

# Saint Patrick Interparish School



## Parent and Student Handbook 2024 - 2025

550 NE 16<sup>th</sup> Avenue  
Gainesville, FL 32601  
(352) 376-9878  
Fax: (352) 371-6177  
[www.spsgnv.org](http://www.spsgnv.org)

Dear St. Patrick Interparish School Families,

Welcome to St. Patrick Interparish School. Our school has a rich tradition of excellence and provides a high quality, strong Catholic faith-based education since its doors opened in 1959.

St. Patrick Interparish School views education as a cooperative effort. The collaboration of family, school, church, and community broadens and enriches the sense of identity and consistency, which is vital in building the total educational program. The St. Patrick's community provides an opportunity for moral development within a caring and loving environment. Using Catholic values, students are encouraged to make responsible choices. We ask parents to join us in the responsibility of educating their children and embracing the Catholic way of life. We encourage you to be involved with your child's spiritual and educational needs. Your choice of St. Patrick Interparish School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest treasure in his/her life.

This handbook is set forth to be a guide for students and parents in meeting the expectations set by St. Patrick Interparish School to accomplish its mission. By supporting the policies and procedures outlined in the following pages, we will accomplish the role as partners in your child's growth and development.

The instructional program at St. Patrick's allows for a systematic progression of skills and competencies. Each student is encouraged to do their best and to accept the responsibility for his or her own learning.

St. Patrick Interparish School asks that you read this Parent-Student Handbook in its entirety and understand that you and your child are bound by the handbooks' policies and procedures as part of the student's requirement for attending St. Patrick Interparish School. By signing the Parent Agreement form you are indicating your agreement regarding the handbook and the principal's right to revise the handbook if deemed necessary. This handbook is part of the contractual agreement between you and the school.

Sincerely yours in Christ,

*Dr. Christine Higgins*

Principal

# ST. PATRICK INTERPARISH SCHOOL

## Parent and Student Handbook

2024 - 2025

### **TO: STUDENTS AND PARENTS/GUARDIANS**

This Policy Handbook has been developed to help you and your student obtain the greatest possible benefit from your school experience. It contains information about the policies, rules, and regulations which guide St. Patrick Interparish School in the administration of its educational program.

### **TABLE OF CONTENTS**

[SCHOOL MISSION STATEMENT](#)

[DOSA MISSION STATEMENT](#)

[BELIEF STATEMENTS](#)

[INTRODUCTION](#)

[HOURS OF OPERATION](#)

[HANDBOOK AMENDMENTS](#)

[CUSTODY REQUIREMENTS](#)

[ADMISSIONS](#)

Nondiscriminatory Policy

Application Procedures

Enrollment Procedures

Waiting Pool

Withdrawals

[TUITION & FINANCE POLICY](#)

Annual Tuition and Fee Description

Financial Responsibility

Nonpayment

Financial Aid

Approved Methods of Payment

Tuition Payment Options

[ACADEMICS](#)

Curriculum Design

Title 1 Services

Religious Education

Stewardship

[STUDENT EVALUATIONS](#)

Report Cards

Progress Reports

Gradebook

Promotion

Retention

Accommodations

Awards

Testing

Homework

Google Classroom

Make-up Work  
Textbooks

ATHLETIC PROGRAM

Sports  
Transportation  
Suspension Policy  
Code of Conduct

ATTENDANCE

Introduction  
Excused, Unexcused, and Chronic Absences  
Tardiness  
School Hours  
Arrival and Dismissal  
Early Checkout  
Rainy Day Dismissal

CODE OF STUDENT CONDUCT

Expectations and Student Responsibilities  
Merit/Demerit System  
Serious Disciplinary Infractions  
Due Process  
Grievance Procedure

PHONE USAGE

INTERNET

Terms and Conditions of Use  
Internet Safety Guidelines

EMERGENCY POLICY

Drills  
Closings

EXTENDED DAY PROGRAM

Morning Care  
After School Program

EXTRA-CURRICULAR ACTIVITIES

PARENT INVOLVEMENT

Parent-Teacher Conferences  
PTO  
School Advisory Board  
Finance Council

VOLUNTEERS

Safe Environment Requirements  
Service Hour Commitment

FIELD TRIPS

Policies  
Driver Requirements

CLINIC AND HEALTH

Policies  
Emergency Information  
Absence Due to Illness  
24-Hour Fever Policy  
Communicable Diseases

Medications  
Allergy & Asthma  
Conjunctivitis  
Head Lice  
Restrictions and Concussion  
Baker Act

IMMUNIZATION REQUIREMENTS

New Students  
Seventh Grade Students  
Out of State Applicants

UNIFORM POLICY

PreK 3 - Kindergarten  
1st - 8th Grades  
Dress Down and Dressy Dress Days

GENERAL INFORMATION

Toilet Training  
The Safety in Private Spaces Act  
Items Brought to School  
Lost and Found  
Visitors  
Parties  
Summer Program  
Monetary Collections  
Fundraising  
Insurance  
Child Abuse

PARENT AGREEMENT

### **SCHOOL MISSION STATEMENT**

Saint Patrick Catholic School fosters religion, respect, and responsibility through a Christ-centered curriculum based on Catholic tradition, academic excellence, and service to the community.

### **MISSION STATEMENT OF THE OFFICE OF EDUCATIONAL SERVICES DIOCESE OF ST. AUGUSTINE**

We, the Catholic school community, of the Diocese of Saint Augustine, strive to provide a Jesus centered educational environment rooted in Gospel values and in our rich Catholic heritage.

### **ST. PATRICK INTERPARISH BELIEF STATEMENTS**

1. A Catholic school reflects the integration of Catholic faith and values with learning and life to develop each student's positive self-image.
  2. The building of a faith community should be clearly articulated and constantly pursued to provide an emotionally and physically safe environment.
  3. Catholic practices such as liturgical celebrations, prayer opportunities, and the presence of sacred images should be integrated into the students' experiences and shared in an atmosphere of respect for religious and cultural diversity.
  4. Service is an integral part of living the gospel values, which are at the heart of all personal interactions and organizational activities.
  5. Each student is recognized and valued as an individual child of God with unique physical, social, emotional and intellectual needs.
  6. Students need to apply their learning in a meaningful context to promote confident, self-directed, lifelong learners.
  7. Students need to be challenged to demonstrate an understanding of essential knowledge and skills with evidence of active problem-solving and quality work ethic.
  8. Students deserve the opportunity for success and may require special services and resources.
  9. Students should be challenged through a variety of curriculum and instructional practices to demonstrate their full potential and individual learning styles.
  10. The staff and faculty witness to the Gospel by what they teach and how they live, and together with the parents and community share the responsibility for advancing our school's mission.
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## **INTRODUCTION**

Parents are the first and foremost teachers of their children. No school can or should take over the obligations of home training. We, as a school community, recognize your responsibility to:

- Have your child accompany you to weekly liturgies/worship.
  - Support our curriculum, which upholds intellectual achievement, Catholic faith, and Christian morals and values.
  - Stress to your child that a complete education includes training the will, as well as the intellect.
  - Cultivate good study habits by providing them a place to work without interruption.
  - Show an interest in the programs through the many avenues of communication and parent involvement within the school.
  - Encourage your child to communicate their acquired knowledge through real-life situations and parish community involvement.
  - Monitor programs and activities to ensure you are broadening their educational/spiritual scope.
  - Keep a positive outlook on school/church staff and activities to avoid the danger of prejudicing your child against those who fill a major role in their lives.
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## **HOURS OF OPERATION**

Front Office: 7:30 AM - 3:30 PM

Class Hours: 8:00 AM - 3:00 PM (2:45 PM for PreK-Kindergarten)

Early Dismissal/Half Day: 8:00 AM - 12:00 PM

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## **HANDBOOK AMENDMENTS**

The school administration reserves the right to amend this handbook at any time during the school year.

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## **CUSTODY REQUIREMENTS**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

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## **ADMISSION POLICIES**

### **Introduction**

St. Patrick Interparish School is a Catholic School in which the tenets of the Catholic faith are taught and upheld. The school is an operation of the parishes of Gainesville and surrounding areas. Families of our school community are expected to support Gospel values and their church ministries.

### **Nondiscriminatory Policy**

St. Patrick Interparish School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made on

the basis of sex, race, color, national and ethnic origin in the administration of all school policies.

### **Application Procedures**

Families interested in St. Patrick School are encouraged to tour our facility. Applications must be completed on FACTS. A link to the application is on the Admissions Page of our school website. Once the application has been reviewed by teachers and/or administrators the student may be asked to schedule a shadow day. The shadow day will include a short screening of the student to ensure he or she is on the appropriate level academically and socially.

### **Enrollment Procedures**

Re-enrollment for students currently attending St. Patrick Interparish School is held during January each year. All returning families must re-enroll online using their FACTS Family Portal. For questions, contact our Admissions Office. New family registration will begin in February. Failure to re-enroll prior to the specified deadline may result in a loss of a spot for your student at our school.

Students entering our Pre-K Program must be three or four years of age by September 1st. Students entering Kindergarten must be five years old by September 1st. Students entering our first grade must be six by September 1st and have attended Kindergarten.

Up to date immunization and health exam records must be provided to the school at the time of enrollment. Detailed information is listed under Clinic and Health section.

An enrollment fee is required for each student, at the time his/her re-enrollment/enrollment is submitted. The re-enrollment/enrollment fee is non-refundable.

There is a 90-day probationary period for all new students entering St. Patrick School.

### **Waiting Pool**

In the event a grade has full enrollment, applicants may be added to a waiting pool. If a spot opens up, the school will offer enrollment to the most qualified applicant.

### **Withdrawals**

Students withdrawing from St. Patrick should give notice at least two (2) weeks in advance to allow time to return textbooks, library books, technology, team uniforms, and confirm any remaining balance in FACTS has been cleared. Once the family FACTS account is closed and an official records request has been received from the new school, student records will be released.

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### **TUITION & FINANCE POLICY**

An updated list of tuition and fees can be found on the school website under Admissions and Tuition & Fees (Updated 8/2023)

**Annual Tuition/Fee Description** (Fees are nonrefundable)



|   |            |
|---|------------|
| Online Application Fee per student (K-8th Grades) | \$35.00    |
| Enrollment Fee <b>per family</b> (K-8th Grades)   | \$300.00   |
| Student Fee per student (K-8th Grades)            | \$520.00   |
| Graduation Fee (8th Grade only)                   | \$250.00   |
| Tuition (K-8th Grades)                            | \$7,488.00 |
| VPK Only 8:00am - 11:45am                         | No Charge  |
| VPK Full Day 11:45am - 3:00pm                     | \$4,800.00 |
| PK3 Full Day                                      | \$7,200.00 |
| PK3 Part-Time (3 Days)                            | \$4,320.00 |

**Extended Day Program**

|   |   |
|---|---|
| Full Time ASP<br>(attend every day up until 6pm)                                  | \$2,000.00 (1 student)<br>\$2,500.00 (2 students)<br>\$3,000.00 (3 students)<br>\$3,500.00 (4 students) |
| Part-Time ASP<br>(3 full days until 6pm per week<br>or 5 days until 4pm per week) | \$1,500.00 (1 student)<br>\$1,850.00 (2 students)<br>\$2,200.00 (3 students)<br>\$2,500.00 (4 students) |
| Occasional ASP  | \$15.00/day   |
| Morning Care  | \$1.00/day  |

**Financial Responsibility**

St. Patrick parents or guardians are responsible for all school expenses for their children which include tuition, all fees, extended day care charges (if applicable), transportation charges (if applicable), and service hour charges. *The school appreciates the sacrifices our parents and guardians make to provide a quality Catholic education to their children.*

**Nonpayment of Tuition and Other Financial Obligations**

If tuition and/or other financial obligations are not paid by the date due, the parents will be contacted by the Business Office. The accuracy of the account will be verified at that time, prior to any action being taken. Parents have *one week* to make their account

current. If the parents do not do so, then the Principal will contact the parents to set up a meeting.

Parents should be proactive in contacting the Principal before a payment is not made, especially if they have a serious financial difficulty. He/She will assist the parents to resolve the financial difficulty, if possible. Tuition assistance *may be* available through one's family parish. Repayment agreements must be approved by the Principal.

***A tuition payment and other substantial financial obligations cannot be in arrears for over one month without a resolution of the difficulty.*** Families who can no longer meet their financial obligations to the school ***must withdraw their children from the school.*** Once this unfortunate situation is determined, the family has another month to make arrangements for their child or children to attend another school.

In a case where the family will not communicate and make repayment arrangements or if the family does not keep such agreements, it will be assumed that such a family *no longer wants to continue their financial responsibilities to St. Patrick Interparish School.* They must withdraw their child or children from the school.

### **Financial Aid**

We accept Step Up for Students Scholarships (with the exception of the HOPE Scholarship)

### **Approved Methods of Payment**

Payment of the application fee places the children in a queue for screening for new admissions. Upon successful screening children are offered the option of enrollment.

Payment of the enrollment fee is a deposit that holds a place for that student. This fee is **not refundable.**

### **Tuition Payment Options**

1. One lump sum payment of the full amount due for the year, payable by August 1<sup>st</sup>. A 4% discount can be taken on the tuition portion of the amount prior to payment if the date required is met.
2. Two lump sum payments, each for one-half of the full amount due for the year. These payments are due August 1<sup>st</sup> and December 1<sup>st</sup>. A 2% discount can be taken on the tuition portion of the amount prior to payments if the required payment dates are met.
3. Ten equal monthly payments, commencing in August and concluding in May. If a family chooses this option, payments must be collected by the FACTS Management Company by means of electronic transfer (automatic withdrawal) of funds from checking, savings, or credit card accounts.
4. Twelve equal monthly payments, commencing in June and continuing through May. If a family chooses this option, payments must be collected by the FACTS Management Company by means of electronic transfer (automatic withdrawal) of funds from checking, savings, or credit card accounts.

Monthly tuition payments will be processed by the FACTS Company on the choice of either the 1st or 15th of every month, June or August through May. The payments will be

automatically withdrawn from a checking or savings account, or charged to a credit card, as instructed by the family.

Enrollment in the FACTS Program, including instructions for the source of funds to be transferred, will take place at the time of school enrollment.

In the event any electronic transfer of funds initiated by the FACTS Program is not completed due to insufficient funds or a closed account, FACTS will automatically assess a fee, and will re-attempt transfer of funds. The Finance Office of the school is monitoring the withdrawals and will be notified by FACTS in the event of insufficient funds or a closed account.

**Cancellation of one's FACTS account will result in immediate contact by the school with the parents.** The parents must either immediately reinstate a FACTS account or pay the rest of the tuition in full. Failure to do so means that the child will be withdrawn from the school.

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## ACADEMICS

### **Curriculum Design**

Our curriculum instruction is designed to provide an integrated growth: spiritual, intellectual, emotional, and physical.

St. Patrick Interparish School stresses a solid curriculum, offering a strong foundation for all subjects. The curriculum includes Catholic religious studies, mathematics, language arts, literature, science, social studies, world languages, media, art, technology, physical education and music.

### **Title I Services**

The school provides targeted small group intervention in reading and math, as funds allow, to improve student achievement in grades K-8th grade.

### **Religious Education**

It is for this reason alone that St. Patrick Interparish School exists today. This is the singular element that makes us different from the public school system. Because our philosophy is totally gospel oriented, the curriculum is taught in light of a Christian value system. Christian morals and values consciously saturate our educational program. The Christian way of life is a vital part of our school. In order to encourage the awareness of God's presence, parents are encouraged to remind their child of the importance of morning and evening prayers in their lives as well as the importance of responsibly living out their faith.

We truly believe and live out the ideal that we are all brothers and sisters in Christ. All students are required to participate in our Religious Education Program; due respect is accorded to their religious beliefs. Catholic students participate in the reception of the Catholic Sacraments. Weekly Mass and Special Masses or prayer services are provided for all students. Reconciliation services are also celebrated at special times during the school year.

## **Stewardship**

St. Patrick School is firmly committed to a spirit of Christian Stewardship. The basic principle of stewardship is that all we have is a gift from God, and that we are called by God to give of these gifts, our talents, time and treasure back to the Lord in joyful gratitude for all He has given us. Our School motto is Religion, Respect and Responsibility. We encourage everyone at our school to live out this model on a daily basis.

Teaching these principles to our students is a large part of our focus. The students learn that God has given each of them gifts that are unique. It is up to each individual to develop these gifts and use them for good in the world, all for the glory of God. The students will be asked to do their studies to the best of their capabilities, to behave kindly and compassionately, and to show their best effort in extracurricular activities.

Social justice activities are important ways for students to learn about the needy in their world. "Whatsoever you do for the least of My people, you do unto Me." Our students will participate in a series of activities throughout the year designed to help them understand their role in the care of the world's underprivileged.

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## **STUDENT EVALUATION**

### **Report Cards**

**Grades 1-8:** emailed to parents/guardians through FACTS quarterly.

**Kindergarten:** sent home three times a year. The first marking period is mid January. Report cards are an indication of the growth your child is attaining.

### **Progress Reports**

**Grades 1-8:** emailed to parents/guardians through FACTS 4.5 weeks into each of the four quarters. Students with a grade below a C should schedule a conference with the teacher.

**PreK-4/VPK:** Progress Reports sent home three times a year. They also get their VPK FAST assessment 3x a year.

**PreK-3:** receives Progress reports 2x yearly.

### **Gradebook**

Current student grades can be viewed on FACTS Family Portal. Teachers update grades on a weekly basis. Please do not hesitate to contact the teacher if any concerns arise.

### **Promotion**

Several factors are considered in the promotion of the student:

- class performance according to grade level requirements
- student age and ability
- student achievement on tests and examinations
- successful achievement of required passing average

## **Retention**

Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis, and actual performance may indicate that some students cannot complete a year's work in that time; therefore, it may be necessary to retain a student an additional year in a particular grade. After weighing all factors, the final decision to retain a student will be the Principal's.

For some of our students, a mandatory summer program may be necessary for them to advance to the next grade. A student earning a failing grade in 1 or 2 core classes will be required to complete a summer program and earn a satisfactory grade in order to be promoted. A student failing 3 or more core classes will be retained.

## **Accommodations**

When a school accepts a student, that school accepts the responsibilities of educating that student. It is expected that the performance of each student will be directed toward maximizing the individual's abilities and talents. The uniqueness and individual differences of each student are strong beliefs in the value system of our Catholic Schools and every effort should be made to meet the varying needs among our students within the realm of local resources.

We accept students with IEPs, 504 plans, etc on a case by case basis. As a private school we do not have the same resources as a public school and therefore cannot accommodate the needs of every student who applies. A parentally placed private school student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA).

## **Awards**

All parents are welcome to attend award ceremonies.

- **High Honors Certificates** are presented every nine weeks at the end of Mass to 4th - 8th grade students maintaining an "A" in all graded subjects and appropriate conduct.
- **Honor Roll Certificates** are presented every nine weeks at the end of Mass to 4th - 8th grade students maintaining at least a "B" in all graded subjects and appropriate conduct.
- **Superintendent's Award** is given to 4th - 8th grade students who have earned High Honors all 4 quarters.
- **Diocesan Honor Roll** is given to 4th - 8th grade students who have earned Honors all 4 quarters.
- **Student Athlete Award** is given to 4th - 8th grade students who earned Honors all four quarters and participated in at least two sports.
- **Graduate Awards** are presented to eighth grade students who are outstanding in academics, leadership, and service.

## **Testing**

TerraNova is carried out in the schools of the Diocese every year in the 3rd quarter from 2<sup>nd</sup> to 8<sup>th</sup> grade. The results of these tests will be sent home to the parents and are kept in the cumulative records in the school office. These records are sent to the next school when a student leaves St. Patrick Interparish School.

The data that is collected from this test is used by our teachers and administrators to improve our curriculum and better support the academic needs of our students.

Parents are encouraged to contact their student's teachers to discuss their academic progress and any testing concerns.

## **Homework**

Homework is an extension of the school day. Its purpose is to reinforce and enrich the learning process. Study assignments, along with written assignments, are extremely important for success. Parents are urged to see that their students complete their homework regularly and correctly. To earn full credit, homework is due to the teacher at the class meeting time on the day it is due. Late assignments must be submitted to the assigning teacher as soon as possible. It will be the discretion of the teacher to decide the academic consequences of late assignments. Assignments not turned in will earn "0" credit. Because of the varying educational levels of each student, the amount of time needed for completion of homework assignments will vary. Students in grades 1-8 are encouraged to document in their school-issued planners on a daily basis for all upcoming assignments and projects. Parents are encouraged to check planners daily.

## **Google Classroom**

Beginning in middle school teachers utilize Google Classroom to communicate assignments and homework to students and parents. Login information is provided to the students and parents.

## **Make-up Work**

Absentees will be allowed one (1) day for each absence to make up assignments and quizzes/tests missed. Extended absences will be addressed individually. Make-up work is due regardless of the class meeting. Long term assignments will be due as scheduled.

## **Textbooks**

Textbooks remain the property of the school. Students are obligated to treat them with care. Contact paper and tape must not be used on books. Books must be returned in as good a condition as they were received, allowance being made for wear caused by careful use. Writing in texts is forbidden. If books are damaged or lost, payment for the replacement of the book is required.

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## **ATHLETIC PROGRAM**

**Fall Season** includes Junior Varsity and Varsity Girls Volleyball, Flag Football Co-ed, and Soccer Co-ed

**Winter Season** includes Junior Varsity and Varsity Girls Basketball, Junior Varsity and Varsity Boys Basketball, and Junior Varsity and Varsity Cheerleading

**Spring Season** includes Junior Varsity and Varsity Girls and Boys Track, and Golf Co-ed

### **Transportation**

Transportation to and from practices and games is the responsibility of the parents. Coaches are not allowed to transport students. Athletes and siblings must follow check-out procedures for early dismissal. All carpools must be arranged before the day of the game. Drivers are required to have several things on file: cleared Diocesan background check, certificate of completion for Protecting God's Children course, and an approved Motor Vehicle Request from the Diocese.

### **Suspension Policy for Athletics**

Grades and conduct must be satisfactory to try out for a team. Any student serving a detention for academics or behavior is suspended from the team the week they serve the detention.

In all sports seasons, the student will be dismissed from the team on the third detention/suspension. Any student suspended from school will not be eligible to participate in athletics for a period to be determined by the Principal and the Athletic Director.

### **Code of Conduct**

Students, parents, and coaches will sign "The Code of Conduct" explaining the behavior expected of ALL participants in the Athletic Program

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## **ATTENDANCE**

### **Introduction**

Regular and punctual attendance is extremely important for success at school. It is the responsibility of parents/guardians to have students in regular attendance.

Daily attendance and punctuality are important to the student from the very first day of school.

It is the parent's/guardian's responsibility to contact the school if their student will be absent. The parent/guardian should email [attendance@spsgnv.org](mailto:attendance@spsgnv.org) or call the front office before 8:30 am to explain the absence. Students cannot participate in extracurricular activities on the day of their absence.

### **Excused Absences**

Absences can be excused with a **note from a doctor** for the following reasons: (1) illness or injury of the student; (2) serious illness or death in the student's family; (3) scheduled doctor or dentist appointment.

Absences can be excused with a **note or email from a parent** for the following reasons: (1) illness up to 3 days in a row, (2) special events such as family weddings, important public/church functions, or (3) required court appearance or supervised visitation.

Failure to provide a note will result in an automatic unexcused absence.

## Unexcused Absences

Absences are unexcused for the following reasons, but not limited to: (1) vacation/pleasure trips; (2) suspension from school; (3) truancy; or (4) other avoidable absences that are not on the “excused absences” list.

## Chronic Absences

Students with **more than 8 unexcused absences within a quarter risk receiving a failing grade** for that quarter and shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian, and the school administration. **Re-enrollment can be blocked** for students with more than 8 unexcused absences. The principal can waive this policy in extreme circumstances.

## Tardiness

School begins promptly at 8:00 AM. A daily bell will ring at 8:00 AM, at which time students should be in their classroom, unpacking and getting ready for the day. **Any student arriving after the 8:00 AM bell will need to be signed into the front office by a parent/adult.** Continued tardiness may result in the need for a parent conference with the teacher to discuss the problem. **After five tardies, per Quarter, parents will be notified via email letter from administration.** Any student arriving after 11:30 AM will be marked absent and cannot attend extracurricular activities that day.

## School Hours

School hours are from 8:00 AM - 3:00 PM. School will be dismissed at 12:00 PM on Half Days. ASP is available until 6:00 PM. Children must have a packed lunch for Half Days.

## Arrival

Students who arrive between 7:00 AM and 7:30 AM must be signed into the Morning Care Program in the Cafeteria by a parent/guardian. There is a \$1/day charge for this service. Students, no matter the grade, are not allowed to wait in the front of the school without an adult before 7:30 AM. When dropping off students in the car loop, you must remain in your vehicle and follow the traffic pattern. **PreK-3 and PreK-4** students must be accompanied to class and signed in by an adult.

## Dismissal

When picking up students, you must remain in your car and follow the traffic pattern. Ensure that you are waiting in your assigned pickup line. There are three pickup lines: PreK-K, Elementary, and Middle School. Safety Patrol members will assist students to their cars. Please drive with caution and stop at the crosswalks.

It is very important that students be picked up from school on time. Students not picked up by 3:15 PM will be taken to the After School Program. Parents will be charged for one day of occasional ASP use (unless the family is enrolled in Part-time or Full-time ASP).

Any student walking to school or riding a bicycle must have written parental permission on file in the school office.



Changes to a student's pickup should be communicated to the Front Office. Students will only be dismissed to people listed as an approved pickup person on the FACTS Family Portal.

Students may **NOT** remain on campus after school dismissal unless they are in their parent or guardian's direct supervision, are in the After School Program, or are participating in an approved after school activity with adult supervision.

Students of St. Patrick may not leave the school campus after school unless accompanied by a parent or guardian, or **PRIOR WRITTEN PARENTAL CONSENT** is filed with the School Office.

### **PreK-3 and PreK-4 Dismissal**

Preschool dismisses at 2:45 PM and children will be sent to ASP if not picked up by 3:00 PM.

### **Early Checkout**

Students checked out of school early must be signed out in the Front Office by a parent or approved pickup person. We do not allow early checkout after 2:45 PM.

### **Rainy Day Dismissal**

Whenever rain poses a problem preventing a regular dismissal, the rainy day dismissal plan will be put into effect. During rainy day dismissal, students will remain in the classrooms closest to the car pick up area. School staff and Safety Patrol members will locate students and assist them to their cars. It is especially important during rainy day pickup that drivers carefully and patiently remain in the traffic pattern until their riders are brought to their cars. Updates to pickup procedures will be communicated through Parent Alert/text message.

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## **CODE OF STUDENT CONDUCT**

The essence of Christian discipline is self-discipline. At St. Patrick Interparish School discipline is considered an essential aspect of Christian development. Its purpose is to form loving people who appreciate themselves, others, and, most of all, the God who created them. Enrollment as a student at St. Patrick Interparish School implies the willingness of both parents and students to comply with all policies and regulations of the school. We operate on the premise that positive expectations produce positive results.

### **Expectations and Student Responsibilities**

**Classroom rules:** Students are expected to follow the rules established for orderly classroom management.

**Student Etiquette:** Students are expected to practice appropriate school behavior and manners in each classroom.

**Uniform Policy Dress Code:** Students are expected to follow the rules and regulations of our uniform policy and dress code, and to come to school in uniform daily, unless special dress days are announced.

**Changing Classes:** Students are expected to change classes quietly - moving in the hallways quietly in consideration of others.

**Care of Building:** Students are expected to take pride in the school building and grounds and to keep them clean and attractive. Students are expected to pick up all paper and litter from the classroom and hallway floors at the end of each class period. Students are expected to keep their lockers and desks clean and orderly.

Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for the damages. This also applies to property of other students or school personnel.

**Vandalism:** The school prohibits graffiti on any items including notebooks, books, binders, clothing, homework, or any other object that is brought to school. Vandalism of school property will be dealt with severely.

### **Merit/Demerit System**

Parents can view merits and demerits in FACTS Family Portal

**Merits** are earned by students going above and beyond expectations and are followed up with recognition and rewards.

**Demerits** are received for any infractions not listed in the “Serious Disciplinary Infractions” that the teacher determines are detrimental to the learning environment.

- Once a student has reached 10 demerits in one academic year, a detention is earned.
- During the week of detention, the student cannot participate in any extracurricular after school activities.
- After the detention, the student will start back at “0” demerits.
- Three detentions result in a suspension of the student and a parent meeting with the administrative team

### **Serious Disciplinary Infractions**

Serious disciplinary infraction may lead to possible suspension/expulsion

- Fighting of any sort will NOT be tolerated and could result in immediate expulsion. No Hit Policy states: If any student strikes another student, that student will be sent home immediately. Consequences will be decided by the administration based on the age of the student and severity of the situation.
- Continued misbehavior, which undermines the classroom discipline and impedes academic progress of the other students.
- Actions endangering other students, school personnel or other individuals.
- Physical and/or verbal demonstrations indicating a lack of respect for peers/authority.
- Use of unacceptable language/behavior.
- Vandalism.
- Use or possession of alcohol, tobacco, weapons, or drugs.
- Behavior that distracts from the moral/spiritual welfare of other students.
- Harassment, in any form, or threatening behavior (words or actions) to other students, school personnel or other individuals.

- Students sent home for any reason during the day may not attend extra-curricular activities.
- **Work missed during suspension will receive a zero and cannot be made up.**

### **Due Process**

St. Patrick Interparish School, as a faith community, will impart fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with their students. While it is important to protect and maintain the rights of the students and their parents, it is also important that the students and their parents be made aware of their respective responsibilities which arise from and complement these rights.

Students and parents are presumed to be aware of established school rules and regulations in effect at the time of enrollment and as subsequently amended.

Students and parents shall have the right to be informed either orally or in writing of the school rules, which have been violated and of the specific grounds for disciplinary action.

The faculty and administration have consistently and diligently worked toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

In order to ensure this atmosphere, the following procedures will be enacted when necessary.

1. When there is a major violation or multiple infractions of the student code of conduct, which the handbook states result in suspension or expulsion, the student's parents/guardian will be called and informed of the violation. The parent may be required to immediately pick up the student from school. The student will thereafter be suspended from school until a decision is reached on the violation and the consequences.
2. Parents/ guardians may appeal the decision to the Pastor for further review.
3. The decision of the pastor will be carried out and upheld by the school administration.
4. The disciplinary decision is not subject to appeal to the Diocesan Due Process board. However, failure of the school to follow its discipline procedure as outlined in the handbook is appealable. However if the school has followed its procedures as outlined in the handbook, there will be no appeal.

## **Grievance Procedure**

Parents are encouraged to address any problems they may have regarding their student's progress or classroom behavior with the student's teacher. If the matter is not resolved to the parent's satisfaction, redress may be taken to the principal. If the matter is still not resolved, it may be taken up with the Pastor and finally with the Diocesan Superintendent of Schools.

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## **PHONE USAGE**

- Students can use the school phone when permitted by staff. Please make sure that your student knows what after school procedure to follow each day to limit disruptions.
  - Cellphones are required to be silenced and stored in backpacks when students are on campus. When on school property, students cannot use cell phones without permission. This includes during Morning Care, After Care, sporting events, and school functions.
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## **INTERNET**

Photos and names of students may appear on the St. Patrick Interparish School Internet web page, school social media sites, and school advertisements. Parents/guardians wishing to exclude their students from such exposure must indicate those wishes on the Photo Disclosure responses during enrollment.

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or responsibility, for their actions.

## **Internet Terms and Conditions of Use**

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Personal contact information about yourself or other people may not be posted. Personal contact information includes your complete name, home address, telephone number, school address and credit card number.
4. Be polite and use appropriate language. Messages to others may not be abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful. Promptly report to a teacher or administrator any message received that is inappropriate or makes you feel uncomfortable.

5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Students may not download any software to school computers without the prior consent from the technology department. Students may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
7. Students may not download apps that are not in the official school app Self Service.
8. The use of virtual private networks (VPNs) or other tools to bypass school network security systems (computer or iPad) is strictly prohibited.
9. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

### **Internet Safety Guidelines**

- Never give your last name to anyone on the Internet.
  - Never give your phone number or mailing address to anyone over the Internet.
  - Never reveal information about other people over the Internet.
  - Never agree to a face-to-face meeting with someone you have “met” online
  - If you receive any email or other communication with someone over the Internet that makes you feel uncomfortable, tell your parents or a teacher immediately.
  - Students should avoid posting photographs or making remarks pertaining to drugs, alcohol, racism or references to sex on social networking websites as these postings may be permanent.
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### **EMERGENCY POLICY**

Our school has an emergency evacuation/lock down plan which is revised annually.

#### **Emergency Drills**

Fire drills and other evacuation drills, as well as lock-in procedures, are held on a regular basis throughout the year.

#### **Emergency Closing**

In the case of an emergency or impending natural disaster, it is at the discretion of the Bishop or Superintendent of The Diocese of St. Augustine to close or delay the opening of the diocesan school system by location, territory, country or origin. The Diocese reviews the Emergency Operations Centers and public school districts in all 17 diocesan counties as needed; if a county school closes all public schools for an emergency/natural disaster, the diocese will follow suit in closing all schools in that county. However, Catholic Schools do not follow the counties’ lead in reopening schools, but rather reopen

when the school has sufficient staff, power water, sewage, and the emergency or natural disaster has been rectified or cleaned up at the schools location.

A Parent Alert/text message and an email will be used to notify all households and parents of an emergency or unplanned event that causes early dismissal, school cancellation or a late start.

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## **EXTENDED DAY PROGRAM**

### **Introduction**

St. Patrick Interparish School provides an extended care program before and after school. This program is open to any St. Patrick student and is offered on school days and scheduled half-days. If a student is absent, they may not attend the After School Program that day.

### **Morning Care Program**

The Morning Care Program is available from 7:00am - 7:40am. If your student arrives at school before 7:30am, he or she MUST be checked into the Morning Care Program by a parent, in the school cafeteria. Morning Care is \$1/day and billed quarterly on FACTS.

### **After School Program**

This program is an extension of our school day. Space permitting, the After School Program is available to parents who are unable to pick their students up by 3:15pm. The hours are 3:15pm to 6:00pm, on school days; 11:00am to 6:00pm on scheduled half-days. The program's regular agenda includes recreation, study time, crafts, quiet time, and a healthy snack. Students can enroll into the After School Program Part-time, Full-time, and Occasional at the time of enrollment. The cost of the program depends upon the frequency of use and the number of students a family has registered for the program. (See Enrollment packet online for current costs.)

NOTE: Extended Care Program is subject to all policies regarding the normal school program.

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## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities include Altar Servers, Student Government Council, Safety Patrol, Chess Club, Athletic Teams, and Music clubs, as well as other after school clubs that are formed each year.

These activities are an extension of the school day; therefore, all policies and regulations of the school are valid.

For insurance purposes, students must be under adult supervision at all times on campus during extra-curricular activities. Failure to comply with the policies of the school will result in loss of the privilege to participate in extracurricular activities.

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## **PARENT INVOLVEMENT**

### **Parent-Teacher Conferences**

Faculty members are always eager to discuss pupil progress with parents. Parents should email the teacher to request a conference. (Please allow 24 hours notice.) At no time should a parent come to see or call a teacher during school hours. All teacher and staff emails are available on the school website.

### **Parent-Teacher Organization**

Every parent registered at St. Patrick Interparish School is automatically a member of the PTO. Meetings are held at regular intervals throughout the year. Meeting dates and pertinent information are posted online and in newsletters. Service hours can be logged for attending meetings.

### **School Advisory Board**

The School Advisory Board meets periodically throughout the school year. Members are invited by the Principal.

### **Finance Council**

The Finance Council meets quarterly (more frequently as needed) to discuss school financial topics, including operating budgets, investment opportunities, and Balance Sheet/P&L performance. The Council is made up of the Principal, Assistant Principal, Finance Manager, Pastor, and volunteer parents selected by the Principal.

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## **VOLUNTEERS**

### **Safe Environment Requirements**

We love having parents and guardians volunteer with our students. In order to volunteer\* at school, in the classroom, or chaperone on a field trip adults are required to:

1. Create an account on [www.VirtusOnline.org](http://www.VirtusOnline.org)
2. Attend an in-person class called "Protecting God's Children"
3. Complete fingerprinting through LiveScan every 5 years using the Diocesan Volunteer Code
4. Complete an online module called "A Plan to Protect God's Children 4.0" every 5 years after attending the in-person class

\*Public events, like Pot of Gold, do not require Safe Environment Clearances.

### **Service Hours Commitment**

Enrollment at St. Patrick Interparish School is an expression of your commitment to a quality education for your children and their classmates. The involvement of our parents is one of the reasons St. Patrick Interparish School has earned the excellent reputation for which it is known in the community. Every family is required to complete service hours for the school in some capacity. If a family is unable, or chooses not to do so, a required contribution must be made to the school in the amount of \$10.00 for each hour of obligation that is not completed.

The number of service hours required for the school year is 10 hours per family. History has shown that most parents will put in more hours than the minimum. There are many committees and activities which offer numerous ways in which you can serve the school. Service can be performed over the summer, before, during or after school, in the evenings, on weekends, and some tasks can be performed at home.

It is the responsibility of parents to record their service hours on FACTS Family Portal. Service hour entries must be completed prior to May 1st. Service hours will be tabulated each year, and families who have not completed their required hours are liable for payment to the school of \$10.00 for each hour not completed.

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## **FIELD TRIPS**

### **Policies**

Class field trips are educational enrichment for the classroom lessons. Student attendance on field trips is a privilege. Students failing to meet behavioral or academic requirements will be unable to participate. Siblings in other classes will not be allowed to attend field trips other than their own. Parents are asked not to bring younger siblings on field trips, since total attention should be given to students.

Students not able to participate will be asked to stay home. No student may go on a field trip unless a signed parent permission slip has been sent to the office.

Field trip fees for students and chaperones are billed on the FACTS Family Portal.

Due dates for signed permission slips and fees required will be strictly enforced.

### **Driver Requirements**

Bus transportation will be used whenever possible. If private vehicles must be used, the following is required:

- The driver must be 21 years of age or older.
  - The driver must complete a Diocese of St. Augustine Driver License (MVR) Request Approval Form and get approval from the Diocese
    - Approval usually takes 2 business days
    - Approved MVR is good for 3 years and stays on file in the Front Office
  - The vehicle must be insured for minimum limits of \$100,000 per person / \$300,000 per occurrence.
  - All parent chaperones must have completed Protecting God's Children and cleared background checks through the Safe Environment Coordinator prior to field trips.
  - Seat belts must be used.
  - Students assigned to your group must be with you at all times.
  - No unauthorized stops should be made during travel.
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## **CLINIC AND HEALTH**

**School Nurse can be contacted at 352-376-9878 ext 158**

### **Clinic Policy**

Parents must approve or deny the permission to treat their child during enrollment. The school clinic provides care for minor injuries, first aid, and emergency care which occur on campus. The nurse provides temporary care for students who become ill at school. No student may remain at school if he/she shows evidence of acute illness, a temperature of 100° or greater, vomiting, diarrhea. If he/she is unable to return to class, a parent will be



notified and expected to pick up their child as soon as possible and within 45 minutes from the time of phone call. The school reserves the right to call 911 or seek medical assistance as it deems necessary under the circumstances.

### **Emergency Information**

Accurate contact information and emergency contacts must be entered in FACTS Family Portal. It is the parent's responsibility to keep the Family Portal updated with current information.

### **Absence Due to Illness**

Parents are expected to keep students who have an infectious disease out of school until such time as it is no longer communicable. Students returning to school after an illness should be free of symptoms (vomiting, diarrhea, fever, cough, fatigue, etc.) for a minimum of 24 hours without the aid of medication such as Tylenol or Motrin. A child who has had a serious illness or injury must present a written discharge statement from the attending physician before being readmitted to school.

### **24-Hour Fever Policy**

Students must be fever/vomit/diarrhea/symptom free for a minimum of 24 hours (without the aid of medication) before returning to school. If the student is still symptomatic (i.e. nausea, stomach pain, fatigue, malaise, constant cough, etc.) please allow for a longer recovery at home.

### **Communicable Diseases**

The nurse should be notified of a student diagnosed with a communicable disease so that health records may be updated. With certain illnesses, a definite period of absence from school is required. Since cases vary, the family doctor should be consulted to determine if the child is ready to return to school. The principal shall notify the Department of Health when a student or teacher is sent home because of a suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Health or from the family physician indicating that the Department of Health regulations have been filled must be presented when the student or teacher returns to school.

### **Prescription Medication**

The following are guidelines for the administration of prescribed medication by school personnel.

- **Medical Authorization Form** must be completed and signed by the parent/guardian. The form is available in the clinic and on the website.
- Upon receipt, the medication will be counted and documented on the "Student Medication Record".
- Prescription medication label must indicate the student's name, physician's name, name of medication, dosage and times of dosage. *Ask your pharmacist for a duplicate prescription container.*
- All inhalers, epipens, pancreatic enzymes, seizure meds and diabetic medication require a **Waiver of Liability Form and additional medical action plans**. Please contact the nurse to obtain proper paperwork and discuss a treatment plan.

- Students using inhalers for asthma control, Epi-Pens for anaphylaxis, diabetic glucose monitoring or other “as needed” medications or treatments, must have the **physician’s written authorization to “self-administer”**
- All medical forms must be renewed annually.

### **Over-the-counter (OTC) Medications**

The following over-the-counter medications can be authorized through Family Portal: Tylenol (acetaminophen), Motrin (ibuprofen), Tums (calcium carbonate)/ pepto for kids, Benadryl (diphenhydramine), Neosporin (triple antibiotic ointment). Any OTC medication not listed above must be provided by the parent with a Medication Authorization Form

### **All Medications**

- Medications must be in the original container and brought into the clinic by a parent or legal guardian.
- Medication is to be administered by school personnel and a record of all medications dispensed in the school will be kept in the health file.
- Medications must be kept in the school Clinic. Students are not permitted to have any medication in their possession on school campus. This includes, but not limited to, eye drops, creams, and cough drops. The only exception for students to carry medication is for life-threatening situations (ex. Inhalers, Epinephrine, Pancreatic Enzyme Supplements, diabetic supplies and Glucagon injections).
- The student is responsible for coming to the clinic at appropriate time for the medication
- School personnel should be informed of any side effects or complications which may result from the medication.
- Medications must be picked up by the parent/ guardian or another responsible adult at the end of the school year and will be destroyed one week after the end of school.
- There shall be no liability for civil damages as a result of administration of such medication where the person administering such medication acts as an ordinary reasonable, prudent person would have acted under similar circumstances.

### **Severe Allergy & Asthma Info**

If your child has a severe allergy or asthma, there are specific forms:**Allergy and Asthma Emergency plan, Waiver of Liability Form, and Asthma Questionnaire** that must be completed and returned with the rescue medications. These forms are available on our website and portions of the forms must be completed by an MD. These forms should be turned in on the first day of school. It is preferable to have a set of rescue medications for SPS Clinic, the classroom and in Morning/Aftercare (if utilized). Please plan to meet with the School Nurse for specific forms. A specific plan will be developed for each student and used to train our faculty and staff as needed.

### **Food Allergies**

Parents are responsible for notifying the teachers and the School Nurse of any food allergies their child may have. Annually, the parent and the student’s physician must complete **Allergy and Anaphylaxis Emergency Plan**

- A child with a food allergy may be required to have a parent accompany his/her class on any field trip.
- A child with a medical condition (such as, but not limited to, diabetes, seizure disorder, or asthma) may be required to have a parent accompany his/her class on any field trip.
- Parents will provide snacks for the classroom and/or ASP for students with food allergies.

### **Conjunctivitis**

A student with suspected conjunctivitis (pink eye) will be sent home and need to be seen by a doctor to be cleared to return. If antibiotic drops are prescribed at least two doses of medication must be given before returning to school.

### **Head Lice (DOSA Policy 500.19)**

The Diocese of St. Augustine has a no nit policy regarding re-admittance of students after head lice infestation. Students with nits (eggs) will be excluded from school and school related activities (practices, clubs, etc.) until they are nit-free. All children excluded from school due to head lice and/or nits, must be cleared by the School Nurse before the student will be allowed to return to school.

### **Vision and Hearing Screenings**

Screening may be offered to grades K, 1, 3, and 6 during the school year. All other grades may be screened as requested by a teacher or parent. Parents must notify the school in writing if they do not want their child to participate in the screenings. A vision or hearing screening at school is an assessment, not a complete eye or ear examination. Recommendation for further evaluation will be provided when indicated.

### **Restrictions Due to Illness or Injury**

A child who has had a serious illness or injury must present a written discharge statement from the attending physician before being readmitted to school and resuming normal physical activity. Activity restrictions must be provided in writing by the attending physician.

### **Concussion**

The parent of a student suffering a head injury or concussion should have medical clearance from the doctor to return to school and if academic accommodations need to be made the Guidance Counselor will be informed.

### **Baker Act**

Any student who is taken into custody, on or off campus, under the provisions of Florida Statutes (Baker Act), may not return to St Patrick School until or unless the school receives a written statement from a licensed mental health professional stating that the student does not pose a threat to himself/herself or to others, and until an appropriate school official can consult with the professional who makes such statement.

## **IMMUNIZATION REQUIREMENTS**

State law requires that all children enrolled in school be immunized and that proof of the immunization be on file in the school office. Any student without proof of a student

physical examination and/or required immunizations will be denied enrollment and/or removed from school.

**New Students** are required to submit the following documents signed by a Florida physician during enrollment:

1. **School Entry Health Exam Form DH3040** This assessment must be within one calendar year of enrollment. Complete both sides of the form. In an elementary and secondary school in the State of Florida, a student does not need an annual update of this form, only once upon enrollment to the school. *This form is not transferable between schools.*
2. **Certificate of Immunization Form DH680** Immunizations must be up to date and all students must have a current DH680 in their file.
3. **Form DH681 Religious Exemption is not recognized by the Diocese of St. Augustine** and will not be honored at SPS. Students must be immunized as a condition of enrollment.

**Seventh Grade Students** (new and re-enrolled) are required to submit an updated **Certificate of Immunization Form DH 680** to include one dose of **Tdap** vaccine

### **Out of State Applicants**

The Public Health Department will transfer the medical information to a Florida certificate at no charge. The student's health data must be on a **Florida Physical Examination Form DH 3040** and **Immunization Form DH 680**.

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### **UNIFORM POLICY**

The purpose of a clean, neat appearance and appropriate attire is to teach students respect for themselves and others.

Uniforms can be purchased locally at Campus Outfitters, online at [globalschoolwear.com](http://globalschoolwear.com), and in our school uniform store.

St. Patrick Interparish School has adopted the following uniform/dress code. If uniforms are not within acceptable guidelines, **the student will receive demerits.**

### **PreK-3 - Kindergarten**

- PreK-3, PreK-4, and Kindergarten students do not wear the St. Patrick uniform
- Elastic waistband shorts, pants, skirts (no belts to ensure your child can manage toileting needs)
- Shirts, tops, dresses must have shoulders, backs, midriffs completely covered
- Shorts are required to be worn under dresses
- Velcro or tie closed toed athletic shoes with socks
- Clothing, backpacks, lunchboxes, etc. should reflect themes consistent with our school beliefs (no scary or inappropriate images)
- Costumes, light up shoes, tattoos, jewelry (with the exception of earring studs for girls), nail polish, makeup are not permitted

### **1st - 8th grades (Boys)**

- Navy blue pants or shorts (no skinny or cargo pants/shorts; must have belt loops for 2nd grade and above)
- Green, gray, or navy blue polo shirt with St. Patrick emblem - Shirts **MUST** be tucked in.
  - In cold weather, a solid matching long sleeve shirt may be worn under the polo
- White, gray, black, or navy blue socks. No-show socks are permitted (company logos permitted if they are black, white, gray, navy, or green)
- Black or Brown Belt (2nd grade and above)
- Tie (Optional)
- Mass Uniform: navy blue long pants and a white button up oxford shirt.

### 1st - 8th grades (Girls)

- Plaid jumper (1st-3rd grades), plaid skorts, plaid shorts, or navy pants (no skinny pants)
  - Shorts are required under jumpers
  - In cold weather, a solid matching long sleeve shirt may be worn under the polo and solid gray, navy, or black leggings may be worn under skorts and jumpers
- Green, gray, or blue polo shirt with St. Patrick emblem - Shirts **MUST** be tucked in.
- White, gray, black, or navy blue socks. No-show socks are permitted (company logos permitted if they are black, white, gray, navy, or green)
- Plaid skorts and shorts **must extend beyond fingertip length** and should not be tight fitting.
- Mass Uniform: white button up oxford shirt and a jumper (1st-3rd grades), skort, or navy pants

### PE Uniform: (Boys and Girls 4th-8th grades only)

- Purchased from Campus Outfitters on Archer Road.
- 8th graders may wear PE uniforms from last year.
- Athletic shoes are required on scheduled P.E. days. Shoes should fasten appropriately with laces and or velcro. Slide-on shoes are discouraged. Students may not participate if shoes are not appropriate. Students may bring shoes different than uniform shoes to P.E.

### Outerwear for Boys or Girls

- Hoodies: Green or navy blue with school logo
  - Athletic Department hoodies allowed for student athletes
- Jackets: Green or navy blue with white school logo
- Sweatshirt: Navy blue with school logo
- Sweater: Navy cardigan or pullover with school logo
- **Non-uniform outerwear will not be allowed to be worn in the classrooms**

### Shoes

- **Black, white, gray, navy, or brown solid color closed toe shoes only**
- Company logo permitted but laces, sole, sides, etc must match the shoe not the logo
- No neon logos or accents

## Hair

- Hair should be clean and well-kept
- Fad and extreme hair-dos are not allowed for both boys and girls
- Hair should be naturally colored
- Boy's hair length **should not** touch shirt collar or cover eyes
- Hair accessories should not be excessive or distracting

## Make up

- Makeup is not allowed but minimal concealer to cover blemishes is acceptable.

## Nails

- Nail polish and/or artificial nails are not allowed

## Accessories

- Small pierced earrings (no hoops or dangling earrings) are allowed for girls only. Boys are not permitted to wear earrings.
- One small necklace and up to two bracelets are allowed.
- Smart watches are not permitted.

## Non-uniform Dress Code for “Dress Down” Days (ex: “Dress Like a Tourist Day”)

- Girls: Shorts, skorts, skirts, dresses must be **modest in design/fit** and **must extend beyond fingertip length**.
- Boys: Shorts must be **modest in design/fit** and **must extend beyond fingertip length**.
- Clothing is not to be torn in any manner (**no ripped or cut-off jeans**).
- Leggings cannot be worn as pants.
- Shorts, skorts, skirts and long pants are worn on the waist and not hanging down.
- Undergarments must be completely covered at all times.
- No tank tops. **Shoulders should be covered**
- No clothing symbolizing war, violence or any theme contrary to our school philosophy
- Sandals must have back straps
- No make-up
- Can wear the dress uniform as an alternative option.
- Exceptions to this **Non-uniform Dress Code** will be allowed by the school administration on predetermined dates and will be communicated to students and their families via text, email, and/or newsletter.

## Non-Uniform Dress Code for “Dressy Dress” Days

### Boys

- **Long dress slacks** that are worn on the waist and not hanging down
- **Jeans or shorts are not allowed**
- **Belts** are to be worn
- **Collared shirts** of woven or knit fabric with long or short sleeves (tie is optional)

- Shirts must be tucked in
- Closed toe dress shoes, dress sneakers, or uniform shoes only
- No undergarments should be showing
- No tightly fitting clothes are allowed

#### Girls

- Shirts and dresses with **necklines no lower than the collarbone** and with **shoulders covered**.
- Shirts are long enough to cover the abdomen from exposure through normal movements.
- Backs must be covered.
- **Long dress pants** can be worn or **appropriate length skirts or dresses** (must extend beyond fingertip length).
- All shoes must include a back strap or uniform shoes can be worn (flip-flop style shoes are not permitted).
- **Jeans or shorts are not allowed.**
- No undergarments should be showing.
- No tightly fitting clothes are allowed.
- No make-up.

#### **Additional Non-Uniform Dress Code Policy Information**

Students should dress in a way that is in accordance with our Christian philosophy and wear clothing that is not offensive to others or inappropriate at school and school sponsored events.

**Students can wear a mass uniform as an alternative option.** Exceptions to this Non-Uniform Dress Policy will be allowed by the school administration on predetermined dates and will be communicated to students and their families via email or notice home.

### **GENERAL INFORMATION**

#### **Toilet Training**

All children must be completely toilet trained by the start of the school year. To be toilet trained is defined as follows: the child shows understanding of bodily urges and reacts appropriately. Children in pull-ups are not considered completely toilet trained. Accidents should only happen under extenuating circumstances. If more than 4 accidents happen, the child may be asked to take a short leave from school to reestablish appropriate toileting habits.

#### **The Safety in Private Spaces Act, 553.685, Florida Statutes**

St. Patrick Interparish School complies with requirements of 553.685, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies.

### **Items Brought To School**

At times teachers will allow students to bring toys, technology, or materials to school that are not regular school items. This should only be done with the teacher's consent. Expensive items should not be sent to school. Toys or articles that symbolize war or violence are not appropriate in a Catholic school setting.

### **Articles Not Allowed in School**

Articles which interfere in any way with school procedures, disrupt instruction, or become hazards to the safety of others, are not allowed. Articles that symbolize war or violence or any theme contrary to our school philosophy are never allowed.

### **Forgotten Items**

Please bring any items to the Front Office and we will distribute them to the classroom. Lunch brought in after 8:00 AM may be left in the office for the students to pick-up at their lunchtime. Instructional time will not be disrupted to deliver lunches.

### **Lost and Found**

All articles of clothing, lunch boxes and other supplies should be **clearly marked** with the student's name. Lost and found items are placed in a bin in the elementary hallway. If there is no name on the item and it has not been claimed in a week, it will be donated. Items are donated to local charities.

### **Visitors**

Family members, who have been cleared by the Safe Environment Coordinator, are invited to visit our campus and must sign in at the main office to obtain a visitor lanyard. Student guests may visit only with prior principal approval.

### **Parties**

We encourage healthy snacks or non-food items to be sent into school to celebrate special occasions. However, treats that parents may wish to send on special days may be a part of the class' lunch. Please coordinate with teachers ahead of time.

### **Soda and Energy Drinks**

Soda, energy drinks, and sugary beverages are prohibited.

### **Summer Program**

The school offers several programs (academic, play, sports camps) during the summer break. These programs are an additional cost to families.

### **Monetary Collections**

Parents or students may not collect money at school for any reason, unless there is written approval from the principal. Neither students nor parents may sell anything without written approval from the principal.

### **Fundraising**

Our school is primarily funded by the tuition each student pays. However, in an effort to keep tuition at a reasonable level for the families who choose a Catholic education, the school hosts fundraisers in order to balance the annual budget. In addition, certain groups



undertake fundraisers to accomplish their goals, such as the Safety Patrol that journeys to Washington D.C. each year.

Over the years, we have heard input from countless families that they would like to have fundraising kept to a minimal and meaningful limit. In an effort to respond to these requests, fundraising is kept to a few events per year. Each family in the school is expected to contribute, either through their time or through donation of funds or services to our fundraisers.

Pot of Gold, our annual school carnival, held in the spring, is our one major fundraiser. Each grade sponsors a booth/game and a basket for raffle. Vendors sell food and home made items. Food trucks, dunking booths, and bounce houses help make this a fun day for our school community. Parents are encouraged to help organize the event, donate items to raise funds, and volunteer at the event.

Minor fundraisers include Safety Patrol, PTO, and other individual organizations.

### **Insurance**

Student accident insurance is provided for all students. An additional policy covers participants in the athletic programs. Both policies have limited benefits and are supplementary to any other insurance in force. Claim forms may be obtained from the school office.

### **Child Abuse**

Any staff member who knows or has cause to suspect that a child is abused or neglected will report such knowledge following the procedures outlined by Florida state law.

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**St. Patrick Parent-Student Handbook Rules and Regulations**  
**Parent Agreement**  
**2024-2025**

As directed by the Superintendent of Schools of the Diocese of St. Augustine, each parent must sign a form indicating that he/she has read, understands, and accepts the directive, rules and regulations, as outlined in the school Parent-Student Handbook. In this regard, you are asked to sign on the line below to indicate your agreement with this directive. This is a requirement for your child to attend our school and must be completed within the first week of school.

The Parent-Student Handbook is part of the contractual agreement between the school and the parent and is essential to the smooth and informed day-to-day running of the school program. Parents having any concerns or questions about the contents of this handbook may call the school, and the Principal will gladly discuss and help clarify any such issues.

Student Full Name \_\_\_\_\_

Grade \_\_\_\_\_

I, \_\_\_\_\_, understand and accept the policies and procedures and directive contained in the St. Patrick Interparish Parent-Student Handbook. I have read the book and agree to follow the policies and procedures of the handbook. I also understand that the Principal has the right to amend this handbook at any time.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form must be signed and returned within one week of the beginning of school.**