



Shamrock News

8/11/25

Welcome Back

First Day of School

The first day of school and before and after school childcare for St. Patrick DK-12 students is Wednesday, August 20. This is a full day of school. All students will attend Mass at 9:30 a.m.

Bus transportation will be available in the morning only on August 20.

Daily Schedule

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

School Mass Schedule

Grades 9 - 12 Wednesdays at 9:30 a.m.
Grades DK - 8 Thursdays at 9:30 a.m.

First Day of Preschool

Preschool will begin the week of Monday, August 25
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 DK-5 will enter the school at the office doors beginning at 8:35 a.m. Supervision will start at 8:20 a.m. on the blacktop. Please DO NOT drop off students before 8:20 a.m. unless using childcare. 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 posted 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.

Dress Code/Grooming Policy

Please review the dress code/grooming policy located in the handbook on page 36 before the start of school. Anyone in violation will be asked to correct the issue the same day.

PTO Upcoming Events

- *August 18:* Check out our table at the Open House 5:30-7:00 p.m. Used uniforms will be available for purchase for \$1 each.
- *Sept. 8 & Oct. 13:* PTO meetings in the Parish Hall 6 p.m.
- *Sept. 5-15:* Candle Sale, sneak peak at the Open House!
- *Sept. 26:* Homecoming Tailgate. More info to come.
- *Nov. 20:* Wine Night at the Wheel 6:30 p.m.

Check the school newsletter for more information regarding these events. We are seeking parent reps to aid teachers and the PTO.

Thank you for supporting your St. Patrick PTO.

St. Patrick School All School Open House

hosted by
St. Patrick PTO

5:30 - 7:00 p.m.

Monday, August 18, 2025

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.

Mr. Shepard's Ice Cream truck will be in the parking lot!

Information will be available regarding the PTO and Athletic Association.

Sports Passes may be purchased during the open house.

High School Orientation

We will not be holding a HS orientation this year. Students and parents can attend the all school Open House to receive their Chromebooks from their advisor and drop off supplies in their lockers. The schedule and locker assignments are available on Infinite Campus. School pictures are on September 15 & 16.

Please Welcome New Staff

Fr. Logan Weber - Canonical Administrator
Mrs. Casey Lenneman - Elementary Principal
Mr. Joshua Pung - MS Math & Religion Teacher

School Board

Brenda Lenneman	Chair
Krysten Rosendall	Co-Chair
Nancy Wohlscheid	Recording Secretary
Erin Pung-Caszatt	Member
Jason Chamberlain	Member
Melinda Fandel	Member
Ashley Kliewer	Member
Christine Wilcox	Member
Scott Wieber	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. 5, Oct. 14, Dec. 9, Feb. 10, April 14, and May 12. Anyone wishing to address the Board may do so by calling Brenda Lenneman at (517)204-0973 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.

2025-2026 Staffing Plan

Pastor Fr. Logan Weber
 6-12 Principal Deacon Randy Hodge
 DK-5 Principal Mrs. Casey Lenneman
 School Counselor Mrs. Grace Snitgen
 Administrative Assistant Mrs. LuAnn Kinsman
 Administrative Assistant Mrs. Janet Pung
 Campus Minister Mrs. Nikki Brown
 5-12 Athletic Director Mr. Pat Russman
 Developmental Kindergarten Mrs. Katrina Meyers
 Kindergarten Mrs. Lisa Hartwick
 1st Mrs. Amy Weems
 2nd Mrs. Stacy Russman
 3rd Mrs. Mary Cook
 3rd Mrs. Karen Scheurer
 4th Mrs. Brittnei Krausz
 5th Mr. Andrew Hammond
 DK-5 Music Mrs. Anna Carpenter
 DK-5 Computers Mr. Bob Powers
 DK-5 Library . . . Mrs. Erin Martin & Mrs. Christine Rockey
 Elementary Teacher Assistant Mrs. Cristina Cote
 Elementary Teacher Assistant Ms. Melissa Mangen

6-8 Science/2-5, 8 STEM Mrs. Judy Fleischer
 6-8 English/6 Life Skills/Personal Finance . . . Mrs. Erin Martin
 6 & 8 Religion/6-8 Math Mr. Joshua Pung
 6-8 Social Studies Mr. Pat Russman
 9-12 Math/12 Physics/7 Religion Mr. Paul Osbourne
 9-12 Math/10 Computer Science Mr. Terry Austen
 9-12 Social Studies/PF/Capstone Mrs. Kaye Sandborn
 9-12 Science Mr. Jordan Smith
 9-12 English/Yearbook Mrs. Christine Rockey
 9-12 Theology Mr. Dan Rockey
 DK-12 Art Ms. Melissa Schellberg
 DK-9 PE/9 Health Mr. Bryan Scheurer

Early Childhood Director Mr. Aaron Thelen
 Preschool Teacher Mrs. Teresa Knoop
 Preschool Aides Mrs. Carol Kahn & Mrs. Kendall Martin
 3-4 year old Daycare Lead Ms. Kaitlyn Simmons
 Infant Daycare Lead tba
 Toddler Daycare Lead Mrs. Mary Hengesbach
 AM Childcare Miss Abbey Pohl
 PM Childcare Mrs. Laura Price



Calendar of Events

8/18 Welcome Back Open House 5:30-7:00p
 8/20 First Day of School
 No PM bus
 All School Mass 9:30a
 JV & Var. VB @ Webberville 5:30p
 8/21 Mass for grades DK-8 9:30a
 JV & Var. FB Scrimmage @ Fulton 6p

8/22 Jeans and spirit wear
 8/23 Var VB BCSP INV @ Battle Creek Harper Creek HS 8a
 Var. CC @ Michigan Catholic INV @ St. Francis Retreat 10a
 8/25 First week of preschool
 8/29 - 9/1 **NO SCHOOL** - Labor Day Break
 9/15 & 16 School Picture Days

The August lunch menu will be emailed to you separately. Menu's can also be found on the school website home page. 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.

Thank You!

A big thank you to our custodial and maintenance staff for all their hard work this summer getting our school ready for the new school year. It looks AWESOME!!





St. Patrick Catholic School

PRESCHOOL THROUGH GRADE 12

WE PRAY! WE LEARN! WE ACHIEVE!

To: Parents of St. Patrick DK-12 Students for 2025-26
From: Mrs. Casey Lenneman and Dcn. Randy Hodge, Principal
Subject: Opportunity to "opt your child out" of the *Touching Safety* program
Date: August 11, 2025

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*™ 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. 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, September 30.

If you have any questions, please contact Casey Lenneman or Randy Hodge at (517) 647-7551.

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):

<u>Student First and Last Name</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____
_____	_____

Parent name (printed): _____

Parent signature: _____ Date _____

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.



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. **(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

2025-2026 School Calendar

rev 8/19/25

	Mon	Tue	Wed	Thu	Fri
Aug 2025	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
Sep 2025	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
Oct 2025	29	30	1	2	3
	6	7	8	9	10
	13	14	15	16	17
Nov 2025	20	21	22	23	24
	27	28	29	30	31
	3	4	5	6	7
Dec 2025	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31	1	2	3	4
Jan 2026	7	8	9	10	11
	12	13	14	15	16
	19	20	21	22	23
Feb 2026	26	27	28	29	30
	2	3	4	5	6
	9	10	11	12	13
Mar 2026	16	17	18	19	20
	23	24	25	26	27
	30	31	1	2	3
	6	7	8	9	10
Apr 2026	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	1
May 2026	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
Jun 2026	25	26	27	28	29
	3	4	5	6	7

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 11:06/09-11:37/39)
 Mass DK-5: Thursday at 9:30a
 Mass 9-12: Wednesday at 9:30a

Notes

August 2025

- 18 Welcome Back Open House (5:30-7:00p)
- 20 First Day of School: Grades DK-12 (full day)
- 25-26 First Day of School: Preschool
- 29 No School - Labor Day Break

September 2025

- 1 No School - Labor Day Break

October 2025

- 3 No School - Diocesan PD Day
- 17 End of 1st Quarter
- 23 Half Day (grades 6-12: 7:30-11:25a | grades DK-5: 8:40-11:40a)
- 23 Parent/Teacher Conferences (gr 6-12: 12:00-3:00p and 4:00-7:00p | gr DK-5: 12:30-3:30p and 4:30-7:30p)
- 24 No School

November 2025

- 26-28 No School - Thanksgiving Break

December 2025

- 19 Half Day - Christmas Break begins (7:30-11:30a/8:40-11:30a) | End of 1st Semester
- 22-21AN No School - Christmas Break

January 2026

- 5 School Resumes
- 19 No School - Martin Luther King Jr. Day

February 2026

- 13 Half Day (7:30-11:25a/8:40-11:40a)
- 13 Parent/Teacher Conferences (gr 6-12: 12:00-3:00p | gr DK-5: 12:30-3:30p | all by appointment only)
- 16 No School - Mid-Winter Break

March 2026

- 6 No School - Staff PD
- 20 End of 3rd Quarter

April 2026

- 3 No School - Good Friday
- 6-10 No School - Spring Break

May 2026

- 15 Last Day for Seniors (full day)
- 17 Class of 2026 Graduation Ceremony
- 18-19 Last Day for Preschool (PS Promotion Ceremony on May 20)
- 25 No School - Memorial Day

June 2026

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

- St. Patrick School reserves the right to make calendar changes as necessary.
- This calendar contains 180 days of student instruction.
- Up to 4 half days are allowed. Diocesan and State of Michigan criteria have been met.
- Inclement weather days beyond statutory limit of six (6) days will be virtual/remote learning days.

Q1: 40

Q2: 41

Q3: 52

Q4: 47

150



All children who attend a school or childcare in Michigan are required by State law to be fully immunized.

Don't wait until school starts to vaccinate!

Avoid the crowds or delays in appointments, get immunizations up-to-date now!

Ionia County Health Department offers walk-in clinic hours to make it convenient to get your child up-to-date with immunizations.

**Ionia County Health Department
175 E. Adams St.
Ionia, MI 48846
(616) 527-5341**

If your child is entering a licensed childcare, kindergarten, 7th Grade or a new school district they must have immunizations up-to-date or a vaccine waiver on file.

*****To waive vaccines for school or childcare you **must** make an appointment with your Local Health Department to obtain an official waiver form.*****



2025 – 2026 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

6-12 Principal • Deacon Randy Hodge • randyhodge@portlandstpats.org
DK-5 Principal • Mrs. Casey Lenneman • caseylenneman@portlandstpats.org

Daily Schedule

Grades DK-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. Lunch is 11:50 a.m. - 12:35 p.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. Middle school lunch is 11:09 – 11:37 a.m. and High school lunch is 11:06 – 11:34 a.m.
- 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. and Fridays at 8:00 a.m.

Please call or email the school office if your child will be absent or late before 7:30 a.m. or 8:40 a.m.

Morning Drop-Off Procedure

Elementary Students (grades DK-5)

- Students dropped off before 8:20 a.m. must be signed in at before-school childcare in room 209 through door #6 on West Street. Elementary students dropped off after 8:20 a.m. will stay in the parking lot until 8:33 a.m. when they line up by grade outside the main entrance and teachers lead them to their classrooms, weather permitting. If it is raining or the wind chill is below 0°F the students come into the building for indoor recess until class begins.
- Parents may drop their children off by the ramp on Church Street or in the parking lot 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 or preschool.
- 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.
- High School students may drive to school and park in the lot across from Alton Park.
- Students may enter the school at door #7 on West Street or at the school office entrance door #1.

Dismissal Procedure

Elementary Students (grades DK-5)

- Non-bus riding students can be picked-up in their assigned location (Gym steps or Parish Hall) at 3:45 p.m. Directions and numbers will be available at the open house in August.
- If you will be making alternate arrangements for student pick-up, please email or 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 originally 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 are signed up.

- Students who are not picked up by 3:55 p.m. will be taken by their teacher 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 (grades DK-5)

- 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. - 8:20 a.m. for grades DK-5; the cost is \$7.50/day/student.
- After-School Childcare is available from 3:45 p.m. – 5:30 p.m. The cost is \$7.50/day/student.
- Students must be signed in or out by a parent or designee. This is a state licensing requirement.

Homework Room (grades 6-12)

- Students who do not turn in an assignment or the assignment is incomplete are **required** to stay after school to complete the assignment in the classroom where the homework was not completed the same day the assignment is due. Homework room is from 2:20 p.m. – 3:15 p.m. Tuesday - Friday.
- Upon being assigned 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.

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.
- For students who are tardy or require early dismissal: a parent or designee must pick-up and return the student through the main office (parent or designee must accompany grades DK-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 DK-5, and **BY 7:15 a.m.** for grades 6-12. This includes students who will be tardy.

- 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 may be available at the end of the school day. High school students 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. **Students must be vomit, diarrhea and fever free (without the use of fever reducing medicine) for 24 hours before returning to school.**
- 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).
- 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.
 - The parent and physician must complete the Prescription Medication Authorization form available in the school office. A new form must be completed each year.
 - 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.
 - If your child is capable/responsible to self-administer medication, an additional form is available for a student to self-possess medication at school.

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

Hot Lunch

Lunch Schedule: High School: 11:06-11:34 a.m. • Grades 6 - 8: 11:09-11:37 a.m. • Grades DK - 5: 11:50-12:35 p.m.

- The daily hot lunch program is provided to St. Patrick School by Chartwells through Portland Food Service. Hot lunch menus can be found on the homepage of the school website and are emailed to students and parents.
- Elementary student price is \$2.75. Milk may be purchased for \$.60. Please send money in an envelope to elementary teachers.
- Middle school and high school student price is \$3.00. Milk may be purchased for \$.60. A la carte items may be purchased for an additional cost. Lunch choices will be submitted first hour. Money will also be collected at this time.
- 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 check your hot lunch balance or add money to it by logging in to your account at <https://portland.familyportal.cloud/>. Account information for new families will be provided before school starts in the fall.

Recess

- Students are outside unless the weather prohibits (raining or the wind chill is below 0°F) in which case grades DK-5 remain indoors for recess. The students have recess at Alton Park, the grassy areas across the street from the school, or on the black top. DK-5 students have recess immediately following lunch and either in the morning or afternoon depending on classroom schedules.

Infinite Campus / Report Cards

- The Infinite Campus website for parents <https://grcssmi.infinitecampus.org/campus/portal/parents/grcss.jsp> and for students <https://grcssmi.infinitecampus.org/campus/portal/students/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 before school starts in the fall.

- 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 after you set up your account. 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).

Canvas

Canvas is a learning management system that provides easy access to a student's learning. Students and parents in grades 9-12 can access lessons, assignments, resources, and coursework within this tool. Canvas also integrates with our students' Infinite Campus and Google accounts. Please see the school website under Academics for step-by-step directions for parents to connect to their children's account.

School Newsletters / Correspondence

- Please take time to read the information that is sent to you from 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, under the About Us tab.
- You can also find us on Facebook: St. Patrick School – Portland, Michigan.
- Elementary teachers send home a weekly classroom newsletter that has important information pertaining to your student.
- Middle School and High School email newsletters weekly.
- Text or Email Reminds. Don't miss out on important reminders and emergency information. For grades DK-5 text 81010 with the message @eebk9kf. For high grades 6-12 text 757.847.9886 with the message @793fhh. You can also receive them via email by going to remind.com. This app allows you to receive messages in real time for emergencies and general information.
- Information is emailed from Infinite Campus to our families. Emergency information will be sent via text message. If you have any changes in addresses, email addresses, or phone numbers, please notify the school office.

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 visitors pass.
- Our website is your source for up-to-date information: portlandstpats.com.

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). Virtus registration instructions can be found on our website under the About Us tab, Forms. If you have any questions, please call the school office at (517) 647-7551.

Scrip Purchases

Raise Right (formerly ShopWithScrip) is available to help reduce your tuition bill. Visit www.raiseright.com for a complete list of merchants and gift cards. You can register online at 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. 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 Raiseright, please contact Julia Schmitt at Scrip@portlandstpats.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 practice without a physical. Physical cards must be in the office and completely filled out in order for an athlete to participate.

Sports Passes

Sports passes are available at the first home football and volleyball games. Sports passes permit you to enter all 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.

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 Brown at pto@portlandstpats.org.

Athletic Association

If you are interested in getting involved in the Athletic Association, please contact Pat Russman at 517-647-7551.

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 reconvene after Mass. Anyone wishing to address the Board may do so by calling Brenda Lenneman at 517-204-0973 or schoolboard@portlandstpats.org to be placed on the agenda. Board meetings are open and your attendance is welcomed and encouraged.

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

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