

**ST. PATRICK  
CATHOLIC SCHOOL  
GRADES PS-12**



**2026-2027  
PARENT/STUDENT  
HANDBOOK**

## **MISSION STATEMENT**

We Pray! We Learn! We Achieve!



## **PHILOSOPHY**

**And whatever we (you) do, in word or in deed,  
do everything in the name of the Lord Jesus,  
giving thanks to God the Father through Him."**

**(Colossians 3:17)**

This is the foundation of the St. Patrick Catholic School Philosophy.

Our purpose is to serve as role models who are living examples of Christian values and to seek and foster the ability to see Jesus in everyone, through a spirit of respect and cooperation.

## High School Daily Schedule (Grades 9-12)

### Regular Schedule (M, T, R)

1<sup>st</sup> hour: 7:30-8:22 a.m.  
2<sup>nd</sup> hour: 8:25-9:17 a.m.  
3<sup>rd</sup> hour: 9:20-10:12 a.m.  
4<sup>th</sup> hour: 10:15-11:06 a.m.  
Lunch: 11:06-11:34 a.m.  
5<sup>th</sup> hour: 11:37-12:29 p.m.  
6<sup>th</sup> hour: 12:33-1:25 p.m.  
7<sup>th</sup> hour: 1:28-2:20 p.m.

### Mass Schedule (W)

1<sup>st</sup> hour: 7:30-8:06 a.m.  
2<sup>nd</sup> hour: 8:09-8:44 a.m.  
3<sup>rd</sup> hour: 8:47-9:22 a.m.  
Mass: 9:30-10:15 a.m.  
4<sup>th</sup> hour: 10:20-11:06 a.m.  
Lunch: 11:06-11:34 a.m.  
5<sup>th</sup> hour: 11:37-12:29 p.m.  
6<sup>th</sup> hour: 12:33-1:25 p.m.  
7<sup>th</sup> hour: 1:28-2:20 p.m.

### Mass Schedule (F)

1<sup>st</sup> hour: 7:30-7:53 a.m.  
Mass/Adoration: 8:00-8:50 a.m.  
1<sup>st</sup> hour: 8:56-9:12 a.m.  
2<sup>nd</sup> hour: 9:15-9:50 a.m.  
3<sup>rd</sup> hour: 9:53-10:28 a.m.  
4<sup>th</sup> hour: 10:31-11:06 a.m.  
Lunch: 11:06-11:34 a.m.  
5<sup>th</sup> hour: 11:37-12:29 p.m.  
6<sup>th</sup> hour: 12:33-1:25 p.m.  
7<sup>th</sup> hour: 1:28-2:20 p.m.

## Middle School Daily Schedule (Grades 6-8)

### Regular Schedule (M, T, R)

1<sup>st</sup> hour: 7:30-8:22 a.m.  
2<sup>nd</sup> hour: 8:25-9:17 a.m.  
3<sup>rd</sup> hour: 9:20-10:12 a.m.  
4<sup>th</sup> hour: 10:15-11:06 a.m.  
Lunch: 11:06-11:34 a.m.  
5<sup>th</sup> hour: 11:37-12:29 p.m.  
6<sup>th</sup> hour: 12:33-1:25 p.m.  
7<sup>th</sup> hour: 1:28-2:20 p.m.

### Mass Schedule (W)

1<sup>st</sup> hour: 7:30-8:06 a.m.  
2<sup>nd</sup> hour: 8:09-8:44 a.m.  
3<sup>rd</sup> hour: 8:47-9:22 a.m.  
Mass: 9:30-10:15 a.m.  
4<sup>th</sup> hour: 10:20-11:06 a.m.  
Lunch: 11:06-11:34 a.m.  
5<sup>th</sup> hour: 11:37-12:29 p.m.  
6<sup>th</sup> hour: 12:33-1:25 p.m.  
7<sup>th</sup> hour: 1:28-2:20 p.m.

### Mass Schedule (F)

1<sup>st</sup> hour: 7:30-7:53 a.m.  
Mass/Adoration: 8:00-8:50 a.m.  
1<sup>st</sup> hour: 8:56-9:12 a.m.  
2<sup>nd</sup> hour: 9:15-9:50 a.m.  
3<sup>rd</sup> hour: 9:53-10:28 a.m.  
4<sup>th</sup> hour: 10:31-11:06 a.m.  
Lunch: 11:06-11:34 a.m.  
5<sup>th</sup> hour: 11:37-12:29 p.m.  
6<sup>th</sup> hour: 12:33-1:25 p.m.  
7<sup>th</sup> hour: 1:28-2:20 p.m.

### Regular Schedule (M, T, R)

## Elementary Daily Schedule (Grades DK-5)

8:20 a.m.  
8:40 a.m.  
8:45 a.m.  
9:30 a.m.  
11:50 a.m.-12:35 p.m.  
3:45 p.m.

Students arrive at school  
Morning prayer  
Instruction begins  
Mass (Wednesday and Thursday)  
Lunch  
Dismissal



## SHAMROCK FIGHT SONG

*Shamrocks, we're cheering your name.  
You'll bring St. Patrick's victory and fame.  
Keep our colors flying bright.  
Let's make St. Patrick's proud tonight.*

*Whatever the odds, we're in there to win.  
Shamrocks keep fighting; never give in.  
Shout and cheer with all your might,  
For Shamrocks will win tonight!  
Rah! Rah! Rah!*



## 2026-2027 School Board

<b>Member Name</b>	<b>Position Held</b>	<b>Contact Information</b>
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# I Admissions

St. Patrick School does not discriminate on the basis of race, sex, creed, color, religion, or national origin in the admission of students. Students of registered members of the parish are given priority. Students of non-registered parents are admitted as enrollment numbers allow. Tuition is billed according to the format established by the School Board and the school administrator(s), with the approval of the Finance Council. St. Patrick School has one tuition schedule that is applied to both parishioners and non-parishioners alike.

The education of a student is a partnership between the parent and the school. Just as the parent has the right to withdraw a child if desired, the school administrator reserves the right to require the withdrawal of a student if the administrator determines that the partnership is irretrievably broken.

## **Disruptive Behavior Policy**

It is St. Patrick School's desire to create and maintain an educational environment which is free from disruptive, threatening, and violent behavior.

Inappropriate or intimidating behavior by individuals (staff members, school parents, visitors, or students) within the school setting will not be tolerated (see a non-exhaustive list of examples below). The safety of students and staff is paramount at all times.

## **Disruptive Behavior Policy Procedure**

To ensure an orderly and peaceful environment conducive to learning, Catholic school administrator(s) must take appropriate corrective action when an individual's behavior becomes disruptive, threatening, or violent. When necessary, such corrective action may include the removal of individuals who engage in such misconduct. School administrator(s) should always be mindful, however, of the importance of parental involvement at Catholic schools and thus should exclude parents from school grounds or events only when clearly necessary.

Examples of inappropriate or disruptive behaviors may include, but are not limited to:

- Behavior that distracts, interferes with, or prevents normal school functions or activities. This behavior includes but is not limited to yelling, using profanity or vulgarity, verbally abusing others, making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot) or refusing a reasonable request for identification.
- Parent/Guardian using school as a substitute for parenting time rather than to assist as a volunteer (school is for learning, not for parenting time).
- Behavior that includes physical actions short of actual contact/injury (e.g., moving closer aggressively), oral or written threats to a person or property, whether in person, over the telephone, via email, or through other means of communication.
- Individuals engaging in loud or aggressive confrontations with others, making repeated or disproportionate demands on the time of teachers or school administrator, interfering with the learning of other students, refusing to abide by the request of school administrator, or their designees.
- Behavior that a reasonable person would interpret as being violent (e.g. throwing things, pounding on a desk or door, or destroying property).
- Individuals harassing or stalking teachers or staff.
- Individuals engaging in unlawful or criminal behavior or conduct inconsistent with Catholic teaching.
- Individuals making excessive phone calls, voicemails, emails, and other forms of communications that become burdensome to the administrator, faculty, or staff.
- Behavior(s), which create incidents that are stressful or traumatic that interfere with a staff's or student's ability to effectively function in the school.

## 1.1 Registration of Student Transfers

Students interested in transferring to St. Patrick School must apply for admission. Students should enroll within the first week of any academic quarter, but exceptions may be made at the discretion of the school administrator. Decisions regarding admission are made following a review of the student's full academic, attendance, and disciplinary record from the current school. This includes appropriate credentials (transcript of credits and/or report cards). Falsification or withholding of documents, records, etc., and/or concealing of serious problems are grounds for immediate dismissal. Admission of transfer students is subject to an entrance interview with the student and the student's family with the school administrator or designee, and is subject to the approval of the school administrator.

St. Patrick School shall not admit any student expelled from any school pursuant to PA-328 (pertaining to weapons possession, rape, and arson) and shall refuse admission to any student who has committed a weapons offense, an assaultive offense, has delivered controlled substances, or committed criminal acts.

All transfer students admitted are placed on a probationary status for one year. Probation may require the student to execute and comply with a behavioral contract, treatment and reports from social service providers. Students who leave St. Patrick School and transfer to another school may come back to St. Patrick School one time. When a student leaves a second time and transfers to another school they will not be readmitted unless extenuating circumstances apply.

## 2 Accidents

If an accident or injury occurs at school, emergency first aid will be administered. Every effort will be made to contact the parents. In the event that we are unable to contact parents, we will contact an authorized person on your emergency record. Any work numbers listed on the record should allow school personnel to reach an individual rather than an answering machine. Please note by signing this handbook, you are authorizing St. Patrick School to secure emergency medical and/or emergency surgical treatment for the above named minor child while in the school's care and assume financial responsibility for any and all services sought by St. Patrick School.

## 3 Attendance Policy

Students should arrive at all classes on time every day. A student who is sick should remain at home and a student who is well enough to be at school should be well enough to participate in all school activities, including recess. Students too ill to be in school are also considered too ill to attend or participate in after-school activities.

Students should not attend school if they have vomited, have diarrhea, or a fever of 100°F (or more by mouth). They should be vomit, diarrhea and fever free (without the use of fever-reducing medicine) for 24 hours before returning to school.

If students arrive late or need to leave early, they must sign in/out of the office. Students are not allowed to leave the building during regular school hours without approval. Sick students are to be picked up from the office by a parent or parent-designee. It is very important to provide the office with emergency telephone numbers where you can be reached in the event that your child becomes ill or injured. Cell phone numbers are called first and then work numbers. Student emergency information is updated as contact information changes; if you have a change to emergency contacts/numbers, please notify the school office.

All contagious diseases must be reported to the school immediately. If head-lice are discovered, students are released from school as soon as parents can pick them up. Students may return to school after proper treatment and examination to demonstrate that they are completely free from evidence of head-lice.

## 3.1 Absences

Absences may be school-approved, parent-excused, or unexcused. Students in grades 6-12 who arrive fifteen (15) minutes after the beginning of a class are considered absent. Students in grades DK-5 who arrive thirty (30) minutes after the beginning of class (morning and afternoon) are considered absent.

Parent-excused absences or other absences initiated by the parent/guardian are to be reported to the school in accordance with the absence report procedure described below. Excused absences are counted as absences for regular school attendance. Medical appointments should be scheduled at times that do not conflict with class hours when possible.

Unexcused absences are those which have not been reported as required or approved by the school administrator; these may be the following: (1) skipping class or failing to report to school; (2) leaving the building without checking out in the school office and without parent/guardian permission; (3) failure to report to the office with required documentation when returning after an absence. All unexcused absences, truancy, or skipping classes will result in detention and possible suspension upon the discretion of the school administrator. Probationary status, loss of student privileges, or further disciplinary action may be invoked.

Disciplinary Consequences:

Students' daily attendance will be closely monitored.

Grades 6-12/Semester:

- Five (5) total daily absences (both excused and unexcused) in a class – parent(s) will be contacted regarding the absences with an explanation of the next step in the process.
- Seven (7) total daily absences (both excused and unexcused) in a class – the teacher(s) and administrator will meet with parents and student to set up a plan to improve attendance.
- Ten (10) total daily absences (both excused and unexcused) in a class - will result in the loss of credit for that class. The loss of credit will remain until the student has completed a credit recovery plan.

Grades DK-5/Semester

- Five (5) total daily absences (both excused and unexcused) - parent(s) will be contacted regarding the absences with an explanation of the next step in the process.
- Seven (7) total daily absences (both excused and unexcused) - parent(s) will be contacted regarding the absences with an explanation of the next step in the process.
- Ten (10) total absences (both excused and unexcused) - parent meeting to discuss a plan for student to make up time missed and ways to improve the attendance.
- Fifteen (15) total absences (both excused and unexcused) - student will be retained unless approval is given to be promoted to the next grade level by the administrator.

At the discretion of the school administrator, exceptions may be made for absences due to a severe illness or other extended absences. A doctor's note may be needed to verify an absence due to illness.

For any concerns in regards to attendance and extracurricular activities, please see the athletic handbook.

## 3.2 Absence Reporting Procedure

- I. Parents must contact the school office by 7:30 a.m. for high school and middle school students and 8:45 a.m. for students in grades PS-5 if their child will be absent or tardy. The school telephone number is (517) 647-7551. If the school has not been notified by 7:30 a.m. for high school and middle school students or 8:45 a.m. for elementary students, parents will be called to verify the absence.

2. High school students who must leave school early will need to have a parent/guardian notify the office via telephone or email, stating the reason. Students who leave for an appointment and return before the end of the regular school day must report to the office upon return. When entering or leaving the building at other than regular times, students are to report to the office and sign in/out.
3. If students will miss part of the school day, they should request the assignments and materials that will be missed in advance of the absence. Students will be expected to make up tests and quizzes, and assignments will be due on the day they return to school.
4. When students will be absent for two or more days due to an extended illness, parents should contact the school office (before 7:30a for middle and high school, before 8:40a for elementary) and arrange to pick-up the students' assignments. High school assignments are posted on Canvas. Completed assignments should be returned to school as they are ready for submission.
5. Extended absences (one day or more) for reasons other than illness should be communicated with the office, teacher(s), and administrator. The student is responsible for making up all academic work missed during the absence. Assignments can be found on Canvas for grades 9-12.
6. We do encourage parents/guardians to arrange vacations so they do not interfere with the regular school calendar.
7. Absences will be considered unexcused if guidelines are not followed, in which case the student may receive a zero for all work missed. Absences must be verified by 9:00 a.m. the next day or the absence may remain unexcused.

### 3.3 Appointments

If it is necessary for a student to be excused from school to keep a medical or dental appointment, please notify the office and teacher via telephone or email. For students in grades PS-8, a parent or designee must pick the student up from the office and sign them out. Students in grades 9-12 may sign in/out without a parent being present, if the office has been notified. When students return to school, they must report to the office to sign back in.

### 3.4 Illness or Injury During School Hours

If a student becomes too ill to remain at school or is injured during school hours, he/she may leave after the parent/guardian is called from the main office, and the secretary confirms with the parent/guardian the nature of arrangements being made to pick up/send home the student. Students who leave early or are out due to illness may not attend evening events hosted by St. Patrick School. All school-related injuries requiring treatment must be documented as soon as possible following the injury. Accident Report forms are available in the school office. All schools in the Diocese are required to submit these forms to the Michigan Catholic Conference.

### 3.5 Make Up Work for Excused Absences

See Section 42. Make Up Work

### 3.6 Tardiness Policy

Middle/high school students may arrive at school beginning at 7:10 a.m. (door #7). Students must enter the building using door #1 after 7:27 a.m. All students are expected to be in their classrooms and ready to learn at

7:30 a.m. Any students arriving after 7:30 a.m. will follow the consequences outlined in the Behavioral Consequences Rubric per Section 16.8 Behavior Rubrics.

Elementary Students (grades DK-5) may be dropped off for school beginning at 8:20 a.m. Any students dropped off before 8:20 a.m. must be signed in by a parent/guardian in the childcare room. All students are expected to be in attendance at 8:40 a.m. Any students arriving after 8:40 a.m. will follow the tardy rubrics below. Tardiness is cumulative per semester.

Elementary Tardy Rubric:

- First late arrival to class will be noted by teacher, office staff, and on Infinite Campus.
- Second late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Parents will be notified. Students will miss a recess.
- Third late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Parents will be notified. Student will miss two recesses.
- Fourth late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Student will miss three recesses. The administrator will set up a meeting with parents to discuss ways to solve the problem and further consequences for continued tardiness.

Middle/High School Tardy Rubric:

- First late arrival to class will be noted by teacher, office staff, and on Infinite Campus.
- Second late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Parents will be notified. Student will serve one after school detention.
- Third late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Parents will be notified. Student will serve two after school detentions.
- Fourth late arrival to class will be noted by teacher, office staff, and on Infinite Campus. Student will serve (2) one-hour detentions. The administrator will set up a meeting with parents to discuss ways to solve the problem and further consequences for continued tardiness.

## 4 Auxiliary Services

The Ionia County Intermediate School District, the Portland Public School District and the Ionia County Health Department provide auxiliary services. These services include, but are not limited to, speech and language, hearing impaired services, special education (teacher consultant services only), Title I, physical therapy, occupational therapy, and a school psychologist. Students receive services on-site.

## 5 Automobiles – Parking

Students who drive to school must use the parking lot on the south side of Grand River Avenue. Students may not park on the streets around the school or near the parish office. Students may not park on the streets adjacent to school until after 4:00 p.m. This is to save those spots for school staff, parent pick-up/drop-off, and for other needs of the parish. Students who violate parking directives may be denied the opportunity to drive to school.

## 6 Automobiles – Safety (Parking Lot Policy)

Limited parking space and concern for student and staff safety, as well as security, necessitates that the following rules, regulations, and procedures be adhered. **It is understood that campus parking is a privilege and not a right.** Parking spaces will be assigned by the school administrator. Only students in grade 10-12 are

permitted to park on campus. Parking spaces are limited. Students who turn 16 during their freshmen year of high school are allowed to drive to school at the discretion of the school administrator.

- Students are only allowed to park in the student parking lot next to Father Flohe Field and in the city parking spaces on West Street along Alton Park.
- Seniors may paint a parking spot with the approval of the high school administrator. A signed form must be on file and students must follow the conditions on the form.

**The parking lot is monitored by the school administrator and the Portland Police Department. Disregarding parking policies may result in parking privileges being revoked.**

**Driving/Parking Responsibilities and Regulations:**

- All State of Michigan motor vehicle laws apply on school grounds.
- Students are not permitted to use their cars or go to their cars during school hours without prior approval from the school office.
- Students must exercise extreme caution when driving on school grounds.
- Keys to vehicles should be removed from the car after parking. Vehicles should be locked.
- Students are required to leave the parking lot on West St. in the right lane only. West St. is a two way street and students are not allowed to use the left lane when exiting the parking lot onto Grand River Avenue.
- Students who drive to school must maintain regular attendance. St. Patrick School will not accept any transportation related excuses for being tardy to school. Excessive tardiness to school will not be tolerated and may result in the loss of parking privileges.
- Under emergency dismissal conditions, only the registered driver and an immediate family member will be permitted to leave school property in the vehicle.
- If the school office dismisses a student due to illness, a parent or designee listed on the student emergency record may be asked to pick up the student if it is deemed they are too ill to drive.
- Students are not allowed to loiter in their vehicles or in the parking lot before or after school.

**DISCIPLINARY CONSEQUENCES FOR DRIVING/PARKING VIOLATIONS:**

- The school administrator reserve the right to suspend or revoke parking privileges for repeated or serious disciplinary infractions. **If your parking privileges are revoked for any reason, your car is not permitted on campus or on any city streets in close proximity to the school.**

It is imperative to remember the responsibility that comes with driving privileges. All student drivers must drive carefully to insure the safety of all. It is particularly important to exercise special caution in the area of the school and the church.

## 7 Awards and Honors

National Honor Society nomination is based on cumulative grade point average (GPA) for a minimum of three (3) semesters. Induction into the National Honor Society is held in March. Students may be nominated if they have earned a grade point average of 3.700 or higher starting with class of 2019. Nominated students are then evaluated by the faculty committee who will receive input from each student's teachers to determine whether or not they may be inducted. The faculty committee will consist of three (3) staff members and will approve students with a majority vote. The approval process will be determined by the following three (3) criteria: 1) character shown at school and in the community, 2) leadership in the school, parish, and/or community, 3) church, school, and community service. The nominee must show a yearlong commitment to Christian service and service to the community. This year-long commitment to service will be explained in a written essay that is a minimum of one page in length.

Senior awards will be presented at the annual Senior Awards Banquet.

Graduating with Honors - Graduating seniors who have achieved a high level of academic success will be recognized as having “graduated with honors” based on the following weighted grade point averages: Summa Cum Laude with a 4.0 GPA or higher, Magna Cum Laude with a 3.90 to a 3.99 GPA, and Cum Laude with a 3.79 to 3.89 GPA. Students who have “graduated with honors” will have this designated on the graduation program and will be provided with medals to wear at commencement.

Determination of Valedictorian and Salutatorian is based on the cumulative weighted grade point average (GPA) at the end of eight (8) semesters.

In order to qualify for Valedictorian and Salutatorian status, students must have been enrolled at St. Patrick School for a minimum of two academic years out of the four years required for graduation.

## 8 Before and After School Supervision/Childcare

Playground supervision is provided from 8:20 a.m. to 8:40 a.m. Parents should be advised that ***no supervision is available on the playground before 8:20 a.m. and students should not arrive at school before that time unless they are enrolled in the childcare program.*** All students go to the parking lot between the church and the school when they arrive. During inclement weather students may go into the building where they will wait in a designated area.

Morning Childcare is available for students from 6:30-8:20 a.m. Afternoon Childcare is available from 3:45-5:30 p.m. Childcare is billed monthly in Finalsite. A late pick-up fee of \$1.00 per minute per child will be added for every minute after 5:30 p.m. that you are late to pick-up your child. Students must be signed in or out by a parent or designee. This is a state licensing requirement. Call the school office for more information. For safety reasons, all students who need to arrive before 8:20 a.m. and who remain in the building after 3:45 p.m. must go to Childcare unless other arrangements have been made in advance. This is billed monthly to your tuition account as a childcare fee.

## 9 Bicycles

Students may ride bicycles to and from school. When they arrive at school, they must park and lock their bikes in the bike rack that is located in the parking lot between the church and the school. Students may not ride their bikes during regular school hours.

## 10 Books

Students should cover their textbooks in order to protect them from undue wear. Covers are available from individual teachers. Students should carry their books in a book bag or plastic bag to protect them from damage. In the event of damage, students will be required to pay the repair or replacement cost of the book.

## 11 Bus Information

Students may be eligible to ride Portland Public School buses without charge. If you wish to be included on the regular bus route, please contact the public schools' Transportation Office at (517) 647-2993.

Only students eligible to ride the bus will be allowed to do so. Bus assignments and issues are handled through the Portland Public School Transportation Department. Because riding a public school bus is a privilege and not a right, inappropriate or disruptive behavior on the bus may cause loss of bus privileges. Behavior problems are handled through the public schools. Discipline slips are sent to parents with copies to St. Patrick School. Public

school personnel have the right to interview students at St. Patrick School in the presence of the school administrator in the event that a discipline problem occurs on the bus.

Any changes with student pick-up or drop-off should be directed to the PPS Transportation Department at (517) 647-2993.

Students who need to ride a bus other than the one assigned must contact the Transportation Office at (517) 647-2993 in advance to make proper arrangements.

## 12 Cafeteria – Lunch

The cafeteria is provided for the convenience of students. Students who purchase items should exercise courtesy by moving through the lunch line quickly and going to one of the tables assigned to their grade level. While eating, students should observe proper table manners and speak in a conversational tone of voice. Students are responsible for cleaning their immediate eating area. All paper, cartons, cans/bottles, and other waste must be placed in the receptacles provided. No food or beverages may be taken from the cafeteria. Students may not bring backpacks to the lunchroom.

## 13 Care of School Property

The school plant, facilities, and furnishings are provided for student use and must be respected by each student. Any defacement, damage or destruction through carelessness, foolishness and/or non-compliance with school rules must be paid for by the student(s) involved. The student(s) may also be expected to assist with (or perform) the repairs under the direction of the Maintenance Supervisor.

## 14 Change of Address

Parents should notify the school office of any change of address, telephone number, or other essential information including names and phone numbers of emergency contacts. It is important that we have a number that allows the office staff to reach a person when attempting to reach parents at their place of employment. Please help us keep the information on your student emergency contact information accurate and current.

## 15 Chromebook and Internet Acceptable Use Policy

### **Goal of the Chromebook and Technology Program**

St. Patrick School provides a Catholic culture for instruction and faith formation that challenges students to know and love God, seek knowledge and truth, respect the dignity of each person, and contribute to society through leadership and service. The use of technology at St. Patrick School supports this mission by promoting responsible digital citizenship, ethical behavior, and meaningful learning aligned with Catholic values.

St. Patrick School integrates technology to enhance and support instruction. Technology is a tool for learning, not entertainment, and must be used purposefully to strengthen curriculum goals, deepen understanding, support differentiation, and foster creativity, collaboration, critical thinking, and communication.

### **Device Access by Grade Level**

- Grades DK-2: Students use Chromebooks during scheduled computer class and in limited, teacher directed activities appropriate to their developmental level.
- Grades 3-5: Students are assigned individual Chromebooks; however, use is limited and intentional. Devices are integrated as needed to support instruction and are not used continuously throughout the school day.
- Grades 6-8: Students participate in a one to one Chromebook program to support regular classroom

instruction and academic growth.

- Grades 9-12: Students participate in a one to one Chromebook program to support regular classroom instruction and academic growth. High school students may take Chromebooks home to complete assignments following the acceptable use policy.

When used intentionally, Chromebooks enable students to access information responsibly, engage in self directed learning, demonstrate understanding in varied ways, and develop the digital literacy skills necessary for success in an ever changing world.

### **Receiving a Chromebook**

Chromebooks and chargers will be issued as close to the beginning of the school year as practicable. Each Chromebook and charger is assigned to an individual student (grades 3-12) and may not be loaned, shared, or used by another student.

### **Returning a Chromebook**

**End of Year:** At the conclusion of the school year, students must return their assigned Chromebook and charger. Failure to return the device will result in the full replacement cost being charged to the student's family.

**Withdrawing Students:** Students who withdraw from St. Patrick School must return their assigned Chromebook and charger on or before their final day of attendance. Failure to return the device will result in the full replacement cost being charged to the student's family. The school may file a report of stolen property or submit the account to a collection agency if the device is not returned and/or fees are not paid.

### **Taking Care of the Chromebook**

Students are responsible for the care and proper handling of the Chromebook and charger issued to them. If a Chromebook is damaged or not functioning properly, the student must report the issue to a teacher or the school office as soon as possible.

If a Chromebook requires repair or replacement due to misuse, negligence, or damage beyond normal wear, the student and family are responsible for the repair/replacement cost. If a device malfunctions due to a defect or normal mechanical failure, the school will assume responsibility as determined by the parish technology service provider. All repairs and replacements will be arranged through the school.

During the school day, Chromebooks must be stored with teacher permission in a classroom or secured in the student's locker. If a Chromebook is left at school overnight, it may not remain in a locker and must be secured in a classroom.

### **General Precautions**

- Food and drinks must be kept away from Chromebooks. Devices may not be brought into the cafeteria.
- Cords, cables, and storage devices must be inserted carefully into the appropriate ports.
- Chromebooks should not be used or stored near pets.
- Chromebooks must remain free of writing, drawing, stickers, and labels.
- Heavy objects may not be placed on top of Chromebooks.
- Chromebooks may not be loaned or shared with another student or individual.

### **Carrying Chromebooks**

- Transport devices with care. Failure to do so may result in disciplinary action.
- Hold Chromebooks closed with two hands when moving them inside or outside of the classroom.
- Do not lift a Chromebook by the screen.
- Do not carry a Chromebook with the screen open.

### **Opening the Chromebook**

- Open the Chromebook only when it is resting on a flat surface.
- Hold the keyboard with one hand and gently lift the screen from the edge.
- Do not force the screen beyond its natural stopping point.

### **Closing the Chromebook**

- Ensure there are no objects on the keyboard before closing the screen.
- Close the Chromebook only on a flat surface using two hands.
- Close gently to avoid damage to the screen or hinges.

### **Guidelines and Policy**

Use of St. Patrick School technology resources is a privilege, not a right. The school, parents, and students share responsibility for ensuring that technology is used appropriately, responsibly, and in a manner consistent with the mission and values of St. Patrick School.

All use of school devices and network resources must support instructional goals, reflect respectful and ethical behavior, and comply with school policies. Failure to follow these guidelines may result in disciplinary action, loss of technology privileges, financial responsibility for damages, or additional consequences as determined by the school administrator.

### **St. Patrick School Responsibilities**

- Provide internet access for students while on campus.
- Provide internet filtering in accordance with diocesan guidelines and federal regulations.
- Provide web based storage areas for student use. The school reserves the right to review, monitor, and restrict information stored on or transmitted through school owned devices and network resources.
- Provide ongoing instruction regarding appropriate and responsible technology use.

### **Parent and Guardian Responsibilities**

- Discuss expectations, values, and standards for appropriate internet use with their child.
- Monitor technology use at home and reinforce school guidelines.
- Communicate questions or concerns to teachers, school counselor, or school administrator in a timely manner.

### **Student Responsibilities**

- Use Chromebooks and other technology resources responsibly and ethically.
- Follow all school rules regarding behavior and communication when using technology.
- Use equipment properly and avoid actions that may damage devices or network systems.
- Report security concerns or device issues to a teacher or administrator promptly.
- Monitor activity on their assigned account and keep login information secure.
- Turn off and properly secure their Chromebook when finished working.
- Report electronic communications containing inappropriate, abusive, or questionable content to a teacher, administrator, or trusted adult.

- Return their assigned Chromebook on or before their final day of attendance if they withdraw, are expelled, or otherwise terminate enrollment.

Violation of this agreement may result in disciplinary action, loss of technology privileges, financial responsibility for damages, or additional consequences as determined by school administrator.

### **Internet Acceptable Use Policy**

This policy meets the requirements of the Children’s Internet Protection Act (CIPA).

St. Patrick School provides students and staff with access to learning resources, including the internet. Use of the school network and the internet is guided by Catholic values. Students are expected to demonstrate the same responsible behavior online that is expected in classrooms, hallways, and at all school activities.

All users agree to:

- Respect Privacy – Do not access, modify, or copy files, data, or passwords belonging to other users. Do not represent yourself as another user.
- Respect Copyright – Use programs, data, and other digital materials only in ways that comply with copyright and licensing restrictions.
- Maintain System Integrity – Do not create programs or take actions that harass other users or damage, infiltrate, or alter the software or hardware of any system.
- Follow Catholic Values – Judge the appropriateness of all materials accessed, transmitted, published, or stored according to Catholic values. Hate speech, obscene or pornographic material, harassment, discriminatory remarks, and profanity are prohibited.
- Respect Others Online – Follow generally accepted rules of network etiquette, including communicating respectfully, using appropriate language, and avoiding disruptive behavior.
- Use of Chat Rooms and List Servers – Students may use these only with staff permission and during teacher-directed activities.
- Consequences for Violations – Violation of this policy may result in:
  - Loss of internet or network access.
  - Financial responsibility for unauthorized expenses or damages.
  - Additional disciplinary action as outlined in the student handbook.
  - Reporting illegal activities to law enforcement authorities.
  - Restriction or cancellation of network access at the school’s discretion, even if a specific violation is not identified.

## **16 Code of Conduct – Student Behavior and Discipline**

Christ is the center of our faith and the center of all we do at St. Patrick School. Without Christ our school would cease to be Catholic. We expect our students to follow the example Christ gave us, to love God with all our heart, with all our soul and with all our might. Students can demonstrate this by actively participating in prayer at Mass, prayer at school, and prayer at other special liturgical celebrations. Christ also taught us to love each other as much as we love ourselves. Students can demonstrate this by showing respect to the faculty and staff, by being considerate to their schoolmates and visitors, by respecting the rights and property of others, and by accepting responsibility for their actions.

## 16.1 School Rules

- **Walk quietly when moving to and from activities.**
- Electronic devices are prohibited in classrooms, unless instructional staff has prior approval from the administrator.
- Respect “Quiet Zones” - no talking in hallways, restrooms, stairwells, church or the library.
- Keep your hands, feet, and inappropriate comments to yourself.
- Be honest with everyone, even when telling the truth is difficult.
- Do your own work.
- Treat others with respect.
- Follow the dress code.

Most discipline problems are handled in the classroom. Should a problem continue, the student will be brought to the school administrator so that the teacher, student, school administrator and/or parent may work together to solve the problem.

Students violating a classroom rule will be assigned a detention by the teacher who may set the detention time either during lunch or after school. The detention must be served either the day of the violation or the next day the student is in attendance. The length of the detention may be anywhere from ½ hour to 1 hour based upon the severity of the violation, and at the discretion of the teacher or school administrator. If the detention is assigned by the teacher because the student violated a general school rule, the student will make detention arrangements with the school administrator. Students who fail to serve a detention will receive a one-day suspension which will be assigned by the school administrator.

Students who are in violation of the dress code/grooming policy will be issued an offense in accordance with the behavior rubric by a teacher or administrator and the student will be asked to correct the issue the same day.

When a student receives a 4<sup>th</sup> detention during any quarter of the school year for separate incidents other than tardiness to class, it will result in an IMMEDIATE in-school suspension. The student may return to school after a conference has been held with the student, teacher(s), parents and the school administrator to develop a plan for changing unacceptable behavior.

Students who continue to disrupt a class or who are involved in a serious offense will be removed from that class. Removal from class is considered a serious measure. Classes missed will be considered absences, and parents will be notified. Further action may be taken.

Students whose conduct or academic work shows a serious lack of responsibility may be placed on probation for a specified length of time. During this time they will be notified of specific conditions they must fulfill to remain in school. A conference with the parent/guardian will be held to discuss the length and conditions of the probation. A probationary contract may be written to assure that all conditions are clearly understood by the student and parent(s). At the end of the probationary period, a decision will be made by the school administrator as to whether the student will be taken off probation, asked to withdraw from the school, or be dismissed (expelled).

Parents will be informed of the reason(s) for and the length of the suspension. Students are responsible for all classroom material covered during the suspension.

The school administrator may suspend students if their conduct, influence or academic progress is unsatisfactory. Suspensions may be out-of-school or in-school. The school administrator, with the Pastor, reserves the right to dismiss any student whose conduct, influence or academic work indicates a continuing and

serious lack of responsibility. Expulsion is final. Students who are expelled will not be readmitted to or receive a diploma from St. Patrick School.

## 16.2 Major Offenses

Violation of major offenses will result in immediate action by the school administrator. Parental notification will be made as soon as violations are reported.

The commission of or participation in any criminal activity at any time is prohibited. Such activities include, but may not be limited to:

1. Possession: use or transfer of tobacco, alcohol, drugs, vapes, e-cigarettes or other controlled substances. Random drug testing may be required.
2. Arson: the willful, malicious burning or attempt to burn any property.
3. Assault: the threat of physical violence or violence to other person(s).
4. Burglary: breaking and entering a building.
5. Larceny/Robbery: dishonestly acquiring the property of another person.
6. Possession or use of explosives on school property or at any school-sponsored activity.
7. Extortion, blackmail, or coercion: obtaining money or property by threat of violence; forcing someone to do something against his/her will, by force or threat of force.
8. Disrespectful behavior, language, or intimidation towards school authorities or other students. This includes: threatening students or staff with force, violence, and/or with obscene, abusive, or vulgar language.
9. Major property damage.
10. Defacement and/or vandalism: the willful damage, or destruction of property belonging to another. Student and/or parent will be required to make restitution for the costs incurred by such action.
11. False fire alarms or bomb threats.
12. Possession of inappropriate or disruptive items such as fireworks, smoke bombs, weapons, or items which resemble weapons; possession of dangerous, noxious or harmful objects such as laser pointers. These objects may include, but are not limited to:
  - Knives
  - Slingshots
  - Water guns
  - Any type of gun
  - Any object being used as a weapon or that could be used as a weapon
13. Picking up and/or throwing snowballs, ice-balls, sticks, rocks, or any other object that may be found on the ground.

PA102-99, the Statewide School Safety Policy, Section 1308(5) requires school district notification of any criminal or juvenile court action initiated or taken against a student of that school district. This notification will be made by the local law enforcement agency.

## 16.3 Weapons

In addition to the criminal activities listed above, St. Patrick School follows the Diocesan recommendations and School Board policy regarding possession or use of weapons as follows:

"Students who are found in possession of or use any item deemed by law to be a weapon on school property or at any school-sponsored event will be expelled. The administrator must notify the diocesan superintendent, the school superintendent [pastor] and the parents upon discovery of a student in possession of a weapon. A conference shall be held promptly with the student and parents together. Each case must be treated individually

in conformity with the Christian and American systems of justice. Students who have been expelled from other schools for violation of the weapons policy will not be admitted to St. Patrick School." Policy #2182

## 16.4 Sexual Harassment/Infractions Related to Lack of Respect for Human Dignity

Sexual harassment is prohibited. No member of the St. Patrick School community, including school administrator, employees, volunteers, and students, male or female, shall engage in sexual harassment. For the purpose of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, or written communication of an intimidating, hostile or offensive sexual nature.

Sexual harassment is reprehensible and will not be tolerated. All employees and students of the school district are expected to comply with said policy. Appropriate disciplinary action designed to stop the harassment immediately will be taken against any employee or student who violates the sexual harassment policy. Based on the seriousness of the offense, disciplinary action may include verbal or written warning or reprimand, suspension or discharge.

St. Patrick School expects all students to conduct themselves with dignity and respect for fellow students, faculty, and others. Harassment will not be tolerated. Policy #2173-A

## 16.5 Offenses Other than Major

1. Challenges to school authority, including but not limited to disrespect, defiance and insubordination.
2. Bullying: the repeated aggressive behavior arising from the deliberate attempt to cause physical or psychological distress to others. It will not be tolerated. Bullying includes, but is not limited to, hurtful teasing and name calling; pushing and shoving; malicious gossip; damage to property; exclusion from a group of friends or from a game, often in front of others; making fun of high achievers, low achievers or those who ask questions in class.
3. Cyber bullying: the same as bullying above, only with the use of social media and/or technology.
4. Unexcused absence, including skipping school.
5. Possession of electronic devices such as cell phones, smart watches, tablets, earbuds, laser pointers, etc. in school.
6. Gambling: participating in games of chance with the intention or appearance of exchanging money or items of value.
7. Behavior disruptive to the educational environment; disruptive behavior on or within sight of school property or at school-sponsored activities.
8. Inappropriate behavior toward others, including but not limited to:
  - a. Inappropriate display of affection
  - b. Vulgar, profane or obscene behavior or language (written or oral)
  - c. Verbal intimidation
  - d. Demeaning comments or actions
  - e. Reckless endangerment, including the throwing of objects
9. Cheating: giving or receiving assistance on any assignments or tests without permission. The National Honor Society guidelines stipulate that consideration for membership be deferred for one year if a student is found guilty of cheating.
10. Plagiarism

## 16.6 Penalties for Offenses Other than Major

While each offense will be weighed independently, penalties can include detention, suspension, or service work relevant and proportionate to the offense, and suspension.

Disciplinary procedures may include one or more of the following:

- Conference between teacher and student
- School or Community Service
- Counseling
- Conference with student, parent/guardian, teacher, administrator
- Behavior Contract
- Detention
- Disciplinary Probation
- Social Probation
- Suspension
- Expulsion

## 16.7 Behavior Rubrics

### **Definition of terms used in rubrics:**

#### **Mean or Aggressive Behavior:**

Any look, gesture, word, or action that may cause physical harm or negatively affect another person's feelings, relationships, or belongings. This behavior may be intentional or unintentional. When evaluating these situations, staff consider both the student's intent and the impact of the behavior on others. Staff also recognize that children may sometimes act out of frustration or misunderstanding and that individuals may perceive situations differently.

#### **Difference Between Conflict, Mean Behavior, and Bullying:**

Not all disagreements or unkind actions are considered bullying. Students may sometimes experience conflict, act out of frustration, or say things that hurt others without intending to cause harm.

- **Conflict** occurs when students have a disagreement or argument in which both parties may share responsibility.
- **Mean Behavior** refers to a hurtful word, action, or gesture that may occur once or occasionally and may or may not be intentional.
- **Bullying** involves repeated and intentional behavior meant to cause harm, distress, or intimidation and often includes a real or perceived imbalance of power.

When determining how to respond, staff members consider the frequency of the behavior, the intent of the student, the impact on others, and the overall context of the situation.

#### **Staff Intervention:**

A Staff Intervention is a short conversation used to redirect student behavior. The staff member briefly addresses the behavior, discusses the virtue that should guide the student's choice, and encourages the student to act in a way that reflects Catholic values and respect for others.

#### **Virtuous Behavior Reflection Form:**

Students are given opportunities to reflect on behavior that may be unkind, mean, or aggressive. At St. Patrick School, we follow the *Education in Virtue* program to guide students in growing closer to Christ through the development of virtue. When a behavioral concern occurs, a student may be asked to complete a Virtuous Behavior Reflection Form. This reflection encourages students to think about their actions, identify the virtue they need to strengthen, and consider how they can make better choices in the future.

**Detention:**

Detentions are served either at lunch/recess time or after school, at the teacher or administrator's discretion. All detentions must be served either on the day they are assigned or the day after (if arranged with the teacher or administrator at the time of the offense).

**Suspension:**

ISS (in-school suspension):

- Student will be doing class work (in the office or other work room) but not attending classes.
- All in-school suspensions will be served with the principal or designee.

OSS (out of school suspension):

- For some offenses, it is important to remove the student from the school for a period of time.

**Parent Notification:**

Can be done in three ways:

1. Email - The teacher or administrator will email parents to notify them of what happened.
2. Phone Call - The teacher, student, or administrator will call the parent to explain what happened.
3. Parent Conference - If needed, a face-to-face parent conference will be held to make sure that behavior expectations are clear and develop a behavior plan.

***Persistent disciplinary problems will result in loss of privileges (e.g. participating in graduation), long-term suspension and/or recommendation of expulsion. Criminal acts committed at any time, in any place, are subject to disciplinary action including expulsion, at the sole discretion of the school administrator.***

At St. Patrick School we are rooted in the virtues of honesty, respect, responsibility, and compassion. Students are expected to reflect these virtues in their behavior and academic work. When expectations are not met, consequences are intended to encourage reflection, growth, and restoration.

**St. Patrick School - Grades DK-2 – Inappropriate Behavior Consequence Rubric**

Behaviors include but are not limited to those listed. Consequences on this rubric are guidelines only and may be more severe or less severe at the discretion of the teacher or administrator. For 5<sup>th</sup> offense for any given level go to the 4<sup>th</sup> offense box of the next level. Consequences are cumulative per quarter. Rubric is subject to change. \*Student will call parents if the Virtuous Behavior Reflection Form is not turned in the next day.

Offense	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Level 1:</b> <ul style="list-style-type: none"> <li>Unkind gestures, looks, name calling</li> <li>Teasing</li> <li>Play fighting</li> <li>Grabbing, shoving, pinching, pushing, poking</li> <li>Frequently tattling</li> <li>Throwing food</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out Loss of 1 recess or playtime	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out Loss of 2 recesses or playtimes
<b>Level 2:</b> <ul style="list-style-type: none"> <li>Spreading rumors/gossiping</li> <li>Mean notes/tricks</li> <li>Swearing/profanity</li> <li>Spitting</li> <li>Insulting remarks</li> <li>Throwing objects at a person</li> <li>Hitting/kicking/slapping/pushing/tripping</li> <li>Lying</li> <li>Defiant/disruptive behavior</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out Loss of 1 recess or playtime	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out Loss of 2 recesses or playtimes	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out 1 lunch detention
<b>Level 3:</b> <ul style="list-style-type: none"> <li>Social alienation</li> <li>Retaliation for reporting</li> <li>False reporting</li> <li>Bullying</li> <li>Stealing</li> <li>Excluding others/shunning</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out Loss of 1 recess or play time	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out Loss of 2 recesses or playtimes	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out 1 lunch detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out 2 lunch detentions
<b>Level 4:</b> <ul style="list-style-type: none"> <li>Punching/kicking/fighting</li> <li>Biting</li> <li>Vandalism</li> <li>Any other form of physical aggression</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out. Loss of 3 recesses or playtimes	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out 2 lunch detentions Parent meeting to create behavior plan	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out 1 day suspension Parent meeting to discuss behavior plan	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Immediate 5-7 minute time out 2 day suspension Parent meeting to discuss behavior plan

Guided by our Catholic faith, students are expected to demonstrate honesty, integrity, and respect for their own work and the work of others. Students are called to use technology with responsibility, respect, and self-discipline.

**Copying/cheating/plagiarism**

- The student may be required to redo the assignment for reduced credit or receive no credit.
- The student may receive a zero for the assignment, test, or project.
- The student will be required to complete a Virtue-Based Reflection Sheet focusing on honesty, responsibility, and integrity.
- Additional consequences may be determined by the teacher and/or administrator depending on the severity of the situation.

**DK-5 Unauthorized/inappropriate use of electronic devices**

- The student may receive a warning and be asked to put the device away.
- The device may be temporarily confiscated by the teacher.
- The student may lose the privilege of using their device for a period of time depending on the severity of the situation.
- The student will be required to complete a Virtue-Based Reflection Sheet focusing on responsibility, respect, and good judgment.
- Additional consequences may be determined by the teacher and/or administrator depending on the severity of the situation.

**St. Patrick School - Grades 3-5 – Inappropriate Behavior Consequence Rubric**

Behaviors include but are not limited to those listed. Consequences on this rubric are guidelines only and may be more severe or less severe at the discretion of the teacher or administrator. For 5<sup>th</sup> offense for any given level go to the 4<sup>th</sup> offense box of the next level. Consequences are cumulative per quarter. Rubric is subject to change. \*Student will call parents if the Virtuous Behavior Reflection Form is not turned in the next day.

Offense	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Level 1:</b> <ul style="list-style-type: none"> <li>Unkind gestures or looks or name calling</li> <li>Teasing</li> <li>Play fighting</li> <li>Grabbing, shoving, pinching, pushing, hitting</li> <li>Frequently tattling</li> <li>Throwing food</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form*	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Loss of 1 recess	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Loss of 2 recesses	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 lunch detention
<b>Level 2:</b> <ul style="list-style-type: none"> <li>Spreading rumors/gossiping</li> <li>Mean notes/tricks</li> <li>Swearing/profanity</li> <li>Insulting remarks</li> <li>Put-downs</li> <li>Lying</li> <li>Defiant/disruptive behavior</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Loss of 1 recess	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Loss of 2 recesses	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 lunch detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 lunch detentions
<b>Level 3:</b> <ul style="list-style-type: none"> <li>Slapping, tripping, pushing</li> <li>Throwing objects at a person</li> <li>Spitting</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 lunch detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 lunch detentions	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 3 lunch detentions	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 day suspension
<b>Level 4:</b> <ul style="list-style-type: none"> <li>Spitting and similar behaviors</li> <li>Social alienation</li> <li>Retaliation for reporting</li> <li>Bullying/cyber bullying</li> <li>Stealing</li> <li>False reporting</li> <li>Excluding others/shunning</li> <li>Taunting/ridiculing/humiliating</li> <li>Threatening/Intimidating behaviors</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 lunch detentions	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 3 lunch detentions	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 day suspension	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 day suspension
<b>Level 5:</b> <ul style="list-style-type: none"> <li>Punching/kicking/fighting</li> <li>Biting</li> <li>Major property damage</li> <li>Vandalism</li> <li>Any other form of severe physical aggression</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 day suspension Possible parent meeting	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 day suspension Parent meeting to create behavior plan	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 3 day suspension Parent meeting to discuss behavior plan	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification OSS until parent meeting to create behavior plan Possible expulsion

Guided by our Catholic faith, students are expected to demonstrate honesty, integrity, and respect for their own work and the work of others. Students are called to use technology with responsibility, respect, and self-discipline.

**Copying/cheating/plagiarism**

- The student may be required to redo the assignment for reduced credit or receive no credit.
- The student may receive a zero for the assignment, test, or project.
- The student will be required to complete a Virtue-Based Reflection Sheet focusing on honesty, responsibility, and integrity.
- Additional consequences may be determined by the teacher and/or administrator depending on the severity of the situation.

**DK-5 Unauthorized/inappropriate use of electronic devices**

- The student may receive a warning and be asked to put the device away.
- The device may be temporarily confiscated by the teacher.
- The student may lose the privilege of using their device for a period of time depending on the severity of the situation.
- The student will be required to complete a Virtue-Based Reflection Sheet focusing on responsibility, respect, and good judgment.
- Additional consequences may be determined by the teacher and/or administrator depending on the severity of the situation.

**St. Patrick School - Grades 6-12 – Inappropriate Behavior Consequence Rubric**

Behaviors include but are not limited to those listed. Consequences on this rubric are guidelines only and may be more severe or less severe at the discretion of the teacher or administrator. For 5<sup>th</sup> offense for any given level go to the 4<sup>th</sup> offense box of the next level. Consequences are cumulative per quarter. Rubric is subject to change. \*Student will call parents if the Virtuous Behavior Reflection Form is not turned in the next day.

Offense	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Level 1:</b> <ul style="list-style-type: none"> <li>Unkind gestures or looks or name calling</li> <li>Rude language</li> <li>Goofing around</li> <li>Play fighting</li> <li>Grabbing, shoving, pinching, pushing, hitting</li> <li>Throwing food</li> <li>Public display of affection (PDA)</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 30 minute detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 hour detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 hour detention
<b>Level 2:</b> <ul style="list-style-type: none"> <li>Spreading rumors</li> <li>Mean notes/tricks</li> <li>Swearing/profanity</li> <li>Name calling</li> <li>Moderate property damage</li> <li>Lying</li> <li>Defiant behavior towards adults</li> <li>Disruptive behavior</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 30 minute detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 hour detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 hour detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 day suspension
<b>Level 3:</b> <ul style="list-style-type: none"> <li>Slapping, tripping, pushing, biting, grabbing, etc.</li> <li>Throwing objects at a person</li> <li>Spitting and similar behaviors</li> <li>Skipping school (leaving without authorization)</li> <li>Unauthorized/inappropriate use of electronic devices</li> <li>Gambling</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1-2 hour detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 hour detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 day suspension	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 day suspension
<b>Level 4:</b> <ul style="list-style-type: none"> <li>Copying/cheating</li> <li>Plagiarism</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 hour detention	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 day suspension	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 day suspension	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 3 day suspension
<b>Level 5:</b> <ul style="list-style-type: none"> <li>Social alienation</li> <li>Retaliation</li> <li>Bullying/cyber bullying</li> <li>Sexual harassment</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 1 day suspension	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 2 day suspension	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 3-5 day suspension	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification 5 day suspension Possible expulsion
<b>Level 6:</b> <ul style="list-style-type: none"> <li>Punching/kicking/fighting/assault</li> <li>Drugs, alcohol, tobacco, vapes, e-cigarettes or other controlled substances.</li> <li>Arson/false fire alarm</li> <li>Burglary</li> <li>Larceny/robbery</li> <li>Explosives/bomb threat</li> <li>Extortion/blackmail/coercion</li> <li>Threat of violence</li> <li>Possession of a weapon</li> <li>Major property damage</li> </ul>	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Student is sent home immediately Probable police notification Suspension/expulsion based on severity of offense	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Student is sent home immediately Probable police notification Suspension/expulsion based on severity of offense	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Possible expulsion Student is sent home immediately Probable police notification Suspension/expulsion based on severity of offense	Staff intervention Opportunity for apology Documentation Virtuous Behavior Reflection Form* Parent notification Expulsion Student is sent home immediately Probable police notification

Guided by our Catholic faith, students are expected to demonstrate honesty, integrity, and respect for their own work and the work of others. Students are called to use technology with responsibility, respect, and self-discipline.

### **Copying/cheating/plagiarism**

- The student may be required to redo the assignment for reduced credit or receive no credit.
- The student may receive a zero for the assignment, test, or project.
- The student will be required to complete a Virtue-Based Reflection Sheet focusing on honesty, responsibility, and integrity.
- Additional consequences may be determined by the teacher and/or administrator depending on the severity of the situation.
- Disciplinary action may also be taken by the National Honor Society Faculty Council.

**Grades 6-12 Personal Device Discipline Procedure: see section 49**

## **17 College Plans**

The school counselor is available to answer questions about procedures for enrollment in colleges. Students can request transcripts through Parchment.com to send to the college, university, or trade school of the student's choice.

College Visits: Parents should contact the school office to report the absence prior to the visitation. College visitation days are considered an excused, or exempt absence. Two visits may be scheduled during the junior year and two visits may be scheduled during the senior year. One of these days may be used for a job shadow experience. If a student waits until the second semester of their senior year to make a college visit or job shadow, they need to keep in mind the absence **will count** towards the attendance policy for qualifying for an exam waiver for second semester exams. These are **not** exempt.

Most scholarship information comes directly from the college offering it. Academic scholarships are based on an outstanding GPA, high test scores, teacher, administrator and/or employer recommendations, and involvement in extra-curricular and/or community activities. Other scholarship information is available in the counselor's office.

## **18 Commencement (Graduation)**

In order to participate in Commencement ceremonies, students must be able to meet all requirements for graduation no later than the August following Commencement.

Students who need to complete requirements during the summer must sign an agreement with the school administrator or school counselor indicating the means by which credit requirements will be completed. The diploma is withheld until the requirements are completed.

## **19 Communication (School Families and Staff)**

As the primary educators of their children, parents have the primary responsibility of developing good lines of communication with the school to ensure that the learning process remains effective.

Parents with questions or concerns about classroom activities are encouraged to contact the teacher directly. If a parent prefers additional support during the discussion, an administrator may be requested to attend.

If a conference with a teacher does not resolve the matter, parents should then request a meeting with the school administrator. If further action is indicated, parents should consult the school administrator, the school board and finally, the pastor.

We are committed to working with each family to assure that all students attending St. Patrick School will experience the best possible educational program.

# 20 Concussion Policy

**A Concussion Awareness Acknowledgement must be completed for each student (one time only).**

## Some common symptoms

- Headache
- Pressure in the head
- Nausea/vomiting
- Dizziness
- Balance problems
- Double vision
- Blurry vision
- Sensitivity to light
- Sensitivity to noise
- Sluggishness
- Hazy
- Fogginess
- Grogginess
- Poor concentration
- Memory problems
- Confusion
- "Feeling down"
- Not "feeling right"
- Feeling irritable
- Slow reaction time
- Sleep problems
- Appears dazed and stunned
- Disoriented or confused
- Forgets an instruction

**UNDERSTANDING** Information for parents and students (Content meets MDCH requirements)

# CONCUSSION

## What is a concussion?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. It can also be caused by the shaking or spinning of the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away.

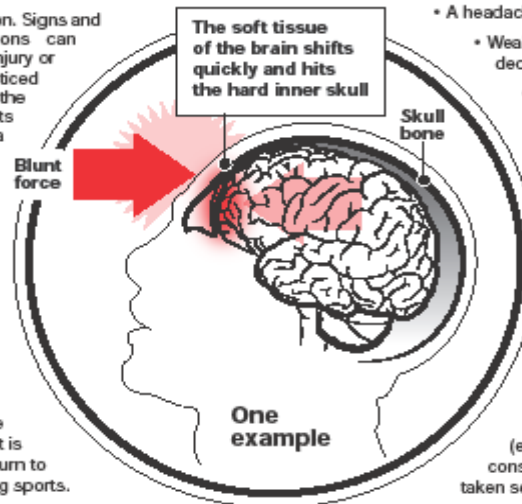
## If you suspect a concussion

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports.
- 2. KEEP YOUR STUDENT OUT OF PLAY** Concussions take time to heal. Don't let the student return to play the day of the injury and until a health care professional says it's OK. Students who return to play too soon-while the brain is still healing-risk a greater chance of having a second concussion. Repeat or second concussions can be very serious. They can cause permanent brain damage, affecting the student for a lifetime.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

## Concussion danger signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)



## How to respond to a report of a concussion

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion.

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

Sources: Michigan Department of Community Health and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

# !!! WHEN IN DOUBT...SIT OUT !!!

## 21 Counseling Appointments

Students are encouraged to seek personal and academic guidance from any member of the faculty/staff whom they believe will be able to help them. A full-time school counselor is available to students in grades DK-12. The counselor will assist the rest of the staff in areas of behavior management, crisis intervention, and conflict resolution. Students and parents who wish to access these services need to call the school counselor to arrange an appointment. The school counselor is also responsible for high school class scheduling, and college and/or career exploration, crisis intervention, and overseeing accommodations and modifications for special education students.

## 22 Course Offerings and Graduation Requirements (High School)

In order to graduate, a student must successfully complete 27 credits of course work and satisfy the following course requirements:

Theology*	4 credits*
English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
World Language	2 credits
Art	1 credit
Computers	1 credit
Physical Education	0.5 credits
Health	0.5 credits
Personal Finance	0.5 credits
Career Development	0.5 credits
Electives	2.5 credits

\*Transfer students need only complete the Theology requirements for the semesters they are attending St. Patrick High School.

Electives complete the remainder of the coursework. Electives may include an additional year of Mathematics, Science, World Language, Computers, Art, Yearbook, and/or an English Language Arts. Elective offerings may vary each year and may include on-line or college courses.

High school students are required to take seven classes each semester. Students may take on-line elective courses (for classes St. Patrick School does not offer) through an outside agency or they may enroll in college courses either at a college campus or on-line with the approval of the school counselor.

The following courses are offered through Ionia County Intermediate School District at Ionia County Career Center:

- Computer Programming
- Construction Technology
- Criminal Justice
- Culinary Arts
- Diesel Technology
- Educational Careers
- Healthcare Foundations
- Health Occupations
- Machine Tool
- Plant & Animal Science

Students who wish to enroll in one of ICC's programs must see the St. Patrick School counselor. Please see section 26 for more information.

At the conclusion of each year, students' transcripts are reviewed to determine if they are on track for graduation requirements. If necessary, students must repeat classes they have failed in order to fulfill graduation requirements. Credits can be recovered through the public school during the summer or through virtual or online classes, or they can be made up at St. Patrick High School the following year.

## 23 Distribution of Materials

All printed material, displays, posters or announcements to be distributed or displayed on school property must be approved by the school administrator **prior** to distribution/display. Individuals or groups who display information must remove it when it has served its purpose. This includes school paraphernalia such as t-shirts, sweatshirts, or any other school spirit item.

## 24 Dress Code/Grooming Grades DK-12

### **BASIC ITEMS:**

**Pants:** Khaki or navy pants (pleated or flat front). No jeggings, cargo, carpenter, capri, or hip-hugger shorts/pants. **Pants must be worn in an appropriate manner at all times. Sagging of pants is not permitted. Dress code pants must have pockets in both the front and back.**

**Polo Shirts:** Hunter green, navy blue, light blue (sky or robin egg) or white polo shirt (long or short sleeved). Top button only may be unbuttoned. Long-sleeve shirts may not be worn under short sleeves. **Shirts must be tucked in when the bell rings to start first hour and must remain tucked in until the bell rings at the conclusion of the school day. Shirts are to remain tucked in at lunch.** (Girls should wear bras if developmentally appropriate.)

### **OPTIONAL ITEMS:**

**Shirts and Blouses:** Oxford, broadcloth or peter pan (approved school colors only). Top button only may be unbuttoned. Undergarments worn under the shirt/blouse must not show, either through the blouse or outside the blouse.

**Skirts\*:** Navy blue, khaki or tartan plaid (navy, hunter green, with thin red stripe) with built-in short or separate under-skirt short to be worn with socks, tights, or nylons. Leggings, accompanied with socks, may be worn with skirts without built-in or separate under-skirt short. See additional items noted below on tights, leggings and nylons. Students may not wear one-piece polo dresses or pencil skirts.

**Jumpers\*:** Navy blue, khaki, or tartan plaid (navy, hunter green, with thin red stripe) with separate skirt short to be worn with socks, tights, leggings, or nylons. See additional items noted below on leggings, tights and nylons.

**Girls wearing skirts, dresses or jumpers will be allowed full participation in Physical Education classes, under the assumption they are wearing leggings, built-in shorts or under-skirt shorts under their outfits.**

**Shorts\*:** Navy or khaki (walking type) may be worn. Students may wear shorts starting April 1 through October 31. This date may be extended at the discretion of the school administrator due to unseasonable weather. No leggings, jeggings, cargo, carpenter, capri, or hip-hugger shorts/pants. All grades can wear shorts anytime of the school year with an out of dress code slip or during special theme days, except on mass days.

Shorts should always be worn with discretion of the weather and with parent approval. Shorts must be dress code appropriate during regularly scheduled days of school. Shorts may not be worn to mass. Out of dress code slips may not be used on mass days.

**\*Skirts, jumpers and shorts can be no shorter than three inches above the knee.** This length rule applies to all St. Patrick School events on or off campus including sports banquets and NHS ceremony. It is recommended that you purchase skirts, jumpers and shorts a little longer so they last through the year.

**Outerwear/sweaters:** The following may be worn over a polo, broadcloth, peter pan or oxford shirt/blouse in the classroom: sweater vest; v-neck or crew, pull-over sweater (no zippers allowed); hip-length cardigan sweaters; or long sleeve sweater, crew or v-neck. These may only be worn if in hunter green, navy, light blue, or white. Warm up jackets or sweatshirts ordered through Fabricated Customs will be allowed, but must also be worn over a polo, peter pan, or oxford shirt/blouse in the classroom. Online ordering will be available periodically.

**ADDITIONAL ITEMS:**

**Socks, Tights, and Nylons:** Socks may be worn with any attire. **Leggings, tights and nylons are permitted only under skirts or jumpers.** Please refer to the chart below for acceptable colors and styles.

ITEM	ACCEPTABLE COLORS & STYLES
Socks	Solid black, navy, hunter green or white, no patterns or logos; must be matching
Tights	Solid black, navy, hunter green or white, no patterns or logos, non-textured
Leggings	Solid black, navy, hunter green or white, no patterns or logos, non-textured; must wear socks with leggings
Nylons	Natural, skin tone, navy, off white/white or hunter green, non-textured
Jeggings	Not permitted
Yoga Pants	Not permitted

**Shoes:** Casual loafers, tie shoes, and tennis shoes are permitted. No slides, clogs, crocs, slippers, sandals, platform, plastic, open toes, or open-heel shoes will be permitted. For physical education classes, sneakers must be worn. Gym shoes should be left at school. Gym shoes must be non-slip on shoes, no Hey Dudes, Crocs, slid on loafers, etc.

**Spirit & Jean/Jogger Day:** The last Friday of each month, students will be allowed to wear St. Patrick School apparel from the waist up with jean/jogger pants. Spirit wear must be tucked in at all times. Jeans/joggers must be neat and clean without holes or patches and hems cannot be frayed. Jean shorts or khaki cargo shorts (meeting length and date requirement) may also be worn.

**Game-Day:** Students may wear appropriate ties (conventional or bow ties) on game days with hunter green, navy blue, light blue or white button down shirts only and must wear dress code pants.

**Off-Campus School Activities:** Please keep in mind when attending school activities outside of the school day that you represent St. Patrick School and Grand Rapids Diocese. Please act and dress appropriately and

modestly. These activities include, but are not limited to, the Sports Banquet, CMAC Scholar Athlete Banquet, National Honor Society Induction, and athletic competitions.

**Logo:** Fabricated Customs or Hometown Sports will embroider the St. Patrick School logo for a nominal charge. This can be put on any of the shirt/blouse/sweater/fleece items. **The St. Patrick logo is the only logo permitted.**

**Hair and Grooming:** Hair must be clean and neatly groomed. A student's eyes may not be covered by hair. Boys' hair length must be above the collar of the shirt and may not extend below the ear. If hair is dyed, it must be a natural hair color and cannot display attention-getting styles. Hair extensions are only allowed if they are the same color as your hair. Eccentric hair styles are not permitted (at the discretion of the administrator). Boys should be clean shaven at all times. Mustaches and beards are not permitted. Excessive amounts of make-up are not permitted. Girls may not wear make-up until 6<sup>th</sup> grade.

**Jewelry:** Girls may wear two earrings in each ear (ears only). Excessive jewelry is not permitted. Boys may not wear pierced jewelry.

**Tattoos:** Tattoos must be covered at all times.

**Exceptions to the Dress Code:** Hat days, t-shirt days, or other days may be designated during the school year where a particular part of the dress code may be relaxed.

On days when students may be out of dress code, please make sure all apparel is school appropriate. Any questions about what is school appropriate should be directed to the school administrator.

The incoming senior class each school year may bring a proposal to the school administrator requesting to wear a polo shirt that is not under the school dress code policy. The School Board may or may not approve a senior polo shirt based on their accomplishments during their junior year of school. The polo shirt must be of a like color for all seniors and must be purchased at a preselected retail store.

**All clothing must be clean, neat and modest. Any clothing that has been altered in any way to change the original appearance will not be considered in compliance with the dress code. When in doubt, ask first.**

### **PHYSICAL EDUCATION (PE) CLASS:**

**Modesty and Respect:** Clothing should be modest, appropriate, and consistent with the values of our Catholic school community.

**Clean and Proper Fit:** All gym attire must be clean, free of excessive wear or holes, and appropriately sized (not excessively tight or loose).

#### **Approved PE Attire**

T-Shirts:

- T-shirts with sleeves are required (no tank tops, sleeveless shirts, or cutoffs).
- T-shirts will have no offensive or political messages or references or innuendos about inappropriate things, such as alcohol, smoking or drugs.
- Shirts must cover the midsection at all times, even when arms are raised.

Shorts/Pants:

- Students may wear gym shorts or athletic pants.
- Shorts must be no shorter than 3 inches above the knee.
- Spandex style shorts, leggings and yoga pants are not allowed.

### **OUT OF DRESS CODE DAYS**

- If a student chooses to participate, then jeans/pants/shorts and t-shirts/sweatshirts are acceptable.
- Jeans/pants/athletic bottoms that are ripped, torn, frayed, written-on, excessively baggy, excessively tight, etc. are not permitted.
- Shorts must be no shorter than 3 inches above the knee.
- T-shirts and sweatshirts will have no offensive or political messages or references or innuendos about inappropriate things, such as alcohol, smoking or drugs. Tank tops/crop tops are not permitted. Tops will be modest and not expose chests/cleavage or midriffs.
- If a student chooses not to participate by dressing casually, then the normal school uniform attire is worn.

### **ST. PATRICK SCHOOL APPAREL POLICY (Including Athletic Apparel):**

To ensure that all St. Patrick School apparel meets high standards of quality and good taste, and to ensure that only approved names and symbols are used, all apparel must have approval from the school administrator before students will be allowed to wear it to school and/or to represent their club, group, or team. Any apparel that does not receive prior approval for design and manufacture by the school administrator will not be allowed to be worn at school or to represent any school club, group, or team.

The following process must be followed for approval:

1. The staff member who is the advisor, coach, teacher, or other staff member must initiate the process by getting pre-approval for any school spirit apparel from the school administrator.
2. Any parent who wants new team apparel must check with the coach first. The coach may then designate the parent to take their idea to the school administrator. At this point, the parent must follow the rest of the process.
3. Once the staff member has a design for the apparel, they must bring the design to the school administrator for approval before apparel can be ordered or made.
4. Once the design is approved, it may not be changed or altered in any way. If changes occur, then the apparel must be brought back to the school administrator for review and approval again.
5. The apparel should be produced at a competitive price and distributed in a timely fashion.
6. The apparel may not be produced to raise funds unless specifically approved by the school administrator. Otherwise, the apparel must be sold at cost.

***The teachers and school administrator always reserve the right to make judgment on proper attire and appearance during the course of the school year.***

***If the above dress code and grooming policy is not followed, students may be asked to go home and address the issue, a parent may be called to address the issue, or the student may be sent to the used uniform room to address the issue. Multiple dress code and grooming violations may result in further disciplinary action from the administrator.***

## **25 Dual Enrollment**

In May of 2012, the Michigan Legislature passed a series of public acts that allows St. Patrick High School students the opportunity to take dual enrollment college courses and have either partial or full cost of classes paid for by the State. Dual enrollment is an opportunity for qualifying high school juniors and seniors to take classes at a post-secondary educational institution while attending St. Patrick School. Students who dual enroll

may receive both college and high school credit for satisfactorily meeting the requirements of the class. The credit will apply toward high school graduation and be counted as a regular class in every respect unless the student specifically requests that the credit count only toward high school graduation or only toward college credit. The class grade will be computed as a weighted grade at St. Patrick School. Students interested in dual enrollment opportunities must make provisions through the counselor.

There are times when students taking dual enrollment college classes must use their own vehicle and leave during the school day to travel to the college in which they are enrolled. When this must occur, parents are required to notify the school office that their child will be leaving during the school day. Per handbook procedures, the student is responsible to sign out in the office and sign back in upon their return.

The following process must be followed to dual enroll in college classes:

1. Receive approval to dual enroll by the school counselor.
2. Follow the application and admission policies to become fully enrolled in the post-secondary institution. All admission and application fees are the responsibility of the student.
3. Take any placement tests required by the post-secondary institution and/or submit SAT scores. Placement tests and any associated fees are the responsibility of the student.
4. Receive approval of selected course by the school counselor before registering for the class. Please note:
  - a. College classes must meet St. Patrick School graduation requirements, and students may not enroll in college classes which are equivalent to those offered by St. Patrick School.
  - b. Per state law, a course may not be a hobby, craft, theology, or recreation course.
  - c. Courses must carry a credit weight of three credit hours or more. Classes of two credit hours or less do not meet criteria and will not be accepted.

Please note the following:

- Any fees associated with the class not covered by the dual enrollment bill, such as books and/or other academic materials, are assumed by the student and student's family.
- Summer classes do not fall under the dual enrollment bill and therefore will not be paid for, nor will they count toward St. Patrick School graduation requirements unless specific permission is granted by the school administrator.
- Only seven classes per semester may count towards a student's grade point average. Any class over the required amount of classes (electives) required to graduate will not count towards a student's grade point average.
- When students do not have work for their dual enrollment class during the school day, they are responsible for using that time constructively. If time is not being used constructively, additional work may be assigned by the school administrator.
- If a student fails to complete a dual enrollment post secondary course he/she may be responsible for the fees/tuition not refunded by the post secondary institution. Failing to complete a dual enrollment course may affect a student's eligibility to graduate on time.

## 26 Ionia County Career Center

Ionia County Career Center is a career and technical education program offered through the Ionia County Intermediate School District (ISD) and is open to St. Patrick School juniors and seniors (see Course Offerings and Graduation Requirements in section 22 for specific programs.) Students wishing to enroll in an ICC program must see the school counselor.

Students attending the Ionia County Career Center (ICCC) have the choice to self-transport or ride the bus provided by Portland Public Schools to and from ICC from St. Patrick School. The school administrator

reserves the right to require a student to ride the bus if they are abusing the privilege of self-transporting. If PPS does not have school and there is no bus to ICCC, the St. Patrick School student is to arrange transportation/drive to ICCC themselves.

Students are required to meet all St. Patrick School obligations when Ionia County Career Center is not in session. When St. Patrick School is not in session, students enrolled in ICCC are not required to attend ICCC classes unless specifically requested to do so by the school administrator.

The student must attend all scheduled ICCC classes. If ICCC is not in session on a day when St. Patrick School is in session, the student is dismissed for the day at the lunch dismissal bell. The student is not required to sign out of the office.

If ICCC is in session but St. Patrick School is not, it is the choice of the student to attend ICCC classes in those circumstances.

The only time that St. Patrick students are NOT required to attend ICCC is when St. Patrick School is NOT in session in the afternoon. THIS DOES NOT APPLY ON EXAM DAYS.

If ICCC class has a field trip, the St. Patrick student is expected to attend the field trip. If they choose to not attend the ICCC field trip, they must spend the afternoon at St. Patrick School and will not be released early that day.

If there is a special event at St. Patrick School (i.e. Homecoming, CSW, etc.), the principal will communicate with the student if they are required to stay at St. Patrick School or if it is optional. If optional, the student must let the principal/office know in advance, so they can notify ICCC.

A student that is assigned an after-school detention or homework room for any given reason, must return to St. Patrick School after being released for the day from ICCC.

Parents and students are responsible for checking grades and attendance throughout the year in the ICCC/Skyward portal.

If a student is going to be absent from ICCC, please email the ICCC administrative assistant Mrs. Kate Valdez at [cvaldez@ioniaisd.org](mailto:cvaldez@ioniaisd.org) and St. Patrick H.S. administrative assistant Mrs. LuAnn Kinsman at [luannkinsman@portlandstpats.org](mailto:luannkinsman@portlandstpats.org).

## 27 Emergency School Closing Procedures

In the event of inclement weather, a notification will be emailed and texted to all parents, will be posted on the St. Patrick School Facebook page, and will be reported to local television and radio stations. The announcement will identify the closing as "Portland Public Schools" and may not include the name of St. Patrick School. However, when Portland Public Schools close due to inclement weather, St. Patrick School will also close. If school must be cancelled for any other reason (i.e. boiler) the same procedure will be used, however, the announcement will identify the closing as St. Patrick School. If Portland Public Schools close for a reason other than inclement weather, the announcement must specifically include St. Patrick School in order for St. Patrick School to close. St. Patrick School may close for inclement weather, even if Portland Public Schools does not.

## 28 Exam Waivers

Seniors who have achieved a second semester grade of "B+" or higher AND have fewer than six absences (all absences are counted regardless if they are excused or unexcused) for the semester may be exempt from taking second semester exams in classes which are a full year in length, at the teacher's discretion. All students must take exams in one-semester classes. Students wishing to take final exams may do so without penalty, and the exam grade may be used to enhance the final semester grade.

## 29 Extra-Curricular Activities

### 29.1 Athletics

Participation in school athletics is offered to students in grades 5-12. Information is available from the Athletic Director. Schedules of athletic activities are available each season on the school website.

Students are encouraged to participate in extra-curricular activities with the understanding that it is a privilege to participate and represent St. Patrick School in those activities.

To be eligible to participate in extracurricular activities, a current physical form must be on file in the school office and a signed statement acknowledging receipt and understanding of the athletic handbook must be completed in Finalsite during enrollment annually.

### 29.2 National Honor Society (High School)

ARTICLE V: Selection of Members

Section 1. The candidate for membership must have completed three semesters of high school. At least one semester must have been completed at St. Patrick High School.

Section 2. The candidate must have a cumulative grade-point average of at least 3.700 starting with class 2019 (without rounding).

Section 3. The Chapter Advisor will notify candidates in writing that they are being considered for membership. They will be informed of the nomination process and the deadlines for submission of materials.

Section 4. Members of the faculty will evaluate candidates annually. Each candidate or member must receive and maintain an above average rating. A student who is guilty of a civil infraction shall be ineligible for honors and/or membership for one year.

Section 5. Faculty Council (appointed by the school administrator) shall review the selection of candidates, consider non-selection, dismiss, discipline and warn members who are in conflict with qualifications of sponsored NHS membership. The decision of the Faculty Council may be appealed to the school administrator. The decision of the school administrator is final.

Section 6. A transfer student will be considered for membership upon verification of membership at another school.

Section 7. The chapter advisor will inform candidates selected for membership. The advisor and school administrator will inform parents and guardians of those selected for membership.

ARTICLE VI: All members are required to participate in service projects to benefit the school, church and community.

### 29.3 Other Organizations Offering Extra-Curricular Activities

These activities vary from year to year; therefore, we request that you call the school office if you have questions about current activities which may include National Honor Society, Student Council, Quiz Bowl, and Drama Club.

## 30 Faith Development

The primary goal and top priority of any Catholic School is faith formation. In addition to daily Religion/Theology classes and a weekly Mass, students are encouraged to develop an active prayer life. Students pray at the beginning and end of each school day, before and after lunch, and at other appropriate times during the day. Community prayer and special prayer services encourage students to recognize the importance of prayer in their lives and in their relationship with God. Teachers are encouraged to bring our faith into the broader curriculum. Special efforts are made to encourage students to follow the perfect example set by our Lord and Savior, Christ Jesus, in thought and in action. All counseling is faith-based to encourage our students to grow in their spiritual lives.

### 30.1 Liturgies

Students in grades 6-12 attend Mass each week on Wednesday and Friday morning and students in grades DK-5 attend Mass each week on Wednesday and Thursday mornings. Parents are welcome and encouraged to attend student Masses. These Masses have been a point of inspiration to many of our parents and older parishioners.

### 30.2 Retreats

In keeping with our mission as a Catholic school, and in order to promote a deeper understanding and appreciation of our faith, students at St. Patrick Catholic High School will participate in an annual retreat.

### 30.3 Sacraments

Recognizing that parents are the primary educators of their children in the Faith, it is of great importance that parents, along with their children, attend weekly Mass as part of our commitment of being Catholic. This is the source and summit of our faith and is the hinge upon which grace flows to help us to become all that God calls us to be individually and collectively. It is also a great benefit to you and your children to make use of regularly scheduled times for the sacrament of Reconciliation.

It is the responsibility of the parish which you and your family are registered members and regularly attend Mass to provide your children with the preparations necessary to receive the sacraments. If your family is registered at another parish, please consult your parish for sacramental preparations for your children.

Students who are registered members of St. Patrick Catholic Church in Portland, receive the sacraments of Reconciliation and First Holy Communion in the second grade, and the sacrament of Confirmation in the eighth grade.

## 31 Field Trips

St. Patrick School recognizes the intellectual, social and academic benefits of school-approved, school-trips for students and faculty; we may authorize participation in such trips during the school year, subject to policies set by the School Board and the Diocese of Grand Rapids.

Classroom teachers are encouraged to take their students on field trips that enhance units of study and classroom activities. Parents are frequently called upon to chaperone students on field trips. For safety purposes and for diocesan requirements, all chaperones must have a mandatory criminal background check completed every three years and complete a "Protecting God's Children" (Virtus) session. This must be completed at least two weeks prior to the field trip. We ask that you not bring siblings when you are chaperoning a field trip, unless they are nursing infants.

When the bus is used to transport students there is a nominal fee added to the cost of the trip to cover gas and expenses. St. Patrick teachers and school administrator reserve the right to refuse a child the privilege of attending field trips if he/she displays inappropriate behavior or lack of self-control.

### 31.1 Overnight Field Trip Procedures:

1. Any staff person proposing to go on an overnight field trip must set up a meeting with the school administrator and athletic director (if sports related) to discuss the following:
  - Educational purpose of the trip.
  - Dates of the trip.
  - Who is eligible for the trip?
  - Estimated cost of the trip.
  - How will the expenses for the trip get paid?
  - Planned chaperones.
2. If approved, a detailed field trip form would need to be filled out that includes the following pertinent information:
  - Name of school organization sponsoring the trip.
  - Contact person(s) in charge of the trip.
  - Trip destination.
  - Travel information (transportation and lodging).
  - Exact dates of the trip.
  - Number of students (list of names).
  - Parent meeting date.
  - When students will attend Mass if the trip is during the Sabbath.

### 31.2 Transportation:

- If a school bus is used to transport students, a bus request form must be filled out and returned to the transportation supervisor.
- If a private passenger vehicle is used for transportation, the driver must have a completed **Volunteer Driver Information Sheet** on file.
- Any other transportation arrangements must be clearly communicated both on the parent permission form and at the parent meeting.

### 31.3 Chaperones:

- Chaperones must be a minimum of 25 years old.
- Chaperones are responsible for the care and safety of St. Patrick School students while traveling overnight, abroad or in the United States. Therefore, it is imperative the chaperones refrain from consuming alcoholic beverages. It also upholds the good image members of St. Patrick Catholic Parish have attained.
- There must be at least one chaperone that is the same gender as the group of students going on the trip.
- There must be a minimum of an eight students to one chaperone ratio on all trips.
- At least two of the chaperones must be St. Patrick School staff members.
- Chaperones are to be assigned a group of students (no more than eight) that they are responsible for during the trip.
- Students must be accompanied by a chaperone at all times with the exception of sleep time after a bed check has been done. There should be no free time planned for students to be without a chaperone.
- Students must communicate their whereabouts to their chaperone if they are away from the group at any time and check in with the chaperone when they return to the group (ex. use of restroom facilities). When students are away from the group, they must have at least one other student with them.
- If possible, at least one chaperone will have medical and/or first aid experience.
- St. Patrick Parish/School chaperone requirements are in effect. This means chaperones must have completed a "Protecting God's Children" session and have a completed "Criminal Background Check" on file.

### 31.4 Parent Meeting:

- A mandatory parent meeting must be arranged and held at least two weeks prior to the trip, if possible. Any parent not in attendance must make personal contact with the trip supervisor in order for their child to participate.
- The trip coordinator must make parent communications a priority and have handouts for all parents that minimally include:
  1. Trip itinerary (should include Mass if over a weekend).
  2. Contact phone numbers of chaperones (cell phones, email addresses if applicable).
  3. Hotel information and phone numbers.
  4. Tour group phone numbers if applicable.
  5. Any other emergency contact information that is available.
  6. A phone tree for parents.
  7. Trip rules and rules of behavior (minimally all St. Patrick School handbook rules apply).
  8. Dress code expectations.
  9. Absolutely no alcohol or tobacco is to be purchased, possessed, or consumed on any trip regardless of the legal-of-use age of the location of the trip.

### 31.5 Permission Slips:

- Before each trip, a **Parent Permission Form for Field Trip Participation** must be signed by a parent or legal guardian. This includes that if a student is in violation of the trip rules that he/she will be sent home early at the parent's expense.
- Each student involved in the trip must have a medical treatment release form on file at the school. The trip coordinator must have a copy of that permission form with them on the trip.

### 31.6 Hotel Rooms:

- Every attempt should be made to get rooms on the same floor. There must be chaperone rooms on the same floor as student rooms. All rooms must be located in the same hotel/motel.
- No girls in boys' rooms and no boys in girls' rooms at any time.
- There will be a "lights out" time set for the students each night depending on the itinerary. "Lights out" means that everyone must be in their assigned room and remain in their room until the scheduled "wake up" time.
- The field trip supervisor must have keys to the rooms of all student participants and alert students that random room checks can be made at any time.
- Rules must be set on no movies to be viewed with a rating that is higher than "PG-13". Chaperones must verify with hotel staff that inappropriate channels to rooms are blocked.
- No gambling is allowed to take place in rooms or anywhere on the trip.
- Absolutely no alcohol or tobacco products are to be purchased, possessed, or used on any trip regardless of the legal-of-use age of the location of the trip.

**In recognizing that each field trip is unique and may present circumstances that make it unreasonable to meet these field trip requirements, any variance to these procedures must be approved by the school administrator.**

## 32 Fundraising

All fundraising projects for school activities must receive **prior** approval from the school administrator and the Advancement & Development Committee.

### 33 Grading

#### 33.1 Grade DK:

Grade
CN (Consistently)
DV (Developing)
NY (Not Yet)
NE (Not Evaluated)
CR

#### 33.2 Grades KG-2:

Grade	Score
PR (Proficient)	90-100
DV (Developing)	70-89
NY (Not Yet)	1-69
NE (Not Evaluated)	-
CR	Credit

#### 33.3 Grades 3-12:

Grade	Score	Minimum Value	GPA Value
A+	97-100	96.5	4.0
A	93-96	92.5	4.0
A-	90-92	89.5	3.7
B+	87-89	86.5	3.3
B	83-86	82.5	3.0
B-	80-82	79.5	2.7
C+	77-79	76.5	2.3
C	73-76	72.5	2.0
C-	70-72	69.5	1.7
D+	67-69	66.5	1.3
D	63-66	62.5	1.0
D-	60-62	59.5	0.7
F	0-59	59 and below	0
P	Pass		
EX	Exempt		
I	Incomplete – Not assessed at this time		

Upon receiving an "I" or Incomplete, students are granted a two-week period in which to complete the work for a course, upon the approval of the teacher and the school administrator. Unless the work is completed within the two-week period, the grade that the student receives is the grade they earned for the marking period.

Semester grades are determined as follows:

High School		7 <sup>th</sup> & 8 <sup>th</sup> Grade	
1 <sup>st</sup> Quarter grade	40%	1 <sup>st</sup> Quarter grade	45%
2 <sup>nd</sup> Quarter grade	40%	2 <sup>nd</sup> Quarter grade	45%
Final exam	20%	Final exam	10%

If an exam waiver is allowed, each quarter is considered 50% of the final grade.

### 33.4 Weighted Grade Point Average

Beginning with the fall semester of a student's junior year of high school, a weighted grade point average will be maintained. Students taking advanced placement and academic dual enrollment college courses, which require administrative approval, will receive a grade point average of 5.0 for an "A", 4.0 for a "B", 3.0 for a "C", 1.0 for a "D," 0.0 for an "F."

All academic dual enrollment college courses will be reviewed each semester by the school counselor with the assistance of the school administrator. Those classes that do not meet the standards of St. Patrick School AP classes will not be averaged with a weighted GPA.

If a student is taking an advanced placement course but not planning on taking the AP test, it is weighted on a 4.0 scale because they are not taking it with an opportunity to earn college credit.

College physical education and vocational classes will not use a weighted GPA.

College classes taken over the summer do not count on a student's GPA and will not be placed on a student's transcript.

### 33.5 Grading Late Assignments

It is at the discretion of each teacher to set the class policy for late assignments. Please refer to each teacher's syllabus regarding their late work policy.

### 33.6 Homework

Homework is assigned to reinforce and extend lessons presented in the classroom. It is a tool used by educators to follow-up on lessons taught in the classroom, to enhance information, and to reinforce skills. Homework is not used as punishment or busy work.

Students in grades 9-12 should expect to have approximately one to two hours of homework each night. If students appear to have an excessive amount of homework, they may not be using their time effectively. Please do not hesitate to contact teachers if there is a problem. Schoolwork that a student is unable to complete during the regular school day should and must be taken home and completed. Students must learn to take responsibility for completing their work. Learning this lesson will serve them well later in their school careers.

Homework assignments should average approximately ten (10) minutes per day per grade level. The following guidelines are approximates for the average student:

Grades DK-3	15-30 minutes
Grades 4-5	45-60 minutes
Grades 6-8	60-90 minutes

If your child encounters difficulty completing assignments or if the length of time required doing the work is excessive, please contact the teacher and explain the problems you are observing. The teacher should be able to

work with your child to solve such problems. If the problems continue, please contact the school administrator.

If your child consistently says he/she has no homework, please use the Infinite Campus Portal to monitor your student's assignments and grades. If you do not have internet access, please contact the teacher since homework is generally given.

Teachers of grades DK-8 are instructed to avoid giving homework assignments over the weekend and during vacations; however, this does not include assignments that should have been completed during the week.

## 34 Homework Room (Mandatory for Grades 6-12)

It is an expectation at St. Patrick School that all students will turn in all homework assignments. When students in grades 6–12 do not turn in an assignment or the assignment is incomplete, they 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. When a student fails to turn in an assignment, the following procedure will be followed:

- The teacher will have the student call home and inform their parents that they did not turn in their assignment and let them know they have to stay after school that day to complete it. If the student is unable to complete the assignment during the time they are in the mandatory homework room (MHR) that day, the assignment again becomes homework.
- The teacher will inform the school administrator that the student did not turn in a homework assignment and is required to stay after school in the MHR that day.
- The student will report to the MHR by 2:20 and stay after school until 3:15 or when the assignment is completed and turned in. There is no homework room on Mondays.
- Students will have one attempt to receive full credit on the homework assignment if they attend homework room and complete the assignment. If they turn it in the next day, they may receive partial credit per teacher discretion.

If a student fails to report to the MHR that day, the student will face serious consequences up to and including automatically rendering themselves ineligible for extracurricular activities and immediate in-school suspension the following day.

## 35 Honor Roll

Honor Roll is determined at the end of each quarter for students in grades 6-12. High school students who earn a grade point average of 3.3 or higher and have no grade below a "B-" are placed on the Honor Roll. Middle school students who have all grades of "B-" or higher will be placed on the Honor Roll.

## 36 Hot Lunch Program

St. Patrick School offers a hot lunch program through Portland Public Schools. This is a non-profit service. Prices are determined at the beginning of each school year by Portland Food Service. Menus are emailed home each month and can be found on the school website. There are four daily lunch selections. Milk is also available to purchase on a daily basis. Students order their lunch in class upon arrival each morning.

Applications for free and reduced lunches are available on the Meal Magic Family Portal: <https://portland.familyportal.cloud/>. All families should apply as this is directly linked with funds St. Patrick School receives for discounted library and internet fees. Families who qualify for free or reduced lunches must complete an application. A confirmation letter will be sent home. Parents can see each student's lunch account balance and purchase history in Meal Magic. You can add money to their lunch accounts in Meal Magic (there is a fee) or send money to school as outlined below.

Students in grades DK-5 can send lunch/milk money in a clearly labeled envelope (child's name, grade, and amount of money included) and give it to their teacher. Grades 6-12 pay in the cafeteria. Checks are to be payable to **Portland Food Service**.

Any student who forgets to bring a lunch or milk money or who is out of lunch/milk credits should see their teacher or the kitchen supervisor to make arrangements for the student to receive lunch. Every student will be fed.

## 37 Immunizations

Immunizations are an important part of keeping our children healthy. Schools and State and Local health departments must monitor immunization levels to ensure that all communities are protected from potentially life-threatening diseases and, if necessary, respond promptly to an emerging public health threat. It is important that disease threats be minimized through the monitoring of students being immunized.

Sharing immunization and personally identifiable information including the student's name, date of birth, gender, and address with local and state health departments will help to keep your child safe from vaccine preventable diseases. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, requires parental consent before personally identifiable information and immunization information from your child's education records is disclosed to the health department. If your child is 18 or over, he or she is an "eligible student" and must provide consent for disclosures of information from his or her education records.

You authorize or deny Consent for Disclosure of Personally Identifiable Information and Immunization Information to Local and State Health Departments (FERPA) annually during enrollment in your student's Finalsite Enrollment Acknowledgements Agreement.

## 38 Leaving School Grounds

Students may not leave school grounds during the school day without permission from the office and upon the request of their parent/legal guardian. In such cases, parent/legal guardian are to notify the office by telephone call or email.

## 39 Library

Students and teachers may use the library for research and to check out books. Books which are checked out must be returned by the due date stamped or written in the book. If a book is not returned after the two week check-out period, a reminder will be sent home with the replacement cost. Students are expected to pay the replacement cost for lost or damaged books.

The librarians and library volunteers are entrusted with guiding students in selecting books that will enrich their reading experience. Students may use and enjoy the library by following these rules:

- Handle all books with care.
- Return books on time so that others may enjoy them, too.
- Respect the rights of others in the library.
- Pay for any books you damage or lose.

## 40 Lockers

Lockers are the property of St. Patrick School. Each student in grade 5-12 is assigned a locker. Students are expected to maintain lockers in good working order, keep them neat, clean, and free of marks. Lockers should be closed at all times.

At no time does the school relinquish its exclusive control of lockers, which are being provided for the convenience of students. School authorities may conduct periodic inspections of lockers at any time, without notice and without student consent. Any damage to lockers will be charged to the student to whom it has been assigned during the school year.

**All lockers do not have locks on them.** If a high school student wishes to secure their locker, they may place a lock on it. The combination or a copy of the key must be provided to the school administrator at the time the lock is placed on it. **St. Patrick School is not responsible for lost or stolen items, since it is the student's responsibility to secure their lockers if they choose to do so.**

## 41 Lost and Found

Lost and found is located in the elementary hallway near the office. Students are encouraged to check Lost and Found for lost items. Parents are strongly encouraged to put names on all clothing and possessions. Unclaimed items are donated to charity. Valuable items are turned into the main office.

## 42 Make Up Work

It is the responsibility of the student to approach teachers about make-up work resulting from an excused absence. Students are allowed one day for each day missed to turn in make-up work. Including tests and quizzes (e.g., If a student has been absent two days, he/she is allowed two days to complete and submit the work or take the test/quiz that was missed.)

If a student is absent, the parent may request homework through the school office in the morning when the student is called in absent. A sibling, parent or friend can pick up their homework from the office at the end of the day, take their assignments home to them, and return the completed assignments as they are ready for submission.

If a student will be absent for more than one day of school for reasons other than illness, it is that student's responsibility to notify their teachers prior to the absence and make arrangements.

## 43 Media Relations/Promotions Release

On behalf of myself (if 18 or older) or on behalf of the minor child for whom I have the authority to act (in either case, the "Depicted Person"), I give permission to the Diocese of Grand Rapids ("Diocese") and all persons, parishes, schools, and other entities operating under their canonical or civil authority (whether or not separately incorporated), in collaboration with them, or on their behalf (collectively, "Released Persons") to record the Depicted Person's participation in activities sponsored by one or more of the Released Persons ("Events"), as well as their appearance, image, likeness and voice in any medium (collectively, their "Likeness"), and to use, without prior notice, the Depicted Person's Likeness, as well as the Depicted Person's name, city and state, and school, and to use statements made by or attributed to the Depicted Person about a Released Person or Events, without compensation, for web, social media, publicity or similar content promoting or otherwise publicizing the Diocese or other Released Persons and their efforts, activities, community, and events (collectively, the "Authorized Uses"). I waive any right to inspect or approve such Authorized Uses, including any related or derivative content that may be created in connection therewith. I hereby release and hold harmless all Released Persons for, from and against any and all claims for damages that the Depicted Person may have (including, but not limited to, claims for compensation, royalties, invasion of privacy, misappropriation, or defamation) arising out of or related to the Authorized Uses. I agree that my signature below releases any and all claims against the Diocese and all other Released Persons related to or arising out of the Authorized Uses. NOTE: The annual yearbook and class composite is exempt from the media release policy.

You authorize or deny the Media Relations/Promotions Release annually during enrollment in your student's Finalsite Enrollment Acknowledgements Agreement.

## 44 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/guardian had requested in writing that school personnel administer medication.
- The parent/guardian signs a waiver of responsibility. \*
- The student's physician has prescribed the medication and submitted written instruction for its administration.
- 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.**

*\*Administration of Medication to Pupil: Liability*

*A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to the pupil in the presence of another adult pursuant to written permission of the pupil's parent or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton conduct. Michigan Compiled Laws, 1982 (380.11780)*

## 45 Office Hours

The school office is open from 7:00 a.m. to 4:00 p.m. every full day school is in session. (Please refer to the school calendar to determine these dates.) The office is not open on holidays, during vacations, or snow days. Summer hours will be posted at the entrance to the main office and on the school website. Visitors are asked to call before coming to the school during summer hours.

## 46 Parties (Birthdays)/Special Celebrations

Though there are many reasons to celebrate throughout the school year, we remain mindful that St. Patrick School is an educational institution trying to provide a top quality education. Please keep the following in mind at birthdays and other times to celebrate.

Students' birthdays are a special day at St. Patrick School! The day begins with the students name and birthday getting announced during morning announcements. Many students like to bring a treat to share with all members of their homeroom to celebrate their special day. If your child chooses to do so, please make sure there are enough treats for all members of the student's homeroom.

As festive as birthdays and other celebrations can be, they may cause conflict that results in hurt feelings for other children. While nobody ever intends for this to happen, it is often the result. To avoid these misunderstandings before they happen, St. Patrick School has the following party/celebration guidelines:

1. Since deliveries of balloons, flowers, gifts etc. may cause disruptions during the school day; these items will need to be picked up in the office by the student at the end of the day. It may be beneficial to save these celebrations, or present these gifts, at home or some other location and time.
2. Special visits, such as singing telegrams, limo rides etc., are not permitted.
3. St. Patrick School staff understands that it is not always possible to host all of your child's classmates for a party, therefore we ask for your discretion to spare the feelings of children who are not invited. Deliveries of invitations for parties, sleepovers, etc. will not be distributed at school. Please use the US Postal service or e-mail (due to privacy laws, St. Patrick School staff cannot legally provide postal addresses, email addresses, or phone numbers) to deliver party invitations directly to students' homes. This is also a good opportunity to talk to your child about social graces and not talking about the party at school.
4. Please arrange for your guests to be delivered to your home. When the party leaves from school, or students are bringing gifts, sleeping bags etc. to school, it is obvious to the children who aren't invited what they are missing. Also, buses and classrooms have no room to store these items during the day.
5. Students will not be released during the school day to attend birthday parties or other functions social in nature. Likewise special group lunches or meetings may not be held during school hours. Food may not be delivered during lunch as it may cause disruptions in the cafeteria and may cause difficulty for food services.

## 47 Parties (Grades DK-5)

Classroom parties may be held to celebrate Halloween, Christmas, Valentine's Day, and the Resurrection. The time for parties will be determined by the teacher who will send a schedule to parents, informing them of any supplies needed for the parties. We ask that parents send pre-wrapped treats. Parents are encouraged to provide snacks and treats that are nutritionally valuable whenever possible. Fresh fruit, vegetables, whole grain foods, and foods rich in protein are very appropriate for a growing child. Please refrain from sending in items containing nuts of any kind, due to students with allergies. Candy, sugar-sweetened drinks, and other treats high in glucose, fructose, sucrose, maltose, dextrose and other sugars should be avoided.

## 48 Permanent Records and Review of Records

A permanent record is maintained for every student who attends St. Patrick School. The record includes all courses taken, honor points and credits earned.

Parents may view the school records of their children. In most cases, 24-hour notice is requested. The school abides by the provisions of the Buckley Amendment in that, unless there is a court order to the contrary, the school will provide non-custodial parents with access to academic records (and other school-related information) about their children. It is the responsibility of the custodial parent to provide the school with an official copy of a court order limiting access to the non-custodial parent.

If a student transfers to another school, all fees and tuition must be paid, and all school property must be returned before the records will be forwarded to the receiving school.

## 49 Personal Devices

Students shall not possess personal devices, defined as cell phones, tablets, smart watches and other electronic communication devices, in school buildings and on school property during the instructional day. The school administrator may designate very limited use of cell phones during the school day. (i.e. yearbook photos, special projects). Instructional staff must submit an approval form no less than 24 hours prior to the time to be used in class. The date and time of use must be defined.

Use of cell phones and other electronic communication devices during before-school and after-school activities (provided that they do not interfere with the event or school operations) is at the discretion of the coach, director, supervisor, or other adult in charge.

Students do not have permission to be on any social media sites at any time during the school day. It should be noted that any form of bullying through the use of cell phones is strictly prohibited. If a student needs to use the phone they may call home from the student phone located in the main office.

Students do not have permission to use any image recording device, including but not limited to cameras, cell phones, personal digital assistants, and other electronic image capturing/reproducing devices. No electronic devices are to be operated in any lavatory, locker room or any other space on school district property where privacy is implied and expected for the occupant, before, during, or after school hours. It is crucial that students do not utilize their devices for pictures or videos. The use of such an image capturing/reproducing device in these types of private spaces may result in the seizure of the device by the school administrator and a suspension from school of up to 10 days.

Earbuds may be used at the discretion of the teacher. Students may not wear earbuds in the hallway at any time.

St. Patrick School will assume no responsibility for student loss, damage or theft of cell phones or electronic communication devices.

If the student chooses not to follow the personal device requirements, the following consequences will take place:

Personal Device Discipline Procedure:

- 1st Offense: Personal device will be held in the office until a parent/guardian picks it up, and student will receive a one hour after school detention.
- 2nd Offense: Personal device will be held in the office until a parent/guardian picks it up, and student will receive a two hour after school detention.
- 3rd and Subsequent Offenses: Personal device will be held in the office until a parent/guardian picks it up, and student will receive a one day in school suspension.

## 50 Pesticide Notification

As part of the St. Patrick School pest management program, pesticides are occasionally applied to the school buildings and grounds. Pesticides are rarely used, and NEVER applied when students are in the building, traps are used most of the time. You will be notified by email when a pesticide application is scheduled. In certain emergencies, pesticides may be applied without prior notice, but you will be notified following any such application. Pest management inspections occur monthly during the school year.

## 51 Plagiarism

Students may not plagiarize another person's work. Plagiarism is the use of another person's work without giving credit to that person. Plagiarism includes using information from a book, the internet, a friend, or a parent. It pertains to words, pictures, and ideas. Students are expected to do their own work, unless otherwise specified by the teacher. If an assignment calls for research and/or use of information from a source other than the student's own thoughts or textbook, that information should be documented. If a student is concerned about possible plagiarism, the student should consult the teacher before handing in the assignment. For

information regarding proper documentation, students can consult *MLA Handbook for Writers of Research Papers* or visit Purdue University's on-line writing lab: <http://owl.english.purdue.edu/owl/resource/557/01/>. Plagiarism is a form of cheating. When students plagiarize, they will receive no credit for the assignment with the possibility of suspension and/or expulsion. (Also see page 21 - Offenses Other than Major, #11 "Cheating")

## 51.1 Use of Artificial Intelligence Policy

Our Catholic school students are formed to strive for personal excellence as a spiritual goal. They are expected to be Christ-like in word and action and to use right judgment and show integrity when completing academic coursework. Academic misconduct, including any forms of cheating or plagiarism, will not be tolerated and dishonesty undermines our mission as a Catholic school. All academic work submitted by students to their instructors is expected to be the student's own work.

### I. Purpose

1. Artificial Intelligence (AI) tools are now being used more frequently in the field of education. This policy seeks to promote ethical behavior and provide parameters around the responsible use of AI tools to complete academic work.
2. Artificial Intelligence (AI) is defined in this policy as: The ability of a machine or computer system to perform tasks commonly associated with intelligent beings. This can be seen in applications such as image recognition, image generation, language translation, and text generation.
3. Plagiarism: The presentation of another's ideas, words, or creative work as one's own without proper acknowledgment.
4. AI-Assisted Cheating: The misuse of AI tools or technologies, such as language models, to complete or assist in academic work without proper authorization or citation.

### II. Scope

1. This policy applies to all students, faculty, and staff. It encompasses all forms of academic work, including but not limited to homework, quizzes, tests, essays, projects, presentations, and any other assignments or assessments.

### III. Policy

1. It is understood that all academic work which a student submits to his/her instructor is the result of the student's own work. This includes completing assignments and assessments independently, unless instructed otherwise, and appropriately citing all sources.
2. Acts of academic dishonesty using AI include but are not limited to the following actions: prompting an AI chatbot (such as ChatGPT) to create a full writing assignment, generating an image using an AI tool when asked to produce an original work, using an AI tool to perform mathematical calculations for an assignment.
3. Faculty and staff are responsible for educating students about the principles of academic integrity and the responsible use of AI tools in their academic work.
4. Students are responsible for understanding the proper use of AI tools and technologies in their academic work. When using AI, students must:
  1. Seek approval from their instructor before using AI tools for any assignment or assessment.
  2. Clearly indicate and cite any AI generated content within their work.
  3. Use AI ethically and responsibly, recognizing the limitations of AI generated content and avoiding overreliance on such tools.
5. Any suspected violation of this policy will be investigated using the school's established procedures for academic dishonesty.

## 52 Lunch/Playground/Recess Rules and Expectations

1. The school administrator and teachers must approve items taken outside. Items taken outside must be used appropriately.
2. Absolutely NO tackling, pushing, tripping, or other types of physical aggression are allowed.
3. Students need to get permission from a playground supervisor before leaving the playground or cafeteria.
4. If students are required to return to their classroom after eating to complete work, the playground supervisor must be told when the student enters the cafeteria.
5. **DK – 5 Students** are outside for recess unless the weather prohibits, as outlined below:
  - a. Wind chill 10°F and higher: students will have recess at Alton Park
  - b. Wind chill 0-9°F: students will have recess in the parking lot
  - c. Wind chill below 0°F: students will remain indoors
  - d. If it rains, icy conditions or high winds are present students will also remain indoors
  - e. Recess location is subject to change at the discretion of the school administrator
  - f. Stay within the boundaries of the play area
  - g. Students will stay in a line and walk when moving into or out of the building
  - h. The back hill and trails at Alton Park are off limits at all times
6. Students need to ask to use the restroom and should not be allowed to go in groups.
7. Students can sit at any table to eat their lunch on their respective side of the cafeteria.
8. After students finish eating, it is permissible to get up and socialize within their respective side of the cafeteria appropriately.
9. Students are permitted to play cards or other games that they bring to their table, but they may not gamble.
10. Middle school students will go outdoors when the weather is above 45 degrees to get fresh air, movement and Vitamin D. The determination is made based on the air temperature, the calendar time of the year does not apply. If middle school students go outside, high school students may choose to go outside as well. Those high school students who do not go outside will remain in the cafeteria.

One teacher/playground supervisor must supervise the cafeteria and one teacher/playground supervisor must supervise the outdoor activity.

Playground supervisors have the same rights as teachers to enforce discipline policies and to assign consequences for inappropriate behavior.

## 53 Pregnant Students

A student who is pregnant will be allowed to attend school as long as she is able. After that time teachers will prepare weekly assignments and make arrangements for tests. It will be the responsibility of the family to collect and return work. We are committed to assisting the student with completing high school requirements and will do everything possible to facilitate that goal.

## 54 Progress Reports

Progress Reports are published in the Infinite Campus parent/student portal for students in grades 3-12 midway through each marking period. Parents will be notified when progress reports are available. Parents are highly encouraged to use the Infinite Campus Portal to frequently monitor their child/ren's grades. If students or parents have questions concerning a grade, contact the teacher directly. If there are unresolved issues after meeting with the teacher, please contact the school administrator.

## 55 Report Cards

Report Cards are published in the Infinite Campus parent/student portal for students in grades PS-12 at the end of each marking period (each semester for preschool). Parents will be notified when report cards are available. Parents are highly encouraged to use the Infinite Campus Portal to frequently monitor their child/ren's grades. If students or parents have questions concerning a grade, contact the teacher directly. If there are unresolved issues after meeting with the teacher, please contact the school administrator.

### 55.1 Conferences

Conferences are scheduled in the fall. It is important for the school and family to work closely together to ensure each student's success in school. Therefore, parents are requested to attend these conferences. In addition to the fall conferences, parents or teachers may schedule conferences as needed throughout the year. Please do not hesitate to call the school to arrange a conference with your child's teacher if you have questions or concerns. Conferences may also be scheduled with the school administrator at any time during the year.

### 55.2 Other Progress Reports

Parents can monitor their student's progress using the Infinite Campus Portal. If you do not have internet access, you may contact the teacher for additional progress reports.

## 56 Retention and Promotion

Student retention is an administrative decision made in consultation with teachers and parents/guardians. When a student fails a course, the transcript indicates the grade "F." For students in grades 9-12, no credit will be awarded for courses failed.

Retention is recommended only if there is reason to believe it is in the best interest of the student academically. The staff may decide to recommend retention based on such problems as excessive absence, lack of emotional or social maturity, and delayed development of learning skills. Parents who do not accept such recommendations must sign a statement that indicates the promotion is against the professional advice of the school staff.

After consultation with teachers and parents/guardians, the administrator will make the final decision concerning student retention/promotion.

## 57 Safe School Plan

A "Safe School Plan" has been implemented at St. Patrick School for the safety and security of our students during school hours. Only entrance #1 (main office) will be available for entrance during class hours.

## 58 Schedule Changes

High school students are permitted to change their academic schedules by dropping or adding a course **during the first week of the semester only**, with signed request from parents and with administrative approval. Both teachers involved in the schedule change must approve the change also, indicating they believe it to be in the best interest of the student. After the first week of the semester, no schedule changes will be made.

## 59 School Hours

The high school day begins at 7:30 a.m. and ends at 2:20 p.m. There are seven class periods and one lunch period. Students may arrive no earlier than 7:10 a.m. and should leave the building by 2:25 p.m. unless they are involved in a school-related, school-sponsored activity or with a staff member.

Instruction for elementary students begins at 8:40 a.m. and ends at 3:45 p.m. Students should not arrive until 8:20 a.m. unless they attend the childcare program. All students should leave the building by 3:55 p.m. unless they are involved in a school-related, school-sponsored activity or with a staff member. Any students remaining in the building or who have not been picked up by 3:55 will be sent to childcare.

No students may be in the hallways unattended before or after school hours. Students in grades DK-5 who are in the hallway before or after school hours will be sent to childcare.

## 60 Severe Weather, Tornado or Natural Disaster Procedure

St. Patrick School will follow the policy of Ionia County concerning severe weather conditions. Students remain in school during a watch or warning. Parents are asked not to call the school in the event of a warning. By keeping telephone lines open, we can assist emergency personnel. Parents who wish to pick up their children must come to the school to do so.

During a tornado watch, school will continue in regular session. During a tornado warning, students will be directed to areas designated as shelters. They will not be released unless a parent/guardian comes to school to escort them home. In such cases, the parent/guardian must sign a form in the office stating the student(s) is/are leaving.

### 60.1 Fire/Tornado Drills – Emergency Evacuation

All people in the building are required to comply with established emergency procedures.

Twelve safety drills will be conducted annually: six (6) fire drills, two (2) tornado drills, two (2) lockdown drills, and two (2) shelter in place drills, are held each school year as required by law. Specific directions, posted in each room of the school, must be followed. Schools are required to post documentation on their websites within 30 days of completion of each drill.

## 61 Snacks

Students may bring a light snack to eat between breakfast and lunch. Snacks should have a high nutritional value and be easy to eat. We ask that parents do not send snacks that require assembly. Drinks are limited to water only, with the exception of classroom parties with teacher permission.

## 62 Standardized Tests

Fall, Winter, Spring	Acadience	KG-5
Fall, Spring	MAPS Test	2 <sup>nd</sup> – 8 <sup>th</sup> grade
October	PSAT	10 <sup>th</sup> and 11 <sup>th</sup> grade
January	ASVAB	10 <sup>th</sup> grade
March	SAT	11 <sup>th</sup> grade
May	AP Exams	12 <sup>th</sup> grade

See the school administrator or school counselor for specific test dates and locations.

SAT scores are placed in Infinite Campus (assessment) for parents and students to view.

\*\*All 11<sup>th</sup> grade students may take the SAT on their own.

MAPS scores are placed in Infinite Campus (assessment) for parents and students to view. **Please**

**Note:** Students with higher achievement scores find it is more difficult to demonstrate growth.

## 63 Student Identification Cards

Students in grades DK-12 receive identification cards with their school pictures.

## 64 Telephone Calls and 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 send the student 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. **The office telephone may be used in case of emergency, such as illness or injury.**

## 65 Toys

Unless a toy relates directly to a classroom activity or is for “Show and Tell”, please do not allow your child to bring a toy to school. Toys can end up being lost, broken, or create a distraction in and out of the classroom. This policy also applies to trading cards.

## 66 Tuition and Fees

The School Board, with Finance Commission approval, sets tuition rates for the school.

**Registration Fee:** An annual non-refundable \$50.00 per student registration fee is payable when you sign your annual contract. Students are continuously enrolled at St. Patrick School until their graduation, absent the Intent to Withdraw form.

**Technology Fee:** An annual \$100.00 technology fee is billed per family to the oldest child. The technology fee is payable when you sign your annual contract.

**Payment Plan Fee:** An annual \$38.00 Finalsite Payment Plan fee is billed per family to the oldest child if you utilize a payment plan (not assessed if you pay in full in August). The payment plan fee is payable when you sign your annual contract.

Blackbaud Financial Aid is available for families needing tuition assistance; the application link is available on the school website under Prospective Families, Tuition/Scholarships.

If tuition (or any other financial obligation) is not paid, report cards will be held, your Infinite Campus Portal deactivated, and students may be excluded from classes. Please refer to the tuition contract/collection policy. Students leaving St. Patrick School will not have their records released until all financial obligations are met. If the student is a graduating senior, diplomas and transcripts will be held until all financial obligations are met.

## 67 Tutoring (High School)

All secondary teachers are available for tutoring after school from 2:20 – 3:00 p.m. If additional time is necessary, it may be scheduled at the discretion of the teacher(s). Students who wish to receive additional help should utilize this time to receive assistance.

## 68 Vacations and Family Trips

If students are going to be absent from school to go on a vacation or family trip, parents should inform the school office, administrator, and the teacher. Teachers appreciate having the opportunity to provide students with their assignments in advance of the trip and can do so most efficiently if they are given adequate notice.

## 69 Visitors

In the past, St. Patrick School has let students who have left come back to visit their former classmates if they left in good standing with the school. For the safety and well-being of all our students this will no longer be

allowed during the school day unless the student has a valid and legitimate reason such as attending a meeting and has received approval by the school administrator to do so in advance. Students who have left the school to attend another school have the opportunity to visit in open forums such as sporting events and/or other extracurricular activities.

Students wishing to bring a guest to school must make arrangements in advance with the school administrator. All visitors to the school are asked to report to the school office to sign in before going anywhere in the building other than the main office. A visitor tag will be issued and visitors are asked to wear the tag in a visible place while in the building.

Parents are requested to leave lunches, books, homework and other needed items in the school office rather than taking them directly to classrooms.

Parents who wish to meet with teachers should make an appointment with the teacher before coming to the school. This will allow teachers adequate time to prepare information and materials relevant to the parent conference.

## 70 Work Permit

Work Permit applications are available in the main office. These permits may be revoked if students do not maintain satisfactory attendance and academic standing at school. Students must be at least 14 years of age to be eligible for a Work Permit.



# St. Patrick School

## Point of Contact Progression Chart

TOPIC	1ST CONTACT	2ND CONTACT	3RD CONTACT	4TH CONTACT	5TH CONTACT
Classroom/Instruction	Teacher	Principal	School Board	Pastor	Superintendent (DOGR)
Academics	Teacher	Counselor	Principal	Pastor	Asst. Superintendent (DOGR)
Curriculum	Teacher	Principal	Pastor	Asst. Superintendent (DOGR)	
Behavior/Discipline	Teacher	Principal	Pastor	Superintendent (DOGR)	
Special Education	Teacher	Counselor	Principal	School Board	Superintendent (DOGR)
Athletic	Coach	Athletic Director	Principal	Pastor	Asst. Superintendent (DOGR)
Extracurricular	Advisor	Principal	Pastor	Superintendent (DOGR)	
Retreats/Sacraments	Campus Minister	Pastor			
Technology	Teacher	Principal	School Board	Pastor	Superintendent (DOGR)
School - Other	Principal	Pastor	School Board	Superintendent (DOGR)	
Transportation	Transportation Secretary (PPS)	Director of Operations (PPS)	Superintendent (PPS)	School Board (PPS)	
Food Services	SPS Kitchen Supervisor	Principal	Food Service Director (PPS)	Superintendent (PPS)	
Buildings & Grounds	Maintenance Supervisor	Pastor			
District Protocols/ Policies	Principal	School Board	Pastor	Superintendent (DOGR)	
Student Mental Health	Counselor	Principal	988 Suicide Hotline	OK2SAY (855) 565-2729	
School Safety (Immediate concern call 911)	Principal	Pastor	Police Department	OK2SAY (855) 565-2729	

SPS: St. Patrick School | PPS: Portland Public School | DOGR: Diocese of Grand Rapids

# St. Patrick School

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# Athletic Handbook

**2026-2027 Parent/Student Handbook**

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## I. Introduction

This handbook is designed for coaches, student athletes, and parents to help define the role of educational athletics at St. Patrick School. The basic goal of interscholastic athletics is defined, and the policies and regulations necessary to achieve these goals are presented in this handbook. It is imperative that athletes, parents, and coaches have knowledge of this material.

St. Patrick School is dedicated to personal, athletic, and academic excellence. It is committed to providing an accepting and nurturing Catholic Christian environment. St. Patrick School fosters the development of faith by building a strong relationship with God through spiritual formation at all levels, and in every part of our school.

A committee of teachers, coaches, St. Patrick School Board, and the athletic director initially developed the standards presented in this handbook. The material was compiled, reviewed and revised by the committee prior to being adopted by the St. Patrick School Board and pastor. The document will be reviewed by the committee each year and revisions and amendments made as needed.

## II. Philosophy of the Athletic Program

The athletic program at St. Patrick School is a vital part of the total educational program and an integral part of extracurricular activities. Athletics affirm, promote, and model Catholic values and engage student athletes fully in mind, body and spirit. Through athletic participation, we strive to help our students accomplish the following goals:

Participation in athletics offers unique lessons and experiences that prepare students for life in the community, workplace, and family. Students will participate in athletics with the long-term goal of preparation for a life of faith and service to others.

God has bestowed skills, abilities, and talents upon each of us. Students will develop known and unknown talents that promote confidence, self-discipline, leadership, and an appreciation of physical activity and healthy lifestyle choices.

*The development of well-rounded, faith-centered individuals, as well as the safety and welfare of our student-athletes, is the primary focus of the athletic programs at St. Patrick School. These programs compliment the academic and spiritual focus of the school and strive to assist students in reaching their full potential as witnesses to Christ's teachings.*

## III. Protecting God's Children Coaching Policy

At the recommendation of the Diocese of Grand Rapids, St. Patrick School has implemented a policy that all sports teams must have two coaches present when possible at all practices and games.

- Coaches may be paid or volunteer positions.
- All paid coaches must have attended a Protecting God's Children (Virtus) session and have fingerprints on file before supervising student athletes.
- All volunteer coaches must have attended a Protecting God's Children (Virtus) session and have an updated Criminal Background Check on file.
- A coach may not work one-on-one with a student athlete unless another paid or volunteer coach or the parent is present.
- A coach (paid or unpaid) may only work with small groups of student athletes when another paid or unpaid coach or volunteer is present.

- It is recommended that coaches not transport student athletes in their personal vehicles except in emergency situations only. If it does become necessary, a second approved volunteer or that student athlete's parent must be present in the vehicle.

## IV. To the Parents

Your son or daughter has indicated a desire to participate in interscholastic athletics and, as parents; you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences, assists students in personal adjustments, and enhances classroom learning.

We, who are concerned with the educational development of students through athletics, feel that a properly controlled well organized sports program meets the students' needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and increased responsibility. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means exclusion from the team. This concept of self-discipline is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes to compromise with mediocrity.

The St. Patrick School administrator is committed to certain responsibilities and obligations. They are as follows:

1. To provide equipment and facilities;
2. To provide well-trained coaches;
3. To provide contests with skilled officials; and
4. To provide supervised transportation, when possible.

Likewise, we feel that athletes, parents and coaches have committed to certain responsibilities and obligations. We feel that the specific policies and guidelines outlined in this handbook are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules that govern the spirit of competition for the school. These rules can only be achieved through communication to the parent. It is our hope to accomplish this objective through this athletic publication for coaches, students, and parents.

## V. To the Coaches

The National High School Athletic Coaches Association has issued the following Coaches Code of Conduct:

**As a professional educator and leader, the high school Coach or Athletic Director will:**

- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each team member.
- Encourage and assist team members to set personal goals to achieve their highest academic potential.

- Create a set of training rules for athletes which reflect the positive values of abstaining from the use of drugs, alcohol and tobacco.
- Strive to develop the qualities of leadership, initiative, and good judgment in each team member.
- Communicate program goals and objectives to parents through a mandatory parent meeting.
- Provide a safe environment for practice and competition.
- Gain awareness of the importance of prevention, care, and treatment of athletic injuries.
- Respect the integrity and judgment of the game official.
- Teach and abide by the rules of the game in letter and in spirit.
- Build and maintain ethical relationships with coaches and the school administrator.
- Strive for excellence in coaching skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Encourage a healthy respect for the overall athletic program and its vital role in education.
- Communicate team results and other important athletic events/activities to the media.
- Recognize that each sport is part of a total athletic and educational program at St. Patrick School.
- Work with other coaches to build upon necessary skills throughout the program.

**St. Patrick School Coaches Will:**

- Serve as catechists, teachers and living examples of the Catholic faith.
- Be responsible for attending “Protecting God’s Children Workshop” and fulfilling other responsibilities associated with working with students in a school setting.
- The coaches are also responsible for any assistant coaches or volunteer coaches to attend the workshop and fulfill other requirements.

## VI. To the Athlete

Being a member of an athletic team is an honor, a privilege, and a fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of St. Patrick School, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes and our school. Such a tradition is worthy of the best efforts of all concerned. Over many years, our squads have achieved more than their share of league and tournament championships. Many individuals have set records and won All-Conference and All-State honors.

It will not be easy to contribute to such a great athletic tradition. When a St. Patrick athlete wears the colors of our school, it is believed that you not only understand our traditions, but also are willing to assume the responsibilities needed to uphold our traditions. However, the contributions that you make as an athlete should be a satisfying accomplishment for you and your family.

### a. Responsibilities to yourself

The most important of these responsibilities is to broaden yourself and develop strength of character. As an athlete you owe it to yourself to get the greatest possible good from your high school experiences. Your studies and your participation in extracurricular activities, as well as in sports, prepare you for life as an adult.

### b. Responsibilities to your school

Another responsibility you assume as a member of a team at St. Patrick School is to your school. St. Patrick School will not maintain its position as having an outstanding system unless you do your best in

whatever activity you wish to engage. By participation in athletics to the maximum of your ability, you are contributing to the reputation of our school.

As an athlete you assume a leadership role when you are on the athletic squad. The student body knows you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by the conduct and attitude of our athletes, both on and off the playing field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make St. Patrick School proud of you through your conduct on the playing field. In turn, our community will be proud of our school.

**c. Responsibilities to others**

As a squad member you also bear a heavy responsibility to your home and family. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day, and that you have played the game “all out” you can keep your self-respect and your family can be justly proud of you. The younger students in the St. Patrick School are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

**d. Responsibilities to your team**

As a squad member, you have made a commitment to a team. Missing practice or games beyond illness, excused absences or becoming academically ineligible takes away from the team concept. As a team member, it is your responsibility to always give 100% in the classroom and on the playing field. Even if you are injured, you still play a significant role on your team.

## VII. Academic Eligibility

Eligibility will be checked every Thursday by 8:00 am for the following week (Monday through Sunday). Grades from the prior week will be used to determine eligibility for the present week’s extra-curricular activities. Eligibility will be determined at the end of the third week of the first marking period and every week thereafter throughout the semester. To remain eligible to participate in extra-curricular activities (athletics or other), students in grades 5 – 12 must maintain a grade of C- or better in six (6) of seven (7) classes. High school students also need to have a current grade point average of 2.00 or higher. Students that have a Non-public Service Plan (NPSP) or School Accommodation Form may have alternative eligibility requirements. Ineligible students will not be allowed to participate until the next evaluation is processed. Students who are ineligible for athletic activities due to academic or disciplinary reasons must attend practices, but they may not participate in games. Ineligible player dress code is khakis and school-team-uniform tops.

The Athletic Director is responsible for processing eligibility and informing coaches, parents and players who are ineligible. If a student athlete is on the ineligible list, an educational plan will be developed for that student. Furthermore, a student athlete on the ineligible list three times during a sport season may be dismissed from the team for the remainder of that sports season and will not be eligible for any end of the season awards.

## VIII. Procedure for Quitting a Sport

Students wishing to be released from a sport during the season (after games have started) must arrange for a meeting with the coach and the Athletic Director (parents are encouraged to be present) and express their reasons for wanting to leave the team.

Students who quit after games have started will not be eligible to participate in another sport during that season and will be suspended from 20% of the next season that the student wishes to participate in. Students will not be penalized for quitting a team before the first contest. A student will not be penalized for quitting due to grades or for medical reasons.

## IX. Physicals

Each student 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.

## X. Participation Fee

There is no participation fee to play sports at St. Patrick School. Funding is provided by the St. Patrick Athletic Department.

## XI. Appearance

All athletes will be expected to be neatly and appropriately dressed and groomed when traveling to and from athletic contests during competition. No part or aspect of an athlete's appearance should in any way impede or impair his/her ability to either compete or endanger his/her safety.

**Game Day:** Students may wear ties (conventional or bow ties) on game days with hunter green, navy blue, light blue or white button down shirts only and must wear uniform pants.

On the day of a game or athletic event, student athletes who are participating in a competition must arrive at the game site dressed under the guidelines listed above under "game day, school dress code uniform, team uniform, or team warm up". The coach has final say on which one of the above will be used. There are no exceptions to this policy and coaches are not allowed to give teams permission to dress out of this dress code.

## XII. Affiliations

St. Patrick High School is a member of the Michigan High School Athletic Association and the Central Michigan Athletic Conference for grades 7 through 12, and Catholic Youth Activities Conference (CYAC) for grades 5 and 6. Varsity football plays in the Central Michigan 8-Man Conference. Grades 5-8 football play in the Southern Michigan 8-Man Conference. Trap Clay Target Shooting is available through Michigan State High School Clay Target League.

Michigan High School Athletic Association (MHSAA) and/or related conferences are only available to students that are enrolled full-time at St. Patrick School.

St. Patrick parish members have the opportunity to participate in Shamrock athletics in elementary through the Lansing Catholic Youth Activities Conference (CYAC).

Michigan Trap Shooting Association, Michigan State High School Clay Target League allows for community-wide eligibility for grades 6-12.

<b>Grades</b>	<b>Athletic/Program</b>	<b>Organization, League</b>	<b>Eligibility</b>
Elementary through grade 6	Basketball: Boys & Girls Volleyball	CYAC-CYL	Parish Students
Elementary through grade 6	Football	Community-based program	Parish Students
Grades 6-12	E-Sports	MIHSEF-Michigan High School Esports Federation	Students enrolled full-time at St. Patrick School
Grades 6-12	Trap Clay Target Shooting	Michigan Trap Shooting Association, Michigan State High School Clay Target League	Community-wide Students
Grades 9-12	Bowling: Boys & Girls	MHSAA	Students enrolled full-time at St. Patrick School
Grades 7-12	Football	MHSAA Central Michigan 8-Man Football League	Students enrolled full-time at St. Patrick School
Grades 9-12	Quiz Bowl	Central Michigan Athletic Conference (CMAC)	Students enrolled full-time at St. Patrick School
Grades 6-12	Cross Country: Boys & Girls Track & Field: Boys & Girls	MHSAA CMAC	Students enrolled full-time at St. Patrick School
Grades 7-12	Baseball Basketball: Boys & Girls Golf: Boys & Girls Softball Volleyball	MHSAA CMAC	Students enrolled full-time at St. Patrick School

### XIII. Year-Long Training Rules and Regulations

Participation in athletics is a privilege. Students have to decide if they want to be athletes. If you do wish to be an athlete, you need to follow a simple set of training rules, which the athletic department believes to be fair, and in the best interest of the student athlete. Any deviation from the accepted training rules marks one as unwilling to make a commitment to participate in a sport.

**Drugs, medications, and food** : Student athletes are exposed to many individual and/or marketing programs promoting the use of food supplements to increase athletic performance. These food supplements are not necessary for a student to compete at St. Patrick School.

The following statement from the National Federation of High Schools Sports Medicine Advisory Committee establishes our school policy on this matter: School personnel and coaches should not dispense any drug, medication, or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals, and senior school administrative personnel. Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel or coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

In order to minimize health and safety risks to student athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes. A well-balanced diet and a disciplined exercise program will provide any high school athlete the physical ability to compete at the high school level.

Parents are encouraged to review this Athletic Code periodically with their children. Coaches will refer to the Athletic Code in discussions with our student athletes during the sports-season and throughout the year.

## XIV. Gross Misbehavior, Use of Drugs, Tobacco and/or Alcohol

Gross misbehavior in or out of school pertaining to public and/or private property and to the safety and well-being of others, including but not limited to arson, vandalism, bomb threats, false alarms, theft, trespassing, assault, violence or threat of violence, extortion, possession or use of weapons, or any other deliberate, malicious or willful conduct detrimental to the function of the school's special Catholic mission.

Research emphasizes that use of drugs, tobacco, vapes, e-cigarettes and/or alcohol is physically harmful. The harm done by this is not only a health problem, it is also illegal. The school community follows the progress of athletes and any deviation from the accepted training rules marks one as unwilling to pay the price. If one squad member breaks the rules, it is a bad reflection on the whole team.

Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuses of drugs are not only a social problem; it is against the law. The use and/or possession of any illegal drug, tobacco, vapes, e-cigarettes and/or alcohol are prohibited at any time, in or out of season.

### a. Violations

The following are violations of the St. Patrick School training code:

1. The possession of, distribution and/or drinking of alcohol.
2. The use, possession and/or sale or distribution of drugs and/or drug paraphernalia in any manner (except as medically prescribed).
  - a. Drugs: Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for other than legitimate medical reasons, counterfeit (look alike) substances, tobacco, vapes and e-cigarettes.

- b. Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.

## b. Coverage

Coverage is 365 days a year and 366 days in a "leap-year."

## c. Area of Jurisdiction

Violations that occur on or off school property in this community or another shall result in the same disciplinary action against the person violating the policy or rule.

## d. Penalties

Violations of the gross misbehavior, drug, alcohol, and/or tobacco policies will result in the following progression of penalties:

1. First Offense
  - a. Athletes who are suspended for the first time will not participate for one-third of a season. However, if the student took ownership of the Gross Misbehavior, were honest and forthcoming with the information, and showed true remorse, the punishment maybe diminished by the administrator.
  - b. The athlete will be placed on probation for the period of one year after the offense.
  - c. After one year, the record will be cleared.
2. A second offense during the probation period will result in the loss of a full season.
3. A third offense during probation will result in the loss of privilege to participate for one calendar year from the date of the third offense.
4. Committing or participating in the following activities will result in suspension.
5. The Statute of Limitations is 12 months from the date of offense. Discipline will be implemented no later than 12 months after the offense.

Penalties carry over to the following season or the following school year. Penalties for infractions between seasons will be enforced during the season immediately following participation. **A student may not join a sport for sole intent of serving a suspension. However, the Athletic Director will use his/her discretion to determine the student's intent in joining a sport. If a student is serving a suspension and is removed from that team, it will count as a second or third offense.**

**Note:** It shall not be a violation of the Athletic Code for an athlete to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed practitioner for which permission to use in school has been granted pursuant to Board Policy. An athlete shall notify his or her coach if he or she is taking a prescription medicine that could alter the athlete's behavior or affect the athlete's ability to participate in a physical activity.

## e. Guideline for Investigating Violations

All students are guaranteed the right to due-process. To ensure those rights when investigating a code violation, the following procedures will be followed:

1. All reporting of violations must be written, signed and submitted to the athletic director.
2. An athlete will be informed of any charges brought against him/her.
3. An athlete will have the right to present any relevant information that will support their defense.

4. If a possible violation has occurred, a conference may be held with the athlete, his/her parent(s), guardian and the athletic director.
5. If an athlete is suspended, the parent(s) will be notified and will receive a letter stating the findings of the investigation and action being taken.
6. A written report of the investigation will be held on file in the athletic office.
7. This report will not become part of the student's academic record and will be held confidential.
8. An administrator or coach will be ineligible for Reporting and Investigating the violations, if they were a victim of Gross Misbehavior.
9. The administrator or coach may report a violation and are actually required to do so. If they do report a violation, they would then be ineligible to be the one investigating the incident.
10. The athletic director may not investigate any violations if he/she is currently coaching the alleged violator. In such a case, the principal will investigate the situation.

## f. Parties

Students attending parties where drugs and alcohol are present are at risk of violating training rules. Choosing to stay at such a party, even though you are not participating in alcohol consumption and/or substance abuse, may be breaking training rules.

## XV. Ejections from Contests

The St. Patrick Athletic Department will suspend any athlete or coach ejected from a contest as per MHSAA rules plus an additional contest date.

## XVI. Travel

Behavior on all away trips holds the same expectations as in the classroom. Food and beverages on the bus are prohibited unless prior approval has been given. It is the responsibility of the students and the coaches that the bus is clean and that all trash is picked up and taken off the bus. The Head Coach is required to ride the bus on all trips, unless he/she has permission from the Athletic Director.

### a. Transportation

Team members must travel to and from contests in an authorized school provided vehicle, except in situations of emergency with permission of coach or athletic director, or if arrangements are made prior to the game and approved by the athletic director. Coaches will make the team aware of bus times. Cell phones are important to have in case of an emergency or making arrangements for being picked up. It is inconsiderate to be using a cell phone while with teammates when traveling to and from contests.

### b. Riding with Parents

Parents will be responsible for arranging transportation if no bus is available. Students, who wish to ride home from an athletic event with their parents or other adults, as designated by the parent, must bring a note from a parent to the coach. We encourage team togetherness; however, we are aware, that families may have plans that require special considerations. Under no circumstances can an athlete ride to or from games with anyone other than an adult designated by their parent. Athletes are not permitted to drive themselves to and from athletic events where they are participants, unless traveling to a game in Portland, MI.

## XVII. Weather Policy

On days school is cancelled, all activities will be cancelled (there may be an exception because of extenuating circumstances). It is recommended that there will be voluntary varsity practices on snow days or days when school is cancelled if approved by the Athletic Director. Varsity coaches will be responsible for notifying players if voluntary practice is going to be held. All practices at all levels will be cancelled in the case of a tornado warning or other weather that is deemed potentially harmful to students. Appropriate precautions will be taken if a tornado warning occurs once practice is in session.

A policy has been adopted for Managing Heat & Humidity for the MHSAA Handbook and MSHAA Tournaments. Please see Addendum I.

## XVIII. Inventory

All equipment and uniforms are the property of St. Patrick School. All coaches are required to inventory and record all equipment and uniforms issued to all players. Equipment and uniforms must be turned in at the end of the season. The athletic director will be informed of any missing equipment and/or uniforms. A replacement charge will be issued to any students who fail to turn in their uniform and/or equipment. Outstanding obligations must be taken care of before being allowed to participate in the next sport. Seniors must take care of all outstanding obligations before graduation.

## XIX. Locker Room

It is the responsibility of the students and the coaches that the locker room is kept clean. This is required for both at home and all away contests. The locker room must be left in the same condition as when you entered the locker room. Coaches are ultimately responsible for the behavior of the students in the locker room and the physical condition after every practice and contest.

### a. Locker Room Procedures

1. An athlete is responsible for his/her valuables. An athlete should have a lock for his/her locker and the locker must be locked. All clothes and equipment should be put into lockers after every practice and game. Anything not in a locker will be thrown out.
2. Conduct in the locker room should reflect the mature judgment of young athletes. Horseplay will not be tolerated.
3. When an athlete leaves the shower room, showers must be turned completely off, home or away.
4. Team managers should be treated with respect at all times.
5. No phones/cameras, camera phones or similar technology should be used in the locker room areas.
6. Any destruction of our locker room or an opponent's locker room will result in appropriate penalties and restitution.

## XX. Team Rules

The head coach, in consultation with the athletic director and principal, may suspend an athlete for a period of time or dismiss an athlete from the team for violations of team rules or insubordination if the head coach feels that such action is in the best interest of the team and the athletic program.

## XXI. Playing Time Philosophy

St. Patrick School is committed to offering an athletic program that will benefit our students in many ways throughout their careers and on into life. This program should be an extension of the classroom. Consequently, we have developed a philosophy for team sports playing time that will best enhance our athletic program and service our student-athletes simultaneously.

**1. Development Stage (grades five through six)**

- a. The optimum goals at this stage include teaching fundamentals of the sport, emphasizing sportsmanship and to provide practice and game playing time for all participants. Winning can be discussed to build team pride, but should not be stressed as to circumvent the original aforementioned goals.

**2. Intermediate Developmental Stage (grades seven through JV)**

- a. Coaches should balance student-athlete participation with the success of the team in this stage. Fundamentals in practice and sportsmanship are still goals for all participants. During games, personal strategies can be made by the coaches to aid the success of the entire team. However, every effort should be made to provide as much playing time to all participants as possible. Playtime will not be equal.

**3. Varsity Stage (varsity teams)**

- a. The success of the team is the main goal at this stage. Student-athletes should learn that in varsity athletics all participants are working together for the good of the unit. This is a lifetime skill. Exclusively the coaching staff handles game participation, although playing time will be provided for as many student-athletes as possible. Coaches should stress to all participants that each is an important contributor to the team in many ways, but playing time cannot be afforded equally to all. Maximum student-athlete game participation is stressed but not mandated at this level.

## XXII. Communications

### a. Parent/Coach Communication

Research indicates that students involved in extra-curricular activities have a greater chance for success during adulthood. We believe St. Patrick School's Athletic program helps develop the character traits that promote a successful life after school. Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program. If a situation arises which requires a conference between the coach and the parent, it is important that both parties involved have a clear understanding of the other's position.

### b. Player to Coach/Coach to Player

St. Patrick student-athletes are expected to have ongoing communications with the coach. St. Patrick coaches are expected to communicate team goals and individual goals for each of their players. Athletes are expected to know what their role is on the team and what skills they can develop to greater help the team. Coaches are expected to continually evaluate the roles of athletes and develop each individual to their greatest potential. Athletes and coaches are the heart of the teams. Without communication our teams will never meet their full potential. Many future roadblocks to a team can be solved by communicating concerns and issues at the player to coach level of communication.

### c. Communication you should expect from your Son/Daughter's Coach

1. Philosophy of the coach
2. Expectations the coach has for your child and other players on the squad
3. Locations and times of all practices and contests
4. Team requirements
  - a. i.e., special equipment, off-season conditioning
5. Procedure should your child be injured during participation
6. Discipline that results in the denial of your child's participation, should it occur before the next scheduled event
7. Use of emails or texts for communication to student/athlete must include parents/guardian

#### d. Communication Coaches Expect from Parents

As St. Patrick School athletes become involved in athletic programs, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way an athlete wishes. Therefore, a discussion with the coach is encouraged in the following manner:

1. Personal concerns should be expressed directly to the coach
2. Notification of any schedule conflicts well in advance

#### e. Appropriate Concerns to Discuss with Coaches

It is very difficult to accept, as a parent, your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. They take the following into consideration when making their decisions:

1. Mental and physical attributes of your child
2. Ways to help your child improve
3. Concerns about your child's behavior

#### f. Issues Not Appropriate to Discuss with Coaches

While there are certain things that can and should be discussed with your child's coach, there are other things, which must be left to the discretion of the coach. These include the following:

1. Playing time
2. Strategy
3. Play calling
4. Other student-athletes

#### g. Contact Guidelines

If you have a concern to discuss with a coach, the procedure to resolve the issue is as follows:

1. Set up an appointment with the coach
2. If the coach cannot be reached, call the Athletic Director at 517-647-7551
  - a. He/she will set up the meeting for you
3. Please do not attempt to confront a coach before or after a contest or practice (WAIT 24 HOURS). These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director at 517-647-7551 to discuss the situation
2. At this meeting the appropriate next step can be determined.

## XXIII. Squad Selection

The selection is accomplished in accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program within the framework of interscholastic competition. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport. Prior to trying out, the following information will be made available to all candidates for the team:

1. Extent of try-out period (a minimum number of practice sessions)
2. Objective criteria used to select the team
  - a. Skill testing – tests designed by the coaching staff
  - b. Ranking of players
  - c. Program coaches evaluate skill testing
  - d. Consensus of opinion by the coaching staff
  - e. Head coach makes final decision
  - f. Camp attendance not a criterion for selection
3. Number to be selected determined by outcome of skill testing, ranking, and consensus of program coaches. The head coach, with consultation of the Athletic Director, will determine team-size
4. Practice commitment if they make the team
5. Game/Season commitments

## XXIV. Squad Reduction

Choosing the members of the athletic squads is the sole responsibility of the coaches of those teams. When a squad reduction becomes a necessity, the process will include three important elements. Each candidate shall:

1. Have a predetermined minimum number of practice sessions,
2. Have performed in at least one game-like setting (unless extenuating circumstances prevent such a setting, e.g.-weather and spring sports), and
3. Be personally informed of the cut by the coach

## XXV. Attendance

### a. School Attendance

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 extra-curricular activities. A late-arrival or prior excused absences with documentation such as, but not limited to, medical, dental, funeral, court and other emergency situations (car trouble) with the athletic director's approval will be permitted. Chronic conditions (migraine, asthma, allergies and so forth) with documentation will be taken into consideration.

### b. In-School Suspension

A student will not be eligible to practice or participate in games on suspension days. They are required to be at the game and sit with the team, but are not to dress for the sport (Example: suspension on Monday, eligible to participate on Tuesday).

### c. Out-of-School Suspension

A student serving an out-of-school suspension is not eligible to practice or play in any game on suspension days.

### d. Game and Practice Attendance

Absence from a game or practice for any excused absence will not result in a consequence of any form. Documentation must be provided. Emergency situations and special circumstances will be reviewed and determined by the athletic director. Examples include, but are not limited to the following:

1. Excused
  - a. Medical
  - b. Dental
  - c. Court
  - d. Funeral
  - e. College Visitation
  - f. Illness
  - g. Family Vacation with prior permission
2. Unexcused
  - a. Does not fit one of the *Excused* categories as outlined above
  - b. Having to work is not considered an excused absence
3. Consequences of unexcused absences:
  - a. 1st offense: Cannot play first game date after unexcused absence
  - b. 2nd offense: Suspension from team

### e. Resolving Conflicts between Church, Athletics, and other School Events

If an athlete is involved in other extra-curricular activities and a conflict occurs between practice, contest and performance, the following criteria will be used.

1. If a conflict occurs between an event (church or school) and a practice; the athlete may go to the event without any reprimand
2. If a conflict occurs between two events, the academic event (i.e.; PSAT) has precedence
3. If a conflict occurs between two non-academic events, a meeting will be called as soon as possible to work out a solution

If a conflict occurs between a practice, a contest or performance on the same day, but different times, all coaches and instructors involved will devise a plan to solve the conflict. As soon as it becomes apparent that a conflict exists, let the athletic director know so a solution can be arranged.

## XXVI. Awards

All athletes who successfully complete a sport season will be recognized for their accomplishments. The awards are as follows:

1. For the first award, athletes will receive a St. Patrick Letter (SP)
2. For additional varsity letters, the athlete will receive a pin for the sport in which they earned a letter
3. All varsity and junior varsity will receive a certificate recognizing a successfully completed season

## XXVII. Dual Participation

Dual participation is defined as actively participating in two sports simultaneously during one season.

To be eligible for dual participation, students must meet with the athletic director to discuss the feasibility of dual participation. The athletic director will determine if the student is a candidate based on ability and academic status. Approval must be granted by the parents, coaches of both sports teams, the athletic director, and the principal by the first contest of the season. If this approval is not granted by the first contest of the season, a student athlete will not be eligible for dual participation.

1. Eighth grade students will **not** be allowed to dual participate in two high school sports during the same sports season.
2. Eighth grade students **will** be allowed dual participation in one middle and one high school sport.
3. An eighth grade student may be allowed to move between the middle school and high school squad with parent, coach, and athletic director approval.

### a. The Guidelines Regulating this Policy are as Follows:

1. Student-athletes may participate in two sports in a season provided they have the consent of parents and each of the coaches of the sports, the athletic director, and the principal.
2. The student athlete must indicate a "priority sport." If there happens to be a contest conflict date between the two sports, the student-athlete will participate in the "priority sport."
3. Details on practice times and game participation will be worked out with the student-athlete and the two coaches in congruence with athletic policies.

## XXVIII. Grade 8 Interscholastic Athletic Participation

MHSAA policy allows that schools with a four-year high school enrollment of 99 or less may draw upon the eighth grade for varsity competition in all sports except football, ice hockey and wrestling.

Students in 8<sup>th</sup> grade may be granted the opportunity to participate in high school level sports. The school administrator will notify students and families of these opportunities **only when the sport is undersubscribed by high school students. This decision will be made by the school athletic director, coaches, high school principal, and middle school principal after a review of the level of interest of high school and 8<sup>th</sup> grade participants.** Sports that have full rosters comprised of high school level students will not solicit participation from eighth grade students. This practice will allow us to maintain varsity and junior varsity programs thereby allowing teams to compete even when high school participation is low.

When eighth grade students are invited to participate on a high school team, the invitation to participate will extend to all 8<sup>th</sup> grade students who meet the qualifications for participation in that sport.

Please note the following:

Coaches will **not** pick and choose which athletes are allowed to participate in high school athletics. If eighth grade students are allowed to participate in a sport, all will be invited to sign up for participation in that school year.

The high school varsity interscholastic athletic programs consist of the following:

**Fall:**

Boys Cross Country  
Girls Cross Country  
Football\*  
Trap  
Volleyball

**Winter:**

Boys Basketball  
Girls Basketball  
Boys Bowling  
Girls Bowling

**Spring:**

Baseball  
Boys Golf\*\*  
Softball  
Boys Track and Field  
Girls Track and Field  
Trap

\*8<sup>th</sup> graders may not participate in high school football.

\*\*Girls may participate in boys golf during the spring season.

## XXIX. Injury to an Athlete

The coach will fill out a **STUDENT ACCIDENT REPORT** the day it occurs and submit it to the main office the next business day. A school official will fill out Part A: Notice of Injury on a **PROOF OF CLAIM** form. The **PROOF OF CLAIM** form is then sent to the parent to fill out Part B: Parent Statement if the parent's insurance does not cover the injury. The parent may then send the Proof of Claim form to Student Assurance Services, Inc. if student accident supplemental insurance is needed. Injured athletes are still a member of the team and are held to expectations and responsibilities as a team member. Injured athletes are expected to be at all practices and games or suffer consequences of unexcused absences.

## XXX. Prayer and National Anthem at home games before contest begins

### a. Prayer

Good \_\_\_\_\_, and welcome to St. Patrick School for today's game with our visitors from \_\_\_\_\_.

The MHSAA and St. Patrick School promote good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner.

Please bow your heads while we recite the following prayer (It may be recited before the National Anthem at varsity home games with the exception of MHSAA state tournament games where Public Address scripts are provide by MHSAA.):

Strong and faithful God,  
as we come together for this contest,  
we ask you to bless these athletes.

Keep them safe from injury and harm,  
instill in them respect for each other,  
and reward them for their perseverance.

Lead us all to the rewards of your kingdom  
where you live and reign forever and ever.  
Response: Amen.

## b. National Anthem

The privilege of this game was made possible by those who have fought – and continue to fight for – the freedoms we enjoy. Let us honor and respect our country by gentlemen removing their caps, and everyone standing at attention, placing their hands over their hearts, as we proudly sing our National Anthem.

## XXXI. Sportsmanship (MHSAA Mission Statement)

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Furthermore, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by **(St. Patrick School)** as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.

## XXXII. College Recruitment

College recruitment information sent to St. Patrick School is distributed to athletes. Athletes should make the head coach and athletic director aware of their situation in regards to being recruited.

## XXXIII. Addendum I

See Attachment entitled:

**MODEL POLICY FOR MANAGING HEAT & HUMIDITY Adopted March 22, 2013**  
**For 2013-14 MHSAA Handbook and MHSAA Tournaments**

**MODEL POLICY FOR MANAGING HEAT & HUMIDITY Adopted March 22, 2013**  
**For 2013-14 MHSAA Handbook and MHSAA Tournaments**



1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, take temperature and humidity readings at the site of the activity. Using a digital sling psychrometer is recommended. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally the athletic director, head coach or certified athletic trainer.
2. Factor the temperature and humidity into the Heat Index Calculator and Chart to determine the Heat Index. If a digital sling psychrometer is being used, the calculation is automatic.

3. **If the Heat Index is below 95 degrees:**

- All Sports
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Optional water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.

**If the Heat Index is 95 degrees to 99 degrees:**

- All Sports
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Optional water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.
- Contact sports and activities with additional equipment:
  - Helmets and other possible equipment removed while not involved in contact.
- Reduce time of outside activity. Consider postponing practice to later in the day.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.


**If the Heat Index is above 99 degrees to 104 degrees:**

- All Sports
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Mandatory water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.
  - Alter uniform by removing items if possible.
  - Allow for changes to dry t-shirts and shorts.
  - Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  - Postpone practice to later in the day.
- Contact sports and activities with additional equipment
  - Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

**If the Heat Index is above 104 degrees:**

- All sports
  - Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

Note: When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

**Over for Heat Index PDF** 

# HEAT INDEX CALCULATION AND CHART

Temperature (Fahrenheit)

Relative Humidity at Site

	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
100	84	87	91	95	99	103	107	112	116	121	126	132	137	143	149	155	161	168	174	181	188	195
99	84	87	91	94	98	102	106	111	116	120	125	131	136	142	147	153	160	166	172	179	186	193
98	84	87	90	94	98	102	106	110	115	120	124	130	135	140	146	152	158	164	171	177	184	191
97	84	87	90	94	97	101	105	110	114	119	124	129	134	139	145	151	157	163	169	176	182	189
96	83	87	90	93	97	101	105	109	113	118	123	128	133	138	144	149	155	161	167	174	180	187
95	83	86	90	93	97	100	104	108	113	117	122	127	132	137	142	148	154	160	166	172	179	185
94	83	86	89	93	96	100	104	108	112	116	121	126	131	136	141	147	152	158	164	170	177	183
93	83	86	89	92	95	99	103	107	111	116	120	125	130	135	140	145	151	157	162	169	175	181
92	83	86	89	92	95	98	103	106	111	115	119	124	129	133	139	144	149	155	161	167	173	179
91	83	86	89	92	95	98	102	106	110	114	118	123	127	132	137	143	148	154	159	165	171	178
90	83	86	88	91	95	98	102	105	109	113	117	122	126	131	136	141	147	152	158	164	170	176
89	83	85	88	91	94	98	101	105	109	113	117	121	125	130	135	140	145	151	156	162	168	174
88	83	85	88	91	94	97	101	104	108	112	116	120	125	129	134	139	144	149	155	160	166	172
87	83	85	88	91	94	97	100	104	107	111	115	119	124	128	133	138	143	148	153	159	164	170
86	83	85	88	90	93	96	100	103	107	110	114	118	123	127	132	136	141	146	152	157	163	168
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54	80	81	82	83	85	86	87	89	91	93	94	96	99	101	103	106	108	111	114	116	119	123
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33	79	79	80	81	82	83	84	85	86	87	89	90	91	93	94	96</						

