



**2025-26 Parent/Student Handbook
St. Patrick Catholic School**

1. FOREWORD

The Parent and Student Handbook is published so that all families of St. Patrick Catholic School may have the information necessary for the understanding and support of the daily operation of our parish-school. The policies have been approved and adopted by the St. Patrick Catholic School Advisory Board and Parish Council. It is essential that all parents read the information contained in this handbook so there are few misunderstandings.

The handbook is considered a contract between the family and the parish-school. Parents have the obligation to familiarize themselves and their child(ren) with the contents of the St. Patrick Catholic School Handbook.

This handbook is in keeping with policies and procedures set forth by the Archdiocese of Louisville. A complete copy of these policies is available online. If the handbook does not contain the information you need, please contact the school office for questions and support.

All families must sign a statement that states that the parent and child(ren) have read the handbook, have discussed the contents, and agree to abide by the policies stated herein. The Pastor and Principal retain the right to amend the Handbook for just cause. Parents and students will be notified promptly of any changes made.

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GENERAL INFORMATION & INSTRUCTIONAL PROGRAMS

2. MISSION

St. Patrick Catholic School community, partnering with the family, provides students with exceptional spiritual and academic programs deeply rooted in our Catholic faith tradition.

3. VISION

Excellence. Reimagined... (Revisioning beginning in 2025)

4. PHILOSOPHY

St. Patrick Catholic School faculty, parish staff, parish school advisory board, and parent-teacher organization believe in providing a school program that is clearly Catholic, aims for excellence in academics, and recognizes the uniqueness of all students. The faculty, supported by the parish staff, parish school advisory board, and parent-teacher organization, recognizes that students must be prepared to meet the challenges of an ever-changing world and live cooperatively as critical thinkers and problem solvers in a global society. Love of God, human dignity, justice, ecumenism, service to others, stewardship, and excellence are among the values lived.

WORKING TOGETHER IN CATHOLIC SCHOOLS

Catholic schools in the Archdiocese of Louisville work in partnership with parents and their school communities to promote a shared responsibility for the education of each child. The principles and expectations below help us all to achieve this critical partnership.

This partnership recognizes:

- Parents as the primary and continuing educators of their children.
- The contribution that parents make by valuing the Catholic identity of our schools.
- The shared responsibility for the moral, spiritual, emotional, and social development of students in our schools

Parents can expect that their child's school will:

- Provide an excellent education based on the traditions of Catholic teachings.
- Strive to maintain a safe, secure, and welcoming environment for their children.
- Involve parents as the first educators in any decisions that affect their child's learning or well-being.
- Provide timely and accurate information about their child's progress.
- Respect a parent's working hours in terms of response times to emails and phone calls.
- Demonstrate respect for the privacy of families in all interactions, including through the use of technology and social media.

The school can expect that parents will:

- Actively support school policies and expectations.
- Work collaboratively with school leaders, teachers, and staff.
- Respect the skills, knowledge, and experience of school leaders and teachers.
- Demonstrate respect for the school and staff in all communications including digital technologies and social media.
- Contribute to the life of the school in ways that reflect their interests, skills, and experience.
- Fulfill their commitment to pay all fees in a timely manner, and in hardship circumstances, to actively work with the school to seek out mutually suitable arrangements for their payment.
- Respect a teacher's working hours in terms of response times to emails and phone calls.
- Request a formal meeting time with their child's teacher when there is a concern to be discussed.

As integral partners in the life of school communities, the school and parents have a co-responsibility to:

- Value and respect the Catholic identity of the school, its relationship to the parish community, and the teaching of Catholic beliefs.
- Model Christian values and support the mission of Catholic schools with all members of the school community.
- Value and respect the diversity and cultures within the school community.
- Contribute to a welcoming and inclusive school community.
- Support the child's learning at school and home.
- Contribute to consultation through the advisory board and participate in appropriate decision-making processes.
- Work toward resolving disagreements through respectful discussion and negotiation.
- Contribute to a culture where privacy and confidentiality are assured.
- Ensure respectful and caring relationships are reflected in the ways in which staff, students, and parents interact when engaging in sporting and extra-curricular activities.
- Acknowledge and support the work of the school advisory group and associated committees within the school and parish.

5. ADMISSIONS POLICIES & PROCEDURES

St. Patrick Catholic School Admission Policy

The basic purpose of Catholic schools is to assure that Catholic truths, values, and stewardship are fully integrated with the students' life and academic program. Families of students should not apply unless they desire and intend to participate fully in the religious program of the school.

The school will meet or exceed the educational requirements as stated by the Kentucky State Board of Education and the Archdiocese of Louisville. The following admission policy has been approved

and adopted by the St. Patrick Catholic School Advisory Board and the St. Patrick Parish Council (Spring, 2025).

A St. Patrick Parish Family is defined as:

Regularly attends Mass/Sunday liturgy and worship services, participates in parish stewardship by financially supporting St. Patrick Catholic Church through consistent financial contributions as well as the sharing of time and talent through involvement in activities, committees, ministries, etc.

Faithful stewardship activity is determined by review and confirmation of the information presented on annual stewardship intention forms. One parent must be Catholic and the student(s) must be up to date on his/her sacraments or currently enrolled in PREP.

It is an expectation from the pastor, as disciples and registered parishioners, to participate financially in the support of our parish. It takes the generous financial support and volunteerism from the whole parish community to make our school thrive.

Tuition covers a majority of the cost of this ministry, but it is supplemented by our parish stewardship investment of approximately \$650,000 each year in the education and formation of our students and families which correlates to approximately \$975.00 per student. These numbers fluctuate year to year based on stewardship giving and enrollment numbers. We encourage all of our members, but especially our families with children or grandchildren in our school, to participate financially in the support of our parish and this great ministry. None of this would be possible without your generous support through stewardship.

St. Patrick offers the following criteria to receive a discounted rate of school tuition:

- One who is registered and regularly participates in the liturgical life of the parish and demonstrates support of the parish mission by prayerfully completing, returning and fulfilling an annual Stewardship commitment of time, talent, and treasure
- One parent must be an active Catholic to register in the parish and receive the discounted rate of tuition

<https://stpatlou.org/stewardship>

[2024 Guidebook & Directory](#)

A. Re-enrollment

Once admitted to St. Patrick Catholic School, students of registered parish families as defined above maintain first priority for annual re-enrollment if Stewardship and financial commitment involving tuition requirements are sustained. There is a re-enrollment fee which is a non-refundable \$150 per child fee and will be withdrawn from FACTS in February each year. This secures a seat in the following grade for each child. The proceeding guidelines pertain to siblings of re-enrolling students.

1. Preference will be given to families whose oldest child began their education in Preschool, junior kindergarten or kindergarten at St. Patrick Catholic School and have been consistently

enrolled.

2. Families whose children began their education at St. Patrick Catholic School after kindergarten are not guaranteed younger siblings' entrance until the older sibling has been enrolled at least one full school year.

B. Admission to St. Patrick Catholic School

Admission for junior kindergarten or kindergarten through eighth grade is based on giving priority to parish families as defined above. All junior kindergarten and kindergarten students must be five years old by August 1st. All first grade students must be six years old by August 1st. (2017); Transfer students may be grandfathered in from a previous start date requirement. (KAR 158.030)

Applications are submitted online and the application fee is \$200 before the January deadline and \$250 post deadline. Preference for active parishioners will be given during the active registration period only and is determined using the following order of acceptance:

1. Parish families who have children in St. Patrick Catholic School who have been enrolled for at least one full year or have an older sibling who has graduated from St. Patrick Catholic School.
2. Parish families who have completed the Stewardship process for St. Patrick Catholic Church.
3. Families who are registered parishioners within the Archdiocese of Louisville at another parish will be accepted before other non-members of St. Patrick or non-Catholics. They will also be able to pay the parish tuition rate without changing parishes. This decision was approved by the School Advisory Board and Parish Council (2015). Once their children have attended for one full school year, they will follow the same re-enrollment guidelines as St. Patrick parishioners.
4. Families moving into the area, who become registered parish families and whose children were enrolled in another Catholic school. Equal priority is granted where children were not registered in Catholic schools because Catholic schools were not available in the former location, but children participated in the religious education program of the parish.
5. In the event that there are more applications than positions available, date of parish membership will be considered, if other factors such as active participation are equal.
6. Non-Parish families (at the discretion of the principal and pastor, and after an interview with the family) may be accepted if space permits.
7. Siblings of non-parish students are not to assume priority if parishioners desire admission. In such cases, the date of parish registration and involvement in the parish determines the order of admissions. Faculty members of St. Patrick Catholic School will be considered as parish families for tuition purposes regardless of their registered home parish.

Once the aforementioned has been completed, the school will adhere the following procedures:

Admission procedures for students entering Preschool, Junior Kindergarten or Kindergarten

- Contact the school office for information, a guided tour, and admissions paperwork
- Complete on application form through PowerSchool Registration portal
- Submit application with the pre-registration fee to the school office

- Contact school office to schedule an interview (Preschool or a Gesell screening (JK, K, 1)
- Following the interview and/or Gesell screening, parents are notified of results
- The Learning Coordinators review Gesell results with school principal
- The school principal reviews the entire application and supporting credentials and makes acceptance decision
- Upon acceptance, the school and parish office will make contact with the family

Admission procedures for students entering grades 1-8

- Contact the school office for information and admissions paperwork
- Submit application with pre-registration fee to school office via PowerSchool Enrollment online
- The Learning Coordinator and school leadership review application, make contact with previous school and interview applicant with his/her family
- Recommendations are sent to the school principal
- School principal reviews application and recommendations to make acceptance decisions
- Upon acceptance, the school and parish office will make contact with the family

Upon admission to St. Patrick Catholic School, students maintain their enrollment status as long as all stewardship requirements are met and school fees are current. Report cards and other school records will be held until all fees have been paid. St. Patrick Catholic School uses the FACTS Payment Program for collecting all school fees such as pre-registration (non-refundable), academic fees, and tuition payments. Your enrollment in the FACTS Payment Program and original agreement authorizes FACTS to continue processing payments for as long as your child is enrolled in St. Patrick Catholic School. See Tuition Delinquency and Fee Payment Policy [HERE](#) for more information, including what is owed if you unenroll during the school year.

C. Withdrawal & Delinquent Tuition Policies

WITHDRAWAL

If a child is dismissed from the school, or a family formally contacts the school office desiring to withdraw their child(ren) from St. Patrick Catholic School, responsible parties are accountable for tuition and fees according to the following obligation:

- Withdrawals after June 15: 1 months tuition
- Withdrawals after July 15: 2 months tuition
- Withdrawals after August 15: 3 months tuition
- Withdrawals after October 15: 6 months tuition
- Withdrawals after December 15: Full tuition

St. Patrick Catholic School encourages all responsible parties to maintain open dialogue with the Business Manager to ensure a complete understanding of each family's financial circumstances. Our goal is to provide a Catholic education to every student that desires one. By working together, we can make sure this goal is met.

The success of St. Patrick Catholic School relies upon the commitment of families to:

- Make Catholic education a financial priority;
- Be involved in their children's education;
- Make their tuition and fee payments on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Business Manager as soon as possible. Some examples of such circumstances may be a family emergency, an illness, or loss of employment. Failure to comply may impact your child's enrollment in the school and/or your family's ability to get tuition assistance at a future date.

When payments are not made in accordance with the agreement in the FACTS program, the following steps will take place:

Returned Payment:

- When a payment is returned in FACTS, it will be re-attempted twice. If the payment is successful upon re-attempt and the account becomes current, no further action is necessary. If the payment is returned again, the family must make a payment either online or by bringing in a payment within the next five business days. If this does not occur, then the 30 days past due policy (below) will apply.
- **PLEASE NOTE:** A valid payment account must be set up within FACTS at all times. If a family is notified that their payment source is invalid, a new payment source must be set up by the family within 5 business days.

30 days past due:

- When an account becomes 30 days past due under the established agreement, the financially responsible party will receive a notification from FACTS. They will also receive an email from the Business Manager. It is the responsibility of the family to contact the Business Manager within 15 days of receipt of this notification to correct the situation or make an acceptable alternate plan for payment.

60 days past due:

- When an account becomes 60 days past due under the established agreement, and the alternate payment plan is not being fulfilled, the responsible party will receive written notice explaining the commitment and requiring immediate attention to the matter. In addition to this notification, the following will also take place:
 - o A face to face meeting will be held with responsible parties and the Business Manager.
 - o Student(s) will not be permitted to pre-register or to return for the following academic year until the balance is paid in full.
 - o Report cards and transcripts will be withheld until balance is paid in full, or an alternative plan has been approved.

90 days past due:

- When an account becomes 90 days past due under the established agreement, and previously arranged payment plans are not being fulfilled, the responsible party will receive written notice explaining the commitment and requiring immediate attention to the matter. In addition to this notification, the following will also take place:
 - The Finance Council will be informed of the past due account information.
 - The Finance office of the Archdiocese of Louisville will be informed of the account delinquency.
 - Student(s) will be withdrawn from St. Patrick Preschool, School, After School Care and Extra-Curricular Activities.
 - Student(s) will not be permitted to pre-register or to return for the following academic year until the balance is paid in full.
 - Report cards and transcripts will be withheld until full payment is made.

6. FACULTY AND STAFF

The primary instructional tool in any educational facility is its staff. In recognizing this educational reality, St. Patrick Catholic School seeks to gather teaching and support personnel who regard the Gospel Message as central to any effective teaching and who strive to become more proficient in their chosen profession, both academically and catechetically. In addition to personal prayer and participating in lifelong faith formation, Saint Patrick faculty and staff set aside time for prayer and worship together. It is our belief that such prayer experiences are essential to our teaching ministry. Each teacher recognizes that assessing student needs, teaching essential skills, evaluating progress, and participating in professional development opportunities are keys to offering a quality Catholic education.

The administration of St. Patrick Catholic School is comprised of the following individuals:

Parish Priest: pastoral leader of the parish-school

Principal: leads curriculum initiatives, discipline, safety, faculty, student affairs, stewardship program, school policy, finances, re-accreditation, school advisory board matters.

Dean of Students & Learning: provides leadership and support for the development of the whole child, specific to their grade band assignment (i.e. K-4, 5-8); oversees grade reporting, attendance, discipline, student testing, student/teacher schedules, classroom instruction, and coordinates interventions for students who need additional support (i.e. Accommodation Plans, Gifted & Talented).

School Counselor(s): offers counseling for academic or personal concerns, group counseling with students, attendance issues, social emotional learning programs, school safety.

Team Leads: Each grade level and Special Area Team has a teacher leader assigned. These teachers help carry out the mission and vision of the school by leading their colleagues in a number of initiatives and help communicate specific needs to the principal.

Director of Admissions: leads enrollment management program with principal including providing all prospective families tours and open houses, information, guidance/support on submitting an application, and retention efforts.

Director of Technology: oversees St. Patrick's technology resources including vendor partnerships, Internet access, and all digital devices that support the church's mission.

Director of Engagement: is primarily responsible for developing and implementing programs that further the institutional well-being of Saint Patrick Catholic Parish and School with specific focus on mission enhancement, stewardship, fund and resource development, public relations, and communications.

Office Manager: oversees front office staff; executes principal and school calendar; secures substitute teachers; liaison between Miller Transportation for bus services; liaison along with principal for PTO activities, particularly purchasing

7. SCHOOL SUPPORT ORGANIZATIONS

SCHOOL ADVISORY BOARD

The St. Patrick Catholic School Advisory Board consists of nine representatives. They are selected from the parish at large and/or are parent/guardians of a student enrolled and serve three-year terms. The Board is also composed of the PTO president, and the following ex-officio members: the pastor, principal, and two faculty representatives. The list of representatives will be posted on the school's website at the beginning of each year. The Board meets regularly throughout the school year.

Each Catholic school in the Archdiocese of Louisville shall have a local school advisory board or a Board of Total Catholic Education which functions as a subcommittee of the Formation and Education Committee of the parish. These boards are consultative to the pastor. As a parent/guardian of St. Patrick you are invited to address the Board on matters relating to the operation of our school. If you wish to address the board, you must submit items for the agenda to the executive committee (School Advisory Board chairperson, pastor, and principal) for their consideration prior to placement on the agenda.

PARENT TEACHER ORGANIZATION – PTO

The PTO of St. Patrick Catholic School is always looking for ways to improve the student experience. The PTO supports room parents, Grandparent days, yearbook design, Catholic Schools Week celebration, Staff Appreciation Week, student recognition, St. Patrick Day celebrations, fundraising, and much more. The PTO is a wonderful way to participate in your child's education. If you have a student at St. Patrick Catholic School, you are a member of the PTO. Your suggestions and comments are always welcome. The Executive Board is made up of a president, president-elect, secretary, treasurer, and a treasurer-elect. The PTO General Board is made up of any parent who volunteers to hold a committee head position.

All PTO information can be found on the web site: stpatlou.school.org; Go to 'Parents' and 'PTO'.

Upcoming events will be listed. You may also follow the PTO Facebook Page for information and updates.

All funds raised by the St. Patrick PTO are used at the discretion of the school principal for the betterment of students' educational experience at St. Patrick Catholic School.

8. SCHOOL HOURS

Our school day begins at 7:45 A.M. and ends at 2:45 P.M. (M, T, Th, F), providing six (6) hours, fifteen (15) minutes of dedicated time for instruction and forty (40) minutes for recess and lunch. Students are released on Wednesdays at 1:30 p.m. so that faculty may collaborate and work together and dedicate time to

professional learning.

Students in school less than two hours will be assigned a full day's absence. Students in school less than four hours will be assigned a half-day's absence. Students are not allowed on school premises (inside or outside the building) before 7:15 A.M. There is no provision for supervising students prior to that time. After boarding the bus or arriving on school grounds, a student is considered to be the responsibility of the school and is not allowed to leave without following dismissal procedures through the school office. The school doors will be opened at 7:15 A.M.

Students should report to the following holding areas between 7:15 a.m. to 7:35 a.m.:

- Preschool: Cafeteria
- Grades JK-2: Schindler Hall
- Grades 3-4: Miles Hall Classrooms (top floor)
- Grades 5-8: Celtic Center

Faculty members will supervise these holding areas until students are dismissed to the classrooms. Any student arriving after 7:35 A.M. and prior to 7:45 A.M. should report directly to their homeroom classroom. Students who do not arrive at the school office by 7:45 a.m. will be given tardy slips which are tracked by the school office.

9. SCHOOL OFFICE HOURS

School office hours are from 7:15 A.M. - 3:30 P.M M-F. If a student forgets books, homework, etc. and needs to return to the building after school has been dismissed, the only adults that are authorized to let a child back into the classroom are the principal, office staff, or the child's homeroom teacher. Maintenance staff or parish staff members are not authorized to open any classroom door after school hours.

10. SCHOOL VISITORS

All school visitors, including parents, must enter at the front school office entrance and push the video intercom system. You will be asked to state the purpose of your visit to a receptionist and you may be asked to show a valid form of identification if the staff member does not know you. You will then pick up a visitor's pass and sign the visitor's book. Upon leaving the school, all visitors are expected to return to the office where they will sign out on the line next to their name. Visitors must have an appointment made in advance with a faculty or staff member. Please remember the school office is dedicated to supporting students and teachers, therefore any personal business or behavior that could be distracting or disruptive are not permitted. Visitors may be asked to wait in the lobby rather than the front office desk area.

Kentucky State Law states that Unlawful Possession of weapons on School Property is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine.

11. STUDENT RECORDS/ CHANGE IN INFORMATION

Parent(s)/Guardian(s) must notify the office at once when there are changes in information given on the Registration Form/Emergency Card. These include: changes in address, telephone numbers, emails, places of employment of parent/guardian, changes in the emergency numbers, changes in transportation that are not temporary, changes in marital status, and/or changes in custodial rights via court orders.

12. FORWARDING RECORDS

A notification of withdrawal should be made to the school office when withdrawing from St. Patrick Catholic School. Teachers will summarize the student's progress and prepare the student's file for forwarding to his/her next school. Office records will be forwarded upon the request of the receiving school. All financial obligations to the parish must be met before records are sent (form is included as Appendix A). See the following link for guidance: [Tuition Payment Policy](#)

13. SCHOOL VOLUNTEERS

St. Patrick Catholic School welcomes qualified volunteers. St. Patrick Catholic School will provide specific training for all volunteers concerning their responsibilities. The Principal makes the final determination as to whether a particular volunteer's services can be utilized. Prior to giving any service at the school, volunteers must authorize a background check and participate in the Archdiocese of Louisville "Safe Environment Training." Access more information on these policies and available trainings here: archlou.org/safe.

14. PARENT CONDUCT

As partners in Catholic education, St. Patrick acknowledges parents as the domestic church and the primary educators of their child. Parents are the most influential role models in their child's life. Our school strives to build a harmonious community where students can flourish. It is expected that parents will conduct themselves in accordance with the Gospel message toward other parents, students, and staff members at all times within the school setting, at school sponsored activities, and in the community.

Conflicts, disagreements and issues may arise. However, within this Christian environment, all communication should occur in a professional, respectful manner. See Section 4 "Working Together in Catholic Schools" for clear guidelines about behavior expectations for all adults involved.

15. RIGHTS OF THE NON-CUSTODIAL PARENT

St. Patrick Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of custodial parents. Parents may view their children's files upon request; no more than forty-eight hours may elapse between the request and the review. Parents will be given copies of their children's files upon request. A reasonable copying fee may be charged. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order or divorce decree.

16. INSTRUCTIONAL PROGRAMS & CURRICULUM

The instructional programs and curriculum of St. Patrick Catholic School are developed according to the current Catholic Church teaching and documents such as *The National Catechetical Directory*, *The General Directory for Catechesis*, *To Teach As Jesus Did*, as well as Archdiocesan and school/parish statements on mission, visions, values, goals, and philosophy; student needs, and school instructional improvement plans; and the *Archdiocese of Louisville Curriculum Framework* including learner goals, academic expectations, content guidelines, performance standards, suggested topics of study,

essential understandings, guided questions, and essential processes and skills in the all content areas.

All schools will use the Archdiocesan Curriculum Framework when designing, implementing and assessing instructional programs at the school level. Specific grade level indicators are included as part of the Archdiocesan Curriculum Framework. The indicators are not all inclusive. They are intended to give guidance in curriculum planning at the local school level. This curriculum framework can be found on the St. Patrick website under the 'Academics' section or the Archdiocese of Louisville website: <https://louisvillecatholicschools.com/join-us/curriculum/>

17. GOALS AND LEARNER OUTCOMES

Spiritual Outcomes

Students will understand what it means to model Roman Catholic values through stewardship, social justice teaching, and liturgical celebrations. To meet the six main tasks for all religious education based on *The General Directory of Catechesis*:

- Promoting knowledge of faith
- Liturgical education
- Moral formation
- Teaching to pray
- Educating for community life
- Missionary initiation

Academic Outcomes

To support the vision of St. Patrick Catholic School, students will embrace a strong curriculum enhanced by instruction designed to meet the needs of all students; promote critical thinking, teamwork, leadership, and personal investment in a quality education; provide technologically advanced resources to prepare students for success in an ever-changing world.

For access to the Archdiocese of Louisville Curriculum Framework, please access the documents here: <https://louisvillecatholicschools.com/join-us/curriculum/>

18. RIGHT TO AMEND

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

SCHOOL AND PARENT COMMUNICATIONS & GRADING POLICIES

19. STUDENT PLANNERS

Students in grades 2 - 8 are supplied a Catholic student planner in which he/she records assignments and due dates. Parents/guardians should review this assignment notebook frequently. Individual teachers may require parent signatures to insure that the student acquires the habit of taking his/her planner home.

20. GRADING POLICIES/PRACTICES

Grades Junior Kindergarten - 5th Grade: - Standards-Based Grading (Traditional letter grades are not given.)

To reinforce our values of lifelong learning and continued growth, St. Patrick utilizes a standards-based learning or proficiency-based educational model. As you learn more about the process for student learning, brain science, and what the academic research implicates, standards-based learning and grade reporting is a more appropriate and successful way to encourage students on their unique learning journey. We are striving to promote deeper evidence of student learning and better communication on student's strengths and areas for improvement.

Report Cards include “essential” or “priority” standards which are the most important for grade level promotion. The progress (see measurements below) made that term on each essential standard will be noted for all stakeholders to view on the report card. Faculty will also be teaching standards that are not on the report card but are included in the Archdiocese Curriculum Framework.

The codes below are used to measure student progress on each essential standard.

- 4 – Exceeds grade level standards consistently
- 3 – Meets grade level standards
- 2 – Progressing towards grade level standards
- 1 – Below grade level standards

A 4 on the standards-based report card does not equal an A in a traditional grading model. The scores (i.e. 4, 3, 2, 1) are based on whether a child's performances on key assignments consistently *exceed* standards (4), meet grade level standards (3), fall somewhat below standards (2), or fall significantly below standards (1).

In prior reporting, an A may have meant that a child met all the standards for the test or assignment; in the new report card, this would be presented by a 3. A 4 on the standards report card means that a student consistently demonstrates a level of skill and deeper understanding beyond the proficiency standard for his or her grade level. Students are eligible to begin earning 4s in the 2nd grade.

Grades 6 through 8 Grading Policy – The following codes are used to record a student's progress:

- A** – Mastery of subject matter and skills is excellent (93% or above)
- B** – Mastery of subject matter is very good (84% or above)
- C** – Mastery of subject matter and skills is adequate (75% or above)
- D** – Obvious difficulty in mastery of subject matter. (70% or above)
- U** – Lack of mastery of subject matter is preventing further progress (below 70%).

Many standards-based grading principles are still implemented in grades 6-8 to promote mastery and

lifelong learning. This includes ensuring students are compliant in turning in all assignments rather than assigning zeros to missing work, as well as aligning standards to all assignments, projects, and assessments so stakeholders have a clear understanding of what is being measured. Non-academic behavior, as noted in the next section, is not a calculation in the gradebook so that the grade is as accurate as possible.

NON-ACADEMIC GRADES - Citizenship Report -

Students experience success when they consistently demonstrate the critical attributes of our We Are St. Pats expectations: Spirit of Christ, Treat Others With Respect, Personal Responsibility, Academic Excellence, Teamwork, and Service.

While non-academic grades are not calculated into the formula for student mastery, they are extremely important characteristics that should be explicitly taught and measured. St. Patrick measures these attributes in two categories: (1) Respectful Behavior and (2) Work Quality & Successful Habits. These are tracked by our internal systems for behavior infractions and other consequences (i.e. detentions, suspensions) and missing assignment and Homework Help tracker. Parents will be notified when students misbehave or fail to turn in assignments. Citizenship grades follow the scale below. See 7th and 8th grade picture for reference.

- 4** – Exceeds grade level expectations consistently
- 3** – Meets grade level expectations
- 2** – Inconsistently meets expectations
- 1** – Seldomly meets expectations

St. Patrick Citizenship Grade Rubric

Students experience success when they consistently demonstrate the critical attributes of our We Are St. Pats Expectations: Spirit of Christ, Treat Others with Respect, Personal Responsibility, Academic Excellence, Teamwork, and Service.			
	Respectful Behavior		Work Quality & Successful Habits
4	Exceeds Expectations... - Follows school rules in hallways, stairwells, cafeteria, etc. - Arrives on time to class - Complies with all uniform guidelines - Respects school and student property - Uses technology appropriately 0-1 Behavior Infractions	4	Exceeds Expectations... - Takes pride in work and strives for excellence - Completes and submits assignments on time - Brings all necessary materials to class - Seeks input and responds well to feedback - Communicates proactively with teachers and family 0-1 Late or Missing Assignments
3	Consistently Meets Expectations... - Follows school rules in hallways, stairwells, cafeteria, etc. - Arrives on time to class - Complies with all uniform guidelines - Respects school and student property - Uses technology appropriately 2-4 Behavior Infractions/Detention	3	Consistently Meets Expectations... - Takes pride in work and strives for excellence - Completes and submits assignments on time - Brings all necessary materials to class - Seeks input and responds well to feedback - Communicates proactively with teachers and family 2-4 Late or Missing Assignments
2	Inconsistently Meets Expectations... - Follows school rules in hallways, stairwells, cafeteria, etc. - Arrives on time to class - Complies with all uniform guidelines - Respects school and student property - Uses technology appropriately 5-7 Behavior Infractions/1+ Suspension	2	Inconsistently Meets Expectations... - Takes pride in work and strives for excellence - Completes and submits assignments on time - Brings all necessary materials to class - Seeks input and responds well to feedback - Communicates proactively with teachers and family 5-7 Late or Missing Assignments
1	Seldomly Meets Expectations... - Follows school rules in hallways, stairwells, cafeteria, etc. - Arrives on time to class - Complies with all uniform guidelines - Respects school and student property - Uses technology appropriately 8+ Behavior infractions	1	Seldomly Meets Expectations... - Takes pride in work and strives for excellence - Completes and submits assignments on time - Brings all necessary materials to class - Seeks input and responds well to feedback - Communicates proactively with teachers and family 8+ Late or Missing Assignments

(7th and 8th grade example above)

STUDENT END-OF-YEAR AWARDS/ 3RD – 7TH GRADE

- Students who met their RIT Growth Goal (Fall to Spring) on their MAP assessment will receive recognition
- Students who scored in the top ten percentile of MAP assessment will receive recognition
- Students who were classroom winners or category winners for Young Authors will receive recognition
- Current members of Student Council will receive recognition
- Students who participated in Quick Recall, Governor's Cup, KYA, KUNA will receive recognition
- Class and/or grade level Spelling Bee winners will receive recognition
- Students who were on the honor roll and proficient in non-academic behaviors during all three trimesters will receive recognition
- Students who were servers at Mass will receive recognition
- Two students from each class will receive recognition from each special area class for outstanding achievement and effort: Art, Foreign Language, Music, P.E., Drama (5-8th)

21. HOMEWORK EXPECTATIONS & ACADEMIC DETENTION for Missing Work

The purpose of homework is threefold: (1) to give students time to practice previously taught material or preview upcoming material; (2) to provide time for assignments or projects requiring longer preparation; and, (3) to keep parents in touch with what their children are learning in school.

Students will be held accountable for participating and completing homework assignments. However, their completion of homework will be measured as a non-academic behavior; it will not be calculated as academic progress.

If your child seems exceedingly burdened with homework assignments (i.e., needing to spend more than the maximum time), or never seems to have **any** homework (grades 3 – 8), please contact the teacher first to ask questions for clarity and support. Despite the positive effect homework can have on students' progress, few issues cause more problems for parents and teachers than the misunderstandings that can arise over homework. When problems arise, contact your child's teacher so that a solution can be sought. In an effort to teach personal responsibility, we encourage parents to avoid bringing items and work to school when it has been forgotten. However, the office will take forgotten homework or items for students in grades JK-5. A meeting may be scheduled with the family if this problem persists. 6th graders will have a grace period of one trimester for parents bringing in forgotten homework or items. Work for students in grades 7-8 will not be accepted after 7:40 a.m.

HOMEWORK GRADES K – 2 The policies regarding homework are left to the discretion of your child's teacher. Homework should not exceed 30 minutes.

HOMEWORK GRADES 3 – 5 Homework assignments will be given Monday through Thursday, and sometimes on Friday. In general, formal homework will not be assigned on the day before a holiday. Students are expected to spend sufficient time each weeknight, excluding Friday, on homework. In general, homework should not exceed:

30-40 minutes, Grade 3
40-50 minutes, Grade 4
50-60 minutes, Grades 5

HOMEWORK GRADES 6-8 Homework assignments will be given Monday through Friday and occasionally on weekends if necessary. In general, formal homework will not be assigned the day before a holiday or the day of Parent – Student - Teacher Conferences. Projects and long-term assignments will be accompanied by written instruction and may require some additional homework time. Assignments and projects are posted on PowerSchool, which parents and students can access via the website under 'parents'. In general, homework should not exceed:

60-75 minutes, Grade 6;
75-90 minutes, Grades 7-8

Please refer to the appropriate teacher syllabus for policy on late homework. Penalties for projects or long-term assignments, turned in after the due date, will be indicated in the rubric for the particular assignment or the teacher syllabus for the class. Students requiring a makeup test are to make arrangements with the teacher to schedule the makeup test before or after school. All students will be held accountable for missing work, homework or otherwise. Students will be required to attend a school intervention to get the help they need to complete the assignment with quality.

Missing work will be noted on school reports and can lead to removing privileges in extracurricular participation. This is tracked weekly and communicated with CAM and other extracurricular leaders.

ACADEMIC DETENTION a.k.a. PRT (“Personal Responsibility Time”)

PRT is an Academic Detention consequence for students in grades 4-8th who have not completed a homework assignment by the assigned due date. Parents will be notified when their child must attend a mandatory PRT. Missing assignments are tracked for every student and are reflected on Citizenship Grade Reports, which are included with each trimester’s report card. Students who meet the Citizenship Grade expectations are eligible for Honor Roll distinctions and other special rewards on Celtic Citizenship Fridays. The PRT consequence is also noted on our official Missing Assignments Report that school administration runs for week-to-week extracurricular eligibility. Excessive missing work will result in school administration contacting parents and CAM to report that a student is not eligible to participate in extracurriculars until work has been completed and turned in with acceptable effort.

PRT is facilitated by certified faculty and held in a classroom after school from 3:00-4:00, typically on Tuesdays. Students are assigned PRT when they have missed a deadline for submitting work. Parents are expected to support this effort and pick their child up from the school office at the conclusion of PRT at 4:00 p.m.

22. FACTS SIS

FACTS SIS is our student-information-system (beginning 2025). It is a secure platform where parents, guardians, and students may check a student’s academic progress and receive email alerts when grades are posted. The school will provide detailed instructions to families. If necessary, contact the Director of Technology or Office Manager for assistance.

FACTS SIS is updated regularly. St. Patrick Catholic School teachers assume that parents are staying up-to-date with posted assignments, feedback, and grades. Teachers will notify parents via phone or email if there are major concerns about academic progress including but not limited to a lack of subject mastery, poor effort, or poor executive functioning skills. Parents are encouraged to sign up for automated text/email updates and should feel free to contact teachers with questions or concerns about student progress.

FACTS is the same system used for tuition management, and it also has an online application platform used for prospective families interested in applying to our school. After an acceptance, much of the student information from the application will be transferred to their unique St. Patrick student ID profile. The FACTS Family Portal login will allow families to see all their information in one place (i.e. tuition, grades, attendance).

23. REPORT CARDS

Trimester report cards for students in grades JK-8 are shared two weeks after the end of each trimester. Trimester grades as well as final grades will be online at the end of each trimester and at the end of the school year. See the school calendar for trimester dates. Information on the posting of final grades is communicated via the school’s newsletter. Parents may schedule an appointment or use the Parent-Student-Teacher conference to confer with the teacher(s) with questions around

academic progress.

Besides academic grades, the grade report online will contain a record of absences and tardies and the citizenship grades.

24. PROMOTION / RETENTION / SUMMER SCHOOL

Promotion and retention is based on an evaluation of academic, physical, social, and emotional growth. Decisions regarding retention are made by the teacher and principal in consultation with the parent(s)/guardian(s), counselor, and/or the learning coordinator(s). Any possibility of retention will be discussed during the school year, and parents can assume their child will be promoted unless the alternative of retention has been discussed well in advance of the end of the school year.

In grades 5-8, Summer School may be necessary if a student has failed a course(s) for the school year. Work towards mastery and timelines for completion will be determined by administration and the corresponding teacher and/or outside organization.

25. SCHOOL COMMUNICATION: CONSTANT CONTACT & PikMyKid

CONSTANT CONTACT COMMUNICATION SYSTEM

The Catholic community of St. Patrick utilizes Constant Contact for all email communication from the parish and school.

Staff will use Constant Contact to keep you informed on parish and school activities throughout the year, including school newsletters (i.e. PONY), the Celtic Communicator, and additional letters and messages as needed. Social media is never used as a primary tool for need-to-know information for families.

Contact information in Constant Contact is pulled from the FACTS information system. This information is provided by parents and should be updated as needed. Please call the school office if you have any questions or need to make changes to your contact information or you believe you are not receiving communication.

PikMyKid STUDENT DISMISSAL AND COMMUNICATION SYSTEM

St. Patrick partners with PikMyKid for school safety and communication platforms. Parents must use the PikMyKid app to communicate changes in students' pick-up and acceptable delegates for picking up their child. Parents and delegates must also use the app to safely pick-up their child from school dismissal by using the "pick-up" tab of their app and "announcing" their arrival so school staff may formally approve their car in the queue for student dismissal.

This platform will also be used to send push notifications to parents as needed, including bus delays, school closings, carpool updates, and other safety alerts. All parents must be registered in PikMyKid and should have "push notifications" turned on to receive alerts from St. Patrick.

26. PARENT / TEACHER COMMUNICATION

St. Patrick Catholic School always welcomes any questions parents may have regarding their child's school experience. We ask that parents call the school office and request that the teacher call you and he/she will return your call as soon as possible. A note may be sent by way of your child and the teacher will get with you as soon as he/she can by way of note or phone. If it is an emergency, please ask to speak with the principal, assistant principal, or an office staff member and he/she will relay the message to the classroom teacher. The parent is free to leave a message on the teacher's voicemail and the call will be returned in a timely manner. Parents may not meet with teachers unless they have scheduled an appointment. The teacher needs time to prepare for the day and many times may have an after school commitment. Teachers and school administrators are expected to respond to emails and/or phone calls within 24-school hours. However, faculty and staff may not check correspondence outside of school hours including weekends (i.e. emails sent after school hours may not be read until the following day).

If a parent wishes to meet with a teacher, please schedule an appointment. If the concern results from a problem or misunderstanding in the classroom, the parent must first contact the teacher involved. Instructional assistants are not able to speak on behalf of the teacher and should not be contacted. Teachers or assistants should not be pursued for information on school matters. School personnel should not be questioned or conferenced with at outside events such as athletic matches, parish activities, etc. Please contact the teacher to make an appointment. Do not approach teachers at recess or in carpool with concerns as they are tasked with monitoring student safety at these times. Teachers are willing to discuss concerns but parents must maintain professionalism and follow the proper protocols.

Parents are expected to support the teaching authority of the school. Please keep in mind that each child's success depends on the parent/teacher partnership. Perspectives will vary, and discourse is healthy. Keep in mind both teacher and parent have the same goal in mind: what is best for the student's long term growth and success.

NOTE: Communications intended for anyone other than the homeroom teacher should not be sent to school. This includes the distribution of uniforms, pictures, invitations, etc. Birthday party invitations may be distributed to the class only if all students are invited.

27. PARENT-STUDENT-TEACHER CONFERENCES

Parent-Student-Teacher Conferences are scheduled two (2) times each year in the months of October and February for students in all grades. Conferences are held from 8:00 a.m. to 6:00 p.m. in October and after school in February. Sign-up information for a time slot will be sent in advance. Families with multiple children are given first-choice to accommodate their schedule.

During these conferences, issues such as faith and character development, academic skills acquired, individual goals, assessment data, behavior conduct, peer interactions, executive functional skills, and social emotional development are discussed with the student's homeroom teacher. Since the conferences are counted as an attendance day, students who do not attend the conference, for whatever reason, are counted absent. Virtual conferences are not an acceptable alternative to the in-person and cannot be accommodated on Conference Day.

Conferences are an invaluable opportunity, and we ask that families honor the mandatory conference with the teacher and not schedule vacations on conference days.

In addition to the two scheduled conferences that students must attend, a parent and teacher can schedule a conference anytime during the year as needed.

28. TEACHER REQUESTS / STUDENT PLACEMENT

Student placement is based primarily on the input and recommendations of teachers, counselors, learning coordinators, and school leadership. The goal is to create healthy, diverse blends of homeroom classes. The school cannot accommodate specific requests and parents should not request a homeroom teacher for their child(ren).

29. SCHOOL ASSESSMENTS

All grades K-8 are given the NWEA MAP Growth interim assessment in math, reading, and language 2-3 times a year (i.e. Fall, Winter, Spring). These assessments replaced the standardized paper-pencil Terra Nova in 2019. MAP Growth is a computer adaptive test that provides teachers and parents with immediate information to help track students' academic growth over time. Teachers will be able to see the progress of individual students and of their class as a whole. School leadership can see the progress of an individual student, a class or grade level, or the entire school. Spring scores will also be used for measurement against national and local groups, identified for enrichment programs, school awards, Blue Ribbon status, etc.

Since students with similar MAP Growth scores are generally ready for instruction in similar skills and topics, the data provides teachers with good information to plan instruction. MAP Growth also provides typical growth data for students who are in the same grade, subject, and have the same starting performance level. This data is often used to help students set goals and understand where they need to focus to achieve their goals.

For more information and resources on NWEA Map Growth, parents may visit <https://www.nwea.org/parent-toolkit/>.

HEALTH/ STUDENT SERVICES & TRANSPORTATION

30. ABSENCES

With 175 days of operation, St. Patrick places significant value into each school day. In partnership with the family, it is our desire that families make every effort for their child(ren) to attend school every day so long as they are healthy and able to do so. Any missed time requires good communication and proper documentation.

CALLING IN

When it becomes necessary for your child to be absent from school, please call the absentee line at 719-0371 before 9:00 A.M. to alert our school office. When you call, please give us:

- Your name
- Your child's name and homeroom class (i.e. 3Gold)
- Reason for absence
- Length of expected absence (if determinable)
- Instructions for forwarding assignments and homework if your child has been out more than one day. Students with a one day absence will receive make-up work when they return. Assignments cannot be picked up in the office before 2:15 P.M.
- Parents will receive a notification in PikMyKid when their child is absent or is dismissed early from school. Parents are also allowed to mark their child absent in the app, but it is not the official method for reporting.
- A doctor's note will be required after **three** consecutive days absent, and a meeting may be scheduled with the assistant principal/ principal if a student has missed a significant amount of time.
- St. Patrick recommends using one of the built-in breaks for family travel (i.e. Fall/Winter Breaks, weeks of Thanksgiving/Christmas/Spring Break). When missing school for reasons other than illness, the office should receive notification in writing at least one week in advance. See Family Trip information below and in Appendix B. Missing school for travel counts as an unexcused absence.

EXCESSIVE ABSENCES

- After a student misses 10 school days in a school year, families will be contacted by school leadership to investigate the cause, and appropriate medical documentation (i.e. note from doctor) must be provided for each day they are sick after the 10-day mark to be considered excused. In addition, once 10 absences are reached, the student could be placed on an attendance contract/plan for the remainder of the school year and could also be asked to refrain from attending class trips or participating in extracurriculars in order to make up for loss of instructional time. Excused and unexcused absences are considered in this process. Plans are developed in partnership with the family on a case-by-case basis.
- School policy dictates that any student absent more than 20 days may be required to attend summer school or said student could be retained based on a lack of mastery of material. In chronic cases involving multiple failures, families may be required to find an alternative school that can provide better academic support for their child.

MAKE UP ASSIGNMENTS

In case of a one-day absence, students will be assigned make-up work when they return to school the next day. If a student is absent for more than one day, the student has as many days as he/she was absent to make up work (i.e., two days absence means two days to make up work). In cases of an extended absence (a week or more), the parent/guardian should notify the teacher, principal, and the school office. Parents of students in middle school should contact each of the child's teachers. The teacher and parent can discuss how missed assignments will be handled.

All classroom communication, assignments, instructional resources, and other tools will also be posted on Google Classroom (grades 4-8) and FACTS SIS when applicable (grades JK-3). Students and parents will be expected to visit these platforms regularly to stay up-to-date.

SHADOWING AT AREA CATHOLIC HIGH SCHOOLS

7th and 8th grade students are permitted to shadow at Catholic High Schools to help them select a high school. Students are encouraged to shadow at a high school only on the days when St. Patrick Catholic School is NOT in session. Students should shadow at each school no more than once per school year. There are several days that can be used for shadowing prior to the High School Placement Test in December. It is strongly discouraged for a student to shadow before or after an extended weekend of holiday, after KYA/ KUNA, or two days in a row.

The Archdiocese of Louisville supplies all schools with a shadow form when the school year begins. These forms are to be signed by a St. Patrick school administrator prior to the scheduled shadow date; the high school also signs the form during the visit for the student to bring back to school for a recorded excused absence.

Typically, 7th grade students may begin shadowing in the early spring of their 8th grade year when high schools have finished their 8th grade enrollment season. Shadow availability will vary depending on each high school.

FAMILY TRIPS DURING THE SCHOOL YEAR

See Appendix B for school form. Parents are strongly encouraged to plan family trips around the 175 school days as they are not considered excused absences. Regular school attendance is very important. Parents are asked to consider that when a student is absent, it is impossible to make up teacher presentations, classroom learning activities, classroom discussions, and class interaction. Teachers are not required to prepare work in advance to accommodate family trips. Students may not be allowed to make up work for family trips scheduled after May 1. If a student is absent due to a family trip, they will be required to make-up assignments and assessments within the week that they return from their trip. Class time will not be used to make-up work once the student returns. Students needing to make-up work, or tests, must make arrangements with the teacher(s) to do so.

31. EXCESSIVE TARDINESS

It is recommended students arrive to campus doors no later than 7:40 a.m. to get to the classroom on time. Students are recorded “tardy” if they are not in the school building by 7:45 A.M. All students must report to the office when they are tardy and obtain a “Tardy Slip.” Students arriving after or leaving before 11:00 A.M. are marked “one-half day absent.” Students arriving after or leaving before 10:00 A.M. on Wednesdays are marked “one-half day absent.” Arriving late to school constitutes an “unexcused” tardy unless a doctor’s note accompanies the student. The Principal is the final recourse for determining whether any tardy should be classified as “Excused/Unexcused.” Repeated tardiness implies a lack of growth in responsibility and a lack of respect for the teacher and fellow classmates. It also puts the tardy student in the position of having to rush to “catch up” or to miss other activities (i.e. Recess, Special Area) in order to complete the morning activities.

- Students are allowed a total of three unexcused tardies in a trimester.
- A parent will be notified after the first time the student has accumulated more than three unexcused tardies in a trimester and a detention (grades 4-8) will be given.
- A meeting with parent(s) may be scheduled with school leadership due to excessive tardiness concerns.

Kentucky law KRS 159.50 defines a truant as any child who has been absent or tardy for more than three consecutive days without a valid excuse. All truants shall be reported by the principal to the Director of Pupil Personnel of the appropriate public school district. The principal will notify the Superintendent at the Office of Lifelong Formation and Education.

32. ARRIVAL AND DISMISSAL PROCEDURES

MORNING ARRIVAL

Students arriving by car should be dropped off between 7:15 A.M. to 7:40 A.M in order to make it to their classroom by 7:45 A.M. Safety Patrols (grades 5-8) will be in place during this time except during inclement weather or when temperatures are too cold.

Anyone entering the building after 7:45 A.M. should report to the school office for a tardy slip for admittance to class. **Parents/Guardians must park and escort student(s) when arriving after 7:50 A.M.** Middle school students cannot be dropped off at the Celtic Center after 7:45 a.m. and must be taken up to the front office.

There are **three** entry points for students: the Celtic Center, the cafeteria, and the main school entrance. Upon entering campus grounds in the morning, vehicles should stay right and drive towards the Celtic Center.

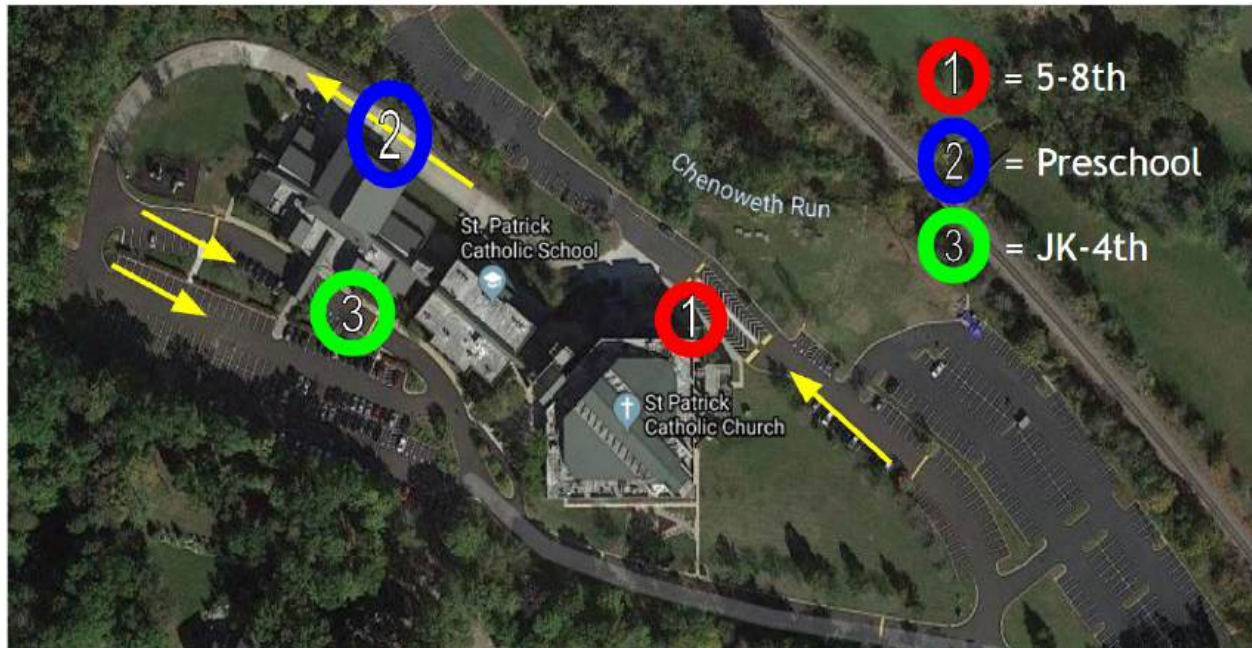
Students should report to the following holding areas between 7:15 a.m. to 7:35 a.m.:

- Preschool: Cafeteria
- Grades JK-4: Schindler Hall (drop off at main school entrance)
- Grades 5-8: Celtic Center (should be dropped off by 7:40 a.m.)

Faculty and staff members will supervise holding areas until students are dismissed to the classrooms. Any student arriving after 7:35 A.M. and prior to 7:45 A.M. should report directly to their homeroom classroom.

Notes:

- Preschool siblings in grades JK-8th should get out with their Preschool sibling at the cafeteria dropoff point and then report to their respective holding area.
- Siblings in grades JK-4th cannot enter the Celtic Center with their 5-8th grade sibling(s). They must enter at the main entrance.



Bike riders should walk their bikes once on school grounds and place them on the bicycle rack located at the parish office entrance. Bike riders should use the sidewalk and enter through front office doors (#3 above). It is our recommendation that safety helmets be worn when riding bikes to and from school. Walkers and bike riders should cross the school parking lot with caution, waiting for assistance from a faculty person to make their way to the crosswalk to enter the parking lot and proceed to enter the school building.

DISMISSAL

In partnership with each family, it is our goal and our responsibility to see that everything possible has been done to assure that each child arrives home safely, on time, and by the selected method of transportation by parent/guardian. To this end, St. Patrick families and staff use PikMyKid, a student safety and dismissal solution that serves thousands of schools in the U.S. and abroad. You can check out the website here: <https://www.pikmykid.com/>

All parents must use the PikMyKid Parent Application to communicate with faculty and staff how their child(ren) will get home everyday. Orientations are held before school begins to support new and existing families on how our dismissal process works.

BUS RIDERS

Bus riders will be dismissed through the main entrances to the school. Buses will leave at approximately 2:50 P.M. loading a few minutes beforehand. Bus riding families should use the PikMyKid app with fidelity. If a student is not properly assigned to a bus through the PikMyKid app, staff will hold the entire school bus and call home for clarification. During severe weather buses will load one-by-one under the canopy. Please be aware that on some occasions the buses may not leave on time. PikMyKid Parent Messenger will be used to alert parents if there is an issue or update.

WALKERS AND BIKE RIDERS

Walkers and bike riders are released with the bus riders and supervised and dismissed via PikMyKid by school personnel. Students, both walkers and bike riders, must walk with a safety patrol person to the designated access point. Please remember to use only the designated paths for walking or riding on the way to and from school.

Students and families who mark “Walkers” must be able to reasonably walk to their home consistently from campus. Addresses will be monitored to ensure families are not abusing this option. St. Patrick also strives to be a good neighbor to the Lake Forest community, so please refrain from parking your vehicle on the road in residential areas that may disrupt their daily activities.

ST. PATRICK PARKING AND PM CARPOOL PROCEDURES

Thanks to the St. Patrick School Advisory Board, the Carpool Committee, and consultation with local law enforcement, St. Patrick implemented major changes to the afternoon dismissal system during the 2019-20 school year. The school partnered with a student dismissal solution and school safety company, PikMyKid. You can read more about the tool here: <https://www.pikmykid.com/>

This innovative solution replaced an antiquated “paper note” system for changes in transportation, resolved the “mass exodus” of students being released all at once to cars, created a safer space for students to wait for their parent, and alleviated parents rush to be in the former system’s “first wave.” Now, using an encrypted, two-step verification process through the PikMyKid app, parents, teachers, and staff can be certain who is picking up the child and how to do so safely.

Parents must register for the app and verify their children attend St. Patrick. Please call the school if you need assistance. Each student has a unique ID number. Parents or delegated pick-ups must use the app to pick up their child(ren) in the carline. Paper tags are provided to the primary guardians and can be used in cases of emergency.

Dismissal Window

Parents are encouraged to arrive anytime between 2:45 - 3:15 p.m. Parents may arrive no earlier than 2:20 p.m. in the lower lot. Early arrivals do not necessarily get a spot near the front of the line as school staff cannot monitor traffic this early. Early arrival time on Wednesday Early Release is 1:15 p.m.

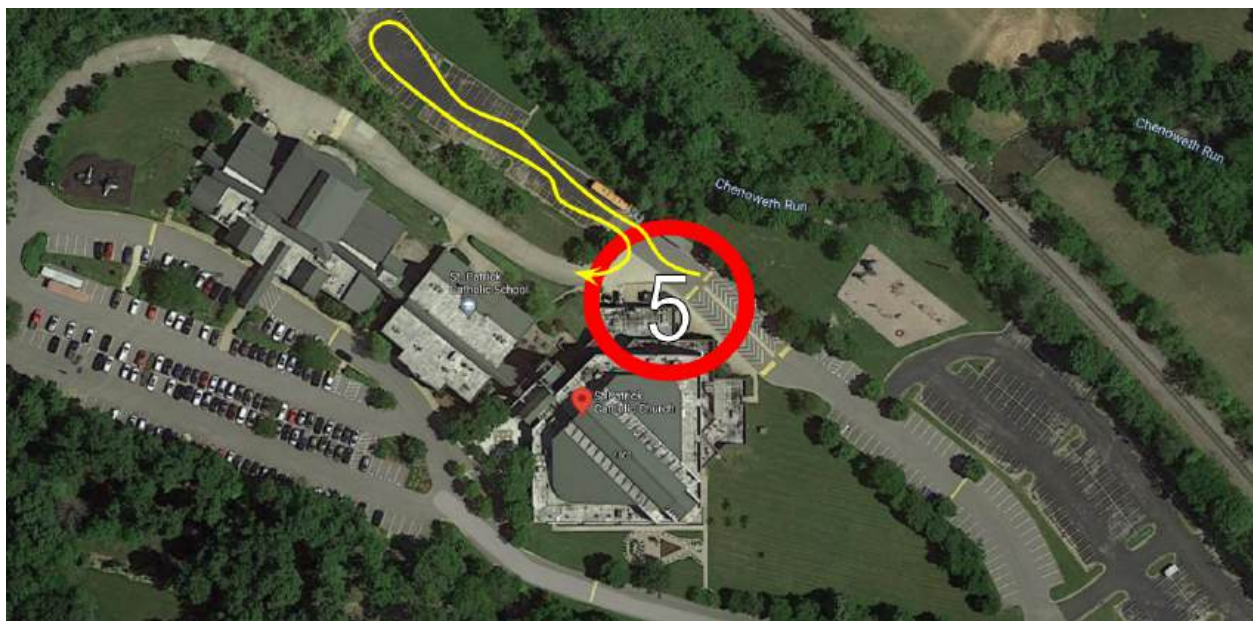
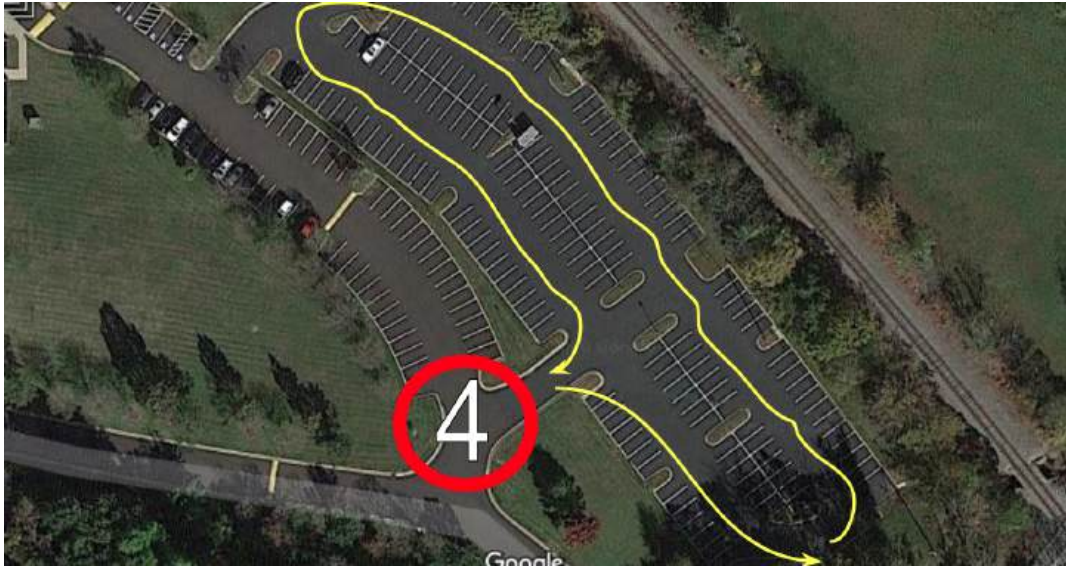
Students will be safely waiting in their homeroom classroom and parents must “announce” their arrival using the app (be sure to have your phone’s location settings on for this app). Be careful using your phone while driving and be sure you are at a complete stop. The app also has a feature to automatically announce when it pings your location on campus during the designated carpool time. A staff member will verify you in the carline and/or check your child(ren)’s ID tags. This will inform the teacher and student inside the school of your spot and when to come out to the pick-up area. Delegates may be asked for identification if the staff person deems it necessary.

***Late Pick-ups past 3:15 p.m. place a difficult burden on school staff who have other responsibilities. Please call the school office if an emergency arises and you will not be able to pick your child(ren) up by 3:15 p.m. Families who develop a pattern (i.e. 3 or more late arrivals) will be issued an official school letter and charged a fee each occurrence thereafter for the disruptions.

The line begins on the lower side of campus near the Celtic Center. If the line has reached the #1 spot (see pic below) cars should stay right and use the lower lot, driving in a counterclockwise loop. A staff member may direct you to the lower lot and/or Camp St. Patrick lots for overflow (see maps). Follow the route and be a courteous driver to all staff members and other drivers. Carpool is an opportunity to bear witness to our Christian values, and to remember that everything is designed with student safety in mind. Student safety, not convenience, is our top priority.

St. Patrick Catholic School takes its neighborly responsibilities very seriously and does not condone in any way parents or guardians picking students up on side streets in Lake Forest. All parents must follow supervised dismissal procedures at all times.





SPECIAL SITUATIONS

Early departure — Parents should coordinate with the school office to arrange early pick-up of your child. Park in upper lot parking and depart prior to 2:15 P.M. It is strongly discouraged for parents to pick their children between 2:15-2:45 due to Preschool and JK-8th grade dismissal, so these arrangements should only be made in cases of emergency. Last minute pick-ups during the busy end-of-day put an inordinate amount of stress and disruption on front office staff, teachers, and the student. Please refrain from this unless there is an emergency.

CHANGES IN TRANSPORTATION

All parents/guardians should use the PikMyKid application as their primary means of communication for student dismissal. Parents may make changes same-day until 2:155 p.m. Teachers and staff will see these changes. Email is not an acceptable mode of

communication for changes in transportation. Changes include extracurriculars, bus riders to car riders, and riding home with an approved family (i.e. carpool neighbor). You are always welcome to call the school office for assistance or to confirm you made the appropriate changes.

Students will return home at the time and by the mode of transportation indicated on the School Registration Form and PikMyKid app. Verbal messages, via students, will NEVER be regarded as valid permission from a parent/guardian. In cases of an **emergency** that requires a change of transportation, parent/guardians must contact the School Office.

33. BIRTHDAYS

All student birthdays will be celebrated by his/her name announced on morning announcements.

Parents in JK/K may eat lunch with their child on their birthday or within a 5-day window of their DOB. Due to the lunchroom schedule and operations, the cafeteria cannot accommodate other guests such as siblings, grandparents, etc.

GRADES JK-2: Small treats for each student in the class is permitted for student birthdays. Please adhere to all allergy information. As an alternative to class treats, the school recommends that parents consider purchasing a book for the school library or for their child's classroom in the child's name, and then the parents and/or child can read the new book to the class.

GRADES 3-8: No treats or celebratory birthday items for the class are permitted.

34. BUS SERVICE

In an effort to provide a safe means of transportation to and from school, St. Patrick Catholic School has contracted Miller Transportation (the "Carrier") to provide bus service for eligible students. All buses have been inspected and do comply with revisions of State Law. St. Patrick Catholic School works with the "carrier" to establish bus routes, bus regulations, and fees for participants. Miller Transportation has the final authority on bus routes and bus regulations.

Parents of bus riders are expected to use the PikMyKid Parent App to communicate any changes in transportation (i.e. bus rider is staying after school for a club). St. Patrick faculty will not release a bus if a student is on that day's roster and is not on the bus at dismissal time. This can cause significant delays in the dismissal process.

Permission cannot be given for non-bus riders to use the school buses as an alternate form of transportation for any reason. Also, bus riders are not permitted to ride different buses home.

BUS BOARD POLICIES:

Bus Route:

- The bus company and assistant principal will determine the bus route for St. Patrick Catholic

School. The bus company will have final say regarding the bus route. Transportation is based upon the pre-registration bus census. A schedule of pick up points and times will be given on registration day.

- Students are expected to arrive at the pick-up point no later than five minutes prior to scheduled pick up.
- Parents can track their child's bus using the Miller transportation website (<https://mapmyride.millertransportation.com/Map>) and specific bus number.
- PikMyKid Parent Messenger will be used in case of delays or other issues with bus transportation.
- In the event the carrier makes changes in the schedule, parents/guardians will be notified in writing at least two days prior to the schedule change.
- The bus company will take into consideration the safety of the riders and the safety of the route, when determining the bus route. They will also consider the length of the bus route.
- Request for changes in the established routes of designated pick-up or drop-off points are to be submitted in writing to the carrier; all decisions of the carrier are final.

Fees:

- All bus riders must pay a fee that is assessed yearly based on the cost of the bus contract and the number of riders. Transportation fees are non-refundable.
- Non-payment of fees will result in loss of bus service.
- There will be one fee per family, whether the student rides one way or both ways to school.
- Bus transportation privileges may be suspended or withdrawn for inappropriate behavior. In case of suspension/withdrawal from bus service, there will be no refund of fees.

BUS CONDUCT:

While Waiting to Board the Bus:

- Keep the roadway clear of books, clothing, and other articles. Never play in the path of traffic, and stand well away from the road when the bus approaches.
- Do not damage property such as flowers, shrubbery, windows, fences, and other items while waiting for the bus.
- Avoid making excessive noise.
- Remember that fighting at a bus stop and/or on the way to and from a school bus stop subjects the pupil to disciplinary action (to be reported to St. Patrick Catholic School principal/assistant principal).
- Do not run alongside the bus when the bus is moving. Wait until the bus has stopped; then walk to the door and board the bus in an orderly manner. Do not push and shove.
- If crossing a street to load the bus, wait until the bus has stopped and the driver signals you to cross.

While riding the bus:

Students are expected to act responsibly and in accordance with school policies. They should exhibit

Christian character and behavior towards each other and the driver. It is critical that older students set this example, as students as young as five years old ride the school bus.

- Obey the driver's instructions. The driver of the school bus is in complete charge of the passengers while they are aboard. The bus driver has the authority to assign seats as a strategy to manage behavior, routine, and safety. Concerns should be brought to the attention of the principal/assistant principal.
- Be seated immediately and remain seated while the bus is in motion. If a seat is not available for a student, then the student must depart the bus and inform the school office.
- Do not extend arms, legs, head, or objects out of the bus.
- In case of an emergency, students shall remain in their seats and wait for directions from the bus driver. Do not tamper with the emergency door, fire extinguisher, or other equipment on the bus.
- Inappropriate language and teasing or bullying behavior will not be tolerated and will result in disciplinary action including but not limited to detention, suspension, parent meetings, and removal from the bus service with no refund.
- Do not mar or deface the bus. Seat coverings must not be damaged in any manner. Offenders will be subject to disciplinary action and/or restitution.
- No eating or chewing gum is allowed on the bus.
- Pets are not permitted on the bus at any time.
- Only registered and paying students are allowed to ride the bus.
- Students must ride the same bus to and from school.
- Students are permitted to leave the bus only at their regular designated stop. Any changes must be made with the parent's/guardian's written request approved by school office personnel.
- If a pupil lives on the opposite side of the road from the bus stop, the pupil should go to the front of the bus and wait until the bus driver gives the signal to cross the road. Never cross the road in the rear of a stopped school bus.
- Use of personal technology on the bus is discouraged. Inappropriate use of technology can result in devices being confiscated and students suspended from the bus.

Responsibility of Parents/Guardians:

- Use PikMyKid as needed to keep your child's transportation needs up-to-date and receive push notifications (i.e. after school club designations, bus delays)
- Report any alleged misconduct on the bus to the assistant principal.
- Report all traffic hazards and the bus number of all buses that are observed being operated carelessly.
- Ensure your child(ren) observe all safety and conduct regulations established for the safe and efficient operation of the bus.
- Observe extreme caution when approaching a bus stop, a moving bus, or a stopped bus.
- See that your child is at the bus stop five minutes before the bus is scheduled to arrive.
- It is the parent's responsibility to arrange primary and secondary plans for your child's arrival home from school.

ELIGIBILITY

KRS 158.115 permits, but does not require, county governments to subsidize bus transportation of children attending non-public schools. In general, non-public students must meet the same criteria as do local public school students to receive the service. Under these requirements, students are expected to walk to school if they live a reasonable distance (less than one (1) mile), or to walk to a central pick-up point for bus service.

BUS DRILLS

We will hold two (2) emergency evacuation drills during the school year.

35. CAFETERIA GUIDELINES

St. Patrick contracts Taher, Inc. to produce a fresh and nutritious lunch daily at a cost of **\$4.56** for students in grades Preschool-5th, and **\$5.10** for adults and students in grades 6-8th. Multiple entree selections are prepared each day, along with several a la carte options. Milk is \$0.91. The Taher food services staff follows strict health code regulations but is not restricted by any federal government program. A Taher chef oversees daily cooking and plans meals and events in coordination with the cafeteria manager. Menus are posted on the St. Patrick Catholic School and Taher websites. Food items purchased at school and not consumed at lunch may not be taken from the cafeteria but must be discarded in the lunchroom waste containers. No fast food or food from outside restaurants may be brought in at lunchtime. Carbonated and/or caffeinated drinks are never permitted anywhere on campus at any time during school hours.

Payment Options: St. Patrick contracts with MySchoolBucks for a simple payment solution for parents to load student accounts, check balances and purchases, and reload accounts as needed. Parents can utilize this tool to track spending, receive low balance alerts, and more. Parents may provide Taher with a check to load lunch accounts or use MySchool Bucks (a small fee is charged each time you load on the platform).

Cafeteria Behavior:

St. Patrick students must behave appropriately in the classroom and/or cafeteria and adhere to our “We Are St. Pats” expectations. Students should behave in the school lunchroom in the same courteous manner as they would in the classroom or at home. This includes picking up after themselves, participating in assigned jobs, and treating all teachers and cafeteria staff with respect. The following inappropriate behavior may result in immediate consequences including but not limited to the suspension of cafeteria privileges:

- Throwing objects or making deliberate messes in the cafeteria;
- Refusal to obey staff and supervisors;
- Use of rude or other inappropriate language;
- Any behavior that seriously disrupts the atmosphere and efficiency of our lunch service

Reduced / Free lunch: Parents who are eligible through CEF applications are encouraged to contact the business office for free or reduced priced lunches for their children. The confidentiality and right to privacy of our families and students receiving this service is of highest priority.

Snacks for Grades JK-2: Students in grades JK-2 are given a snack break daily. Students are encouraged to bring a healthy, single serving-sized snack to school. Due to concerns about food allergies, snacks cannot be shared with others in the classroom. Students may also purchase milk or juice to go with their snack at registration in August. If milk or juice is not purchased from the school, only water is permitted at snack. Candy is not allowed at snack time. If lunch is not served, snack drinks will not be offered.

Snacks for Grades 3-5: Students in grades 3-5 may have the opportunity for a “working” snack/water break mid-morning as determined by the classroom teacher. Students will not be able to get a snack from the cafeteria, nor will they be able to share a snack with another student. They are encouraged to bring a healthy, single serving-sized snack to school each day. Candy is not permitted for snack. There should be no food or drink near school technology.

36. COUNSELING SERVICES

Our school counselors are available each day of the week. Referrals may be made by parent(s)/guardian(s), teachers, or the principal, and students are welcome to initiate services themselves. Permission from the parent/ guardian is, however, required for services. All standards of confidentiality will be maintained except when disclosure is legally required. There is no charge for this service. The counselors can be reached through the school office at 244-7083.

37. EARLY RELEASE OF STUDENTS DURING SCHOOL HOURS

Due to school safety concerns, we ask that no parents pick up students the last 30 minutes of the school day unless there is an emergency.

St. Patrick strongly encourages doctor, dentist, and other appointments to be made on Wednesday afternoons after 1:30 p.m., after 3:00 p.m. on other school days, or on an off day.

In the case of an early release during school hours, students will be dismissed to the custodial parent(s)/guardian(s) as listed on the emergency card. The parent/guardian must come to the office to secure an early dismissal and to pick up their child(ren). Students will not be dismissed to anyone other than the custodial parent(s)/guardian(s), without proper identification. Reminder: Students are still responsible for homework/classwork and the material covered for the missed class session(s).

38. EMERGENCY CLOSING OF SCHOOL/INCLEMENT WEATHER CLOSINGS

St. Patrick Catholic School typically closes when Jefferson County Schools are closed due to inclement weather, but families must monitor local media and official school communication for updates. When weather conditions cause school openings to be questionable, one of the following announcements will be made by local media for Catholic Elementary Schools in Jefferson County:

1. All **Catholic** Elementary Schools in Jefferson County are open . . . St. Patrick will be open. (If

road conditions are icy, please use your good judgment in driving to school. Please call the school office to share dangerous road conditions and let us know if you are going to be late.)

2. **Catholic** Elementary Schools in Jefferson County will be open, but on a Delayed Schedule. St. Patrick Catholic School will begin at 9:45 A.M.; buses will run two (2) hours late and we will dismiss at 2:45 P.M. This includes Wednesdays when we typically dismiss at 1:30 p.m. If St. Patrick is on a delayed schedule, students may not arrive until 9:00 A.M. If St. Patrick Catholic School is delayed on a morning we have Mass, the Mass will be canceled or rescheduled for another day.
3. **Catholic** Elementary Schools in Jefferson County are closed ... We will be Closed. Announcement of these decisions will be aired via Radio and TV, and every effort will be made to have the media use exact wording indicated by this policy. On a Distance Learning Day, information will be communicated by the school office and specific classroom teachers.
4. If schools are closed on a scheduled conference day, due to inclement weather, conference day may be held using video conferences, or rescheduled for a later date.

EARLY DISMISSALS

No public announcements will be made about early dismissal in Jefferson County Catholic Schools from the Central Office except in the case of an extreme emergency (i.e., city emergency, chemical leaks/spills, etc.). At St. Patrick Catholic School, the principal will determine whether an early dismissal is warranted after consulting with the pastor, superintendent, and local authorities as needed. When early dismissal is warranted, due to inclement weather or to any other emergency (under the Emergency Action Plan), the following procedures will be adhered to:

1. The administrator, or designee, will send a school-wide alert using PikMyKid Parent Messenger AND Constant Contact notifying parents, and other individuals they have designated, of the early dismissal.

PLEASE NOTE: In case an evacuation is necessary, buses (if applicable) will be sent to move students to an alternate location. This location will be communicated in the announcement so parents can pick up their children.

SNOW DAYS/DISTANCE LEARNING

In the event of inclement weather or an unexpected event, St. Patrick Catholic School, in accordance with the Archdiocese of Louisville, may cancel classes to ensure the safety of its students and hold a Distance Learning Day in lieu of in-person learning.

At the discretion of the principal, St. Patrick Catholic School will utilize an alternate instruction plan implemented via instructional resources (i.e. math workbooks, textbooks, Chromebooks) and the internet. Distance learning days act as a means of continuing the academic goals of St. Patrick students despite unfavorable conditions on or near our campus.

During these designated Distance Learning Days, students are required to complete work from home in place of attending a day of school. As Distance Learning Days count for a day of school, students will be asked to participate in at least four hours of learning each day. The completed assignments will provide teachers evidence of learning and serve as a confirmation of attendance for

a particular lesson. Students will be held accountable for all work and parents will be expected to work with faculty to support their child in submitting all assignments. Students have until the second in-person learning day following the snow days to complete and submit the work in class (i.e. Monday work is due on Wednesday if we have returned to school). Students will be counted absent if they do not submit the academic work. Per archdiocesan policy, up to 5 Distance Learning Days can be used during the school calendar year.

At the beginning of each Distance Learning Day, families will be notified of the day's expectations via teacher email. Assignments will be shared by 9 AM, and teachers will be available by email between 9 AM and 1 PM to answer questions and give guidance. Special area classes will be assigned by grade level at the discretion of the principal. Teacher emails may be found on PowerSchool and on the St. Patrick website.

It is ultimately the teacher's discretion, based on the needs of his/her classroom community at that time, as to whether the work assigned be for review or for the progression of studies.

Special Area teachers will share a Distance Learning Choice Board with engaging learning activities for families to consider when school is closed.

39. EXTRACURRICULAR ACTIVITIES AND SPORTS & ELIGIBILITY

Absence or suspension from school will prohibit the student from participating in, or practicing for, an activity scheduled for that day. Parents must support this policy after school hours and keep their child at home in these situations. Students must be in good academic standing to participate in extracurriculars, including no excessive work and consistent proficient marks in core academic subjects. The principal, with recommendations from the students' teachers, will determine that students meet the eligibility for any activities.

Students not attending St. Patrick Catholic School are generally not eligible to participate in school sponsored extracurricular activities unless they meet the following criteria:

- They and their families are active members of St. Patrick Parish and participate in the full stewardship program.
- The student actively attends the Parish Religious Education Program (PREP).
- The student does not have access to this program where they presently attend school.

Parents and students sign required documentation acknowledging that students are held accountable for adhering to any applicable school standards described in the Parent-Student Handbook and the CAM Handbook.

The principal will make the final eligibility determination on a case-by-case basis after consultation with the Director of Religious Education (DRE), the business manager, and pastor. There are parish-sponsored programs which are open to all members of St. Patrick Church that can be found on the parish website.

A St. Patrick Catholic School student is expected to give first priority to schoolwork and to ensure that school activities (clubs, athletic teams and extracurricular activities) do not interfere with his/her studies. Faculty and staff partner with each family in communicating academic progress in all subjects. Teachers will contact parents directly if a student is struggling in a particular course. As parent(s)/guardian(s), we desire to work with you in determining if your child should be participating in any extra-curricular activity.

Each Monday, St. Patrick Catholic School runs a student eligibility report for students in grades 4-8th. Criteria that could result in student ineligibility include the following: multiple detentions in one week, student suspension, or excessive missing work.

**Certain extra-curricular activities require participation in outside, organization-sponsored leagues that mandate student attendance at the participating school. These activities will only be open to students enrolled at St. Patrick Catholic School.*

Students are expected to be picked up on time from all after school and extracurricular activities. Excessive late pick-ups at extracurriculars will result in a parent conference and possible suspension or removal from the activity.

NOTE: Any use of school facilities must be coordinated through the parish/school office. No events should be scheduled in the building on days that school is dismissed at 1:30 P.M. unless approval is obtained in advance from a school administrator.

CELTIC ATHLETIC MINISTRY (C.A.M.)

The primary goal of coaches and parents is to be an adult Christian role model for the students. The Celtic Athletic Ministry (CAM) will offer all sports deemed feasible, both financially and physically. St. Patrick Catholic School is a member of the Catholic School Athletic Association (CSAA), and will abide by their guidelines and regulations.

- Details and information regarding all athletic programs and policies can be found on the official CAM website: <https://www.school.stpatlou.org/athletics>
- Absence from school for any reason other than shadowing a high school will prohibit a student from participating in, or practicing for, an athletic event on that day.
- To be eligible to participate in athletics at St. Patrick Catholic School, the CSAA requires that one of the following must be fulfilled:
 - The child is enrolled at St. Patrick Catholic School,
 - **OR** all of the following criteria must be met: parents or guardians are members of St. Patrick Parish, the child has been baptized and celebrated all appropriated sacraments, and the child attends weekly PREP classes.

REMAINING AFTER SCHOOL FOR PRACTICE / ACTIVITY

In order for a student to remain after school for an activity the following is required:

- The school office has been notified by the sponsoring parish committee that the activity is approved; the number of weeks the activity is planned; the day(s) of the week it will occur;

and, as soon as possible, a list of the students enrolled in the activity.

- The sponsor/coach is present in school before dismissal and must notify the office of his/her presence. This approved adult should have all parent contact information.
- The school office and homeroom teacher have received permission from the parent/guardian using PikMyKid which indicates that the student may participate in the CAM activity as scheduled. Parents can use PikMyKid to schedule the days their child(ren) will be attending any afterschool activities for the entire calendar year.
- Students' brothers, sisters, or friends are never permitted to remain after school for activities for which they are not enrolled, unless the parents of these non-participating students are there to supervise them.
- Students participating in after school activities will be dismissed after the car riders and are to meet the supervisor of their activity in a pre-designated location, approved by school administrators.

If any of the above criteria is missing, the student, without exception, will be sent home by the usual means of transportation.

40. FIELD TRIPS

To protect everyone involved in school trips, the principal shall insist: (1) that the school name be used only for educational trips on which school employees serve as chaperones; (The teachers or principal shall select the parent chaperones who will accompany the students on the field trip and they must have up-to-date Safe Environment Training.) (2) that the school rules be enforced at all times; (3) that anyone who violates the rules will be sent home at the parent's expense; and (4) that the school maintains a supervisory role with regard to the trip.

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources in the greater Louisville area. Parents/guardians will receive notices of field trips well in advance of the scheduled trip date, and will be asked to sign and return a field trip permission slip.

Field Trip forms must be turned in **at least one day prior to the trip** or the student will not be able to go on the field trip. Field trips are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet behavioral and minimum academic standards requirements. Parents will be notified in advance when possible. In most cases, the following policies are in place for field trips:

- Uniforms will be required.
- Transportation should be by rental bus. Students will not be permitted to ride in cars (even with parents) when bus transportation is provided. In extreme cases, when a student needs to be transported by car, permission must be obtained from the principal/assistant principal.
- Lunch will be served at St. Patrick or students will be asked to bring their lunch.
- Children not enrolled in the school may not attend school field trips. This prohibition includes children of parents who drive on field trips.
- The teacher will always explicitly state exceptions to any of the above when you receive

notification of the field trip.

Field trip fees are included in the Curriculum and Instruction Fee in August. Every effort is made by the teacher to stay within this budget. However, in the event that expenses exceed the cost of field trips for the year, parent(s)/guardian may be asked to contribute to the additional cost of a trip.

Class trips outside of the city (i.e. 8th grade Washington, D.C.) are optional as they require a significant investment of time and money.

Violation of conduct codes: While on a field trip, students are under the care and supervision of our school staff and adult chaperones. All rules, regulations, and codes of conduct, as stated in this handbook, apply. This includes no electronics unless otherwise specified by school leadership. In case of a serious violation of a school rule, and if deemed necessary

by the supervising teacher, the student(s) involved, accompanied by a teacher/adult chaperone, will be returned to school by private transportation OR a parent will be called to pick up from the location of the field trip. Parent/guardian will be notified and appropriate disciplinary actions taken.

41. INTERNET, EMAIL, & DIGITAL DEVICES

The Archdiocese of Louisville and St. Patrick Catholic School support the safe and responsible use of electronic devices in ethical and legal ways. The use of these learning tools should be focused on academic learning whether as part of class work, or as used by individuals before or after school. It is our policy that all technology, which is the property of the school and those devices owned by individuals in the school, is to be used in a responsible, ethical, and legal manner. All who utilize these resources will adhere to these acceptable use policies.

The following provisions regarding electronic devices should be made for the safety and well-being of all students. Failure to adhere to these expectations will result in disciplinary action.

- Students will not access material that is inappropriate in any way. That includes profanity, pornography, violence, and illegal acts.
- Students may not use devices to take photos, video or audio recordings on school property unless directed to do so by the classroom teacher and they are done in an acceptable manner.
- Taking or sending inappropriate pictures or texts is prohibited both in and outside of school. Consequences for such behavior can include detention, suspension, or in extreme and/or repeated cases, expulsion from school. It may be required by law for school administration to contact the police or Crimes Against Children in these cases.
- Misuse of the Internet or electronic devices will result in the loss of this privilege for a time determined by the administration. Consequences may also include detention, in-school suspension, or out-of-school suspension.
- School administration reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and after school hours. Thus, inappropriate use of technology at any time may subject the student to school consequences. Inappropriate use includes: harassment/bullying, use of the school name, negative remarks about the school,

faculty, or staff, offensive communications, and safety threats.

- No downloads, pictures, or purchases should be made on school property. Parents should supervise the downloading of all books and other material purchased on the Internet.
- St. Patrick Catholic School reserves the right to prohibit the use of personal electronic devices to prevent disruption of their learning environments.
- St. Patrick Catholic School will provide a form (see acceptable use policy; appendix C) that must be completed and returned to the school prior to the personal electronic device being brought to school. In this form St. Patrick Catholic School outlines its parameters of use for the devices, its liability policy regarding the devices as well as repair services that will or will not be provided by the school.
- Equity should be a consideration in classroom use of any personally owned tools.
- No laser pointers allowed at school.

Beginning in 6th grade, each St. Patrick student is issued a Chromebook for school use, which includes the personal responsibility of taking the device to and from school each day. The Celtic Chromebook Program has a separate handbook that is reviewed and signed with 6th grade families prior to issuance at the start of the school year.

CELL PHONE/Personal Devices POLICY:

Cell Phones

If a parent finds it necessary for their child to bring a cell phone to school, the parent and student agree to the following rules and consequences:

- Any student bringing a cell phone to school must turn the phone off when they enter the building.
- Cell phones may not be visible or be used during the school day (7:15 a.m. - 3:15 p.m.).
- Students are prohibited from using cell phones in any areas of the school building/grounds at any time during the school day. This includes contacting family if a student is feeling ill.
- Use of a personal cell phone during extracurricular activities will be at the discretion of the particular staff responsible. Parents should assume that students are old enough to abide by these rules and also receive the serious consequences that can be associated with poor behavior via social media and other cell phone usage. If a student is found in violation of this policy, the following will occur:

1st offense: The student will serve a detention. The cell phone will be confiscated and the parent must pick up the phone from the school office.

2nd offense: In-school suspension. The cell phone will be confiscated and the parent must pick up the phone in the school office and sign a form stating that he/she is aware that in the event that any offense of this nature occurs again, the student will lose the privilege to have the phone on school property.

3rd offense: The student will serve an out-of-school suspension and lose the privilege of being able

to have a cell phone at school for the remainder of the school year.

When there is reasonable suspicion that a student's cell phone or social networking website may have evidence that a student has violated the law or regulations of the school, a school official may view the messages or images sent or received on a digital device or the posting and messages sent or received on a social networking application or website.

The parent and student understand that St. Patrick Catholic School is not responsible for the loss or theft of personal devices or cell phones, as well as extensive cell phone use that results in high bills charged to the phone.

Parents should not communicate with students via their cell phones during school hours. Please call the school office and a staff member can relay an urgent message and/or allow a student to use a school phone.

Personal Digital Devices

Other "smart devices" like smartwatches, bluetooth headphones, and gaming devices are not to be used while at St. Patrick. St. Patrick provides students the necessary instructional technology needed for to meet academic goals during the school day. These smart devices may be taken away by school personnel and parents called to pick up if necessary.

42. PLAYGROUND GUIDELINES

St. Patrick believes all students deserve a safe area for recreation, and can behave appropriately and safely while enjoying play. Weather permitting, students are given time outside every day. A decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. All students will have a regular recess on days the temperature is 32 degrees or higher, or the wind chill is above 25 degrees. When the temperature is below 32 degrees, or the wind chill is below 25 degrees, teachers may choose to take students for an outside exercise walk. St. Patrick uses CSAA guidelines as it pertains to extreme heat. A decision about recess will be made by the principal/ assistant principal and communicated to the staff when the weather is in question. **Always dress your child for outside recess, including coats, hats, gloves, etc.** Students may wear pull-on pants for recess in cold weather. These are put on before recess and taken off after recess.

43. LIBRARY BOOKS

At the end of the school year, all library books must be returned. If a book is lost, students will be charged the replacement cost of the book. All books and materials must be related to some aspect of the school's educational program. All books and materials must be recommended by a faculty member, administrator, and approved by a staff member.

Reconsideration—To request an item in the library be reviewed or re-evaluated, the parent must submit a request in writing. This request will be reviewed by school leadership. It may also be reviewed by a committee. The following outcomes are possible: retain the item, remove the item, or limit access to the item.

44. TEXTBOOKS

St. Patrick Catholic School, whenever possible, will utilize textbooks and instructional resources approved by the Archdiocesan Office of Catholic Schools. All religion textbooks will be subject to the approval of the Office of Catholic Schools and the United States Conference for Catholic Bishops. In addition, the following guidelines should be adhered to:

- Teachers may require hardback books to have a protective covering.
- Care should be taken that tape is never applied to the bookbinding.
- Non-consumable books may not be marked or defaced in any way.
- Book covers/notebooks should be kept clean and free of any offensive graffiti or writing.
- Parents shall replace a book if it is lost, misused, or damaged beyond reasonable wear.
- Families should be aware of digital textbook availability and resource that tool if needed

45. HEALTH SERVICES

Monitoring the physical well being of students has long been the responsibility of the schools. Kentucky State law requires that schools record the height and weight for each child yearly, and hold vision/hearing and scoliosis screenings at regular intervals. St. Patrick Catholic School does employ a part-time school nurse to oversee our health services, child health documentation (i.e. immunization certificates, vision screenings) and care for children who feel unwell during the school day.

You are encouraged to take advantage of our health services. However, you may prefer that your child not participate in any or all of these programs at school. If such is the case, you are required to present a doctor's statement with results for your child's Health File at school no later than the date PTO has established for annual Health Screenings.

IMMUNIZATION CERTIFICATION

All immunization certificates must be current and the original on file with the school by the first day of school. Failure to provide evidence of compliance with Kentucky State Statutes concerning health requirements will result in exclusion from school services. Please contact the school office if you require exemption documentation. The St. Patrick School Nurse oversees this process.

MEDICAL REQUIREMENTS

- A physical examination is required when a student enters school for the first time and prior to entering 6th grade.
- St. Patrick Catholic School requires parents/guardians to provide proof a vision examination has been obtained from an optometrist or ophthalmologist by the first day of school in the first year a 4-, 5-, or 6-year-old child is enrolled. Vision examination information must be provided on the Kentucky state required form.
- Ages of all students, Junior Kindergarten, Kindergarten, and Grade 1, new to St. Patrick must be verified by an official birth certificate.
- Immunization records for all new students must be up to date prior to admittance to school and on the required State of Kentucky form.
- Sixth graders must have a new immunization certificate showing updated booster

vaccinations **AND** a 6th grade physical exam prior to the first day of school.

ILLNESS / ACCIDENT DURING SCHOOL HOURS

When a student is ill or is injured, the teacher or supervisor will send him/her to the school health room. Care will be given and, if the situation warrants, the parent(s)/ guardian(s) will be contacted to discuss appropriate action. It is against school policy for a student to contact a parent using a personal device and will result in a detention per the school's cell phone policy.

When the parent/guardian cannot be reached, the emergency numbers listed on the Registration Form/Emergency Card will be contacted. In the event of a serious emergency, EMS will be contacted at once so that immediate medical care can be given.

COVID-19

St. Patrick follows guidelines per the Archdiocese of Louisville and the Kentucky Department of Public Health. Schools follow the community guidance document which may be found [HERE](#). For more information on k-12 school guidance, access this link:

<https://govstatus.egov.com/ky-healthcare-guidance>.

***COVID-19 Symptoms to be considered as exclusion criteria:

- Temperature greater than 100.4
- Heavy cough that leads to difficulty breathing
- Vomiting and/or diarrhea
- Muscle or body aches
- New loss of taste or smell
- Exposure to a positive COVID-19 case within 48 hours

BATHROOM ACCIDENTS

Parents will be called in the event of an accident. Teachers/office staff may not be able to clean the child because of the sensitive nature of the situation.

ELEVATOR USE

An elevator is available for use by students, who because of a medical condition, may need to use it. It is not available for general use by the student body before, during the school day, or for going to or leaving school-sponsored activities held after school. Students may be able to let a classmate travel with them to help carry books, etc. Any student using the elevator without the school's permission will be issued an automatic detention and may lose additional privileges (grade appropriate).

MEDICAL EXCLUSIONS FROM SCHOOL

Parents are required to keep a child home if the child has had a fever, diarrhea, a rash or nausea within the last 24-hours, or exhibits any of the COVID-19 symptoms listed above. The child may not return to school until 24 hours after fever and symptoms have stopped. This helps prevent the spread of more infection to other families and their children.

***For example, a child who goes home on Monday at 9:00 a.m. with a fever but the fever breaks by

3:00 p.m. that afternoon is still not allowed to attend school the following day (Tuesday) because the 24 hour fever free window has not been met.

Children who have conjunctivitis (pink eye), head lice, or other contagious infections will be excluded from school until the infection is cleared up. The child will remain in the Health Room for parent pick-up if the child is not well enough to attend school. A doctor's note may be required if re-admittance to school is in question.

If a parent/guardian sends a note requesting that a child be excused from activities in PE, the student will be required to complete an alternative assignment pertinent to the topic taught in PE class that day. If a child does not have a visible injury and parents/guardians request that the student be excused from activities for more than two days, a doctor's note will be required for any additional excused class participation days.

MEDICATION

It is required that all medications, which need to be administered during the school day, be brought to the School Office by the parent(s)/guardian(s). **Prescription medication** must be in the original container with the prescription label attached that includes the physician's directions for dispensing the medication. If it is necessary that students bring medication to school, whether prescription or non-prescription, he/she must bring it to the office immediately upon arrival with the "authorization to give medication" form attached, which includes a signature from the prescribing doctor (**APPENDIX D**).

- The original prescription or refill must be provided by the parent and include the child's name, date, medication, dosage, strength and directions for use, which include frequency, duration and route of administration, prescribing physician and pharmacy name and address.
- Parents/guardians must alert the homeroom teacher in writing that their child is under medication, and at what times the medication is to be taken, and for how long.
- Students should be reminded daily by parent/guardian at what time they are expected at the office for medication.
- If a child is placed on medication for a short time, and the daily time of medication is critical, parent/guardian may wish to call the School Office to ensure that the child has remembered to come for the medication.
- Parents may bring as much of the medication to school as they choose ... refrigeration is available.

Non-prescription (over the counter) medication (including aspirin/aspirin-free Tylenol, and cough drops) will not be dispensed by St. Patrick's authorized office staff without written authorization from the parent/guardian and a physician, on the standard medication form (Appendix D) updated yearly. The medication should be in the original container.

Emergency medications must be accompanied by a written protocol and signed by a physician or local health officer and parent. Individual protocols are needed to address students with a history of systemic reactions to known allergens and other medical conditions that would require the

administration of emergency medications.

Asthma/Epi-Pen Medications. In 2002, the General Assembly passed KRS 158 that permits the self-administration of medications by a student with asthma or anaphylaxis if the student's parent or guardian:

- Provides written authorization for self-administration to the school.
- Provides a written statement from the student's health care practitioner that the student has asthma or anaphylaxis and has been instructed in self-administration of these medications. The statement shall also contain the following information: name and purpose of medications, prescribed dosage, time(s) when the medications are to be regularly administered and under what additional special circumstances the medications are to be administered, and the length of time for which the medications are prescribed.
- The statement shall be kept on file by the school.
- The parent/guardian of the student shall be informed that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medications. The parent/guardian shall sign a statement acknowledging that the school shall incur no liability and the parent/guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications.
- The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following school year. The necessary forms can be found in the school office.

HEAD LICE

Head lice are a concern in every school and for every parent. School staff may check students for head lice under the following criteria:

- When notified of head lice in a specific classroom and/or grade level;
- When teachers see behavior indicating that head lice may be present;
- When there is an indication that head lice may be a concern.

When checking for head lice, the student's privacy and dignity will be the highest priority.

The school will take the following actions when a case of head lice is reported or found on a student.

- A letter sent home to all parents in classroom/ grade level
- Student may not return to school without a doctor's note

PREGNANCY

Students shall not be dismissed for pregnancy. In view of our Catholic teachings on pro-life, any school policy on pregnancy should reflect the sanctity of the life of the unborn, the reputation of the student (boy or girl) involved, and the good name of the school. Decisions will be made on an individual basis.

CODE OF CONDUCT

46. DRESS CODE

Uniforms and clothing compliant with our dress code may be purchased at Shaheen's Department Store; 994 Breckenridge Lane, Louisville, KY 40207 502-899-1550. NOTE: All students Junior Kindergarten through 8th Grade are required to wear a uniform.

St. Patrick, as part of the Catholic tradition in the Archdiocese of Louisville, requires students to wear a school uniform. You will find the Dress Code described below; ultimately, you, the parents/guardians, are the key to a successful uniform policy at St. Patrick. Please ensure that your child is dressed in compliance with the uniform code daily.

Students are to be neatly dressed and well groomed each day. The homeroom teachers and school administration are the decision makers regarding acceptability of dress and hairstyle as it relates to the dress code. Uniform violations will be documented by the homeroom teacher and could ultimately result in the student receiving a detention. Depending on the infraction, parents may be called to bring appropriate clothing to school. Students that are out of dress code may be asked to wait in the office until appropriate clothing arrives. Repeated violations will result in a conference with parents, student, and principal/assistant principal and may result in further discipline. Parents are strongly urged to label all items with a student's name. A lost and found area is located in the cafeteria. Items that are not claimed will be taken to Goodwill by a PTO representative.

The following Dress Code has been established:

APPROPRIATE ATTIRE AND APPEARANCE

- Official school name tags (JK-5th) and lanyards (6-8th): required to be worn by each student throughout the school day. No stickers or other propaganda can be on name tags or lanyards.
- Pants: navy blue school uniform pants; no cargo pants with large pockets, jeans, corduroy, tight fitting or stretch style pants are allowed. Pants are to be worn waist high, not sagging on the hips. They should not be rolled up at the waist or at the hem. Pants should not have any tears or holes and should be in general good repair
- Shorts: navy blue uniform length; no visible labels; size appropriate; in good repair
- Belts: required for boys (1st grade and up) and girls when wearing shorts or pants. They must be solid navy, brown, or black with traditional buckles. No oversized or decorative belt buckles are allowed. Belts are optional for junior kindergarten or kindergarten students.
- Socks: must be white, small logos are acceptable, must be visible above the shoe. Footies are not acceptable. Black athletic socks are not acceptable. No ruffles or other embellishments are acceptable.
- Shirts: (JK-5) interlocking white or hunter green polo style knit shirts, solid style, short or

long sleeves; (If a tee-shirt is worn underneath shirt, it must be solid white); white knit turtleneck (no mock turtlenecks); Shirts must be tucked in at all times. They may not be rolled or hidden under sweatshirts. If T-shirts are worn under uniform shirts they must be solid white. No colors or logos are allowed to show through the uniform shirt from T-shirts or colored undergarments.

- Sweater: Navy blue cardigan with long sleeves, in good repair.
- Sweatshirts: Navy ¼ zip fleece OR navy crewneck sweatshirt (St. Patrick Catholic School logo is on the left side - all available at Shaheen's).
- Shoes Athletic/Tennis shoes (any color) are the only acceptable shoes. They must be matching and the same color/design. For safety reasons, clogs, open sandals, Crocs, and flip-flops are not permitted. Shoes with flashing lights or shoes that make music are not acceptable. Boots are not acceptable. Shoes should be the appropriate size (not oversized) and shoestrings should be tied so that the shoe fits tightly to the foot. Shoestrings should be matching, regular shoestrings that came with the shoe with no other embellishments.
- Jackets, non-uniform sweatshirts, sweaters, hats, etc. are appropriate for outside wear only. Jackets are not permitted to convey, either openly or covertly, unacceptable messages, themes or symbols.
- Uniforms must be in good repair, clean and free of holes, no pins used to hem skirts
- Hair is expected to be kept neat, clean, out of the eyes, off the collar, and should be a natural color.
- Visible tattoos (permanent or temporary) or body piercings are not permitted.
- Jewelry:
 - wristwatches and basic fitbits are acceptable; (smart watches that connect with smartphones are not allowed);
 - a single, religious medal or cross on a thin chain is permitted;
 - no other jewelry such as rings or bracelets are allowed. The only acceptable bracelets are medical alert bracelets.
- Students are not permitted to mark or draw on themselves or their clothing. It is also not permissible to mark or draw on anyone else's clothing, hands, arms, faces, etc.
- Anything not specifically mentioned is not allowed.

FEMALE STUDENTS:

- Jumpers/Skirts: (JK-3) is a plaid jumper; (4-8) is a plaid skirt. St. Patrick's print is available at Shaheen's.
- **Girls jumpers/ skirts must be no shorter than three inches above the knee in the front and back.** They may not be rolled at the waist. Skirts must be in good repair with no stains or fallen hems. Skorts are not allowed. Regular play shorts must be worn under the skirts, but not visible below the hem.
- After a written warning, students have five school days to correct their skirt length if an adjustment is required. Detention will be assigned if not corrected by deadline.
- Tights: white
- Leggings: Plain navy, long, fitted, cotton leggings in good repair, must be worn with socks. No cropped capri leggings.

- Make-Up: No make-up may be worn, including tinted lip balm/lip gloss
- Nails: Clear, white, or white French Tip nail polish may be worn
- Earrings: May consist of one stud earring in each ear lobe; no hoops/dangles. No cartilage earrings.
- Purses: No purse should be more than 8 inches by 10 inches (regular copy paper is a good measure).
- Celtic sweatpants (JK-8) may be worn under the skirt and jumper to and from school; must be taken off during school hours. Celtic sweatpants can be purchased at Shaheen's or through the Celtic Spirit Wear provider.
- No hair accessories like clip in braids/feathers/flowers, sparkle strands, etc. are allowed. Headbands and small bows are acceptable but should not be overly large or distracting to other students. Headbands may be school plaid, **any** solid color or contain any St. Patrick branding (Celtics, "P", St. Patrick). No headbands with sequins, jewels, jewelry or writing/symbols outside of the branding mentioned above.

MALE STUDENTS:

- Hair: Must be regularly groomed, natural color, and completely out of the student's face. If boys must flip their hair to see then it either needs to be cut or styled appropriately so that it is out of the face at all times. Unacceptable hairstyles include but are not limited to the following: overly spiked hair, districting lines or stripes on the sides, razor cuts, Mohawks, and partially or completely shaven heads.

MIDDLE SCHOOL ONLY (6-8):

- 8th graders may wear their approved 8th grade sweatshirts
- Shirts: White, Hunter Green, or Navy Blue
- Pants/Shorts: Khaki or Navy Blue

SPIRIT WEAR DAYS

Visit <https://celtic-spiritwear.com/>

2025-26 dates: 9/5/25, 11/14/25, 12/18/25, 2/27/26, 3/27/26, 4/24/26, 5/15/26

Spirit Wear Attire includes:

- Spirit Wear must contain a St. Patrick logo; gear is for sale from PTO or CAM vendor or may be from school-sponsored extracurricular activities (i.e. Drama, KYA, other clubs)
- Team shirts, official Spirit Wear (size appropriate) tops; shirts must cover the shoulder, i.e. tank tops, net shirts, spaghetti straps, muscle shirts, body suits, etc. are not permitted
- Shorts: (Boys and Girls) Running-style shorts are permissible but should be as modest as possible; Tight-fitting shorts such as volleyball-style shorts are not acceptable.
- Sweat pants: Navy blue, black, or gray; St. Patrick sweatpants are also acceptable. No pajama pants

- Pants: Sweat pants, jeans, and leggings are acceptable; form-fitting pants must be covered by appropriate-length shirt
- All appropriate attire and appearance standards, including socks, jewelry, hair, make-up, nail polish, and shoes remain the same as uniform days. EXCEPTION: Headband guidelines do not have to be followed on Spirit Days.
- Anything not specifically mentioned is not allowed

OUT OF UNIFORM DRESS CODE/DRESS DOWN DAY

Dress Down days will be announced or rewarded at various times during the school year at the discretion of faculty and administration.

- Will not be scheduled on days a school liturgy is celebrated
- No oversized clothing; undergarments should not be visible
- Pants/shorts: same guidelines as for Spirit Wear Days
- Shirts/Tops/Blouses: must cover the shoulder, i.e. tank tops, net shirts, spaghetti straps, muscle shirts, body suits, etc. are not permitted.
- T-shirts: must be suitable for Church and School. Hence, T-shirts may not advertise or refer to alcoholic beverages, tobacco products, use of inappropriate language, convey openly or covertly unacceptable sentiments or themes.
- All appropriate attire and appearance standards, including jewelry, make-up and shoes remain the same as uniform days. EXCEPTION: Headband guidelines do not have to be followed on Out of Uniform Days.
- Anything not specifically mentioned is not allowed

DRESS UP DAY

Dress Up Days will be on the first Wednesday of the month, beginning September 3, 2025. Students may also dress up for school picture day (9/10/25).

2025-26 Dates: 9/3/25, 10/1/25, 11/5/25, 12/3/25, 1/7/26, 2/4/26, 3/4/26, 4/1/26, 5/6/26

Please see the guidelines below.

Girls:

- A neat, clean, appropriate length skirt and blouse or dress.
- Skirts, dresses, and jumpers must be appropriate for school Mass. They should not be too short, form fitting, or revealing. Skirts must hang from the waist with no undergarments showing.
- Sweaters which fully cover the shoulder and are not form fitting may be worn over the blouse.
- An appropriate blouse and dresses must be buttoned up if there are buttons, not low cut, and must have sleeves that fully cover the shoulders. Blouses cannot be worn unbuttoned over a tank top or dress.

- Dress slacks or khakis may also be worn with an appropriate blouse following the guidelines above. Dress slacks should not be form fitting.
 - Jeans, sweatpants, track pants, and other casual wear are not permitted on Dress Up Days.
 - Leggings may not be worn unless they are under a dress or skirt that follows the above guidelines for length and coverage.
- Students may wear dress boots that are made out of leather or leather-like materials. Cowboy boots are not allowed. These boots cannot go above a student's knee (patella). Students may not wear Uggs or boots with fur on Dress Up Days.
- All footwear may not have a heel exceeding one inch.

Boys:

- A neat, clean, appropriate dress shirt with a collar (neckties or bow tie optional).
- Sweaters and/or sweater vests in good repair may be worn over the dress shirt.
- Dress slacks or dress shorts may also be worn. Dress slacks should not be form fitting.
 - Jeans, cargo shorts, sweatpants, joggers, track pants, and other casual wear are not permitted on Dress Up Days.
- Students may wear dress shoes.

PERMISSION TO BE OUT OF COMPLIANCE

It may, on occasion, be necessary for a student to be out of compliance, or out of uniform, due to some emergency, oversight, or other noted reasons. In such an event, the parent/guardian must write a brief note to the teacher and principal indicating that the child will be out of compliance with the uniform code. Excessive abuse of this privilege may result in a phone call to the parent/guardian. NOTE: Repeated violation of the uniform code will result in a disciplinary action.

OUT OF UNIFORM CODE VIOLATIONS

Students dressed inappropriately on an out-of-uniform day will be sent to the office.

Parent/guardian will be called, and proper attire will be requested. Students may be excluded from any school/activity because of inappropriate dress.

PHYSICAL EDUCATION (P.E.) DRESS REQUIREMENTS

All students must wear athletic/tennis shoes (tied securely) to P.E. class. Please choose athletic shoes that are not flat on the bottom. All students need to have their name inside their uniform jumper, skirt, shirt, sweatpants, and sweatshirts for easy identification.

Students may participate in P.E. class in their regular uniform. P.E. shorts for boys and girls should be no more than three inches above the knee.

Dress Down/Spirit Wear Days – Boys/Girls: We encourage you to wear uniform length shorts or appropriate shorts for P.E. to school. If you choose to wear jeans to school, it is recommended students bring appropriate shorts to school to change into for PE class.

47. DISCIPLINE POLICIES

St. Patrick Catholic School is a community where all members are called to treat every individual with the dignity, love, and respect that our faith demands.

Student accountability, respect for the dignity of the human person, and teachable tools to prevent future misconduct are the primary objectives to our discipline policy.

Code of Conduct Contract: St. Patrick Catholic School has created an individual code of conduct contract to emphasize the importance we place on exhibiting Catholic/Christian character and behavior. Each student, and their parent or guardian, is required to sign a document that they have reviewed the Parent/Student Handbook and Code of Conduct for their school registration to be considered complete.

POSITIVE DISCIPLINE

Providing children the framework and discipline for Christian and ethical living can lead to improved happiness and help them make better choices in their lives. St. Patrick believes that the goal of discipline is self-discipline. Positive discipline helps the child become aware that behavior is freely chosen and that behaviors have consequences. Positive discipline focuses on assuming personal responsibility and “owning” the behavior, assessing its appropriateness, and accepting that consequences are a part of the learning process. Forgiveness and mercy are also at the heart of our Christian framework. St. Patrick will use procedures that encourage, support, and empower students to achieve positive outcomes in school, with their classmates, and in the community.

WE ARE ST.PATS

St. Patrick Catholic School believes that each student has the responsibility to act in accordance with the policies and rules that have been established. Each student is expected to put into practice what has been taught in the classroom about Catholic/Christian character and behavior. Each classroom will build their own community norms at the start of the school year. Our positive discipline school-wide focuses on “We Are St. Pats”.

S - SPIRIT OF CHRIST
T - TREAT OTHERS WITH RESPECT
P - PERSONAL RESPONSIBILITY
A - ACADEMIC EXCELLENCE
T - TEAMWORK
S - SERVICE

GENERAL SCHOOL RULES

BE RESPECTFUL

- Show respectful attitude toward all in words and actions
- Quiet in the hallways (common areas)
- Keep hands, feet, and objects to yourself

- Treat school property with respect
- Be honest
- Maintain proper classroom behavior

BE RESPONSIBLE

- Accept all responsibilities
- Establish learning goals
- Be prepared for each class
- Complete all assignments to the best of **your** ability
- Be on time for school and class
- Follow the school dress code
- Follow instructions
- Remain properly seated
- Listen and participate

BE REVERENT IN CHURCH

- Silence when assembling for Mass and other church events
- Silence when passing through the church space
- Genuflect in the direction of the tabernacle as you enter and exit the pew
- Fully participate in the Mass

Students will receive, as part of the Trimester Report Cards, progress reports on these areas of their learning, including (1) respectful and Christian attitudes and behavior and (2) work habits that lead to academic success (i.e. timeliness and quality of work, being prepared, participation).

Open and honest communication between students, faculty, and parents is critical to the success of developing strong moral behavior habits for every child in elementary and middle school.

TEACHER DISCIPLINARY ACTIONS

The teacher may utilize, as appropriate, a variety of procedures that are designed to redirect inappropriate behavior and help students learn new strategies to improve their self-discipline. These measures of redirection and accountability include, but are not limited to:

- Verbal reprimand/warning
- Assign constructive assignments/tasks
- Require a student-teacher conference
- Call or conference with parent/guardian
- Require students to serve a detention
- Develop, with the student, a contract of behavior
- Remove, temporarily, a class privilege
- If the student has not responded appropriately to the above action, the teacher and administrator will develop further disciplinary action.

48. CLASSROOM DISCIPLINE

JK- 3RD GRADE:

Teachers in Junior Kindergarten through 3rd Grade utilize individual classroom discipline procedures that are designed to be part of a learning process that helps students develop self-discipline skills and demonstrate the values that are expected of a student attending a Catholic school.

4TH-8TH BEHAVIOR DETENTION:

Behavior detentions are held on Mondays from 3:00-4:00 PM for grades 4th-8th. Students and parents will receive communication regarding how a detention will be served should a student receive a detention. Before a student serves detention, the teacher notifies a parent/guardian that the student has received an infraction. Depending on the grade level, an accumulation of infractions in one grading period leads to an assigned detention. Detentions may also be assigned for a singularly inappropriate behavior.

While in behavior detention, students will participate in a reflection activity that aligns with “We Are St. Pats” and is constructive and proportionate to the misbehavior. They may also participate in service for the school, including light cleaning or administrative tasks (i.e. filing library books, stuffing envelopes).

Behaviors that may result in an automatic detention or lead to a detention being assigned include, but are not limited to:

- Multiple uniform violations
- Gum chewing/unauthorized eating
- Multiple tardiness to class
- Disruptive behavior in class or towards classmates
- Disrespect for authority figures
- Disrespect for school or other's property
- Unauthorized presence in any part of the building
- Copying another's work or test, including plagiarism
- Giving answers to another student
- Improper use of technology (i.e. cell phone out, misuse of Chromebook)
- Lying or misrepresenting the truth
- Forgery
- Crude or vulgar language or gestures
- Failure to serve previous detention

These actions will result in a phone call from the teacher or administrator to inform parents about the behavior and consequences. If a detention is assigned to a student, parents are expected to sign and return the Personal Responsibility form without lengthy explanation or rebuttal. If follow up meetings or phone calls for clarification are necessary, they will be made in a timely fashion upon request. The detention assigned will stand regardless of parent signature or agreement of the

detention. Failure to serve a detention is an automatic detention in addition to the original detention.

Multiple detentions in one week or a student suspension (in-school or out-of-school) will result in a student being ineligible for extracurricular activities for the duration of their suspension or up to one week, depending on the time of the event. Parents are asked to seriously consider a student's extracurricular participation if they are not adhering to school conduct expectations.

A record is kept in a file in the office of the number of detentions accumulated by each student. Such records on detention and/or infractions are not sent to other schools or marked on permanent records. If a student accumulates three detentions in a trimester, a parent will be notified and the student will be given a suspension, either in school or out-of-school at the discretion of the principal or assistant principal. If a student receives a fourth detention in a trimester, parents will be required to meet with the principal or assistant principal to determine a course of action for the student, which could result in a probationary period and/or even expulsion from St. Patrick Catholic School.

At any point, the classroom teacher and/or school administration can issue mandatory detention to a student if they deem necessary.

49. ADMINISTRATOR'S DISCIPLINARY ACTIONS

The principal and assistant principal may utilize, as appropriate, various measures to ensure and maintain discipline and safety. When a student shows continued poor progress despite repeated efforts to correct them by school personnel, or when there has been an extreme violation of school expectations, the principal and/or assistant principal will call a parent/principal conference and create a behavioral contract for the student. The purpose of this conference is to discuss the nature of the problem(s); share possible solutions; and, to improve student behavior and/or academic progress. All parties involved will be afforded the opportunity to describe the problem as he/she sees it, and to suggest actions that would resolve the problem(s). In addition, the following options may be taken and discussed at the conference:

- Removal of school privileges temporarily
- Separate student from his/her peers
- Suspend or discontinue student access to school bus transportation
- Place student temporarily in the care of another staff person or teacher
- Refer for counseling or formal evaluation
- Home study program
- Modified school program
- A probation period put into effect; Behavior contracts may be utilized during the probationary period.
- Suspension in/from school (depending on local discretion)
- Dismissal/new school environment

In applying all of these procedures, school authorities are expected to be sensitive to the age of the child and the gravity of the offense.

If the parent/guardian chooses not to attend the conference, then the conference will take place in the absence of the parent/guardian. The results of this conference will be reported to the parent/guardian.

PROBATION

Probation is a disciplinary procedure by which a student is evaluated by the teacher and principal in regard to his/her attitude and behavior over a specified period or time. This procedure is followed in order to determine the student's resolve to remain in the school community. Steps for probation include:

- The principal has a conference with the student and parent/guardian to advise them of reasons for probation, the plan of action (which may include counseling) and the time-length of the probation. The teacher(s) may be asked to attend. A written summary of this conference is sent to the parent/guardian, and the principal retains a copy.
- The pastor is advised immediately.
- After the period of probation, a second conference is held to determine whether the probation is to be terminated or extended.
- The student may or may not be able to participate in after school activities if they are on probation.

SUSPENSION

This is a disciplinary procedure by which a student is removed from the school/classes for a specified period of time. Suspension gives the student an opportunity to realize that certain aspects of his/her attitude and behavior are unacceptable to the school community. Suspension, either in school or at home, is used when normal disciplinary procedures have failed, or in cases of exceptionally severe breaches of discipline. Students accused of serious wrongdoing can be put on home study, pending a final determination of responsibility. Conduct, whether inside or outside the school, can result in an indefinite suspension if it is detrimental to the reputation of the school. Only the principal or assistant principal has the authority to administer suspension.

IN-SCHOOL SUSPENSION

The student is temporarily removed from the class but remains in school under supervision. School staff will maintain the dignity of the student throughout this measure. The student may not participate in extracurricular activities on these days.

OUT-OF-SCHOOL SUSPENSION

The student is not permitted to be on school property for the duration of the suspension and/or cannot participate in extracurricular activities. If, in the principal's judgment, suspension is necessary, he/she shall:

- hold a conference with student and teacher;
- inform the pastor;
- call a conference with the parents and any others, as circumstances demand;
- provide educational tasks for the student to complete for entrance back into the school program.

DISMISSAL

Dismissal is a disciplinary procedure by which a student is removed from the school. Dismissal is used in those cases where probation and suspension have been deemed inadequate to effect the desired changes in the student's attitude and behavior. If, in the principal's judgment, dismissal is necessary, he/she:

- has a conference with student and teacher;
- informs the pastor;
- calls a conference with the parents and any others, as circumstances demand;
- informs other persons who are affected by the decision, including School Board chairperson;
- may allow parent/s to withdraw student;
- provides guidance for transfer to another school;
- sends a written statement of the measures taken and the reasons for the action to the Superintendent at the Office of Catholic Schools and to the parents.

CORPORAL PUNISHMENT

Corporal punishment is never permitted as a means of discipline.

50. CHEATING POLICY FOR GRADES 4-8

Cheating is a serious violation of the Code of Conduct. Cheating includes but is not limited to:

- Copying another student's work and presenting as your own
- Plagiarizing, including using Artificial Intelligence to claim other sources of information as your own work
- Copying or receiving answers to questions on tests or quizzes
- Procuring or distributing copies of tests or examinations
- Forging another's signature

Cheating incidents in early elementary grades will be handled on an individual basis with the teacher. In grades 4-8, the faculty and administration have developed the following policy in regard to cheating:

- Students who copy or give homework, reports, class work, etc., will receive a behavior detention.
- Students who cheat on tests will receive a behavior detention.
- Students will receive an alternative assignment or assessment to make up for the one they cheated on, which may be more difficult.
- Further cheating incidents will be handled by the administration and faculty and could include suspension, academic contracts, and additional consequences.

51. THREATENING/BULLYING/HARASSMENT POLICY

Each child has dignity and worth because they are created in God's image and likeness and therefore hold indefinite value. As a Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school communities and provide physically, socially, and emotionally safe environments for all members.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. It is unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual. Cyberbullying is bullying conduct that takes place online through the use of electronic communication and/or social media.

Individuals who are bullied and who bully others may have serious, long-lasting effects. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Forms of bullying behavior may include but are not limited to the following:

- Electronic: phones, computers or other smart devices, email, instant messaging, text messaging, video games, websites, or any other form of social media
- Written: derogatory, demeaning, or inflammatory posters, cartoons, written words, or drawings
- Verbal: name calling, taunting, insulting remarks, gossiping, teasing, spreading rumors, insulting gestures or looks.
- Physical: hitting, punching, kicking, pinching, shoving, tripping, scratching, biting, threatening to do physical harm, or damaging someone's personal property
- Social: undermining other relationships, ostracizing, excluding from the group, making jokes or making someone look foolish, or playing mean tricks

These definitions and many more helpful resources for schools and families may be found at <https://www.stopbullying.gov/>

Procedure for dealing with harassment/bullying of any student by another student:

- Any student believing that they are being harassed/bullied should try immediately to express their displeasure to the student harassing them or should tell a teacher or a trusted friend right away.
- If the harassment continues, the student should report the incident(s) to the appropriate school official immediately and/or should tell a parent or guardian who could contact the school official immediately.
- Upon receipt of the report, the principal, assistant principal and/or school counselor will initiate an investigation, including an individual meeting with both the student alleged to have been harassing/bullying and the student reporting the incident.
- Administration will report to the parents of both students the results of the investigation, however, due to confidentiality laws, St. Patrick Catholic School cannot disclose any disciplinary action taken towards any child but their own.
- Possible consequences may include, but are not limited to, the following:
 - A meeting with parents and students involved to discuss the incident and set up a

- behavior modification program.
 - o A written apology
 - o Peer remediation
 - o Required counseling or similar recommendation.
 - o Possible isolation of student harassing/bullying from other students.
 - o Possible loss of privilege or removal from school or extracurricular activity
 - o Detention or in-school suspension.
- If after initial investigation and consequences the situation still continues, possible consequences may include out-of-school suspension or in extreme cases, expulsion from school.

Harassment/Discrimination

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, status, sexual orientation, gender identity, gender expression, genetic information or disability is strictly prohibited and will result in immediate school discipline. This includes online behavior while not at school.

Examples of Harassment/ Discrimination

- Racial or sexual name-calling
- Touching or grabbing a person's body in private areas
- Inappropriate comments or inappropriate treatment of a person with a disability\
- Displaying sexually offensive pictures, magazines, notes, cartoons, and/or jokes
- Inappropriate comments or inappropriate treatment of a person based on gender

In cases where a student and/or parent/guardian thinks that a student has been harassed or discriminated against for any reason, the parent/guardian/student may file a report to school administration via written email. The procedure will include a discussion of the grievance with administration, an investigation of the incident, and a decision rendered within a reasonable timeframe (five school days). Administration will report to the parents of both students the results of the investigation. Specific student discipline information is confidential.

Threatening/Menacing Behavior (from Archdiocese of Louisville Emergency Resource Guide)

The primary purpose of a Threat Assessment is to prevent targeted violence in schools by students. A threat is an expression of intent to harm someone or damage property that may be spoken, gestured, or communicated in some other form (i.e. text messaging,

email, journal entry, picture). A Threat Assessment is a multi-step process that is designed to:

1. Gather information;
2. Evaluate facts;
3. Determine the threat level;
4. Manage the threat

A Threat Assessment is based on known facts; not assumptions. It is a fact-based investigative and analytical approach that:

- Focuses on what a particular student is doing or saying, and;
- Not on whether the student “looks like” someone who may fit a particular profile.

In the event of an IMMEDIATE danger:

- Call Law Enforcement or 911
- Take immediate action to secure or isolate the individual posing a threat, and prevent access to potential weapons (if known)
- Take immediate action to move others from harm’s way (in immediate vicinity of event)
- Initiate Lockdown procedures (as outlined at the local level)

In the event a threat is reported to school officials, the following process should be followed:

- **Gather information.** A threat is reported to the principal, assistant principal or school counselor. Gather the facts of the account by interviewing the student who made the threat, the recipient of the threat, and other witnesses. Write down the exact contents of the threats and statements made by each party. Consider the circumstances in which the threat was made and the student’s intentions. (Use interview forms from Emergency Guide)
- **Evaluate facts.** Determine whether the threat is transient or substantive. (See criteria for transient and substantive threats)
- **Determine the threat level** – If substantive, the “Threat Matrix Assessment” is submitted to the local law enforcement department. *See contact information on form. The Threat Assessment Matrix is designed to capture the information gathered during the investigation in a format that will help determine whether the threat is low risk, moderate risk or high risk. The Threat Assessment resulting risk “score” will dictate who is notified, suggested next steps, and how to manage the threat.
- **Manage the Threat** – The Threat Assessment Matrix will provide context for next steps. In some cases, law enforcement may become involved in further investigation depending on the level of threat.

Transient Threat

- Non-genuine expression or intended as a joke or figure of speech;
- Non-sustainable intent to harm or temporary anger that is resolved;
- Conflict is resolved and ends by apology, retraction, or clarification

Response to Transient Threat

- Contact student's parents
- Notify intended victim's parents if appropriate;
- See that threat is resolved through explanation, apology or making amends;
- Refer for conflict mediation or counseling to resolve problem, if appropriate;
- Follow discipline procedures;
- Develop a behavior intervention plan/behavior contract as appropriate.

Substantive Threat

- Specific plausible details such as a specific victim, time, place, and method;
- Threat has been repeated over time or related to multiple persons;
- Threat is reported as a plan or planning has taken place;
- Recruitment of accomplices or invitation for an audience';
- Student's age and capability of carrying out the threat;
- Student's history of aggressive behavior;
- Credibility of student and witness accounts.

Response to Substantive Threat

- Complete the Threat Assessment Matrix to determine level of risk. Send to appropriate law enforcement contact.
- Notify parent and provide direct supervision of student until parents assume control;
- Protect and notify intended victim and parents of intended victim;
- Contact Superintendent or designee
- Notify parents of need for mental health assessment;
- Follow discipline procedures
- Develop Behavior Intervention Plan as a result of the mental health assessment

The Archdiocese of Louisville and St. Patrick Catholic School will not condone any form of bullying or threatening behavior and will pursue the necessary measures to create a safe learning environment for all students and employees. The Superintendent and Director of Family Counseling are available to consult with schools dealing with threatening behavior.

Please note that for the safety of all community members, if the school refers a student for an

immediate mental health assessment following a crisis, threatening language, or threatening behavior, the family will be required to provide specific documentation of the visit before the child may return to school. This documentation should demonstrate the outcome of the evaluation including recommendations for follow up or continued treatment, and families may be required to provide evidence that these recommendations have been followed in order for the student to remain enrolled.

52. OTHER ILLEGAL BEHAVIOR

VANDALISM / STEALING

St. Patrick Catholic School's facility and equipment are parish property. Willfully damaging or taking this property may result in immediate suspension, and possible dismissal. This policy includes parish and school sponsored events that might take place on weekends or evenings. The school requires that vandal damage and/or theft be paid for before a student is allowed to return to class. If a student accidentally causes damage he or she should report it to a teacher or supervising adult immediately so that the damage is not misconstrued as vandalism.

ILLEGAL DRUGS OR ALCOHOL

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to immediate disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action, which may include dismissal from school.

Possession/Use of Illegal Drugs or Alcohol. When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

- The substance will be taken away from the student.
- Parent/guardian will be called to take the student home unless emergency help is required first.
- The superintendent and/or the Safe & Drug Free Schools Coordinator is notified and consulted.
- A conference with the student, parent/guardian, and school officials will take place.
- Law enforcement authorities will be informed.
- A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
- Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations, and/or dismissal from school.

Distributing/Selling Illegal Drugs or Alcohol. If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

- Parent/guardian will be called to take the student home.
- Law enforcement authorities will be notified.

- The superintendent and/or Safe & Drug Free Schools Coordinator is notified and consulted.
- The student will be dismissed from school.

Suspected Possession/Use/Distributing/Selling of Illegal Drugs or Alcohol. When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.

Professional Assessment and Treatment. When a professional assessment is required, the Safe and Drug Free Schools Office can provide the family a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

FIREARMS AND DANGEROUS WEAPONS

Kentucky State Law states that Unlawful Possession of weapons on School Property is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine.

KRS Chapter 527 reads as follows: “A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than institutional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school campus, grounds, recreation area, athletic field or any property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions for this section shall not apply to institutions of postsecondary or higher education.”

The Kentucky Penal Code, Section 500.080, states that a “deadly weapon” means:

- Any weapon from which a shot readily capable of producing death or other physical injury may be discharged; or any knife other than an ordinary pocket knife or hunting knife; or
- Billy, nightstick, or club; or
- Blackjack or slapjack, or
- Nunchaku karate sticks; or
- Shuriken or death star; or
- Artificial knuckles made from metal, plastic or other similar material

Please Note: While the Kentucky Penal Code, Section 500.080, does not define hunting knives or pocket knives as deadly weapons, these knives are not permitted in the building unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

Should a student be in violation of the above policy, the following steps will be taken:

- Parent/guardian is contacted.
- The student is dismissed from school.
- The police are called.
- The superintendent is notified.

- Reason for dismissal is noted on the student's permanent record.

53. SEARCH AND SEIZURE

School authorities will retain the right to search student possessions brought into school or on school property. School officials will first ask the student for the item in question. If the student refuses, the student can be asked to empty pockets, book bags, purses, etc. Lockers, desks, etc. are under the ownership of the school and can be searched at any time. If there is cause to believe that a student has a dangerous item on his/her person, and the student still refuses to hand it over, and school leadership believes that persons are in danger, the child will be detained by school leadership. School authorities will expect cooperation of a student in any search procedure; failure of a student to cooperate will be considered a serious breach of discipline.

USE OF REASONABLE PHYSICAL FORCE BY STAFF

Use of reasonable physical force by school personnel may, under KRS 161.180, be implemented to restrain a student whenever immediate action is essential for self-defense, preservation of order, or protection of other persons or property.

54. GRIEVANCE PROCEDURES

Authority as exercised in the Catholic school system depends in a large measure upon a spirit of willing cooperation among administrators, parents, staff, and students. However, honest disagreements can, and sometimes do, occur between persons at various levels. For those instances when the persons involved cannot reach an agreement that is mutually satisfactory, the following guidance is offered.

Normal Level of Resolving Grievances

- Students (Parents)
- Staff Person
- Principal
- School Board (Chairperson selects two members of the Board with approval of pastor as a hearing committee)
- Pastor
- OCS/Superintendent (who may choose to form a hearing committee composed of OCS board members and staff)
- Due Process Board of Archdiocese of Louisville
- Archbishop

It is assumed that all personnel involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences.

Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question. When either party involved chooses to appeal a decision to the next higher level, such appeal should be made in writing within a reasonable time frame (10 days to 2 weeks). If, at any level, a formal hearing process is sought, all persons involved must agree to full disclosure of all pertinent information to the board or committee that is conducting the hearing. The hearing body is

bound to maintain confidentiality concerning all information received.

At the parish level, the pastor retains the right to intervene with authority at any stage of a complaint or grievance, provided such intervention seems more likely to bring a just and speedy resolution to the problem.

At any point, the Office of Catholic Schools is willing to offer counsel and advice, and may act as facilitator, but will not authoritatively intervene unless a breach of policy or official procedure has occurred.

When a matter is referred to the Office of Catholic Schools, a representative of the office will meet with both sides of the dispute to search for and propose a satisfactory resolution.

The Archdiocesan Personnel Office may also be of assistance in employee-related matters.

The Office of Lifelong Formation and Education may appoint an ad-hoc committee to conduct a hearing should that approach be considered helpful.

Unresolved disputes may be referred to the Archdiocesan Due Process Board.

55. CHILD ABUSE

As stated in KRS 620.030, “any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky State Police, the cabinet, or its designated representative, or the Commonwealth’s attorney by telephone or otherwise.”

This reporting requirement includes school teachers, school officials, clergy, employees, and volunteers. When the accusation involves church personnel, such a report must also be forwarded to the Chancellor of the Archdiocese. St. Patrick Catholic School staff will immediately report any suspicions of abuse or neglect to the proper agency for investigation. School officials must permit agents from Child Protective Services (CPS) to interview a child at school, if requested. School officials are not required to notify parents/guardians that CPS is interviewing a child. A school official may only remain with the child during the interview if the child requests they do so and the CPS agent(s) allow it.

Persons making a report should provide the following information:

- The names and addresses of the child and his or her parents or other persons who have custodial responsibility for the child;
- The child’s age;
- The nature and extent of the child’s suspected dependency, neglect, or abuse, including any previous charges of dependency, neglect, or abuse, if known;
- The name and address of the person who is allegedly responsible for the abuse or neglect; and
- Any other information that will be helpful to the child abuse investigator.

No internal investigation shall be initiated before this report is made to the authorities and to the Chancellor. Failure to report suspected child abuse to the civil authorities is a Class B misdemeanor punishable by law and is grounds for the termination of employment and/or the termination of a volunteer relationship with a diocesan entity. The only exceptions to this requirement involve information learned within the Sacrament of Reconciliation or within an attorney-client relationship. [KRS 620.050(3)]

Please refer to “Restoring Trust: The Sexual Abuse Policies of the Archdiocese of Louisville” for additional information.

Appendix A

REQUEST FOR STUDENT RECORDS

To:

From: St. Patrick Catholic School

Attn: Student Records/Counseling Office

Dear Principal:

Please forward official school records, health data, and any standardized test scores to St. Patrick Catholic School. Permission to release these records has been given, as indicated below.

Name of Student(s):

D.O.B.

Grade Entering

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sincerely,

Mrs. Lisa Goben
 Student Records
 St. Patrick Catholic School
 Office: 502-244-7083
 Fax: 502-719-0369

Permission to release student records _____ has my
 permission to release the records to the aforementioned child(ren) to:

St. Patrick Catholic School
 1000 N. Beckley Station Road
 Louisville, KY 40245

Appendix B

FAMILY TRIP FORM

This form is used when the family requests a student to miss a class or a day(s) from school for a reason other than illness, an appointment, a funeral or an emergency.

Please provide all necessary information requested.

- A family-generated request

by: _____
(parent's name)

(student) _____ *Days absent this school year:* _____

The above-mentioned student is seeking permission to miss a school day(s) in order to participate in a family trip.

Date(s) of the trip: _____

FAMILY TRIPS DURING THE SCHOOL YEAR POLICY

Parents are strongly encouraged not to plan family trips to include school days. Regular school attendance is very important. Parents are asked to consider that when a student is absent, it is impossible to make up teacher presentations, classroom learning activities, classroom discussions, and class interaction. Teachers are not required to prepare work in advance to accommodate vacations. Students are not allowed to make up work for family trips scheduled after May 1. If a student is absent due to a family trip, they will be required to make-up assignments and missed tests within the week that they return from their trip. Class time will not be used to make-up work once the student returns. However, students needing to make-up work, or tests, must make arrangements with the teacher(s) to do so.

Signature: _____

Date: _____

Signature of teachers with current grade:

English – _____

Math – _____

Literature – _____

Science – _____

Religion – _____

Social Studies – _____

Appendix C

Personal Electronic Device (P.E.D.) Permission Slip

Archdiocesan Policy:

The Archdiocese of Louisville supports the safe and responsible use of personal electronic devices in ethical and legal ways. The use of these twenty-first century learning tools should be focused on academic learning whether as part of class work or as use by individuals before or after school. We encourage schools to embrace the use of personal electronic devices in their learning environments.

The following provisions regarding personal electronic devices should be made for the safety and well-being of all students.

- All personal electronic devices – cell phones, eReaders, tablets, iPads, iPod touches, etc.--should be placed in airplane mode while on school property. This allows the use of Wi-Fi on the devices that would be channeled through the school server and allow filtering

of Internet material through the school filtering devices.

- No downloads, pictures, or purchases should be made on school property. Parents should supervise the downloading of all books and other material purchased on the Internet.
- St. Patrick Catholic School reserves the right to further limit the use of personal electronic devices to prevent disruption of their learning environments.
- St. Patrick Catholic School will provide a form (see acceptable use policy; appendix C) that must be completed and returned to the school prior to the personal electronic device being brought to school. In this form St. Patrick Catholic School outlines its parameters of use for the devices, its liability policy regarding the devices as well as repair services that will or will not be provided by the school.
- Equity should be a consideration in classroom use of any personally owned tools.

Saint Patrick Catholic School Policy:

Saint Patrick Catholic School provides computer network access to students who use the access in accordance with the mission and philosophy of Saint Patrick Catholic School. Students agree to the following terms as a condition of having network access:

1. **Appropriate Use:** Student use of the Saint Patrick Catholic School computer network must be consistent with the philosophy of Saint Patrick Catholic School and its educational goals. Misuse includes any Internet conduct on campus that negatively affects the reputation of Saint Patrick Catholic School including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.
2. **Vandalism/Hacking:** Students will not use their Saint Patrick Catholic School access or other Internet access to interfere with or disrupt network users, services, Saint Patrick Catholic School data or data of another student, or equipment, either locally or off campus.
3. **Unauthorized Entry:** Students will not access or try to make unauthorized entry to any machine or PED accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.
4. **Inappropriate Messages:** Students will not use their Saint Patrick Catholic School PED access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
5. **Inappropriate Material:** The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their Saint Patrick Catholic School access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
6. **School Personnel:** Students should not email, post to websites or blogs, images, photos or video of employees of Saint Patrick Catholic School. This includes the creation of fan pages or groups on social networking sites.
7. **Private Use:** Students will not provide their Saint Patrick Catholic School access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet as anyone else.
8. **Personal Privacy:** Students will not communicate their address, phone number or other personal information to any person or company on the Internet or through email.

9. Unauthorized Programs or Computers: Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel.
10. Copyright: Students are not to post to websites or blogs any photos or logos that are the property (intellectual property) of Saint Patrick Catholic School.

Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted. This included the use of ssh, proxy-bypass software, remote desktop sessions, “anonymizing” websites/software and other technologies.

Any costs, charges, liabilities, theft, or damage by misuse of PEDs are the individual student’s responsibility. Saint Patrick Catholic School or its employees shall not be held liable. Any consequences of service interruption or privacy violation, will lead to disciplinary action. Such action can include suspension and/or expulsion from Saint Patrick Catholic School.

By affixing your signature, you agree to the terms of the working Archdiocesan and Saint Patrick Catholic School Policies listed above.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Please Sign and return to your child’s teacher

Appendix D

PERMISSION FORM FOR MEDICATION

Date form received by the school: _____

Student: _____ Date of birth, or age _____

Grade: _____ Teacher/Classroom: _____

To be completed by the physician or authorized prescriber

Reason for medication: _____

Name of medication:_____

Form of medication/treatment:

Tablet/capsule Liquid Inhaler Injection Nebulizer Other _____

Instructions (Schedule and dose to be given at school):_____

Start: date form received Other date:_____

Stop: end of school year Other date/duration:_____

for episodic/emergency events only

Restrictions and/or important effects: None anticipated Yes. Please describe.

Special Storage Requirements: None Refrigerate Other:_____

This student is both capable and responsible for self-administering this medication:

No Yes - Supervised Yes - Unsupervised

This student may carry this medication: No Yes

Please indicate if you have provided additional information:

On the back side of this form As an attachment

Date:_____ Signature:_____

<over>

Physician's Name:_____

Address:_____

Phone Number:_____

Doctor's Signature:_____

To the school: Please report concerns about medications or disease to the above physician.

To be completed by parent/guardian:

I give permission for (name of child) _____ to receive the above medication at school according to standard school policy. (Schools require parent/guardian to bring the medication in its original container.)

Date: _____

Signature: _____

Relationship: _____

Appendix E

Field Trip Permission Form

**St. Patrick Catholic School
1000 N. Beckley Station Rd.
Louisville, KY 40245**

PERMISSION SLIP

I request that St. Patrick Catholic School allow my (son, daughter) to participate

in _____.
(event)

I give permission for my (son, daughter) _____ to
(name)

attend _____ in _____
(event) (destination)

on _____.
(date)

I understand that this is an educational trip and a valid extension of the classroom experience.

The educational purpose of the trip is:

If parents chose that a student not attend a field trip, he/she will be counted absent on the day of the trip. The student is to stay home since the school does not have the provisions to provide an extra educational setting when the class(es) and teacher(s) are gone for the day.

In consideration of the making of arrangements for the trip by the school, I hereby release and hold harmless the school of any and all liability for any injuries, loss, or other claims arising or resulting from this trip.

(Parent Signature)

(Date)

Appendix F

2025-26

Review and Acceptance of St. Patrick Catholic School *Code of Conduct*

Photo/Video Release

Acceptable Use Policy (AUP) – Internet Use

Code of Conduct

St. Patrick Catholic School publishes the Parent/Student handbook as a guide for students and their parents/guardians. It contains specific information about our parish-school, academic and spiritual formation, a list of student health and student services, and behavioral/attendance expectations of all students. The St. Patrick Catholic School *Code of Conduct* is part of the legal contract existing between St. Patrick Catholic School and its students. All students and their parents/guardians are expected to read and agree to abide by the rules contained therein. Failure to know St. Patrick Catholic Schools' rules and expectations is not an acceptable excuse for violations.

Photo/Video Release

Students at St. Patrick Catholic School may be photographed or videotaped for educational or informational purposes regarding the curriculum, school, parish, or other programs such as CAM and Youth Ministry. The photographs/videos may be published in newspapers, magazines, websites or other media publications under the umbrella of St. Patrick Catholic School and Church.

Acceptable Use Policy for Computer/Internet Use

Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted. This includes proxy-bypass software, remote desktop sessions, “anonymizing” websites/software and other technologies. Students at St. Patrick Catholic School are expected to strive for model digital citizenship and the “We are St. Pat’s” example.

By signing below, students and their parents/guardians acknowledge understanding and acceptance of all policies and procedures in the St. Patrick Catholic School parent/student handbook. In addition, parents/guardians give permission for the student’s image or likeness to be used in photographs or videos used for educational or informational purposes. Finally, parents/guardians give permission for their child(ren) to use the Internet at St. Patrick Catholic School for educational purposes.

Parent/Guardian Signature Date

Student Signature Date

Student Signature Date

Student Signature Date