



## Welcome Back

### First Day of School

The first day of school and before and after school childcare for St. Patrick students is Tuesday, August 22. This is a full day of school for students in grades K-12. **Bus transportation will be available in the morning only on August 22 & 23.**

### 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 a.m.
Grades K - 8	Thursdays at 9:30 a.m.

### First Day of Preschool & Daycare

**Preschool will begin on Monday, August 28**

**3 & 4 year-old daycare will begin Monday, August 28**

**Preschool - 8:30-11:30 a.m. & 12:30-3:30 p.m.**

Students in grades 6-12 will meet in their first hour classroom, they can enter the school using door #7 beginning at 7:06 a.m.

Students in grades K-5 will enter the school at the office doors beginning at 8:35 a.m. A daycare assistant will be on the black-top at 8:20 a.m. for supervision. Please DO NOT drop off students before 8:20 a.m. Pick-up numbers will be available at the Open House.

**FOR THE SAFETY OF OUR STUDENTS, PLEASE DO NOT PARK OR DROP OFF STUDENTS IN THE BUS ZONE ON WEST STREET.**

Class lists are on the office doors. Students can bring their school supplies to the Open House.

### **Schedules and Lockers**

Grades 6-12 schedules and locker assignments will be available at the Open House and on the Infinite Campus Portal. Log into the portal, select "Documents" and "High School (or Middle School) Schedule" (not "Student Schedule"). Locker # is at the bottom.

### PTO Upcoming Events

- **August 17:** Check out our table at the Open House 5:30-7:00p.m.
- **September 13:** First PTO meeting in the Parish Hall 6 p.m.
- **October 7:** Fun Run, Book Fair and Homecoming tailgate - hog roast sponsored by Ashton King Farm Bureau Insurance Agency. More info to come.
- **October 11 & November 8:** PTO meetings in Parish Hall 6 p.m.
- **November 16:** Wine Night at the Wheel 6:30 p.m.

**\*\*Changes are coming to the uniform room. There will not be a sale at this time. In the meantime, contact the office to look through the many totes of uniforms.**

*Check the school newsletter for more information regarding these events.*

**Thank you for supporting your St. Patrick PTO.**

## St. Patrick School Open House

hosted by  
St. Patrick PTO

**5:30 - 7:00 p.m.**

**Thursday, August 17, 2023**

### **Meet the teachers and visit classrooms.**

Parents and students have the opportunity to stop in when it is convenient and visit classrooms.

Bring your school supplies.

Information will be available regarding the PTO and Athletic Association.

**Sports Passes may be purchased during the Open House**

### **High School Orientation**

HS orientation is on Thursday, August 17 from 5:30-7:00 p.m. in the Parish Hall. Students can stop in any time to receive their schedule, locker assignment, and Chromebook. HS pictures will also be taken (school uniform required). Picture order forms will be emailed. Students can go to their lockers to drop off supplies.

### **Please Welcome New Staff**

Ms. Chloe Cross - MS Math & Theology  
Mrs. Cristina Cote - Teacher Assistant  
Mrs. Casey Lenneman - 2nd grade teacher  
Mrs. Jena Schafer - 1st grade teacher  
Ms. Melissa Schellberg - Art Teacher

**\*\*\* Please note that SchoolAdmin is now Finals Site Enrollment. \*\*\***

### **School Board**

Connie Vallier	Chair
Jeff Fedewa	Co-Chair
Nancy Wohlscheid	Recording Secretary
Cheryl Baker	Member
Erin Caszatt	Member
Dana Hengesbach	Member
Ashley Kliewer	Member
Brenda Lenneman	Member
Krysten Rosendall	Member

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. 8, Oct. 10, Dec. 12, Feb. 13, April 09, and May 14. Anyone wishing to address the Board may do so by calling Connie Vallier at (517)647-2225 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.

# St. Patrick Spirit Wear

from Fabricated Customs

**ORDER NOW**

New this year is a green crew sweatshirt that is approved to wear to school along with the grey sweatshirt approved last year. The warm up jackets are also available to order now. Also, new this year is a rain jacket or windbreaker for those outdoor sporting events.



school approved sweatshirts

rain jacket/windbreaker

school approved jackets

***This Pre-Order will close on August 27th, 2023 at 8pm. Late orders are not accepted.  
Please make sure all orders are submitted before then.  
All garments will print and distribute within 2-3 weeks of the Pre-Order close date.***



## Calendar of Events

8/17	Welcome Back Open House 5:30-7:00p High School Orientation 5:30-7:00p in Parish Hall	JV FB vs. Coleman @ FFF 5p Var. & JV VB vs. Bath @ SPS 5:30p
8/18	Var. FB Scrimmage @ Manistee Catholic Central 5p	8/24 Mass for grades K-8 9:30a
8/19	Var. VB @ BCSP Inv. 8a JV VB @ Webberville Inv. 9a	8/25 Var. FB @ Coleman 7p
8/22	First Day of School No PM bus ICCC begins	8/26 Var. VB @ Perry Inv. 9a Var. CC @ Michigan Catholic Inv. 9a
8/23	No PM Bus Mass for grades K-12 9:30a	8/28 First day of preschool/daycare 9/1 - 9/4 <b>NO SCHOOL</b> - Labor Day Break
		9/5 Picture Day - Preschool - 5
		9/6 Picture Day - Preschool and grades 6 - 8

## Chartwells School Dining Services at St. Patrick School Lunch Menu August 22-31, 2023

**Student Lunches are \$2.60 for grades K-5 and \$2.85 for grades 6-12. Milk is 60¢. (Prices subject to change.)**

A full student lunch includes a choice of entrée supplying protein and grain, up to two (2) vegetable side dishes, two (2) fruit side dishes, and milk. Milk choices include skim white and skim chocolate.

MENU - GRADES K-12**				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
21 <b>No School</b>	22 <b>Choice of:</b> 1) Taco w/Shredded Lettuce 2) Bosco Sticks w/Sauce 3) Yogurt Cup, String Cheese, Blueberry Muffin 4) Chef Salad (Ham/Turkey)	23 <b>Choice of:</b> 1) Waffle w/Sausage Links 2) Cheeseburger 3) Mini Ham Sub Fun Meal 4) Chef Salad (Ham/Turkey)	24 <b>Choice of:</b> 1) Chicken Sandwich 2) Popcorn Chicken w/Pretzel Stick 3) Yogurt Cup, Cereal, & Cheese Sticks 4) Chef Salad (Ham/Turkey)	25 <b>Choice of:</b> 1) Pepperoni Pizza 2) Tony's Cheese Pizza 3) Cold Nacho Fun Lunch 4) Chef Salad (Ham/Turkey)
28 <b>Choice of:</b> 1) Mini Corndogs 2) Cheeseburger 3) Pizza Kit 4) Chef Salad (Ham/Turkey)	29 <b>Choice of:</b> 1) Walking Taco 2) Bosco Sticks w/Sauce 3) Yogurt Cup, String Cheese, Blueberry Muffin 4) Chef Salad (Ham/Turkey)	30 <b>Choice of:</b> 1) Macaroni & Cheese w/Soft Pretzel 2) Cheeseburger 3) Mini Ham Sub Fun Meal 4) Chef Salad (Ham/Turkey)	31 <b>Choice of:</b> 1) Mashed Potato Bowl w/Breadstick 2) Popcorn Chicken w/Pretzel Stick 3) Yogurt Cup, Cereal, & Cheese Sticks 4) Chef Salad (Ham/Turkey)	1 <b>No School</b>

\*\*Please note that **hot lunches are no longer free**. See above for the prices. Go to <https://portland.familyportal.cloud/> to apply for free and reduced lunch and to check out balances. All money from last year has been carried forward in your account.

# 2023 – 2024 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](http://portlandstpats.com)  
Facebook: St. Patrick School – Portland, Michigan

High School Principal • Randy Hodge • [randyhodge@portlandstpats.org](mailto:randyhodge@portlandstpats.org)  
Elementary Principal • Cortney Smith • [cortneysmith@portlandstpats.org](mailto:cortneysmith@portlandstpats.org) • cell # 517-526-1825  
Preschool/Daycare Director • Aaron Thelen • [aaronthelen@portlandstpats.org](mailto:aaronthelen@portlandstpats.org)

## Daily Schedule

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### 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. Shorts may not be worn to Mass. Public is welcome.

### 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.
- In order to participate in games and practices a student must be in school all day. If a student arrives 15 minutes after the start of class, he/she is considered late and late arrivals are treated as absences, and he/she will not be allowed to participate in extracurricular activities. Please consult the student handbook for exceptions.
- 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. Shorts may not be worn to Mass. Public is welcome.

## Morning Drop-Off Procedure

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### Elementary Students (grades K-5)

- Students dropped off before 8:20 a.m. must be signed in at before-school childcare in room 209. Elementary students can begin to be dropped off after 8:20 a.m. Supervision is provided from 8:20-8:35 a.m. They will enter the school at 8:35 a.m. and go directly to their classrooms. Parents should drop off their students by lining up around the school block, West St. to Center St. and use the cone area for drop off on Church St. **DO NOT BLOCK THE BUS ZONE** on West St.
- Parents may drop their children off in the parking lot near the office doors if barricades are not up. **Please do not drop your children off on West Street, which is the bus drop-off point, unless you are dropping off for childcare, daycare, or preschool.** Please drop off students on the correct side of the street, do not face in the wrong direction.
- 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 8:20 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 7:06 a.m. and enter the school using door #7. **DO NOT BLOCK THE BUS ZONE.**
- 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

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### 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. Please note that pick up will be at the gym steps again this year. Directions and numbers will be available at the Open House.
- If you will be making alternate arrangements for student pick-up, please send a note to your child's teacher. For last minute arrangements email or 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 only when it is a last minute change. If you do not receive a response, your child may be sent home the scheduled way.

- If a student will be participating 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 3:35 p.m. They are taken by one 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 one 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 (2<sup>nd</sup> floor). Parents can enter the building at entrance #6 (on West Street, closest to Grand River Ave.) by using the buzzer outside the door. **Please note that new childcare forms need to be on file every year.**
- Before-School Childcare is available from 6:30 a.m. - 8:20 a.m. for grades K-5; the cost is \$7.00/day/student.
- After-School Childcare is available from 3:45 p.m. - 5:30 p.m. The cost is \$7.00/day/student.

#### **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. The student will report to the teacher of the class where the homework was not completed. Homework room is from 2:20 p.m. - 3:15 p.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 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 PS-8 to/from the office and sign them in or out.

#### **Illnesses / Appointments / Absences / Medication**

- Please notify the office of any allergies or medical conditions. If these conditions should be rectified, please let the office know.
- Parents should notify the school of a child's absence by calling the school office at 647-7551 *BY 7:15 a.m.* for grades 6-12, and *BY 8:30 a.m.* for grades PS-5.

- If a student will be participating 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.
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- After-School Childcare is available from 3:50 p.m. - 6:00 p.m. The cost is \$7.00/day/student.

#### **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. The student will report to the teacher of the class where the homework was not completed. Homework room is from 2:20 p.m. – 3:15 p.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.
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- All students who are tardy or require early dismissal must sign-in/sign-out in the office. A parent or designee must accompany grades PS-8 to/from the office and sign them in or out.

#### **Illnesses / Appointments / Absences / Medication**

- Please notify the office of any allergies or medical conditions. If these conditions should be rectified, please let the office know.
- Parents should notify the school of a child's absence by calling the school office at 647-7551 **BY 7:15 a.m.** for grades 6-12, and **BY 8:30 a.m.** for grades PS-5.

- If a student will be absent due to illness, grades K-8 parents 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 in grades 9-12 can access Canvas for class assignments that they miss while they are absent.
- Students can not attend school if they have vomited, have diarrhea, or have a fever of 100° or above by mouth. They must be vomit, diarrhea, and fever free (without the use of medication) for 24 hours before returning to school.
- If you are aware of an absence lasting more than one day prior to the absence itself, please notify the teacher(s) to make arrangements and the office for attendance.
- 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.

#### • Medication

The school works with 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 without a medication authorization form.**

#### Hot Lunch

- The daily hot lunch program is provided to St. Patrick School by Chartwells through Portland Food Service. Elementary hot lunch menus are sent home monthly with elementary students and high school/middle school menus are emailed to students and parents. The menus can be found on the homepage and respective grade page of the school website.
- Student lunches are \$2.60 for grades K-5 and \$2.85 for grades 6-12. Milk is 60¢. (\*Prices subject to change.) Middle and high school students who purchase extra food items will have to pay for the items at the time of purchase or have money in their account.
- 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.).
- Meal Magic Family Portal is your one-stop site for managing your child's meal account. Go to <https://portland.familyportal.cloud/> where you can register for an account or click on tutorials for guidance. You can apply for free and reduced price lunch on here as well.

**Lunch/Recess Schedule: High School: 11:06-11:34 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 immediately following lunch and one or two other times depending on classroom schedules.

#### Accessibility

- Parents can call the school office or e-mail classroom teachers directly to schedule appointments.
- All parents/visitors entering the building during school hours must sign-in and out in the office and obtain a visitor pass.
- Our website is your source for up-to-date information: [portlandstpats.com](http://portlandstpats.com).

## Chromebooks

Students in grades K-12 are issued a Chromebook to be used for school purposes. The Chromebook Agreement Form is available in the handbook. The signature page with parent and student signatures needs to be on file before a Chromebook can go home with a student.

## 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
- School Calendar
- School Supply Lists
- Dress Code
- Sports Physical Form
- Childcare Form
- Lunch Menus (on the school website 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 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 forms 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.
- 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.
- We also have text and voice messages. You can log into your Infinite Campus portal account and update your contact preferences. (Click on the person icon in the top right corner, select settings, update contact preferences i.e.: email, text, voice.) This will be used primarily for school closings and emergencies. Other non-emergency information will continue to be sent using the Remind app.

## 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/email 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. If you do not receive a response, your child may be sent home the scheduled way.

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

**Morning prayers: 7:30-7:35 am & 8:45-8:50 am. Please do not phone the school office during these times.**



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## **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 five 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 "First Time Registrant" link and choose a virtual session. A background check and Standards of Ministerial Behavior is also included. Chaperones must have this completed at least two weeks before a field trip. The registration instructions can be found on the document/forms page on the website. If you have any questions, please call the school office at (517) 647-7551.

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## **Scrip Purchases**

Raiseright (formerly ShopWithScrip) is available to help reduce your tuition bill. Visit [www.raiseright.com](http://www.raiseright.com) for a complete list of merchants and gift cards. You can register online at [www.raiseright.com](http://www.raiseright.com) or use the mobile app RaiseRight 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. Raiseright 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. Our code is 7A4F6C3B186. For more information or for help with registering for Raiseright, please contact Julia Schmitt at [Scrip@portlandstpats.org](mailto:Scrip@portlandstpats.org).

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## **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. School approved sweatshirts and jackets are at Fabricated Customs and can be worn in class.

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## **Sports Physicals**

Each student in grade 5-12 participating in school 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.

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## **Sports Passes**

Sports' passes are available at the first home football and volleyball games. Sports passes permit you to enter all regular home games at no charge for one school year. A family pass can be purchased for \$250. Individual passes are \$100. All grandparents with student athletes in grades 5-12 and parishioners over the age of 62 may receive a sports pass free of charge. Grandparent orange sport passes do not expire. Families can earn sports passes by attending eight Athletic Association meetings and being actively involved.

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## **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.

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## **PTO**

If you are interested in getting involved in the PTO, please contact Lindsey Thelen at [pto@portlandstpats.org](mailto:pto@portlandstpats.org).

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## **Athletic Association**

If you are interested in getting involved in the Athletic Association, please contact Andy Mosser at 517-897-0260.

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## **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](http://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 Connie Vallier at 517-647-2225 or [schoolboard@portlandstpats.org](mailto:schoolboard@portlandstpats.org) to be placed on the agenda. Board meetings are open and your attendance is welcomed and encouraged.



## 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.

## Picture Day

Students in preschool - 5 will be photographed on **Tuesday, September 5**, preschool and grades 6-8 on **Wednesday, September 6**. High school students will be photographed on **Thursday, August 17** during high school orientation. Picture re-take day is scheduled for Tuesday, October 24.

## Student Handbooks

Student handbooks will be emailed to parents soon. There is a form in the back of the handbook which must be returned by the first day of school on August 22, 2023. The form must be turned in before the stated dates to receive a Chromebook at high school orientation on August 17 or on the first day of school on August 22.

**It is only necessary for you to fill out one form 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.10AUG23



**St. Patrick  
Catholic School**  
 **RaiseRight**  
by ShopWithScrip

### What is it?

Raise Right (formerly ShopWithScrip) is a program which allows you to purchase gift cards at face value, and earn a percentage back on tuition. These can be physical cards, e-cards, and reloadable cards. The percentages vary by merchant. Biannually, the rebates earned are split between the school and you.



and hundreds more!

### How do I get started?

- Go to [www.raise-right.com](http://www.raise-right.com)
- Click on SIGN UP
- Click on JOIN AN EXISTING PROGRAM
- Our code # 7A4F6C3B186
- Create a username and password
- Enter your profile information
- Click on REGISTER, and you are done!

**Mobile App:**  
  
**RaiseRight**  
by ShopWithScrip

More information can be found at:  
[portlandstpats.com/school/home/parents/scrip/Shopwithscrip.com](http://portlandstpats.com/school/home/parents/scrip/Shopwithscrip.com)

You can also contact your Scrip coordinator Julia Schmitt  
Phone: (517) 526-2021 Email: [Scrip@PortlandStPats.org](mailto:Scrip@PortlandStPats.org)

# KEEPING OUR KIDS SAFE



Get your VIRTUS TRAINING  
done now so you can join us  
on field trips and fun events.

Sign up for on-line  
classes at [Virtus.org](http://Virtus.org).



Parents or other family members (Grandparents, Aunts, Uncles) will need to take a Protecting God's Children\* session before they can attend field trips. If you do not complete this at least two weeks before the event, you will be ineligible to attend. You only have to do this one time and you will be good for the rest of your child(rens) field trips at St. Pats. Don't delay, do it now.

Volunteers may now take an on-line session which takes about two hours to complete. To register, go to [www.virtus.org](http://www.virtus.org). (Virtus Registration Instructions can be found on the website under the About Us tab.)

If you have previously attended a session in a diocese other than Grand Rapids, please contact that diocese to forward your information to Grand Rapids Diocese.

\* **Protecting God's Children® for Adults** is training conducted by VIRTUS certified facilitators on the prevention of child sexual abuse. The training makes participants aware of the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five easy steps one can use to prevent child sexual abuse. Two videos are the centerpiece of the training: **A Time to Protect God's Children™** and **A Plan to Protect God's Children™**. The facilitators incorporate policies and procedures into the training defining child sexual abuse, addressing the reporting of child sexual abuse, the screening and selection of employees and volunteers, and victim advocacy.



# St. Patrick Catholic School

PRESCHOOL THROUGH GRADE 12

WE PRAY! WE LEARN! WE ACHIEVE!

To: Parents of St. Patrick KG-12 Students for 2023-24  
From: Mrs. Cortney Smith and Mr. Randy Hodge, Principal  
Subject: Opportunity to "opt your child out" of the *Touching Safety* program  
Date: August 7, 2023

St. Patrick School will present a sexual abuse prevention program, *Touching Safety*, to all students in two different sessions this school year. The creators of the *Protecting God's Children*<sup>TM</sup> program developed the *Touching Safety* program. This program is provided to us by the Diocese of Grand Rapids, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse.

The lessons are offered to all students in their religion/theology class. As a parent, you have the right to choose whether your student participates. If you have questions about the program we encourage you to visit the *Touching Safety* program online at [www.virtus.org](http://www.virtus.org). If you determine that you DO NOT want your child to participate, please complete the "opt-out" form at the bottom of this page, and return it to your child's teacher no later than Monday, October 2.

If you have any questions please contact Cortney Smith or Randy Hodge at (517) 647-7551.

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## Opt-out form for use with the *Touching Safety* program

St. Patrick School DOES NOT have my permission to present the *Touching Safety* program, to my child(ren):

Student First and Last Name

Grade

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Parent name (printed): \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_





**ST. PATRICK**  
CATHOLIC SCHOOL

# 2023-2024 School Calendar

3/27/2023

	Mon	Tue	Wed	Thu	Fri
<b>Aug 2023</b>	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	1
<b>Sep 2023</b>	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
	2	3	4	5	6
	9	10	11	12	13
<b>Oct 2023</b>	16	17	18	19	20
	23	24	25	26	27
	30	31	1	2	3
	6	7	8	9	10
<b>Nov 2023</b>	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	1
	4	5	6	7	8
<b>Dec 2023</b>	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
	1	2	3	4	5
<b>Jan 2024</b>	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31	1	2
	5	6	7	8	9
<b>Feb 2024</b>	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	1
	4	5	6	7	8
<b>Mar 2024</b>	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
	1	2	3	4	5
<b>Apr 2024</b>	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	1	2	3
	6	7	8	9	10
<b>May 2024</b>	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
<b>Jun 2024</b>	3	4	5	6	7
	10	11	12	13	14

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 11:07/09-11:37/39)  
 Mass KG-8: Thursday at 9:30a  
 Mass 9-12: Wednesday at 9:30a

## Notes

### August 2023

- 17 High School Orientation and Welcome Back Open House (5:30-7:00p)
- 22 First Day of School: Grades KG-12 (full day)
- 28-29 First Day of School: Preschool

### September 2023

- 1-4 No School - Labor Day Break
- 5-6 School Picture Day

### October 2023

- 5 P/T Conferences (4:30-7:30p)
- 6 No School - Parent/Teacher Conferences (8:30-11:30a)
- 11 School Picture Retake Day
- 20 Half Day (7:30-11:25a/8:40-11:40a) | End of 1st Quarter

### November 2023

- 3 No School - Diocesan PD Day
- 15 No School - Opening Day of Deer Firearms Season
- 22-24 No School - Thanksgiving Break

### December 2023

- 20 Half Day - Christmas Break begins (7:30-11:25a/8:40-11:40a) | End of 1st Semester
- 21-2 No School - Christmas Break

### January 2024

- 3 School Resumes
- 15 No School - Martin Luther King Jr. Day

### February 2024

- 16 Half Day (7:30-11:25a/8:40-11:40a) - P/T Conferences (12:30-4:00p)
- 19-20 No School - Mid-Winter Break

### March 2024

- 1 No School - Staff PD
- 22 End of 3rd Quarter
- 29 No School - Good Friday

### April 2024

- 1-5 No School - Spring Break

### May 2024

- 17 Last Day for Seniors (full day)
- 19 Class of 2024 Graduation Ceremony
- 20-21 Last Day for Preschool (PS graduation on May 22)
- 27 No School - Memorial Day

### June 2024

- 6 Half day - Last Day for Students KG-11 (7:30-11:25a/8:40-11:40a) | End of 2nd Semester

• 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 may be added to the end of the school calendar.