



OFFICIAL POLICIES & PROCEDURES STUDENT HANDBOOK

Saint Patrick School

Diocese of Covington

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PHILOSOPHY OF EDUCATION

The faculty and staff of Saint Patrick, recognizing its Christian orientation, roots its philosophy of education on the following passage from the Second Vatican Council document, *Gravissimum Educationis* (20 October 1965):

Since every man of whatever race, condition, and age is endowed with the dignity of a person, he has an inalienable right to an education corresponding to his proper destiny and suited to his native talents, his sex, his cultural background, and his ancestral heritage. At the same time, this education should pave the way to brotherly association with other peoples so that genuine unity and peace on earth may be promoted. For a true education aims at the formation of the human person with respect to the good of those societies of which, as a man, he is a member, and in whose responsibilities, as an adult, he will share.

Recognizing the sacred dignity of every human, we ultimately strive to form disciples of Christ who will not only be successful in their careers but wholesome citizens of this world and, ultimately, Heaven.

As our own Bishop, His Excellency Roger J. Foys, is accustomed to saying: “there are alternatives to Catholic schools, but there is no substitute.” There is no substitute, we believe, because Catholic Education offers a holistic and integral education. To quote Blessed Basil Moreau, the founder of the Congregation of Holy Cross, we aim at Saint Patrick to “always place education side by side with instruction. The mind will not be cultivated at the expense of the heart. While we prepare useful citizens for society, we shall likewise do our utmost to prepare citizens for Heaven.” Here at Saint Patrick School, we strive to train the intellects of our students, cultivate their faith, and instill the virtues necessary for the living of a good life.

Saint Patrick acknowledges that parents are the primary educators of their children. In sending their children to this school, parents share their responsibility with teachers competently trained to help these students develop and grow. A coordinated effort between parents and teachers is required at all times to make sure that the best interests of the students and school are being served.

To quote Saint Benedict’s *Rule*, we “welcome all guests as Christ;” hence, students of any faith and belief are welcome at Saint Patrick. While we invite students of all faiths to learn and grow with us, we are committed to providing a thoroughly Catholic ethos that permeates our campus.

As such:

- We believe that St. Patrick School is an integral part of the Church’s mission to proclaim the Gospel, build faith communities, celebrate through worship, and serve others.
- We believe that the commitment to academic excellence, which fosters the intellectual development of faculty and students, is an integral part of our mission.



- We believe that St. Patrick School is an evangelizing, educational community.
- We believe that the spiritual formation of the entire school community is an essential dimension of St. Patrick School's mission.
- We believe that St. Patrick School is a unique, faith-centered community, which integrates thinking and believing in ways that encourage intellectual growth, nurture faith, and inspire action.
- We believe that St. Patrick School is an experience of the church's belief, tradition, and sacramental life.
- We believe that St. Patrick School creates a supportive and challenging climate, which affirms the dignity of all persons within the school community.

To implement this philosophy, Saint Patrick has certain objectives for students and parents. These objectives act as norms for St. Patrick School in selecting learning, extra-curricular and co-curricular activities. These objectives are:

- Students develop a deeper relationship with Jesus Christ, grow in personal holiness and understand the Catholic faith.
- Students recognize Christ in every person.
- Students develop Christian moral and religious values through instruction and practice.
- Students fulfill their potential spiritually, intellectually, and physically.
- Students realize and utilize their creative abilities to better their communities.
- Parents become and remain actively involved in all phases of the student's education.
- Parents and students exercise leadership while recognizing the value of being a cooperative group member.
- Students develop an awareness of responsibility to future generations, especially regarding ecology of our earth and its resources.
- Students, through study and special opportunities, develop a spirit of patriotism and civic duty.
- Students develop practical and leisure interests to promote personal growth and social responsibility.



MISSION STATEMENT

St. Patrick School, a PreK-12 Catholic school, is devoted to the personal growth of students by promoting academic excellence, cultivating spiritual growth, and encouraging students to be lifelong disciples of Jesus Christ.

EXPECTATIONS FOR PARENTS

St. Patrick School strives to provide an exceptional educational environment for all students. Parental and/or guardian involvement is vital to the success of each student's education experience. It is expected that parents will be responsible for ensuring that their children adhere to the rules established by this handbook in resolving issues involving difficulties, disagreements, or problems that a child may have with another child, teacher, or administrator. St. Patrick School reserves the right to terminate the enrollment of any child at any time. If parent's behavior is detrimental to the educational atmosphere of the school, the administration may, after all other avenues of resolution have been explored and found ineffective or inappropriate, remove said parent's child from St. Patrick School.

Parental Volunteer Involvement

Adult participation and cooperation are essential to the success of St. Patrick School. It is highly recommended that one parent or guardian of each student be Virtus compliant. Following is our Volunteer Policy:

Policy Issued: June 22, 2011

Effective Date: July 1, 2011

Required Family Service Hours

Twenty-five (25) hours of service/volunteer to the school and/or parish are required per family per school year---July 1-June 30; fifty (50) hours of service/volunteer to the school and/or parish if the family is receiving financial assistance. Each hour of service will be equated to \$20 per hour. If the required 25 hours are not met, the family will be charged for hours not worked. If a family does not work any service hours, they will be assessed \$500.00 per school year.

Families of athletes are to volunteer 10 hours **per sport** or be charged \$100.00 **per sport** for their child to play. The 10 hours is in addition to the required 25 volunteer hours to the school. There is also a \$25.00 transportation fee for the sports that utilize the school buses for transportation to away games.

Starting in the 2021-2022 Academic Year, we will implement a new method of logging and verifying those hours via a mobile app called Mobileserve. In addition to each student, each family/parents/guardians will, as a family unit, have a single log-in.



Volunteer Opportunities

***Fall Festival** – This is a big one!

The Fall Festival, which is traditionally held on the weekend after Labor Day, is the school's major fundraiser. Proceeds are used to help fund various school activities. All volunteers must be Virtus compliant.

For the festival to be a success, it is essential that all parents and all high school students participate in the parish/school function. There are individual grade school booths and other game booths, the country store, silent auction, and food booths, which call for volunteer help.

The Fall Festival is a time for our parish and school community to come together, have fun, and raise money. It is the largest fundraiser for the school and requires numerous volunteers to make it successful. Your talents can be used to help with organizing, physically setting up booths, concessions, decorations, working booths, and cleaning up the ground, to name a few.

Attendance at School Meetings – Parent input is welcomed, and you also gain a one-hour service/volunteer credit for attending meetings.

Academic Team – The St. Patrick Middle and High School Academic Teams have experienced a tremendous amount of success over the past few years. This would not be possible without the commitment of parent volunteers. Help is needed in a variety of areas.

Art Helpers – These volunteers help with a class or two once a week for about an hour. The messiest projects are the most enjoyable, and Mrs. Heller will not be able to do them unless she has help.

Athletic Association – We need committed volunteers to help organize, support, and coach for the school's athletic teams.

Book Fair – Once a year the St. Patrick library is transformed into a version of a bookstore. We will need help with set-up, payment transactions, and clean-up.

Christmas Program/Spring Musical – We will need lots of help in practice supervision, set production, and a myriad of other details.

Cafeteria Help – These volunteers do not cook lunch, but they do help dish out hot lunches, rinse trays, open Kindergarteners' milk boxes and squirt ketchup. You can volunteer for one or more days a week or month or serve as a substitute.

Marketing Team – This group is on a mission to creatively publicize the school to the community and to continue generating positive public relations for St. Patrick School.



Christmas Bazaar/Santa Breakfast – Lots of volunteers will be needed to carry this off, including folks to keep the breakfast treats and juice flowing, to help with games and crafts and to help younger kids use their parents' money to shop with the vendors.

Maintenance Crew – Be a member of this team and help keep the school in working condition.

School Grounds Crew – Be a member of this team and help keep the school grounds looking its best!

Spring Flower Sales – Volunteers needed to sell spring flowers from a local greenhouse on school property.

Walk-A-Thon – A spring event that brings money into the school needs adults to be at various stations along the course as K-8 students participate. Volunteers are needed to solicit businesses for prizes and to cook for the picnic after the walk.

Library Helpers – Volunteers to work in the library by reading teaching library skills to students as well as checking books in and out, and shelving books.

Substitute Teachers – Volunteers are needed to work in the library to read to students, teach library skills, check books in and out, as well as shelve books.





PRAYERS

Saint Patrick – Our Patron Saint



- ✠ The Apostle of Ireland was a Romano-British Christian missionary and bishop in Ireland.
- ✠ Saint Patrick's Feast Day is March 17
- ✠ At the age of 16, Saint Patrick was captured by Irish pirates as a slave to Ireland; he would later return and serve as a Bishop.
- ✠ Tradition credits Saint Patrick with teaching the Irish about the doctrine of the Holy Trinity by showing people the shamrock, a three-leaved plant, using it to illustrate the Christian teaching of three persons in one God.
- ✠ Tradition also credits Saint Patrick with banishing all snakes from Ireland.

Prayer

God calls us into a relationship with Him, this is a deep and personal call that moves us to respond. Part of how we respond to this call is through prayer. Pope Emeritus Benedict XVI states, "Praying actualizes and deepens our communion with God. Our prayer can and should arise above all from our heart, from our needs, our hopes, our joys, our sufferings, from our shame over sin, and from our gratitude from the good. It can and should be a wholly personal prayer."

As Pope Saint John Paul II teaches us in *Catechesis Tradendae*, "A certain memorization of some essential prayers, far from opposing the dignity of young Christians, or obstructing personal dialogue with the Lord, constitutes an answer to a real need. That which is memorized must at the same time be absorbed and gradually understood in depth in order to become a source of Christian life."

On the following pages you will find a selection of prayers to help you along your journey of Faith. As St. Augustine said: "Pray as though everything depended on God. Work as though everything depended on you."



Our Father / Pater Noster

Our father, who art in heaven, hallowed be Thy name. Thy kingdom come. Thy will be done on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen.

Pater noster, qui es in caelis, sanctificetur nomen tuum. Adveniat regnum tuum. Fiat voluntas tua, sicut in caelo et in terra. Panem nostrum quotidianum da nobis hodie, et dimitte nobis debita nostra sicut et nos dimittimus debitoribus nostris. Et ne nos inducas in tentationem, sed libera nos a malo. Amen.

Hail Mary / Ave Maria

Hail Mary, full of grace, the Lord is with thee. Blessed art thou amongst women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now, and in the hour of our death. Amen.

Ave Maria, gratia plena, Dominus tecum. Benedicta tu in mulieribus, et benedictus fructus ventris tui, Iesus. Sancta Maria, Mater Dei, ora pro nobis peccatoribus, nunc, et in hora mortis nostrae. Amen.

Glory Be / Gloria Patri

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and will be forever. Amen.

Gloria Patri, et Filio, et Spiritui Sancto. Sicut erat in principio, et nunc, et semper, et in saecula saeculorum. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary,
I offer You the prayers, works, joys and suffering of this day,
for all the intentions of Your Sacred Heart,
in union with the Holy Sacrifice of the Mass throughout the world,
in reparation for my sins,
and for our Holy Mother, the Catholic Church.
Amen.

Prayer to Saint Michael

Saint Michael, the Archangel, defend us in battle; be our defense against the wickedness and snares of the devil. May God rebuke him, we humbly pray. And do thou, O prince of the heavenly host, by the power of God thrust into hell Satan and all the evil

spirits who prowl about the world for the ruin of souls. Amen.
Sancte Michael Archangele, defende nos in proelio, contra nequitiam et insidias diaboli esto praesidium. Imperet illi Deus, supplices deprecamur: tuque, Princeps militiae



caelestis, Satanam aliosque spiritus
malignos, qui ad perditionem animarum

pervagantur in mundo, divina virtute, in
infernium detrude. Amen.

Prayer to Guardian Angel

Angel of God, my guardian dear,
To whom his love commits me here;
Ever this (day, night) be at my side,
To light and guard, to rule and guide.
Amen.

Angele Dei, qui custos es mei,
Me tibi commissum pietate superna;
(Hodie, Hac nocte) illumina, custodi, rege,
et gubernas.
Amen.

Blessing Before Meals

Bless us, O Lord, and these Thy gifts which
we are about to receive from Thy bounty,
through Christ our Lord. Amen.

Benedic, Domine, nos et haec tua dona quae
de tua largitate sumus sumpturi. Per
Christum Dominum nostrum. Amen.

Act of Contrition

O my God, I am sorry for my sins,
In choosing to do wrong, and failing to do good,
I have sinned against you and your church.
I firmly intend, with the help of your Son,
To make up for my sins and to love as I should.
Amen.

Memorare

Remember, O most gracious Virgin Mary,
that never was it known that anyone who
fled to thy protection, implored thy help, or
sought thy intercession was left unaided.
Inspired with this confidence, I fly to thee, O
Virgin of virgins, my Mother; to thee do I
come; before thee I stand, sinful and
sorrowful. O Mother of the Word Incarnate,
despise not my petitions, but in thy mercy
hear and answer me. Amen.

Memorare, O piissima Virgo Maria, non
esse auditum a saeculo, quemquam ad tua
currentem praesidia, tua implorantem
auxilia, tua petentem suffragia, esse
derelictum. Ego tali animatus confidentia, ad
te, Virgo Virginum, Mater, curro, ad te
venio, coram te gemens peccator assisto.
Noli, Mater Verbi, verba mea despicere; sed
audi propitia et exaudi. Amen.

Prayer of Saint Thomas Aquinas for Students

O Infinite Creator, who in the riches of Thy
wisdom didst appoint three hierarchies of
Angels and didst set them in wondrous order
over the highest heavens, and who didst

apportion the elements of the world most
wisely: do Thou, who art in truth the
fountain of light and wisdom, deign to shed
upon the darkness of my understanding the



rays of Thine infinite brightness, and remove far from me the twofold darkness in which I was born, namely, sin and ignorance. Do Thou, who givest speech to the tongues of little children, instruct my tongue and pour into my lips the grace of Thy benediction. Give me keenness of apprehension, capacity for remembering, method and ease in learning, insight-in interpretation, and copious eloquence in speech. Instruct my beginning, direct my progress, and set Thy seal upon the finished work, Thou, who art true God and true Man, who livest and reignest world without end. Amen.

Creator ineffabilis, qui de thesauris sapientiae tuae tres Angelorum hierarchias designasti et eas super caelum empyreum

miro ordine collocasti atque universi partes elegantissime distribuisti: Tu, inquam, qui verus fons luminis et sapientiae diceris ac supereminens principium, infundere digneris super intellectus mei tenebras tuae radium claritatis, duplices, in quibus natus sum, a me removens tenebras, peccatum scilicet et ignorantiam. Tu, qui linguas infantium facis disertas, linguam meam erudias atque in labiis meis gratiam tuae benedictionis infundas. Da mihi intelligendi acumen, retinendi capacitatem, addiscendi modum et facilitatem, interpretandi subtilitatem, loquendi gratiam copiosam. Ingressum instruas, progressum dirigas, egressum compleas. Tu, qui es verus Deus et homo, qui vivis et regnas in saecula saeculorum. Amen.

Prayer to Saint Joseph of Cupertino before an exam

O St. Joseph of Cupertino who by your prayer obtained from God to be asked at your examination, the only preposition you knew. Grant that I may like you succeed in the (here mention the name of Examination eg. History paper I) examination. In return I promise to make you known and cause you to be invoked.

O St. Joseph of Cupertino pray for me

O Holy Ghost enlighten me

Our Lady of Good Studies pray for me

Sacred Head of Jesus, Seat of divine wisdom, enlighten me.

Breastplate of Saint Patrick

I arise today
through a mighty strength, the invocation of the Trinity,
through belief in the Threeness,
through confession of the Oneness
of the Creator of creation.

I arise today
through the strength of Christ's birth and his baptism,
through the strength of his crucifixion and his burial,
through the strength of his resurrection and his ascension,
through the strength of his descent for the judgment of doom.

I arise today
through the strength of the love of cherubim,
in the obedience of angels,



in the service of archangels,
in the hope of resurrection to meet with reward,
in the prayers of patriarchs,
in the predictions of prophets,
in the preaching of apostles,
in the faith of confessors,
in the innocence of holy virgins,
in the deeds of righteous men.

I arise today, through
the strength of heaven,
the light of the sun,
the radiance of the moon,
the whiteness of snow,
the splendor of fire,
the speed of lightning,
the swiftness of wind,
the depth of the sea,
the stability of the earth,
the firmness of rock.

I arise today, through
God's strength to pilot me,
God's power to sustain me,
God's wisdom to guide me,
God's eye to look before me,
God's ear to hear me,
God's word to speak for me,
God's hand to guard me,
God's path to go before me,
God's shield to protect me,
God's host to save me
from snares of devils,
from temptation of vices,
from allurements of nature,
from everyone who shall wish me ill,
afar and near,
alone or in a crowd.

I summon today
all these powers to stand between me
and every cruel and merciless power
that may oppose my body and soul,
against incantations of false prophets,
against black laws of paganism,
against false laws of heretics,



against deceit of idolatry,
against spells of witches and smiths and wizards,
against every knowledge that corrupts man's body and soul;
Christ to shield me today
against poison, against burning,
against drowning, against wounding,
so that there may come to me an abundance of reward.
Christ with me,
Christ before me,
Christ behind me,
Christ in me,
Christ beneath me,
Christ above me,
Christ on my right,
Christ on my left,
Christ when I lie down,
Christ when I sit down,
Christ when I arise,
Christ in the heart of everyone who thinks of me,
Christ in the mouth of everyone who speaks of me,
Christ in every eye that sees me,
Christ in every ear that hears me.
I arise today
through a mighty strength, the invocation of the Trinity,
through belief in the Threeness,
through confession of the Oneness
of the Creator of creation.
Salvation belongs to the Lord.
Salvation belongs to the Lord.
Christ is salvation.
May your salvation, O Lord, be with us always.
Amen.



SPIRITUAL PILLAR

At Saint Patrick, we strive, through our Liturgical and para-liturgical life, to provide an authentic Catholic ethos to permeate the halls of our school where Christ reigns as King and Teacher. The active presence of priests, who act in *persona Christi*, helps to aid the making present of Christ in our school.

The Holy Sacrifice of the Mass

The Holy Sacrifice of the Mass, being the central and highest form of prayer in the Catholic Church, is central to all we do at Saint Patrick School. Our regular weekly Mass Schedule is as follows:

- Monday - K-2
- Tuesday - 3-5
- Wednesday - 6-8
- Thursday - 9-12
- Friday - K-12

The Sacrament of Confession

Confessions are offered to every student on a regular, monthly basis.

Liturgies and Devotions

We offer the following special liturgies throughout the school year:

- All School Masses on Major Feast Days
- Car Blessings for our Student Drivers
- Saint Francis Day Pet Blessings
- High School Mass at Saint Patrick Cemetery for All Souls Day
- Saint Nicholas Day
- Hispanic Celebration of Our Lady of Guadalupe
- Epiphany Door and Classroom Blessings
- March for Life in Washington, DC
- Candlemas Blessing of Candles and Procession
- Blessing of Throats on Saint Blaise Day
- Distribution of Ashes on Ash Wednesday
- Stations of the Cross on Fridays of Lent
- Saint Patrick Day
- Saint Joseph Day with Joseph Altar
- May Crowning
- Blue Mass for Emergency Personnel
- White Mass for Medical Personnel
- Red Mass for Legal Personnel



Reception of Sacraments

Our students also receive two Sacraments of Initiation during their time here at Saint Patrick:

- First Holy Communion (2nd Grade)
- Confirmation (8th Grade)

Days of Recollection and Senior Retreat

High School Students attend a Day of Prayer and Recollection once a semester and students in Grade 12 make a 3-day Retreat. These are organized by the Chaplain in conjunction with the Diocese of Covington.



INTELLECTUAL PILLAR

Grade School Curriculum

The course of study for grade school includes religion, language arts, research skills, social studies, science, mathematics, art, music, computer education and physical education.

7th and 8th Grade

- The 7th and 8th grade classes are housed in the high school section of the building. The purpose of this is twofold:
 - to have students taught the 7th and 8th grade curriculum subject matter by high school teachers in their areas of expertise
 - to prepare the students to go into a smooth transition period as they enter high school where the Grade Point Average (GPA) begins to play a key part in their high school career.

Students are assigned to a homeroom teacher who will be their guide/mentor throughout the year. Students change classes and report to high school teachers to be instructed in the 7th and 8th grade curriculum in the various teachers' field of expertise.

Examination and Testing

The school uses national tests as its testing program for grades K-8. The programs include:

- iReady for grades K-8 which focus on Reading and Mathematics
- The Assessment of Religious Knowledge (ARK) for grades 2-8 as required by the Diocese of Covington.

Promotions / Retentions

Students must pass most of their subjects to be promoted to the next grade level. Passing is a 70% or above. If the teacher indicates a student needs to be retained, conferences will be scheduled periodically. The teacher and the principal will make the final decision as to whether the student will be retained.

Homework

The amount of time spent doing homework varies according to grade level, the nature of the assignments, and ability of the student. The amount of time spent on homework should be reasonable. Promptly consult with the teacher if you observe that your child is spending an excessive amount of time on homework or if your child seems to have little or no homework.



Below are average amounts of time for each grade.

1 st Grade	30 – 50 Minutes	5 th Grade	60 – 80 Minutes
2 nd Grade	35 – 55 Minutes	6 th Grade	70 – 90 Minutes
3 rd Grade	45 – 65 Minutes	7 th Grade	80 – 100 Minutes
4 th Grade	55 – 75 Minutes	8 th Grade	90 – 110 Minutes

High School Curriculum

The course of study for high school is a traditional college preparatory program. Classes include religion, English, social studies, science, mathematics, foreign language, art, music, business and computers, and physical education.

Graduation Requirements for Saint Patrick

<i>Subject</i>	<i>Credits</i>	<i>Required and Suggested Courses</i>
English	4	English I, II, III, IV*
Math (One math class per year is required.)	4	Honors Algebra I, Algebra I, Honors Algebra II, Algebra II, Honors Geometry, Geometry, plus 1 Math Elective from the following choices: Business Math, Pre-Calc*, College Algebra*
Personal Finance	1	Personal Finance
Social Studies	3	U.S. History, World Civilization*, Economics, American Government
Science	3	Physical Science, Biology, Environmental Science, Advanced Biology*, Chemistry, or Physics (One must be a lab course)
Religion	4	Religion I, II, III, IV
Health & P.E.	1	Health & P.E.
Foreign Language	2	Spanish I, II; Latin I, II
Humanities	1	Choir, Band, Art
Electives	4	Certain electives are reserved for upperclassmen.
Vocational Studies		With permission either Jr. or Sr. year.
Study Hall		With permission either Jr. or Sr. year.

*Offered for dual credit

Using a seven-period day, students graduate with 27 credits and a minimum of 80 hours of community service.

College Classes

College classes at Maysville Community & Technical College and Morehead State University may be appropriate for juniors and seniors at the discretion of the administration. Each student pays college tuition.

At the present time, World Civilization, Pre-Calc/College Algebra and College Biology when offered at St. Patrick School are the only courses that will be accepted as dual credit. Students must achieve the required score (as determined by MCTC or MSU) on MCTC's or MSU's entrance test to be eligible to take these courses. Students enrolled in these courses for dual credit must pass the courses to graduate. Conditions for dropping a course shall be determined by the administration. Other college and/or dual credit courses may be offered based on need and availability.



Vocational School

Students wishing to attend a class at the Mason County Area Technology Center must first arrange a conference to discuss the request with the administration and their parent/guardian. Permission to attend is at the discretion of the administration and is based upon schedule availability, credit requirements met for graduation, and projected academic needs of the students.

Examination and Testing

- Junior students are required to take the Armed Services Vocational Aptitude Battery Test (ASVAB).
- Both sophomores and juniors take the Preliminary Scholastic Aptitude Test (PSAT).
- All high school students are required to take the Assessment of Religious Knowledge Test (ARK).
- Juniors are required to take the American College Test (ACT) as a requirement of the state of Kentucky.
- Students at any level during their high school years may take the American College Test (ACT) and the Scholastic Aptitude Test (SAT).
- Semester Exam Exemptions – All high school students shall take semester exams. Seniors who achieve an “A” average may be exempt from the second semester exam

Failure / Repeats

College grades are contingent upon the grading scale used by the university. If the course is failed in a dual-credit class, the course is repeated at an approved university or through a plan approved by the administration.

Students who receive a grade of 59% or below for a failed course for the year in a high school course must repeat the course. The administration will approve the method in which the course must be repeated.

Graduation

High School graduation consists of the following required exercises:

- Baccalaureate Mass
- Senior Banquet
- Graduation

Students are required to wear their caps and gowns at each of these formal exercises except the Senior Banquet.

All fines and fees must be paid prior to graduation.



Homework

The amount of time spent doing homework varies according to grade level, the nature of the assignments, and ability of the student. The amount of time spent on homework should be reasonable. Promptly consult with the teacher if you observe that your child is spending an excessive amount of time on homework or if your child seems to have little or no homework. Below are average amounts of time spending each day for high school homework.

High School 90-180 minutes

- Some students will take longer to do their homework than others. The exact schedule for each student will vary depending upon the personality of the student. Some students need more adult assistance than others do in order to complete their assignments. However, all students need parental interest and supervision. Consistent daily work at home in a quiet conducive atmosphere is a formula for academic success.
- Parental involvement with student assignments is vital to helping each student to develop effective study skills. As each student grows and matures, the student will eventually become more independent. However, parents should regularly check with their children at all levels regarding homework assignments and completion. Parents are encouraged to meet with teachers for ways to develop good study habits in their children.
- Classroom teachers should be notified by parents should a student need tutoring. These services may be made available through the guidance counselor or other school designee.

Progress Reports

In order to inform parents of their student's progress or lack of progress in specific subject areas, reports will be sent home no later than the middle of the grading period.

Ineligibility reports for sports and other extracurricular activities are generated once a week. If it is evident that a student is having difficulty in some area, a special conference may be requested. The teacher or parent may request this.

Progress reports must be signed by the parents and returned to school.

Parents are encouraged to view their child's grades through the My Students Progress portal: <https://msp.mystudentsprogress.com>. If you need access or help with your account, please reach out to Mrs. Clos: sclos@stpatschool.com

Report Cards

Report cards are issued quarterly. A parent-teacher conference is scheduled twice yearly at the end of the first quarter/third quarter. A parent or teacher may request individual parent-teacher conferences at any time during the school year.



Honor Roll

For consideration on the nine-week honor roll a student must attain the following grades.

- A Honor Roll = all As
- A/B Honor Roll = As & Bs

Grading Scale

Letter Grade			Regular courses	Honors/Advanced	AP courses only	Dual Credit Cambridge/IB Courses
A	93	100	4.0	4.5	5.00	5.00
A-	90	92	3.84	4.34	4.84	4.84
B+	87	89	3.67	4.17	4.67	4.67
B	83	86	3.33	3.83	4.33	4.33
B-	80	82	3.0	3.50	4.00	4.00
C+	77	79	2.67	3.17	3.67	3.67
C	73	76	2.33	2.83	3.33	3.33
C-	70	72	2.00	2.50	3.00	3.00
D+	67	69	1.67	2.17	2.67	2.67
D	63	66	1.33	1.83	2.33	2.33
D-	60	62	1.00	1.50	2.00	2.00
F	59-Below	59-Below	0.00	0.00	0.00	0.00

All grades will be recorded within one week of being taken. Your child should have a minimum total of nine (9) grades per subject per quarter.



GPA Calculation

When calculating GPA, the high school will award quality points for all courses as follows for .5 credit semester courses. Grade point averages will be calculated and rounded to two decimal points.

Letter Grade			Regular courses	Honors/Advanced	AP courses only	Dual Credit Cambridge/IB Courses
A	93	100	2.0	2.25	2.50	2.50
A-	90	92	1.92	2.17	2.42	2.42
B+	87	89	1.84	2.09	2.34	2.34
B	83	86	1.67	1.92	2.17	2.17
B-	80	82	1.5	1.75	2.00	2.00
C+	77	79	1.34	1.59	1.84	1.84
C	73	76	1.17	1.42	1.67	1.67
C-	70	72	1.0	1.25	1.50	1.50
D+	67	69	0.84	1.09	1.34	1.34
D	63	66	0.67	0.92	1.17	1.17
D-	60	62	0.50	0.75	1.00	1.00
F	59-Below	59-Below	0.00	0.00	0.00	0.00

Semester Grade Calculation

Semester grades are calculated from two quarter grades and a semester exam/assessment grade. Each quarter will be 45% of the semester grade and the final semester exam/assessment will be 10% of the grade. The formula for calculating semester grades will be: $(Q1 \% \times 0.45) + (Q2 \% \times 0.45) + (\text{Semester exam/assessment \%} \times 0.1)$

KEES/Unweighted

Letter Grade			All Courses (Except AP/DC)	AP courses only	Dual Credit Cambridge/IB Courses
A	90	100	4.0	5.0	5.0
B	80	89	3.0	4.0	4.0
C	70	79	2.0	3.0	3.0
D	60	69	1.0	2.0	2.0
F	0	59	0.0	1.0	1.0



Recognition of Laude Students

At the end of the first semester of a student's senior year (seven semesters), students who have achieved the following cumulative GPAs will be designated by the following titles:

Summa cum laude

Students who have a cumulative (seven semesters) weighted grade point average of 4.0 or above at the end of the first semester of their senior year.

Magna cum laude

Students who have a cumulative (seven semesters) weighted grade point average of 3.75 – 3.99 at the end of the first semester of their senior year.

Cum laude

Students who have a cumulative (seven semesters) weighted grade point average of 3.50 -3.74 at the end of the first semester of their senior year.





SERVICE PILLAR

Philosophy

At Saint Patrick, we strive to form Disciples of Christ formed after His Most Sacred Heart so that they can be *merciful like the Father*. Pope Francis writes in his *Vultus misericordiae*:

Mercy is the very foundation of the Church's life. All of her pastoral activity should be caught up in the tenderness she makes present to believers; nothing in her preaching and in her witness to the world can be lacking in mercy. The Church's very credibility is seen in how she shows merciful and compassionate love. The Church "has an endless desire to show mercy". The Church is commissioned to announce the mercy of God, the beating heart of the Gospel, which in its own way must penetrate the heart and mind of every person.

The service hours component of the Catholic education at Saint Patrick School is designed to help students become people of compassion and knowledge, people committed to justice and mercy like our Heavenly Father. During four years at Saint Patrick, students will provide service to the greater community of Maysville and the world. The hope is that through service, the students will become aware of their responsibility to be of service to all. It is our hope that, through serving others, the student will develop the heart of the Father and, consequently, Saint Patrick High School will be known throughout the area as a school dedicated to charitable service. As Pope Saint John Paul II highlights, "Jesus Christ taught that man not only receives and experiences the mercy of God, but that he is also called "to practice mercy" towards others. (Pope Saint John Paul II, *Dives et misericordia*, §14)"

Service Requirement

Students will have two components to their service requirement:

- Each student will be required to complete **10 service hours per semester**.
 - Service hours must receive the approval of the student's religion teacher and/or the school chaplain.
- Each student will also be required to complete **1 service project per term/quarter**.
 - Each religion class will meet and discuss with their religion teacher a potential service project of considerable merit which will, in particular, be of benefit to the poor, the sick, the elderly, or the disabled.
 - This project should seek to, in light of Matthew 25, feed the hungry, give drink to the thirsty, invite the stranger, clothe the naked, care for the sick, and visit the imprisoned.
 - This project should be easily identifiable with a Corporal Work of Mercy (feed the hungry, give drink to the thirsty, clothe the naked, harbor the harborless, visit the sick, ransom the captive, bury the dead) or a Spiritual



Work of Mercy (instruct the ignorant, counsel the doubtful, admonish sinners, bear wrongs patiently, forgive offenses willingly, comfort the afflicted, pray for the living and the dead)

- Each student will also be required to submit a 500-word reflection paper reflecting on their service experience to their religion teacher.

The service component will account for **15%** of the student's final grade in their religion class each semester. Any student who fails to complete their Service Component Requirement shall receive an “Incomplete” for their Religion grade for the semester.

Procedures

Service hours must be submitted prior to the completion of each semester on the student's *My Students Progress*. Approvals and verifications are to be sought through the Academic Dean. Students will discuss their projects in their Homeroom and seek final approval from the Chaplain. Homeroom teachers are expected to help chaperone if able and to help students acquire a sufficient number of Virtus-compliant chaperones.

The Service Project will be a yearlong venture; that is, each class will perform works of mercy for the same people throughout the course of the year to foster relationships to be built:

Seniors – Kenton Pointe

Juniors – Saint Patrick Cemetery

Sophomores – The ION Center for Violence Prevention

Freshmen – Food Drives

N.B. Individual students who find the planned class date impossible or unduly difficult to perform their service project may, on an individual basis, seek out a potential alternate project at the discretion and approval of the chaplain.



OPERATING PROCEDURES

Arrival

The lower main entrance door is unlocked *from 7:00 a.m. to 7:45 a.m.* each school day for students to enter. Parents dropping off students in the morning are to drive into the parking lot from Limestone Street to drop off students by the main entrance. **Parents are not to drop students off on Limestone Street**, as this not only creates a traffic flow problem, but also is unsafe for students exiting cars. **Parents are not to park and/or leave their cars in the drop-off area at any time during school start-up time.** If parents must leave their car for any reason, they are to proceed to the side playground lot and park there. Following drop-off of children, parents may proceed east out of the parking/drop-off area and exit either down the alley to Third Street or follow the alternate alley to Fourth Street. **No parent may escort their child to their classroom in the morning or be in the building once the school day begins at 7:45 a.m.**

Students grades K-6 entering the building before 7:30 a.m. are to wait in the cafeteria. No students are permitted in the halls or gymnasium before 7:45. The lower main entrance door is locked at 7:45 a.m. for safety and security purposes. Students/parents wishing to enter the building after 7:45 a.m. may do so using the second floor main entrance doors located by the office. All students, parents, or visitors entering the building after 7:45 a.m. are to report to the office first.

The playground gates are closed from 8:15 a.m. until 2:50 p.m. each school day for recess periods and physical education classes. If it is necessary for any parent to be at school during the day, cars may be parked on Limestone Street or in the faculty parking lot between the church and school.

School Visitors

St. Patrick School welcomes everyone to visit. For the safety of our school family, all visitors must register in the school office and receive a visitor badge. The visitor badge must always be visibly worn while on site. Visitors must return the badge and sign out when leaving. **To visit classrooms, permission is required from the administration or teacher.**

Dismissal

The school day ends at 3:00 p.m. Students will be dismissed in two separate groups:

1. Bus riders and students whose last names begin with the letters A-M will be dismissed from 3:00-3:10 p.m.
2. Students whose last names begin with the letters N-Z will be dismissed from 3:10-3:20 p.m.

Parents/guardians of students should contact their child's classroom teacher if there is a change



in the student's normal dismissal procedure by email to the teacher or phone call to the school office.

If a student has an activity they are participating in after school, they are report to that activity immediately after school. Students may not stay in the school building unsupervised after 3:00 pm.

School Closings and Delays

Regarding the closing of school during inclement weather, announcement of such is made through the school's One-Call System and during the early morning hours on radio WFTM (1240 AM and 95.9 FM) and Cincinnati Channel 12. An announcement may be made that school is in session on a one- or two-hour delay. During periods of severe weather administration may decide on limited or no bus service. Parents and guardians are to make the decision about their own children attending classes during questionable weather days. Please notify the office if your child will not be present and he/she will not be counted absent.

Attendance

Attendance is critical for students to make progress in their academic studies. Students are expected to attend school for all classes every day school is in session. In case of illness, the office should be notified by email or phone between 7:30-8:00 a.m. the morning of an absence. If no notification is given, parents/guardians will be contacted at home or work to verify an absence. Upon return to school, students should bring written documentation of the absence from a parent/guardian to the school office.

Students who may become ill during the day and feel it is necessary to leave school are to receive permission from the office. Permission from a parent must be obtained before a student leaves. **The school does not accept responsibility for any student who leaves the school premises without permission.** If a student must leave early for any reason, a parent or someone authorized by the parent is to go to the office and sign the student out. Identification from the authorized individual may be requested. Verbal permission by the parent may be given for a high school student to leave the premises.

Every effort should be made to make doctor or dental appointments, plan vacations, etc., on the days school is not in session. ***Please plan vacation so as not to interrupt the learning process.*** When possible, advance notification of absences should be made to the office. If a parent finds it necessary to take a child out during the school day, please notify the office.

If a student is absent or leaves school, he/she may not attend any school-sponsored event held the same day. This policy may be waived in the event of a scheduled appointment if administration is notified prior to the situation. This policy will also be waived due to emergency situations.



Excused Absences

Student absences are classified as excused or unexcused. Excused absence or tardiness may be one of the following, for which work may be made up if proper documentation is received upon immediate return to school. (No excuse is accepted later than one day after returning to school).

- Court appearance (only the portion of the day required and with documentation from the Court).
- Doctor or dentist appointment (only the portion of the day required and with documentation from physician/dentist office). A note from the doctor's office must be obtained and turned into the school office so that the absence will not be considered unexcused.
- Driver's permit or license tests (only the portion of the day required and with documentation from the examiner).
- College visits (3 for seniors and 2 for juniors).
- **Participation** at the Kentucky State Fair or similar events by a participant with prior approval of the principal. Documentation of participation is to be obtained in the office.
- An excused absence with parent note presented upon immediate return to school, for up to 10 days absent, will be accepted for the following:
 - Illness of the pupil
 - Death or severe illness in the pupil's immediate family
 - Religious holidays
 - Family trips: One-week advance notice to the faculty and administration is required for family trips. **Parents must accept the responsibility for helping the students make up missed work.** (Parents/students should remember that any/all missed days will count against the 10 days absent and should plan family trips accordingly).

Unexcused Absences

All absences that do not have written documentation from a medical professional or are not part of the 10 allowed parent excuse days will be considered unexcused days. The day before and the day after school vacation times (Thanksgiving, Christmas, Spring Break) are considered required school days. Students absent these days will be considered unexcused and work given on these days cannot be made up. A student will NOT be allowed to make up any work, such as homework, quizzes, or tests, nor attend any school-sponsored event, for an unexcused absence, and, as such, will receive a zero.

When three unexcused absences occur, a student is considered truant by Kentucky State Statute. When six or more days occur, the student is considered habitually truant and will be reported to the proper authorities for prosecution.



Tardies

Elementary students who are tardy for the day will have to sit out their recess period. Junior high/high school students who are tardy for the day will serve a 30-minute detention after school on Tuesday or Thursday, no exceptions. This will be served either with the Principal or Academic Dean. Once three tardies have been accumulated in a quarter, the student will serve a one-hour detention.

The Administration and office secretary will monitor school tardies and discipline.

Tardy – After 7:45 a.m. This also includes being late to classes during the high school day.

One Half Day Absence- If a student misses 2-3 hours of the school day, this will result in a ½ day absence.

Full Day Absence – Any time over the 3-hour period will result in a full day absence.

If a student playing Freshman, Junior Varsity, or Varsity athletics is absent for more than one class period without a doctor's note or approved absence, that student will be ineligible to practice or play that day.

Mass Attendance

Attending Mass is part of the spiritual pillar of formation of students at St. Patrick and being able to attend Mass is a privilege. Any student who misses Mass due to an unexcused absence or is beyond their 10 excused absences will be given detention. Any elementary student who is tardy and misses Mass without a doctor's note or approved absence will sit out their recess period and any junior high/high school student who is tardy and misses Mass will serve a 30 minute detention.

Late Assignments

Assigned work is to be turned in the day it is due. If work is turned in later than the day that it is collected by the teacher, the student will receive a 0% on the assignment. When a student has an excused absence, they have two days per day absent to turn in missing assignments or receive a 0%. For extended absences, the student will consult with the teacher to create a plan for turning in assigned work.



EXTRACURRICULAR ACTIVITIES

Academic Competitions

Students in grades 4-12 are eligible to participate on the academic team. They must maintain at least a “C” average in every subject. Students must also maintain a positive and cooperative attitude in all classes and activities and attend practices.

Extracurricular Eligibility

Each St. Patrick sport team (Grades 3-12) plus parents of athletes and coaches are required to work at least four 3-hour periods in support of the Saturday League.

Families of athletes are to volunteer 10 hours **per sport** or be charged \$100.00 **per sport** for their child to play. The 10 hours is in addition to the required 25 volunteer hours to the school. There is also a \$25.00 transportation fee for the sports that utilize the school buses for transportation to away games.

St. Patrick School bases athletic eligibility on Bylaw 5-3 from the Kentucky High School Athletic Association (KHSAA) regarding eligibility for participation in athletics. As such, specific guidelines and rules for participation are given to St. Patrick students and parents at the beginning of the school year.

- In order to be eligible to participate in athletics, the student must maintain an average of 70% or higher in every class.
- Suspension for failing grades or other academic reasons may last up to a maximum of two weeks. After that time, if the player has not improved to the satisfaction of the administration, the player may be permanently suspended. If the administration thinks that the two weeks were not an adequate time to improve the grade for such reasons as the number of tests, sickness, etc., then the time may be extended. The determination of athletic eligibility is at the discretion of the administration.
- Additionally, during the period of ineligibility, the administration, and the athletic director, in consultation with the student’s teachers, may require a certain level of academic performance for the student to regain eligibility.
- At the discretion of the coach, the student may be required to attend and/or participate in practice during his/her period of suspension and/or ineligibility.

Participation in More than One Sport

When any sport season officially begins and until that season officially ends, a student-athlete should not participate in any coach-supervised activities related to a sport other than the one in-season. It is also encouraged that the student-athlete take a 1-2-week rest period between sport seasons. For a student-athlete to participate in more than one sport in open season, a written agreement of participation expectations from each coach will be created and signed by coaches, player, and parent.



Policy for Reporting Athletics Related Issues

At Saint Patrick School, the safety and protection of our students is a paramount priority. When our students compete athletically, we seek to maintain a healthy environment that challenges our students to excel and to develop their skills in sports as well as in life. It is essential that all interactions between coaches, students, and parents be rooted in mutual respect and seek to always maintain Christian charity. In the event of an issue arising within an athletic environment, regardless of whom the conflict involves, Saint Patrick School requires the following chain of reporting so that the issue can be resolved as efficiently and charitably as possible.

System of Reporting Issues Regarding Athletics:

Step 1 - All issues must be brought to the attention of the coach.

Step 2 - If the coach does not resolve the issue to player/parent satisfaction then it must be brought to the attention of the Athletic Director.

Step 3 - If the issue is not resolved to the satisfaction of the player or parent after it has been discussed with the Athletic Director, then it must be brought to the Principal.

Step 4 - If the Principal and Athletic Director working together do not resolve the issue, then the issue is to be brought to the Pastor.

Speaking about coaches or students online or on social media in a negative or derogatory manner will not be tolerated and will be cause for immediate removal from the team.

In cases of medical emergency, 9-1-1 should be called immediately and all school personnel (Coaches, Athletic Director, Principal, and Pastor) should be notified as quickly as possible after medical help has been requested.

In cases of Safe Environment/VIRTUS violations, the Pastor should be contacted immediately and the System of Reporting Issues Regarding Athletics outlined above need not be followed.

It is essential that these policies be followed as outlined. Any unnecessary attempts to go around these policies may result in the removal of a coach, player, or parent from the team or the cancellation of the remaining portion of the season for an entire team. The Pastor reserves the final decision in all matters and will execute this right as he deems necessary and appropriate given the issues being reported.

Dances

- The administration will appoint faculty members and parents to chaperone each dance.
- The duties of the chaperones are to enforce the following rules:



- Students will be allowed to invite a maximum of two guests. The names of the guests must be submitted to the administration and sponsor of the activity prior to the event.
- Absolutely no uninvited guests will be allowed.
- Guests must be in the age group of high school freshmen through junior college (14-20 years of age). Administration reserves the right to waive this rule. Fourteen-year-old eighth graders are not eligible to attend.
- All students and/or guests are to be present within 30 minutes after the beginning of a dance.
- Students may leave before the dance is over if a written note by a parent has been given prior approval by the administration.
- Those attending a dance or party must sign in and out and note the time for each. Once they have left the dance, they may not return.
- Maximum closing time will be 12:00 a.m. An exception to this time will be made for the prom, which must close at 1:00 a.m.
- Drinking, drugs, and smoking are prohibited. Infraction of this rule will be handled according to the Code of Conduct.
- The administration of the school reserves the right to check pockets, book bags, purses, etc., at any time without notice. Students may randomly be selected to submit to a breathalyzer test.
- The administration may make deviations from, and exceptions to, these rules and regulations.
- Any infraction of the rules will result in the notification of student's parents and ejection of the student from the site of the dance, whether it is on campus or off campus.
- It is the responsibility of the group sponsoring the dance to provide the administration and the chaperones with the list of names, addresses, and phone numbers, of each student and guest attending the dance. No dance will be held without this list.

Senior Class Trip

The following guidelines apply to the Senior Class Trip:

- The trip must have educational, recreational, and spiritual values.
- The destination and dates must be approved by the administration.
- This cost of the senior trip is to be reasonable. The amount of money the students will be responsible for will be determined by the financial situation of the PTO at that time. The ideal senior trip has a nice mix of activities. It should emphasize education, service, and physical activity. The senior trip agenda is planned by students, class officers and the class sponsor, which must be approved by the administration.
- There should be four chaperones. This number may be changed depending on the number of seniors on the trip, with approval of the administration. One of the chaperones must be a member of the faculty, unless otherwise approved by the administration. There should be at least one male and one female chaperone. A list of possible chaperones will be compiled, and the administration will then approve the list. Teachers with less than one year's experience are not eligible to be chaperones.
- An itinerary must be submitted to the administration for approval at least 30 days prior to the trip (preferably 60 days).



- An itinerary should be sent to the parents at least two weeks prior to the trip. It should include the phone numbers of the motel(s)/rental property.
- Each senior must have a permission slip and emergency release form completed and signed by his/her parents. One copy of each form will be taken on the trip and one copy will be kept on file in the office.
- The trip should not be cost prohibitive to any student that has participated in his/her fair share of projects and fund-raising activities.
- Students must be enrolled at St. Patrick School to participate in the trip.

Student Council

All high school students are automatically eligible to be members of the Student Council. The Student Council organizes extracurricular activities and acts as a liaison between the student body and the administration. Elections of officers are held at the beginning of each new school year.

Parent/Teacher Organization (PTO) And Athletic Association

St. Patrick Parent/Teacher Organization (PTO) and Athletic Association are open to all parents and St. Patrick parishioners. Participation in these two organizations is greatly encouraged. The groups help fund many activities for the students and help with the maintenance of the school.



BEHAVIORAL GUIDELINES

Code of Conduct

St. Patrick School strives to promote a positive Christian environment conducive to learning and to facilitating development of self-control and self-discipline. Students are always expected to behave appropriately and to abide by all laws and school rules during school, at school sponsored or related activities, when in uniform, on school buses, and any time they are directly, or indirectly, representing the school. Continuous infractions are not acceptable and may result in removal from school.

A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined at the discretion of the administration.

Discipline issues may be recorded on the data program by school personnel.

- Students shall not act in any way that endangers the safety or health of others. A student shall not engage in any type of harassment (verbal, physical, sexual, or cyber-related, etc.).
- Students shall abide by the Prohibited Substance Policy and the Medication Policy.
- Students shall abide by the St. Patrick School Dress Code.
- All students are expected to observe the directions of faculty and/or bus driver while riding the St. Patrick buses. Misbehavior reported by a driver or faculty member will result in disciplinary action. Persistent misbehavior may result in suspension or termination of bus riding privileges.

All students must attend Mass on scheduled Mass days. Active participation at Mass forms a central part of student's religion grade. Student absences from Mass will be treated as a tardy.

Philosophy

The approach to discipline at St. Patrick School is one of instilling in each student a measure of self-discipline and a sense of personal responsibility for one's attitude and actions. Disrespect or contempt for authority will not be tolerated. The administration will decide on the course of action for any inappropriate conduct not covered in the handbook.

Fundamental Rules

Students are expected to be honest and shall respect the property of others. Cheating, plagiarism, lying, misuse of technology, vandalism, stealing, and harassment of others are forbidden.





DISCIPLINE / EXPULSION

Detention

A student may receive a 30-minute detention after school for infraction of rules such as: dress code violations, being disrespectful to teacher, insubordination/misbehavior, disrespectful/profane language, tardy to school, or other infractions. Three 30-minute detentions will result in a 60-minute detention after school. Both detentions may involve doing physical labor.

Saturday School

Three 60-minute detentions will result in a one-day Saturday School from 7:00 A.M.-11:00 A.M. Two Saturday Schools usually will result in a student being required to withdraw from St. Patrick School or to be placed on a Behavior Contract. Parents will be notified when a student is serving Saturday School. Students who are absent the day they are to serve Saturday School will receive an additional Saturday School and will be charged for both days. Students who serve a Saturday School will be charged \$80.00 due to necessary arrangements.

In-School Suspension (ISS)

Students may be assigned a specific number of days of in-school suspension at the discretion of the administration.

The following will take place:

- A conference is required between student, parent, and administration
- Student will be removed from the classroom and placed in an isolated area under supervision
- Student must complete all assigned work and tests
- Students may not participate in extra-curricular activities while serving ISS
- The student may return to the classroom at the completion of ISS

Out-of-School Suspension (OSS)

Students are assigned a specific number of days of suspension at the discretion of the administration.

The following will take place:

- A conference is required between student, parent, and administration.
- The student is required to complete all assigned work during the suspension.
- The student may receive zeros for all assignments and tests during the suspension.
- Student shall not participate in extracurricular activities during the suspension.
- A conference is required prior to admittance back to the classroom.



Expulsion

Students may be expelled for grave offenses at the discretion of the administration.

Notification

Every effort shall be made to notify parents of administrative disciplinary actions. Parents shall be notified of suspensions or expulsion.



SCHOOL POLICIES

Medication Policy

Any student requiring prescription and/or nonprescription medication during school hours is to provide a signed and dated note to the school office. This note must include the following information:

- Medication name
- Reason for use
- Specific instructions for medication administration
- Express approval for student use at school
- Signature of parent or legal guardian/date

Non-prescription medications may remain in the classroom to be dispensed by the teacher as needed. Prescription medications must be in their original container and brought to the office to be placed under lock and key and dispensed by office personnel.

Students are not otherwise permitted to bring any medication to school or while attending school functions either on or off campus. This includes both prescription and nonprescription medications such as, but not limited to, Tylenol, Motrin, or Midol.

Students are not to dispense, distribute, sell, or otherwise transfer any medications to any other person.

Violation of this policy shall be handled in accordance with the St. Patrick School Code of Conduct.

While the school administers medication, it is the responsibility of the student and parent to take the medicine at the appropriate time and replenish ongoing medication when needed.

Searches and Seizures

Searches:

The administration reserves the right to check pockets, book bags, purses, lockers, etc., without notice, to ensure the health, safety, and welfare of all students. The administration has the discretion to prohibit the use of book bags, purses, lockers, and/or vehicles, etc., by all or some students. Additionally, the school and vehicles are subject to random searches by local, state, and federal authorities.

Seizures:

Illegal items including, but not limited to, weapons, firearms, alcohol, controlled substances, and/or other possessions, determined to be a threat to the safety and security of the students, faculty and/or staff, will be seized and turned over to the appropriate authorities. As required by law, the school shall document on a student's cumulative record whenever illegal items are



found in a student's possession, locker, purse, book bag, or vehicle. The authorities will be notified if the seized item is an illegal substance that has legal ramifications.

Faculty, staff, and/or administration may temporarily, or permanently, remove any item from any student, which may, or does disrupt or interfere with the educational process. Such items may be returned at the discretion of the administration. This shall include, but is not limited to cellphones, IPODS, or other electronic devices.

Prohibited Substances Policy

St. Patrick School, recognizing the potentially serious and life-threatening effects of prohibited substances, **will not tolerate** prohibited substances or their use, distribution, or possession by St. Patrick School students, and has adopted a prohibited substances policy.

Prohibitions:

Students are forbidden from possessing, using, distributing, transferring, trafficking, selling, using, or being under the influence of any prohibited substance on school grounds, at all school functions, or during transportation to or from such functions, or when otherwise under the direct or indirect jurisdiction of St. Patrick School. Food/snacks/drinks are not permitted within individual classrooms unless the classroom teacher provides them. These snacks must be consumed in the teacher's classroom before they leave the class for the day. High school students may not have coffee, soft drinks, or any other drinks in a classroom or their lockers. Students are allowed to have water in a water bottle. Any violation of this policy will result in a 30-minute detention.

Definitions:

Prohibited substances are any and all controlled substances listed in KRS Chapter 218A (unless under the care and direction of a qualified health care provider and in accordance with the Medicine Policy) including, but not limited to, marijuana, LSD, cocaine, crack cocaine, heroin, stimulants, depressants, and/or simulated controlled substances. Prohibited substances further include alcoholic beverages, inhalants, any substance represented to be prohibited substance, and any paraphernalia intended for the use of any prohibited substance. Possession or use of cigarettes and other tobacco products by students is prohibited on school grounds or at school functions.

Privacy:

Students and their parents should be aware that students have no right to privacy or protection from search and seizure while on school premises or while at school functions. Further, the administration intends to vigilantly enforce these policies for the protection of students, and students' persons, lockers, book bags, purses, cars, or other belongings shall be subject to search, either upon suspicion of the administration in its sole discretion or as part of routine searches for prohibited and/or illegal substances. The administration may be assisted in such searches by law enforcement officers or other personnel with specialized training in the detection of prohibited



and/or illegal substances.

Violations:

Any student who violates this policy shall be subject to suspension and/or expulsion, as the administration in its sole discretion determines is appropriate. For a student in violation of this policy to be readmitted to St. Patrick School or to continue enrollment therein, the student will have to complete a discernment process as determined by school administration. This process may include, but is not limited to, counseling, assessment, and referrals from appropriate personnel, and/or random or scheduled drug testing. At the discretion of the administration, the student may attend school conditionally until the discernment process is completed.

Regardless of the absence of an actual violation of this prohibited substances policy on school property or at a school function, the administration may require a student to participate in the discernment process, including counseling and drug testing, upon reasonable suspicion by the administration of the student's drug use or drug abuse.

Emergency treatment:

Due to the potential health dangers of the use of prohibited substances, students exhibiting evidence of acute intoxication, incapacitation, or drug use/overdose while under the school's jurisdiction, will be transported immediately to the local hospital. School administration shall contact the parents immediately or notify another emergency contact. In case of emergency, the school may contact 911.

Reporting Violations of Prohibited Substance Policy:

To School Authorities: All St. Patrick School employees shall report any violations of this policy to the administration immediately.

To Authorities: The administration will immediately report any known criminal violations to the appropriate law enforcement authorities.

By Fellow Students: Students shall report known violations of this policy to school administration. All efforts will be made to protect the identity of any student reporting violations of this policy.

Bullying, Harassment, and Intimidation Policy

Any form of harassment, whether physical, verbal, cyber, and/or sexual, etc., is forbidden and will not be tolerated at St. Patrick School. Students shall not engage in any form of conduct or commit acts which alarm or seriously annoy others. Hazing of any kind is considered a form of harassment.



A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. St. Patrick School reserves the right to discipline students for off-campus conduct.

Plagiarism & Cheating Policies

Plagiarism:

Plagiarism shall not be tolerated. Plagiarism shall be defined as: the use of another's intellectual work, without consent, with specific intent to use said work without proper credit. Plagiarism includes, but is not limited to:

- Paraphrasing without reference
- Borrowing another's arguments and/or ideas without reference
- Buying essays or using essays from another person, including research papers
- Neglecting to include citation, references, bibliography, and/or works cited
- Copying printed or electronic work, including excerpts

Students will be educated concerning the definition and nature of plagiarism in order to prevent dishonesty. Concerning the dual credit college courses, the students will be aware the college has a different plagiarism policy.

If evidence is found that a student has plagiarized work, the student shall be given a zero on any assignment or test for which the student has given false work.

Notification of the incident will be reported to parents or guardians as well as to the administration. The teacher of the course for which the student has turned in plagiarized work may also assign additional work at his/her discretion. The teacher or principal may also include another punishment, such as a detention, or other punitive measure for infractions. Loss of membership or nomination to the National Honor Society is enforced if a student has been found plagiarizing.

Suggested Resources:

<http://smallseotools.com/plagiarism-checker/> (plagiarism checker, online, free)

www.turnitin.com (Plagiarism checker, online, payment required)

The OWL at Purdue (online resource for proper citation and essay formatting)

Citation Machine (online resource for producing citations)

www.wrightem.com

Cheating:

Cheating shall not be tolerated. Cheating shall be defined as using information that does not belong to you or is not permitted. Cheating also includes giving another student your homework or using another's homework to complete your own, giving information concerning tests, quizzes, or exams to another student. Cheating includes, but is not limited to:



- Writing answers on body parts or cheat sheets
- Passing around/using old quizzes, tests, and/or exams
- Copying homework from another student and/or internet
- Giving your homework or another student's homework to someone to copy
- Looking at another's paper during quizzes, tests, or exams
- Inappropriate transfer of information through the use of electronic devices, including, but not limited to, iPads and cellphones.
- Inappropriate use of calculators and/or cameras

Students will be educated concerning the definition and nature of cheating in order to prevent dishonesty. Concerning the dual credit college courses, the students will be aware the college has a different cheating policy.

If evidence is found that a student has cheated, the student shall be given a zero on any assignment or test for which the student has given false work. Notification of the incident will be reported to parents or guardians, as well as to the administration. The teacher of the course for which the student has cheated may also assign additional work at his/her discretion. The teacher or administrator may also include another punishment such as a detention or other punitive measure for infractions. Loss of membership or nomination to the National Honor Society is enforced if a student has been found cheating.

Cell-Phone Policy:

Grades K-6

Students will have cell phones turned off and in their bookbag for the duration of the school day.

- **First Offense** – Students caught with a phone will have it removed from their possession by a teacher and a parent/guardian will be notified. The parent will need to come to the school office to pick up the phone.
- **Second Offense** – Student will sit out recess for two days.
- **Third Offense** – Student will keep phone at home for the rest of the school year.

Grades 7-12

Students will turn in phones to their homeroom teacher at the beginning of the day. They will be returned at the end of the day before students go home. Anyone who is caught with a phone during the school day will be subjected to the following discipline:

- **First Offense** – Two 60-minute detentions to be served on consecutive days starting the day of the infraction – no exceptions.
- **Second Offense** – Saturday School
- **Third Offense** – Two Saturday Schools
- **Fourth Offense** – Suspension and/or Expulsion

If a student needs to use a phone to call home, they may use the office phone dedicated to



student use. If a parent needs to speak with a student, they may call the school office.

Internet Acceptable User Policy

The use of technology must be in support of education and research consistent with the educational objectives of Saint Patrick School. Students must not access social networking sites or gaming sites, unless under teacher supervision for an educational purpose.

The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The Clergy, Principal, and Academic Dean will deem what is inappropriate use, and their decision is final.

Students are not permitted to go into the computer lab without teacher supervision. Computers will be available in the library that may be used with teacher's supervision.

Marriage Policy

At the discretion of the administration, married persons may attend St. Patrick School if they have been validly married in the Catholic Church. "Validly married in the Church" denotes and includes a premarital process determined by the Diocese. This process rarely allows persons under the age of 19 to be married in the Church.

Non-Catholic students at St. Patrick who marry in their own church and have received similar counseling, guidance, and approbation may be allowed to complete their education at St. Patrick at the discretion of the principal.

Pregnancy Policy

In addressing the concerns of individuals and families in pregnancy situations, the school recognizes its responsibility as a Christian community to provide for those in need. The health and welfare of the mother and the life of the unborn child shall be of paramount importance. While the philosophy does not condone pre-marital sex, it does not intend to brand a student or cause a student to consider or have an abortion.

A pregnant student attending St. Patrick School shall be allowed to remain in attendance at St. Patrick School. There are stipulations stated in the pregnancy policy on hand in the school office.

Grievance Procedure Policy

Anyone experiencing problems at St. Patrick School is asked to consult with the appropriate faculty member first. Parents may ask the administration to participate in the initial conference. If the parent and/or student are not satisfied with the action or decision, the parent may contact the administration and request a meeting. The administration may ask a third party to be present at any meeting. If the matter is not resolved to the satisfaction of the parent and/or student, the local Pastor or the Superintendent of Catholic Education for the Diocese of Covington may be contacted.



Any parent or student wishing to consult with a teacher, or the administration, should schedule an appointment at the convenience of the faculty member and/or administration. Teachers should be contacted at school.





SCHOOL UNIFORMS

The purpose of the school uniform is to create an environment conducive to learning. The school uniform helps to avoid competition and exaggerated appearance, which can detract from the learning environment. All students and parents are expected to respect and follow the policy. The official school uniform company is Schoolbelles Uniform Company, www.schoolbelles.com. The Schoolbelles Uniform Company School code for St. Patrick School S1980.

Regular School Day – Ordinary procedural school day.

Formal School Day – Select grade Mass days, all-school Mass days, school ceremonies, all-school Mass at the Cathedral Basilica of the Assumption in the Diocese of Covington, and any significant event appointed by the administration. Students are free to wear formal attire on regular school days if they wish.

Spirit Day – Usually the 17th of every month to honor St. Patrick. Spirit Day is an earned reward for positive behavior and academic performance. This privilege for individual students may be granted or denied by the student's homeroom teacher according to behavior, dress-code compliance, and/or academic standing.



Girls in Grades P-6

Regular School Day

- Plaid uniform jumper for girls in grades K-5. Plaid uniform skirt for girls in grade 6 (jumper and skirt available only through Schoolbelles Uniform Company). Navy-blue jumper for preschool girls.
- Navy blue slacks (pleated or flat front, no corduroy).
- Long or short sleeve white polo shirt (with or without the school logo).
- All t-shirts or items worn under a uniform shirt must be solid white with no designs or writing on them.
- Navy blue sweater or crewneck sweatshirt may be worn in the classroom. No hoodies or coats are permitted in the classroom.
- Navy blue shorts (pleated or flat front; no cargo shorts) may be worn from the beginning of the school year until October 1 and beginning April 1 until the end of the year.
- Belts must be worn with slacks and shorts. Belts may be leather or stretch in black, brown, or navy blue.
- Black or navy blue tights or leggings may be worn.
- Black, navy blue, or white socks may be worn.
- Shoes should be full back and fitted securely on the foot
 - Gym shoes or rubber-soled dress shoes only
 - Laced and tied properly (students in K-1 may wear Velcro straps on shoes)
 - Maximum of 1" heel
 - **Not permitted: slippers, flip flops, clogs, Crocs, moccasins, boots, Uggs, Vans or other "slip on" shoes; high heels; untied, torn or ripped shoes; dress, work, or snow boots.**

Spirit Day

- St. Patrick shirts, sweatshirts or sweaters may be worn. No hoodies, even St. Patrick hoodies, may be worn. Jeans with holes, rips, or of a ragged material may not be worn. Only uniform shorts may be worn on Spirit Day, from the beginning of the school year until October 1, and from April 1 until the end of the school year.



Boys in Grades P-6

Regular School Day

- Navy blue twill slacks (pleated or flat front; no corduroy).
- Long or short sleeve white polo shirt (with or without the school logo).
- All t-shirts or items worn under a uniform shirt must be solid white with no designs or writing on them.
- Navy blue sweater or crewneck sweatshirt may be worn in the classroom. No hoodies or coats are permitted in the classroom.
- Navy blue shorts (pleated or flat front; no cargo shorts) may be worn from the beginning of the school year until October 1 and beginning April 1 until the end of the year.
- Belts may be leather or stretch material in black, brown, or navy-blue.
- Black, navy blue, or white socks may be worn.
- Shoes should be full back and fitted securely on the foot:
 - Gym shoes or rubber-soled dress shoes only
 - Laced and tied properly
 - Maximum of 1" heel
 - **Not permitted: slippers, flip flops, clogs, Crocs, moccasins, boots, Uggs, Vans or other "slip on" shoes; high heels; untied, torn or ripped shoes; dress, work, or snow boots.**

Spirit Day

- St. Patrick shirts, sweatshirts or sweaters may be worn. No hoodies, even St. Patrick hoodies, may be worn. Jeans with holes, rips, or of a ragged material may not be worn. Only uniform shorts may be worn on Spirit Day, from the beginning of the school year until October 1, and from April 1 until the end of the school year.



Girls in Grades 7-12

Regular School Day

- Plaid uniform skirt (ordered from Schoolbelles Uniform Company). Skirts must not be worn more than three inches above the knee.
- Khaki slacks (pleated or flat fronts; no cargo pants).
- Long or short sleeve white polo shirt (with or without the school logo).
- All t-shirts or items worn under a white uniform shirt must be solid white with no designs or writing on them.
- Navy blue sweater or crewneck sweatshirt may be worn in the classroom. No hoodies or coats are permitted in the classroom.
- Khaki shorts (pleated or flat front; no cargo shorts) may be worn from the beginning of the school year until October 1, and beginning April 1 until the end of the year.
- Belts must be worn with slacks and shorts. Belts may be leather or stretch in black, brown, or navy blue.
- Black or navy blue tights or leggings may be worn.
- Black, navy blue, or white socks may be worn.
- Shoes should be full back and fitted securely on the foot:
 - Gym shoes or rubber-soled dress shoes only
 - Laced and tied properly
 - Maximum of 1" heel
 - **Not permitted: slippers, flip flops, clogs, Crocs, moccasins, boots, Uggs, Vans or other "slip on" shoes; high heels; untied, torn or ripped shoes; dress, work, or snow boots.**

Formal School Day

- Plaid crisscross tie (ordered from Schoolbelles Uniform Company).
- Long or short sleeve white Oxford shirt (with or without the school logo). No polo shirts on Formal School Days.
- Navy blue cardigan or V-neck only may be worn so that tie is visible. No sweatshirts may be worn on these days.
- All other Regular School Day attire applies.

Spirit Day

- St. Patrick shirts, sweatshirts or sweaters may be worn. No hoodies, even St. Patrick hoodies, may be worn. Jeans with holes, rips, or of a ragged material may not be worn. Only uniform shorts may be worn on Spirit Day, from the beginning of the school year until October 1, and from April 1 until the end of the school year.



Boys in Grades 7-12

Regular School Day

- Khaki slacks (pleated or flat fronts; no cargo pants).
- Long or short sleeve white polo shirt (with or without the school logo).
- All t-shirts or items worn under a white uniform shirt must be solid white with no designs or writing on them.
- Navy blue sweater or crewneck sweatshirt may be worn in the classroom. No hoodies or coats are permitted in the classroom.
- Khaki shorts (pleated or flat front; no cargo shorts) may be worn from the beginning of the school year until October 1, and beginning April 1 until the end of the year
- Belts may be leather or stretch material in black, brown, or navy-blue.
- Black, navy blue, or white socks may be worn.
- Shoes should be full back and fitted securely on the foot:
 - Gym shoes or rubber-soled dress shoes only
 - Laced and tied properly
 - Maximum of 1" heel
 - **Not permitted: slippers, flip flops, clogs, Crocs, moccasins, boots, Uggs, Vans or other "slip on" shoes; high heels; untied, torn or ripped shoes; dress, work, or snow boots.**

Formal School Day

- Kelly green and navy blue striped necktie (ordered from Schoolbelles Uniform Company).
- Long or short sleeve white Oxford shirt (with or without the school logo). No polo shirts on Formal School Days.
- All other Regular School Day attire applies.

Spirit Day

- St. Patrick shirts, sweatshirts or sweaters may be worn. No hoodies, even St. Patrick hoodies, may be worn. Jeans with holes, rips, or of a ragged material may not be worn. Only uniform shorts may be worn on Spirit Day, from the beginning of the school year until October 1, and from April 1 until the end of the school year.

Online ordering & order tracking available 24 hours a day www.schoolbelles.com



Personal Appearance and Jewelry

- Students' hairstyles should be clean and groomed and not hanging in the eyes
- Boys' hair must be cut to the following specifications: around the ears, above the eyebrows, and above the shirt collar. No tails, designs, ridges, or shaved heads are permitted
- Any type of hairstyle or artificial color, which calls undue or inappropriate attention and distracts from the learning atmosphere, is prohibited
- Shirttails must always be tucked in for both boys and girls. No rolling of shirts or blouses is permitted
- Boys in high school must be clean shaven. Neither beards nor long sideburns are permitted.
- Jewelry that is inconspicuous and not distracting is allowed.
- Boys may not wear earrings
- Chain belts are not permitted
- Visible tattoos and visible body piercings are not permitted.

Make-Up

- Make-up is not to be applied at school
- In grades K-5, make-up may not be worn
- In grades 6-8, light make-up may be worn
- In grades 9-12, make-up may be worn, but must be moderate
- Nail polish is permitted, but should not be distracting

Additional Policies

Any clothing, personal appearance, or jewelry that calls undue or inappropriate attention to the individual and distracts from the learning atmosphere is prohibited. Students may not wear clothes which are deemed immodest, with suggestive or offensive slogans/words, including clothes which advertise alcohol, drugs, or cigarettes. This includes school-sponsored dances or any situation in which the student is representing the school.

Enforcement

Homeroom teachers are responsible for conducting morning uniform inspections. Any student not in compliance in the elementary grades will sit out half of recess. Any junior high/high school student will be given 30 minute detention.



ADMISSIONS

The administration will select for admission those prospective students that the administration judges will benefit from, and be an asset to, St. Patrick School. A student at St. Patrick School will strive for religious, academic, and personal development. The student's family will support the school financially, according to each family's ability, through volunteer work, and by maintaining a positive, collaborative relationship with the administration, faculty, and staff. The administration will not admit applicants when, in the administration's judgment, the applicant or the applicant's parents/guardians are not ready to make the commitments necessary for a successful experience at St. Patrick School. No one shall be refused admission to St. Patrick School due to race, gender, religion, or nationality. However, St. Patrick School reserves the right to deny enrollment or re-enrollment of any child at any time.

Admission to Kindergarten

Children entering kindergarten should be five years of age no later than August 1st. The following documentation is required for admission to kindergarten:

- Birth certificate
- Baptismal certificate of Catholic student
- Physical examination record and immunization record
- Eye examination
- Any tests that the school may require

Advanced Placements and Early Admission

Advanced placement and early admission shall be at the discretion of the administration. The administration will consider items such as the following:

- Written application or oral request by parent or guardian
- Successful completion of an appropriate test administered by a competent person selected by the principal
- Conferences with teachers from previous schools
- Conferences with and evaluations by St. Patrick School faculty
- Best interest of the child intellectually, socially, and emotionally

Admissions of Students with Special Needs

Reasonable efforts will be made to meet the needs of all students. Each student's academic needs will be handled on an individual basis. Plans for students with special academic needs will be made at the discretion of the administration after meeting with parents.

Admissions of Home-Schooled Students

Home-schooled students will be admitted at the discretion of the administration.



Transfer / Admission from Another School Policy

Students transferring from another school may be admitted after completing the following steps:

- Prospective student and his/her parents/guardians are required to contact administration with their request. An interview may be required. Administration shall make the final determination if admission is appropriate.
- The school formerly attended by the student may be contacted regarding the student's grades and conduct.
- The following documentation is required:
 - Birth Certificate
 - Baptismal Certificate of Catholic Student
 - Physical Examination Record and Immunization Records
 - All transcripts including latest grades received and test scores (These may be forwarded to us from former school.)
 - Students from out of state must have a physical examination form completed

Transfer to Another School Policy

Students transferring to another school must comply with the following steps:

- The office should be notified at least one week in advance of the transfer
- All debts are to be paid in full before records will be forwarded to new school
- All property – books, uniforms, etc.– belonging to the school must be returned before records will be forwarded



FINANCIAL CONSIDERATIONS

Tuition Assistance Policy

St. Patrick School tuition plan is based upon 12 monthly payments that begin July 1st and end June 1st. Parents or guardians receive invoices from Smart Tuition monthly for the school year. Payments are due the first of each month and should be received by Smart Tuition on or before the 10th of the month. Smart Tuition will send out past due statements monthly with a \$40.00 service fee for any payment not received on or before the 11th of the month.

If a family has been approved for a reduced tuition due to financial needs, the family must agree to the following:

- Make timely installment payments beginning on July 1 and ending on June 1 unless other terms are agreed upon by the superintendent or finance committee of St. Patrick School
- Volunteer and assist the required number of hours (25) in fundraisers for the school throughout the twelve month period as stated in the St. Patrick School Handbook Policy. In addition to the minimum volunteer hours (25) stated in the Handbook Policy, families must work an additional 25 hours, total of 50 hours

Registration Deposit

Each family enrolling new students or who have returning students will be charged a \$100 registration fee. This fee will hold a student's spot in his/her class. When the school year begins with the student attending, the deposit will be credited toward tuition. The deposit is non-refundable if the student transfers or is being home schooled for the year.

Past Due Accounts

It is the responsibility of each family to keep its account current. An account is considered past due after 10 days. A \$40.00 administration fee will be charged for all payments **not** received on or before the 11th of each month. **If an account is past due 30 days, the student will be ineligible for extra-curricular activities. If an account is past due 60 days, the student can be excluded from school at the discretion of the pastor. When all payments are current, the student will be considered for re-admission.** The finance committee will consider each case, and then submit their recommendation to the principal who will decide whether to re-admit. If because of special circumstances a family is unable to make timely payments, the family should contact the Parish Business Office or the pastor. Every effort will be made to work through the problem together. Families who have not paid their tuition in full by the end of the school year, or have not made other arrangements, may not register their children at St. Patrick School for the following school year.

Financial Aid

Kentucky regulations require that each school offering tuition assistance must contract with a state pre-approved company that will review and make recommendations to the pastor on dollar



amounts of aid to be granted each family applying. Families who feel that they cannot pay their full tuition amount should request a financial aid application from our Parish Business Office. This application should be filled out in its entirety and returned, along with a complete copy of the previous year's tax return, as soon as possible but no later than May 1st. Confidentiality is adhered to in all these matters. Applications will be processed through an outside group that will make the decision concerning reduced tuition. If you feel that the amount you have been awarded is unacceptable, a conference with the pastor may be scheduled to discuss this matter. Financial aid must be re-applied for each school year. Please refer to our tuition assistance policy for further explanation.

Fees

Retreat Fees

Assessment Fees

Book Fees: Determined per class, per year



SCHOOL SAFETY

Emergency Information

Emergency information for each student is kept on record in the school office. Parents are required to fill out a new emergency card annually.

Information includes the following:

- Name, address, and home telephone number (also cell-phone numbers of parents/guardians of students)
- Business telephone of parents/guardian
- Email addresses of parents/guardians
- Name and phone number of family physician
- Expected management of recurring attacks or seizures to which the student may be susceptible or any other medical needs or issues
- Signature of parents or guardian
- Names and phone numbers of alternate persons to contact in case parents cannot be reached
- Names of those adults who may pick up the child from school

Emergency Procedures

St. Patrick School has an **Emergency Procedure Guide** in every classroom and in the school office for review upon request.

Drills

Drills for earthquake, fire, and tornado are held according to regulation. Specific routes for tornado and fire are posted in each room.

All drills and/or evacuations need to be taken seriously by both students and faculty.

Emergency Notification

In case of an emergency at the school, the administration is to contact the local emergency and/or disaster officials. The media will be informed of the situation. Parents are asked not to contact the school office by telephone or in person until told to do so through local media. If the school administration determines there is a need for early dismissal, parents will be notified.





STUDENT SUPPORT SERVICES

Student Cars

- Commonwealth of Kentucky School Compliance Verification for Driving Licensing KRS 159.051 (No Pass/No Drive Statute) Form may be picked up in the office.
- All students who wish to drive automobiles to and from school regularly are to receive written permission from parents and approval of the administration. Car permit forms are available in the office. Any student who wishes to use the student parking lot must obtain a green parking tag at a cost of \$10 per year, which will defray maintenance costs. Parking is limited. Seniors will be offered first choice followed by the juniors. A parking tag is required for student parking on the street.
- Cars driven by students are not to be moved until the student is ready to return home at the end of the school day, except by special permission from the administration and written request from parents
- Students' cars are not to be parked in the faculty parking lot or on Limestone Street between 3rd and 4th Streets during school hours
- Students may not sit in their cars during lunch period
- No other vehicle (moped, etc.) may be used for transportation to school except by special permission
- Violation of any of these rules may lead to temporary or permanent loss of driving privileges to school

Field Trips

Field trips are encouraged to broaden the student's educational experience. Permission slips for each trip are to be signed by a parent and returned to school before the student is permitted to participate.

Conduct and safety rules are strictly enforced on these trips and students not conforming to the rules may be excluded from participating in future trips or may be otherwise disciplined.

March for Life – Washington D.C.

All high school students are encouraged to attend the Right-To-Life March in Washington, D.C. in January. Arrangements for the trip will be made through the school.

Gymnasium

- Use of the gym during the school year must be cleared through the school office.
- Two Virtus-compliant adults must always be in supervision.
- Students who are in the gym for various activities are not permitted in other areas of the building.
- Anyone using the gymnasium is expected to clean up after their event.



- Adults in charge of supervision are responsible for making sure all doors are locked and secured before leaving the property.

Library

Library books and reference materials are available in each of the elementary classrooms. All students have access to the library on a regular basis.

Lockers

Lockers are to be used by junior high/high school students. Students will not be allowed to carry backpacks to classes. Lockers will be assigned to high school students on the first day of school. Locks can be provided for all students who request one. No personal locks are permitted. Please be informed that the contents and cleanliness of the lockers are the responsibility of the assigned student. Locks are strongly encouraged. Additionally, no open food or drink containers are allowed in lockers. Lockers will be cleaned out before weekends and extended breaks.

Unannounced locker inspections will occur routinely.

Lunch Program

- Students may participate in the hot lunch program, or they may pack their lunch. Milk, either chocolate or white, is included in the lunch fee. Students bringing their lunch may purchase milk separately.
- During the lunch period, each student is expected to be considerate of others and practice the general rules of good manners. This includes leaving tables and the surrounding area clean and orderly and putting trash in the proper containers.
- Food or drink may not be taken from the cafeteria or kitchen at any time unless directed by a teacher.
- Lunch monies will be put into an account electronically. This can be done through the cafeteria each morning from 7:30-7:45. When a family's lunch account is low on funds, an email will be sent to the parents. Once the account is -\$20, the student will be served peanut butter & jelly and milk only until the account is paid.
- No student is permitted in the kitchen area
- Lunch prices:
 - PK-8= \$2.90
 - Grades 9-12 = \$3.15
 - Adults = \$3.60
 - Ala carte items = Individually priced



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HANDBOOK CONTRACT

This certifies that we have read, understand, and will abide by the rules and regulations as set forth in the St. Patrick School student/parent handbook.

Parent/Guardian Signature(s)

Student's Signature

Grade

Student's Signature

Grade

Student's Signature

Grade

Student's Signature

Grade

Student's Signature

Grade

Student's Signature

Grade

____ / ____ / ____
Date

Please sign and return to your homeroom teacher.



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2021 – 2022 BELL SCHEDULE

M-Tu-W	TH-F and all Mass Days	Delay – 1 Hour	Delay - 2 Hour	Noon Dismissal
7:45 -7:50 Homeroom	7:45 – 7:55 Homeroom	8:45 – 8:50 Homeroom	9:45 – 9:50 Homeroom	7:45-7:50 Homeroom
1 st Period 7:50 – 8:45	1 st Period 8:50 – 9:30	1 st Period 8:50 – 9:30	1 st Period 9:50 -10:15	1 st Period 7:50-8:27
2 nd Period 8:50– 9:45	2 nd Period 9:35 – 10:15	2 nd Period 9:35– 10:15	2 nd Period 10:20 – 10:45	2 nd Period 8:32-9:10
3 rd Period 9:50 – 10:45	3 rd Period 10:20 -11:00	3 rd Period 10:20 – 11:00	3 rd Period 10:50 – 11:15	3 rd Period 9:15-9:52
4 th Period 10:50 -11:45	4 th Period 11:05 – 11:45	4 th Period 11:05 – 11:45	4 th Period 11:20 -11:45	4 th Period 9:57-10:34
5 th Period 11:50 – 12:30	Same	Same	Same	5 th Period SKIP
6 th Period 1:05 – 2:00	Same	Same	Same	6 th Period 10:39-11:16
7 th Period 2:05 – 3:00	Same	Same	Same	7 th Period 11:21-12:00



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2021-2022 SCHOOL CALENDAR – IMPORTANT DATES

August 10	Grade & High School Registration--- anytime from 9:00 A.M.-1:00 P.M. in the gym
August 12	First day for students (1/2 day) Dismissal @ noon
August 16	Preschool Montessori Orientation 5:30
August 18	Preschool Montessori First day for students
August 23-September 7	Fall Mum Flower Sale
September 6	Labor Day—No School
September 10-12	Fall Festival; Dismissal @ noon on September 10; Progress Report go home September 10
September 13	Professional Day for Teachers—No School
September 14	Grandparent's Day
September 17	Senior Mass @ 1:00 Cathedral in Covington; Spirit Day
September 24	Junior & Senior Day of Recollection/Grandparents Day
October 1-22	SpiritWear Fundraiser for Athletics
October 1	Freshman & Sophomore Day of Recollection
October 5	ACT District Choice Seniors
October 8	Fall Break
October	Senior Retreat
October 13	PSAT (Sophomores & Juniors)
October 15	End of 1 st Quarter; Spirit Day
October 15-October 27	Winter Poinsettia Flower Sale
October 19	Parent/Teachers Conferences 3:30-5:30
October 20	Fall Picture Day
November 2	All Saints Day—No School
November 17	Spirit Day
November 18	Progress Reports Sent Home
November 24	Special School Thanksgiving Dinner
November 24-26	Thanksgiving Break
December 1	ASVAB (Sophomores & Juniors)
December 3	Middle School/High School Band Concert & High School Choir Concert & Elementary Christmas Program Time TBA
December 7	Makeup Fall Picture Retake
December 8	Immaculate Conception—No School
December 13	Spirit Day
December 14-December 17	High School Exams



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December 17	Last day before Christmas Break—dismiss @ noon. End of 2 nd Quarter
January 3	Return from Christmas Break
January 17	Martin Luther King Day—No School
January 18	Spirit Day
January 20-21	Right to Life March
January 31-February 4	Catholic Schools Week---Regular Dismissal Wed., 2/02/21 Mass at the Cathedral @ 10:00
February 2	Progress Reports Sent Home
February	Assessment of Catechesis/Religious Education (ACRE) Testing Window (Gr. 5, 8, 11)
February 17	Spirit Day
February 21	President's Day—No School
March 2	Ash Wednesday
March	ACT Test Juniors
March 4	End of 3rd Quarter & Spring Picture Day
March 8	Parent/Teacher Conferences—3:30-5:30 (Request Only)
March 9	Spring Pictures
March 17	Spirit Day
March 18-20	Spring Musical
March 1-March 15	Spring Flower Sale
April 1	Junior & Senior Day of Recollection
April 6	Progress Reports Sent Home
April 8	Freshman & Sophomore Day of Recollection
April 14	Holy Thursday—No School
April 15	Good Friday—No School
April 18-22	Spring Break
April 29	Middle School/High School Band Concert Time TBA
May 1	First Communion
May 2	May Crowning/Confirmation (8th Grade @ 7:00)
May 6	Prom
May 13	Field Day/Daddy/Daughter Dance
May 19	Torch Ceremony 6:30
May 20	Field Day (Rain Date) & 7th/8th Grade Dance
May 24-27	High School Exams
May 27	Last day for Students---Dismissal @ Noon & Senior Banquet @ 6:00
May 28	High School Graduation @ 1:00
May 31	Closing Day—Professional Day for Teachers (Make-Up Day)