



Shamrock News

[The link to the school calendar is here.](#)

August 13, 2026

Welcome Back!!

First Day of School

The first day of school and before and after school childcare for St. Patrick DK-12 students is Wednesday, August 19. This is a full day of school. All students will attend Mass at 9:30 a.m. Bus transportation will be available on August 19.

Daily Schedule

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

School Mass Schedule

Wednesdays at 9:30 a.m. - Grades DK-12
Thursdays at 9:30 a.m. - Grades DK-5
Fridays at 8:00 a.m. - Grades 6-12

First Day of Preschool

Preschool begins the week of Monday, August 24
Preschool - 8:30-11:30 a.m. & 12:30-3:30 p.m.

Students in grades 6-12 will meet in their first hour classroom, they can enter the school using door #7 between 7:10 - 7:27 a.m.

Students in grades DK-5 will enter the school at the cafeteria doors (#2) beginning at 8:20 a.m. Supervision will start at 8:20 a.m. in the cafeteria. Please DO NOT drop off students before 8:20 a.m. unless using childcare. Pick-up numbers will be available at the open house.

Elementary Lunch: This year, we will be making a small change to our lunch and recess schedule. Students in DK through 2nd grade will eat lunch first and then head outside for recess, while students in 3rd through 5th grade will have recess first and then eat lunch. This change will help us provide more appropriate outdoor play time for each age group while also helping us manage the noise level in the cafeteria. This will create a smoother and more enjoyable lunch and recess for all of our elementary students.

Morning/Afternoon Childcare (Latchkey) Location

Change: Please be aware that childcare is now located in the cafeteria. Please enter door #6 and go downstairs.

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

St. Patrick School All School Open House

5:00 - 6:30 p.m.

Tuesday, August 18, 2026

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

Bring your school supplies.

Mr. Shepard's ice cream truck will be in the parking lot!

Sports Passes may be purchased during the open house.

Please Welcome New Staff

Mr. Jacob Lowe - 4th grade teacher
Ms. Sarah Platte - DK teacher
Mrs. Stephanie Spitzley - 4th grade teacher
Mrs. Jill Taul - Kindergarten teacher
Ms. Cali Tighe - Art teacher

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

Class lists are posted on the office doors.

School Board

Brenda Lenneman	Chair
Stephanie Wambaugh	Co-Chair
Nancy Wohlscheid	Recording Secretary
Erin Pung-Caszatt	Member
Jason Chamberlain	Member
Melinda Fandel	Member
Ashley Kliewer	Member
Ashley Kreiner	Member
Krysten Rosendall	Member
Holly Smith	Member
Scott Wieber	Member

School Board meetings begin with Mass at 6:00 p.m. Meetings will be held in the Parish Hall immediately following Mass on the following dates: Aug. 4, Oct. 13, Dec. 1, Feb. 9, April 13, and May 11. Anyone wishing to address the Board may do so by calling Brenda Lenneman at (517)204-0973 to be placed on the agenda. You may also use the request form on the board page of the school website. Board meetings are open and your attendance is welcomed and encouraged.

Welcome

BACK TO School

2026-2027 Staffing Plan

Pastor	Fr. Logan Weber	6-8 Science/2-5, 8 STEM	Mrs. Judy Fleischer
6-12 Principal	Deacon Randy Hodge	6-8 English/6 Life Skills/PF/8 Religion	Mrs. Erin Martin
DK-5 Principal	Mrs. Casey Lenneman	6 Religion/6-8 Math	Mr. Joshua Pung
School Counselor	Mrs. Grace Snitgen	6-8 Social Studies	Mr. Pat Russman
Administrative Assistant	Mrs. LuAnn Kinsman	9-12 Math/7 Religion	Mr. Paul Osbourne
Administrative Assistant	Mrs. Janet Pung	9-12 Math/10 Computer Science	Mr. Terry Austen
Campus Youth Minister	Mrs. Nikki Brown	9-11 Social Studies/PF/Capstone	Mrs. Kaye Sandborn
5-12 Athletic Director	Mr. Pat Russman	9-12 Science	Mr. Jordan Smith
Developmental Kindergarten	Mrs. Katrina Meyers	9-12 English/Yearbook	Mrs. Christine Rockey
Developmental Kindergarten	Ms. Sarah Platte	9-12 Theology	Mr. Dan Rockey
Kindergarten	Mrs. Lisa Hartwick	DK-12 Art	Ms. Cali Tighe
Kindergarten	Mrs. Jill Taul	DK-9 PE/9 Health	Mr. Bryan Scheurer
1st	Mrs. Amy Weems	Early Childhood Director	Mr. Aaron Thelen
2nd	Mrs. Stacy Russman	Preschool Teacher	Mrs. Teresa Knoop
3rd	Mrs. Mary Cook	Preschool Aide ...	Mrs. Kendall Martin & Mr. Aaron Thelen
3rd	Mrs. Karen Scheurer	3-4 year old Daycare Lead.	Ms. Kaitlyn Simmons
4th	Mr. Jacob Lowe	Infant Daycare Lead	tba
4th	Mrs. Stephanie Spitzley	Toddler Daycare Lead	Mrs. Mary Hengesbach
5th	Mr. Andrew Hammond	AM Childcare	Mr. Aaron Thelen
DK-5 Computers	Mr. Bob Powers	PM Childcare	Mrs. Laura Price
DK-5 Library	Mr. Jordan Smith & tba		
Elementary Teacher Assistant	Mrs. Jill Serba		
Elementary Teacher Assistant	tba		

PTO Upcoming Events

- August 18: Check out our table at the Open House 5:00-6:30 p.m.
Used uniforms will be available for purchase for \$1 per item.
- Sept. 14 & Oct. 12: PTO meetings in the Parish Hall 7 p.m.
- Sept. 25: Homecoming Tailgate. More info to come.

Check the school newsletter for more information regarding these events.

We are seeking parent reps to aid teachers and the PTO.

Thank you for supporting your St. Patrick PTO.

A big **THANK YOU** to our maintenance staff for all their hard work this summer getting our school ready for the new school year. It looks **AWESOME!!**



Calendar of Events



8/18 Welcome Back Open House 5:00 - 6:30p
8/19 First day of school
8/20 JV & Var. FB Scrimmage @ Fulton TBD
8/22 Var. VB INV @ Battle Creek St. Phillip 9a

8/24 First week of preschool
9/4-7 No School - Labor Day Break
9/14 & 15 School Picture Days

August 2026 Lunch Menu

Student Lunch: grades 6-12 \$3.00 | grades DK-5 \$2.75 | milk \$.60

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

Milk choices include skim white and skim chocolate.

Monday	Tuesday	Wednesday	Thursday	Friday
17	18	19	20	21
No School	No School	Choice of: 1) waffles w/ scrambled eggs and tater tots 2) hot dog 3) biscuit and turkey ham fun lunch 4) turkey ham & cheese salad	Choice of: 1) beef taco tots 2) popcorn chicken 3) cereal, Goldfish, and yogurt fun lunch 4) turkey ham & cheese salad	Choice of: 1) chicken and cheese quesadilla 2) pepperoni pizza 3) nachos, cheese, and salsa fun lunch 4) turkey ham & cheese salad
24	25	26	27	28
Choice of: 1) mini corn dogs 2) chicken sandwich 3) build your own pizza fun lunch 4) turkey ham & cheese salad	Choice of: 1) beef walking tacos 2) cheese stuffed breadsticks 3) yogurt and graham cracker fun lunch 4) turkey ham & cheese salad	Choice of: 1) macaroni and cheese 2) hot dog 3) biscuit and turkey ham fun lunch 4) turkey ham & cheese salad	Choice of: 1) french toast sticks w/sausage patty 2) boneless chicken wings 3) cereal, Goldfish, and yogurt fun lunch 4) turkey ham & cheese salad	Choice of: 1) Japanese cherry blossom chicken w/fried rice 2) pepperoni pizza 3) nachos, cheese, and salsa fun lunch 4) turkey ham & cheese salad

- To apply for free and reduced lunch and to check out balances, go to <https://portland.familyportal.cloud/>. We need everyone to apply for the free and reduced lunch to help the school get funding. All money from last year has been carried forward in your account.
- Please apply lunch money in your account before your student orders a lunch. You can apply it on the family portal (<https://portland.familyportal.cloud/>) or send in cash or check made out to Portland Food Service to your child's teacher or cafeteria. Please do not combine a check to PFS with any money to be paid to the St. Patrick School.
- Lunch menus will be emailed each month. They are also found on the homepage of our school website. If you would like to see the nutritional facts for a particular food item, please go to <https://portland.nutrislice.com/menu/st-pats/lunch>.

Substitute Teachers Needed

Spread the word.

See below on how to get started.



SAY
Hello!
TO A JOB
THAT MATTERS.



ESS, an award-winning education personnel and management company, is now hiring teachers, aides, and paraprofessionals for exciting substitute opportunities every day in school districts near you. You can enjoy the convenience of working school hours, whether you want to work Mondays, Fridays, or five days a week!

What makes ESS a great place to be a Substitute Teacher?

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No matter your level of experience, we give you the tools and skills to enter the classroom confident and prepared.

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After helping you through the hiring process, we're committed to getting you in the classroom – as often as you'd like.

Perks



Maintain a flexible schedule, work close to home, and take advantage of our exciting employee programs and benefits.

Apply Now! ESS.com

877.855.7264 | HRMidwest@ESS.com





**ST. PATRICK
CATHOLIC SCHOOL**

2026-2027 School Calendar

2/9/2026

	Mon	Tue	Wed	Thu	Fri	Notes
Aug 2026	10	11	12	13	14	August 2026
	17	18	19	20	21	18 Welcome Back Open House (5:00-6:30p)
	24	25	26	27	28	19 first day of school: grades DK-12 (full day)
	31	1	2	3	4	24 first day of school: preschool
Sep 2026	7	8	9	10	11	September 2026
	14	15	16	17	18	4-7 no school Labor Day break
	21	22	23	24	25	25 half day
	28	29	30	1	2	
Oct 2026	5	6	7	8	9	October 2026
	12	13	14	15	16	15-16 no school diocesan PD: MANS Educator Conference
	19	20	21	22	23	16 end of first quarter
	26	27	28	29	30	
Nov 2026	3	4	5	6	7	November 2026
	9	10	11	12	13	25-27 no school Thanksgiving break
	16	17	18	19	20	
	23	24	25	26	27	
Dec 2026	30	1	2	3	4	December 2026
	7	8	9	10	11	18 half day end of second quarter
	14	15	16	17	18	21-24 no school Christmas break
	21	22	23	24	25	
Jan 2027	28	29	30	31	1	January 2027
	4	5	6	7	8	4 school resumes
	11	12	13	14	15	18 no school Martin Luther King Jr. Day
	18	19	20	21	22	
Feb 2027	25	26	27	28	29	February 2027
	1	2	3	4	5	12 half day
	8	9	10	11	12	15-16 no school Mid-Winter break
	15	16	17	18	19	
Mar 2027	22	23	24	25	26	March 2027
	1	2	3	4	5	19 end of third quarter
	8	9	10	11	12	26 no school Good Friday
	15	16	17	18	19	29 no school Easter Monday
Apr 2027	22	23	24	25	26	April 2027
	29	30	31	1	2	5-9 no school Spring Break
	5	6	7	8	9	
	12	13	14	15	16	
May 2027	19	20	21	22	23	May 2027
	26	27	28	29	30	18 last day for preschool (PS Promotion Ceremony on May 19)
	3	4	5	6	7	21 last day for seniors (full day)
	10	11	12	13	14	23 Class of 2027 Graduation Ceremony
June 2027	17	18	19	20	21	31 no school Memorial Day
	24	25	26	27	28	
	31	1	2	3	4	
	7	8	9	10	11	June 2027
	14	15	16	17	18	4 half day last day for students DK-11 end of fourth quarter

no school

half day

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

VIRTUS TRAINING

KEEPING OUR KIDS SAFE

Become VIRTUS TRAINED
now so you can join us on
field trips and fun events.

Sign up for on-line classes at Virtus.org.



We welcome all parents and family members (grandparents, aunts, uncles) to attend field trips throughout the school year. However, everyone will need to take a Protecting God's Children* session before this can happen. If you do not complete this at least two weeks before the event, you will be ineligible to attend. You only have to do this one time and you will be good for the rest of your child(rens) attendance at St. Patrick School. Don't delay, do it now.

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

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

* Protecting God's Children* for Adults is training conducted by VIRTUS certified facilitators on the prevention of child sexual abuse. The training makes participants aware of the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five easy steps one can use to prevent child sexual abuse.



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

Don't wait until school starts to vaccinate!

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

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

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

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

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



2026 – 2027 Quick Reference Guide

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

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

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

Daily Schedule

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

- Elementary students are tardy if not in the cafeteria by 8:40 a.m.
- Elementary students missing more than 30 minutes in the morning or afternoon will be marked absent for a half day; if missing 29 minutes or less they will be marked tardy.
- Elementary students attend Mass on Wednesdays and Thursdays at 9:30 a.m. Lunch is 11:50 a.m. - 12:35 p.m.

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

- Middle school and high school students missing 15 minutes or more in a class period will be marked absent for that period; if missing 14 minutes or less they will be marked tardy.
- There are seven class periods and one lunch period. Middle school lunch is 11:09 – 11:37 a.m. and high school lunch is 11:06 – 11:34 a.m.
- Students will attend Mass on Wednesdays at 9:30 a.m. and Fridays at 8:00 a.m.

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

Morning Drop-Off Procedure

Elementary Students (grades DK-5) MUST be signed in at before-school childcare in room 301 (cafeteria) through door #6 on West Street. Elementary students dropped off after 8:20 a.m. will enter the cafeteria (door #2) from the parking lot between the church and school until 8:40 a.m. when teachers will lead them in for prayer then go to their classrooms.

- Parents may drive up the ramp from Church Street to drop their children off by the cafeteria doors. **Please do not drop your children off on West Street, which is the bus drop-off point, unless you are dropping off for childcare, preschool, or daycare.**
- Bused students are dropped off on West Street and enter door #7.
- Students are not permitted to be in the halls before or after school. Any students dropped off before 8:20 a.m. MUST report to before-school childcare and will be charged accordingly for the service.

Secondary Students (grades 6-12)

- Students should arrive no earlier than 7:10 a.m.
- High School students may drive to school and park in the lot across from Alton Park in their assigned parking space.
- Students may enter the school at door #7 on West Street between 7:10 - 7:27 a.m., after 7:27 a.m. they must enter at the school office entrance door #1.

Dismissal Procedure

Elementary Students (grades DK-5)

- Non-bus riding students can be picked-up in their assigned location (gym steps or Parish Hall) at 3:45 p.m. Directions and numbers will be available at the open house in August.
- If you will be making alternate arrangements for student pick-up, please email or send a note to your child's teacher. For last minute arrangements call the school office at 647-7551 **BEFORE** 3:15 p.m. Please include your child's teacher, and both Mrs. Kinsman and Mrs. Pung on emails regarding changes to your child's pick-up when it is a last-minute change. Please try to make arrangements in advance. If you do not receive a response, your child may be sent home the originally scheduled way.
- If a student will be participating in the afterschool bowling program at Meadow Bowl Lanes, please let the office know the change in their end of the day plans. The office will need to know each new session they are signed up.

- Parents will be called if a student is not picked up by 3:50 p.m. and will be taken by their teacher to after-school childcare in the cafeteria. You will be charged accordingly for the service.
- Walkers are dismissed at 3:40 p.m. Bus riding students are dismissed from the West Street doors at 3:40 p.m. They are taken by a PPS shuttle bus to Westwood Elementary School where they transfer to the PPS bus that takes them to their final destination.

Secondary Students (grades 6-12)

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

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

Before-School and After-School Childcare Program (grades DK-5)

- Before/After-School Childcare is available in room 301 (cafeteria). Parents can enter the building at entrance #6 (on West Street, closest to Grand River Ave.). **New childcare forms need to be on file every year before students can attend.** The forms are located on our website under the about us tab, documents/forms.
- Before-School Childcare is available from 6:30 a.m. - 8:20 a.m. for grades DK-5; the cost is \$7.50/day/student.
- After-School Childcare is available from 3:45 p.m. - 5:30 p.m. The cost is \$7.50/day/student.
- Students must be signed in/out by a parent or designee. This is a state licensing requirement.

Homework Room (grades 6-12)

- Students who do not turn in an assignment or the assignment is incomplete are **required** to stay after school to complete the assignment in the classroom where the homework was not completed the same day the assignment is due. Homework room is from 2:20 p.m. - 3:15 p.m. Tuesday - Friday. Students may leave when the work is complete.
- Upon being assigned homework room, the student will go to the office to sign the homework room log and call home to inform their parents.
- If a student cannot serve homework room because of an appointment, they must talk with the teacher to arrange to serve it the next day.

Transportation

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

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

- Parking for drop-off and pick-up: for the safety of the children, the school/church parking lot will be closed for long-term parking during the school day. If the barricades are not blocking the ramp, you may pull into the parking lot for drop-off and pick-up. If the barricades are blocking the ramp, curbside parking is available outside the school on Church Street and there is a parking lot next to the parish office.
- For students who are tardy or require early dismissal: a parent or designee must pick-up and return the student through the main office (parent or designee must accompany grades DK-8 to/from the office and sign them in/out). Students in grades 9-12 may sign in/out with proper advance notification.
- Any student leaving after an event (field trip, party, Christmas Program, etc.) must sign out in the classroom or office.

Illnesses / Appointments / Absences / Medication

- Parents should notify the school of a child's absence by calling the school office at 647-7551 *BY 8:30 a.m.* for grades PS-5, and *BY 7:15 a.m.* for grades 6-12. This includes students who will be tardy.
- If a student will be absent due to illness, you may request to pick-up class assignments at the same time the absence is reported to the school office. Requested work may be available at the end of the school day. High school students can access Canvas for class assignments that they miss while they are absent.
- Students can not attend school if they have vomited, have diarrhea, or have a fever of 100° or above by mouth. **Students must be vomit, diarrhea and fever free (without the use of medicine) for 24 hours before returning to school.**
- Students who leave early or are out due to illness may not attend evening events hosted by St. Patrick School.
- Students in grades 5-12 involved in extra-curricular activities must be at school for the full day to participate in evening extra-curricular activities (exceptions include medical appointments and funerals).

Medication

The school works with the families to assist them in maintaining the health of their children who attend St. Patrick School. The school office personnel can administer prescription medication to students under the following conditions:

- Prescribed medication cannot be adjusted so that it can be administered at home.
- The parent and physician must complete the Prescription Medication Authorization form available in the school office. A new form must be completed each year.
- The parent/guardian has brought properly labeled, prescribed medication directly to the school office.
- Designated school personnel administer the prescribed medication in the school office.
- Written record is kept of all medication administered.
- If your child is capable/responsible to self-administer medication, an additional form is available for a student to self-possess medication at school.

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

Hot Lunch

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

- The daily hot lunch program is provided to St. Patrick School by Chartwells through Portland Food Service. Hot lunch menus can be found on the homepage on the school website and are emailed to students and parents monthly.
- Elementary student price is \$2.75. Milk may be purchased for \$.60. Please send money in an envelope to elementary teachers. Lunch choices are taken first thing in the morning and money is also collected at this time.
- Middle school and high school student price is \$3.00. Milk may be purchased for \$.60. A la carte items may be purchased for an additional cost. Lunch choices are submitted first hour. Money is also collected at this time or taken to the cafeteria.
- Checks are to be made payable to Portland Food Service. Please do not combine a check to PFS with any money to be paid to St. Patrick School (field trip, tuition, etc.).
- You can check your hot lunch balance or add money to it by logging in to your account at <https://portland.familyportal.cloud/>. Account information for new families will be provided before school starts in the fall.

Recess

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

Infinite Campus / Report Cards

- The Infinite Campus parent portal can be found at <https://grcssmi.infinitecampus.org/campus/portal/parents/grcss.jsp> and for students <https://grcssmi.infinitecampus.org/campus/portal/students/grcss.jsp>. If you have forgotten your Infinite Campus password, please click on *Forgot Password* on the login page. Login information for new families will be sent out before school starts in the fall.
- You can access your student's grades, missing assignments, report cards, class schedules and attendance through the parent portal.
- Try the mobile app and get instant notifications of any updates after you set up your account. District = Diocese of Grand Rapids.

Dress Code/Grooming Policy

Please review the dress code/grooming policy located in the parent & student handbook. Anyone in violation will be asked to correct the issue the same day.

Canvas

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

School Newsletters / Correspondence

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

Accessibility

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

Volunteers / Chaperones

In order for anyone to work with the students as a volunteer or chaperone, diocesan guidelines state that a mandatory criminal background check be done every three years. Also, anyone working with students must take an online session of "Protecting God's Children Awareness Session" (also known as VIRTUS). Virtus registration instructions can be found on our website under the About Us tab, Forms. If you have any questions, please call Lori Thelen at (517) 647-6505.

Scrip Purchases

Raise Right is available to help reduce your tuition bill. Visit www.raiseright.com for a complete list of merchants and gift cards. You can register online at www.raiseright.com or use the mobile app *RaiseRight* to purchase gift cards at face value and receive a rebate to reduce your school tuition bill. Physical gift cards, electronic gift cards, and reloadable gift cards are available. Rebate credits will be automatically applied to your account twice a year, in August and March. If you pay your tuition in full, the rebates will carry over to the next school year. For more information or for help with registering for Raiseright, please email Scrip@portlandstpats.org. Tell your friends and relatives to sign up and donate to your account!

Spirit Wear

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

Sports Physicals

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

Sports Passes

Sports passes are available at the first home football and volleyball games, at the Welcome Back Open House, or in the school office. Sports passes permit you to enter all home games at no charge for one school year. A family pass can be purchased for \$250. Individual passes are \$100. All grandparents with student athletes in grades 5-12 and parishioners over the age of 62 may receive a sports pass free of charge. Grandparent passes do not expire.

Insurance Coverage Available

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

PTO

If you are interested in getting involved in the PTO, please email pto@portlandstpats.org.

School Board

St. Patrick School Board meets on Tuesdays every other month (depending on school vacations and holidays). The meeting dates can be found on the school website (portlandstpats.com). Meetings begin with Mass at 6:00 p.m. and reconvene after Mass. Anyone wishing to address the Board may do so by using the request form on the board page of the school website. Board meetings are open and your attendance is welcomed and encouraged.

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

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