

Parent/Guardian/Student Handbook 2011/2012



St. Patrick SUCCEED Academy
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TABLE OF CONTENTS

Letter to Parents/Guardians.....	4
Statement of Purpose and Expectations.....	5
Vision Statement.....	5
Mission Statement.....	5
Student Learning Expectations.....	6
Philosophy.....	6
Absenteeism and Tardies.....	7
Academic Grades.....	8
Accreditation.....	9
Administrative Team.....	9
Admission Policy.....	10
Amendments.....	10
Arts Integration/E.Y.E.....	10
Athletics.....	11
Cell Phones/iPods.....	17
Clubhouse (Extension) Program	18
Curricular and Extra-Curricular Programs.....	24
Discipline	25
Dismissal	29
Forgotten Items	29
Furniture and Equipment	30
Health	30
Homework	33
Learning Center.....	34
Library	35

Lost and Found	35
Lunch Program	35
Newsletter.....	35
Non-Custodial Parents.....	36
Office Hours	36
Parent Club	36
Parent/Guardian Participation Program	37
Parent/Guardian Support Cards	37
Parent/Guardian/Teacher Conferences	37
Parties/Celebrations	37
Physical Education	38
Preschool.....	38
Report Cards	42
Room Parents.....	43
Safety	43
Social Media.....	44
Spiritual Formation	44
Supervision	46
Technology.....	46
Telephone	46
Testing	46
Textbooks.....	46
Transfer Students.....	46
Transportation.....	47
Tuition and Fees	47
Uniform and Grooming	48
Handbook Contract	51

Dear Parent/Guardian,

St. Patrick SUCCEED Academy is the response to your desire, as Catholic parents/guardians, to provide a religious atmosphere, wherein your child is instructed, motivated, and guided by the principles and ideals of our Church.

St. Patrick SUCCEED Academy, a regional diocesan school, is operated under a Board of Directors appointed by the Bishop of Sacramento. The school administration is responsible for making all decisions that relate to staff and student responsibilities, expectations, curriculum and disciplinary matters.

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristic . . .an environment permeated with the Gospel spirit of love and freedom . . .”
(The Religious Dimension of Education in a Catholic School, 1988).

This informative handbook has been prepared as an aid to mutual understanding between the home and the school. When parents/guardians and school work together, they truly provide the best possible education for the child.

Please keep this handbook readily available throughout the school year. We are sure it will answer many questions for you.

Sincerely in Christ,

The Board of Directors, Administration, and Staff

STATEMENT OF PURPOSE AND EXPECTATIONS

At the Baptism of their child, Catholic parents/guardians made a solemn commitment to God to bring their child up in the knowledge and practice of faith. Historically, to assist parents in fulfilling their commitment, parishes have often established schools to supplement the work of parents/guardians and pastors.

A Catholic diocesan regional school finds its justification in the great mission of the Church to spread knowledge and faith in God and His Son, Jesus Christ. Such a school is based on an educational philosophy in which faith, culture, and life are brought into harmony. Through the school community, students, staff, and parents/guardians evangelize, educate, and contribute to the formation of a healthy and morally sound lifestyle among community members.

St. Patrick SUCCEED Academy was founded by and is supported by the Bishop of Sacramento in order to provide the children of local Catholic parishes without a parish school with an education rooted in Catholic religious faith and practice.

Practicing, supportive, and active members are those who give support to their children by regularly attending services at their local parish church, by living their lives according to Catholic teaching, by contributing to the general work of their parish through regular weekly contributions, and by taking an active part in the works of their parish.

VISION STATEMENT

St. Patrick SUCCEED Academy will open a gateway into 21st century learning by providing students with the tools to succeed as faith-filled, community-focused and self-motivated learners prepared to meet the needs of a diverse and changing world.

MISSION STATEMENT

St. Patrick SUCCEED Academy, a culturally diverse diocesan regional school, serves students in the South Sacramento area and the surrounding communities. The ministry of the Academy is threefold: to provide a positive Christ-centered 21st century learning experience through excellence in academics; to be attentive to all aspects of the individual child's development; and to provide students with the tools to be self-motivated, critical thinkers. The modeling and practice of moral and ethical values, coupled with the teachings of our Catholic faith, further empower our students to meet all future challenges. Aiding parents in their responsibility as the primary educators of their children, the Academy strives to honor and celebrate our ethnic and spiritual diversity while preparing our students to be bearers of compassion, respect and knowledge to the larger world.

STUDENT LEARNING EXPECTATIONS

St. Patrick SUCCEED Academy students are:

S twards of God's Earth

U nderstanding the teachings of Jesus

C reative in celebrating their uniqueness and diversity

C ompassionate, loving, and kind

E nthusiastic, inquisitive learners

E ver-prayerful and mindful of God's presence

D etermined, motivated and self-disciplined

PHILOSOPHY

Live With Faith + Learn With Passion + Light the World

St. Patrick SUCCEED Academy is a regional Catholic elementary school whose members recognize Jesus as the founder of the whole educational experience in a Christian environment. As members of a Christian community, we view "Catholic education as an expression of the mission entrusted by Jesus to the Church." We support the goals of the Bishops of the United States: Message, Service, and Community (TO TEACH AS JESUS DID).

We believe that parents are the primary educators of their children ("APOSTOLATE OF THE LAITY", 11). Therefore, the staff and community of St. Patrick SUCCEED Academy complement and enhance the role of the parents/guardians by teaching as Jesus did, by making faith living and active through the educational formation of its young people (TO TEACH AS JESUS DID, 11), and by providing a curriculum that integrates Christian values with a strong academic program.

It is our aim to present Christian values, personal responsibility, and an awareness and respect for human dignity as an integral part of life. Students are led to discover a deep spiritual purpose in life so that they seek to establish both inside and outside of school the Gospel values of love, justice, and peace. We are committed to the education of the whole individual: the religious, moral, intellectual, physical, social, psychological, and aesthetic growth of each student.

Our academic program is designed to equip students with the knowledge and skills necessary for success in a rapidly changing 21st century. Through a rigorous curriculum which utilizes technology, the arts, and innovative instructional practices, students will become self-motivated, critical thinkers, strong communicators, and creative problem solvers.

A deep concern for the welfare of our students guides us in our common goals. We, as educators, administrators, and parents/guardians, recognize the fact that faith is assimilated and nurtured through contact with those who live in a community atmosphere. With the spirit of the Gospel to give us perspective and vision, we strive to foster a loving and supportive environment where each individual is accepted and encouraged to grow.

ABSENTEEISM AND TARDIES

Regular school attendance is an important part of our program. Vacations, pleasure trips, and special events (e.g. ‘take your child to work day’) **MUST** be scheduled during vacation days and not during school days. Class attendance, participation, and in-class assignments are of the utmost value in the child’s total education. It is extremely difficult for teachers to comply with homework requests. Time spent writing out homework assignments means time spent away from teaching their class. The class homework is written on the whiteboard, sent home in packets, and/or posted on the class webpage.

If a family does decide to take their children out of school for a vacation, homework will **not** be given out before the vacation. Students will need to make-up assignments upon their return and must take the initiative to talk with their teacher(s).

Whether an absence is “excused” (ill, medical appointments, or bereavement) or “unexcused” (family trips), the absence is noted as time away from school. The student will be marked absent regardless of the reason. “Unexcused” absences will be referred to the Principal for possible disciplinary action.

In the best interest of your child’s health, safety and well-being, parents/guardians are required to call the office before 8:30am if their child will not be in school that day.

A student who is not feeling well before leaving home in the morning should not be sent to school that day. If a student has a fever of 99 degrees or above, the child must be fever-free for 24 hours before returning to school.

When students know they will be absent, they need to choose a “study buddy” who will record the work they miss.

State law requires a written excuse whenever a student is absent or tardy. Make sure your child brings a dated written excuse to the teacher when s/he returns to school. Phone calls are not a substitute for the written excuse. A student is marked tardy when

s/he arrives after the second bell (8:00am). If a student comes late to school, the parent/guardian must sign the student into class at the office.

In the case of an early dismissal, the student leaving school must wait in the classroom until the parent/guardian arrives. The student will then be notified to come to the office, and the parent/guardian will sign their child(ren) out in the early dismissal book.

Students are forbidden to leave the school grounds once they have arrived without being accompanied by their parent/guardian(s).

Education Code Section 48260: Any pupil subject to full time education who is absent from school without valid excuse three days or tardy in excess of 30 minutes of three days in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

According to State law, thirty days of absences during a school year constitutes reasonable cause for retention. This may be interpreted also as 15 days per semester according to state law. In order to meet requirements for promotion, class work missed (or its equivalent provided by the teacher because of absenteeism) must be completed satisfactorily.

Excessive absenteeism and tardiness may result in a referral to Student Tardy and Absenteeism Review Team (START).

START Process for Review

After three days absent and/or 30 minutes of tardiness, a letter is sent to the parents/guardians indicating that the START process has begun. Truant, unverified, unexcused absences or tardies affect the student's education and increase the chances for failure. Tardies interrupt the classroom and interfere with the learning environment of all students.

If absenteeism and/or tardiness continue, the parents/guardians and student(s) will be expected to report to the START team for review of the case. Interventions and strategies will be discussed in order to make appropriate attendance changes.

If absenteeism and/or tardiness continue after reporting to the START team for review, the parents/guardians and student(s) will report with the Principal to the Attendance Board at the Pastoral Center. Possible expulsion may occur.

ACADEMIC GRADES

All missing assignments will be entered as zeros in the grade book. Late assignments, at the discretion of the teacher, will be accepted for partial credit only. Extra credit

assignments will not be given to raise grade averages or to re-qualify students for sports or leadership council.

Diocese of Sacramento Report Card Standards:

A	=	96-100%	C	=	73-76%
A-	=	90-95%	C-	=	70-72%
B+	=	87-89%	D+	=	67-69%
B	=	83-86%	D	=	63-66%
B-	=	80-82%	D-	=	60-62%
C+	=	77-79%	F	=	0-59%

Modification of Grades

When test scores and student performance indicate the need, teachers may choose to place students on a modified grading program upon parent notification. Modified grades will be indicated as an “M” on the student’s report card.

ACCREDITATION

The school is accredited by the WCEA (Western Catholic Education Association) and WASC (Western Association of Schools and Colleges). In February, 2012, an accreditation team will be visiting our campus to determine our accreditation status.

ADMINISTRATIVE TEAM

In order to ensure the smooth running of the school, the Principal has delegated responsibilities among her Administrative Team. The team is made up of four staff members: the Principal, Dean of Students, and two Assistant Principals. For the 2011-2012 school year, duties of these individuals are:

Ms. Allen	Principal	Chief Administrative Officer
Ms. Greene	Dean of Students	Student Conduct
Ms. Lagomarsino	Assistant Principal	Attendance, Finance, Facilities
Mrs. Nelson	Assistant Principal	Accreditation/Grade Level Coordinator

All members of the Administrative Team have been given decision making authority by the Principal; however final decision making, policy interpretation, and accountability is the responsibility of the Principal.

ADMISSION POLICY

St. Patrick SUCCEED Academy admits students of any color, race, gender, national or ethnic origin to all the rights, privileges, programs and activities generally made available to students at our school. The Academy does not discriminate on the basis of color, race, gender, national or ethnic origin in administration of its educational policies, admission policies, scholarship program, and athletic or other school administered programs.

Age of Admission

Students may enter pre-school if they are three years of age and potty trained by October 1st. A student who is five years of age by October 1st may be admitted into Kindergarten. A student must be six years of age by October 1st for 1st grade.

It is the policy at St. Patrick SUCCEED Academy that a readiness test may be given to all prospective enrolling students in Preschool to Grade 8. The acceptance or non-acceptance of students is the direct responsibility of the Principal. New students are placed on probationary status for one year.

AMENDMENTS

The Principal reserves the right to amend this handbook for just cause anytime throughout the school year. Parents/guardians will be given prompt notification if changes are made.

ARTS INTEGRATION/E.Y.E.

The Academy considers arts integration to be a fundamental component of our educational mission. The skills and experiences developed and nurtured through the arts are essential for our 21st century students. In order to attend to all aspects of student development and provide them with the tools to be self-motivated critical thinkers, we include the arts in academic studies and provide specific arts instruction – the “express yourself experience” (E.Y.E.). Students educated to meet the school-wide learning expectations of creativity, enthusiasm, inquisitiveness, determination, motivation, and self-discipline will do so in large part due to the arts.

Using arts to teach academic subjects results not only in improved understanding of content but in greatly improved self-regulating behavior. Student behavior improves strikingly in such areas as taking risks, cooperating, solving problems, taking initiative for learning and being prepared. Teaching arts every day in the core curriculum is a powerful tool for motivating students, enhancing learning, and developing higher order thinking skills.

ATHLETICS

Philosophy of Athletics

St. Patrick SUCCEED Academy encourages the participation of all students who are interested in competing on a school sponsored athletic team. It is our belief that this participation will provide these students with the opportunity to learn new athletic skills and develop an appreciation of the importance of teamwork, sportsmanship, and self-discipline in an environment promoting spiritual, educational, and athletic values. It is our intent that these skills will provide each participating student with an understanding of the value teamwork, sportsmanship, and self-discipline has in everyday life, both now and in their future.

Athletic Teams

The following sports will be offered during this school year:

Football	Grades 6-8 (Boys)	
Volleyball	J.V. Girls	Grades 5-6
	Varsity Girls	Grades 7-8
	Varsity Boys	Grades 7-8
Soccer	Intramurals (Co-ed)	Grades 1-8
Basketball	J.V. Girls	Grades 5-6
	J.V. Boys	Grades 5-6
	Varsity Girls	Grades 7-8
	Varsity Boys	Grades 7-8
Track and Field	Co-ed	Grades 5-8

Participation

All students are eligible to participate on athletic teams sponsored by St. Patrick SUCCEED Academy. Varsity teams are composed primarily of 7th and 8th Grade students. Junior Varsity teams are generally composed of 5th and 6th Grade students. Specific guidelines are as follows and may be adjusted as league rules change:

- If a 6th Grade student is capable, an exception may be made on an individual basis as to his/her participation on a varsity team. Fifth Graders are not eligible to participate on varsity teams.

- Junior Varsity teams are composed of 5th and 6th Grade students. Fourth Graders are not eligible to participate on a Junior Varsity team at St. Patrick's SUCCEED Academy.

Parochial Athletic League (P.A.L.)

All teams sponsored by St. Patrick SUCCEED Academy play under the guidelines of the Parochial Athletic League (P.A.L.) The P.A.L. is sponsored by the Catholic School Department of Sacramento. In order to participate in the league, St. Patrick SUCCEED Academy must abide by the rules and guidelines expressed by the league. A staff member must be on the coaching staff in order for the SUCCEED Academy to participate in the league. All coaches and the Athletic Director attend P.A.L. meetings in order for St. Patrick SUCCEED Academy to be included on the league schedules for each season.

The purpose of the P.A.L. is to foster human and Christian development through exercise, example, and athletic competition. The objectives of the league are as follows:

- To instill sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude toward winning, losing, and competing with dignity;
- To develop school spirit, team spirit, and personal acceptance;
- To develop acceptance and appreciation of others;
- To train and instruct in athletic rules;
- To develop the students' physical abilities and coordination;
- To develop good health habits;
- To provide a proper atmosphere and outlet for youthful energy;
- To teach the positive value of athletic participation;
- To show the necessity of practice, hard work and proper use of time.

Pre-Season Meeting for Parents/Guardians and Athletes

Prior to the beginning of each season, there may be a mandatory meeting held for parents/guardians and athletes who are participating on a team during that season. Parents/guardians and athletes will receive information from their coach regarding the season, his/her expectations, practices, and games.

Cut vs. No Cut Policy

If necessary, varsity teams may be cut if there are too many students wishing to participate. If possible, an additional team may be added to the league to eliminate the need to cut players. If a coach is finding it necessary to cut, he/she will contact the athletic director prior to announcing the cuts. Cutting a team is not taken lightly and will only be done when no other alternative can be found.

Conduct of Players

Athletes are expected to conduct themselves appropriately at all games and practices, presenting themselves as respectful Christians and upstanding school citizens. It is the responsibility of the coach to ensure that all players are aware of the type of behavior that is expected and what “appropriate” behavior is. Athletes are expected to represent St. Patrick SUCCEED Academy in a manner that exemplifies pride and respect. If an athlete is displaying inappropriate behavior either at practice or at a game, it is the responsibility of the coaching staff to intervene. If the coaching staff does not intervene, the Athletic Director, Principal, or any staff member of the school that is present will make the intervention.

Conduct of Parent/Guardians and Fans

It is the decision of the coaching staff as to whether practices are to remain “open” or whether practices are “closed”. Coaches are responsible for insuring that parents/guardians and fans that are not on the coaching staff are letting the coaches do their job.

Any parent/guardian acting in an unacceptable manner either in word or action will immediately be asked to leave the premises. Inappropriate parent/guardian actions may result in the dismissal of the family from the school.

Parents/guardians who are demanding that their child listen to them during practices or games will put the athlete in an undesirable position. Your child will want to please both you and his/her coach. The coach is the leader of the team; therefore, athletes are expected to follow the coach’s directions during both practices and games. Parents/guardians need to refrain from coaching unless they have been asked to do so by the head coach.

While we welcome and encourage parent/guardian support and enthusiasm, we ask you to remain as spectators during games. Any opinions and suggestions from parents/guardians will be considered by the coach and/or Athletic Director 24 hours after the game/tournament. Concerns are not to be expressed to the coach on the playing field or in the gym while s/he is supervising students.

If coaches are aware of inappropriate behavior from any St. Patrick SUCCEED Academy supporter, it is their responsibility to ask them to discontinue their behavior. The Athletic Director, Principal, or any St. Patrick SUCCEED Academy staff member will speak with the parent/guardian/fan who is causing the difficulty, so as to allow the coach to continue doing his/her job without interruption. Anyone from St. Patrick SUCCEED Academy displaying inappropriate or unsportsmanlike conduct during a game may be asked to leave the site. Continual disruptions by parents/guardians during athletic events may affect the student’s enrollment at St. Patrick SUCCEED Academy.

No students, athletes or siblings are allowed inside or outside the gym without adult supervision. The rule applies **at all times**, during games, practices and tournament play.

Donations

All donations to the athletic program must be presented to the Principal. Any monetary donation is tax deductible and must be made payable to St. Patrick SUCCEED Academy.

Player Eligibility

For many students, sports are a major motivating force in their lives. Often times, those students having difficulty in school will do much better in their classes when they have the encouragement and support of their coaches and their teammates.

It is important that we remember that students are at St. Patrick SUCCEED Academy to get a good education. They are not at the Academy to play sports. Coaches and parents/guardians often forget this fact. Tuition payments are for the child's education, and although sports are an important part of the child's education, it is not the only part.

Players must have at least a "C" average in every class and at least a "S" average in conduct. The Athletic Director is in charge of eligibilities and will make a grade check with every teacher who has a student on a team every three weeks. Eligibility will be announced to the individual, the coach, the Principal, and the parents/guardians. The player is ineligible to play for at least a week or until the grade(s) improve. Teachers will be asked weekly to include a "warning sign" if a student is close to becoming ineligible. The Athletic Director will bring this to the attention of both the coach and the parent/guardian. Hopefully, both the parent/guardian and the coach will provide some assistance in this area.

It is imperative that coaches and parents/guardians support this policy and continually emphasize the importance of turning in homework assignments, studying for tests, and displaying appropriate behavior in the classroom. Athletes need to know from the beginning that their coaches and parents/guardians are supporting the policy, but are willing to help them in the process. It is important that athletes feel comfortable enough to tell their parents/guardians and coaches how they are doing or if they are worried about a particular class.

What To Do If a Player Becomes Ineligible

The Athletic Director, in consultation with the Principal and faculty, makes eligibility Director will notify the athlete, his/her parents/guardians, the Principal, and the coach. It is the responsibility of the athlete and his/her parents/guardians to contact teachers to determine what action(s) need to be taken to remove him/her from the ineligibility list. In general, a player will remain ineligible until his/her cumulative grades meet eligibility requirements.

Participation Following an Absence

Players may not participate in a game or a practice on any day when they have been absent from school. Parents/guardians should write a note to the coach following an absence to assure him/her that the student is well enough to participate in sports.

Coaches

In order for the Academy to sponsor a team for the 2011-2012 school year, a staff member must agree to be either the head coach or the assistant coach for the season. Teams without a staff coach will not participate in the league.

The Athletic Director will interview each coach, and, based on the interview, recommendations, and previous experience, will recommend the coach to the Principal. Coaching positions are determined the summer prior to the new school year. Coaching changes/additions during the season will be made in the case of a coach's inability to assume the coaching responsibility, either due to health, inappropriate behavior, or personal reasons.

If a student and/or parent/guardian are having difficulty with a coach, it is recommended that they communicate the problem directly to the coach as soon as possible. Discussing it with other students and parents/guardians only stirs up future problems. If, after discussing the problem with the coach, a resolution cannot be agreed upon, the student and/or parent/guardian may contact the Athletic Director in charge of that sport. A meeting will be set up with all individuals involved in order to reach an agreement.

Practices/Games

Practice times should not be over 1-1/2 in length. Students should not be participating in a sport more than 12 hours per week including games and practices. It is understood that on weekends when tournaments are involved, this time may need to be adjusted. Athletes are expected to put forth 100% effort at practices. Students not regularly attending practice sessions will not be allowed to participate in games.

Uniforms/Dress Code

To prevent the loss of expensive uniforms, coaches are responsible for having students sign out the team uniform at the beginning of the season, and sign in the uniform at the conclusion of the season. Players are to return their uniform in good condition. All uniforms should be washed before being returned. If a player damages (normal wear and tear is acceptable) or loses a uniform he/she will be expected to pay to replace it. Players may not begin practice for another sport until the uniform is accounted for from the previous sport or has paid the replacement fee.

No makeup is to be worn at games or practices. No tattoos (temporary or otherwise) may be worn. Lycra or compression shorts are to be worn under an athletic short.

Equipment

Players must take responsibility for all athletic equipment. Any player found abusing the team equipment would be required to pay for it. Players should help coaches collect equipment and ensure that everything is accounted for following a practice or a game.

Emergency Forms

All participants must have an emergency form filled out and in the possession of the coach prior to their first practice. *No athlete is allowed to participate until this form is completely filled out.*

Athletic Fees

There is a \$50.00 athletic fee for each sport. This fee will enable us to offset some of the expenses in purchasing new equipment and uniforms for the sport. Any waiver or exception to the athletic fee must be cleared through the Athletic Director. The athletic fee must be turned in prior to receiving a uniform.

Although the athletic fee is needed and has been included in the athletic budget, no student will be refused participation on a team due to financial reasons only. If a parent/guardian is unable to pay the fee, they may contact the Athletic Director. A waiver can be given on an as-needed basis.

Parents/guardians that volunteer to work during league games and/or tournaments held at St. Patrick SUCCEED Academy, may receive a \$25.00 credit toward the next athletic fee to be paid. In order to receive this credit, a parent/guardian must work a minimum of 15 hours during a single season. The Athletic Director will make a final determination as to whether the credit is to be given.

Insurance Verification Forms

Each coach is responsible for ensuring that all drivers have a completed insurance verification form on file in the office. The Athletic Director will be available to assist the coaches in this effort.

Transportation

Coaches may delegate the responsibility of securing rides to away games to a parent/guardian. All drivers must be licensed adults and have a completed insurance verification form, Shield the Vulnerable certification, and fingerprint clearance with the

Department of Justice on file in the school office. Students are not to ride in the back of trucks. Every student MUST wear a seat belt. If your team does not have enough rides with these rules in mind, then they must forfeit the game. All decisions regarding the availability of drivers must be made prior to the day of the game. Students will not be permitted to use the office telephone for this purpose. All athletes should know how they are getting to a game prior to the day of the game. Parents/guardians may transport their own child only if the insurance verification and other requirements are not met.

Medical Release (Physicals)

All athletes MUST have (on file in the office) a “*Medical Release Form*” filled out and signed by their doctor before attending practices. Students will not be able to attend practice if this has not been done. If students have had a physical within the last 1-2 years, many doctors will sign the form without seeing the student. Forms are available from the Athletic Director.

Reporting Of Injuries and Special Limitations

Players are to report all injuries to the coach as soon as possible. Parents/guardians should discuss with the coach any special limitations that the child may have. It is important that there be communication in this area so that coaches are not expecting an athlete to perform a skill that may cause harm to him/her.

Awards

At the end of the fall season, the school will sponsor an awards presentation. All athletes, their parents/guardians, and families are invited to attend. Basketball, boys’ volleyball, track and field and golf will have a spring awards presentation as well. The school will provide all the awards presented at the night of the ceremony. If individual coaches want to have an end of the season party, they may do so; however, any awards presented at this time must have been discussed with the Athletic Director so as not to conflict with those awards at the banquet. Parents/guardians may not present awards to students without the knowledge and approval of the Athletic Director.

CELL PHONES/IPODS

Cell phones and iPods are not allowed in the possession of students during the academic day. All cell phones/iPods must be checked in with homeroom teachers at the beginning of the day. Students found in possession of a cell phone/iPod during the school day will be given a detention and the phone/iPod will be confiscated. The phone/iPod may be picked up from the Dean of Students or an administrative designee at the end of the school day.

CLUBHOUSE (EXTENSION) PROGRAM

The Clubhouse Program provides professional care, supervision, recreation and enrichment activities for working families who desire both parochial school education and supplementary day care in a Christian environment as an extension of the school day.

The program does not discriminate on the basis of race, color, nationality and ethnic origin, age, sex, or disability in the administration of policies and procedures. Children enrolled in St. Patrick's SUCCEED Academy are eligible for enrollment.

This professionally operated program allows children to engage in a rich diversity of growth activities within a Catholic environment. The daily sessions are planned to complement the philosophy and value systems of the school and family. Arts and crafts, science, recreational games, enrichment activities, clubs, music, and rest and snack periods are just a few of the regularly scheduled activities in Clubhouse. Also, there is a time set aside for homework completion, with tutorial assistance and resource materials available.

Within a large family environment, the program strives to provide individual attention, security, consistency and enrichment for children of working parents.

Important Numbers

St. Patrick's SUCCEED Academy.....916-421-4963
Clubhouse Extension.....119
School Tax ID Number.....27-0470430

Absences

If a child is absent from the Clubhouse, the parent is asked to please send a note upon the child's return. If you know in advance that the child will be absent from the center for any amount of time, please notify the staff in writing, or call the Clubhouse room. If the parent takes a child from school for any reason during school hours, Clubhouse should be notified that day also.

After School Activities

Clubhouse members may be involved in tutoring, choir, assisting a teacher, clubs, or athletic activities after school. Correspondence between the classroom teacher and the Clubhouse staff is necessary if a student is remaining with the teacher after school, attending an athletic practice or game, or joining in other after school activities. **It is imperative for their safety and supervision that all Clubhouse students check into Clubhouse daily before taking part in other functions.**

Please notify Clubhouse staff if your child is involved in any other after school program. You may do so by writing a note on the back of your child's sign in/out sheet.

Enrollment

Enrollment in Clubhouse is initiated by contacting the school office. It is necessary to be current in the payment of the school tuition before using Clubhouse services.

There are full time, half time, and extension plus enrollment options. For staffing and budgeting purposes, it is expected that you will remain on your chosen enrollment plan throughout the school year. Please contact the director if changes in your family's personal or work schedule occur. Drop-in care is available at the rate of \$10.00/hour. Registration for the following year occurs each spring.

Child Arrival

Before School

Clubhouse opens at 6:45am. Clubhouse staff cannot take responsibility for children before that time. Children using the before school program must be brought into the Clubhouse and signed in by a responsible adult each morning. Breakfast is available to all students at 7:30am. Clubhouse students arriving after 7:30am may be released directly to the classroom or playground areas for supervision.

Child Arrival-After School

It is necessary for safety and supervision that all students check in immediately after class dismissal at 3:00 pm.

Child Pickup/Late Policy

It is your responsibility to **sign your child out each day**. Children may leave Clubhouse only with the parent/guardian, or other persons authorized by the parent/guardian. Authorization must be in writing. If you are contacted to pick up your child for illness or behavior problems, you must make arrangements for your child to be picked up within an hour. For this reason, it is important that you, or a responsible adult, can be reached at all times that your child is in Clubhouse. Please keep emergency work and home numbers current.

Communication

In order to work most effectively with your children, Clubhouse promotes ongoing communication between the staff and the families. Please check the parents' bulletin board each day for correspondence being sent your way.

Donations

Parents often have access to resources the children would enjoy. Donations to Clubhouse are tax deductible in accordance with the current tax law. There will be an ongoing “wish list” of Clubhouse needs posted on the parent bulletin board.

Fees

Clubhouse fees fall into three rate categories: full-time, half-time, and extension plus. Payments are due in monthly installments, August through May, and are automatically debited from your checking/savings account through FACTS Management System. There is an initial non-refundable registration fee of \$40.00 per student or \$75.00 per family with more than one student paid at the time of registration. Registering early allows us sufficient time to manage and staff appropriately.

If a parent/guardian wants to change the status of their child’s hours or discontinue the use of Clubhouse, they must submit the request in writing to the Director. The Director will send a copy to the Ms. Lagomarsino who will make it official and adjust/discontinue FACTS.

Health and Emergency Policies

Please keep your child’s emergency care up-to-date. People on the emergency card will be contacted when a parent cannot be reached in the following situations:

- Late pickup
- Illness, accident, or behavior problems
- Evacuation of the program

Please be sure that people on the emergency card are aware that they are an emergency contact and know the location of the Clubhouse. Children will not be released to persons whose names are not on file (on their emergency card). Appropriate identification may be required prior to releasing children from the program.

Illness

Parents should keep their child at home when signs of infection or illness appear. This is for the child’s own welfare and for the welfare of others. A child is contagious at the onset of cold symptoms: weepy eyes, coughing, sneezing, runny nose, and should be kept at home until these signs disappear. At no time will a child with a fever or contagious disease be allowed to attend Clubhouse. If the child is ill or becomes ill during Clubhouse hours, the parent or guardian will be notified immediately to pick up the child within one hour.

Medication Forms

In order for us to give children prescription medication at school, State Law requires that we have the following:

- Written authorization from the parent.
- Medicine labeled by a pharmacist with dosage and time for administration. You may wish to have the pharmacist use two containers for medicine so that one may be left at school.
- We are unable to administer, aspirin, Tylenol, cough lozenges without written permission from the parents/guardians stating the date and time.

Medical Emergencies

In cases which appear serious, the Director will make every effort to carry out the instructions as given on the emergency card. Parents who do not wish their child treated in any way should indicate such on the emergency card, and should give directions to be followed in the space marked: "Special Instructions." If the parent or guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Director and the adult leaders will act in their best judgment for the welfare of the child.

Homework

Each day a homework period is scheduled for all Clubhouse members with one or more adult leaders available for tutorial help along with high school student volunteers. It is the child's responsibility to acknowledge his/her assignments, and then to use the resources available. The Clubhouse staff has no way of knowing the work, if any, that has been assigned to a student.

For the benefit of all, behavior disturbances will not be tolerated during homework time. Your support and cooperation with our homework procedures are very much appreciated. As usual, it is important to check your children's homework each night in order to remain current with their classroom activities and to show support and interest in their academic efforts. It is not to be expected that all homework is completed during study hall.

Late Policy for Parents Picking Up Children After 6:00 PM

Time is based on the Clubhouse Program's clock. You are considered late after 6:00 pm. If pick up is after 6:00 pm, parents will be charged \$1.00 per minute starting at 6:00 pm, the amount charged not to exceed \$20.00. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00 pm, parents must meet with the Director and develop a plan for pickup.

Meals and Snacks

Clubhouse provides nutritious afternoon snacks. Children may bring breakfast from home and eat in Clubhouse before going to school or may participate in the SUCCEED Academy breakfast program. *Children must bring lunch from home on all minimum days (12:15).*

Parent Participation

Recognizing that parents are the most important people in children's lives, Clubhouse seeks to work in partnership with parents to promote the growth and development of the child. There are several ways a parent can become involved in Clubhouse.

We welcome you to share your ideas and talents. Parents and grandparents are a valuable resource to the program. You may wish to teach a skill or sport to children, etc. Parent participation hours may be earned through your volunteer efforts in Clubhouse.

Student Behavior Rules

The following rules (posted in the Clubhouse) have been set to preserve the safety and welfare of all students. *Please discuss them with your child.*

- Students must check in with Clubhouse staff immediately after school.
- Students must stay in assigned supervised areas. Students are not to be in unsupervised in Clubhouse at any time. The school parking lot, unsupervised areas, and neighboring private property are off limits.
- Students must have permission from Clubhouse staff to leave the room or supervised play area.
- Clubhouse students are required to abide by the Academy code of conduct.

Discipline Methods

- Having the child take a time out from an activity
- Providing a related consequence appropriate to the situation and the child's developmental level
- Children are taught to resolve conflict by problem-solving and discussion
- Denying privileges such as participation in an activity
- Contacting the parent by means of a written note, phone call, or personal conversation
- Contact to make the parent aware of the situation
- Parent conference
- Behavioral Contract
- Parent may be called to pick up child or the child may be delivered to the parent
- Parent may be asked to repair or replace broken equipment or materials

- Referral to the Dean of Students and/or Principal
- Suspension from the Clubhouse Program (note: if a student is suspended from the Academy, they are also suspended from Clubhouse on that day)

Toys From Home

It is requested that children NOT bring toys or games from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the “sharing” atmosphere encouraged in our large family environment. If a child is bringing a “show and-tell” item for a class, it will need to remain in the child’s cubby during their time in Clubhouse.

Description of Activities

Physical Activity

Clubhouse offers at least 30 minutes of outside time per day. Where weather prevents outside time, active indoor activities will be substituted. This portion of the program is designed to provide children an opportunity to exercise and improve their fitness level. Fitness activities include: parachute games, kid aerobics, calisthenics, active group games, or free choice.

Tournaments

A series of games held on a weekly basis – often on Fridays. Using minimally competitive, fun activities in which children are provided an opportunity to be successful.

Arts & Crafts

Children have the opportunity to be creative with multiple art and craft projects. Clubhouse always provides paper, markers, crayons, scissors, glue, and a variety of other items for the children’s use. Also, each week a simple arts and crafts project activity is planned. This gives the children an opportunity to explore different media. Also included will be seasonal crafts and "junk" art made with various items from home.

Cooperative Play

The programming will always include a variety of non-competitive and cooperative games designed for participation by all. The theme for cooperative play is "play hard, play fair and play safe." The games involve working together, participation by all players, singing, and using imagination and creativity. All children are encouraged to participate.

Sport Skills

This time will focus on more active organized sports activities. Children will also have an opportunity to play games of their choice and utilize playground equipment. Children are often taught sports skills through other games and activities.

Member's Choice/ Interest Areas

This is an opportunity for children to make their own choices about leisure time. A variety of activities offered include homework, board games, reading, free art, outside free play, blocks and other manipulative activities, science and nature activities, food projects, nutrition activities, pretend play, drama and quiet games. The activity choices are varied during the program day and during each week.

Clubs

A variety of clubs are offered each month in Clubhouse. Being a part of a club can be a very rewarding experience for your child. Clubs such as fitness club, drama club, design club, lego club, chess club, gives your child a sense of ownership in the program and a feeling of belonging.

CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The St. Patrick SUCCEED Academy curriculum centers on the message of Jesus, Catholic values, 21st century learning, arts integration and the importance of community. All subject area content and teaching strategies are designed to help students experience, internalize, and integrate them in their lives. The school curriculum is flexible enough to embrace life's experiences, and follows appropriate developmental patterns within and between grade levels to include an understanding of Catholic, Christian culture, faith and values, and traditional academic disciplines. Assemblies, special school programs, guest speakers, field trips and multimedia materials enhance the basic curriculum.

Curriculum Standards

The Diocesan Standards for each subject area are listed on our website at www.saintpatricksacademy.net. A faith component is integrated throughout all the academic areas for each grade level. Teachers and staff have worked diligently to ensure that our standards exceed that of the California State Standards and in many cases the National Standards in all subject areas.

Extra-curricular Activities

For many students, involvement in extra-curricular activities is a major motivation for school involvement and success. Students can be involved in a variety of activities including (but not limited to) Athletics, Leadership Council, Diocesan Speech Contest, Academic Decathlon, Religion Decathlon, Choir, Instrumental music instruction, Robotics and Math Club.

DISCIPLINE

Educational Environment

It is the responsibility of each student to contribute to a studious, positive and productive environment at school. Each student has a right to such an environment and a responsibility to maintain it.

Code of Conduct

Since self-discipline is essential in every walk of life and necessary for moral development, St. Patrick SUCCEED Academy students are respectful of others and responsible for their own conduct. Students of St. Patrick SUCCEED Academy are honest, courteous, cooperative and responsible in all areas of school life.

Discipline in our Catholic school is considered a formative aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a classroom situation where learning can take place and promote positive character building.

With this in mind, students are expected to observe the following rules:

- Show respect for those in authority, their peers and themselves. Defiance and disrespectful treatment of anyone in authority will not be tolerated.
- Respect school property.
- Always be in correct school uniform.
- Walk at all times in the classrooms and hallways.
- Play in their own designated areas of the play yard; NEVER in the bathrooms.
- Stay out of the office area during recess unless it is an emergency.
- Climbing fences, trees, and poles or onto the roof is not allowed.
- Chewing gum is not permitted at school at any time.
- Use the trash cans for litter.
- Leave any items not required for learning at home.
- Students are not to leave the school grounds without permission during school hours.
- Students may not be in a classroom without adult supervision.

- Playground balls are to be used in the gym, on the blacktop or on the field only.
- Hitting, pushing, kicking, biting, pinching, or other disruptive behaviors are not tolerated.
- Bullying will not be tolerated.
- Students may not isolate themselves into an “elite” group into which others feel unwelcome and gossip takes place.
- Students are to line up quietly in their designated areas immediately upon hearing the bell ring.
- Touching or confiscating property belonging to others without permission is not allowed.
- Students are to use acceptable and appropriate language.
- Public displays of affection are not permitted on campus or off campus at school sponsored events.
- Use of “White Out” in classroom is not allowed.
- Use of “Sharpie” (permanent marker) pens is not allowed.

Cafeteria Conduct

- Stand quietly in the lunch line without pushing.
- Say “please” and “thank you” at appropriate times.
- Walk in the cafeteria at all times.
- Shouting or rough behavior is not allowed.
- Food is not to be taken out of the cafeteria unless permission has been given.
- No throwing of food, wrappers, etc.
- Permission to use bathrooms during cafeteria time is given by the staff lunch supervisor.
- Each student is responsible for cleaning their own area at the table.
- Remain at table until the person on duty checks the table for cleanliness and dismisses the entire table.
- Sit properly on benches and place playground equipment beneath benches.
- In case of emergency, follow the directions of the cafeteria supervisor.

Bathroom Conduct

- Playing in the bathrooms is NEVER appropriate.
- Students are not to stand on the toilets or hang on the stalls.
- Students are not to sit or stand on the sinks.
- Toilet paper and paper towels are to be used appropriately –never thrown on the ceiling or floor or used to clog the toilets.

Types of Discipline

In order to create a positive learning environment for all students, all teachers have rules for their classrooms and consequences for students who choose not to follow those rules. All students are expected to know and follow the rules of their classroom. Students who fail to follow classroom and school rules may be referred to the Dean of Students for further disciplinary action. In serious cases of misconduct, the Dean of Students may refer students directly to the Principal. If the Dean or Principal is not available, any member of the Administrative Team may handle discipline issues that arise. The Principal has the final say in all disciplinary situations and may waive any disciplinary rules for just cause at her discretion.

Warning

A warning is a notice given to a student that has continued an infraction of a specified rule. Repeated disregard for the rules will result in stronger disciplinary action.

Detention

Detention is the disciplinary action administered by the Dean of Students, Principal, or Administrative Team members for violation of school rules. Parents/guardians will be sent a detention form the day previous to the detention. The notification will be signed and returned to the Dean. **Detention takes place before school only, from 7:15-7:45am.** If a student accumulates 5 detentions during a school year, an alternate discipline plan will be developed by the Dean of Students, which may include suspension.

Suspension

Suspension is a disciplinary measure to be used at the discretion of the Dean of Students, Principal or Administrative Team members for continued and/or serious violations of school and/or classroom rules. A student shall be suspended for no more than five consecutive school days. Parent/guardians are informed of the suspension by the Dean of Students, Principal or Administrative Team member. Students suspended from St. Patrick SUCCEED Academy will be placed on probation for the school quarter. Both off-campus and in-house suspensions result in a quarterly conduct grade of no better than a "U". Athletes and Leadership Council members will immediately be removed from the team or council. Suspension from school involves removal from participation in all school activities, including the Clubhouse program. Credit will not be given for assignments/tests that were turned in during the suspension. It will be at the discretion of the Dean, Principal or Administrative Team member as to whether a suspension will take place at home or in-house (at school). If further disciplinary action is necessary during this time, the student may face expulsion.

Expulsion

When expulsion is necessary, the following procedures may be taken:

- Ordinarily, the parent/guardian is notified in writing about the offending behavior and school sanctions. In serious situations, written notification may not be possible. In such a case, the Principal will notify the parent/guardian by phone.
- A conference is held with the parents/guardians, students, teacher(s), Dean of Students and Principal to inform the parents/guardians that the final action is being considered unless there is immediate change of behavior.
- If improvement is not forthcoming, a decision will be given at a second conference attended by the parents/guardians, teacher(s), Dean of Students and Principal. A disagreement will be referred to the Catholic School Department complete with record.

We consider the following actions to be gravely detrimental to our Christian philosophy. Students who engage in these acts may be suspended or expelled from St. Patrick SUCCEED Academy.

- Assault or battery or any threat (physical and/or verbal) or force of violence directed toward any school personnel, families or students in school or elsewhere.
- Behavior which may cause injury to self or other students, e.g. shooting objects (rubber bands, pins), constant tripping or pushing of other students, jumping off playground equipment.
- Use, sale, distribution, or possession of tobacco, alcohol, drugs or any legally controlled substance.
- Stealing, serious theft or dishonesty.
- Willful cutting, defacing or injuring in any way property belonging to the school or others.
- Habitual profanity in language or behavior that is seriously immoral, profane, vulgar or obscene. This may be shown by gestures, suggestive language, unbecoming jokes, double meaning words, writing suggestive notes, obscene drawings, possessing or distributing obscene or pornographic magazines, books or cards.
- Sale of any material on school grounds without proper authorization.
- Unauthorized absences or continued tardiness (see START section)
- Student affiliation with gang membership
- Assault with, or possession of, a lethal instrument or weapon including but not limited to: guns, knives, pocketknives, laser pointers, box cutters or any other object that the Principal deems to be lethal in nature. Students will immediately be expelled. St. Patrick SUCCEED Academy has a zero-tolerance for weapons of any type. Possession of a weapon of any kind will not be tolerated.

- Conduct at school or elsewhere that would reflect adversely on the Catholic Church.

The Principal may immediately expel a student for just cause. In no case will any teacher, on his or her own authority, suspend or expel a student.

DISMISSAL

Children must be picked up promptly after school unless they are to remain for supervised activities. Regular dismissal time is 3:00 p.m. for grades K-8. Children in grades K-8 will be supervised until 3:20 p.m. Students are to remain in uniform when leaving school. The school office is open from 7:30am to 3:45pm, Monday through Friday on regular school days.

Parents/guardians whose children are picked up after 3:20 p.m. will be charged a fee for their continued supervision (\$10.00 minimum) and may be picked up in the Clubhouse. Failure to comply with this important safety policy will result in a conference with the Principal. If children are in an athletic program or other after school activities and must remain for practice or a game, they must have adult supervision.

Students not enrolled in the Clubhouse must **not** arrive until 7:30 a.m. Students arriving before that time will be sent to Clubhouse (\$10.00 minimum.)

The same time extensions apply on a minimum day schedule--supervision for 20 minutes after dismissal time. As always, in cases of emergency, please contact the school office.

Staff meetings are normally held on the first and third Fridays of each month. On those days, there will be a minimum day dismissal at 12:15pm. Students will be supervised until 12:35 p.m. Students who are on campus after that will be taken to Clubhouse. For other minimum days and special schedules, please check the school calendar and newsletters.

Custody and Release of Minors

It is the responsibility of the parent/ guardian to inform the school of custody status and subsequent changes and arrangements. The school should be provided with copies of court approved custody agreements.

FORGOTTEN ITEMS

Please bring forgotten lunches marked with your child's name to the office at his/her LUNCH TIME -- Do not bring them to the classroom or cafeteria. Please bring books, clothing, homework, etc, to the office. Do not deliver them to the classroom.

FURNITURE AND EQUIPMENT

If furniture or equipment (this includes school desks) is destroyed through carelessness or deliberate action, the student is fined according to the damage done. Damaged books or loss of loaned textbooks or library books will be made good by the student. This includes any graffiti on furniture, walls, bathroom partitions, playground equipment, etc.

HEALTH

All students are required to have immunization requirements up-to-date and to provide the school with appropriate evidence/documentation. The school should be notified of any special student health problems or concerns. These include emotional or physical, including allergies, asthma, diabetes, seizures, ADD/ADHD, autism, etc. Each student has a health record, including the immunization record as part of their cumulative (“cum”) file.

Required Immunizations

Immunizations required for admission to KINDERGARTEN:

- Polio - 4 shot series
- DPT Diphtheria, Pertussis (whooping cough), Tetanus - 5 shot series
- 2 shot series
- Hepatitis B - 3 shot series
- Varicella (Chicken pox) - 1 shot or doctor verification of disease

Immunizations required for admission to GRADE 7:

- MMR Measles/Mumps/Rubella – booster
- Hepatitis B series – 3 shot series (if not completed at younger age)
- NEW and REQUIRED beginning July 2011: Tdap booster to protect/immunize child against whooping cough (pertussis); can be given after the 10th birthday

Health Examination Requirements

State law requires that first grade students upon enrollment must provide a certificate of health examination. The health exam may be given up to 18 months before or within 90 days after entering first grade. Parents/guardians may choose to complete this requirement at Kindergarten enrollment when completing immunization requirements.

Screening Tests

In the interest of our students' health, the school provides certain health services. During the course of the year, each student will participate in the following health examinations.

- Hearing in Grades K, 2, 5, 8 and all new students
- Vision in Grades 1,3,6, 8 and all new students
- Scoliosis in Grades 7,8 (every other year)

Medications

California State Law governs the giving of medication to students in school. All medications, including prescription and non-prescription (over the counter and cough drops), must be brought to the school office. At no time can any medication (including over the counter) be in the student's possession, except for the following life threatening conditions:

- Asthma: Doctor must authorize and document the need for student to carry an inhaler on him/herself
- Severe allergic reactions: Doctor will authorize and document the need for Epi-Pen to be in the classroom and staff trained on its use.

Parents/guardians must also complete and sign a permission form authorizing the administration of medication at school. It is the student's responsibility to come to the school office at the designated time for their medication.

To administer any medication at school, the following is required:

- Written statement from parent/guardian giving school permission to assist student with medication.
- Written statement from doctor/dentist detailing the name of the medication, amount, method of giving, and schedule by which medication is to be given at school.
- Medicine must be in the original container with name and dosage clearly visible (ask at pharmacy for a school supply)
- Separate form must be completed for EACH medication and for EACH school year

Communicable Diseases

The school office should be notified immediately in the case of any of the following communicable diseases:

Chickenpox: This virus is contagious one day before the rash appears and until all lesions have crusted over (usually 5-7 days after the onset of rash). A student may not return if vesicles are present. Lesions must be crusted.

Conjunctivitis: Pink eye may be caused by viruses, bacteria, and allergies. Allergic conjunctivitis is not contagious but treatment is advisable for the student's comfort. Students may return 24 hours after appropriate treatment is started for infectious conjunctivitis.

Fifth Disease: This is a common childhood illness also known as Slapped Cheek Disease, Erythema Infectiosum, or Parvovirus B19. By the time the rash of this illness appears, the disease is no longer contagious and the child may be in school despite the rash.

Head Lice: This condition is easily spread from child to child by direct contact or sharing hats, combs, helmets, etc. The student may not return to school until treated with an appropriate therapy (usually Nix) and is nit-free.

Impetigo: This is a common contagious skin infection caused by Staphylococcus or Streptococcus bacteria. It is treatable with prescription oral or topical antibiotics. A student may return 24 hours after starting antibiotics. Oozing areas should be covered.

Mononucleosis: This is a common infection in school age children, especially junior high age and older. Since it is not highly contagious, students may return to school when feeling better but should not share food or drinks. Children with mononucleosis are generally advised to stay out of contact sports for 4 weeks.

Pinworms: Students should not return until appropriate treatment has been prescribed by a physician. The usual treatment consists of one tablet of Vermox.

Ringworm: This is a fungal infection that can affect the scalp or body. It is contagious by direct contact. Students should be taught not to share hats, helmets, hairbrushes, combs, or hair accessories. Ringworm of the scalp requires oral therapy, while ringworm of the body can be treated with topical creams. Students may return after appropriate treatment has been initiated.

Scabies: This is a highly contagious skin condition caused by a mite. A student may not return until overnight treatment with a prescribed lotion (usually Elimite) has been used.

Strep Throat: Students may return 24 hours after starting oral antibiotics.

Health Forms

All health forms must be returned to the school office at the designated time as stated on the form. This policy assists the nurse in keeping the students' health files up-to-date.

Student Insurance

All students are covered for accidents during school hours or other school-sponsored activities. In the event of an injury, parents/guardians may obtain a claim form from the school office. An injury must be brought to the attention of a staff member the day the incident occurs.

Emergency Forms

Emergency forms must be kept up-to-date. Any change in address or phone number must be made known to the office. This is important to your child in the event of an accident or illness. Please fill out these forms in PENCIL so that changes can be made as they become necessary.

Illness

In case of illness or accidents at school, the office will contact the parent or designated emergency contact by phone.

IMPORTANT: Please notify the school if there is any change to your emergency form information. At times we have had children that have been sick or injured and have been unable to reach their parents/guardians or another emergency contact because telephone numbers had not been updated.

Please keep your child home if they are ill and notify the school office. Children must be symptom free (vomiting, diarrhea, rash, etc.) and fever free for at least 24 hours before returning to school.

Child Neglect/Child Abuse

Staff and volunteers are required by law to report child abuse or suspected child abuse to Child Protective Services. Parental/guardian consent is not to be sought when the parent/guardian may be the aggressor. If a staff member or volunteer suspects any type of abuse, he/she is required to call Child Protective Services directly. Child Protective Services is permitted by law to interview students without advising parents/guardians.

HOMEWORK

Homework is given to supplement, support, and reinforce class work. Much good can be accomplished if parents/guardians support good study habits in an environment free from distractions, radio, video games, and television. Homework assignments are not always written and we ask that research, reading and memorization be done with as much attention as written assignments. Parents/guardians are asked to look through the finished work and when asked to sign, do so only when you have thoroughly checked the work. Home assignments should be neatly done and handed in **on time**.

If there is a valid reason for not doing homework, such as illness or a family emergency, it must be explained in a note to the teacher and the work must be made up. Forgetting books or assignments is not a valid excuse for failing to complete homework. Students will not be admitted to classrooms for forgotten items after school hours.

To minimize classroom interruptions, any forgotten article brought to school during class time must be left at the office. Forgotten homework will not be sent to the classroom before the end of the day. Students will not be allowed to call home from the school office when they have forgotten an assignment or lunch. No parent/guardian may visit a classroom during school hours or expect teachers to take telephone calls unless provision has been made in advance for this through the teacher.

Students who work uninterrupted for a reasonable* time, and still do not complete homework assignments, should be given a note, so that the teacher and parent may discuss the problem. Homework is not intended to be a burden for students or for parents/guardian.

*Reasonable:

Kindergarten	10– 15 minutes
Grades 1 & 2	30 minutes
Grades 3, 4 & 5	30-60 minutes
Grades 6, 7 & 8	60-90 minutes

LEARNING CENTER

The Learning Center’s primary function and goal is to help all students at the Academy achieve their academic goals. The Learning Center works closely with parents/guardians, administration, and teachers to ensure individual student’s needs are met and educational growth is monitored.

St. Patrick SUCCEED Academy believes that all students have individual learning styles. Instruction is differentiated to accommodate unique learning modalities. We are proactive in our education of students with various needs. The Learning Center staff includes a multidisciplinary team, all of whom are dedicated to helping every child reach his/her true and full academic potential.

Our multidisciplinary team is made up of :

- Department Chair, who assesses students in reading/language arts, screens for learning disabilities and works as a reading resource for the school and students
- Math Specialist, who assesses students in mathematics and works as a math resource for the school and students
- School Nurse
- Support Staff and Interns

LIBRARY

St. Patrick SUCCEED Academy students are privileged to have an excellent library. All classes will utilize the library as part of their academic study and are encouraged to check out books to enhance their learning and for personal reading.

LOST AND FOUND

Lost articles are placed in the lost and found. All clothing must be identified with nametags. Unclaimed articles will be donated to charity.

LUNCH PROGRAM

An optional hot lunch is provided each school day, Monday through Friday. A monthly menu is available. Lunches are purchased monthly and orders must be returned on or before the due date. Milk/juice may be purchased for the school year for \$90.00 per student, or monthly for \$10.00 per student. Students are encouraged to bring fruit to school for the short recess period rather than other snacks.

Please plan to send a bagged lunch to school each morning if your child is not eating the optional hot lunch. **PLEASE DO NOT DROP OFF “FAST FOOD” LUNCHESES TO YOUR CHILD DURING THE SCHOOL DAY. THIS INCLUDES DROPPING THEM OFF IN THE CAFETERIA.**

Students may not drink soda of any kind (including from fast food restaurants) during the school day. Students are not to bring items in glass containers from home. It is highly suggested that students bring nutritious drinks including milk or juice.

NEWSLETTER

“Tiger Tales”, a newsletter containing important school information and news, is sent home every two weeks. A monthly calendar and hot lunch menu are also sent home. Forms and other sign-up sheets will only be sent home once. These may be retrieved from our website, if necessary. Please keep these in a convenient place for reference. They will help to cut down unnecessary phone calls to the office. All information will be placed in a brown P.R.I.D.E. (*Pride-Respect-Involvement-Dedication-Enthusiasm*) envelope. It is expected that this envelope is signed and returned to the office the following day. When envelopes are not returned, parents/guardians will be charged \$2.00 for a new one. The school newsletter can also be found on our school website: www.saintpatricksacademy.net.

NON-CUSTODIAL PARENTS (DIOCESAN SCHOOL BOARD POLICY 5520)

“In the absence of a court order to the contrary, the school will provide all the child’s parents, custodial or non-custodial with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.”

OFFICE HOURS

The school office is open from 7:30 a.m. to 3:45 p.m. Monday through Friday, on regular school days and from 7:30 a.m. to 12: 45 p.m. on minimum days. Office hours for the summer months will be announced in June.

PARENT CLUB

The Parent Club is divided among eight committees. There is a parent representative and a staff representative responsible for each committee. The committees are as follows:

- Facilities
- Fundraising
- Communication
- Family Faith Formation
- Athletics
- Friendraising
- Marketing and Development
- Patron of the Arts

All committee meetings are to be advertised in the Tiger Tales for all parents/guardians to attend. The Principal is ultimately in charge of each committee.

The purpose of the Parent Club is to foster a Christ-like community within the Academy by bringing about a closer relationship between the school and the home. All parents/guardians of students and the staff of St. Patrick SUCCEED Academy are automatically members.

In addition to tuition, each family is asked to bring in \$225.00 through fundraising efforts. The \$225.00 may be brought in by:

- Writing a check to the school for \$225.00
- Buying World’s Finest Chocolate/See’s Candy and receiving 50% credit
- Sponsorship for the Free-Throw-A-Thon and receiving 100% credit

- Donating to the United Way and receiving 100% credit
- Obtaining advertising for a program and/or the website (100% credit)
- Other fundraisers to be announced

The \$225.00 family responsibility for fundraising is an integral part of the Academy's operating budget.

PARENT/GUARDIAN PARTICIPATION PROGRAM

Families are asked to contribute 25 hours each year. Hours may be accumulated between May 1, 2011 and April 30, 2012. Please fill out "Hours Credit" slips and return the white copy to the office and keep the yellow copy for your records. **Parents are responsible for collecting their slips and turning them in as the hours are earned throughout the school year.** The tracking of hours is the responsibility of the parent/guardian(s).

PARENT/GUARDIAN SUPPORT CARDS

Parent Support Cards will go home on the same day as the first, second, and third quarter report cards. These reports will give parents an update on how much money has been credited toward fundraising as well as how many parent hours have been recorded. Any discrepancies should be taken care of immediately upon receiving the report.

PARENT/TEACHER CONFERENCES

Teachers meet with parents/guardians on Back-to-School Night to discuss the year's procedures and programs. Since this meeting provides the foundation upon which open communication is built, it is essential that all parents/guardians attend.

Open communication is important to ensure good educational results. Conferences are scheduled for parents/guardians at the end of the 1st quarter. Parents/guardians may arrange a conference at additional times by phoning the office for an appointment. Parents/guardians are not to confer with their child's teacher prior to or between 7:50 a.m. and 3:20 p.m. unless an appointment has been made.

PARTIES/CELEBRATIONS

Outside of School Time (Diocesan School Policy #5134)

The responsibility for mixed parties outside of school hours belongs to the parents/guardians. An awareness of the positive and negative aspects that may rise from such parties at the 6th, 7th and 8th grade levels should help parents/guardians discourage such parties. Experience has confirmed the wisdom of the suggestion.

- It has been found difficult to control the number and nature of these parties.
- Such parties promote frustration among the immature, and do not allow for the different rates of maturity of boys and girls.
- Mixed parties often interfere with schoolwork and may increase disciplinary difficulties. At this age, parties can generate rivalries and conflicts.
- Parties for graduates after graduation are the sole responsibility of the parents/guardians.

Birthday Parties

Invitations to birthday parties and thank you notes may not be delivered at school. This often leads to a disruption in learning, as well as the possibility of hurt feelings. Please send invitations to birthday parties and thank you notes through the mail.

If balloon bouquets and/or flowers are sent to a student during class time, the gifts are held in the office until school is out. Such gifts provide an added distraction in the classroom.

School Parties/Celebrations

Homeroom teachers are responsible for planning celebrations with their room parent. Only Halloween, Christmas, and Valentine's Day are celebrated with a supervised classroom treat. Room parents may call other parents/guardians during the school year to assist with treats upon the request of the homeroom teacher. Christmas may be celebrated with a party. However, there will be no exchanging of gifts among students. There are no sponsored dance parties organized for students on the school premises during the school year.

PHYSICAL EDUCATION

Two periods per week are provided for Grades K-8. These classes will emphasize fitness, health, and sportsmanship. Students who need to be exempt are to present a written statement to the teacher from a physician or parent/guardian stating that such activity would be injurious to the individual's health. In this case, the student will be required to attend class as a spectator.

PRESCHOOL

The Pre-school staff is carefully selected for their educational training in Early Childhood Development and their ability to meet the individual needs of your child with sensitivity, responsibility, and professionalism. The staff is responsible to the Pre-school Director. The Director is accountable to the Principal of the St. Patrick SUCCEED Academy

Our children are grouped according to age and stage of development. Each class has daily planned activities that are appropriate for that age group. We offer a variety of developmentally appropriate choices throughout the day involving sensory materials, manipulative, music, books, dramatic play, religion, as well as indoor and outdoor gross and fine motor skill activities. We believe that children learn to interact with each other and the world through play. Through play they explore their environment, experience cause and effect relationships, form thought and explore their world by making decisions.

Philosophy

Our goal is to provide a safe and stimulating environment that fosters wonder, surprise and speculation. We encourage children to explore and interact in their environment. We provide the foundation for successful achievement in learning by developing an excitement and enthusiasm for learning through self-confidence. Socialization skills, such as listening and being listened to, interacting with other children, treating others with respect, sharing, taking turns and expressing their feelings verbally are very important and will be developed. Expressing our Catholic Faith through role modeling and daily activities will give introduction to a faith-based environment.

Admission Policy

The Pre-school admits children of any sex, race, color, national ethnic origin, or religious beliefs, which are between the ages of two (or three by October 1) and six years of age (must be potty trained). Enrollment will be filled from our waiting list. Enrollment will be based upon the date the enrollment package is received with the registration fee. The availability of space in the classroom and the ability of the Preschool to match the needs of the parents will also be considered. All enrollment forms and health certificates must be completed and reviewed prior to your child's first day. No child will be admitted without proof of immunizations on file in our office.

Hours of Operation

The Pre-school opens at 7:00 a.m. and closes at 6:00 p.m. Monday through Friday. The Pre-school is open year round except the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve, Christmas Day and New Years Eve. There are times when the Pre-school will close for in-service training or other professional growth opportunities. These dates will be announced early enough for parents/guardians to make other arrangements.

Field Trips and Special Events

The Pre-school does not participate in off-site field trips. The Pre-school will schedule guest speakers and on site activities. Monthly events are posted on the Pre-school's yearly calendar. Some events are the Christmas Program, Visit from Santa, Halloween

Celebration, Veteran's Day, Thanksgiving Feast, Valentine Exchange, Easter Bunny Visit, End of the Year Celebration and special guest visits.

Seasonal and religious holidays will be celebrated at the Pre-school. Parents may send treats to the Pre-school for holidays and birthdays. Please let your child's teacher know in advance that you will be sending a treat. Any type of written correspondence such as birthday invitations must be given to the Director or Administrative Assistant and will be clipped to the child's sign in/out sheet for pick up.

Transportation

The Pre-school does not provide any type of transportation.

Food Service and Nutrition

Two healthy snacks are provided daily, morning snack is served at 9:30 and afternoon snack is served at 3:00. Children enrolled in the half day program will receive morning snack, children enrolled in the school day or full time program will receive both morning and afternoon snack.

The Pre-school does not provide lunch, children need to bring a lunch from home or purchase lunch through the St. Patrick SUCCEED Academy. Washing of hands will be done on a regular basis before and after meals.

Quiet/Nap Time

Every afternoon from 12:30-2:30 the preschool has a quiet rest time. The Pre-school provides a foam mat for each child. Children need to bring a crib sized sheet, blanket, and pillow from home to be used at rest time.

Illness

We inspect for signs of illness at the time of arrival. Your child may not attend Pre-school if they have a fever over 99.6, excessive nasal discharge, unidentified rash, discharge from the eye (pink eye), vomiting, or diarrhea. He or she may not return until they have been symptom free for at least 24 hours or on an antibiotic for 24 hours. If a child becomes ill during the day, a parent or guardian will be notified immediately, and asked to pick up the child at once. The child will be placed in isolation until the parent or guardian arrives. For the protection of all children, your child must be kept at home if he or she shows any of the symptoms listed on the Wellness Policy. The following contagious diseases or conditions are not allowed at the Pre-school: Strep throat, pinworms, viral infections, measles, mumps, chicken pox, conjunctivitis (pink eye), fevers or head lice. The above diseases may need a note from the doctor before returning to school.

Medication

The Pre-school staff will administer emergency medication (ie. epi pen or inhaler) and prescription medications only. All medications must be in the original container with the child's name and dosing information. Parents/representatives will have to complete a "permission to administer medication form". The Pre-school staff will not administer analgesics (fever reducers such as Motrin or Tylenol), cold or flu medication. Any other medications will be administered at the discretion of the Director.

Medical or Dental Emergency

The Pre-school will have on the premises at all times a staff member fully qualified in Pediatric First Aid and CPR. If your child is injured at school we will administer first aid as needed. If the injury is more severe than a small scrape, bump or cut we will notify the parent or other emergency contact. If deemed necessary, we will call 911 for immediate assistance.

Sign In/Out Policy

Pre-school students must be signed in and out daily in the Pre-school log by their parent or authorized representative. A time and a full legal signature (the way you would sign a check) are required.

Discipline Policy

Positive reinforcement of good behavior is our goal; there are times where redirection of a child to another area or activity will be called for. In cases where the child does not respond to either of these methods a time out or a loss of privilege (like outside time) will be used. Under no circumstances will there ever be any form of corporal punishment used or a violation of the child's personal rights.

Parent Conferences and Communication

Informal observations are conducted on a regular basis in each class. Parents are encouraged to talk to the staff about questions and concerns. Private conferences may be arranged by calling the Pre-school to schedule an appointment in advance. Teachers or the Director are in a position to see the total picture and can often clarify matters. Parents should schedule appointments with the teacher and should not expect an "on the spot" conference when teachers are in the middle of class. The teacher's attention must be on the children. A request for an appointment may be made by either sending a note to the teacher, or talking with the Director. The teacher or Director will contact you as soon as possible. To ensure the privacy of our staff, home telephone numbers are not given out. Parents must provide at least one week written notice to withdraw from the program.

Photographs

Photographs and/or recording of children participating in school activities may be taken from time to time and may appear in publicity/marketing materials. Permission for your child to be included in these photographs or recordings without compensation is hereby granted as part of this agreement unless the Director is notified otherwise.

Clothing/Jewelry

Please send your child in comfortable, easy to dress, washable clothes. When choosing school clothes, please bear in mind safety and your child's desire to be self-sufficient. We encourage all children to strive towards independence and competence. Clothes should be easy to manage such as, pants or shorts with elastic waistbands. Belts and overalls should be avoided. Shoes without tread and support may be dangerous on a playground. High top shoes are very difficult for young children to put on or take off by themselves. All sandals must have heel straps. Jewelry is not permitted for safety reasons. Girls with pierced ears may wear posts only.

Please remember that children are taken outdoors to play daily (weather permitting) and should be properly dressed for weather conditions. Please do not ask staff to keep your child indoors. This creates a hardship for adequate supervision and the child may feel as though he or she is being punished. In the summer, swimsuits and towels may be brought on "water play days." Water play, sand play and occasional bathroom accidents necessitate that an extra change of clothes be kept at the Preschool at all times. If soiled clothing is sent, please return a replacement set of clothing for your child.

ALL ITEMS FROM HOME MUST BE LABELED WITH THE CHILD'S NAME. THIS INCLUDES BACKPACKS, LUNCHBOXES, NAP ITEMS, AND EXTRA CLOTHES.

Religious Development

The Pre-school will encourage the spiritual growth of the children through Bible stories, religious songs, flannel board stories, celebrating Religious holidays, attending Friday Mass and a general respect for one's neighbor.

REPORT CARDS

Report cards are given approximately every nine weeks. At the end of the first quarter there is a Parent/Guardian/Teacher Conference for each student. It is mandatory that all parents/guardians attend this conference. Parents/Guardians may request additional conferences from any of their child's teachers. This conference is to inform the parents/guardians early in the year of the students' strengths and areas of concern. Progress reports are sent home at least once per quarter and in particular if students are doing unsatisfactory work. These notices may also be sent home for poor conduct or

attitude. **Report cards will be withheld until payment of all fines, fees, and charges are received.** The cost to replace a lost report card will be \$5.00.

ROOM PARENTS

Room parents are selected by the homeroom teacher only. Parents are not self-appointed and no parent may be the room parent for more than one classroom. The responsibilities of the room parent are determined solely by the homeroom teacher. Individual classroom fundraisers are on the school calendar. No additional fundraisers may be scheduled.

SAFETY

Fire and Earthquake Drills

Fire evacuation drills are held once a month for all students and adults on the school premises. Earthquake and school lockdown drills are held once a quarter. Emergency procedures must be swift and orderly. All who are present on campus (including parents/guardian) at the time of a drill are required to participate in the drill. All school staff are trained for each drill.

Field Trips

A maximum of three field trips per class (or more with the permission of the Principal) are allowed each school year. All field trips must have an educational objective. Attendance on a school-sponsored field trip is a privilege, not a right. Consistently appropriate conduct during school hours must occur in order for students to be eligible to attend field trips. The written consent of a parent or guardian must be obtained for every child participating in a field trip. Younger siblings are not allowed on field trips so that the attention of the chaperones is on the class – not the younger children. A phone call giving permission will not be acceptable at any time. All parents/guardians who drive on a field trip must be covered with car insurance liability (\$300,000 cumulative, \$100,000 individual, \$50,000 property damage, \$5,000 per person medical, and \$100,000 uninsured motorists). Upon calling the insurance company, it may be possible to extend these liabilities for a one day only coverage. Many insurance companies may be willing to do this for little or no additional cost depending upon claims made upon the policy. Current driver verification forms, copies of the driver's licenses, insurance verification (to include the "Declaration" page of the policy), Shield the Vulnerable certificate, and fingerprint clearances are to be on file in the office before a parent/guardian can drive on a field trip. Students participating in a field trip **MUST** be in school for the entire day.

The number of persons in the car must not exceed the number for which the car was constructed. Each child must wear a seat belt. Car seats must be provided as required by law. Drivers may not stop to buy treats/gifts for students on the way to or from the field

trip. This creates difficulty for other students upon returning to school, as well as personal liability for the driver.

Inspections

In the interest of the health, safety, and well being of our students, school personnel reserve the right to inspect lunches, desks, cubbies, and backpacks if it is deemed necessary.

SOCIAL MEDIA

With the understanding that social media (i.e. Facebook, Twitter, Myspace, You Tube) are an important part of the lives of both our students and parents/guardians, it is expected that it be utilized in a responsible way. The use of social media to put down, gossip, or criticize students, staff, and/or parents/guardians is unacceptable and is grounds for dismissal.

SPIRITUAL FORMATION

The best way to teach religion is to live it. Children can learn their faith in school, but “there is no place like home” for them to live their faith. If children are to have their faith vitally implanted in their hearts, it must have its external signs. The normal and necessary sign for children is the witness of their own families. Regular attendance at Mass is required.

Baptism

If a parent/guardian wishes to have their child baptized, they will be referred to their parish religious education coordinator.

First Eucharist

The preparation for the reception of this sacrament is part of the Grade 2 curriculum. A parent/guardian is required to attend designated meetings in order to help prepare their child for the Sacrament. Regular church attendance is vital.

First Reconciliation (Penance)

This sacrament is also a part of the Grade 2 program. Parents are required to share in this preparation and attend several meeting(s) as announced.

Confirmation

The sacrament of Confirmation is part of the Grade 8 curriculum. A parent/guardian or representative is required to share in this preparation and attend meeting(s) as announced.

Prayer Opportunities

Classroom prayers are said throughout each day. School wide prayer services are held throughout the school year. Please check the calendar and/or the faith formation brochure for specific dates. Parents/guardians are always invited to attend prayer services.

Weekly All-School Liturgy

Every Friday morning, the SUCCEED Academy community will gather for prayer. On the first Friday and on Holy Days of Obligation, the school will attend Eucharist, planned and prepared by students with each grade being responsible for a particular month. On the remaining Fridays, the school will attend Morning Prayer which will utilize the Church's tradition of the Liturgy of the Hours. Parents/guardians are always welcome to attend these liturgies; please check the school calendar for the exact time each week.

Chapel

Our chapel, located on the second floor of the administration building, is open to staff, parents/guardians, and students throughout the day.

Community Service Hours

All students are expected to complete community service hours throughout the year. Students may begin their service hours in the summer prior to the beginning of the school year. All areas of service are acceptable; however, students are not to be paid for their hours if they are counting them toward their service responsibility. Teachers will be providing additional information regarding our community service program.

Community Service Hours of Responsibility are:

Grade 8 - 20 hours

Grade 7 - 15 hours

Grade 6 - 12 hours

Grade 5 – 10 hours

Grade 4 – 8 hours

Grade 3 – 6 hours

Grade 2 - 4 hours

Grade 1 - 3 hours

Kindergarten - 2 hours

SUPERVISION

Supervision begins promptly at 7:30 and ends at 3:20 p.m. You must arrange to drop off and pick up your child within these times. Children not picked up will be sent to the Clubhouse office and a \$10.00 minimum fee will be billed to your account.

TECHNOLOGY

Our computer and science labs are equipped with computer stations and a smart board to ensure that our students will be ready for the technological demands of this century. All students K-8 and all parents/guardians must sign an “Acceptable Use” agreement at the beginning of the each school year. Separate forms need to be signed for each student in the family. Students must agree that they will follow the directives given by the teacher while using the Internet. Failure to adhere to the “Acceptable Use” policy will result in the student being unable to continue using computers at school.

TELEPHONE

Classroom and office telephones may be used for **EMERGENCY** calls only.

TESTING

All incoming students may be required to take a placement test prior to being accepted to the school. This test is administered in March/April. The ITBS standardized test will be administered to Grades 3 through 8 in the fall. The Diocesan religion and math test will be given in the fall and in the spring as well.

TEXTBOOKS

Textbooks are loaned to the students and are expected to be returned at the end of the year in good condition, and if lost or badly damaged, must be replaced. Students will use a backpack to carry their books.

TRANSFER STUDENTS

Transfer students will be admitted for a probationary period of one school year. During this period, students should demonstrate successful experience both in schoolwork and behavior. The Principal will contact parents/guardians of students who are experiencing difficulty. If the student’s performance is questionable, this probationary period may be extended as necessary. Students who leave St. Patrick SUCCEED Academy for reasons not discussed and agreed upon with Principal and classroom teacher(s) will not be re-admitted at a later date. If a student is transferring to another school during the course of the year, please make this known to the Principal and teacher in writing so that the

necessary documents may be ready for transfer upon request from new school. All school textbooks must be returned.

Procedure for Recommended Transfer

Students clearly unable to profit from St. Patrick SUCCEED Academy by reason of ability, serious emotional issues, or student/parent/guardian attitude which is at variance with the school's philosophy will be urged to transfer to another school when:

- It can be determined that other schools or agencies have facilities to assist such a student.
- There has been sufficient discussion with the parents/guardians concerning the child's condition.
- Parents/guardians are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships (including gossiping) in the school, such as parental/guardian interference in matters of school administration and abusive language toward the Principal, teachers, or other school personnel. These parents/guardians will be asked to leave the school.
- Parent/Guardian misconduct or undermining behavior is grounds for being asked to leave the school.

TRANSPORTATION

For the safety of all students and adults, drivers are asked to follow school regulations. Grades 2-8 are to be dropped off/picked up on the north side of campus using the Kavanagh Hall parking lot. Enter through the gate nearest the gym and exit the lot through the opposite gate. Students in Preschool through Grade 1 are to be dropped off in the south parking lot nearest the Kindergarten playground. **No students are allowed to enter campus through the school office.**

TUITION AND FEES

Registration Fee

This fee includes textbooks, workbooks, technology, class fees, and instructional materials. It is due and payable upon registration and is nonrefundable. Your child(ren) will not be considered registered until the contract is completed, signed and the registration fee is paid in full.

Pre-school/Clubhouse/Athletics

Additional tuition and fees are required for the Preschool. See the Preschool Director for additional information. Refer to the handbook sections on Clubhouse and Athletics for information on fees for those programs.

Tuition

Tuition is based on a 10-month schedule (July through April) unless other arrangements have been made with the principal. Parents may choose to pay in full at the time of registration and may receive a 4% discount.

Tuition at St. Patrick SUCCEED Academy is charged to help cover the day-to-day expenses. Parents are required to sign a contract. St. Patrick SUCCEED Academy collects tuition through FACTS TUITION MANAGEMENT. Tuition is automatically deducted from a bank account of your choice either on the 5th or the 20th of each month or billed to be paid on the 1st of the month. Clubhouse payments may also be collected in this manner. Continued late payments may lead to families being asked to leave the school. **Report cards will not be given to those students whose tuition payments are not current. For graduating eighth graders, tuition and/or fees must be paid by graduation; otherwise report cards, and/or diplomas will be withheld.**

UNIFORM AND GROOMING

Uniform dress is required except on “Dress Uniform” or “Casual Dress” days. A written excuse from a parent/guardian must be presented to the teacher if a student is out of uniform for the day.

The uniform for Grades K – 8 is as follows:

- Plain white or forest green logo polo shirt (at least one forest green logo shirt must be purchased)
- Khaki colored twill pants or shorts must be worn at the waist (no sagging or baggy pants are acceptable).
- Only the forest green sweatshirt, sweater, vest or jacket with school emblem may be worn.
- Girls may wear the **2011-12 plaid uniform skirt or skort (culotte)** -- skirts must be appropriate length and not rolled at the waist. Uniform skirts/skort from other schools may not be worn.
- White athletic socks must be worn – socks are to come to the ankle or higher (crew socks, high sport socks, knee socks); socks may have a small logo on them
- Girls may wear the optional forest green, black or white footed tights in cold weather - leggings are not allowed.

- Clean athletic shoes are to be worn to school each day. Shoes must be primarily blue, black or white. Shoes must be tied at all times. Velcro is acceptable.
- Long sleeved white polo shirts may be worn in cold weather. Students are not to wear their short sleeved polo shirts with long underwear.
- Small post earrings are allowed (no hoops or dangles). Excessive jewelry may not be worn, including colored rubber wristbands that typically represent various organizations or causes. Such rubber wristbands will be confiscated and can only be picked up from the Dean of Students by a parent/guardian.
- Jackets can be worn on cold days. Uniform sweatshirts, sweaters or vests may be worn underneath. Jackets may not be worn in the classroom.
- Non-uniform sweatshirts, including sweatshirt jackets, are not to be worn at school. Students wearing non-uniform sweatshirts will be required to leave their sweatshirts in the front office and pick them up after school.
- Undershirts must be white, tucked in and have no logo on the front or the back.
- Uniform shorts may be worn from the beginning of the school year until November 1st and worn again after April 1st.
- Shorts may be worn under uniform skirts, but may not show below the skirt.
- All uniforms are to be kept labeled, clean, pressed and mended.
- Nail polish, long artificial fingernails, makeup, excessive cologne or body spray are not allowed at any time.
- Pierced ears for girls is allowed. No other piercings are allowed, including pierced ears for boys.
- Hats (including knit caps and baseball hats) are not to be worn on campus. On cold days, winter hats are acceptable during recess only.
- Hair color is to be the student's natural color only.
- Hairpieces, including extensions, may never be worn.

Grooming

Hair should be cut in a neat and acceptable manner and kept clean. No Mohawk style hair cuts or shaved heads are allowed. Hair styles indicating gang affiliation are not allowed. Girls may wear plain barrettes or rubber bands that keep their hair out of their eyes. Hair extensions and coloring (or tinting) are not permitted. The Dean of Students, Principal or Administrative Team member decides what is acceptable in this regard. Students who disobey this rule will have 48 hours to rectify the problem. It is the parent's/guardian's responsibility to keep their child's hair cut appropriately and kept clean.

Physical Education Uniform

Both boys and girls wear school uniforms to PE classes. Long uniform pants may be worn in cold weather. Students must always wear uniform code shoes to PE class, including casual dress days.

Casual Dress

Casual dress is permitted on certain occasions. These days will be announced. Students are expected to dress appropriately and conservatively on these occasions. Athletic shoes and socks must be worn on casual dress days. No dress shoes, flip flops, open heel or toe shoes or boots will be permitted. Shoes must be kept tied. No tank tops, spaghetti straps, headwear, midriffs, cut-offs, scarves, low-rise jeans, mini-skirts or sloppy outfits will be permitted. T-shirts with logos may be worn, however the wording must be appropriate for school. Shorts must be uniform length only. No short shorts or ripped jeans will be permitted.

Dress Uniform Days

On Fridays, students will be required to be in “Dress Uniform” for Eucharist and Morning Prayer. Additional Dress Uniform days will be included on the calendar. Students may **not** wear uniform shorts on Dress Uniform days. Boys must wear long pants and girls may wear either long pants or their uniform skirt. The St. Patrick SUCCEED Academy logo polo shirt **MUST** be worn on Dress Uniform days.

**St. Patrick SUCCEED Academy
Parent/Guardian & Student Handbook
2011-2012**

I/we understand that St. Patrick SUCCEED Academy is a Catholic school whose philosophy I/we support and by whose policies I/we will abide. (Parent/Guardian/Student Handbook).

Family Name _____

Parent / Guardian Signature

Date

Parent / Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

**Please sign and return this page to the
St. Patrick SUCCEED Academy office by August 31, 2011.**