



St. Patrick School Core Beliefs Regarding Discipline:



Students are our first priority.

High expectations and accountability are central to Restorative Practices. Consequences should be relevant to the student, their behavior and the people they impacted.

The 5 R's of Restorative Practices include **relationship, respect, responsibility, repair and reintegration**. At the heart of every restorative process is a damaged relationship between the person who caused a harm, the recipient of the harm, and the community in which the harm was felt.

We believe each and every person is made in the image and likeness of God and should be treated with dignity and respect.

Partnerships among students, staff, parents, and the community are integral to student success.

All students and staff deserve a safe, positive and supportive environment to learn and grow.

We hold high expectations for our students, parents, and ourselves.

We embrace change and strive to be lifelong learners.

We believe all students can learn and grow and we will never give up on a student.

Adults see it as their professional responsibility to make positive, consistent connections with students.

In restorative and relational discipline, we will:

- Listen to students and acknowledge that they are heard.
- Take time to collaboratively work through the problem with the student.
- Use professional judgement to make disciplinary decisions based on individual student contexts.
- Respect student dignity through private corrections and redirections.
- State the rationale behind rules and using “I” statements to minimize escalation.

21. Student Behavior Guidelines and Expectations

21D. Gun Free Schools Act and P.A. 328

The law requires **the expulsion of students who possess a dangerous weapon on school property (including on the bus) or at school activities, or who commit arson or rape in a school building or on school grounds.**

A dangerous weapon refers to a firearm, dagger, dirk, stiletto or knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device (switchblade), iron bar or brass knuckles. This law (P.A. 328) provides for **the permanent expulsion of students who violate its provision.** Also, the **EXPULSION IS MANDATORY**, meaning the school must expel the student. Michigan law does provide for possible reinstatement by the Board of Education after a certain time period. If the student is in grade six or above, the student may be readmitted after 180 school days. If the student is in kindergarten through grade five, reinstatement is possible by board action only, after a ninety (90) school day suspension. It is important for parents and students to know that the expulsion applies to **all Michigan schools.** A student cannot be admitted to any public school in Michigan during the expulsion period.

21E. Weapons

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles.

21F. Vandalism

Students and their parents shall be financially liable for any damage to school property or to another student's property. This liability applies to items such as, but not limited to, books, supplies, equipment, buildings, and grounds.

21G. Detention

If a detention is warranted, administration will determine the length of time and location.

21H. Probationary Contract

Repeated acts that indicate a pattern of non-compliance with St. Patrick School Expectations will require further action. One such action is to place the student on a probationary contract for a predetermined length of time. The contract requires the student to follow St. Patrick School Expectations. A conference with the parent, student, administration and teacher(s) involved will be held to ensure complete understanding of the conditions of the contract. If a serious infraction should occur, the student will be required to withdraw from St. Patrick School.



21. Student Behavior Guidelines and Expectations

21I. Bullying

All elementary and secondary schools of the Diocese of Lansing shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form.

21J. Exclusion from School

I. Suspension

The principal is empowered to suspend a student. While suspended from school, a student is not allowed to attend class, participate in, or attend any school-sponsored activity, including athletics. Any suspended student who, without the permission of the Administration, returns to school grounds may be recommended for expulsion. Student must complete missed assignments.

The Administration may determine that an in-school suspension is appropriate during which time the child will be placed in another classroom or the office and will not have any contact with his/her classmates.

The Administration shall determine the length and type of suspension.

II. Expulsion

The term "expulsion" shall mean the permanent dismissal of a student from St. Patrick School.

Expulsion is reserved for serious or repeated violations determined by school Administration to be contrary to the best interests of the school and/or detrimental to the good of the school. The principal makes the decision for expulsion.

III. Threatening Behavior

If a student makes a verbal, written or physical threat, the administration will conduct an investigation which may include intervention from local law enforcement.

- Search and Seizure - School administration reserves the right to search and seize a student's personal belongings at any time in which it is deemed necessary.
- If the behavior is deemed a credible threat, the administration will consider immediate expulsion.
- If the threat results in any form of criminal charges, the student will be expelled immediately.

22. Technology Policies & Procedures

22A. Cell Phone Policy

Cell Phones (including but not limited to Apple watches) will not be allowed on school property. If a cell phone is found in a student's possession during school hours, the cell phone will be confiscated immediately and turned in to the front office. All contact home by students MUST be made from the front office.

First offense: Cell phone will be returned to the student at the end of the school day.

Second offense: Parent will be contacted and will need to arrange a time (during school hours) to pick up the cell phone. The phone will not be returned to the student and must be retrieved by a parent.

Third offense: Parents will be contacted to set up a meeting.

***If you have a unique situation in which you need your child to have a phone for before or after school communication/activities, please contact Mrs. Dunphey (principal@stpatschool.org) to arrange an alternative plan.**

Electronic items (cell phones, apple watches, etc.) will be placed in the front office for parents to pick up during school hours.

Please do not encourage your child to use a cell phone in the building by texting or calling during school hours. Students are ALWAYS welcome to call home from the front office.

22B. Other Electronic Devices

E-Reader Policy

Privately owned e-reader devices will be allowed at St. Patrick School. Devices may not include games, videos, or internet access. St. Patrick School assumes no responsibility for the loss of, theft of or damage to any personal device. Students must follow St. Patrick School Technology Policies. Students must register the e-reader device with the school office prior to usage in the building. Students must obtain teacher permission before using the device in class and turn off and put away the device when requested by teacher. Students may use the device before school, during study hall, and after school in adult supervised areas only. No electronic devices are allowed in the lunchroom or on the playground. School staff may examine a student's personal e-reader device and search its contents at any time.

Electronic readers may be used in the classroom under teacher supervision. Please review our Technology section for more information.

[E-READER REGISTRATION FORM](#)



22. Technology

22C. Technology and Chromebook Policy

Ultimately, parents are responsible to set and convey the standards their children should follow when using all media and information sources. Parents are strongly encouraged to monitor home Internet use. The following behaviors are not permitted:

- Sending or displaying offensive messages or pictures on or off the St. Patrick network.
- Intentionally accessing inappropriate material on the Internet.
- Using inappropriate language to harass, insult or attack others.
- Accessing chat rooms or the unauthorized use of email.
- Taking any action that will deny use of the network to other users.
- Damaging any computer equipment or intentionally wasting resources.
- Violating copyright laws and any law of the United States, State of Michigan, or local authority; or assisting another person in such behavior.
- Fraudulently representing the Internet users or students identity or anonymously communicating in a manner that violates this policy or the student behavior code.
- Using another student's password, trespassing in another person's folders, work, or files or any other violation of the student behavior code.
- Using school network resources for commercial purposes.

Students should be aware that network administrators will monitor their Internet use. Inappropriate use of computer resources may result in loss of computer privileges as well as other disciplinary or legal action including financial liability for any damages.

Parents and students in Grades JK-8 should review and sign the Technology Policy Agreement below:

[Technology Policy Agreement](#) [Grades JK-8](#)

Parents and students in Grades 2-8 should review and sign the Chromebook Usage Policy below:

[Chromebook Usage Policy](#) [Grades 2-8](#)



22. Technology

22C. Internet Use Policy

The network is provided for students to complete class work, conduct research and to communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner.

All students using the Internet at St. Patrick School are supervised. Safeguarding features include, but are not limited to, filters, remote desktop monitoring and limited access.

Parental permission is required to access the Internet from the St. Patrick network. Students must agree to follow the Technology Use Policy guidelines. Parents agree to assume financial responsibility for any damages to school equipment and for any legal or financial liabilities incurred by their child. Students are also responsible for their communication on the computer network. Further, parents agree that they will waive any and all liability against St. Patrick School, and all of its employees, regarding any use of the St. Patrick network, or any exposure to the Internet at all, by their child.

All student work will be generated and stored on the St. Patrick computer network. Network administrators may review files and communications to maintain system integrity and to insure that students are using the system responsibly. *Users should **not** expect that files stored on the network will remain private.*

22D. PowerSchool

PowerSchool is the platform used by St. Patrick School to maintain family and classroom information and data. PowerSchool maintains the following information:

Family information such as parent and emergency contact, medical conditions, lunch transactions, student fees.

Classroom Information such as attendance, grades, assignments, schedules.

Administrative information such as fees, reporting features.

Student Use

Students will be provided with instructions to set up the student portal to access assignments and grades. Students are responsible for checking their PowerSchool accounts for assignments and homework.

Parent Use:

Parents will be provided with instructions to set up their Parent Portal in PowerSchool. This will allow parents to access student assignments, grades, attendance, school forms, school and lunch fees, and lunch transactions. Parents may set up alert systems and will be given the opportunity to download the PowerSchool app on a smartphone or tablet (District Code: KNQN) Contact the school office if you need to have your password reset or need any other assistance with your PowerSchool account.



ACKNOWLEDGEMENT

Requirement: Please acknowledge that you have received, read and understand the St. Patrick School Family & Student Handbook (2022-23) by selecting the link below.

[ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF ST. PATRICK SCHOOL FAMILY & STUDENT HANDBOOK \(2023-24\)](#)

