

ACADEMIC AWARDS: Each trimester students in Grades 7 and 8 qualify for awards if they have all 1s and 2s on their report cards. Principal's List awardees are those earning As and/or Bs with a grade point average of at least 3.75. Honor Roll awardees are those earning As and/or Bs with a grade point average below 3.75. Students earn the Achievement Award if they have all 1s and 2s but did not receive Principal's List or Honor Roll.

The multiage students (Grades 5 and 6) receive the President's Awards for Educational Excellence or Achievement in each of their subject areas. These awards are presented on the last day of school at the Awards Assembly.

ARRIVAL: Staff supervision of students begins at 7:40 a.m. Bus students who arrive earlier will wait in the lobby until the supervisor arrives. Bus students arriving at school between 7:40 a.m. and 8:10 a.m. will come to the main entrance on Buffalo Street and go to the Multipurpose Room or Dion (gym). Students arriving after 8:10 a.m. should go directly to their classrooms. Parents are asked **not** to accompany their children to the Multipurpose Room or to the classroom.

ATTENDANCE: Parents should call the school between 8:00 a.m. and 8:20 a.m. each day that a child is absent from school. Upon returning to school your child must present a written excuse to the teacher. This excuse should include the date(s) absent and the reason why. Any student absent with a communicable disease must present a note from the family physician upon returning to the school.

When you know in advance that your child will miss part or all of a school day, send the excuse in ahead of time to the teacher. Students are not permitted to walk from the school to a doctor's office or to their homes if they become ill. When you come to pick up your child, come to the office to sign your child out. We then will page the student.

The following policies will govern excused absences and appointments:

- If the student arrives at school after 8:25 a.m. and before 10:00 a.m., he is tardy. If the student arrives after 10:00 a.m., he is absent for a half day.
- If the student comes to school on time but leaves and doesn't return, he is absent for the time missed.
- Students leaving at 2:00 p.m. or later will not be marked absent for the afternoon.

For *any* absence, parents should consult with teachers as to the best method for making up classwork. Work given prior to a known absence will be given to the child the day before the absence. **Included in this handbook is the diocesan Attendance Policy. Parents are asked to review this policy and call the school office if there are any questions.**

AUXILIARY PROGRAMS: In addition to instruction in the curricular areas the following auxiliary programs are offered on site to students who qualify:

Academic Support	Psychological Testing
Remedial Math (Act 89)	<i>Piano Lessons (fee required)</i>
Remedial Reading (Title One)	<i>Instrumental Lessons (fee required)</i>

*Speech Therapy (Act 89) – NOTE: Kindergarten and Grade 2 receive a speech/language screening in the fall from the Act 89 Speech teacher.

Students who qualify also have the opportunity to participate in their public school district's gifted program. This occurs at the public school site and usually requires parent transportation to and from the program.

Information concerning any of the above listed programs may be obtained by contacting the school principal.

BOOKS: If a student text/workbook is lost or damaged, a replacement cost will be charged to the family. Book covers are available at school at no cost.

CANCELLATIONS/LATE STARTS: Listen to the radio (99.3/104.5 MAGIC FM) for information regarding school cancellations or delays due to weather (snow, extreme cold, etc.). We will do whatever Franklin Area School District does. Keep listening to the radio as a delay *could* be changed to a cancellation. A two-hour delay will mean that school will begin 10:25 a.m. Teacher supervision in the Multi-purpose Room would begin at 9:40 a.m. for bus students. Preschool is cancelled if there is a two-hour delay.

CONDUCT: Good conduct is emphasized at all times so that the student will form proper habits and attitudes. The teacher represents the parent in the classroom and is primarily responsible for addressing matters of student conduct. Serious issues and/or continuous and deliberate offenses are brought to the attention of the principal and/or pastor. The school is responsible for students during the instructional hours of the day in school and on school property as well as on school district vehicles. School responsibility also applies at school events held before, during, or after school that are directly observed and supervised by school staff. Please refer to the Code of Conduct and the Policy on Threats and Violence in this handbook for further information.

CURRICULUM: The Catholic Schools Office of the Diocese of Erie is responsible for establishing the school's curriculum. This curriculum can be accessed via the diocesan website: www.eriercd.org.

DISMISSAL: **If you know in advance of a change in your child's usual dismissal procedure, please send a note or call the office as early as possible. We do *not* find it in your child's best interests to accept the child's verbal message as to a change in his/her dismissal.** At the end of the school day, all students are dismissed at the school's main entrance. The bus students are dismissed first. After the buses have pulled away, the other students are dismissed. A crossing guard is provided at the intersection of Buffalo and Tenth Streets. Please use the crosswalks and wait for the crossing guard to signal you to cross. Students are not permitted to cross between parked cars or buses. As adults, it is important to set good safety examples for the students to follow. You are encouraged to use the parking lot located diagonally across from the school.

DRESS CODE: A uniform dress code serves to identify students as belonging to a certain school, to decrease the overall expense of suitable school attire, and to bring commonality to the students attending the school. Details about the school's dress code are found on a separate page at the end of this handbook. Used uniforms are kept in the school and may be purchased as needed.

When **dress-down days** are given, the following is a description of suitable attire:
-jeans/pants (includes capris and crop pants)/shorts (just-above-knee length) -- worn at the waist – *no* sweatpants/windpants/warm-ups of any material are permitted
-sleeved top -- must be *able* to be tucked in but need not *be* tucked in
-socks optional
-footwear -- must have a back or back strap; heel length appropriate for stairs

EARLY DISMISSALS: In the event that students must be dismissed from school earlier than usual, phone calls will be made to parents/guardians or designated contact persons to determine where the students should go.

FUNDRAISERS: Fundraisers are efforts by the school itself to keep tuition down. Their success depends upon the committed participation of our parents. All parents are expected to take an active part in fundraising activities.

HEALTH: You are encouraged to have your child examined by your own dentist and physician. In June slips are given to the respective grades as a convenience for you. If your child has not been examined by your doctor, the school district provides the following:

Vision screening	Grades K-8
Head lice screening	Grades K-8
Heights, weights, body mass index	Grades K-8
Physical examination	Grades K, 6 (with parent permission)
Dental examination	Grades 1, 3, 7
Hearing screening	Grades K-3, 7
Scoliosis screening	Gr. 5 (girls only); Gr. 7 (all); Gr. 6 (all- during physical exam)

If your child needs medical or dental care or if any other problem is noted, you will be contacted. If your child becomes ill during the day, our usual procedure is to contact you to determine the best course of action.

HOMEWORK: Teachers assign homework with great care in order to satisfy educational objectives. Each child is to complete the homework assigned. When assignments are given, they should not exceed one hour in Grades 3-6 and one-and-one-half hours in Grades 7-8. In Grades K-2 homework is given judiciously.

LIBRARY: Students have an opportunity to borrow books from the school library. If the book is overdue, a \$.25 fine is charged each week the book is not returned. When the fine reaches \$1.00, the family will be billed for the replacement cost of the book.

LOCKERS: Upper grade students have use of lockers which are the property of the school and only loaned to the students. School officials may search the lockers with reasonable cause at any time to protect the health, safety, and welfare of the student body and staff as well as to keep a safe and orderly environment.

LUNCH: The children eat lunch each day in the Multipurpose Room. Grades K-4 eat from 11:45 a.m. to 12:15 p.m. Lunch for Grades 5-8 is from 11:50 a.m. until 12:20 p.m. The principal (or her delegate) is present for the duration, and usually one or two adults assist with monitoring. Students may bring their lunches or order food each day from the school. [Lunch menu is a separate document.] A la carte side items are available as well. We have an “emergency” supply of bread, peanut butter, and jelly for a sandwich (\$.50) when lunches are forgotten and/or orders are not placed.

MEDICATION: Medication Regulations and the Physician’s Authorization sheets are given out with the Parent Packets in August. **Parents should familiarize themselves with these forms.** Strict procedures for dispensing of medication are an important safety measure for the children.

MUSIC LESSONS: Music lessons are given during school hours in the school’s music room. Mrs. Pamela Kahle is the piano instructor and gives instrumental music lessons. Further information about lessons may be obtained by contacting Mrs. Kahle. All communication regarding lessons should be directed to her. Payment for lessons (in an envelope directed to Mrs. Kahle) can be sent to the office.

PARENT ACTIVITIES: Listed below are some of the avenues for parent involvement:

-Parent-Teacher Organization: Any parent/guardian is invited to join this group whose purpose is to sponsor student and family activities throughout the year.

-School Advisory Board: This group acts as a liaison between the school community and the administration and assists the pastor and principal in an advisory capacity with the governance of the school. Ten members of the board are elected by the PTO and serve three-year terms.

-Fundraising Chairperson(s): The school relies on fundraising to help keep tuition costs down. Each fundraiser requires a chairperson (or two) to organize the event.

-Lunchroom Parents: The principal or a staff member monitors the lunchroom with the help of one or two parents. Adults may work a predetermined schedule or act as substitutes.

-Wellness Committee: In response to the federal government’s Wellness Policy, the school formed a Wellness Committee whose mission is to provide a school environment that promotes lifelong wellness. This committee explores creative and authentic ways to implement the Wellness Policy.

PERSONAL ITEMS: Students should exercise good judgment when bringing personal items to school. Both parents and teachers are to give permission to bring in items which are outside the “norm” for school use. All electronic devices, games, toys, “trader” cards, etc. should remain at home unless specially requested by the teacher or required for school. Teachers must be made aware if a student must bring a cell phone to school. The teacher will make a suitable arrangement as to where the phone will be kept during the school day. Student cell phones must be turned off and may not be used during the school day.

PRESCHOOL: Registration for the preschool program begins in January. An announcement will appear in the parish bulletin and in the newspaper. A child must be three/four years of age before September 1 to be admitted. Additional information is available in the school office.

REGISTRATION: Registration for the new school year is held during the second semester of the previous school year. The exact date is announced in the parish bulletin and in the newspaper. As per our local school district (Franklin Area S. D.), a child must be five years of age before September 1 in order to apply for kindergarten. Applications for Grades K-8 are accepted after the registration date provided that space is available.

RELIGIOUS EDUCATION: We at Saint Patrick School are interested in the total education of our students. Our purpose is to provide a firmly grounded Catholic education while encompassing all aspects of the learning process. The principles of our Catholic faith are provided through such means as student Mass, formal religion lessons, classroom preparation for reception of the sacraments, paraliturgical services, in-house class retreats, collecting food and raising money for the missions. Non-Catholic students participate in all aspects of religious education except for reception of sacraments.

REPORT CARDS: Kindergarten students receive progress reports three times a year. A conference accompanies the first and third reports. Students in Grades 1-6 receive report cards quarterly (every nine weeks). Middle school students (Grades 7-8) receive three report cards and three interim reports. There is an explanation of the marking system on all report cards. A parent-teacher conference for each child is held in November.

SCHOOL SCHEDULE: The normal daily schedule is as follows—

8:25 a.m. Prayers and Announcements	11:45 a.m.-12:15 p.m. Lunch (Gr. K-4)
9:00 a.m. Preschool begins	11:50 a.m.-12:20 p.m. Lunch (Gr. 5-8)
11:30 a.m. Preschool dismisses	3:00 p.m. Gr. K-8 dismissal

STUDENT ACTIVITIES: Activities requiring preparation during, as well as outside of, school hours include the National Geographic Bee (Gr. 4-8), the diocesan spelling bee (Gr. 4-6), the Youngstown State English Festival (Gr. 7-8), and the DARE (Drug Abuse Resistance Education) Program for fifth graders.

Activities which chiefly occur outside of school hours are Mission Club (Gr. 3-8), student choir (Gr. 4-8), boys' and girls' basketball (Gr. 5-8), cheerleading (Gr. 5-8), and coed soccer (Gr. 5-8). Fourth graders *may* participate in the sports program in order to provide adequate numbers.

Participation in the above-mentioned activities is a privilege, not a right.

TARDINESS: Students arriving after 8:25 a.m. must report to the office first to receive an admit-for-class slip. Oral or written communication stating the reason for the tardiness is expected. This is given in the office upon arrival. Chronic tardiness is disruptive to the classroom routine and will be addressed by the principal.

TEACHER APPOINTMENTS: If you wish to meet your child’s teacher, please call the school office to arrange an appointment. Parents should not just “drop in” to see a teacher.

TRANSPORTATION: The students from Saint Patrick School live within the boundaries of several school districts. Any problems regarding bus transportation should be directed to one of the following:

- Franklin Area SD 437-5117 (Sean Eichholtz)
- Valley Grove SD 432-3861 (Randy Baughman)
- Cranberry Area SD 676-5628 (Carol Wilson)
- Oil City Area SD 676-1867 (Stacy Plowman)

NOTE: *Franklin Area School District does not permit any student outside the district to ride its buses. Also, any FASD student who is considered a walker by FASD (i.e., no bus service provided because of home location) is not permitted to ride an FASD bus.*

The school bus is considered an extension of the school and, as such, is subject to the regulations appropriate to the classroom. Children who misbehave on the bus will be reported by the driver to the principal.

TUITION: Tuition amounts are determined in the spring. A separate document regarding tuition policies is distributed to and signed by every parent annually. Parents may pay the entire tuition amount up front before June 30 or enroll in the FACTS Tuition Management Program for automatic payment withdrawals.

VISITORS: Parents and other visitors who are at school for ANY reason are to come into the building and exit from it via the main entrance. Please press the Call Box Button and wait for a response. If there is no response, wait and try again. Once you enter, stop at the school office before going anywhere else in the building. In this way, we will know who is in our building and for what purpose. Once you are in the office, please remain in front of the counter. If you are staying for any length of time, we will ask you to sign the sheet on the counter. We thank you, in advance, for your patience and cooperation.

Right to Amend

*The School Administration is the final recourse
and reserves the right to amend this handbook.*

Parents will be given prompt notice.

