



# PARENT/STUDENT HANDBOOK 2017 - 2018

**SCHOOL ADDRESS:** 3820 PIO PICO DRIVE  
CARLSBAD, CA 92008  
**TELEPHONE:** (760) 729-1333  
**SCHOOL OFFICE HOURS:** 7:30 A.M. - 3:00 P.M.  
**MINIMUM DAYS:** 7:30 A.M. - 12:30 P.M.

*St. Patrick Catholic School is an elementary and junior high school accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA). The school received a full six-year clear accreditation in its last review in 2016-2017.*

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**Appendix A: School Calendar**

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We, as educators, serve our community as a ministry of the Catholic Church.

We believe faith formation is essential in the development of a child.

We recognize and support parents in their role as the primary educator of their child.

We believe every child can grow academically to meet the challenges of our changing world.

We guide students to be responsible citizens who serve others.

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St. Patrick Catholic School fosters a community where students grow in faith and knowledge in order to bring Christ’s light to the world.

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Each school in the Diocese of San Diego undergoes self-evaluation and accreditation by the Western Catholic Education Association and the Western Association of Schools and Colleges every six years. St. Patrick Catholic School was accredited during the 2016 - 2017 school year. A full six (6) year term of accreditation was granted. Our next WCEA/WASC review will be in February 2023.

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Schools in the Diocese of San Diego will provide a Catholic education to all students through a culture of inclusion when this can be accomplished within the school’s staffing, spatial, and fiscal resources. Educators will support the individual needs of students through the use of accommodations, individualized instruction, and adaptive curricula.

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St. Patrick Catholic School was founded in September 1962, as a result, of the efforts of Father William O’Dwyer and a group of enthusiastic parishioners. The school opened with 181 students and grades one through seven and was staffed by four Sisters of Charity of the Blessed Virgin Mary. Due to grade combinations only four classrooms were used the first year. An additional classroom was used each year and all eight classrooms were utilized after 1969.

The Sisters of Charity left in 1976, due to a shortage of available personnel and the school was staffed by complete lay staff and principal for one year. In 1977 the sisters of St. Clare came to the school, including four teachers and a principal. By 1988, only one sister of St. Clare remained at the school and an Adrian Dominican sister became principal, however since 1996 the school has been staffed completely by lay personnel.

In 1988, a full day kindergarten was started and Spanish, music and a computer literacy program were added to the curriculum and additional teachers were hired for these classes. In 1989-90, the junior high wing was built, providing an extra classroom for computer classes. By 1990, St. Patrick School had an enrollment of 293 students in grades K-8, utilizing nine classrooms. An extended day care program, conducted in the first grade classroom, was established in 1992.

In the spring of 1994, an expansion committee was formed to explore the feasibility of expanding the school. In early 1995, the parish council and the Diocese of San Diego approved the expansion of St. Patrick Catholic School. A second kindergarten was added and the school added an additional class each year until all grades were doubled.

During the 2012-2013 school year, St. Patrick Catholic School celebrated its 50 year anniversary of faith, academics and tradition.

St. Patrick Catholic Community launched a Capital Campaign “Building Our Future...Together In Faith” to finance enhancements for the Church and rebuilding of the School and Parish Center in 2010. The church phase was completed and a dedication Mass to celebrate its re-opening took place in February 2014. The school began its renovations in the summer of 2015 and completed in the Fall of 2016.

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## **L**ifelong Learners:

- 🔥 Work diligently to achieve progress in all subject areas.
- 🔥 Develop organizational and study skills.
- 🔥 Demonstrate curiosity, creativity, and enthusiasm for learning.

## **I**ndependent Thinkers:

- 🔥 Apply problem-solving skills confidently
- 🔥 Set, plan, and work toward achieving goals effectively.
- 🔥 Think critically and innovatively.

## **G**rateful and Giving Individuals:

- 🔥 Display an attitude of gratitude.
- 🔥 Share their gifts with others.
- 🔥 Serve all of God's creation.

## **H**onest and Respectful Citizens:

- 🔥 Make good choices, seek truth, and are kind."
- 🔥 Accept responsibility for their choices.
- 🔥 Listen actively and respond appropriately.

## **T**houghtful Catholic Leaders:

- 🔥 Learn and grow in the teachings of the Church.
- 🔥 Know and model Catholic virtues.
- 🔥 Build and participate in a Catholic faith community.

Be the Light 

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Parents have the primary responsibility for the education of their children which includes the following responsibilities:

1. To establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based.
2. To make a wise and informed choice of school for their children, keeping in mind that each school has its own unique character, tone, and strengths.
3. To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school which they have selected for their children.

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In keeping with the philosophy of St. Patrick Catholic School, the role of the parents is crucial. Faculty and staff maintain the role of professional educators, whose training and experience provide critical skills, techniques, and knowledge. Working respectfully together with the professional educators, parents, as the primary educators of their children, have an important role which includes the following:

- o Support and follow through regarding all school regulations and policies.
- o Read and respond to all notices, including the weekly newsletter containing school news and important information.
- o Attend all school meetings, functions, special activities, and parent-teacher conferences.
- o Work with the teachers and administration in everything relating to their child's progress and performance.

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ST. PATRICK CATHOLIC SCHOOL thrives as a result of dedicated staff working with actively involved parents. All parties - parents, teachers, and students are part of the total school community. Parent participation in school functions is expected and encouraged to benefit and enhance the total school experience of each child.

In regards to each child's religious formation, parents are expected to:

- Talk to their children about God and their own faith
- Pray together
- Celebrate mass together on Sundays and special days
- Be informed about the religious concepts the children are learning
- Continually reach out to develop their faith life

ADMINISTRATION

Pastor  
Principal  
Assistant Principal

Father Bill Rowland  
Mrs. Denise Nelson  
Mr. Brian Sestito

FACULTY/STAFF

Kindergarten  
Kindergarten  
Grade 1A  
Grade 1B  
Grade 2A  
Grade 2B  
Grade 3A  
Grade 3B  
Grade 4A  
Grade 4B  
Grade 5A  
Grade 5B  
Grade 6A  
Grade 6B  
Grade 7A  
Grade 7B  
Grade 8A  
Grade 8B  
Reading Resource  
Reading Resource  
Physical Education/Athletic Director  
Physical Education  
Music  
Computer  
Spanish  
Extended Day Care  
Business Manager/Admin Assistant  
Registrar  
Receptionist/Front Office  
Health Tech/Front Office  
Maintenance

Mrs. Kara Winkenhofer  
Mrs. Sandy Hammond  
Mrs. Susan Kern  
Mrs. Shannon Farwell  
Mrs. Wendy Fanucchi  
Mrs. Amy Little  
Ms. Lisa Sensenich  
Mrs. Jennifer Tappin  
Mrs. Vanessa Fanchin  
Mrs. Ledlie Richardson  
Mrs. Karen Hoyle  
Mrs. Rosaleen Henderson  
Ms. Peggy Coughlin  
Mrs. Kristin Hartmann  
Mrs. Patricia Sperberg  
Ms. Anne Kramer  
Mr. Jim Burke  
Mrs. Stephanie Gaddi  
Mrs. Nicole Nash  
Mrs. Ellie Watkins  
Mr. John Martin  
Mr. Albert Tejero  
Mrs. Darlene Herriman  
Ms. Tari Trexler  
Mr. Gabriel Fontana  
Mrs. Annette Latasa  
Mrs. Leslie Franco  
Ms. Cynthia Orozco  
Mrs. Carla Barnett  
Mrs. Anne Granahan  
Mr. Damon Richards

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The proper role of the school board is advisory in school development, policy formulation, and program evaluation. The board consists of the pastor, principal, and persons appointed from among the parishioners and parents at St. Patrick Catholic School. Appointment of all board members is subject to the approval of the pastor and principal. Board members may serve two three (3) year terms.

Board members (only) meet monthly. If a parent has a concern or would like to make a presentation at a regular meeting, he/she may make the request of the board president, a board member, the pastor or the principal prior to the meeting date for placement of the item on the agenda. Standing board committees are Finance, Facilities, Public Relations and Development.

School board members are listed in the school directory each year.

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The purpose of this organization is to build community, bring about a closer relationship between the school, home, and parish, and to provide essential financial support through fundraising. The PTG dues and fundraising activities help the school keeps equipment and educational materials updated and replaced.

PTG officers are listed in the school directory each year. PTG Executive Board (president, secretary, and treasurer) meet monthly with Room Representatives to plan upcoming events and exchange important information.

PTG sponsored activities and fundraisers may include:

- |                      |                          |                          |
|----------------------|--------------------------|--------------------------|
| Fall Family Activity | Auction                  | Golf Tournament (spring) |
| Entertainment Books  | Hot Lunch Program        | Outreach Activities      |
| Teacher Thank You    | Hospitality Service      | Community Thank You      |
| Parent Dance         | Family Restaurant Nights | Scrip                    |

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The [school calendar](#) (see Appendix A) lists instructional days, holidays, minimum days, and vacations. If any changes are necessary, parents will be notified through the weekly newsletter. Specific activities are scheduled for student and families throughout the year. Parents are encouraged to watch for announcements in the weekly newsletter.

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School begins promptly at 7:50AM (first bell at 7:40AM) and ends at 2:35PM. Supervision is provided each morning from 7:30 – 7:50AM and after school from 2:35PM – 2:50PM. Students on the playground before 7:30AM OR AFTER 2:50PM will be checked into daycare. Parents will be billed. On regular schedule days the school office is open until 3:00PM.

RECESS:

K, 1, 2, 3; 9:45-10:00AM  
4, 5, 6; 10:00-10:15AM  
7, 8; 10:15-10:30AM

LUNCH:

K, 1, 2; 11:30AM-12:15PM  
3, 4, 5; 12:00-12:40PM  
6, 7, 8; 12:20-1:00PM

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2 b k | k ž My 11 Ÿ 00 < 2 ž byk byM 11 are scheduled on the First Friday of every month and in conjunction with a holiday unless otherwise noted in the school newsletter. The office will remain open until 12:30PM. Students remaining on campus after 12:15PM will be signed in to Daycare and parents billed accordingly.

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7:30am	Supervision on Campus Begins	11:30am-12:15pm	Lunch - K, 1, 2
7:40am	First Bell	12:00pm-12:40pm	Lunch - 3, 4, 5
7:50am	School Begins	12:20pm-1:00pm	Lunch - 6, 7, 8
9:45-10:00am	Recess - K, 1, 2, 3	2:35pm	Dismissal
10:00-10:15am	Recess - 4, 5, 6	2:50pm	Students Report to Daycare
10:15-10:30am	Recess - 7, 8		

The Catholic Schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin or religion to all the rights, privilege, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Diego do not discriminate on the basis of race, color, and national and/or ethnic origin, religion, age, sex, or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school-administered programs.

Likewise, St. Patrick Catholic School does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color, and national and/or ethnic origin or religion.

St. Patrick Catholic School recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church.

The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does the acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to the teachings of the Catholic Church.

The primary purpose of St. Patrick Catholic School is the education of young people in order to assist them in their academic, personal and spiritual growth. Parents and guardians who enroll their children in St. Patrick Catholic School understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school campus, every adult has the responsibility of appropriate conduct and dress, in order to support the school’s mission and provide positive role models to our students.

- A. Age and/or developmental readiness of the child (child must be 5 years old by September 1<sup>st</sup> for Kindergarten; 6 years by September 1<sup>st</sup> for 1<sup>st</sup> grade; and 7 years old by September 1<sup>st</sup> for 2<sup>nd</sup> grade)
- B. Siblings of present students
- C. Registered parishioners of St. Patrick Church (registered by December 31<sup>st</sup> of the prior calendar year)
- D. All others
- E. New registrants are required to pay the non-refundable registration fee at the time of registration.

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Incoming kindergarteners must be 5 years old by September 1<sup>st</sup> of the Kindergarten year. Students that meet the age requirement will be screened to test their readiness for kindergarten. The parent or guardian of a child shall, prior to the admission of the child to kindergarten, present proof to the authorities of the school in the form of a birth certificate and/or Baptismal Certificate duly attested, or a passport.

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New students will be tested and accepted on a quarterly trial period. No registration will be accepted without Baptismal Certification and/or Birth Certificate. Children transferring from another school are to bring their report cards from that school. Health records are requested from the previous school by the registration.

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The State of California requires all new admissions to have DPT, Polio, and Rubella (German measles). All students entering kindergarten must be immunized against Rubella, Hepatitis B vaccine and the chickenpox vaccine (Varicella). All students entering 7<sup>th</sup> grade must receive the T-dap immunization. Parents need to show their child's immunization record with a signature/stamp verification of a physician or other medical professional for each shot obtained.

If provider-documented immunization records are not available, parents must obtain a copy of the student's immunization record from the doctor or the clinic which provided the vaccine. If unavailable, then the student must repeat the vaccinations for Measles and Rubella and bring in documentation for clearance. Students without proper immunizations may be asked to leave school until immunization requirements are fulfilled. California law requires specific health screenings procedures for all children entering school for the first time. Proper evidence of compliance is the completion of the form, CERTIFICATION OF EXAMINATION FOR ENTRY INTO KINDERGARTEN AND GRADE 1, which can be obtained from the school office.

## Excuses

### Excuses

A student who has been absent is required to present to the teacher a written excuse stating the reason for the absence and signed by the parent or guardian. The parent or guardian is requested to call the school by 9:00 a.m. to notify the school if the child will be absent that day. This guideline is for the safety of each child.

## Tardies

Students are expected to be in their classroom by the second bell (7:50AM). Students who are tardy cause inconvenience for their teacher and disruption in the classroom and front office. In accordance with the Tardy Policy of St. Patrick Catholic School, tardies accumulate per trimester with the following consequences:

- o 3<sup>rd</sup> & 4<sup>th</sup> tardy – E-mail sent home/Notice of Concern
- o 5<sup>th</sup> & 6<sup>th</sup> tardy – 35 minute Lunch Detention
- o 7<sup>th</sup> tardy – Student and parent meet with Administration to discuss appropriate disciplinary action.

## Appointments

Appointments should be made after school if at all possible. Advance notice to teacher should be given. If a child is to be released during school hours, students must be signed out and picked up at the front office in person. Parents may not go to the classroom to get a child for an appointment. Students will be called to the office upon parent arrival and sign out from the front office.

Students must bring in a note from the doctor's office otherwise they will be marked with an unexcused absence or tardy.

## Early Release

No student is permitted to leave the school grounds at any time during school hours, or to be released from class without 24 hours prior notice from the parent or guardian. A student who leaves early must be signed out by a parent or a guardian at the school office. If your child must be signed out by anyone else we must have written authorization and positive identification.

## Vacations

The school calendar and vacation days should help you to plan your vacations during non - school time. St. Patrick Catholic School does not encourage taking students out of school for extended absences during the school year. However, we do realize that family events occur that can't be helped. In the case of a long-term absence students will be expected to finish all missed assignments upon their return. A reasonable amount of time will be given to complete these assignments. No credit will be given if the assignments are not completed on time.



An Extended Absence Form must be completed by the parent/guardian and submitted to the office for any consecutive absences three (3) days or more.

By signing below, I understand the following:

- That although the student can make up assignments, the benefit of a knowledgeable teacher leading a class discussion or engaging students in other learning experiences cannot be replaced. *Initial* \_\_\_\_\_
- That I may not request assignments in advance due to family vacation or trips. *Initial* \_\_\_\_\_
- That it is my responsibility to obtain makeup work. *Initial* \_\_\_\_\_
- That my student(s) will have one (1) days to complete school and homework for each day of the absence. If the student completes all work in the allotted time, they will be given full credit for the work. *Initial* \_\_\_\_\_

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Student Name	Teacher	Grade
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Student Name	Teacher	Grade
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Student Name	Teacher	Grade
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Reason that student(s) will be absent from school \_\_\_\_\_

Dates that student(s) will be absent from school: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Date Teacher Informed:

\_\_\_\_\_  
\_\_\_\_\_

Date Attendance Informed:

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In order to insure the success of the students, the following policies have been established to assure Christian communication between school and parents:

- I. Any concerns, question, doubts, etc., must be brought to the teacher first. The teacher has the student's best interest in mind, and is in a position to know each child's unique situation.
- II. If after meeting with the teacher the parent is not satisfied, then an appointment with the principal should be made. The principal may deem it necessary, in the interest of good communication, for the parents and teacher to confer with administrative staff.
- III. The school trusts that all parents at all times will treat teachers with respect in accordance with Christ's Golden Rule. If at any time this does not occur, the conference will immediately be terminated and will be continued at the discretion of the principal and or pastor. Further action will be taken at that time.

As noted in the philosophy, parents have the primary responsibility for the education of their children. In choosing St. Patrick Catholic School, parents have chosen to accept this responsibility and are demonstrating a trust in the professional abilities of the school's staff to provide the best possible Catholic education for each child. Parents are expected to read all school communication and respond when necessary.

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It is essential that there is an efficient and effective system of communication between the home and school to facilitate both cooperation and understanding. Our regular channels of communication are as follows:

- Parent Handbook
- Weekly School Newsletter - sent by email each Friday of the school year and posted on our website. The newsletter contains information about school activities, calendar updates, P.T.G. activities and deadlines. Parents are asked to read the newsletter as it contains information for the upcoming week and future events
- Envelopes
  - Red – Scrip (used to place orders)
  - Grey – Friday (used for important school information and flyers)
  - Yellow – Parent Participation Program (PPP)
- [School Website](#)
- Back to School Night, Parent Meetings and Principal Meetings
- P.T.G. Correspondence / PTG Facebook page
- E-mail blasts
- Voice-mail emergency message system through School Messenger

## Teachers Communicate with Parents

Teachers communicate with parents in a number of ways:

- Back to School Night
- Email, Weekly Newsletter, Class Webpage
- Contact by phone
- Annual Parent-Teacher Conferences
- Other conferences as deemed necessary

Although the classroom teacher will express the preferred method of communication, please note that they may not be able to check email on a regular basis throughout the day. If you must communicate information to your child during the school day or if an emergency arises, call the School Office. School staff will convey the message to the teacher.

## Teacher Availability

Teachers will not be called to the phone during school hours, nor will private phone numbers of teachers be made available. A message for a teacher may be left on his/her voice mail or by e-mail - please call the school office and they will assist you. (All e-mail accounts are the teacher's first initial followed by their last name @stpaddys.org.) The teacher will respond within 48 hours. Written notes may also be sent to the teacher. Complaints or concerns should be handled at the most immediate level possible. If you have a question regarding a classroom situation, please discuss it with your child's teacher. Our faculty is very responsive and understanding and more than willing to help resolve problems which, if left unattended, might escalate. Only after such attempts have failed or if there is a question pertaining to school policy, should the Assistant Principal or Principal be contacted.

To eliminate class interruptions, parents may not, at any time, deliver messages, lunches, homework, etc. to classrooms. If a parent has a message for a child, contact the school office directly.

## Parent Involvement

Parents should not engage in speech or action, with or about parents, faculty, administration, or students which would compromise any person involved with the school.

## Parent Directory

Each year, a parent directory is published. The information included is confidential and is for official school purposes only. Solicitations of any kind via mail, telephone, or email are never allowed. Room parents use the email list for school business only and only in their individual grades. Any communication must be preapproved by the classroom teacher before distribution.

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Parents must notify the school in the event there are any changes in marital or custodial arrangements. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

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Reporting to parents is two-sided. We ask that parents check students' papers and homework assignments every night. Often a parent can detect some degree of slippage even before it becomes apparent to the teacher. Teachers rely on the insight of parents as well as their own objective observations. When both home and school work together, the student is better served.

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At the beginning of each school year the school has a Back-to-School Night for grades K-8 where parents are informed of the procedures for each grade. Watch the school newsletter for dates and times. Kindergarten has a Kindergarten Round-Up in the spring.

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Conferences will be formally scheduled to discuss student progress and parents may also request conferences. Other conferences may be scheduled at mutually agreeable times. Call the school office or email the teacher to request a conference.

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Appointments with school personnel must be arranged ahead of time. Contact the school office to request a meeting and the staff will assist you.

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St. Patrick Catholic School faculty and staff are dedicated to providing the finest quality Catholic education consistent with the stated mission. If a concern arises about a particular situation, faculty, staff and parents are expected to follow the principle of subsidiary, which calls for addressing any problem with the person most directly involved.

### 3.3

At the time of registration or re-registration, each family is asked to sign a tuition agreement. The tuition agreement states the amount of yearly tuition and summarizes the school's policies regarding delinquent payments and the Parent Participation Program (PPP). Tuition and registration fees cover the cost of educating a child at St. Patrick Catholic School. *AaZ' Xb\_ZxZI VZ'UZ', ZZI {aZ'MK|NjyWannj b Vnk Z\_xnk {/ k|tm| 'MIX'ZZyMIX{aZ'Z.uZI yZy\_nxx| | I b` {aZ'yWannj by'vhl ykZxMjZ^a@Wannj`\_ | XxMjyb` Ut {aZ'<A( 'k MjZy| u {aZ'Xb\_ZxZI VZ^a* Essentially, parents are responsible to:

- Volunteer services to help build a strong school community
- Support fund raising activities, including Scrip
- Attend PTG meetings, Open School Board meetings, sacramental preparation orientations, and other gatherings that will foster good communication between school and home
- Bring questions, concerns, etc. immediately to the party involved
- Complete the service hour commitment during the school year

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Every parent or guardian who enrolls a student in a school shall sign a written agreement to pay specified tuition and fees and to comply with all school policies and regulation, including those governing tuition delinquencies.

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The tuition fee schedule for the current year may be found on the school Website. Names of all registered families will be sent to the Church to confirm parish status. Tuition is based on a yearly charge and can be paid fully in advance, or 11 monthly installments, through FACTS direct debit. Detailed information regarding tuition payment is available through the business office. Tuition payments are non-refundable.

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Please contact the business office immediately upon incurring a financial hardship impacting your tuition obligations so an interim arrangement can be made if possible. Arrangements/Payment of delinquent tuition will be expected or parents will be asked to remove their child(ren) from St. Patrick Catholic School by the end of that current month.

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All financial obligations must be fulfilled prior to the 8th grade class trip and graduation. This includes tuition payments and monthly contributions to St. Patrick Church. Students will be denied participation if financial obligations and PPP hours are not met.

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Tuition assistance is available for a limited number of families. Applications for tuition assistance may be obtained from the school business office when the application period begins.

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The student accident program provides financial aid in helping to meet hospital, surgical, and medical expenses incurred as a result of student injury that takes place on school property. Should accidents occur, parents shall be notified. Insurance forms are available at the school office.

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St. Patrick Catholic School is a cooperative endeavor in which every family in the school community has a vital role to play. It is our privilege to serve one another in the Christian community and, at the same time, provide the best education possible for our children. It is through parent involvement that we improve the quality of education for our children and impart to them its importance. It is, therefore, a requirement of registration that volunteer hours be given to the school in order to keep tuition down and meet the budget. Active participation in the school fundraisers, either in preparation, running the fundraiser or clean-up will be credited to your volunteer hours. Attendance alone at the fundraiser will not be credited to your service requirement. Fundraising hours can be defined as that time spent raising money to support the school, i.e. helping with events or activities that directly impact the school budget/tuition. The main fundraisers of the school year are the Golf Tournament, Auction and Scrip (serving on the Committee, not Scrip purchases).

Service hours may include working in the classroom assisting the teacher, working in the computer lab, library, or assisting with lunch recess duty. To submit volunteer and fundraising hours, please report them on the sheets provided in your YELLOW PPP Envelope. These hours must be recorded within 30 days of completion. Each family is expected to complete twenty (20) service hours per year. By May 31, if your service hours have not been completed, your child's registration for the following year will not be finalized. This could jeopardize your child/children's continued attendance at St. Patrick Catholic School. If an exceptional circumstance arises which prevents a family from completing service hours within the allotted time, it is the responsibility of the parent to contact the administration to discuss what options might be available to meet the requirement. However, your child's registration will not be finalized until the option selected and agreed upon by both parents and the administration is completed.

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No nurse is on duty at the school, but the staff may administer minor first aid and are trained in CPR, which is repeated every two years. When a student is injured or becomes ill, the parents/guardians will be contacted. Should a student be injured or become ill, the parents will be contacted. If the parents cannot be reached and the illness or injury is serious enough to require medical attention, the principal shall consult the student's emergency card and arrange for the treatment authorized therein.

Children who are ill should remain home. Children sent home from school for illness must be signed out in the office before release. They will be released only to a parent/guardian or to a person authorized by the parents. Students must be fever-free 24 hours before they may return to school.

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- o Medication must be prescribed by a California licensed physician, dentist, nurse practitioner, or physician assistant.
- o An "Authorization for Medication Administration" form must be completed and signed by the health care provider prescribing the medication and the student's parent/legal guardian for all prescription and non-prescription medication. A new form is required each school year.
- o Prescription medication must be provided in the original container labeled by a California pharmacist, with the student's name, medication name, prescriber's name, and dosage/administration instructions.
- o Non-prescription medication must be provided in the original container, with the medication name, dosage, and instructions.
- o All prescription and non-prescription medication must be brought to the school office by a parent/legal guardian.
- o It is the parent's responsibility to inform school personnel of possible side effects of the medication.
- o All medication will be stored in the Health Room.
- o Students who require inhalers or epinephrine (EPI PEN) for emergency management of medical conditions may choose to carry their medication with them. A signed "Authorization for Medication Administration" form must be on file in the Health Room.
- o Verbal phone orders to dispense medication will not be accepted.
- o Students are not permitted to use other student's medication supply, even if they use the same prescription or non-prescription medication.
- o It is the responsibility of the parent/guardian to replace the medication when it expires.

- o At the end of the school year, all remaining medication will be returned to the parent/guardian. It is the responsibility of the parent/guardian to arrange for the pickup of the medication. The medication will be disposed of if it is not picked up within 30 days of the end of the school year.

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It is the responsibility of parents/guardians to inform the school office in writing of a student's allergies, hypersensitivity reactions (to bee stings, peanuts, foods, etc.), any physical limitations (hearing, vision, etc.), or chronic illnesses. This information must be indicated on the student emergency card, and communicated to the student's teacher. It is also the responsibility of the parent/guardian to provide the school with any medication needed in the event of exposure to an allergen or any devices needed to assist the student while at school.

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If parents/guardians cannot be reached and the illness or injury is serious enough to require medical attention, the administration and Health Room personnel will review the Emergency Card and arrange for medical treatment and/or possible transfer to a medical facility. Enrollment at St. Patrick Catholic School confers upon the school the obligation to select and arrange for emergency medical care when the school is unable to reach the parent(s) and/or designated guardian. St. Patrick Catholic School is not responsible for costs incurred for medical care.

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Each student must have an emergency card on file in the office. This card must be updated and all phone numbers must be kept current. Teachers and staff are trained in first aid, and can provide basic assistance to children with injuries. In case of a serious medical emergency parent/guardian will be notified and/or 911 called if needed.

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Parents are required to notify the school office when their child has been diagnosed with a communicable disease such as, but not limited to chicken pox, measles, mumps, streptococcal infections, scarlet fever, whooping cough, conjunctivitis (pink eye), impetigo, ringworm, hepatitis, pinworms, head lice and mononucleosis. Parents of other students exposed to these illnesses will be notified. Certain reportable communicable diseases will require a permit issued by the Public Health Department, a physician, or a nurse, before the infected student may return to school.

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Parents of any student with head lice or nit infestation will be called and student will be sent home for treatment. After proper treatment, the parent must accompany the student to school for head check by the school Health Technician. Parent is required to bring proof of treatment. Student will be checked daily until nit free and will be readmitted to school at the discretion of school personnel.



## Medical records are kept confidential.

Medical records are kept confidential.

## Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency and send a written report thereof within 36 hours of receiving the information concerning the incident. In the event of a visit from a social worker or police officer, the administration will verify their identity, office personnel will retrieve the student from class, and the child will be asked if they would like a member of the school staff with them in the meeting.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency and send a written report thereof within 36 hours of receiving the information concerning the incident. In the event of a visit from a social worker or police officer, the administration will verify their identity, office personnel will retrieve the student from class, and the child will be asked if they would like a member of the school staff with them in the meeting.

## CMG Connect is the new Diocese of San Diego Safe Environment Compliance System for background checks. It integrates the required training and background screening components for the Safe Environment program into one convenient online process. Volunteers will need to view a video, read the Code of Ethical Standards and, b\_{aZt'aM/Z'YkZMkt'1 n{Vnk ujZ{ZX' 1bZ@MI \_nx' MYVarrj b {aZ'XtmVZyZSare to submit the info for a background screening by visiting the school office for further instruction.

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## No children may be unsupervised at any time, both before and after school. Students who are dropped off at school are obliged to stay on school property until the bell rings. There is no supervision before 7:30AM. Students who arrive prior to this time will be sent to Morning Daycare Service. This service begins at 6:45AM and a fee is charged. Students who remain on campus after the conclusion of carpool, will be sent to extended care. All students and siblings must be supervised by a Parent/guardian while on school/parish property during non-school hours.

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- Siblings who are attending after school activities must remain with their parents.
- Climbing trees on school/parish property is prohibited at all times.

Supervision is provided by the athletic director or volunteer coaches for students involved in after school sports. All members of sports team must wait for their coach/coaches at a location designated by their coach.

Teachers will be actively involved with students when the 7:40AM bell rings. Parents must respect this priority and not engage teachers in conversation. If a parent wants to meet with a

teacher, they are asked to call the school office and leave a message or e-mail the teacher requesting a meeting.

[Extended Daycare](#) is held before school from 6:45AM - 7:30AM and after school until 6:00PM.

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After school, during dismissal time from 2:35–2:50PM, students [M.Z. Lin](#) allowed to be on playground equipment or playing on the field. Students may be with classroom teacher waiting in the carpool pick up area; with Extended Daycare in the lunch area; or with his/her parent (within arm's reach).

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All persons, including parents, entering the school must first go to the school office to sign in and obtain a pass to visit or volunteer within the school. Volunteers must then sign out when finished. Parents/guardians who wish to observe classroom procedures must obtain prior permission from the administration. So as not to interrupt class instruction, parents/guardians should confer with teachers only after prearranging a conference. Parents may not attempt to conference with teachers immediately before or after school as this conflicts with teachers' supervisory duties. Students who do not attend St. Patrick Catholic School are not permitted to be present on-campus during school hours unless previous arrangements have been made. (Example: Graduates of St. Patrick who are assisting classrooms for service hours.)

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Any adult, parent or guardian who enters our school campus must sign in and pick up a visitor badge. This badge must be worn while on the school campus. Please sign out when leaving the campus. Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the Administration. The school complies with the California Education Code with respect to child abuse laws. Thus, the school may be required by law in certain cases, to allow a child to be interviewed alone by officers from Child Protective Services or to release a child into their custody.

The school may not be used by a non-legal guardian for the exercise of visitation rights.

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An Emergency and Disaster Plan is on file in the school office, and is reviewed and updated each year by school personnel.

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Fire, disaster, and lockdown drills are scheduled periodically in compliance with the City of Carlsbad directives. All volunteers and visitors who are on campus at any time during an emergency drill are expected to participate and follow the directions of teachers or office staff.

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1. The school will follow its written Disaster Plan.
2. Students will not be dismissed from school unless signed out up by a parent, guardian, or designated individual on the student's Disaster/Emergency Card. There will be no exception.
3. All parents or designated individuals who are picking up a student must first go to the Student Control Station. School staff will direct parents or designated individuals to that station where the child may be signed out.
4. The school will communicate with local emergency services and will care for children in a critical situation.
5. **DO NOT CALL THE SCHOOL.** Lines must be kept open for emergency calls and communication with local emergency preparedness teams.

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Emergency dismissal may be made at any time by the principal or representative when a serious condition occurs such as: a natural disaster, sickness, accident, emergency conditions, etc. warrants it. If an emergency occurs outside of school hours, please listen to the emergency broadcast system radio station for instructions on school closure. As a general rule, St. Patrick Catholic School will follow the same procedure as the public schools in the area. In the event of a serious natural disaster, the faculty of St. Patrick Catholic School is prepared to care for the students. During this disaster period, all children will remain at the school under the teacher's guidance until a parent or authorized representative arrives to retrieve the child. Authorized individuals are to be listed on the emergency information card provided to the school office at the beginning of the school year.

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The student's parents or legal guardian have the right to inspect the student's records in the presence of the principal or a delegate. Counselor's reports shall be inspected only in the presence of a person qualified to interpret the records. Authorized persons shall submit a written request to view records. School shall make every effort to comply in a timely matter.

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The school will not furnish a list to be used for commercial purposes.

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Official Transcripts shall be mailed to the receiving schools or delivered by a school official. They are never given to students or parents for delivery to the school.

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Challenges to the content of records are concerned with the correction of data in the student record, not with the substantive decisions on academic grades. These challenges are to be settled through proceedings at the local level.

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Curriculum may be defined as "all the guided experiences of the child under the direction of the school." It includes the content of courses of study; it also embraces the development of the whole child insofar as this is within the scope of the school. The school will assist the child in forming the right understanding, attitudes, and habits, not only in connection with subject matters, but also in each and every school experience.

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The following subjects are taught at St. Patrick Catholic School:

- |  |                    |
|--|--------------------|
| Religion (includes Family Life)            | Music              |
| Mathematics                                | Computer           |
| Language Arts (Writing, Spelling, English) | Physical Education |
| Reading/Literature                         | Spanish            |
| Social Studies/History                     | Drama              |
| Science                                    | Art                |

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Daily religious instruction in the Catholic faith is an integral part of the educational program for all students at all grade levels. Catholic traditions, prayers, practices are interwoven with the Gospel message throughout the day. Sacramental preparation takes place during the Second Grade. Parents, as the child's primary religious educator, are responsible for a major part of this preparation and must attend orientation meetings to help them carry out this responsibility.

All students (grades K-8) will attend the Friday morning Parish Mass on a weekly basis. Once per month the school community (K-8) will celebrate a mass, which will be prepared by teachers and students. Parents are encouraged to join the school in prayer. For a schedule of school masses refer to school calendar and weekly newsletter.

As part of the universal church, St. Patrick Catholic School recognizes and accepts its right and duty to assist and guide parents by providing comprehensive, age appropriate, value-oriented, Catholic instruction in family life and sexuality for both parents and their children. This education in human sexuality is an important priority in Christian education. Student materials are available from the classroom for review. Parent permission slips are sent out in the fall.

### Physical Education

Physical education is part of the regular weekly program for all grades. Its goal is to promote good conditioning, an active lifestyle, a Christian competitive spirit, and physical skills. Students will be excused from participating in P.E. classes only on presentation of a written request from parent or doctor. Students must, also, have a note allowing them to return to class following serious illness or injury. Students remain in their school uniform for P.E.

### Library

The school library provides resources to enhance classroom assignments and encourage a love of reading. Students (K-4) visit the library weekly during a regularly scheduled period. Students are encouraged to read for pleasure to stimulate creativity and use of imagination. Students must return books checked out in order to borrow additional books. A book may be returned late during the student's next library time. Parents will be required to replace all lost or damaged materials.

### Assessments

The following tests are administered each year:

STAR Testing .....	Grades 1-8
ACRE Testing .....	Grades 5 and 8

The results of these tests are to help the teacher and parents assess the academic progress of individual students, and to assist in making curriculum modifications to strengthen the academic program. They are not used to rank or set comparisons between students, or classes, nor to do so for the school as a whole.

### Honor Roll

All students in fifth through eighth grade are eligible to earn Honor Roll. Students must finish the trimester with a GPA of 3.75 or higher and not receive a "Needs Improvement" as a grade for Responsible Behavior or an unexcused tardy.

### Reporting

St. Patrick Catholic School follows the trimester reporting model. Report Cards will be distributed to students on the Friday following the last day of the trimester. Report Cards will not be given out early, especially at the end of the school year.

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The purpose of homework is to reinforce material being taught in the classroom and to foster habits of independent study. Homework should be planned to meet the needs of students as an essential part of the school's curriculum. The following guidelines apply:

1. In elementary school, kindergarten through eighth grade, assignment of written homework is limited to days on which the school is in session, unless make-up work or long-range assignments are required.
2. Homework should not be assigned as punishment.
3. Exceptions may be made for compassionate reasons upon request of the parent or guardian.
4. Suggested homework schedules are as follows:

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

Parents/Guardians will be made aware of each classroom teacher's homework policy at the Back-to-School Night scheduled at the beginning of the school year.

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The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon a consideration of the overall welfare of the pupil. Therefore any decision concerning non-promotion will be made only after considering all facts related to the student's academic areas. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.

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The Academic Decathlon is a competition for students in grades 6, 7, and 8. There are ten events. Two of the events are collaborative team efforts:

- Logic Quiz with 20 rigorous thinking problems
- Super Quiz with 50 multiple choice questions on five broad academic themes (Religion, Literature, Fine Arts, Social Studies, and Science)

The remaining eight events test individual knowledge of:

- Roman Catholic Doctrine
- English grammar and spelling
- Literature
- Science
- Mathematics
- Current Events
- Social Studies
- Fine Arts (Art and Music)

Awards are given for individual and team performance. The local Diocesan competition is held on the first Saturday in March. The winning team from each diocese competes in the state championship on the first Saturday in May.

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A variety of after school programs, such as Monart, Running Club, Jump Rope Club, Science Clubs, Chess Club and others are offered throughout the year for an additional cost. These programs may vary from year to year and parents are notified through the school newsletter or enrollment form that goes home as to when sign-ups take place.

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Students participate in a mission outreach program in conjunction with the Holy Childhood Association, which helps children throughout the world. A formal St. Patrick Student Community Outreach Program was established in 2005 for grades K-8. Students in grades 5-8 will receive a packet of detailed information in September outlining the service hour requirement. Students and parents also participate in other local outreach projects through the St. Pat's Angels which was established in 2013 to give an opportunity to parents and students to "put their faith into action" by serving others.

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Students in junior high have an opportunity to participate in student government through the Student Council. This group plans activities for the benefit of the entire student body and is called on to provide Christian service for the school.

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Field trips must have specific educational goals clearly related to the curriculum and must be planned. Restrictions may be placed upon a student's participation by administration, teachers, or parents due to academic grades, a child's lack of maturity or responsibility to cope with the planned activity.

Each field trip must provide the following:

- Adequate transportation and supervision
- Preparation, follow-up and specific goals for students
- Parent/guardian approval in writing. No student may go on a field trip without a permission slip signed by a parent/guardian.
- Prior approval of the principal
- Roster of all participants including names, addresses, of all students and emergency contact telephone numbers

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St. Patrick Catholic School is grateful to parents for their willingness to drive on field trips and requires the following guidelines be followed by all volunteer drivers:

1. Cars with front air bags must conform to manufacturer's recommendations for size & weight of passengers.
2. 3n yUjB ` ynx'n{aZx\ValjXxZI `are allowed on a field trip.
3. Chaperone/drivers are there to help supervise children for the entire field trip and will follow all directions of the teacher. ' nx'yMVZ{t' MlX' b y| xMlVZ xZMynl yS| l ujMl ZX yf(nuy' nx'yXZ {xuy'b 'xn| {Z {nμ xnk ' bZjX {xw XZy{b Mbnl " ?" @A? \* A1J <?5) \*L \*A" ž a'
4. Field Trip drivers k M' l n{ show movies or DVD's in the car while transporting children.
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6. Driver must have a valid California driver's license and Diocesan approved standard list of insurance (\$100,000 - \$300,000 for each automobile used.) ° jj 'Xxg'Zxy'k | y{ 'UZ '1b'Z' @Ml ZX!
7. Safety belts must be in good working order for each passenger in the automobile,
8. Driver must be 21 years of age.
9. Parents who disregard these rules will l n{ be allowed to drive on any other trips.



## After-School Sports

Students may have an opportunity to participate in after-school sports suitable to their age and abilities. Teams will be formed when volunteer coaches are available. St. Patrick Catholic School participates in the North County Parochial League. Grades 5/6 compete at the junior varsity level; grades 7/8 at the varsity level. Seasonal sports typically include:

Football (boys)	Soccer (girls)	Volleyball (Boys)
Volleyball (girls)	Basketball (boys)	Basketball (girls)
Track (boys and girls)		

All students (K-8) are invited to participate in the annual North County Parochial League track meet held in the spring of the year.

## Eligibility

Students are encouraged to participate in after school sports if their grades and conduct permit. For all students this means a current average of at least 70% in all subjects with no grade lower than a "C" or lack of appropriate Christian behavior. Students deemed ineligible may not participate in the designated activities, including practice for a game of sports. Any teacher with principal's approval, may remove a student from participation at any time during the quarter based on lack of effort, poor test performance, lack of homework, persistent tardiness to class, or failure to demonstrate appropriate progress on long-term projects or assignments. A student may, therefore, be so removed even though the grade average is not below 70%. A student so removed will be re-eligible within a reasonable amount of time identified by the teacher depending on student performance improvement. At the discretion of the administration, a student may be removed temporarily or permanently from participation based on conduct violations.

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The faculty and staff of St. Patrick Catholic School are aware of the dignity and uniqueness of each person as a child of God, and will conscientiously strive to convey this by taking time to acknowledge, support, praise, listen, guide and correct in a spirit of love and concern.

Discipline in the Catholic school is an essential aspect of Christian development.

Its purposes are:

- To provide a safe and harmonious environment
- To provide a classroom situation conducive to learning.
- To educate students to an appreciation of the importance of developing RESPONSIBILITY and self-control.
- To respect oneself and others.
- To help build a sense of Community.

When a student fails to follow classroom or school rules, the following steps will be taken:

1. Warning – Teacher verbally discusses the incident with the student.
2. Processing – If a student continues to behave inappropriately, they are directed to go to a nearby classroom where they will sit in a designated area, and fill out an age appropriate form that requires them to reflect back on the behavior and decide how they will behave when they return to their classroom. After 15 minutes the form is checked and the student returns to their classroom. Parents will receive a copy of the form which must be signed and returned.
3. Lunch Detention – If the above actions have not produced a positive change in behavior on the part of the student, that student will be assigned a 35 minute Lunch Detention.
4. After-School Detention – Continued inappropriate behavior will result in a 45 minute after school detention either Wednesday or Thursday afternoon.
5. Friday School – Any student who has not responded to an after school intervention, will be given detention after school on Friday from 2:35 until 4:00.
6. Suspension

Students may be suspended, expelled, or given lunch detention without the benefit of the above-outlined procedures for certain offenses, which have an immediate and severe impact on the school, staff or other students. The kind(s) of behavior(s) that constitutes this kind of behavior may include, but not be limited to:

- Threat to inflict serious harm to self or others;
- Physical abuse to another person (DBH 48904);
- Possession or use of controlled or illegal substances such alcohol, tobacco, drugs etc. (DBH 48904)
- Possession of any device which may be use as a weapon (DBH 48903)
- Damage to, or theft of school or private property
- Habitual truancy
- Commission of obscene act(s)
- Cheating

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The final decision to expel a student rests with the principal and, in parish schools, with the knowledge and consent of the Pastor.

No student is to be expelled from the school except for clear and serious cause and only after concerted efforts have been made to prevent such action(s).

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A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school.

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St. Patrick Catholic School takes any and all threats of harm to self or others very seriously. The policy calls for an immediate report to the principal with a follow-up notification to the police. Any student who has made such a threat will work from home and not be considered for readmission to the school until various steps are completed, including a detailed evaluation and report from a mental health care professional. The complete policy is available for perusal in the school office.

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School pictures will be taken in the fall by a local photography studio. Parents may order and pay for photo packages.

## 1B3† ) μ2 \*10` <?5` (?° 2`

The school lunch program is coordinated by the Parent Teacher Group and begins in September. A lunch program is offered through an independent contractor, Ki's School Lunches. Details are available on the school website (see "students"). Families should register at [www.kisschoollunches.com](http://www.kisschoollunches.com) to place orders. Milk may be ordered by the semester on a prepaid basis from the school office. Watch the school newsletter for information about the milk program.

Each class, escorted by the classroom teacher or aide, walks quietly to the lunch tables. No throwing, wasting food, or eating another student's lunch is allowed. Each student is responsible for throwing away his/her own trash. No student is to leave the lunch area during lunchtime without permission from the lunch supervisors.

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No restaurant lunch deliveries will be accepted (this includes fountain drinks). Forgotten lunches may be dropped off at the front office. Under no circumstances should lunches be delivered to the classroom.

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Supervised extended care both before and after school are provided. Students must be enrolled with the daycare director before they are allowed to attend. Parents are billed for this service separate from tuition or other school fees. Refer to Extended Daycare Information available in the school front office and on the [school website](#).

### 15@° 3ž " 5B3ž ·

All items susceptible to loss must be permanently labeled. Our Lost and Found Bin will be cleaned out once a week. Any unmarked items not claimed by 10 a.m. on Monday will be given to the Parish Thrift Store for resale or disposed of. Uniform items will be given to the Used Uniform Committee for resale. The school is not responsible for lost or stolen property.

### ( ?° ž B° A\*53 ·

Graduation exercises for Eighth Graders shall be dignified, reverent and simple. St. Patrick Catholic School graduation involves the entire faculty and graduates' families at a Mass and celebration. All financial responsibilities to the school (tuition, Parent Participation Hours, library fees, textbook debts, or other fines) must be paid prior to graduation. A student whose family has failed to meet its financial responsibilities to the school by graduation may be denied the privilege of participating in any/all activities connected with graduation.

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Students who ride bicycles should be carefully instructed regarding traffic rules and safety precautions. Students must wear helmets, as required by law. Bicycles must never be ridden on the school grounds. Bicycles should be locked to the bike rack near the front entrance of the school.

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Student safety is always foremost in planning. Therefore the following safety regulations are in effect:

- We encourage all families to use the carpool line to drop-off and pick-up your children.
- The end of the carpool line (by the front entrance of the school) is the ONLY permissible drop-off location. No students may be dropped off at any other gate, parking lot, New Song parking lot, Village Pie Shoppe, or along Pio Pico.
- Kindergarten and First Grade students may use the parking lot north of the Parish Center to park and walk. All others, if you must park and walk, may use Adams Street.

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Classroom teachers walk their students to their designated pick-up area and remain there until all of their students have been picked up or signed in to Daycare if it is after 2:50PM. Kindergarten students must be picked up at their classroom by their parents/guardians or siblings.

The procedures for dismissal have been established to provide a safe, orderly after-school environment for students.

1. All teachers will walk with students to the car pick-up area (ALL teachers are on duty at this time are unavailable for conferences.)
2. The lunch area is reserved for Daycare.
3. Parents may retrieve students from the courtyard area. It is imperative that children (including younger siblings) who are with parent ?" 2 ° \*3 ž \*?"† A1J 'H \*A) 'A) " ' < ° ?" 3A' at all times. Parents are not to allow children to run around, play on stairs, railing, fence, etc. The playground area is 5' ' 1\*2 \*A@during dismissal.
4. O\*3ž "?( ° ?A" 3 pick-up: Parents may walk directly to the kindergarten area to retrieve a student or pick them up in the car pick-up area.

5. Parents of kindergarten and 1<sup>st</sup> graders may park in the north church/parish center lot and walk to retrieve a child from the class group. Parents must keep the child within arm's reach at all times and walk the child to the car.
6. Students walking home will be escorted by a teacher across the parking area to exit the campus.
7. In the pick-up lane, drivers are asked to queue at the Guadalupe Chapel until 2:20 PM, then <B11° 11A) " H ° J " 5?H ° ?ž F
8. In order to provide safety and supervision§° 11 students 35A'<† O" ž B< by 2:50 PM will be signed in to Daycare. Parents will be billed on a per diem basis.
9. Students in after-school sports will wait at the Eighth Grade Lunch Tables for the arrival of the team coach.
10. Cars must stay as far to the right as possible to allow for a passing lane.
11. ° Ł@51BA" 1J 35 † " 11<) 53" @\*3 B@ while in the drop-off or pick-up line.

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<" ?@53° 1° 3ž '@ ) 551'<?5<" ?AJ '

Each child is expected to take care of the books and items given for his/her use. If materials, including school furniture, equipment or property, are damaged, the student's parents are financially responsible for replacing them. Contact the business office regarding replacement costs for books. All books will be covered at all times with durable covers. Please, do not use contact paper or any type of adhesive material. The students should use book bags. Since classroom space is limited, teachers may request certain oversized book bags or luggage carts not be brought to class.

Personal property, except specified school supplies, generally is not to be brought to school. Students are not to bring toys, including video games, iPads, iPods, dolls, balls or other athletic equipment. Cell phones may not be used by students during school hours. Teachers may confiscate personal property, which will, then, be returned only to the parent. Students enrolled in St. Patrick Catholic School Extended Daycare may bring these items for use during Daycare if permission is granted by Daycare personnel.

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Students may not use the office telephones except in the case of an emergency. Arranging after school activities is not considered an "emergency" and requesting homework delivery is not allowed. The classroom telephones are for staff use only and may not be used by students. Cell phones may not be used by students during school hours.

## B3\* 5?2 @

Appropriate dress and grooming are important parts of our school community atmosphere. Students are encouraged to present themselves in a way that contributes to the overall school setting and parents are reminded that they are ultimately responsible for the appearance and dress of their children. Guidelines for both uniform and non-uniform dress are listed below.

Students found to be in a violation of dress and grooming code will receive an infraction and a written notice will be sent home. This notice is expected to be signed and returned to the school office with immediate correction of the noncompliance. If there is an emergency where a student cannot be in full uniform, parents are requested to send in a written note explaining reasons for the non-compliance and stating when the matter will be resolved.

Dennis Uniform Company is the designated provider of school uniforms. In order to ensure consistency of color and style, all uniforms must be purchased through Dennis. PTG also sponsors a used uniform sale for parents who would like to purchase gently used school uniforms.

On days when the school attends Mass, only the St. Patrick School Dress Uniform may be worn. For Girls: Plaid skirt, skort or jumper, white blouse or shirt and green sweater or vest. For Boys:

Long pants only with white polo shirt and green sweater or vest. Uniform shorts may not be worn to Mass. This Dress Uniform will also be worn on designated Field Trips.

### ( \*?1@B3\* 5?2

#### ( xXZyO'Y'

- Christopher plaid jumper (to the knee)

#### ( xXZyO'á'

- Christopher plaid skort (to the knee)

#### ( xXZyY'á'

- Christopher plaid skirt (to the knee)

#### ( xXZyO'á'

- Navy blue walk shorts. No shorter than 2" above the knee; must fit properly
- Navy blue Capri pants.

#### ( xXZyO'á'

- White or Dark Green knit, polo style, short-sleeve shirt; white short-sleeved blouse with Peter Pan collar (both styles must be tucked in); white over-blouse or white knit polo over-blouse.

#### ( xXZyà'pá'

- Navy Blue St. Patrick logo, short sleeve knit shirt; khaki pants; khaki walk and must fit properly.

/Z, Zjxt'

- Stud earrings only; no dangling jewelry. This is a safety issue!

2 MZ' | u'

½ NO make-up is allowed to be worn at St. Patrick Catholic School. No body art<sup>a</sup>

@M y'

- White crew socks with a fold over cuff or white knee socks. Only black or white tights may be worn (NO LOGOS).

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- White or Dark Green knit polo style, short-sleeve shirt. Shirt must be tucked in at all times.

( xXZyO'á'

- Navy blue twill pants. Pants must fit properly - not too tight or too baggy, and no sagging.

( xXZyO'á'

- Navy blue walk shorts. Shorts must fit properly-not too tight or baggy, no sagging, and not longer than the top of the knee.

( xXZyàpá'

½ Navy Blue St. Patrick logo short sleeve knit shirt; khaki pants; khaki walk shorts.'

/Z, Zjxt'

- Earrings are not allowed. No body art.

@M y'

- ALL White crew socks with a fold over cuff (NO LOGOS).

( \*?1@° 3ž Ł5J@B3\* 5?2''

MM Z{y'

- Hunter green pullover sweatshirt with the St. Patrick Logo or the hunter green fleece zip up jacket are the only jackets that may be worn inside the classroom. Other jackets may be worn outside only if school sweatshirts and jackets are not warm enough. No turtlenecks or colored t-shirts may be worn under or over uniform shirts.

) Mx'

- At all times hair shall be neat, clean and not draw attention nor impede learning! No extreme hair-styles! Student must maintain his/her natural hair color only. Boys' hair must be trimmed away from the eyes and must be above the collar.



### @nZy

- Athletic style shoes are highly recommended. Colors must be solid color black or white. Soles and shoelaces must match shoes for complete solid color. Shoes must be closed-toe, no boots, no sandals, ballet type shoes, heels or raised.
- Platform shoes. Rain boots may be worn to and from school on rainy days, but must be changed to regular shoes during the school day.
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### @nZjWZy

- Shoelaces may be black or white according to the shoes color. Laces must match shoe color (i.e, black shoelaces on black shoes, etc.). For safety reasons, shoelaces must be tied correctly at all times.

### ŁZj{y

- All students in grades 2-8 (boys and girls) are required to wear belts with the walking shorts or pants. Belts may be brown, black, white, or blue.

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Non-uniform dress days may be scheduled from time to time. Students must be appropriately and modestly dressed, even though not in official school uniform. The school's intention in setting out guidelines for non-uniform dress is to help ensure students are not calling attention to themselves by the way they dress.

- Tank tops, halter necks, bare midriiffs, plunging necklines, excessively short or tight skirts or dresses are not permitted.
- Girls' skirt, dress and shorts may not be shorter than 2" above the knee.
- For safety reasons, closed-toe shoes must be worn, even on free dress days or Field Trips.
- Ripped, torn, shredded, etc. jeans are not appropriate for free dress.
- No costumes/dress up outfits permitted.

If a child is deemed by the administration to be inappropriately dressed, the child will be sent home with the parent to change into a school uniform, then return to school. Non-uniform dress requirements extend to Field Trip days.

From time to time special dress-up days will be scheduled. Watch the newsletter for particulars about the theme, and guidelines for the day.

Uniforms can be obtained from:

Dennis Uniform Co.  
 4217 Ponderosa Ave Suite D  
 San Diego, CA 92123  
 Phone:(858) 573-1804 Fax: (858) 573-1805  
[www.dennisuniform.com](http://www.dennisuniform.com)

### Birthdays at School

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In order to limit children's exposure to unhealthy foods, we are asking all parents to follow these simple guidelines when planning for your child's birthday celebration at school. Our staff feels strongly that by following these guidelines, we are promoting a healthy lifestyle, maximizing student learning and celebrating the day!

- Contribute a book or educational game to your child's classroom.
- Bring in non-food items for classmates such as pencils, erasers, bookmarks, etc.
- Volunteer in your child's class and capture the moment with a class "birthday" photo.
- Provide goody bags (non-food) for classmates which can be distributed and taken home at the end of the day.

### Electronic Devices at School

Student may not use electronic devices including, but not limited to, iPods, cell phones, pocket computers, during the school day. This includes all times between morning drop-off through regular end of the day pick up. While we recommend that such devices not be brought to school, any that are must be powered off and secured in a backpack or in a location provided by the homeroom teacher. The school is not responsible for the loss, theft, or damage of a device that has been brought to school. The devices may be used only after 2:35 p.m. and with the permission of a faculty member. If a student remains on campus at Extended Care, they may not use their devices until after pick up by their parent or guardian. If a student is in possession of a cell phone or electronic device during the school day, the following procedure will follow:

- If a student is caught using his or her cell phone while at school, the phone will be turned over to school administration and the student's parent/guardian will need to personally retrieve the device.
- The second offense will result in the student turning their cell phone in to their teacher every morning.
- If these consequences fail to teach the student proper behavior, the student will not be allowed to bring a cell phone to school for the remainder of the school year.
- Failure to comply with the above steps will result in a school suspension.

### Items Left at Home

Any items left at home such as lunches, sports clothes, etc. may be brought to the front office. Under no circumstances are items to be brought to the classroom. Be sure that items are clearly labeled with your child's name.

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Sunday is, according to the Code of Canon Law, "the foremost feast day of obligation" in the Church. The obligation of personal prayer and regular attendance at Sunday Mass is of chief importance for the maintenance of a sturdy life of faith. Therefore, parents/guardians and the school are bound by a serious obligation and grave responsibility to teach these practices and their underlying values to students, by word and personal example. Parents/guardians of non-Catholic students have a similar grave responsibility to teach by word and personal example the serious obligation of regular participation in public worship and of personal prayer.

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In all school policies, the administration, in consultation with the pastor, retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.



# St. Patrick Catholic School 2017-2018

○ - Trimester Ends    X - No School    / - Noon (12:00) Dismissal    □ - No Daycare

	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S							
<b>Sep 2017</b>						X	2	3	X	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
<b>Oct 2017</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
<b>Nov 2017</b>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
<b>Dec 2017</b>						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>Jan 2018</b>		X	X	X	X	X	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
<b>Feb 2018</b>					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
<b>Mar 2018</b>					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
<b>Apr 2018</b>	1	X	X	X	X	X	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
<b>May 2018</b>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
<b>Jun 2018</b>						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

September	October	November	December	January
5..... First Day of School	20..... No School	3..... Auction	TBA..... Christmas Program	1-5..... Christmas Break
8..... Picture Day	Teacher Prof. Dev.	21-25..... Thanksgiving Break	25-29..... Christmas Break	15..... No School-MLK Jr. Day
21..... Open PTG Meeting	26..... Parent/Teacher Conferences			28..... Open House/CSW Begins
30..... Fall Festival	27..... Parent/Teacher Conferences			
February	March	April	May	June
14..... Ash Wednesday	12..... Golf Tournament	2-6..... Easter Break	4..... Grandparents Day	
16..... No School/Teacher P.D.	15..... Speech Contest		5..... First Communion	
19..... No School/Presidents' Day	16..... No School/Teacher P.D.		28..... No School-Memorial Day	
24..... Father/Daughter Dance	30..... Easter Break			

**Back to School Nights**  
**9/7/17** - K1 & K2; 6-7pm  
**9/11/17** - 7th & 8th Grade; 6-7:30pm  
**9/12/17** - 1st & 2nd Grade; 6-7pm  
**9/13/17** - 3rd & 4th Grade; 6-7pm  
**9/14/17** - 5th & 6th Grade; 6-7pm

Please refer to the school website [www.stpaddys.org](http://www.stpaddys.org) for a complete list of events including field trips.

## APPENDIX: B

### Authorization for Medication Administration

**AUTHORIZATION FOR MEDICATION ADMINISTRATION**  
PARENT/GUARDIAN SHALL DELIVER MEDICATION AND THIS COMPLETED FORM TO THE SCHOOL OFFICE.

I, the undersigned, as legal parent/ guardian of \_\_\_\_\_ Grade \_\_\_\_\_  
(STUDENT'S NAME-PLEASE PRINT)  
attending St. Patrick Parish School request that the following medicine(s) be made available to my child at the time prescribed by the physician.

I understand that only personnel authorized by the school will assist my child in taking the medicine(s) as directed by my physician.

I will provide the medicine(s) in the prescription container(s) which is labeled with the name of my child, the prescribing physician name, and the amount of medicine prescribed.

If any conditions in the physician's statement change, a new form must be signed by the parent/guardian and the physician.

Prescription and nonprescription medications are not permitted to be taken at school without a written statement from the physician and a written statement from the parent indicating desire that the school assist the student as set forth in the physician's statement below.

I recognize the fact that this is a service or accommodation which the school is not legally required to perform. I agree to save and hold the school, its officers, employees or agents, harmless from all liability, suits or claims, or whatever nature or kind, which might arise as a result of administering the medication in accord with this request.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
This form valid only for school year  
200\_\_ to 200\_\_  
Work Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_

Please Print Family Name: \_\_\_\_\_

This portion to be completed by a physician licensed in the State of California

Name of Medication	Method of Administration	Dosage	Approx. Time of Day
#1: _____	_____	_____	_____
#2: _____	_____	_____	_____

2. Discontinuation of Medicine #1 on \_\_\_\_\_ and Medication #2 on \_\_\_\_\_  
Date Date

3. Diagnosis \_\_\_\_\_ Reason for giving medication \_\_\_\_\_

4. Type of assistance for administering medication (Observe, measure, etc.) \_\_\_\_\_

5. Precautions for administration or storage of medication \_\_\_\_\_

6. Do you wish to have school personnel contact you at intervals to discuss this medication \_\_\_ Yes \_\_\_ No

Please indicate: Frequency: \_\_\_\_\_ Intervals: \_\_\_\_\_  
Teacher/Resource Nurse Daily/Weekly/Qty., etc.

Printed Name of Physician \_\_\_\_\_ M.D. \_\_\_\_\_  
Medical License Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

Signature of Physician \_\_\_\_\_ Date \_\_\_\_\_

B/2005

