



Shamrock News

8/7/20

Welcome Back

First Day of School

The first day of school for St. Patrick students is Wednesday, August 19. This is a full day of school for students in grades K-12. **Bus transportation will be available August 25 a.m. only.**

Due to COVID-19, parents and visitors are not permitted in the school at this time.

Daily Schedule

Grades 6 - 12 7:30 - 2:20
Grades K - 5 8:40 - 3:45

School Mass Schedule

Grades 9 - 12 Wednesdays at 9:30 am
Grades K - 8 Thursdays at 9:30 am
*Masses are closed to the public at this time.

First Day of Preschool

Morning 8:30 - 11:30, Afternoon 12:30 - 3:30
Monday classes - August 24th
Tuesday classes - August 25th

Students in grades K-5 will be dropped off at the main office doors (#1) and go directly to their classrooms starting at **8:30 a.m.** Door #1 will be unlocked at 8:30 a.m. Students must be in class by 8:40 a.m.

Students in grades 6-8 will enter and exit door #7 and will meet in their first hour classroom. Door #7 will unlock at **7:15 a.m.** Students must be in class by 7:30 a.m. First bell rings at 7:25 a.m.

Students in grades 9-12 will enter and exit door #8 and will meet in their first hour classroom. Door #8 will unlock at **7:15 a.m.** Students must be in class by 7:30 a.m. First bell rings at 7:25 a.m.

Elementary students arriving between 8:40 and 9:09 will be marked "tardy." After 9:09 students will be marked "absent".

If students in grades 6-12 arrive 14 minutes or less after the bell rings for any class period, they will be marked "tardy." If they arrive 15 minutes or more late, they will be marked "absent" for that class period.

Schedules and Lockers

Grades 9-12 schedules and locker assignments will be available at Orientation on August 13th. Grades 5-8 will be available August 17 in Infinite Campus.

St. Patrick School Open House

Will be virtual this year.
Watch your email for more details.

The School is closed at this time. No one is allowed in the building. Students will bring their essential supplies the first day of school and the rest when able.

Information regarding the PTO, Athletic Association, and Portland Food Service is included in this newsletter.

Sports Passes are not available for purchase at this time.

PTO Uniform Sale

Cancelled due to COVID-19.

High School Orientation

HS students will meet on Thursday, August 13 to receive their schedule, locker assignment, and Chromebook. HS pictures will be taken (school uniform required). AQ orientation is for Juniors.

12:00-1:00 pm Seniors	3:00-4:00 pm Juniors
1:00-2:00 pm Freshmen	4:00-5:00 pm AQ orientation
2:00-3:00 pm Sophomores	

**Students may take items to their lockers during their scheduled orientation time.

School Board

Mrs. Melissa Schrauben	Chair
Mrs. Brandi Bengel	Member
Mrs. Samantha Campbell	Member
Mr. Jeff Fedewa	Member
Mrs. Elizabeth Manning-Hager	Member
Mrs. Brenda Smith	Member
Ms. Richelle Vallier	Member
Mrs. Sue VanLente	Member
Mrs. Leslie Weller	Member
Mrs. Nancy Wohlscheid	Recording Secretary

School Board meetings begin with Mass at 6:00 p.m. Meetings will be held in the Parish Hall immediately following Mass on the following dates: Aug. 11, Oct. 13, Dec. 8, Feb. 9, April 13, and May 11. Anyone wishing to address the Board may do so by calling Melissa Schrauben at (517)526-3411 to be placed on the agenda. You may also use the request form on the Board page of the school website. Board meetings are open and your attendance is welcomed and encouraged.



Calendar of Events



8/11	School Board Meeting in Parish Hall 6:30	8/28	Jean and Spirit Wear Day
8/12	PTO Meeting 6p	9/4 - 9/7	NO SCHOOL - Labor Day Break
8/13	High School Orientation 12-5:00p	9/8	Picture Day - Preschool and grades 6-8
8/19	First Day of School	9/9	Picture Day - Preschool and grades K-5
8/24-25	First Day Preschool	9/19	Homecoming
8/27	Football vs. Battle Creek St. Philip @ Climax 7p	9/20	Protecting God's Children Session in Parish Hall 2p

2020 – 2021 Quick Reference Guide

St. Patrick School
122 West Street
Portland, MI 48875
phone: (517)647-7551

Office hours: 7:00 a.m. - 4:00 p.m.
website: portlandstpats.com
Facebook: St. Patrick School – Portland, Michigan

High School Principal • Randy Hodge • randyhodge@portlandstpats.org
Elementary Principal • Cortney Smith • cortneysmith@portlandstpats.org • cell # 517-526-1825

Daily Schedule

Grades K-5: 8:40 a.m. - 3:45 p.m.

- Elementary students are tardy if not in the classroom and ready to start the day by 8:40 a.m.
- Elementary students arriving more than 30 minutes late in the morning or leaving more than 30 minutes early in the afternoon will be marked absent for a half day; if missing 29 minutes or less they will be marked tardy.
- Elementary students attend Mass on Thursdays at 9:30 a.m.

Grades 6-12: 7:30 a.m. - 2:20 p.m. (warning bell rings at 7:25 a.m., classes begin at 7:30)

- Middle school and high school students missing 15 minutes or more in a class period will be marked absent for that period; if missing 14 minutes or less they will be marked tardy.
- There are seven class periods and one lunch period.
- Grades 6-8 attend Mass on Thursdays at 9:30 a.m. and grades 9-12 attend Mass on Wednesdays at 9:30 a.m.

Morning Drop-Off Procedure

Elementary Students (grades K-5)

- Students dropped off before 8:30 a.m. must be signed in at before-school childcare in room 209 (Use door #6.). Elementary students should be dropped off starting at 8:30 a.m. and proceed directly to their classrooms.
- Bused students are dropped off on West Street and enter door #7.
- Students are not permitted to be in the halls before or after school. Any students dropped off before 8:30 a.m. must report to before-school childcare and will be charged accordingly for the service.

Secondary Students (grades 6-12)

- Students should arrive no earlier than 7:15 a.m.
- High school students will enter and exit the school using door #8 on West Street and middle school students will enter and exit the school at door #7.
- High school students may drive to school and park in the lot across from Alton Park. (A parking registration form must be on file in the school office.)

Dismissal Procedure

Elementary Students (grades K-5)

- Non-bus riding students can be picked-up in their assigned location (gym steps or Parish Hall) at 3:45 p.m. Directions will be emailed before the first day of school and numbers will be given to the students on the first day of school.
- If you will be making alternate arrangements for student pick-up, please send a note to your child's teacher. For last minute arrangements call the school office at 647-7551 BEFORE 3:15 p.m. Please include your child's teacher, and both Mrs. Kinsman and Mrs. Pung on emails regarding changes to your child's pick-up when it is a last minute change. If you do not receive a response, your child may be sent home the scheduled way.
- All after school clubs are suspended at this time. When it becomes available to participate in the afterschool bowling program at Meadow Bowl Lanes, please let the office know the change in their end of the day plans. The office will need to know each new session they sign up for.
- Students who are not picked up by 3:55 p.m. will be sent to after-school childcare in room 209. You will be charged accordingly for the service.
- Walkers are dismissed at 3:40 p.m. Bus riding students are dismissed from the West Street doors at 3:40 p.m. They are taken by a PPS shuttle bus to Westwood Elementary School where they transfer to the PPS bus that takes them to their final destination.

Secondary Students (grades 6-12)

- Non-bus riding students can be picked-up at 2:20 p.m. DO NOT PARK IN THE BUS ZONE.
- Bus riding students are dismissed at 2:20 p.m. They are taken by a PPS shuttle bus to Portland Middle School where they transfer to the PPS bus that takes them to their final destination.

PLEASE NOTE: Students may NOT be in the hallways unattended before or after school hours.

Before-School and After-School Childcare Program

- Before/After School Childcare is available in Room 209 (2nd floor). Parents can enter the building at entrance #6 (on West Street, closest to Grand River Ave.). New childcare forms need to be on file every year.
- Before-School Childcare is available from 6:30 a.m. - 8:30 a.m. for grades K-5; the cost is \$5.00/day/student. Students dropped off after 7:30 cost \$4.00/day.
- After-School Childcare is available from 3:50 p.m. - 6:00 p.m. The cost is \$5.00/day/student. Students picked up by 4:45 cost \$4.00/day.

Homework Room (grades 6-12)

- Students who do not complete a homework assignment will be required to go to homework room that day after school. Homework room is staffed by a secondary teacher. Homework room is from 2:20 p.m. – 3:15p.m.
- Upon being issued homework room, the student will go to the office to sign the homework room log and call home to inform their parents.
- If a student cannot serve homework room because of an appointment, they must talk with the teacher to arrange to serve it the next day.

Transportation

- Bused students are dropped off at St. Patrick in the morning by PPS buses. In the afternoon, they are taken by a PPS shuttle bus to a Portland Public School where they transfer to the PPS bus that takes them to their final destination. If you have any questions or changes regarding bus transportation, please contact the Portland Public Schools' bus garage at 647-2993.
- If your student will need a bus pass to ride home with someone else, please call the bus garage to make prior arrangements.
- High school students who will be riding the bus should contact the bus garage at 647-2993 to notify them and make arrangements. Students who will be driving to school should have a Parking Registration Form on file in the St. Patrick School office.

Student Arrival and Departure (when arriving late or leaving early)

- Parking for drop-off and pick-up: for the safety of the children, the school/church parking lot will be closed for long-term parking during the school day. If the barricades are not blocking the ramp, you may pull into the parking lot for drop-off and pick-up. If the barricades are blocking the ramp, curbside parking is available outside the school and there is a parking lot next to the parish office.
- All students who are tardy or require early dismissal must sign-in/sign-out in the office. A parent or designee must accompany grades K-8 to/from the office and sign them in or out.

Illnesses / Appointments / Absences/ Medication

- Parents should notify the school of a child's absence by calling the school office at 647-7551 *BY 8:30 a.m.* for grades K-5, and *BY 7:15 a.m.* for grades 6-12.
- If a student will be absent due to illness, you may request to pick-up class assignments at the same time the absence is reported to the school office. Requested work will be available at the end of the school day. Students can also access Canvas for class assignments that they miss while they are absent.
- Students should not attend school if they have vomited, have diarrhea, or have a fever of 100° or above. They should be vomit, diarrhea, and fever free (without the use of fever reducing medicine) for 24 hours before returning to school.
- If you are aware of an absence lasting more than one day prior to the absence itself, a "Pre-Arranged Absence from School" form must be completed. They are available in the school office and on the school website.
- Students who leave early or are out due to illness may not attend evening events hosted by St. Patrick School.
- Students in grades 5-12 involved in extra-curricular activities must be at school for the full day to participate in evening extra-curricular activities (exceptions include medical appointments and funerals).
- If it is necessary for a student to be excused from school for a medical or dental appointment, please send a written note to the elementary teacher. Students in grades 6-12 should take the request to the office and obtain a pass.
- **Medication**
The school works with the families to assist them in maintaining the health of their children who attend St. Patrick School. The school office personnel can administer prescription medication to students under the following conditions:
 - Prescribed medication cannot be adjusted so that it can be administered at home.
 - Parent and physician must complete the Prescription Medication Authorization form available in the school office.
 - The parent/guardian has brought properly labeled, prescribed medication directly to the school office.
 - Designated school personnel administer the prescribed medication in the school office.
 - Written record is kept of all medication administered.

PLEASE NOTE: School personnel may not administer over-the-counter medications nor are students allowed to possess it during school hours.

Hot Lunch

- The daily hot lunch program is provided to St. Patrick School by Chartwells through Portland Food Service. Hot lunch menus are sent home monthly with students and can be found on the homepage of the school website.
- Lunch will be eaten in the classroom. Hot lunch will be delivered to the classrooms.
- Elementary student price is \$2.60 per day. Middle school and high school student price is \$2.85 per day. Cold lunch students may purchase milk for \$.60.
- For grades 6-12, lunch choices will be submitted first hour. Money will also be collected at this time.
- For grades K-5, lunch choices will be submitted by their teacher. Please send money in an envelope to elementary teachers
- Checks are to be made payable to Portland Food Service. Please do not combine a check to PFS with any money to be paid to St. Patrick School (field trip, tuition, etc.).
- You can find out your hot lunch balance by logging into your account at sendmoneytoschool.com.

Lunch/Recess Schedule: High School: 11:07-11:34 a.m. • Grades 6 - 8: 11:09-11:37 a.m. • Grades K - 5: 11:50-12:35 p.m.

Recess

- Students are outside unless the weather prohibits (raining or the wind chill is below 0°F) in which case grades K-5 remain indoors for recess. The students have recess at Alton Park or on the black top when the park is muddy, if there is a slight rain, or extreme wind. K-5 students have recess with individual classrooms or at teacher discretion.

Accessibility

- Parents can call the school office or e-mail classroom teachers directly to schedule appointments.
- All parents/visitors will not be allowed to enter the building during school hours until further notice.
- Our website is your source for up-to-date information: portlandstpats.com.

Flyers and Forms

If you need any of the following items, please check the school website at portlandstpats.com under the About Us tab or call the school office at 647-7551.

- Newsletters
- 2020-21 School Calendar
- School Supply Lists
- Dress Code
- Pre-Arranged Absence from School Form
- Sports Physical Form
- Childcare Form
- Elementary Lunch Menu (on the homepage)

Infinite Campus/Report Cards

- The Infinite Campus website is <https://micloud1.infinitecampus.org/campus/portal/grcss.jsp>. If you have forgotten your Infinite Campus password, please click on Forgot Password on the login page. Login information for new families will be sent out shortly.
- You can access your student's grades, missing assignments, report cards, class schedules and attendance.
- Try the mobile app and get instant notifications of any updates. District = Diocese of Grand Rapids.
- Parents/guardians (and students) will be able to access their student(s) grades, progress reports and report cards on-line using Infinite Campus. Therefore, we will not be mailing these home. However, if you would like them mailed to you, please notify the school office (annual request).

School Newsletters/Correspondence

- Please take time to read the information that is sent to you via the Principals, school or counselor office, and teachers. They contain information that is important to help the school year run smoothly.
- The school newsletters are emailed to our school families. You can also find them on the school website at portlandstpats.com.
- You can also find us on Facebook: St. Patrick School – Portland, Michigan.
- Elementary teachers send home a weekly class newsletter that has important information pertaining to your student.
- Middle School and High School email class information weekly.
- Text or Email Reminds. Don't miss out on important reminders and emergency information. For grades PS-8 text 81010 with the message @4464h2. For high school text 757.847.9886 with the message @793fhb. You can also receive them via email by going to remind.com. This app allows you to receive the messages in real time for emergencies and general information.

Telephone Calls/Messages

- Students should be in their classroom, actively engaged in learning while they are in school. Therefore, we discourage students from using the telephone during the regular school day. Should a student need to call home, the teacher may issue a pass to use the office telephone. Unless there is an emergency, we will not forward calls to classrooms for students or teachers. Telephone messages will be delivered to students at times which do not interfere with their academic class schedule.
- If you have an unexpected change to your PS-5 student pick-up arrangements on a given day, **please send a note to your child's**

teacher. If the change is last minute, you may call the school office before 3:00 p.m. Please include your child's teacher, and both Mrs. Kinsman and Mrs. Pung on emails regarding changes to your child's pick-up when it is a last-minute change.

The office telephone may be used in case of emergency, such as illness or injury.

Morning prayers: 7:30-7:35 am & 8:40-8:50 am. Please do not phone the school office during these times.

Volunteers / Chaperones

In order for anyone to work with the students as a volunteer or chaperone, diocesan guidelines state that a mandatory criminal background check be done every three years. Also, anyone working with students must take an online session of "Protecting God's Children Awareness Session" (also known as VIRTUS) at <http://www.virtus.org>. Click on the "Registration" link and choose the session you want. Volunteers will need to fill out a volunteer packet which are available in the school office. If you have any questions, please call the school office at (517) 647-7551.

Asbestos Information

In order to comply with the requirements of the EPA's Asbestos Hazard Emergency Response Act, all of the school buildings in the Diocese of Grand Rapids have been inspected for asbestos-containing material. If you would like to review the management plan for St. Patrick School, it is available in the school office during regular school hours. The management plan states all recommended activities that will maintain the asbestos material in a non-friable condition.

Scrip Purchases

ShopWithScrip is available to help reduce your tuition bill. Visit www.shopwithscrip.com for a complete list of merchants and gift cards. You can register online at www.shopwithscrip.com or use the mobile app RaiseRight by ShopWithScrip to purchase gift cards at face value and receive a rebate to reduce your school tuition bill. Physical gift cards, electronic gift cards and reloadable gift cards are available. ShopWithScrip rebate credits will be automatically applied to your account twice a year, in January and June. If you pay your tuition in full, the rebates will carry over to the next school year. For more information or for help with registering for ShopWithScrip, please contact Julie Wight at Scrip@portlandst.pats.org.

Spirit Wear

St. Patrick spirit wear is available for purchase at Hometown Sports at 200 W. Bridge Street, Portland, 647-7332 or from Fabricated Customs at 212 Kent Street, Portland, 517-449-3027. There is a link at the bottom of the school website to order online at Fabricated Customs.

Sports Physicals

Each student in grade 5-12 participating in athletics is required to have a MHSAA physical card on file in the office. Only physicals given after April 15th of the previous school year will be accepted for the current school year. No student can begin practices without a physical. Physical cards must be in the office and completely filled out in order for an athlete to participate.

**For the 2020-21 school year only, sports physicals will be waived for students in any grade who received a valid physical for sports during the 2019-20 school year (one completed on or after April 15, 2019). These students and their parents/guardians will still be required to complete the two-page MHSAA ANNUAL SPORTS HEALTH QUESTIONNAIRE (found on MHSAA.com).

Sports Passes

Sports' passes are normally available at the first home football and volleyball games, however, there may be some changes due to COVID-19. Sports passes permit you to enter all home games at no charge for one school year. A family pass can be purchased for \$200. Individual passes are \$75. All grandparents with student athletes in grades 5-12 and parishioners over the age of 62 may receive a sports pass free of charge. Grandparents orange sport passes do not expire.

Insurance Coverage Available

St. Patrick School carries a supplemental insurance policy that covers accidental bodily injury occurring during school, school-sponsored events and extra-curricular activities including traveling to/from these events. This insurance covers expenses over and above what your family's health insurance pays (co-pays, ER visit, ambulance, dental, etc.). Claim forms are available in the school office and must be filled out within 90 days of the incident.

PTO

If you are interested in getting involved in the PTO, please contact Jennifer Lafferty at pto@portlandst.pats.org.

Athletic Association

If you are interested in getting involved in the Athletic Association, please contact Mike Coyne at 517-331-0715.

School Board

St. Patrick School Board meets on Tuesdays every other month (depending on school vacations and holidays). The meeting dates can be found on the school website (portlandstpats.com). Meetings begin with Mass at 6:00 p.m. and re-convene after Mass. Anyone wishing to address the Board may do so by calling Melissa Schrauben at 517-526-3411 or schoolboard@portlandstpats.org to be placed on the agenda. Board meetings are open and your attendance is welcomed and encouraged.

Picture Day

Students in preschool and grades 6-8 will be photographed by LifeTouch on **Tuesday, September 8**, preschool and grades K-5 on **Wednesday, September 9**. High school students will be photographed on **Thursday, August 13** during high school orientation. Picture re-take day is scheduled for Tuesday, October 27.

Student Handbooks

Handbooks will be sent home at the first week of school. There is a form in the back of the handbook which must be returned no later than September 3, 2020. **It is only necessary for you to fill out one set of forms per family.**

Bus Drivers

St. Pat's is in need of a new generation of bus drivers to drive a school bus to sporting events and school field trips. Please contact Mr. Hodge for more information.

More information and procedures can be found in the Parent/Student Handbook.

Rev.07AUG20



ST. PATRICK
CATHOLIC SCHOOL

2020-2021 School Calendar

4/22/2020

	Mon	Tue	Wed	Thu	Fri
Aug 2020	17	18	[19	20	21
	24	25	26	27	28
	31	1	2	3	4
Sep 2020	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
Oct 2020	28	29	30	1	2
	5	6	7	8	9
	12	13	14	15	16
Nov 2020	19	20	21	22	23
	[26	27	28	29	30
	2	3	4	5	6
Dec 2020	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
Jan 2021	30	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
Feb 2021	21	22	23	24	25
	28	29	30	31	1
	4	5	6	7	8
Mar 2021	11	12	13	14	15
	18	[19	20	21	22
	25	26	27	28	29
Apr 2021	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
May 2021	22	23	24	25	26
	[29	30	31	1	2
	5	6	7	8	9
Jun 2021	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
Jul 2021	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
Aug 2021	24	25	26	27	28
	31	1	2	3	4
	7	8	9	10	11
Sep 2021	14	15	16	17	18

Created with WinCalendar

no school half day

Daily Schedule

Preschool: 8:30a-11:30a and 12:30p-3:30p
 Grades KG-5: 8:40a-3:45p (lunch 11:50a-12:35p)
 Grades 6-12: 7:30a-2:20p (lunch 11:07/09-11:34/37)
 Mass KG-8: Thursday at 9:30a
 Mass 9-12: Wednesday at 9:30a

Notes	
August 2020	13 High School Orientation (picture day, schedule and ChromeBook pick-up for high school students) 18 Welcome Back Open House (5:30-7:00 p.m.) 19 First Day of School: Grades KG-12 (full day) 24-25 First Day of School: Preschool
September 2020	4-7 No School - Labor Day Break 8-9 School Picture Day (grades PS-8) 19 Homecoming
October 2020	15-16 No School - MANS Conference/Diocesan PD 22 P/T Conferences in the evening (4:30-7:30p) 23 Half Day (7:30-11:25a/8:40-11:40a) · Conferences in the afternoon (12:30-3:30p) · End of Q1
November 2020	25-27 No School - Thanksgiving Break
December 2020	18 Half Day - Christmas Break begins (7:30-11:25a/8:40-11:40a)
January 2021	4 School Resumes 15 End of First Semester 18 No School - Martin Luther King Jr. Day
February 2021	12 Half Day (7:30-11:25a/8:40-11:40a) · P/T Conferences (12:30-4:00 p.m.) 15-16 No School - President's Day/Mid-Winter Break
March 2021	5 or 12 No School - Staff PD (correct date will be communicated once known) 26 End of Third Quarter
April 2021	2 No School - Good Friday 5-9 No School - Spring Break
May 2021	14 Last Day for Seniors (full day) 16 Class of 2021 Graduation Ceremony 24-25 Last Day for Preschool (PS graduation on May 26) 31 No School - Memorial Day
June 2021	4 Half day - Last Day for Students KG-11 (7:30-11:25a/8:40-11:40a)

- St. Patrick School reserves the right to make calendar changes as necessary.
- This calendar contains 180 days of student instruction and 30 hours of staff development.
- Up to 4 half days are allowed. Diocesan and State of Michigan criteria have been met.
- Inclement weather days beyond statutory limit of 30 instructional hours will be added to the end of the school calendar.