

## INTRODUCTION

St. Patrick Cathedral School is a part of St. Patrick Cathedral Parish in the Catholic Diocese of El Paso. The parish is incorporated under the laws of Texas. The school, as part of that corporation, complies with the policies, rules and regulations of the parish and the Texas Catholic Conference Education Department. The pastor, as head of the corporation, has the ultimate responsibility for all activities and policies of the school. The local school board and the principal assist him. The Texas Catholic Conference Accreditation Commission accredits the school. The school functions as an integral part of the St. Patrick Cathedral Parish by promoting spiritual and educational growth within the parish and the wider community.

This handbook is made available to each school family. Students and parents should familiarize themselves with it and keep it available for reference. Enrolling at St. Patrick Cathedral School requires compliance with the policies set out in this handbook. The pastor or principal has the right to amend this handbook at any time. Parents and students will be promptly notified of any changes. Throughout this handbook, the word “parents” also includes step-parents and legal guardians. This is a living document and can be modified as necessary.

## INSTRUCTIONAL PROGRAM OBJECTIVES

Goals: Specific goals flow from the fundamental understanding of the school as a Christian and Catholic educational community.

Because it is CHRISTIAN, the goals of the school are:

- (1) to create a community where knowledge, enlightened and enlivened by faith in Jesus Christ, is shared by teachers, students, and parents in a spirit of freedom and love;
- (2) to develop religious understanding and provide opportunities for personal commitment to Gospel values; and
- (3) to foster a Christian understanding of mutual responsibilities for one another.

Because it is CATHOLIC, the goals of the school are:

- (1) to create greater understanding and appreciation of the Catholic faith and traditions, and
- (2) to develop a uniquely Catholic community tolerant and respectful of other faith traditions.

In addition, precisely because it is an EDUCATIONAL institution, the goals of the school are:

- (1) to help each student develop a positive attitude toward life-long education, including the power to think constructively, to solve problems and to reason independently;

- (2) to facilitate and improve each student's opportunity to learn;
- (3) to guide each student toward the spirit of freedom that recognizes discipline and personal responsibility;
- (4) to provide quality education for all those children in the parish who desire to take advantage of such an opportunity; and
- (5) to play a significant role in raising national levels of knowledge, competence, and experience.

Objectives: Major objectives of the school are:

- (1) to work with parents in educating children toward the fullness of Christian life;
- (2) to specifically teach Catholic principles and Gospel values;
- (3) to offer experiences in Christian living through liturgy, sacramental life, prayer, guidance and example;
- (4) to instruct in knowledge and skills enabling students to actively participate in the parish community and in society;
- (5) to recognize the dignity of the person;
- (6) to encourage teachers to become committed Christians and to develop professional competence.

## **ADMISSION OF STUDENTS**

St. Patrick Cathedral School exists primarily to provide Catholic education for Catholic students. Children of St. Patrick Cathedral Parish are given priority in admission. Non-Catholic students seeking admission, and their parents, agree to conform to the Catholic religious practices and activities of the school. To enter pre-kindergarten, kinder, or 1<sup>st</sup> grade, a child must be 4, 5, or 6 years old, respectively, by Sept. 1 of the school year. TEA and Texas public schools are governed by the Texas Education Code (TEC). A child must be at least five years of age on September 1 of the school year. A student younger than five years of age is entitled to the benefits of the Foundation School Program (i.e. kindergarten) if: (1) the student performs satisfactorily on the assessment instrument administered under Section 39.023(a) to students in the third grade; and (2) the district has adopted a policy for admitting students younger than five years of age. (TEC [§29.151](#), TEC [§42.003\(d\)](#)) All students enrolled in school for the first time must present an official birth certificate, a baptismal record, an original immunization record, a report card and a Social Security number. Students previously enrolled in another school must also present a transfer from their previous school. This transfer information should include a letter indicating any disciplinary action taken while attending the school. All new or transfer students will be on academic and disciplinary probation for the first year. Parents and prospective new students will be required to attend an interview with the school administrators. Students seeking admittance in 4<sup>th</sup> – 8<sup>th</sup> grades will be tested as well.

## Nondiscriminatory Policy

St. Patrick Cathedral School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school administered programs.

## TUITION AND FEES

Tuition is paid monthly through automatic withdrawal or in full by July 1st. Registration for the FACTS automatic withdrawal program is part of the registration process. Complete explanation and description of the automatic withdrawal options are available in the school office or from FACTS. Failure to promptly pay tuition and fees is grounds for termination of enrollment. The principal will make every effort to work out special payment plans with parents making good faith efforts to pay tuition and fees in a timely manner. Parents failing to meet their financial responsibilities after payment plans have been made, are subject to have their information sent to a collection office used by the school.

All fees are payable by the due date and are non-refundable:

Registration Fee \$500 per student, payable at time of registration  
(Registration fee includes book fee and building use fee.)

Home and School Dues \$20 per family, payable at time of registration

If a student is in eighth grade an \$125 graduation fee must be paid by the Friday before Thanksgiving break every year. Failure to pay by this date will accrue a \$10 fee each month.

If a student is planning to make his/her first communion a \$125 first communion fee must be paid by the Friday before Thanksgiving break. If he/she will not be making his/her first communion, the parents must let the teacher know in writing.

The following rules and procedures govern tuition and fee payments:

- Tuition payments are made on a monthly basis through electronic withdrawal from a bank account. The 10-month plan payments are from July to April. The 11-month plan is from July to May.
- Tuition payments can be taken from the account on the 5<sup>th</sup> or 20<sup>th</sup> of each month.
- A \$30 missed payment fee will be automatically assessed by FACTS if sufficient funds are not available at the time of the automatic withdrawal.

- Checks that do not clear the bank must be picked up at the school office and payment must be made with cash, certified check or money order. The school charges a \$35 fee for returned checks.
- Report cards, diplomas and transfers will not be issued to any student whose financial obligations are not totally up-to-date. Students who's tuition payment is more than 30 days past due may not take their final or quarter exam thus affecting their grade and/or promotion to the next grade.
- A student whose tuition payment is more than 30 days overdue may be dropped from the rolls or expelled unless payment is made in full or special arrangements are made with the principal. A \$25.00 late fee will be assessed to families paying tuition directly to the school. A student who is dropped/expelled the rolls will have to pay the registration fee again to re-enroll (this excludes book fee and building use fee).
- **Keep in mind that any check given to the office may not be deposited immediately. It is the parent/guardian's responsibility to make sure that funds are available to cover any check made out to the school.**

#### Tuition Assistance:

Any family who feels they cannot pay the full tuition because of low income or extraordinary circumstances may apply for reduced tuition. In order to be eligible to apply, families and students must be in good academic, disciplinary and financial standing with our schools or their previous schools.

Application forms for reduced tuition may be picked at the school office beginning the first week of May. St. Patrick Cathedral Parish also awards a limited number of scholarships to qualified low-income parishioners. Applications may be picked up the day after taxes are due, around April 15<sup>th</sup>.

Application forms for the parish scholarships are available in the parish office.

A committee made up of parishioners, former students, and community business leaders review all applications and make recommendations. Employees of the school or parish do not review the applications nor do they make recommendations.

Applications for tuition assistance for the following school year will NOT be considered if there is an outstanding balance.

**Tuition is prorated for students who start school late or withdraw early. The prorated tuition is based on 180 teaching days broken into monthly payments of equal amounts.**

**The amount due would be based on how many days have lapsed since the start of school or how many days enrolled at the time of withdrawal.**

## **PARENT'S ROLE IN EDUCATION**

We at St. Patrick Cathedral School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of St. Patrick Cathedral School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well-rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into partnership with us at St. Patrick Cathedral School, we trust you will be loyal to this commitment. During these formative years (3k through 8) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between a student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships. Both parties should to take care of not speak or disrespect the other neither party nor should either party allow someone else to speak poorly of the school or parish.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments and his/her behavior. This responsibility also extends to times of absence. Together let us begin this year with the commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming. Concerns should be taken to proper source, in this case administration.

### **Parents' Standards of Behavior**

As parents and families of Catholic school students, we are called upon to model similar good standards of behavior as well. Adults should be good listeners, remain mutually supportive and inclusive of one another, maintain appropriate confidentiality,

and handle disagreements in a spirit of conciliation.

### **A Climate of Inclusiveness**

Similarly, the goal of inclusiveness should be kept in mind in our bilingual society. All adults are expected to speak in a language that is understood by all persons by whom the conversation is being heard. When there is no shared common language among all persons present, translation is a standard of courtesy. The only exception would be in the classroom because instruction should be conducted in English.

### **PARENTS AS PARTNERS**

As partners in the educational process at St. Patrick Cathedral School, we ask parents:

To set rules, times, and limits so that your child

- Goes to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Drop off closes at 7:30 –Gym closes at 7:40 school starts at 8:00. Pickup begins at 3:00pm. After School Care ends at 6:00pm.
- Is dressed according to the school dress code;
- Completes class assignments on time;
- Has nutritional sack lunch if they did not order lunch the day before or were absent ;
- Orders lunch the day before or has turned in the lunch menu indicating what day they are eating;

Parents are expected to:

- Abide and respect all rules of the school and diocese.
- Teach their child to be respectful and follow rules;
- Actively participate in school activities such as Home & School activities, parent/teacher conferences, and fund raising;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note or call when a student has been absent or is tardy;
- To notify the school office of any changes of address or important phone numbers;

- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, health, home situation;
- To complete and return to the school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the annual fund-raising activities;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers and administrators with respect and courtesy at all times; any concerns should be brought to administration immediately.
- Display respect and prayerful participation during masses or prayer time
- To meet with teachers during their conference period
- To recognize the administration as the final authority regarding school issues.
- SESM course should be completed in a timely manner along with the required background check.
- Check INOW and teacher webpages on a daily or weekly basis.
- Complete volunteer hours in a timely manner.

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**Parent Initial**

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**Date**

## HOME/SCHOOL COMMUNICATION

In order to insure that all communication from school reaches home in a timely Manner folders for grades 3k – 2nd grade containing all correspondence are sent home on a regular basis and should be returned with a parental/guardian signature the next day. St Patrick Cathedral School allows parent access to grades and notices through the INOW system. Teachers are able to make note of weekly events and post grades that are made available for parent access. Teachers in grades (3k-8<sup>th</sup>) send out a weekly ENEWS that give parents weekly updates on the different events occurring at the school or within the classroom. Official school-wide communications are sent with the oldest or only child.

### Academic Information

## CURRICULUM

The Diocese of El Paso sets the school curriculum which is adapted from the Texas Essential Knowledge and Skills (TEKS) and teachings of the church. The school is currently transitioning from TEKS to implementing the Common Core State Standards. All curriculums meet or exceed state standards. The curriculum includes instruction in the areas of religion, language arts, science, mathematics, social studies, technology, health and physical education. It also includes art, foreign language, music and drama when feasible. Career education, drug education, and safety education are integrated into areas of the curriculum as appropriate. Citizenship, conservation of natural resources, social justice and understanding of the free enterprise system are correlated with instruction in appropriate curriculum offerings. The Texas Catholic Conference Education Department (T.C.C.E.D.) determines the time allocated for instruction in each of these areas. Religious Education Curriculum: All students at St. Patrick Cathedral School receive instruction in the Catholic faith. The school has a comprehensive religious education program reflecting the needs of our school and parish community as set out by the United States Bishops' Pastoral, *To Teach As Jesus Did* (1972); and the National Catechetical Directory, *Sharing The Light Of Faith* (1977). The *New Catholic Catechism* (1994) serves as a resource document for religion teachers.

**Sacraments:** Students are prepared for the reception of the sacraments of Reconciliation and First Eucharist in the second grade. Students who will be making their First Communion must have all required paperwork and certificates on file in the office before the Friday before Thanksgiving break. Parents of students receiving the sacraments must attend sacrament preparation meetings. A special First Communion Mass is held in April or May.

Any student in grades 3<sup>rd</sup> through 8<sup>th</sup> who has not received these sacraments and wishes to do so will be offered instruction. At Mass, students who have not made their First Communion and non-Catholic students will have the opportunity to approach the altar with their class. These students may cross their arms across their shoulders and receive a blessing from the priest or Eucharistic Minister. All students are to attend



Eucharistic celebrations when scheduled as part of the school day. Reception of the sacrament of the Eucharist is reserved for Catholic students who have received proper instruction. All Catholic students in grades 3<sup>rd</sup> through 8<sup>th</sup> are offered the sacrament of Reconciliation when feasible during the school year, usually in Advent and Lent. Parents are expected to set an example for their children by showing reverence for and regular reception of the sacraments. Families are encouraged to pray together and attend Sunday Eucharist weekly. Furthermore, students and their families are strongly encouraged to attend and Mass at the Cathedral each second Sunday of the month. Any Mass is acceptable but especially the 10:00 a.m. Mass.

## HOMEWORK

Each student will be required to have an assignment book or agenda in which they will write their homework assignments. Because we need parental involvement and assistance with each child's education, parents are encouraged to check this book daily and sign after having checked that their child has completed all work assigned. Teachers will check for this signature on a daily basis. Middle school teachers will check every other day or on Thursdays. Together, we can assure the success of each child. Homework assignments will also be posted on the teacher's website. Homework relevant to the class lesson is an integral part of learning. It should be designed to foster a habit of independent study. Teachers should avoid undue amounts of homework. Homework should be assigned to help the student become more self-reliant, to learn to work independently, to improve the skills that have been taught in class or to complete certain projects that require individual and creative effort. It should not be assigned as punishment, as "busy work" or as work that requires the use of books or other materials not readily available to the students. Parents should establish a definite time and a quiet place for their child to study at home. The amount of time students spend doing homework will vary by grade level. The following table provides guidelines indicating the average time that the average student should spend on daily homework. *Remember, these are average; it does not mean this is all the time your child will need to spend on homework every night.* Some students may require more time on a particular assignment than others and some days there may be more homework than on other days.

Grades 1 - 3: 20 -30 minutes  
Grades 4 - 6: 30 - 60 minutes  
Grades 7 - 8: 60 - 90 minutes

Students are responsible for obtaining homework missed due to absences. Homework assignments may be picked up at the school office between 3:15 p.m. and 4:00 p.m. only if prior arrangements have been made with the teacher(s).

## PROGRESS AND EVALUATION

Two Parent/Teacher/Student conferences are held each year. Student attendance with parent is highly recommended. Conference schedules will be prepared and provided by teachers in grades 3K-5<sup>th</sup> prior to the conference date. Parents requiring additional conferences during the school year may make arrangements through the school office or with the teacher. Progress reports are issued every three weeks. These progress reports, along with end of term report cards and eligibility checks, are used to determine a student's eligibility for extra-curricular activities. Although the diocese permits a 70 and above average, our school asks for a 74 and above in order to remain eligible. If your child is in danger of failing, the teacher will discuss this with you during the January parent/teacher conference. Student attendance with parent is highly recommended. INOW is also available for parents to check the eligibility of their child on a daily basis. Grades are updated every Wednesday.

## REPORT CARDS AND PROGRESS REPORTS

A report card reflects student progress. Uniformity of grading is maintained throughout the school. Academic marks are based on scholastic achievement -- not conduct. Behavior is graded separately. A combination of number and letter system is used for reporting to parents.

Percentages or letters are used with the following interpretation:

- A 94-100% Excellent
- B 85-93% Above average
- C 75-84% Average
- D 70-74% Below Average
- F Below 70% Failing

The code for behavior assessment is shown below:

Student progress and behavior will be evaluated by the following code. The same code is used to evaluate behavior for students in all grades: (Students in 3K and kinder are evaluated academically on this scales also.)

- E Excellent
- G Good
- S Average
- N Needs Improvement
- U Unsatisfactory

Report cards must be signed by a parent and returned to the homeroom teacher within three days. At the end of the school year it will be given to the parents provided all financial responsibilities are met.

## HONOR ROLL

An Honor Roll for grades 3<sup>rd</sup> through 8<sup>th</sup> is posted at the end of each grading period. All Honor Roll students must have a minimum of "S" in conduct and A's and B's in all subjects including PE/Health, Computers, and their elective course.

Gold Honor Roll is awarded to students with straight A's (94-100);

Silver Honor Roll is awarded to students with grades no lower than a "B" (85 and up).

## ACADEMIC PROBATION

A student whose academic performance is below a 74 average may be placed on academic probation. Should a student be placed on academic probation, a mandatory parent/teacher/student conference will be scheduled to provide the student with an academic intervention plan. The school reserves the right to revoke a scholarship or financial aid and forfeit future consideration for assistance if a student who has this type of assistance is placed on academic probation.

## PROMOTION AND RETENTION POLICY

Advancement to the next level in St. Patrick Cathedral School is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level. Parents will be notified as soon as the necessity for retention seems evident. A student will not be retained in the same grade for more than two years, nor will a student be retained more than twice. Promotion to the next grade level depends on the successful completion of all school work. At the end of the school year, if the student's grade is less than 70 percent in two of the core subjects (Language Arts, Math, Social Studies, Science, and Religion), the student may be retained or teachers, with administrators' approval can recommend summer school for promotion. The administration may recommend the repetition of a level, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next level.

## STANDARDIZED TESTING

The purpose of standardized testing includes the identification of early learning strengths and weaknesses; the measurement of general achievement; the diagnosis of specific abilities; the assessment of potential for learning; the evaluation of the teaching-learning environment; and the improvement of classroom instruction. A coordinated program of achievement, intelligence, and reading readiness tests is used to promote

the best educational interest of all pupils. Testing data is privileged information. Testing data on mental ability is not generally provided to parents and students. Testing data on achievement is provided to parents along with a careful explanation of the test and its results.

## GRADUATION

Graduation ceremonies will maintain a religious character in keeping with the Catholic school philosophy and will emphasize the serious responsibilities that graduation implies. The eighth grade graduation ceremony is held in conjunction with Holy Eucharist. The graduates are presented a certificate indicating passage to high school. **The principal, in cooperation with the pastor, determines the extent of the ceremony.** Reasonable requests from students and parents will be considered, but extravagances will be declined. If all financial obligations are not satisfied at the time of graduation, the student will be allowed to participate in graduation ceremonies; however, the student will not receive his/her diploma. (See page 3 under Tuition and Fees). Any eighth grade special events taking place during school time must be approved by the principal, except those provided by the school ( i.e. 8<sup>th</sup> grade breakfast). As well, any social function bearing the name of the school or Cathedral must have approval from the principal and the Pastor. **Absolutely no alcohol should be served or available at an event where students are present or where the name of the school or Cathedral is being used.**

## LIBRARY

All students are encouraged to use the school library as a place to gain information and enrich their lives. Students needing extra time in the library may come in before school or after school provided arrangements are made. Days and times will be posted on the Library website. On occasion, the library will close for a staff meeting or book fair. Students in 1<sup>st</sup> through 8<sup>th</sup> grades begin checking out books at the beginning of the year. Kindergarten students begin checking out books in January. Students are responsible for all books they sign out. Late books will be fined \$.25 a day and lost or damaged books will have to be paid for at the cost of replacement. Students using the library must follow all library rules as well as all school rules. Students who do not follow library rules and policies can lose their library privileges.

## TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks are the property of the school and are to be covered at all times. A \$5 fine will be assessed for uncovered textbooks. Students will be required to pay for damaged or lost books. A list of basic school supplies required for each student is provided at the beginning of the school year and/or posted on the teacher website. Students are expected to come to class every day prepared with the necessary supplies. Teachers reserve the right to allow students to go to their lockers after class has begun.

## COMPUTER/INTERNET USAGE

All students have access to the school computers and the internet are given a copy of the school's internet policy and rules. Parents and students must sign the Internet User Agreement Form provided in the registration packet, stating that they have reviewed and will adhere to the rules and policies. Students who do not follow the rules and policies will lose internet privileges.

## CONDUCT

The principal, the teachers, and in appropriate circumstances, the students establish the rules of conduct at school. In general, conduct rules must be conducive to the practice of Christian living; fair and impartial to all; contribute to the smooth functioning of the school; and promote respect for self, other individuals, institutions and property. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment and many other factors which the students' sense of appropriateness will indicate to them. **Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action.**

The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student, the school, or a school member or they adversely affect the safety and well-being of a student or school member (personnel, parents or visitors) while in school. This includes, but is not limited, to the usage of pictures, publications, drawings, Internet to include but not limited to Facebook, MySpace, Twitter, text messaging, picture messaging, camera phones, iPods, blogs, discussion boards, hardware, any form of social media, and system security. Parents, too, are expected to conduct themselves in a manner consistent with Christian norms. Any conduct both in and out of the school that reflects negatively upon the school community may result in the removal of your child from the school.

### School Rules:

The following are rules that apply to all students and parents/guardians in the school. Rules are based on a foundation of respect for God, oneself and others. Teachers have their own rules that apply in their classrooms. This is not a comprehensive list of all school rules. The principal makes other rules as needed. The principal is the final authority in the enforcement of any school rule. The principal reserves the right to determine the appropriateness of an action if any doubt arises.

- 1. Students will abide by the rules and regulations set down in this handbook as well as those set out by the principal and their teachers.**
2. Gum is not permitted on school property at any time. A \$10 fine will be assessed and a detention will be issued for this infraction. Gum fines in the gymnasium, library, computer lab, and cafeteria are \$20. The fine will increase incrementally after the second infraction.

3. Candy or other food is not to be eaten in the classroom without permission from the administration.
4. Books belonging to the school are to be covered at all times. Uncovered books can be confiscated. The teacher or principal will return them to the student after appropriate disciplinary action. The penalty will be a fine of \$5.
5. Students are to be in proper uniform each day. Failure to do so will result in a call to parents so that proper uniform clothing can be brought to school. (see section entitled "DRESS" for more details)
6. Fighting, wrestling, and tackle football are not allowed. Guns (even play ones), knives, or any items of violence are not permitted on school property.
7. The office and classroom phones are off limits to students during school hours except for emergencies. Furthermore, do not call the office and ask to speak to your child. One of the office personnel will deliver the message to your child.
8. Students are discouraged to have cellular telephones at school, but if they bring a phone, it must be turned in to their homeroom teacher before morning announcements. They may pick them up from their homeroom teacher at the end of the school day once the child is picked up. Failure to turn in phones will result in confiscation of the phone and disciplinary action. A \$30 retrieval fee will be charged for any phone or electronic device. Any phone or electronic device not claimed or paid for by the last day of classes becomes property of the school. The school and the teacher are not responsible for lost or stolen items.
9. No loitering or horseplay will be tolerated at any time.
10. Students are to enter and leave the building as a group in class formation, hands to themselves, with no unnecessary talking especially when class is being held.
11. Toys are not to be brought to school with the exception of Nerf footballs, volleyballs, and basketballs.
12. No liquid paper or oil-based markers are allowed.
13. No collecting cards, comic books, magazines are allowed on school grounds.
14. No laser pens are allowed on the school grounds.
15. No rolling back packs are allowed unless the teacher and the office have a written note from a doctor.
16. School authorities retain the right to search students and their personal property with reasonable suspicion of possession of contraband. **Lockers are school property. The student has no reasonable expectation of privacy. School personnel will periodically inspect lockers without notice or reasonable suspicion. Defacing lockers will result in loss of locker privilege for one semester and the cost of removal/repaint/ or replacement if needed.**
17. Cheating and plagiarism of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion.
18. Defacing public or private property will not be tolerated and may result in immediate expulsion.
19. Classroom Expectations:
  1. God first in all things.
  2. Safety
  3. Respect
  4. Responsibility

## **Consequences**

School disciplinary regulations are designed to create and maintain the maximum learning environment and protect the health and safety of students. They are intended to maximize the development of self-control and must be at all times reasonable and fair. Disciplinary actions emphasize respect for self, other persons and their property. They must foster moral and ethical integrity and responsibility. Therefore, the administration has put into effect a “zero tolerance plan” which makes clear the expectations of student behavior. All disciplinary regulations emphasize the benefits of responsible behavior, rather than the consequences for irresponsible behavior.

Teachers are in absolute charge of their classrooms and are responsible for having an organized and orderly classroom. Teachers ordinarily are to take care of their own disciplinary problems, however, exceptional cases involving serious offenses or insubordination and disrespect may be referred to the principal. Temporary removal from a particular class may be necessary if a student is persistently disobedient or seriously disrupts the class. If a student is temporarily removed from a class, the principal will inform the parents in person or by telephone.

Temporary removal from class, suspension and expulsion are extreme disciplinary measures and employed rarely and judiciously.

When a consequence is called for, it is administered with patient objectivity and in such a way that the student understands what he or she has done and why the consequence is necessary. Inhumane or degrading punishment, such as sarcasm or humiliation is not permitted. School policy forbids corporal punishment administered by school personnel.

**The administration reserves the right to use discipline they feel is appropriate for each circumstance: The principal in conjunction with the pastor has the right to invoke a “severe clause” which will result in immediate expulsion.**

### **DETENTION:**

Detention may be issued for a breach of classroom or school rules. Any staff member can issue a detention. Parents are given written notification of the detention. The day, date, and time of the detention is at the discretion of the staff member issuing the detention. An assignment may be given during detention which must be completed by the end of the detention.

### **SUSPENSION AND EXPULSION:**

After other disciplinary measures prove to be ineffective, suspension or expulsion may be invoked for any of the following reasons:

(1) habitual misconduct disruptive to the learning process or seriously detrimental to the safety or moral well-being of the school;

- (2) refusal to obey reasonable directives, orders, rules or regulations promulgated for the well-being of the school;
- (3) possession, sale or use of alcohol, drugs or other harmful substances on school or church grounds;
- (4) serious violations of the law;
- (5) engaging or participating in any activity or conduct in serious violation of the Roman Catholic ethic or which attempts to promote teachings contrary to those of the Roman Catholic Church;
- (6) the bullying of any child on the school grounds or in the classroom:
- (7) continued disrespect for faculty/staff and or continued defiance.

### **Mentoring Minds: Bully Guide**

*Verbal bullying involves repetitive (not a one-time act) speaking to a person or about a person in a [mean] or hurtful way such as sarcasm, teasing, put downs, name-calling or spreading rumors. Emotional bullying involves repetitive (not a one-time act) behaviors that upset, exclude, or embarrass a person. Examples are: mean notes, saying mean or ugly things about a person whether in person or through technology, intentional exclusion from games or activities, threatening, humiliation or intentional embarrassment.*

When suspension is invoked, the principal shall notify the parents in person, written note or by telephone of the reason for the suspension, the duration of the suspension and the requirements for reinstatement. Students who are given an in-school suspension will be required to report to school each day and work with the in-school suspension teacher who may be paid for by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on the campus during the time of their suspension. (This includes practices and other extra-curricular activities.) Students must complete all class work and tests from the day of suspension. The pastor will also be notified. Expulsion is considered a very serious matter. Students who pose a threat to themselves or continuously do not follow rules or disrupt faculty, staff, and visitors may be expelled from St. Patrick's. In expulsion proceedings, the principal will first confer with the student, teachers, parents and the pastor regarding the problem. Parents will be promptly notified of the decision to expel their child and of their right of appeal. Finally, the principal makes a written report to the pastor. The report includes the date of expulsion, a description of the problem and a summary of the actions taken. **The final decision for expulsion is the responsibility of the pastor. If, however, a weapon and/or terroristic threat is involved, immediate expulsion will result.** Students who have been expelled will not be allowed to return to the school. Parents may appeal the expulsion of their child. The appeal must be made in writing to the school office within five days of notification of the decision. An appeal received after five days will not be considered. The pastor will review the case based on the written



statements. He may ask any of the parties or witnesses to provide additional information. The decision of the pastor is final.

## DISCIPLINARY PROBATION

A student whose conduct does not comply with the school philosophy may be placed on disciplinary probation.

### **Rewards:**

Responsible behavior will be rewarded whenever possible, primarily with proper social rewards such as smiles, praise, and recognition. Teachers and administrators actively recognize the positive characteristics of each and every student.

## MIDDLE SCHOOL

In addition to the rules stated above, the middle school students have a system of procedures and consequences that is consistent with area high schools.

### **Classroom Expectations:**

God first in all things.

Safety

Respect

Responsibility

### **Procedures:**

1. Follow all school and classroom rules at all times.
2. Obey directions given to you the first time.
3. All actions will reflect the classroom expectations.

### **Corrective Measures: (not necessarily in this order)**

1. Verbal Warning
2. Lunch detention
3. Responsible behavior form
4. Parent/Teacher Conference
5. Referral to Administration

The principal reserves the right to determine the appropriateness of an action if any doubt arises.

\*\*Responsible Behavior forms must be signed by parent or guardian. Teachers will contact the parent/guardian by phone or email if a responsible behavior form has been issued. Three "Responsible Behavior" forms from ANY teacher will result in a referral to the administration office and a parent/teacher conference will be required.

\*\*\*Major offenses will result in automatic referral to administration office.

# DRESS CODE

Uniform Requirements: The School uniform symbolizes and reminds students of solidarity and unity of purpose. It is to be worn as intended, that is, simply, without adornment, and without faddish adaptation so as to focus our school community on each child's individuality and not their outward appearances. Uniforms are required for all students at St. Patrick Cathedral School. A student out of uniform without an excuse will be sent to the office. If the items for proper dress are available, the office will provide them at a rental cost. If items are not available, the office will call the parents to bring the proper attire. Uniforms must be worn all day. A list of designated uniform suppliers is available in the school office. (Starting the 2015-2016 girls will be required to wear penny loafers as part of their daily uniform).

The uniforms for Levels 3K through 3<sup>rd</sup> are as follows:

## GIRLS----

Grades (3k-3<sup>rd</sup>)

- Hunter green uniform walking shorts (no shorter than 2 inches above the knee) and black or brown belt (no tan) with white oxford button-down shirt, white Peter Pan collar blouse or white knit polo shirt.
- Plaid jumper (no shorter than 2 inches above the knee) sold through designated company or our Teachers' Pet Association.
- White, navy blue, or hunter green socks—plain, no logos (socks must be visible above highest shoe line at all times) or tights. No leggings or sweats are allowed.
- Mostly black, mostly gray, and mostly white athletic, leather shoes or black, leather dress shoes are permitted. Canvas shoes, for example, Vans, Coach, Converse are not permitted. Shoes without support such as flats without straps are not permitted. High heeled boots or cowboy boots, platform shoes, heels (even low ones), open back shoes, clogs, flip flops, sandals, Heelies and the like are not permitted. Leather boat shoes (Sperry's) are permitted, no canvas material.

The uniforms for Levels 4 through 8 are as follows:

- Plaid uniform skirt (no shorter than 2 inches above the knee) or hunter green cotton twill slacks, as provided through the designated uniform supplier, with white oxford button down collared blouse, turtlenecks, or white knit polo shirt.
- White, navy blue, or hunter green socks—plain, no logos (socks must be visible above the highest shoe line at all times) or tights. No leggings allowed.
- Mostly black, mostly gray mostly white athletic, leather shoes or black, leather dress shoes are permitted. Canvas shoes, for example, Vans, Coach, Converse are not permitted. Shoes without support such as flats are not permitted. High heeled boots or

cowboy boots, platform shoes, heels (even low ones), open back shoes, clogs, flip flops, sandals, Heelies and the like are not permitted. Leather boat shoes (Sperry's) are permitted, no canvas material.

PE class (4<sup>th</sup>- 8<sup>th</sup>)

- Uniform green gym shorts and uniform athletic shirt (sold through the school office). During the winter months, St. Patrick logo sweatshirt and green or grey sweat pants are allowed in addition to school shirts and shorts.

- White, navy blue, or hunter green socks—plain, no logos (socks must be visible above highest shoe line at all times)

- Mostly black, mostly grey, mostly white athletic, leather shoes or black, leather dress shoes are permitted. Canvas shoes, for example, Vans, Coach, Converse are not permitted.

Shoes without support such as flats are not permitted. High heeled boots or cowboy boots, platform shoes, heels (even low ones), open back shoes, clogs, flip flops, sandals, Heelies and the like are not permitted.

Suiting out for physical education class is required even though students may be medically

excused from physical activity; they will still be required to dress out and to participate whenever possible.

## BOYS— (3<sup>k</sup>-8<sup>th</sup>)

- Hunter green uniform walking shorts and black or brown belt (no tan) with white oxford button down shirt or white knit polo shirt with long or short sleeves. Hunter green uniform trousers with black or brown belt (no tan) and white turtleneck, white oxford button down collared shirt, or white polo shirt. **All 8<sup>th</sup> grade boys are required to wear a navy blue blazer to Mass.)**

- White, navy blue, or hunter green socks—plain, no logos (socks must be visible above highest shoe line at all times)

- Mostly black, mostly gray, mostly white athletic, leather shoes or black, leather dress shoes are permitted. Canvas shoes, for example, Vans, Coach, Converse are not permitted. Shoes without support such as flats are not permitted. Cowboy boots, open back shoes, flip flops, sandals, Heelies and the like are not permitted. Leather boat shoes (Sperry's) are permitted, no canvas material.

PE class— (4<sup>th</sup>-8<sup>th</sup>)

- Uniform green gym shorts and uniform athletic shirt (sold through the school office). During the winter months, St. Patrick logo sweatshirt and green or grey sweat pants are allowed in addition to shirts and shorts.

- White, navy blue, or hunter green socks—plain, no logos (socks must be visible above the highest shoe line at all times)
- Mostly black, mostly gray, mostly white athletic, leather shoes or black, leather dress shoes are permitted. Canvas shoes, for example, Vans, Coach, Converse are not permitted.

Shoes without support such as flats are not permitted. High heeled boots or cowboy boots, platform shoes, heels (even low ones), open back shoes, clogs, flip flops, sandals, Heelies and the like are not permitted. Leather boat shoes (Sperry's) are permitted, no canvas material.

Suiting out for physical education class is required even though students may be medically excused from physical activity; they will still be required to dress out and to participate whenever possible.

(Students will be required to follow a Mass rubric that will count as part of their religion grade.)

#### ALL STUDENTS:

Polo shirts may be plain or with the St. Patrick's logo and should not include lace, crocheting, or other ornamentation. Turtlenecks should be plain, no ribbing or ruffles. Hair should be neat with bangs not covering the eyes. Boy's hair should be above and not touch the shirt collar, eyes, or ears. Faux hawks, Mohawks or shaved heads (without a medical reason) are not allowed. Scrunchies, hair clips etc. must be in the hair, not worn on wrists. Any type of hair-coloring and bleaching is not permitted. No beads or extensions should be worn in the hair. No cosmetics, lip gloss, colored chapstick, nail polish, or artificial nails may be worn. No tattoos of any kind (including those made with pen or marker). No hologram contact lenses. No body piercing except pierced ears. Jewelry should be limited to watches, rings, one bracelet and a simple cross or holy medal on a narrow silver or gold chain. Girls may wear one pair of earrings. Earrings must fall within the scope of the earlobe. Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year. No leggings or sweat pants are allowed under uniform skirts or jumpers.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirt sleeves should remain buttoned and shirt tails tucked in while a student is on campus or school related function.

#### Brownie/Scout Uniforms—

Students may wear the scout uniforms on meeting days.

#### Sunday Best

For special occasions, students will be asked to wear their "Sunday Best." Sunday Best for boys consists of dress slacks/khakis and a dress shirt with a collar. A tie and jacket is encouraged, especially for older students. For girls, Sunday Best consists of a knee-length dress or skirt or dress slacks and dress-blouse, nothing sleeveless or with bare

shoulders or midriff without a jacket or other appropriate cover. The principal will determine the “appropriateness” of a student’s Sunday Best on a case by case basis. The rules of grooming remain the same for Sunday Best. Students may wear “Sunday Best” for individual picture day. All students must wear their “Mass Day” attire for the class group picture.

**\*If a student does not follow proper “Sunday Best” or “Mass Day” attire for a school sponsored event that calls for this type of attire, the student may be asked not to participate in the event regardless of parent permission.**

#### Mass Day Attire

Students must wear Mass Day Attire on days when we attend mass (Thursdays or Holy days of obligation) or for other special occasions as determined by the administration.

Girls---Uniform skirt, white button blouse, knee high socks in white, navy blue, or hunter green, blue or green girl tie (optional), black or brown dress shoes and, if needed, hunter green sweater (sold through Dennis Uniforms). No sweatshirts

Boys---Khaki pants, white button long or short sleeve shirt, black or brown belt, black or brown shoes, tie in navy blue, hunter green or a stripe combination of the two colors (navy blue and hunter green) ONLY. Ties in any other color (light blue, light green, etc.) is NOT considered appropriate. And, if needed, hunter green sweater (sold through Dennis Uniforms) or blue blazer. **Blue blazer for middle school boys is a requirement.** (This is a transition is now in full effect.) No sweatshirts.

**\*If a student does not follow proper “Mass Day” attire for a school sponsored event that calls for this type of attire, the student may be asked not to participate in the event regardless of parent permission. (Students will be required to follow a Mass rubric that will count as part of their religion grade.)**

#### Spirit Dress

On days designated by the administration, students are permitted to wear a “Spirit Shirt” with blue jeans only. Tight fitting, hip-hugger, baggie, oversized, worn or torn jeans are not permitted. Hemmed uniform length blue jean shorts may be worn in August,

Girls may wear knee-length blue denim skirts or denim Capri pants. Only standard Spirit Shirts purchased from the office are acceptable. Green or white sweaters or St. Patrick logo sweatshirts may be worn in the classroom with Spirit Dress. Students not wearing “Spirit Dress” must wear the standard uniform. The rules of grooming remain the same for Spirit Dress.

#### Free Dress

On days specified by the administration, the students may wear free dress. They may choose to wear any outfit; however, their clothes must be appropriate for a Christian school setting and may not be immodest or make any overt statements. Misuse of this privilege may result in the termination of “free dress” days. Tight fitting, hip-hugger, baggie, oversized, worn or torn jeans or pants are not permitted. Shorts, skirts, and dresses should be no more than 2 inches above the knee. Shirts must cover the stomach at all times, be a reasonable length and remain tucked in.

Students who come to school not in compliance with the above rules will not be **permitted to participate in the next “free dress” day**. Repeated violations of the uniform dress code will result in that student being denied participation in the next out-of-uniform day and/or will serve a detention at the discretion of the teacher/administration.

## ATHLETIC PROGRAM and EXTRA-CURRICULAR ACTIVITIES

### Athletic Program:

Approved athletic and sports activities are considered school functions. Athletic games, contests, and the training and coordination of the body all contribute toward the physical, social and mental development of children. All students participating in sports activities must follow the rules and regulations approved by the principals for interscholastic sports, CSAL. Failure to do so will result in disciplinary action by the school including the student’s suspension from the team. A student cannot participate in sports if their grades fall below 74 or deportment falls below “S”. However, an individual coach may require a higher passing grade. Students must maintain passing grades in ALL subjects. Grades and conduct are reviewed every 3 weeks.

Sports: Boys and girls in grades five through eight may participate in team sports after school. Boys participate in flag football, basketball, golf (when coach is available), and soccer (when available). Girls participate in volleyball, basketball, golf (when coach is available), cheerleading (when coach is available) and soccer (when available). The school pays the league fees for the school’s participation, provides the coaches, equipment, practice location, field/gym usage and referee fees through the sport fee. Sport fee for first sport is \$125 and \$75.

### EXTRA-CURRICULAR ACTIVITIES:

Extra-curricular activities are provided to eligible students as a supplement to the curriculum. A student cannot participate in extra-curricular activities if their grades fall below 74 or deportment falls below “S”. Students must maintain passing grades in all subjects. Grades and conduct are assessed on a weekly basis.

Failure to maintain passing grades will result in the student not participating until their grades or conduct, meet eligibility levels. Not participating in the sport includes practice

as well as games. The purpose of the non-participation is not punishment but recognition of the fact that academics comes first and the student may need more time to learn to manage their studies and extra-curricular activities. The principal may make exceptions to these requirements for just cause or special circumstances. A student absent from school cannot participate in a sport or other activity on that day. Students on suspension cannot participate in a sport or other activity on suspension days. Parents and the student will sign an agreement before they may participate in any extracurricular activity. The agreement form informs the parents and students of expectations, stipulations and requirements for continued participation in the activity. The extra-curricular activities at St. Patrick Cathedral School include Football, Basketball, Volleyball, Golf (when a coach is available), Cheerleaders (when a coach is available), Honor Society and Student Council, Year Book, Choir, Piano, Guitar, Trumpet, Mariachi, painting, Spanish class (when qualified teacher is available), and any other new activity that may be added during the school year. A parent permission form and yearly physical are required before a student is allowed to participate in a sport or cheerleading. A \$125.00 fee first sport per student must be paid before participating and \$75.00 for any sport thereafter. Some classes will have a fee and must be discussed with the teacher. Music members are expected to rent or purchase their own instruments.

**Student Council:** The purpose of this organization is to promote the ideas of good citizenship, positive relationships among students, school morale, and orderly direction of school activities and the general welfare of the school.

The student council consists of elected officers and two representatives from grades five through eight. The officers and representatives are elected in the fall of each year. A member of the faculty acts as the student council sponsor. Officers for the student council must maintain a B average in all subjects and no grade less than S in the non-academic areas of work, study habits and social development to be eligible. If they become ineligible for more than a grading period they will be removed from office. Representatives must maintain a B average in all subjects and no grade less than S in the nonacademic areas of work, study habits and social development to be eligible. If they become ineligible for more than a grading period they will be removed from office. Students interested in running for office must maintain a B average in all subjects and no less than S in the non-academic areas of work, study habits and social development at the time they submit their name for office and throughout the time leading to the election date. Furthermore, students must display proper behavior in accordance to school and Catholic teachings in school, school events, and in their daily lives.

The grades are assessed at the time of progress reports and the end of the grading period. More stringent rules apply to members of the student council because they are our school's role models.

**National Junior Honor Society:**

Students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade with a GPA of 90 or above after the second nine weeks are eligible for selection into the St. Patrick Chapter of the National Junior Honor

Society. Students will not be eligible if they have received a disciplinary referral or a conduct grade below an S on their report card.

The Council, made up of three middle school teachers, one elementary teacher, and one primary teacher. When available, the priest can they will meet and select members based on their scholarship, service, leadership, citizenship, and character. Students are inducted at the end of February and serve as members the current and following year. Concerns or reasons as to why a student was not selected will not be discussed. You can find the rubric used to evaluate the candidates on the Library website under NJHS.

Yearbook Club: (When available)The members may join the yearbook staff. This is considered an elective/extra-curricular activity. A faculty member supervises this activity. Members may be required to attend events outside of St. Patrick's to take pictures.

Other clubs: St. Patrick School offers additional opportunities based on student interest and availability of sponsors.

Contests for Students: Students can and should participate in academic contests or competitions sponsored by community agencies and organizations if they contribute to the educational goals of the school and are deemed appropriate by the principal. In judging the value of participation in a contest the principal should determine whether or not the contest:

(1) is sponsored by a legitimate, recognized organization which enjoys respect in the community and does not subscribe to goals that are inconsistent with Catholic educational philosophy;

(2) is sponsored by a commercial interest, is such that the students will not be exploited by becoming merely a part of an advertising venture; and (3) is conducted in a professional manner with clear directions, sufficient challenge, adequate supervision, and competent judging. If participation requires an entry fee, it must be a reasonable one.

#### AFTER SCHOOL CARE PROGRAM

The after school care program is provided as a service to the working parents of our students. Because we recognize the importance of responsible after-school care, the school makes sure that students are cared for in a properly supervised environment.

Program Operation: On regular school days, after school care is available from 3:30 to 6:00 p.m. On early dismissal days, after school care is available from 1:15 to 5:00 p.m. There is no after school care on vacation dismissal days . Please check the annual and monthly school calendars for early and vacation dismissal days.

Fees and Billing: The charge for the program is \$3.25 per hour, per student. Prompt pick-up is required. **A \$3.25 per minute late fee will be assessed per child for children not picked up by the end of the day.** On days before a holiday when there is no after school care, a \$3.25 charge per each minute will be assessed starting at 1:30 p.m. Billing is done monthly and payment is made through the school office.

Eligibility: After school care is for St. Patrick Cathedral School students only. Any student in any grade who has not been picked up 15 minutes after school is dismissed



will automatically be checked in after school care by their homeroom teacher with the regular program fee assessed. Students are not permitted to wait for parents outside school grounds. This includes the perimeter of the church and side streets. Students can be suspended from the after school program for failure to follow rules.

**Pick-up procedures:** Parents must fill out and sign an After School Care Information Form. When picking up children, parents must notify staff and sign out students from after school care. Students in the after school care program will be released only to their parents or to persons named on the information form. **Students will not be released to another student's parent unless they are listed on the information form or have notified school officials with either an email or a note.** Illness or accident: First aid will be administered on the premises for cases that appear minor in nature. Incident reports will be filled out on serious cases. The site coordinator will follow the instructions on the information form in contacting parents. Medication is not administered by after school care staff. Parents are expected to make provisions for taking sick children home as soon as possible.

**Student Conduct:** All rules of conduct that apply during the school day apply in the after school care program. Students are expected to respect the after school care staff and each other and take care of the equipment and materials provided to the program. Students are to stay in the cafeteria and playground area only.

Schedule: The normal after school care schedule includes study, tutoring, recreation and snack times. Students are required to follow all school rules and classroom expectations. If a student is not picked up from a school events at the set time the student will be placed on the after school care clock.

## ATTENDANCE POLICIES

Absence: A student's absence from school interferes with his/her academic progress. A student must be in attendance for 90-percent of the school year to receive credit. A student who has been absent from school must present a written excuse, call or email from a parent stating the reason for the absence. The administration determines if an absence is excused or unexcused. Work missed due to an excused absence must be made up as required by the teacher (the norm is two days per one excused day). Work missed due to an unexcused absence will not receive a grade of more than a 70. Trips or vacations taken during school time are discouraged. The principal must approve any absence for a trip or vacation in advance. In planning spring vacations, please keep in mind that **our spring break is at Easter and does not always correspond with the public school's** spring break .

Tardy: Tardiness (after 8:00 am) interferes with progress in school and constitutes a disturbance for all members of the class. If a student is repeatedly tardy, the principal will confer with the parents in an effort to correct the problem. Failure to correct the problem could result in further disciplinary action.

Teachers pick-up students at 7:30 a.m. Assembly begins at 7:40 a.m. in the gymnasium. Instruction begins at 8:00 a.m. Students not in the gymnasium by 7:40 a.m. are tardy and must report to the cafeteria for prayer and announcements before going to their classroom. Students leaving early to visit the doctor or dentist must bring a doctor's note upon returning.

**Offering Saturday school to make up absences due to actual absences or tardies will be at the discretion of the school.** However, should it be offered, the cost will be \$50 per Saturday. Release during school hours: A student will not be released from school during the school day without written permission from a parent and verbal or email confirmation from the parent. Prior to the student's pick-up, parents must provide written authorization if someone other than themselves will be collecting their child. Students will only be released to their parents or a previously authorized person. Authorized persons must pick-up students in the school office and sign them out. Routine medical and other appointments are discouraged during school time. A student's absence will not be excused for appointments which should be taken care of outside of school time—such as private art or music lessons, hair dressing appointments, shopping appointments, and the like. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give makeup tests or assignments for absences due to vacations. The school must be notified with enough time. Review tests missed due to illness may be made up on the designated makeup day only. Arrangements for regular classroom tests missed because of excused absences are to be made with the individual teachers. These tests must be taken within one week of the original test date. A sick student will only be released to a parent or previously authorized person. Under no circumstances will a student be sent home alone during school hours. A student is not to be sent on errands, sent home for books, homework, etc, during school time.

## LUNCH AND LUNCH TIME TREATS

St. Patrick Cathedral School does not provide breakfast. Children should eat breakfast at home before school. The principal must approve any breakfast sales. Hot lunch is served daily by a private catering service. The provider determines the cost. Menus are published on the monthly school calendar. Lunch cards may be purchased at the school office for \$40.00 for 10 lunches. There is no free or reduced lunch program. The cost of a meal is \$4.00. It is the parents' responsibility to provide a student with his or her lunch and/or money to buy lunch. Because lunch is brought in, it is imperative that students bring in their signed monthly lunch menu indicating what days they will be eating (keep a copy at home so you may keep track also). If a student did not order or forgot their lunch, one will be provided for them IF AND ONLY IF EXTRAS ARE AVAILABLE. In this case the cost of the plate will be \$5.00. Notices will be sent home if you owe lunch fees. If a student owes a significant amount in lunches, parents may be called to bring the child lunch.

Parents bringing a student's lunch after the start of school should deliver it to the school office to avoid disrupting instruction. School personnel will notify the child's teacher. It is the student's responsibility to pick up their lunch from the office at lunch time. Please do not ask our school personnel to deliver the lunch to your child.

\*Please discourage your children from sharing foods as some students might have food allergies.

## NEW USDA REGULATIONS

New USDA regulations dictate that the school must provide healthful lunches and food choices. Foods with high sugar and fat content are allowed once a month. Unhealthy foods may not be used as rewards. Furthermore, due to food allergies, the sharing of food is strongly discouraged.

**Birthday Parties/Goodies:** So as not to lose instructional time and to follow new USDA regulations, schools can have one allowable food day per month. Therefore, all birthdays of a specific month will be celebrated the last 30 minutes of school on a day designated by the classroom teacher. You can, however, bring goody bags on the day of your child's birthday which will be distributed to the students after the bell rings by the teacher. Please bring cupcakes or donuts for the celebrations. No cakes are allowed. Celebrations of birthdays are not allowed in the cafeteria during lunch. If you bring invitations to school for a birthday party outside of school, please bring one for each child in the class and give them to the teacher to pass out to students. Any parent or relative who brings goodies on a day that is not designated for birthday celebrations will be asked not to take them to the class.

## CANCELLATION OF SCHOOL

In the event school is cancelled due to inclement weather or some other emergency, the principal will post inform on the school website, [www.stpatrickelpaso.org](http://www.stpatrickelpaso.org) and Facebook page.

The principal will notify the school faculty and staff and the media. Parents can tune to KVIA Channel 7 for information. During inclement weather, this school will follow the El Paso Independent School District plan for elementary schools only.

## CEREMONIES AND OBSERVANCES

**Religious:** St. Patrick is a Catholic school. The school follows the Roman Catholic Church calendar of religious observances such as Advent, Lent, Holy Days and feasts of saints. The entire school celebrates the Eucharist (Mass) every Thursday. If a holy day falls on another day of the week the Eucharist (Mass) will usually be celebrated on that day. Parents are invited to celebrate the Eucharist (Mass) with the school. All students, both Catholic and non-Catholic, are expected to attend the Eucharistic celebration (Mass) as well as participate in prayer and other religious services and observances that are part of the school day. The Holy Eucharist is the central act of

Catholic worship. Each class in grades 3<sup>rd</sup> through 8<sup>th</sup> at some time during the year will assist in planning the weekly Eucharistic celebration. Children in all grades will plan and participate in other religious celebrations and age appropriate activities. Teachers should encourage, by word and example, active participation in the Eucharistic celebration. Parents should also encourage religious practices by word and example such as prayer at home and regular Sunday Eucharistic attendance.

Civic: State and national holidays are observed with appropriate instruction and activities pertinent to the celebration of the particular day or event. The flags of the United States and the State of Texas are displayed outside the building each day school is in session and weather permitting. The pledge to the flag is conducted daily with all students.

#### DRUG AND ALCOHOL FREE CAMPUS

St. Patrick Cathedral School is designated as a tobacco, alcohol and drug-free campus. Students, parents, faculty and anyone associated with the school may not use or possess tobacco products, e-cigarettes, drugs or alcohol on the school campus or at school sponsored events on or off campus. Medication prescribed by a doctor or brought by a parent will be kept in the school office and administered by or under the supervision of administrative staff with written instructions from the parent.

#### EMERGENCIES

Fire: The school evacuation plans are on file in the school office and posted in each classroom. Fire drills are conducted monthly. A record of the drills is maintained in the files of the school office and available for parental review if requested.

Bomb Threats: The police department is notified immediately if the school receives a telephoned or written bomb threat. The decision of the police authorities concerning the course of action to be taken is followed.

Other Emergencies: The administration is responsible for the planning and the execution of procedures for other emergencies in cooperation with the proper local authorities.

School Evacuation: Should emergency evacuation of the school be required, the police and or fire department will make arrangements for transporting students to another site if necessary. Arrangements will be made by emergency personnel for parents to pick up their children.

## FIELD TRIPS

Educational field trips are a privilege, not a right. Only students who act responsibly will be permitted to go on school field trips. Field trips may be made during school time to such places as historical monuments, religious shrines, cultural centers, government bureaus and representative industries or service companies. Students also may attend theatrical performances of cultural or educational value during school time. Students may also leave campus for spiritual retreats. Trips are not taken which require students to be away overnight . Purely recreational trips are not held during school time or sanctioned by the school. Field trips are not allowed during August and May. All grade levels are allowed one field trip per semester. Field trips are contingent on the spiritual and educational value of the trip, and economical feasibility. The following criteria will be utilized when deciding whether or not a student merits the privilege of attending a class field trip. All assignments must be up to date. Behavior must be acceptable as indicated by response to disciplinary consequences when referred to the office. Any student who is not new to the school and is on academic and/or disciplinary probation will not be allowed to attend. The administration is the final authority in the decision of who attends. A parent must grant written permission before a student can participate in any field trip away from the school. **Out-of-state trips will require notarized written permission.** Permission forms are available in the office or from the sponsoring teacher. The principal must approve any field trip, see that proper arrangements are made and assure that the activity is appropriate for the students participating. In addition to other adult supervision, a member of the faculty must be present on every trip. **Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.** Only field trip parent permission slips issued by the school will be accepted. The school reserves the right to charge \$.25 for any additional copies. Call the school secretary for information needed to complete the form. NOTE: A fax does not take the place of an original signature.

Transportation plans will be arranged by the sponsoring teacher. Parents are only allowed to transport their own children to and from field trip destinations.

## FUND RAISING A C T I V I T I E S

Fund raising activities are a common and accepted means of financing school projects. They can also create ill will in the community if not managed properly. Parents and students are required to participate in two mandatory fund raising activities each year; one in the fall and another in the spring. The principal must approve additional fundraising activities. Careful accounting procedures are followed and a complete record of each fund raising project is kept on file for parental review.

## GRIEVANCE PROCEDURE

St. Patrick School (hereafter "school") has determined that the best interests of parents,

students, school board members, administrators, teachers and other employees of the school will be served if a grievance procedure is created to provide an orderly and fair process for the resolution of complaints. The school wishes to provide an opportunity for individuals to be heard. The administration of this school has established and maintains procedures through which the parents of students may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. In all cases, student grievances will be presented by students and/or parents/guardian. If parents speak on behalf of their children then the student(s) must be present. The primary aim of this procedure is to set forth a guide to establish procedures for any grievance, that is, to provide fair notice and fair hearing of the matter. If necessary, translators will be provided.

#### Failure to Follow Procedure

A parent/guardian or student will forfeit their right to be heard if they fail to follow the grievance procedure as outlined in the policy. TO FOLLOW THE FORMAL GRIEVANCE PROCEDURE, PLEASE ASK FOR A COPY IN THE FRONT OFFICE.

#### GUN FREE SCHOOL

St. Patrick Cathedral School is designated as a gun free school in accordance with the Gun Free Schools Act of 1994. In short, a student in possession of any type of weapon at school will be expelled. Weapons prohibited at school include guns of all kinds, knives, clubs, explosives and various other weapons. A copy of the act is available in the school office.

#### HEALTH AND SAFETY

The school does not have the daily services of a resident nurse.

Immunization certificates will be required for all students entering school for the first time and those who transfer from other school districts to schools in this country.

Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school. Medical examinations are required prior to entering 3K and updated physical examination is required prior to entering Level 6.

At the beginning of each school year, parents must complete an Emergency Card on each student. The information includes the parent's home and work telephone numbers, others to be contacted should the school not be able to reach the parents, the student's physician, the student's dentist, and other pertinent medical information, such as allergies or existing medical problems. Parents are requested to notify the school if any of the information changes during the school year.

*Any child with a temperature above normal will be sent home. For the welfare of the child and school community, students are to be kept home when they have a bad cold, sore throat, fever, eye infection, unusual skin eruptions, swollen glands, nausea, vomiting, diarrhea, or any contagious disease or condition. Any child exhibiting such symptoms will be sent home.*

#### Medication

If a child has to take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy and must have on its label the following:

1. child's name
2. name of child's doctor
3. frequency
4. dose
5. date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the school secretary before school with the following:

1. child's name
2. frequency
3. dose
4. date

School personnel are forbidden to administer any oral medication, including aspirin, Tylenol or other over-the-counter medications, except when the medication is sent from the home with written permission and directions from the family physician or the parents. All medication will be kept in the office. The students are not permitted to carry or self-administer medicine at any time.

**Emergency Procedure:** Only minor first aid will be given at school. If the principal or a CPR/First Aid certified employee determines if the child is in need of emergency medical care and the parents cannot be contacted, the child will be taken to the family doctor or to the hospital. The parents will be responsible for any expense. All students are covered under the Student Accident Insurance. If the parents do not have insurance, then it becomes primary. If the parents have insurance, then it pays what is not covered. The Student Accident Insurance does have limits to the coverage.

**Communicable Diseases:** Generally, a student with a chronic reportable disease shall be

allowed to attend school in his or her usual instructional setting with the approval of their doctor and consultation with the principal. The principal shall function as the liaison with the student's doctor and be the coordinator of services provided by other staff.

Knowledge that a student has a chronic reportable disease shall be confined to those persons with a need to know. Those persons shall be provided appropriate information concerning any precautions that may be necessary and shall be aware of confidentiality requirements. The local health authority, in consultation with the school principal and the student's doctor, shall determine whether a risk of transmitting the disease exists. If it is determined that a risk of transmission exists, the student may be temporarily removed from the classroom until the local health authority determines the risk has abated and the student can return to the classroom. Each student removal from normal school attendance under this circumstance shall be reviewed by the local medical advisor in consultation with the student's doctor at least once a month to determine whether the condition precipitating the removal has changed.

**Acquired Immune Deficiency Syndrome (AIDS):** Under ordinary circumstances, students with AIDS will be allowed to continue in school. Decisions affecting students

who test positive for human immunodeficiency virus (HIV) or who have AIDS will be made on a case-by-case basis in cooperation with physicians, parents, and public health officials. Regulations regarding students who have HIV and AIDS are based upon current medical knowledge and law and will be subject to continual review. Students with AIDS shall not be excluded from attending school for reason of the infection unless the following exceptional conditions are evident as determined by a medical advisor to the school, the principal, the pastor, the student's physician, and the student's parents. The pastor may appoint additional persons if he deems it appropriate and necessary. (1) The student is not toilet-trained or is incontinent or is unable to control drooling; (2) the student is unusually physically aggressive, with a documented history of biting or harming others. The principal will determine appropriate and feasible educational programs to be afforded a student with HIV or AIDS who is excluded from school. Under ordinary circumstances, employees with AIDS will be allowed to continue in the school setting. Decisions affecting employees who have tested positive for human immunodeficiency virus (HIV) or have AIDS Related Complex (ARC) and/or AIDS will be made on a case-by-case basis in cooperation with physicians, and public health officials. Regulations regarding personnel who have, ARC, and AIDS are based upon current medical knowledge and law and will be subject to continual review.

## HOME AND SCHOOL ASSOCIATION

The Home and School Association is dedicated to promoting home and school educational experiences that complement, reinforce and extend each other so that the children will be given the best possible witness and preparation for making and living out their personal commitment to the Catholic faith.

The Home and School Association provides parents/families the opportunity to: (1) unite with the faculty in building a faith community; (2) become acquainted with the various facets of the school's educational program; (3) work cooperatively with the parish pastoral team, faculty and administration in programs and projects beneficial to students; (4) receive guidance and support in fulfilling their God-given role in raising children; and (5) encourage and support the faculty members in their role in the formal education of our children. The Home and School Association is concerned with an effective coordination of the home and the school. Membership consists of parents, the parish pastoral team, the school administration and faculty. Non-parent members of the parish or community may be members if their interests are that of promoting Catholic education and working to achieve the purposes of the organization. Officers must be a parent of a student and elected by the membership. The officers make up the Executive Committee that is responsible for administering the organization according to the constitution, bylaws and policies established by the membership. The pastor and principal are ex-officio members of the Executive Committee. Those parents wishing to run for any Home and School Association office must be current with all their school financial responsibilities. If a parent is elected to office and defaults in their school financial responsibilities, the principal reserves the right to ask that parent to resign his/her post. Though fund-raising



is not its primary purpose, there are specific fund-raising projects sponsored by the Home and School Association. All Home and School fundraising is done in cooperation with the School Board and with the approval of the principal.

## HOURS OF OPERATION

The school day begins at 7:30 a.m. and ends at 3:00 p.m. for every grade. The school office is open from 7:20 a.m. to 4:00 p.m. No supervisory personnel are on campus before 7:00 a.m. Students are to stay in the cafeteria before school morning duty personnel release the students outside to the playground/basketball court. At St. Patrick Cathedral School, we work in partnership with parents to enable each child to develop as an independent learner. Parents may wait with their child(ren) outside or in the cafeteria, however, parents should allow their child(ren) to enter the school building on their own each morning. Students and parents are not to enter the halls or classrooms until their teacher picks them up at 7:30 a.m. Students not in the gymnasium at 7:40 a.m. are tardy. All children not picked-up by 3:15 are placed in the after school care program and an hourly charge is assessed beginning at 3:30 p.m. After school care is available until 6:00 p.m. on regular school days and until 5:00 p.m. on early dismissal days. Parents must take the responsibility to read the annual and monthly calendars for early or vacation dismissal times. School is dismissed early one day each month at 1 p.m. for scheduled faculty in-service training. On early dismissal days, after school care is provided from 1:15 to 5 p.m. only. After school care is not available on vacation dismissal days .

## OFF-LIMIT AREAS

St. Patrick Cathedral School is a closed campus. This means all surrounding areas to the school, including the church grounds and the Cathedral High School campus, are “off limits” to St. Patrick School students after they have been brought to school for the day. Students are not allowed to leave the school grounds before, during or after school without their parent. Violation of this policy will result in disciplinary action and could result in suspension or expulsion.

## PARKING AND TRAFFIC CONTROL

The pick-up and drop-off procedure is designed for the safety of all the children. It is subject to change by the administration. Parents must exercise Christian patience and courtesy when dropping off and picking up their children. Remember that parental behavior is not only a model for your children but other children as well. There is no parking in the alleyway between the school and church. There is no parking in **front of the priests' garages on Nevada Street** or behind the gym for drop off or pick up. This is not only discourteous but may prevent them from answering an emergency call. Violators will be towed. Do not drop off students in front of the school on Arizona. This is illegal. Please use the crosswalk when crossing the street.

## RELIGIOUS ACTIVITIES

Participation in religious activities is an integral part of the student's education at St. Patrick Cathedral School. All students must participate in religious activities. In addition to religion class and weekly Eucharist, the entire school participates in morning, meal time and afternoon prayers. Religious teaching is not confined to religion class or religious observances. Teachers are encouraged to relate all academic areas of study to God's plan and challenge students to relate their faith experience to their academic studies and lives outside the school and church. Teacher or student initiated religious activities are encouraged. They should be meaningful, interesting and planned for each particular age level. All activities must maintain a proper air of reverence, avoid any sense of parody or ridicule and be in keeping with Catholic tradition and teachings.

## RIGHTS OF NON-CUSTODIAL PARENTS

Non-custodial parents have the right to information about their child's academic progress. If a non-custodial parent wishes to see their child at school or pick up their child from school, it must be with the permission of the custodial parent unless a divorce decree or other court order says otherwise. It is the responsibility of the custodial parent to provide the school a copy of that portion of the court order stating custodial rights.

## SCHOOL BOARD

The St. Patrick Cathedral School Board is an advisory board to the pastor. The board's responsibilities include (1) review and evaluation of local policies that supplement the corporate policies under which the school operates; (2) ensure that the policies of the corporate and of the School are being implemented; (3) assist in long range planning and future development for the school; and (4) provide recommendations for the annual budget. The school board consists of five members elected by parents to three-year terms. The pastor appoints two members to three year terms. The president of the Home and School Association and the pastor are also members of the board. The board elects their chairperson.

## SOLICITING FUNDS FROM STUDENTS

All solicitations of funds in the classroom must have the approval of the administration. Fundraising of this kind is limited to a small number of worthy causes and restricted to a specific length of time. Families will not be subjected to continuous solicitations. The administration will determine the legitimacy of any organization or cause for which solicitations are made. Careful accounting procedures are followed and a complete record of each solicitation is kept on file for parental review.

## STUDENT ACCIDENT INSURANCE

Each student is insured under the school's student insurance plan for accidents occurring at school. The parent's insurance coverage for the student is the primary and the school's student insurance will pick up any out of pocket expenses. Should the

parent not carry insurance on their child, the school's student insurance becomes the primary carrier. Forms are available in the school office. Additional 24-hour coverage may be purchased for the student by the parent.

## STUDENT RECORDS

Each student enrolled in the school has a cumulative record on file. The school retains the original cumulative record permanently. In the event of a transfer, a copy of the cumulative record is sent to the new school.

St. Patrick Cathedral School adheres to the Buckley Amendment (Family Educational Rights and Privacy Act). The major purpose of the Family Educational Rights and Privacy Act (PL 93- 380) is to provide parental access to and confidentiality of student records. Even though the school does not fall under the classification of the law, concern for family rights to privacy and confidentiality must be reflected in Catholic educational philosophy and practice. Parents

wishing to review their child's records must make a written request 24 hours in advance. The privacy and security of student records under these guidelines is the responsibility of the principal. Records are kept physically secure and authorized personnel are informed of the provisions of these regulations and the importance of information privacy and confidentiality. The principal has the responsibility to notify teachers and other staff of any student's health problems as necessary for the benefit of the student or the protection of other students. Each student's health record is given to the receiving school upon transfer or graduation.

## STUDENT TO STUDENT HARASSMENT

It is the policy of the corporation, St. Patrick Cathedral and St. Patrick School to maintain a learning environment free from any type of harassment. No student associated with the school shall be subject to any type of harassment. It shall be a violation of this policy for any student to harass another student through conduct or communications as defined below. Harassment on the basis of race, color, religion, gender, national origin, age, or disability constitutes discrimination. It violates civil law and the policies of the school. Harassment is

verbal or physical conduct that denigrates or shows hostility or aversion toward anyone because of their race, color, religion, gender, national origin, age, or disability or that of their relatives. It also has the purpose or effect of creating an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with an individual's performance or educational opportunities. Harassing conduct includes, but is not limited to: (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or any other hostile act such as bullying, assault, blocking, impeding or any other physical movement that relates to race, color, religion, gender, national origin, age, or disability; or (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability circulated within or placed on walls, bulletin boards, Internet or elsewhere on premises where the educational program operates.

The standard for determining whether verbal or physical conduct relating to race, color, religion, gender, national origin, age, or disability is sufficiently severe or

pervasive to create a hostile or abusive environment is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. It is not necessary to make a showing that the victim was psychologically harmed. Prevention is the best tool for the elimination of harassment. Harassing conduct may be challenged even if the complaining person is not specifically the intended target of the conduct. The school will provide the faculty and students with annual training related to this topic. Any student who alleges harassment by another student of an educational program governed by the corporation files a complaint in writing directly to their teacher or principal. The complaint shall describe the perceived violation, name the perpetrator, and identify any potential witness to the incident. Retaliation against a student making a complaint is strictly prohibited. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations and to take corrective action when this conduct has occurred. The principal shall investigate the matter to determine if the complaint is substantiated. If substantiated, the principal will take appropriate action. A substantiated charge against a student in any educational program governed by the diocese shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

#### **TERMINATION OF ENROLLMENT**

**A student's enrollment may be terminated for any of the following reasons:** (1) persistent failure to pay tuition or fees; (2) failure to have the student immunized against disease as required by the rules and regulations of the school, or a government agency; (3) conduct by the parent that disrupts the efficient operation of the school, is seriously detrimental to the moral well-being of the school, is a serious violation of the Roman Catholic ethic, or attempts to promote teachings contrary to those of the Roman Catholic Church; (4) consistent lack of cooperation of parents in solving problems pertaining to the student; or (5) the student's failure to meet academic and behavioral standards. To initiate termination of enrollment, the principal shall: (1) except for failure to immunize, meet with the parents and the pastor to attempt resolution of the problem and define conditions for continued enrollment in the school; (2) if conditions for continued enrollment are set and not met, **the principal will advise the parents of the student's** termination and their right of appeal; (3) if the termination is for cause under section 3 or 4 above, the pastor will be informed in writing of the termination, the date of termination, a description of the problem and a summary of the actions taken. Parents may appeal the termination of enrollment for cause under sections 3 or 4 above. The appeal must be made in writing to the school office within five days of notification of the decision. An appeal received after five days will not be considered. The pastor shall review the case based on the written statements. He may ask any of the parties or witnesses to provide additional information. The decision of the pastor is final.

#### **VISITS TO THE SCHOOL**

The school will hold open house for parents early in the school year. The date will be

announced on the monthly school calendar. Parents should take advantage of this opportunity to visit their children's classroom where their child's teacher will give them an overview of the year to come. Parents are encouraged to consult with their child's teachers frequently concerning the progress of their child. Parent-teacher meetings should be made by appointment during the teacher's conference period or at a time other than during the school day so as not to interrupt class instruction. Students are encouraged to bring their parents to the school to attend performances or to view class projects and displays of academic work. Students from other schools will not be allowed to visit St Patrick School during school hours. All visitors must report to the office first.

## VOLUNTEERS

The main purpose of volunteers in the school is to relieve classroom teachers, or other staff, of routine duties allowing them to spend more time on the creative parts of their jobs. Volunteers may also bring some aspect of enrichment or unique experience to the school program that would not otherwise be available. Volunteers should be minimally qualified and temperamentally suited to the job assigned. Volunteers should have some recognizable interest in the school program, such as a parent, grandparent, parishioner or former teacher. All volunteers will receive orientation and training by the school administration. Care should be taken not to exploit the good will of volunteers by asking them to take on the full burden expected of a paid employee, or by shifting the primary responsibilities of a job to them. A training program is given to all volunteers and covers the following: the philosophy and goals of the school program; the rules and procedures of the school handbook; for those who work directly with the children, the elements of child psychology; and the specifics of the job being assigned. Volunteers must also submit to a background check and attend a Safe Environment/Sexual Misconduct course presented by the Diocese of El Paso.

## WITHDRAWAL AND TRANSFER

In all cases of voluntary withdrawal of a student, the principal shall attempt to determine the reason for withdrawal and the parents' plans for schooling their children. The student's records are not released until all financial obligations are satisfied. In the case of a transfer, the principal will complete a Transfer Card and give it to the parents along with the student's final report card. The Transfer Card, which is a copy of the student's cumulative record, is sent to the student's new school. The date and the place of transfer are recorded in the student's cumulative record. The school retains all original documents and anecdotal material. Copies are only released to authorized persons. The cumulative record is kept permanently in the school of the student's origin. If a student is transferring from another campus to St. Patrick Cathedral School, the student will not be allowed to register until all financial obligations to that campus are satisfied. We have read the handbook and agree to follow the school policies and procedures as stated.

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
Student signature (Level One and Above) Student signature (Level One and Above)

\_\_\_\_\_  
Student signature (Level One and Above) Student signature (Level One and Above)

**SIGNED FORM IS DUE ON OR BEFORE THE LAST DAY OF  
OCTOBER OF EACH SCHOOL YEAR. (or a week after a  
student is registered)**

**Failure to sign and turn in this form does not excuse the student and/or family  
from following the handbook.**

**Photo/Video Release Form for (2014-ongoing) School Year**

To Whom It May Concern:

I hereby give permission for my son/daughter \_\_\_\_\_  
to be photographed or videotaped at St. Patrick Cathedral School. I realize that the  
photo may be published in the newspaper, a magazine, or other publication. The video  
may be used for educational or informational purposes regarding the programs or  
curriculum at St. Patrick Cathedral School.

Signed \_\_\_\_\_ Date \_\_\_\_\_