

Saint Patrick School  
Roxbury, MA

Parent/Student Handbook  
2016/2017



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## STUDENT-PARENT HANDBOOK

### MISSION

Saint Patrick School is committed to serving generations of students and families, providing Catholic Doctrine, Christian values and a strong academic curriculum in a nurturing and peaceful environment. Saint Patrick School continues to teach the values of truth, morality, and spirituality to a richly diverse population within the heart of the inner city of Boston.

### HISTORY

It was in September, 1887 that seven Sisters of Charity came to Saint Patrick School at the invitation of Father Joseph H. Gallagher. Their students came from a predominantly Irish Catholic Parish Community. From 1960 to the present, an influx of newcomers from Cape Verde, Haiti, Africa, Puerto Rico, Central and South America, and the West Indies, has created a rich cultural fabric.

Today, our student body is representative of 16 different countries, 9 languages, 8 different religions. Our students come mostly from the areas of Roxbury, Dorchester, Mattapan, Jamaica Plain, Hyde Park, and Roslindale.

We cherish our Catholic identity as it stems from a strong commitment of the Church that has traditionally placed the education of youth as a high priority. We believe that education should enable and ennoble at the same time. We are committed to academic excellence and to Christian values. We provide the strong moral, social, and academic foundation needed for success on the secondary level and beyond. We aim to provide a safe, peaceful, happy learning environment for children from Pre-K to grade 8.

A dedicated, qualified, and faith-filled faculty carry on the tradition of welcoming new students and sharing their Christian values and knowledge as well as gleaning from the richness of the students' cultures.

## PHILOSOPHY

As a Catholic School, our priority is to provide a quality education that includes:

The development of the whole person:

- Spiritual
- Intellectual
- Social
- Emotional
- Psychological

We believe that cooperation is the hallmark of Saint Patrick School and everyone who is a part of the school community contributes to the cooperative effort of:

- Education
- Fund-raising
- Volunteering
- Faith-Sharing

The standard life in the school community includes:

- Christian moral virtues of loving concern and respect for others
- Mutual Trust
- Non-Violence
- Service to those in need
- Justice toward all

## ADMISSION POLICY

*Saint Patrick School admits students of any race, color, religion, nationality and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school.*

Saint Patrick's School admission policy is based on the following criteria:

- **Age:** Pre-K children must be **3**, K1 children must be **4**, K2 children must be **5** and Grade 1 children must be **6** before September 1 as required by the city of Boston.
- **Academics:** Grade placement tests are administered to ensure that students can learn at or near grade level. If the child has an Individual Education Plan (IEP), it will be reviewed by the Guidance Counselor to determine if the child's individual needs can be met by attending Saint Patrick School. *We cannot accept students if we are unable to meet their academic needs.*
- **Finances:** **A Tuition DEPOSIT MUST BE PAID BEFORE students may begin classes.** Parents/Guardians are expected to pay the tuition according to the proposed payment plan or make a personal plan with the Tuition Office. All families may apply for a Catholic School Foundation Scholarship by filling out an application to the FACTS Grants & Aid Assessment. Awards are based on need.
- **Religion:** Catholic students, from St. Patrick and St. Katherine Drexel Parishes are given first priority if the child meets our academic criteria.
- **Family:** Siblings of current students have priority in enrollment.

- **Health:** Proof of all the necessary immunizations as prescribed by the Mass Dept of Public Health must be presented at the time of registration.
- **Probation Period:** All students are accepted on a **90 day probationary period** to make sure that Saint Patrick School is a good fit for each student.

### **Our Purpose and Goals**

- Academic Excellence
  - Our curriculum is aligned with the MA Common Core Standards in Math and Language Arts
  - Literacy Collaborative through Lesley University for grades K1-2 are all aligned to the Common Core Standards
  - Each classroom has been assigned an Instructional Coach who has been trained through Match Education to ensure the excellence of instruction in academics in all content areas.
- Faith Formation
- Sustainability
  - Enrollment
  - Tuition payments kept up to date

### **A Cooperative Effort**

- We want only the best for each student.
- We need cooperation from all students and parents.
- **Please make sure students arrive on time (7:30 a.m. – students are considered late at 7:45 a.m.)**
- Students may be dropped off as early as 6:45 a.m. in the morning at no extra charge.
- School is dismissed at 2:40 p.m. To help us better serve your child we ask that students **not be picked up early**. Unless there is an emergency **please pick up your child/children at the designated location.** (*Convent side of the building for grades Pre K-3. Dudley St. side of the building for grades 4-8*)
- For safety issues **DO NOT DRIVE INTO THE SCHOOL YARD BEFORE OR AFTER SCHOOL. No parking in the school yard.**

## ATTENDANCE

A record of daily attendance is required by law. Any students not in their classroom by 7:45 a.m. will be recorded as absent or tardy. Perfect attendance is only awarded to students who have no absences or tardiness.

The main office must be called (617-427-3881) by 8:30 a.m. if a student will be absent for the day. A written note, regarding the absence, must be received by the teacher upon the students return to school. This is required by the law.

A student will be **considered tardy if he/she enters the school after 7:45 a.m.** and must report to the school office for a tardy slip in order to enter his/her classroom. **Tardiness is serious and may result in a meeting with parents.**

A **written note** is required if a child needs to be **dismissed early**. A parent or guardian must come to pick the child up from the office and sign the child out. Elementary school children may only be released to parents/guardians or to those duly authorized by the parents/guardians. No child will be allowed to leave early without an adult.

## “NO SCHOOL” ANNOUNCEMENTS

Announcements regarding the closing of school due to inclement weather are made over most Boston TV and Radio stations. St. Patrick School follows the “no school” decisions of the **Boston Public Schools**. Please do not call the school for this information.

## EMERGENCY FORMS

It is imperative that we be able to reach you or your representative in case of an emergency. Please provide all the information required. **It is the responsibility of the parent/guardian to notify us immediately if any of this information changes.**

## CUSTODY

Saint Patrick School abides by the provisions of the Buckley Amendment with respect to the right of the non-custodial parent. “In the absence of a court order to the contrary”, St. Patrick School “will provide the non-custodial parent with access to academic records and other school information regarding his/her child.” If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court certified copy of the court order.

## HOMEWORK

Homework is designed and planned at the discretion of each teacher to meet the needs of individuals and has a definite place in our educational program. Our homework policy is in conformity with the Archdiocesan guidelines of K1, K2 & 1: usually no more than 20 minutes.; Grades 2-3: between 30 and 45 minutes; Grades 4-6: between 45 and 90 minutes; Grades 7-8: between 1 ½ to 2 hours. **It is expected that all students complete all home lessons each night.** Please encourage your child to read if he/she finishes the homework before the allotted time mentioned above.

## REPORT CARDS

Report cards will be distributed in November, March and June. Progress Reports will be sent approximately 5 weeks prior to the Report Cards to make parents aware of their child's progress.

*Honor Roll Requirements:* 1<sup>st</sup> Honors = an average of 90 or above in all academic areas; 2<sup>nd</sup> Honors = an average of 80 and above in all academic areas; and Honorable Mention = one subject with 70 or above and 80 or above in all other academic areas. No student with N's or U's in conduct is eligible for the Honor Roll.

## FORMATIVE TESTING

The Archdiocese of Boston Catholic Schools will now be using the NWEA Map Testing in place of the Stanford 10. This is a very different type of test and will measure growth in each student against him/herself. This testing will take place 3 times a year; October, January, & May.

## SUMMER READING

During the summer months, Grades K2 to 8 are required to read books and complete a project assigned by the teacher. These projects will be graded in September.

## SECURITY

If for any reason a parent/guardian or visitor finds it necessary to come to the school he/she must report to the school office to obtain a visitor pass to remain in the building. Anyone in the school without permission is considered to be trespassing. **No parent is allowed in any child's classroom without a visitor's badge obtained from the office.**

## LUNCHES

All students at St. Patrick School are now eligible for FREE breakfast and lunch through the Federal Lunch Program. Menus are sent home monthly. If your child will not eat a particular lunch, please send a lunch with your child for that day.

## GENERAL SCHOOL RULES

1. **DISRESPECT** of any kind **will not be tolerated**. Students are to be respectful to every teacher, staff member and student at all times. **Inappropriate language is unacceptable in every situation**.
2. **NO FIGHTING** will be tolerated in the school or on the school/church property at any time. **Fighting may be grounds for suspension**.
3. **No weapons or toys resembling weapons** (guns, knives, etc.) are allowed at any time. Any child caught with a weapon (**real or toy**) will be subject to suspension and possible expulsion from Saint Patrick School. The police will be called.
4. **No illegal drugs, controlled substances, alcohol or cigarettes are allowed on school property**. Anyone bringing illegal drugs, controlled substances, or alcohol into or around the school property will be subject to **immediate** expulsion. The Boston police will be called and the person will be subject to arrest.
5. **Sexual Harassment/Bullying** of any kind **will not be tolerated**. This includes verbal, written, phone calls, texting, or gestures. Both sexual harassment and Bullying violates the Christian mission of our school and any such incidents will be reported to the Boston Police Department. Students will be subject to suspensions and/or expulsion.
6. **No Gum** (chewed or in packages) or **Seeds** (pumpkin, sunflower, etc.) are allowed on school property.
7. **Beepers, iPods, Video and/or hand held games and MP3 players are NOT** allowed at any time. **Cell phones must be turned into the office or to the teacher to be locked up for the day**. Students are **NOT ALLOWED to use cell phones** inside the school building. Any cell phone used in school will be confiscated and the parent notified to come to the school to pick up the phone. The phone will not be given back to the student.
8. **Toys** of any kind **should not** be brought to school without expressed permission of the teacher.
9. **Cheating, dishonesty or deliberate lying, and the use of foul language are strictly forbidden**.
10. **Respect for school property is expected from every student at all times**.
11. **No Birthday parties** are allowed in any classroom. Please have all birthday parties at home not in the school.
12. **All school books must be covered at all times** (paper bag covers are fine). Every child should have a **school bag** to carry books in with a separate bag for snacks to prevent any spills on books. Care must be taken with all school property.  
**Parents are responsible for the replacement of any book or property of the school that is lost, marked up, or destroyed.**

## **Behavior Expectations**

- We expect all students to have a positive attitude and do their best work.
- Students need to get enough rest (8-9 hours a night) and have a nourishing diet to do this.
- We expect all students to be respectful to all adults and to each other.
- We expect all students to refrain from arguing with the teachers.
- We expect all students to take responsibility for their choices.
- When students make poor choices there will be consequences.
- We expect all parents to check schoolbags for any important notices, etc.
- We expect parents to return signed forms on the next school day.



## BEHAVIOR & ACADEMIC POLICY

**In the spirit of Christian Justice, any student whose behavior causes the majority of the class to lose valuable educational time or whose behavior needs require excessive time from the teacher will be asked to find another school.**

All students are expected to follow the school rules and regulations especially in the areas of **behavior, academics, and homework**. **Parents will be notified if necessary.**

If necessary students may need to meet with the Administration Tribunal Team to discuss student improvement plans.

### **Suspensions/Expulsions**

- Stealing
- Possession of alcohol or illegal drugs
- Cigarette smoking or possession of smoking materials, including matches, while on school property.
- Possession of a weapon including toys that look like weapon (knives, guns, slingshots, etc)
- Vandalism of any kind. Books, desks and chairs must not be written on or abused. Wall in lavatories, corridors, or stair wells must not be written on, have words scratched into the paint or paint scraped off the wall, holes put in the stairwells (from jumping or throwing things against the walls). Parents/Guardians may be required to repair or pay for any damages to the school.
- Tampering with any school computer or computer program.
- Bullying
- Use of cell phones during academic hours.
- Fighting
- Any use of force against a faculty member

Students will be suspended and or expelled following the process outlined by the Archdiocesan Policy book for serious offenses against others, themselves or school property. The principal is the final recourse in all disciplinary matters and may waive any or all disciplinary regulations for any just reason at his/her discretion.

## HOME & SCHOOL ASSOCIATION

St. Patrick School has a Home & School Association which usually meets on the 2nd Thursday of each month from 6-7 p.m. **All** parents are encouraged to attend and share ideas.

## UNIFORMS

**Proper uniforms are mandatory and NOT optional. Students who fail to wear the proper full uniform on a regular basis may be charged at a rate of \$2.50 per day**

**The uniform for all Pre-School (K0) students will be as follows – Boys & Girls:**

Navy blue sweat pants or shorts (weather permitting)  
St. Patrick School navy blue t-shirt (long or short sleeve)  
St. Patrick School navy blue sweatshirt  
Sneakers or appropriate school shoes

**Girls: K1-5** girls wear a navy blue/hunter green plaid jumper and a **yellow blouse**, navy blue knee socks or tights with **solid black shoes**.

Navy blue button down or pull over **sweaters with the school emblem** may also be worn.

**Grades 6-8** girls wear a solid navy blue skirt, a white cotton blouse with a regular collar and a **navy blue sweater vest with the school emblem**. Navy blue knee socks or tights are worn with **solid black shoes**. **Skirts must not be more than ½ “ above the knee and blouses must be tucked in at all times.** If a T-shirt is worn underneath the blouse it **must be solid white** with no designs.

### All Girls

From **November 1 to April 1 only** navy blue **dress slacks** may be worn instead of the jumper. All blouses must be tucked in at all times. **All girls must wear a navy blue sweater vest with the school emblem along with the pants**. No jeans or jean look alike material. Please make sure that slacks are not too tight.

**For safety reasons only stud earrings or very small hoop earrings (less than ½ inch diameter) may be worn but no large jewelry of any kind is allowed.**

**Boys: K1 & K2** boys wear navy blue dress pants with a **light blue polo shirt with the school emblem** and **solid black shoes**.

**Grades 1-8** boys wear navy blue dress pants **with a black or navy blue belt**, a white or light blue dress shirt (**shirt tails must be tucked in at all times**) and a **solid navy blue tie (Grades 1-5)** and **solid black shoes**.

(**Grade 6-8 boys** wear a **solid navy blue vest with the school emblem** with their dress shirt and may wear an appropriate tie of their choice instead of the navy blue tie.)

**For all grades NO earrings or any large jewelry may be worn.** Boys should have a regular boy's haircut with **no designs of any kind. Please note that Mohawks are not allowed.** Boys with longer hair need to have the hair neatly braided. Hats should not be worn in the school building

A **navy blue sweater with the school emblem (not sweatshirts)** may be worn with uniforms at any time.

### **Gym Uniform for All Grades:**

On Gym days (*Thursdays & Fridays*) students having gym that day wear the Saint Patrick School navy blue sweat pants along with the navy blue St. Patrick School T-shirt, and sweatshirt. **All T-shirts and Sweatshirts must have the St. Patrick School emblem.** All students wear sneakers on gym day. **NO other color T-shirts or shirts with any kind of designs or logos are allowed.**

## FIELD TRIPS

Field trips provide an opportunity for valuable learning and as an instructional medium that hopefully enrich and extend the educational experiences of our students.

Field trips are a privilege and not a right. Any student who has lost the privilege of attending a field trip will meet with the administration that morning and will remain in school to complete assignments.

## FACULTY MEETING DAYS

The NEASC reaccreditation process requires Faculty meetings to be scheduled throughout the school year to ensure smooth and consistent school operation and provide for professional growth. Please refer to the school calendar for these dates and times.

## TUITION

The tuition for Saint Patrick School is established by the pastor. Notification is given to all parents/guardians prior to the start of the academic year. Payments are scheduled over a nine-month period but other arrangements may be made with the School Office.

**Failure to meet tuition obligations may result in your child not being allowed to attend school.** Parents are encouraged to apply for the **FACTS Grants & Aid** scholarships for financial assistance.

## FUND RAISING

Full participation in fund raising events are vital to the support of our school as the tuition does not cover the full expense of the quality education of your child/children.

**Mandatory:** Students and families are required to sell at least four chance books (2 in the fall and 2 in the spring) as part of their fund raising obligation. A total of at least \$20 should be turned in at the end of **each** event. **Failure to sell the chance books will result in the addition of \$40 to your child's/children's regular tuition.**

**Optional:** Throughout the year we will be participating in fund-raising projects such as the Signature Fundraising Catalog Campaign and World's Finest Chocolate sale. The money raised from these events will be used to enhance our educational programs.

## PICK UP AND DROP OFF

For safety reasons all cars/vans must pull into the curb before discharging students. Please do not let children out while the car/van is still in the middle of the street.

## POLICY REGARDING LATE PICKUP OF CHILDEN

Saint Patrick School has the following policy for parents/guardians who are late picking up their child/children from school or the After School Program:

- Regular School closes **at 2:40 p.m.** After School Program closes **at 5:45** p.m. If a child has not been picked up by closing time, a telephone call will be made to the parent/guardian. If he/she cannot be reached at home/work/school the emergency telephone numbers will be called, and if contact is made, that person will be requested to pick up the child/children.
- If there is no response, the above procedure will be repeated at 3:00 p.m. (regular school) or 6:00 p.m. (After School Program)
- **If no contact has been made by 3 p.m. for regular school students, the child/children will be sent to the After School Program and the parent/guardian billed at the rate of \$30 per child per day. For students enrolled in the After School Program, if no contact has been made by 6 p.m. the designated staff person will call the Department of Children & Families and/or the local police. A report of the action will be placed in the child's file.**

## VOUCHERS

Saint Patrick School is eligible to accept vouchers from CCCB.

Valid vouchers will be accepted for children in Pre-K, K1, and K2 as well as After School care if eligible. Vouchers must have a valid signature of a CCCB Agent. CCCB will send notices to parents and Saint Patrick School if a voucher is about to expire. **If a voucher expires the parent is responsible for the full fees until a voucher may be renewed.**

**Parent/Guardian is responsible for any fees not covered by a valid voucher.**

Saint Patrick School will be responsible for giving CCCB a 60 day notice of any program changes. The school will also be responsible for letting CCCB know if a child terminates from the program.

## MANDATORY REPORTERS

Massachusetts law defines the following professionals as mandated reporters:

- Physicians, medical interns, hospital personnel engaged in the examination, care or treatment of persons, medical examiners;
- Emergency medical technicians, dentists, nurses, chiropractors, podiatrists, optometrists, osteopaths;
- Public or private school teachers, educational administrators, guidance or family counselors;

- Early education, preschool, child care or after school program staff, including any person paid to care for, or work with, a child in any public or private facility, home or program funded or licensed by the Commonwealth, which provides child care or residential services. This includes child care resource and referral agencies, as well as voucher management agencies, family child care and child care food programs;
- Child care licensors, such as staff from the Department of Early Education and Care;
- Social workers, foster parents, probation officers, clerks magistrate of the district courts, and parole officers;
- Firefighters and police officers;
- School attendance officers, allied mental health and licensed human services professionals;
- Psychiatrists, psychologists and clinical social workers, drug and alcoholism counselors;
- Clergy members, including ordained or licensed leaders of any church or religious body, persons performing official duties on behalf of a church or religious body, or persons employed by a religious body to supervise, educate, coach, train or counsel a child on a regular basis; and
- The Child Advocate.

All faculty and staff members of Saint Patrick School are considered **MANDATED REPORTERS** to immediately report all incidents of suspected child abuse/neglect to the Principal, Guidance Counselor, and to the Department of Children & Families (DCF).

It is the policy of Saint Patrick School to report any and all suspected or alleged incidents of child abuse/neglect to Early Education and Care (EEC) and to DCF immediately by telephone, followed by a written report within 48 hours.

The principal will offer the full cooperation of the program and its staff during the investigation of the reported incident.

|              |              |                                |
|--------------|--------------|--------------------------------|
| EEC:         | 617-472-2881 |                                |
| DCF offices: | 617-363-5000 | Hyde Park Office               |
|              | 617-989-2800 | Dimock Street Office, Roxbury  |
|              | 617-822-4700 | Park Street Office, Dorchester |
|              | 617-660-3400 | Chelsea Office                 |

**COMPUTER ACCEPTABLE USE POLICY**

Saint Patrick School offers networked computers that are connected to the Internet and other shared folders to students in each classroom and in the computer lab. These services are provided as a privilege to the user.

**Do's and Don'ts**

- **NO** student may use a computer without the teacher's permission
- A teacher **MUST** be in the room at all times while the student is working on the computer.
- **NO** student may access or set up E-mail accounts
- **NO** student may access the Internet without the permission and presence of the teacher.
- **DO NOT** download anything without a teacher's presence and permission
- **NO** student may use the computer during lunch time
- Use appropriate language. **DO NOT** swear or use vulgarities or any other inappropriate language
- **DO NOT** change data or trespass into another person's work
- **DO NOT** gain unauthorized access to Internet sites or resources
- Use the network only for legal activity
- Cite sources of information properly
- **DO NOT** degrade or disrupt equipment or service performance

**Personal Safety**

- If you have a password you must use this and keep it private
- Report to the teacher or principal any security problems or information that makes you feel uncomfortable
- **DO NOT** reveal your home address, image, or phone number, or those of other students

Each student will be held responsible for his/her actions and activity within our network. Unacceptable uses of the network will result in the **loss of privileges for the remainder of the school year.**

St. Patrick School will provide this resource for its students but will not be held liable for any failure, loss or damage which users might suffer. The school does not take any responsibility for the accuracy of information received over the Internet or for any financial loss incurred by any user.

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We agree to the conditions for use of the Internet at Saint Patrick School

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**USE OF STUDENT INFORMATION/PICTURES**

Saint Patrick School reserves the right to use student pictures in any publications and on our website. The only personal information that will be used will be a student's first name. Any parent/guardian who does not want his/her child's picture displayed must send a written notification to the principal as soon as possible.

**Photo Release**

I, \_\_\_\_\_, Parent/Guardian, give permission to Saint Patrick School to use my child's photo for any printed material to be used public relations or information (including news print). I also have the understanding that Saint Patrick School may use his/her photo for their website.

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

**AGREEMENT**

I \_\_\_\_\_ the parent/guardian of \_\_\_\_\_ who is presently in

Grade \_\_\_\_\_ have read, understand and will abide by the rules and obligations that are set forth in Saint Patrick School Parent/Student Handbook.

Signature of Parent/Guardian \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

## Saint Patrick School Basic Code of Conduct Student Contract

I understand and agree to follow the basic code of conduct of Saint Patrick School to ensure that all students have a healthy environment for learning which includes:

- I will be respectful at all times to all adults by speaking respectfully, and not talking back or arguing. I will not insult teachers with words or actions.
- I will accept responsibility for my behavior and the choices I make.
- I will cooperate with the teacher(s) at all times. I will only leave a classroom with the expressed permission of the teacher in charge.
- **I will not argue with the teacher** or make comments under my breath.
- I will be prepared for all my classes which means that all my homework is complete and I have it with me, I have everything I need to do my work in class. (pens, pencils, etc.)
- I will have a positive attitude.
- I will be respectful and cooperative with all my classmates and do my best work.
- I will wear the complete and proper school uniform and **will not** make any changes or add any inappropriate accessories.
- I will follow the policy of Saint Patrick School regarding **Cell Phones & Electronic** devices.
- I will follow the general rules of:  
Walking single file in quiet lines. Listening attentively in class. Raising my hand and waiting to be called upon in class and not shouting out. Staying in my seat unless given expressed permission to get up and move.

**I understand that the above mentioned code of conduct will enhance my personal and academic development. I understand that my unwillingness to follow this code of conduct will have dire consequences.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_