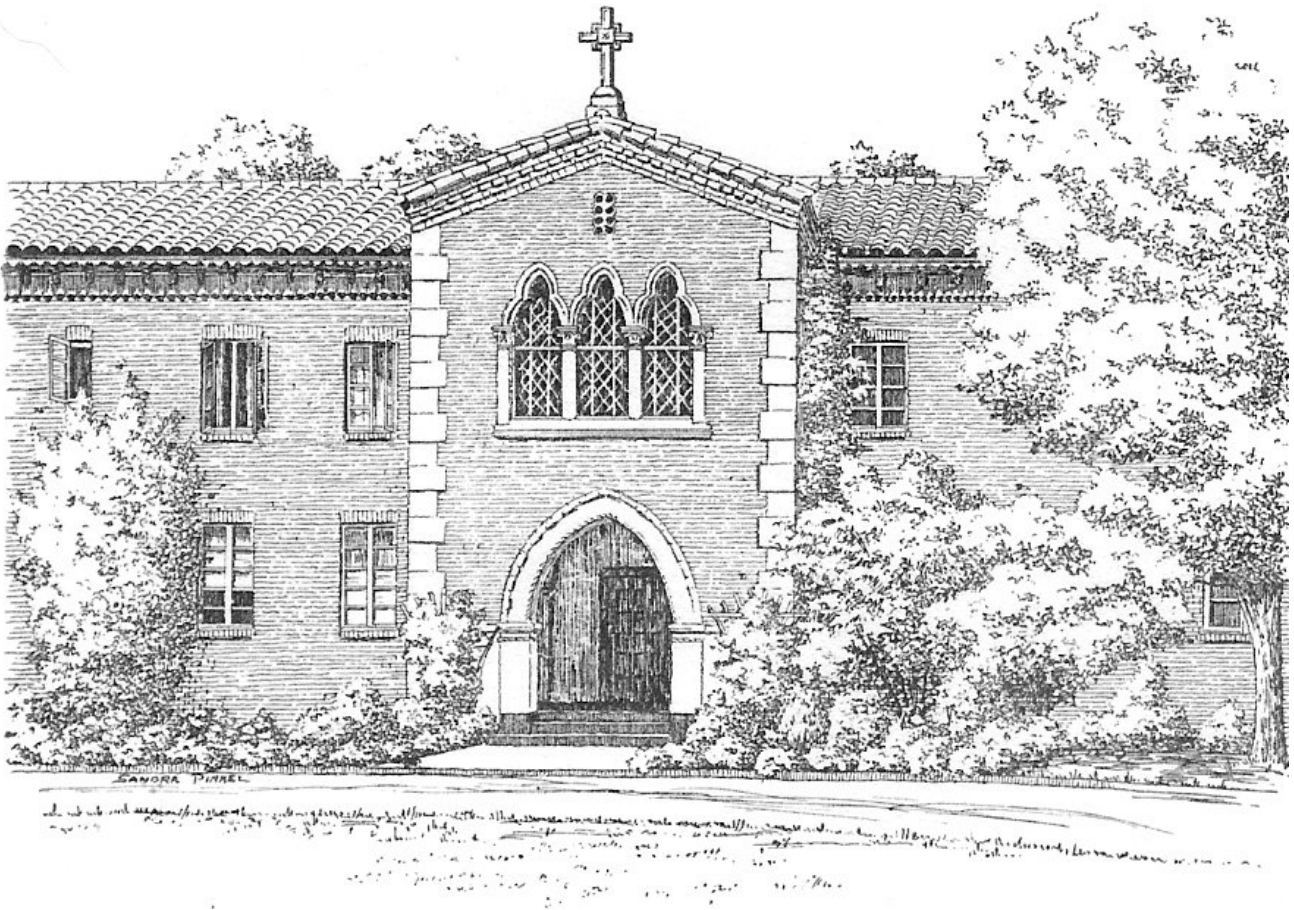


Parent Student Handbook

2008/2009



Saint Patrick School
5945 Franklin Blvd
Sacramento, CA 95824
(916) 421-4963
www.saintpatricks.net

Msgr. James Church, Pastor
Mr. John Rieschick, Principal

St. Patrick School
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An Elementary and Middle School
A Ministry of St. Rose Parish

Most Reverend William K. Weigand, Bishop of Sacramento
Most Reverend Jaime Soto, Coadjutor Bishop of Sacramento
Msgr. James Church, Pastor, St. Rose Church & Saint Patrick School
Mr. Domenic Puglisi, Superintendent of Schools
Mr. John Rieschick, Principal

St. Patrick School was founded in 1932 by the Sisters of Mercy of Omaha Nebraska to serve the residents of St. Patrick's Home for Children, originally established in 1863 in Grass Valley, and the children of the surrounding community. In 1942, the school chapel became the church for St. Rose Parish and St. Patrick School became the parish school. Throughout the 1940's and 1950's, additional classrooms, a gym, and a swimming pool were built. The Cornelia Center, which includes the school library, was built in 1966. The first floor of the original residence halls became the Day Care Center in the 1970's. The residence for religious personnel slowly became administrative office space and work areas. The St. Rose-St. Patrick Social Center was completed in 1982 and includes a large auditorium and kitchen facilities. The Social Center was rededicated the Msgr. Kavanagh Community Center in June, 1998, in recognition of Msgr. Kavanagh's fifty years of service to the school and parish. In 1995, additional portable buildings were added, currently housing the Computer Lab and Algebra Room.

School Colors – Forest Green and Gold
School Mascot - Tiger

Accredited by:
Western Association of Schools and Colleges
Western Catholic Education Association

St. Patrick School in the Diocese of Sacramento, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. St. Patrick School in the Diocese of Sacramento does not discriminate on the basis of race, color national and/or ethnic origin, age, gender, or disability in the administration of education policies, scholarships and loan programs, athletic, and other school-administered programs. (DSB 5110)

**OUR SAINT PATRICK SCHOOL COMMUNITY IS COMMITTED
TO THE REALIZATION THAT AS CHRISTIANS WE
HAVE THE RESPONSIBILITY TO BE OF
SERVICE TO OTHERS BY USING
THE GIFTS GIVEN TO US
BY GOD.**

WE ASK THAT THE **HOLY SPIRIT** GIVE US THE GIFTS OF:

Wisdom: This gift enables our students to love the things of God. It allows them to see life from God's point of view and recognize the true value of persons, events, and things. This gift allows our students to act maturely in the way they think and act.

Understanding: This gift enables our students to gain insight into the truths of faith. Our students will know the meaning and the consequences of what God says about all of creation.

Knowledge: This gift enables our students to make correct judgments regarding earthly things and how they relate to Christian perfection. This gift also allows our students to recognize temptations for what they are and to turn to God for help.

Counsel- (Right Judgment): This gift enables our students to seek advice and to be open to the advice of others. Using this gift, our students seek direction in the Sacrament of Reconciliation and receive further advice from parents, guardians, or friends.

Courage- (Fortitude): This gift enables our students to stand up for beliefs, even if they are unpopular, and to live as a follower of Christ. It takes strength to live a good Christian life when no one praises or notices your efforts.

Reverence (Piety): This gift enables our students to love and worship God. Reverence for God leads our students to individual and communal prayer, a deep respect for God, for all God's people, and for all that God has created.

Wonder and Awe: This gift entails a profound respect for the majesty of God who is the Supreme Being. Here, our students realize their dependency upon God and never would want to be separated from God. This gift helps our students to pray and never lose trust in God.

TABLE OF CONTENTS

STUDENT LEARNING EXPECTATIONS	1
MISSION STATEMENT	2
PHILOSOPHY	2
ACADEMIC POLICIES	3
Admissions Policy	3
Transfers.....	3
Curriculum.....	3
Academic Reporting.....	3
Honor Roll	4
Academic Probation.....	4
Academic Dishonesty	4
Academic Grievance	4
Homework.....	4
Textbooks.....	5
Teacher Conferences	5
Physical Education	5
Religious Education	5
Technology.....	6
Confessions	6
First Holy Communion and Confirmation.....	6
Altar Servers/Choir.....	6
Field Trips	6
Personal and Spiritual Counseling	7
Library Services.....	7
Confirmation Retreat Program.....	7
Standardized Testing Program	7
School Pictures and Yearbook	7
DISCIPLINE AND PARENT/STUDENT RESPONSIBILITIES	8
Student Conduct.....	8
Parent & Guardian Conduct.....	8
School Rules.....	8
Classroom Discipline	9
Disciplinary Procedures.....	9
Suspension.....	9
Expulsion.....	10
Expulsion Procedures for Disciplinary or Academic Reasons (DSB 5660)	10
Destruction of Property	11
Closed Campus.....	11
DRESS CODE	11
Uniform Code.....	11
Boys	11
Girls	11
Personal Grooming.....	12

Physical Education Uniform Code for Grades K-8.....	13
Casual Dress Code	13
Labels	13
Lost And Found.....	13
Enforcement	13
TUITION AND FEES	14
Registration	14
Tuition	14
FACTS.....	14
Delinquent Accounts.....	14
Tuition Rate for 2008-2009	14
Definition of a Catholic Family.....	14
Payment Plans.....	15
HEALTH AND SAFETY.....	16
Entrance Requirements.....	16
Emergency Cards	16
Screening Tests.....	16
Head Lice	17
Administration of Medication by school personnel.....	17
Student Insurance.....	17
Parent/Guardian Volunteers.....	17
DAILY PROCEDURES.....	18
Daily Schedule	18
Lunch Program.....	18
Office Hours.....	18
Classroom Visits.....	18
Deliveries.....	18
Attendance	19
Early Dismissal	19
Tardiness.....	19
Calling Faculty and Staff	19
Communication and Webpage.....	19
One Call Now System	20
Fire and Emergency Response Drills.....	20
Drop-off/Traffic procedures	20
STUDENT ACTIVITIES.....	21
School Parties	21
Student Parties Outside of School Time	21
Student Council.....	21
Athletic Program	21
Sports Fee	21
Calendar for 2008-2009.....	22
PARENT ORGANIZATION.....	25
St. Patrick School Catholic School Advisory Commission (CSAC).....	25
Saint Patrick School Parent/Teacher Booster Club.....	25
Parent/Guardian Participation Program	25
Parent Participation Job Titles.....	25

CRISIS MANAGEMENT PLAN ii
Emergency Numbers.....ii
FACULTY AND STAFF iii
APPENDIX I: Diocesan Problem Resolutioniv
APPENDIX II: Acknowledgement Form Parent-Student Handbook.....vi

STUDENT LEARNING EXPECTATIONS

Saint Patrick Students are:

Religious students who:

- Encourage prayer and nurture a personal relationship with God.
- Understand, express and participate, through their faith, in other activities.
- Display the rich traditions and follow the doctrine of the Catholic faith.
- Nurture faith, love and hope to others in the community.
- Respect all life from conception to natural death.

Intellectual students who:

- Work independently and in groups.
- Communicate effectively through written and oral expression.
- Utilize technology to enhance their overall experience.
- Possess study skills such as research, note taking and scientific inquiry.

Responsible citizens who:

- Are accountable for their actions.
- Demonstrate an age-appropriate level of self-control and personal discipline.
- Appreciate and understand our multicultural society.
- Develop and apply leadership skills.

Culturally expressive individuals who:

- Appreciate and support fine arts.
- Express themselves through dance, music, art and drama.
- Share, celebrate and appreciate multicultural diversity.

Physically active students who:

- Develop habits of exercise and nutrition conducive to their physical well-being.
- Understand the importance of making healthy choices and good decisions.
- Become attuned to the importance of health education.

MISSION STATEMENT

Saint Patrick School is the primary educational ministry of Saint Rose Parish, drawing K-8 students from the South Sacramento area and beyond. The Saint Patrick community is economically and culturally diverse, providing a comprehensive Christ-centered educational experience in a safe, caring, welcoming environment. The teachings of our Catholic faith and the living-out of Gospel values are an integral part of all aspects of the educational program, providing our students with a firmly grounded spiritual base and empowering our students to be life-long learners and compassionate, productive citizens.

PHILOSOPHY

Saint Patrick School is a diocesan elementary school serving students in grades K through 8. The Saint Patrick School community is culturally and economically diverse and provides students with an environment rich in opportunities to learn and practice Christ-centered values through developing a spirit of generosity, kindness, and an understanding of others while instilling in each child a clear sense of social justice and respect for all. Our philosophy of education is firmly grounded in our Catholic beliefs. We strive to meet the needs of our student body by enabling our students to develop as whole persons reaching their individual potential through a well-rounded curriculum that is rooted in Gospel values. Paramount among these are the tenets that each student is a unique individual created in God's image and that each student has the right to learn in an environment that provides an atmosphere of respect, acceptance, safety, and equity.

It is the expectation of Saint Patrick parents and guardians that their children receive an educational experience that will allow each student to grow to their full potential spiritually, morally, intellectually, socially, physically, aesthetically, and emotionally. Recognizing parents as the primary educators of their children, the faculty works in collaboration with parents and guardians to fulfill parent expectations through the modeling and practice of moral and ethical values and the creation of an environment and an educational program in which each child can learn to think, judge, act, and serve others as Christ would. Through the development of true Christian values we prepare our students to know, love, and serve God, and to take their places as ambassadors of our faith and productive members of the world community.

ACADEMIC POLICIES

Admissions Policy

No student will be denied admission to Saint Patrick School on the basis of race, color, gender, or national origin in accordance with Diocesan Guidelines.

Admission to grades one through eight will be based on the following: interview, previous report cards, conduct reports, and attendance records. For kindergarten, an assessment is required. Saint Patrick will accept both Catholic and non-Catholic students. It is understood that non-Catholics accepted by Saint Patrick School will fully participate in all aspects of liturgical celebration and religious education, with the exception of the reception of Sacraments.

All transferring students will be on a one year probationary period.

Transfers

If a child is transferring to another school during the course of the year, the administration and teacher must be informed, in writing, a week ahead of time so that report cards and other pertinent information can be made ready for transfer. All records will be forwarded upon written request from the new school.

Curriculum

Religion is the core of the Saint Patrick School academic program. Catholic values are incorporated into all curricular areas, fully embracing the Gospel message. Curricular subjects include: Religion, Reading, Language Arts, Spelling, Social Studies, Science, Mathematics, Art, Library Science, Technology and Physical Education.

Academic Reporting

Report Cards are issued at the end of every academic quarter. Kindergarten receives report cards at the end of quarters two and four. There is a \$5.00 fee to replace lost report cards. Fee will be collected before new card is issued. Saint Patrick School uses an "A" through "F" grading system for all subjects except for the use of (S)atisfactory/(U)nsatisfactory grading system in Kindergarten for all classes; Grades 1-4 for Handwriting, Physical Education, Music, Art; Computer Science; Library; and Personal Habits. Modifications may be made with administrative approval. Official progress reports will be sent home quarterly. These reports will be sent to parents of those students who are in danger of failing in any subject. These notices must be signed by the parent or guardian and returned promptly to the home room teacher.

A new, fully integrated standards based on-line grading system has now been installed which will allow parents and guardians to check academic reporting.

In compliance with Diocesan guidelines:

96 – 100	=	A	=	4.0	75 – 78.99	=	C	=	2.0
93 – 95.99	=	A-	=	3.7	70 – 74.99	=	C-	=	1.7
89 – 92.99	=	B+	=	3.3	67 – 69.99	=	D+	=	1.3
85 – 88.99	=	B	=	3.0	64 – 66.99	=	D	=	1.0
82 – 84.99	=	B-	=	2.7	60 – 63.99	=	D-	=	0.7
79 – 81.99	=	C+	=	2.3	59.99 and lower	=	F	=	0.0

Honor Roll

Students in grades 4-8 are eligible for Honor Roll status for each reporting period.

“Principal’s List”: Students with a 4.0 all four quarters.

“A” Honor Roll: Students with a 3.5 or higher GPA.

“B” Honor Roll: Students with a 3.0-3.49.

In order to qualify for Honor Roll, a student may not have below a C in citizenship. Grades of D, F or U(unsatisfactory) in any subject, regardless of GPA, will disqualify students from Honor Roll.

Academic Probation

A student must maintain a minimum of 2.0 GPA to avoid Academic Probation. Parents/Guardians and students will be required to meet with the principal and core teachers to determine a course of action to improve academic standing.

If a student on academic probation fails to show significant progress, appropriate action will be taken, including dismissal.

Academic Dishonesty

Academic Dishonesty will not be tolerated and may result in suspension and/or expulsion. Academic dishonesty includes, but is not limited to plagiarism, use of prohibited resources, aiding another student in using one’s work, and falsifying or preventing communication between home and school. The principal is the final arbiter in all cases of academic dishonesty.

Academic Grievance

The following procedure must be observed. Please do not attempt to bypass any of the following steps:

1. Scheduled parent/guardian meeting with the teacher, at which time students should bring in returned work (tests, homework and other graded materials).
2. If differences remain, meet with vice principal and teacher.
3. Principal, vice principal, teacher, and parents/guardians will meet to discuss the situation.

Homework

Homework is assigned in all classes to reinforce classroom learning and help to develop positive study habits.

Homework is assigned per Diocesan guidelines:

Grades K – 2:	10 – 20 minutes each school night.
Grades 3 – 4:	30 – 45 minutes each school night.
Grade 5	45 – 60 minutes each school night.
Grade 6	60 – 90 minutes each school night.
Grades 7 – 8:	90 – 120 minutes each school night.

Long-term assignments should be factored in to nightly allotments. Students should plan time for such assignments responsibly. Weight given to homework is at the discretion of the individual teacher with administrative acknowledgement.

Textbooks

Students are responsible for the care of all textbooks which must be covered at all times. Adhesive covers may not be used. The student's name, grade, and class number must be written on the inside cover of each text. Damaged or lost texts must be replaced or paid for by the responsible party.

Teacher Conferences

Parents/guardians are urged to communicate regularly with their child's teacher to insure the best results in the education of a child.

Mandatory conferences are scheduled for all parents/guardians at the end of the first quarter. Additional conferences may be scheduled by classroom teachers and/or the principal as needed. Such conferences must take place before or after school. Parent/guardian requested conferences must be scheduled in advance. The playground, balconies, hallways, and reception area are not appropriate venues for conferences.

Physical Education

All students are required to take physical education classes. In the event of illness, chronic condition or disability, special arrangements will be made. It is the parent or guardians responsibility to notify the school, in writing, of any limiting condition.

Religious Education

In addition to classroom education, all students must attend an assigned Mass during the week and all-school Masses on Holy Days of Obligation, first Friday and special occasions. Students are to sit with their class and homeroom teacher. Failure to attend or being tardy for assigned Mass will adversely affect a student's conduct grade. Parents/guardians are welcome and encouraged to celebrate the Mass with the school community.

Monday:	8 th Grade	Thursday:	5 th Grade
Tuesday:	7 th Grade	Friday:	Grades K-4
Wednesday:	6 th Grade	First Fridays:	Grades K-8

Technology

Students in grades K-8 utilize technology throughout the curriculum. Each class will spend time in the Computer Lab weekly and will have opportunities in class to use and explore technology. At the beginning of each year, all students and parents must sign an Acceptable Use Agreement which explains policies for acceptable use on the school computers and Internet (DSB 6430).

Confessions

The Sacrament of Reconciliation is made available during the school day on the first Thursday of each month. Children and adults are reminded to make reconciliation a regular part of their sacramental life.

First Holy Communion and Confirmation

Catholic children are prepared for First Holy Communion and the Sacrament of Reconciliation in the second grade. If your child has not received the Sacraments, please contact the office. Eighth Grade Catholic students are prepared to receive the Sacrament of Confirmation.

Altar Servers/Choir

Students in Grades 4 through 8 may participate in being an active member of the Altar Servers. Altar servers and choir members must maintain a 2.5 GPA to participate. All altar servers and choir members must have a permission slip on file. Students in Grades 4 through 8 may be asked to participate in lector duties on Mass days.

Field Trips

Field trips are to be of an educational nature. Parents/Guardians will be required to sign permission slips for any off campus activity. For legal reasons, verbal consent is not sufficient to allow a student to participate. In order to make field trips financially viable for all families, parents may be asked to drive and chaperone. Parent drivers must meet the following requirements:

- Drivers must be at least 25 years old.
- Drivers must be fingerprinted by DOJ.
- A photocopy of a valid California's driver license for the driver of the vehicle must be on file at the school.
- Current proof of insurance, using the form provided by the school must be on file at the school. The diocesan minimums for insurance are \$100,000/\$300,000 liability, \$50,000 property damage, and \$5,000 medical per person.
- The vehicle must be equipped with working seat belts for the driver and every passenger transported. The driver may take no more than 7 passengers, including students and adults, in the vehicle. If the vehicle is capable of seating (has seat belts for) more than 9 passengers, the driver must possess a valid, California Class B driver's license.
- Drivers shall observe all State driving regulations.
- Students under 6 or below 60lbs must be seated in a child safety seat.
- Drivers shall follow route directions, caravan, or other directions issued by the teacher or coach in charge of the group.

- The driver, or a passenger in the vehicle, is encouraged to carry a cell phone and the number of the school in case of an emergency.
- Drivers and chaperones must follow all rules and procedures outlined by the teacher.
- Other children may not join field trips.
- Students must wear full uniform on school-sponsored field trips.

STUDENT SERVICES

Personal and Spiritual Counseling

A counselor is provided one-half day a week from *Mercy Education Resource Center*. The priests in residence are available for spiritual advice and counseling.

Library Services

The library provides materials that enrich and support the curriculum. Additionally, the library provides students with an opportunity to learn to use reference materials, card catalogs, and other research skills. All materials, except for reference books, are available for students and faculty to check out. Students (or their parents) are responsible for the cost of lost or damaged library materials checked out to them. Debts to the library are treated as any other financial obligation.

Confirmation Retreat Program

A Confirmation Retreat is offered to all 8th Grade students. While the focus of this retreat is preparation for the Sacrament of Confirmation, all members of the 8th Grade class are expected to participate.

Standardized Testing Program

The Iowa Test of Basic Skills (ITBS) is administered, according to Diocesan guidelines, to all students in Grades 2 through 8 at the beginning of each academic year. Results are available at the mandatory November conference.

School Pictures and Yearbook

Individual and class pictures will be taken. School uniforms must be worn during the fall. Pictures for pre-school children are available to parents and guardians as well. An annual yearbook is available for purchase.

DISCIPLINE AND PARENT/STUDENT RESPONSIBILITIES

Student Conduct

Students are expected to conduct themselves according to principles of Christian behavior. Honesty, courtesy, respect and responsibility are expected at all times both on and off school grounds.

Parent and Guardian Conduct

Parents/guardians are expected to assist the school in maintaining “*an environment permeated with the Gospel spirit of love and freedom.*”

“Parents, grandparents, guardians, etc. whose school-related conduct, in the eyes of the principal, does not support the development of ‘an environment permeated with the Gospel spirit of love and freedom’ may be asked to withdraw their children from the Catholic school” (DSB 5700).

If parents/guardians are “consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school” or engage in “interference in matters of school administration and abusive language toward principal, pastor, or teacher(s),” they may be asked to withdraw their children. If the parent/guardian refuses to accept a recommended transfer, procedures for disciplinary expulsion will be followed. (DSB 5152)

Any parent, guardian, or any other person who insults, abuses or harasses any teacher in any way (in person, in writing, via telephone, etc.) is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars nor exceeding five hundred dollars. (P.C. 241.2, 243.2, 243.6)

School Rules

This list should not be considered exhaustive.

1. Respect the rights of all individuals.
2. Weapons and drugs of any kind will not be tolerated and will result in expulsion and possible legal action.
3. Any behavior that is potentially harmful to one self or others is unacceptable. Fighting, hitting, rough physical play, kicking, martial arts movements, biting, pinching, tackle football, keep-away games, etc. will not be tolerated.
4. Use of foul, vulgar or inappropriate language, name-calling, or harassment will result in disciplinary action.
5. Students are to be in uniform at all times.
6. Destruction of school property is not permitted.
7. Walk quietly at all times and in all areas. Teacher whistles must be observed. Students are to line up quietly at the first whistle.
8. Office telephone may be used for **emergency purposes only**. Calling home for a forgotten lunch is not an emergency. School personnel will place the call to assure the call is for the purpose and person intended. These calls can only take place during recess or lunch times.

9. Students are to be in assigned areas only. Students are not to be on the day-care or library balconies, Mary's Garden, community garden, between or behind portables and outbuildings, or in parking lots.
10. It is the responsibility of all our students to keep our campus clean. All litter must be disposed of properly.
11. No gum chewing or spitting at any time. Gum is never allowed on school grounds. A \$5.00 fine will be imposed on students possessing gum. Fines will benefit Student Council.
12. No electronic toys or devices.
13. Cell phones may not be used during school time. Any phones must be kept off and in student bags until students are off grounds.
14. Students are not permitted on school grounds before 7:30 AM or after 3:30 PM unless they have been detained by their teachers or are involved in sports or other supervised school activities.
15. Any student who has not been picked up by 3:30 PM must report to Extended Care and remain there until his/her ride arrives. Yard supervision will be provided until 3:30 PM only. There will be a \$1.00 per minute fine assessed on all students left beyond 3:30 PM who are not enrolled in Extended Care. Fines will benefit Student Council.
16. Students may not bring playground equipment from home (footballs, basketballs, etc.).

Classroom Discipline

Each classroom teacher establishes specific rules for a positive learning environment.

Disciplinary Procedures

Disciplinary action will proceed as follows:

1. Warning will be issued by the observing adult.
2. If behavior continues, the teacher has the authority to give out disciplinary notices.
3. If problem continues, the vice principal will contact parents/guardians (phone and/or in writing) to discuss the nature of the offense. Detention will be assigned in grades 3 through 8 for issues of behavior and defiance.
4. Three detentions in a single quarter will result in an in-school suspension.
5. If behavior continues, further action may be taken in accordance with diocesan policy.
6. Parents/guardians will be kept informed throughout this process.

Suspension

Suspension is a disciplinary punishment to be invoked by the principal for violations of school rules. Suspension will not exceed more than three consecutive school days. A student will be suspended for serious misconduct on or off campus during school-related activities or for non-school-related activities if such conduct reflects adversely on the school. Immediate suspension may be imposed if there is a threat of danger to the health and safety of others.

The principal or vice principal will remove the offending student from the classroom, the yard, etc. and contact the parents/guardians immediately. Aggravated grounds for suspension will become grounds for expulsion.

Suspension will be served as either in-school suspension or at-home suspension at the discretion of the principal. Students who have been suspended are ineligible to make up class and/or homework assignments during their suspension.

Expulsion

The following offenses committed by students are potential reasons for immediate suspension leading to expulsion after conference with parents: (Diocesan Administrative Handbook Section 5660.1-4). This list shall not be considered exhaustive.

1. Serious disobedience, insubordination or disrespect for authority;
2. Language or behavior that is seriously immoral, profane, vulgar or obscene; disrespectful behavior or language towards others is grounds for suspension;
3. Use, sale, distribution or possession of drugs, alcohol, or any other legally controlled substance;
4. Injury or harm to persons or property or serious threat of same;
5. Serious misuse or damage to the school's computers or network;
6. Sale of any material on school grounds without proper authorization;
7. Unauthorized absence or continued tardiness;
8. Assault with, or possession of, a lethal instrument or weapon or weapon-like object;
9. Serious theft or dishonesty;
10. Outrageous, scandalous or seriously disruptive behavior;
11. Conduct at school or elsewhere that would reflect adversely on Saint Patrick School or the Catholic Church.
12. Refusal to meet terms of individual agreements between student and administration;
13. If, at the discretion of the Principal, any of the above reasons do not warrant immediate expulsion, then the procedures in "Suspension" and "Expulsion Procedures for Disciplinary or Academic Reasons" should be followed.

Expulsion Procedures for Disciplinary or Academic Reasons (DSB 5660)

When expulsion appears necessary the following steps will be taken:

1. The parent or guardian will be notified in writing about the offending behavior and the school sanctions for the offense.
2. An initial conference is held with parent(s), student, teacher, and principal to inform the parent(s) that final action is being considered unless there is immediate change of behavior. In parish schools the pastor should be notified of the facts and the impending conference and given the opportunity to attend and to receive a report.
3. If improvement is not forthcoming, a decision will be given at a second conference, attended by the parent(s), principal, pastor and teacher(s). If the parent(s) fail to attend this conference without reason, the pastor, principal and teachers will make whatever decision is necessary.
4. A written record of the steps leading to expulsion will be kept on file in the principal's office.
5. Full credit will be given for all work accomplished by the student up to the moment of expulsion.
6. Notice of an expulsion must be given to the Catholic School Department as soon as possible.
7. In no case may a teacher expel a student. This authority resides with the Principal.

Destruction of Property

Parents/guardians are liable for all damage done by their child to equipment or school property. This liability applies to all school property and teachers' personal property.

Closed Campus

Saint Patrick School is a closed campus during school hours. Students may not leave school grounds prior to dismissal unless signed out by a parent or legal guardian. Returning students must be signed in at the office by the accompanying adult. This is for the safety of all students. Those who disobey this rule are subject to immediate suspension by the principal.

DRESS CODE

It is the parents/guardian's responsibility to make sure that each child attends school in proper uniform. Parents/guardians will be called when their child comes to school out of uniform and the child will remain in the office until the appropriate uniform arrives. Only uniform clothing is to be worn in the classrooms. Appropriate non-uniform outerwear may be worn on the playground.

There will also be an opportunity to purchase items such as plaid jumpers or skirts with **Dennis Uniform** during *Parent Orientation on Tuesday, August 12th, beginning at 6:30 p.m.* Items may also be purchased at **Dennis Uniform**, 9500 Micron Avenue, Suite 110, Sacramento. Phone number (916) 361-6717 ext. 304 or online at www.dennisuniform.com

Uniform Code

Boys

- White cotton dress shirts or uniform polo shirts (with or without school logo)
- Tan khaki/green slacks (no cargo pockets)
- Tan khaki/green walking shorts (no cargo pockets)
- Belt must be worn
- Green buttoned sweaters, pullover, or green school sweatshirt is part of the uniform and is required
- White T-shirts only under shirts; WHITE SOCKS
- Dress shoes or athletic shoes - white or black
- Uniforms are to be clean and in good condition

Girls

- Green Sequoia plaid jumper, or tan khaki/green slacks – K thru Grade 4 (no cargo pockets)
- Grades 5 & 6 may wear either the jumper or the skirt or tan khaki/green slacks (no cargo pockets)
- Green Sequoia plaid skirt or tan khaki/green slacks (7-8) (no cargo pockets); Skirt hem must fall below the knee
- White blouse/Peter Pan collar or uniform polo shirt (must have sleeves)
- Green uniform sweaters, pullover, or green school sweatshirt

- Tan khaki/green walking shorts (optional) (must be worn with a belt)(no cargo pockets)
- Dress shoes - brown or black (no heels, wedgies or open toe)(no boots)
- Athletic shoes – white or black
- WHITE SOCKS – must be worn
- White tights may be worn under skirts/jumpers. Sweatpants under skirts/jumpers will not be permitted.
- Only plain white undergarments or white turtlenecks may be worn under blouses and shirts
- Green sweater or Saint Patrick School sweatshirt is part of the uniform and is required
- Uniforms are to be clean and in good condition

Personal Grooming

Students are expected to be neatly groomed.

Guidelines:

Hair:	Dyeing, bleaching, or tinting hair to a color other than the child's natural color is not permitted. Unusual hairstyles are not permitted. The principal will have the final determination on what is an inappropriate hairstyle.
Hats:	Hats are not to be worn as part of the uniform.
Sunglasses:	Sunglasses may not be worn indoors.
Jackets:	Jackets and coats may be worn for warmth. Military, camouflage, or fatigue jackets are not permitted.
Socks:	Must be worn.
Shirts:	Must be tucked in properly at all times.
Shoes:	For the safety of your child and others – shoes must cover heels and toes, shoes may not contain wheels, etc.; no boots.
Belts:	If the clothing item has belt loops a belt must be worn
Jewelry:	Is not permitted. The following exception are made: girls may have small post earrings (1 per ear); no dangling earrings. Boys and girls may wear a cross or religious medal on a chain. The principal will make the final decision regarding appropriateness of the permitted jewelry. Watches are permitted.
Body decorations:	Nail polish is not allowed. Make-up is not allowed. Tattoos, both temporary and permanent, are not permitted. Body piercing or wearing of earrings or jewelry in body parts other than ears is not permitted (nose, eyebrow, navel, and the like). Boys are not permitted to have piercing of any kind.

Grooming guidelines apply to all school functions including (but not limited to): field trips, picture day, Confirmation, graduation/promotion, other school events.

Physical Education Uniform Code for Grades K-8

Girls: School PE T-shirts (Grades 5-8)	Boys: School PE T-shirts (Grades 5-8)
White blouse/shirt (Grades K-4)	Green or Black PE Shorts (Grades 5-8)
Green or Black PE shorts	Boys in Grades K-4 wear their regular school uniform, they do not dress for PE.
WHITE socks	WHITE socks
Athletic Shoes	Athletic Shoes

During cold months, sweats may be worn for PE (November through April)

The Parent-Teacher Booster Club may sell school PE T-shirts and school sweatshirts.

Casual Dress Code

On certain special occasions during the school year, students may wear “casual dress”. Parents and guardians are asked to dress their children appropriately for school on these days. Jeans that are neat and clean may be worn. Tank tops, halter-tops, bare midriffs are not to be worn to school. Shorts and skirts can be no more than three inches above the knee. Please review personal grooming guidelines. The principal has the final say in all causal dress determinations

Labels

All articles of clothing must be identified with permanent marker or labels. Since all the children wear the same uniform, it is impossible to determine ownership when articles are misplaced or lost.

Lost And Found

When articles are lost or found, they should be reported to the school office. The Lost and Found box is located in the school office.

Enforcement

The principal exercises full authority in the interpretation of issues pertaining to uniform regulations. All students are expected to follow the letter and the spirit of the uniform regulations.

TUITION AND FEES

Registration

\$250.00 per child (non-refundable). Registration fees help to cover the cost of: rental of textbooks, library fees, student insurance, Diocesan Student Assessment, testing services and health services. All tuition accounts must be up-to-date to enroll in Saint Patrick School unless permission is granted by the principal.

Tuition

Students are accepted with the understanding that all tuition will be paid according to the plan agreed on at the time of registration. Tuition is due on the first of each month and is delinquent on the 10th. Delinquent accounts may be assessed a \$25.00 billing charge. Those in arrears beyond the 30th will be subject to immediate action. A \$25.00 fee will be added to your tuition for each check returned to us by the bank.

FACTS

In our continuing efforts to offer the highest quality of education and at the same time keep operational costs as low as possible, FACTS Tuition Management Service will manage our tuition payment process.

Delinquent Accounts

All accounts delinquent two or more months will be turned over to our Collection Agency, unless the parents/guardians make arrangements with the administration to pay their accounts. Students with delinquent accounts will not be allowed to continue in school until these accounts are settled.

At the end of the school year, all unpaid accounts may be given to our Collection Agency or processed through Small Claims Court, unless special arrangements have been made with the principal.

Tuition Rate for 2008-2009

Catholic Family (A Catholic family whose children are baptized) \$3,500 per child; Families with more than one child will receive a \$1,100.00 discount (tuition will be \$2,400.00) for the second child, a \$1,500.00 discount (tuition will be \$2,000.00) for each additional child.

Non-Catholic Family \$3,800.00 per child

Definition of a Catholic Family

A Catholic Family is a family that actively supports and participates in its parish. Proof of Baptism of the children is required for all children enrolled. Children of a family are those children that reside with the parents and/or for which the parents have a legal obligation and/or guardianship. At the time of registration guardians will need to provide evidence of their legal obligation.

Payment Plans

At the time of registration, families decide how they wish to make their tuition payments.

Five payment plans are available:

- A. Eleven payments (July through May) must be registered by June 1st.
- B. Nine payments (September through May)
- C. Quarterly payments (September, November, February and May)
- D. Two equal payments (September and February)
- E. Payment in full in September

HEALTH AND SAFETY

One of the major objectives of Saint Patrick School is to promote the physical well-being and fitness of its students. To accomplish this end we feel that we must: (a) provide a safe and healthy school environment, (b) provide, where possible, necessary health education to meet the needs of the students and their families, and (c) refer students for specialized health services as needed.

Entrance Requirements

State Law requires each child before entering Kindergarten or 1st Grade to have:

1. Immunizations against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis B, Varicella (or Doctor's statement that child has had the chicken pox).
2. A Health Check-up

No child may be admitted as a student unless they have complete up-to-date immunizations.

Emergency Cards

The principal shall have a readily accessible card file containing emergency care information for each student. Each card shall include the following:

- a. The name of the student, his/her home address and telephone number and date of birth.
- b. The business address and telephone number of the father/mother or the guardian.
- c. The parent/guardian's choice concerning the care of their child should illness or accident occur during the school hours if they cannot be contacted.
- d. The name of the family physician and telephone number.
- e. The name and address of at least two persons who may take custody of the child in case of illness or emergency.
- f. The signature of the responsible parent/guardian.

Parents/guardians must notify the school officials of any special medical conditions pertaining to their child(ren). A parent letter shall be appended to the emergency address card listing special instructions and provisions for emergency care.

THE SCHOOL OFFICE MUST BE NOTIFIED IMMEDIATELY OF ANY CHANGES TO EMERGENCY INFORMATION. Emergency cards are due in the school office by the end of the first week of school, and must be kept up to date when there are changes in phone numbers, etc.

Screening Tests

During the course of the year, each student at Saint Patrick School may participate in the following health examinations:

Vision screening	New students and Grades 1, 3, 6 & 8
Hearing screening	New students, Kindergarten and Grades 2, 5, & 8.
Scalp and hair checks	Grades K-8
Scoliosis screening	New Students and Grades 7, 8

Head Lice

When a child is found to have a case of head lice, the student will be excused from campus until the student is free of all evidence of head lice. The class will be notified that a case of head lice has been detected allowing parents to check their children carefully. Periodic checks will be required to prevent further infestation.

Administration of Medication by school personnel

When it is necessary for a child to take medicine during school hours, including over-the-counter medication, the following directives must be followed as required by the State.

"Notwithstanding the provisions of Section 11753, any pupil who is required to take, during the regular school day, medicine prescribed for them by a physician, may be assisted by the school nurse or other designated school personnel if the school receives: (1) a written statement from such physician detailing the method, amount and schedules by which such medicine is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement." (California Health Code)

Medicines shall not be furnished to students by the school personnel. All medicine will be stored in the health room unless it requires refrigeration. UNDER NO CIRCUMSTANCES IS A PUPIL ALLOWED TO KEEP MEDICINE IN THE CLASSROOM OR PURSE/BACKPACK. MEDICATION MUST BE BROUGHT TO THE OFFICE BY AN ADULT ALONG WITH THE SIGNED FORM GRANTING PARENTAL AND MEDICAL PERMISSION FOR USAGE.

Student Insurance

While at school and school-sponsored activities, students are covered for accidents by Myers/Stevens and Company, Inc., mandated carrier for the Diocese of Sacramento. A copy of the insurance policy is given to the parents at the beginning of each school year. Any injury occurring during the time of school-supervised activities must be reported to the office immediately; accident claim forms must be filed promptly and properly.

Parent/Guardian Volunteers

State Law requires that all parents who wish to volunteer and are in direct contact with the children be fingerprinted and have Department of Justice clearance. This applies to adult chaperones, field trip drivers, drivers for special events, classroom aides, yard duty supervisors, lunchroom helpers, etc.

DAILY PROCEDURES

The school does not provide supervision for children prior to 7:30 AM or after 3:30 PM.

Daily Schedule

Regular Days:

Morning Assembly	7:50 am
Class Begins	8:00am
Morning Recess	10:00am – 10:15am
Lunch (Grades K-4)	11:30am – 12:10pm
Lunch (Grades 5-8)	12:00am – 12:40pm
End of School Day	3:00pm

Minimum Days:

Morning Assembly	7:50 am
Class Begins	8:30 am
Morning Recess (1-8)	10:00 am – 10:15 am
Kindergarten (AM) Dismissal	11:15 am
End of School Day	12:00 pm

Lunch Program

Students must bring their lunches to school (no glass containers). Milk, chocolate milk, strawberry milk, orange juice and occasional in-season fruit may be purchased in the cafeteria during lunch.

Parents/guardians must bring forgotten lunches to the school office with the child's name, grade and teacher indicated clearly. Students will not be permitted to call home for forgotten lunches.

Students are not permitted to go home during school hours, nor are they allowed to buy their lunch at a nearby grocery store or restaurant. Please see closed campus policy.

Office Hours

The school office is open from 7:30 AM to 3:45 PM on all regular school days and 7:30 AM to 12:30 PM on minimum days.

Classroom Visits

All visitors must check in at the school office and obtain a visitor badge.

Parents/guardians are encouraged to schedule classroom visits. Should parents/guardians wish to visit their child's classroom, prior arrangements must be made with the classroom teacher. Parents/guardians must not interrupt a teacher during class time.

Deliveries

All deliveries and communications must be made in the office only. All information will be forwarded to students.

Attendance

The school day begins at 7:50 am. If your child is unable to attend school due to illness, parents/guardians must telephone the school office between 7:50 AM and 9:30 AM. Homework requested due to illness must be requested at this time. *A written excuse dated and signed by the parent or guardian is required on the day of the pupil's return following an absence.*

Students are legally credited for attendance when time is spent in medical and dental appointments. A medical excuse signed by the doctor or dentist, must be presented if the absence or tardiness is due to an appointment.

Vacations are to be taken outside of the school year. When absence is unavoidable, the principal must be contacted. The principal will discuss student progress with the parents or guardians and advise them of the effect absence will have on the pupil's progress. The school is under no obligation to provide tutoring, make-up work, take-along work or special testing schedules for such absences.

“Excessive absences or tardies, even if necessary and excused, may be grounds for decreased academic credit or disciplinary action... Excessive absence is considered 15 days per semester...; a total of 30 days per school year” (DSB 5240).

Early Dismissal

A dated written request or an authorization signed by the parent or guardian is required for a pupil to leave the school before the time of dismissal. Any child leaving school must remain in the classroom until he/she is called for and signed out. If the child returns to school that day, the parent/guardians must first report to the office and sign the student in before the student returns to class.

Tardiness

Students arriving after 7:50 am are considered tardy. If a student arrives after recess, they are marked absent for half a day. Parents/guardians are responsible for their children arriving at school on time. Five unexcused tardies per quarter will result in a detention.

Calling Faculty and Staff

Faculty are not to be called during class time. Messages may be left for teachers in the school office. Calls will not be transferred to a teacher's classroom. Teachers are not to be contacted at home.

Communication and Webpage

A newsletter is sent home for the purpose of maintaining and updating communication. The school webpage (www.saintpatricks.net) will be kept up to date with important information, news, and reminders.

One Call Now System

The school utilizes the 'One Call Now' system to communicate with faculty and parents/guardians. Teachers may also use this system to communicate with families in their classes, etc. Parents and guardians can expect to receive non-emergency messages after 3:00pm. Emergency messages will be sent during the school day (7:50 AM – 3:30 PM).

Fire and Emergency Response Drills

Fire and emergency drills will be held monthly to ensure proper response to emergency situations. Fire drills are done under the auspices of the local Fire District. Students must follow the directives of the teachers during this drill and are instructed to remain silent during the entire procedure.

Drop-off/Traffic procedures

These restrictions are for the child's safety and not a matter of convenience.

Students may not be dropped off prior to 7:30 A.M. or picked up after 3:30pm unless they are enrolled in, and checked into, extended care.

All automobiles are to enter and exit school grounds at the Msgr. Kavanagh Community Center, 5905 Franklin Boulevard.

Students are not to be dropped off or picked up on Franklin Boulevard in front of the church or elsewhere on parish property. This includes inside or outside the brick fence or in the circle or at either end of the property by the entrances to the parish grounds.

Parents/guardians must park behind Msgr. Kavanagh Community Center unless they possess a handicap placard. It is highly recommended and encouraged that students be walked to the Safety Zone (clearly designated by cones).

Parents may not pick up their children from the classrooms.

STUDENT ACTIVITIES

School Parties

Special occasion parties may be held in school, with permission. Individual teachers must be consulted by room parents and guardians concerning these parties well in advance. Balloons will not be permitted.

Student Parties Outside of School Time

The school accepts no responsibility for parties conducted outside of school.

Student Council

Student Council officers are appointed by the Principal after consultation. Council sponsored activities will be held monthly. Student Council members are expected to maintain a minimum 2.5 GPA, and a minimum B conduct grade. The purpose of our Student Council is to stimulate student leadership and participation in planning school activities.

Athletic Program

PLEASE SEE THE PARENT-ATHLETE HANDBOOK FOR ATHLETIC RULES AND POLICIES.

Football, volleyball, basketball, track & field, golf, are available to our students. All students wishing to participate in organized school sports are required to have a physical examination. Competition with nearby schools and teams is organized through the Parochial Athletic League (PAL) and Saint Patrick School. These programs are designed to meet and encourage the health and recreational needs of our students. The student-athlete voluntarily participates in athletics to develop talents in a given sport, to learn how to work well with others, and to demonstrate Christian values in both victory and defeat. Any student desiring to become part of an athletic team accepts all of the rules of that sport, as well as the policies of individual coaches.

Students must maintain a 2.0 GPA to participate in sports. Please refer to the Parent/Athlete Handbook for additional details. Parents and guardians are also expected to conduct themselves in a positive manner, displaying good sportsmanship at all times. All questions about athletic program should be directed to the Athletic Director.

Sports Fee: There is a \$30.00 fee per child per SPORT. This fee is used towards uniforms, equipment, ribbons, tournament fees and any supplies related to sports and are due subsequent to the start of the season.

CALENDAR FOR 2008-2009

- Orientation Meeting:** **Tuesday, August 12th from 6:00 – 8:00 PM**
An Orientation Meeting for Parents and Guardians will be held on Tuesday, August 12th from 6:00 – 8:00 PM. Faculty and Staff will be introduced; school uniforms shall be sold; new policies and procedures will be introduced; presentations will be given by the Athletic Director, Mercy Education Resource Director, Nurse, CSAC & Parent-Teacher Booster Club
- First Day of School:** **Tuesday, August 19th from 7:50 AM – 12:00 PM**
- St. Patrick School Golf Tournament:** **Saturday, September 6th**
- Vocations Mass & Class Presentations:** **Tuesday, September 9th**
- Back to School Night:** **Tuesday, September 9th from 6:00 – 8:00 PM**
A 'Back to School' Night will be held on Tuesday, September 9th from 6:00 – 8:00 PM. allowing parents and guardians the opportunity to get acquainted with the teachers, visit their children's classrooms, and hear what their children will be learning in the coming year. Parent attendance is highly recommended and encouraged. Grades K-4 from 6:00-7:00 PM and Grades 5-8 from 7:00-8:00 PM.
- LIVE SCAN Fingerprinting:** **Tuesday, September 9th from 5:00 – 7:00 PM**
Parent and guardian volunteers who will be in direct contact with children of the school are required to have their fingerprints recorded and reviewed by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) to determine suitability. *Advantage Identification Services (AIS)* will provide services in Boland Hall just prior to 'Back to School' Night. Parents and Guardians will need to provide a valid photo I.D. which may be one of the following: CA Driver's License, CA DMV ID Card, Out-of-State Driver's License, Passport, Alien Registration Card (green card), Military ID Card (not expired) or Mexican Consulate ID Card. Payment for this service (at a discounted school rate) can be made in cash, check, or credit card.
- 9/11 Prayer Service:** **Thursday, September 11th**
- IOWA Testing:** **September 22nd – October 2nd**
- Fall Pictures:** **Thursday, October 9th**
- St. Rose/St. Patrick Fall Festival** **Sunday, October 12th**
- Red Ribbon Week** **October 23 – 31st**
- Scholastic Book Fair** **October 29th, 30th, 31st**
- Halloween Parade** **October 31st**

'Let the Children Come to Me'	Saturday, October 11th
Parent/Teacher Conferences	November, 3rd-6th
Thanksgiving Mass	Tuesday, November 25th
Thanksgiving Vacation	Wednesday, November 26 – 30th
Santa's Secret Workshop	Tuesday, December 16th
Christmas Program All children perform in the annual Christmas Program	Friday, December 19th
Las Posadas	TBA
Christmas Vacation	December 20th- January 4th, 2009
Diocesan Speech Contest	Saturday, January 17th
St. Patrick School Spelling Bee	Wednesday, January 21st
Catholic Schools Week Saint Patrick School observes Catholic Schools Week. This week is a celebration of our Catholic education. During this week various activities involving students, faculty, parents/guardians, and grandparents make this a festive event.	January 26th – 30th
St. Patrick School Crab Feed	Friday, February 6th
Ash Wednesday	February 25th
Spring Pictures (Casual dress for those taking pictures)	Tuesday, March 3rd
Jr. High Academic Decathlon	Saturday, March 7th
Science and Art Fair All students participate in the Science and Art Fair. Science and art projects allow the children to do in-depth studies in an area that is of interest to them based on grade level standards. The science and art projects are judged by grade level.	March 13th – 15th
St. Patrick School Softball Tournament	Saturday, March 14th
Father's Day Mass & Reception	Thursday, March 19th
Confirmation Retreat	April 3rd – 5th, Palm Sunday
Passion Play	April 9th – 10th

Students in Grades 5-8 perform the *'Passion of Our Lord,'* during Holy Week.

Easter Vacation	April 10 – 19th
Variety Show	Friday, April 24th
A spring talent show is held to allow the children to share their special talents with the school community.	
St. Patrick School RENO TRIP	Saturday, April 25th
Mary Crowning	Friday, May 1st
St. Patrick School Tequila Tasting	Friday, May 1st
Teacher and Staff Appreciation Week	May 4th – 8th
8th Grade Promotion Pictures	Wednesday, May 6th
Mother's Day Mass & Reception	Friday, May 8th
St. Patrick School Carnival	Friday, May 15th
Student Council Field Trip	Friday, May 22nd
Volunteer Appreciation Day	Wednesday, May 27th
Bacclaureate Luncheon, Mass & Commencement	Thursday, May 28th
First Holy Communion	TBA
Confirmation	TBA
Kindergarten Graduation	Tuesday, June 2nd
Last Day of School	Wednesday, June 3rd

PARENT ORGANIZATION

St. Patrick School Catholic School Advisory Commission (CSAC)

The Catholic School Advisory Commission is a strictly "advisory" body whose main purpose is to collaborate with school and parish administration to determine school policy in the areas of Budget/Finance, Safety/Facilities, Marketing, Communication, Fundraising, etc.

There will be many opportunities for interested parents/guardians to become involved, either directly or indirectly, with CSAC. All parents are invited to participate in the many opportunities to get involved.

Saint Patrick School Parent/Teacher Booster Club

The Saint Patrick School Parent/Teacher Booster Club supports the school community by assisting with fundraising activities and supporting the overall mission of the school. Funds raised will be used to sponsor spiritual, educational, and cultural activities for students, parents, and faculty; for equipment, materials, books, and other supplies which will aid the educational work of the school

All the parents/guardians of children who attend the school are encouraged to be active members of the Club.

Parent/Guardian Participation Program

We at Saint Patrick School believe that the primary responsibility for education lies with the parents/guardians of the children, and that any successful educational program, depends upon the positive and active cooperation and involvement of the parents or guardians and the school.

The primary purpose of our Parent Participation Program is to actively involve parents in the education of their children by providing support services that will benefit the school community.

This program requires that each family contributes 20 hours of time or service to projects for the benefit of the school. Additionally, each family is required to raise \$200 profit dollars (net proceeds) through fundraising programs offered by the school and Parent-Teacher Booster Club.

Parent Participation Job Titles

Lunch Program Aides
Library Workers
Office Workers
Room Parents/Guardians
Field Trip Drivers
Yard Supervisors

Candy Sale, Fundraisers
Coaches
Scorekeepers
Social Events - Fall Festival

CRISIS MANAGEMENT PLAN

Please see the Crisis Response Plan binder in the principal's office.

In the event of a local or statewide emergency, please check local radio and television stations for school closure information.

Emergency Numbers

Fire Department and Police Department: 9-1-1
or 228-3000 (Fire & Medical Emergency) 264-5151 (Police Emergency
Crimes in Progress)
P.G. & E. Company: 1-800-743-5000
S.M.U.D.: 1-888-742-7683

FACULTY AND STAFF

Pastor	Msgr. James F. Church	
Principal	Mr. John Rieschick, M.S., M.A	jrieschick@saintpatricks.net
Vice-Principal	Mr. John Mamola	jmamola@saintpatricks.net
Bookkeeper	Ms. Lynn Sisson	lsisson@saintpatricks.net
Secretary	Mrs. Claudia Ugarte	cugarte@saintpatricks.net
Kindergarten	Sr. Anne-Therese Nguyen	anguyen@saintpatricks.net
1st and 2nd Grade	Ms. Angela Billiet	abilliet@saintpatricks.net
3rd & 4th Grade	Ms. Sheryl Turchyn	sturchyn@saintpatricks.net
5th Grade	Mrs. Lilibeth Brewer	lbrewer@saintpatricks.net
6th Grade	Mr. Kirk Doral	kdoral@saintpatricks.net
7th Grade	Mrs. Abigail Burke	aburke@saintpatricks.net
8th Grade	Mr. John Mamola	jmamola@saintpatricks.net
Resource Teacher	Ms. Meghan McIntosh	mmcintosh@saintpatricks.net
Computer Teacher	Mrs. Marian Green	mgreen@saintpatricks.net
Teacher Aide	Mrs. Rosa Basquez	rbasquez@saintpatricks.net
Physical Education	Mrs. Darlene Albert	dalbert@saintpatricks.net
Title One	TBA	
School Health Nurse	Mrs. Kathy Calcagno	
Maintenance	Mr. John Irwin	
School Counselor	Mrs. Teresa Ayers, MA., MFTI	
Extension/Day Care Director	Mrs. Erin Young	eyoung@saintpatricks.net

APPENDIX I: Diocesan Problem Resolution

CATHOLIC SCHOOL DEPARTMENT Diocese of Sacramento, CA

PROBLEM RESOLUTION:

APPEAL PROCESS FOR RECONCILIATION

Christ entrusted His Gospel to the hearts of a faith-filled, loving community. All involved in this community live and work with one another through mutual respect, understanding, openness of mind in dialogue, and the practice of justice and charity. It is through this spirit of community that the mission of the Church is fulfilled.

A. AIM

Because of the human condition, honest misunderstandings and differences of judgment may occur. The purpose of this process is to reach an equitable and just resolution to an administrative decision, which may arise out of an interpretation, or application of a Diocesan and/or local school policy regarding, but not limited to conditions of employment, student enrollment, or parent/guardian dissatisfaction.

Every effort should be made between differing parties, through open and honest discussion at the onset, and the problem will be resolved. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In situations where one or both parties believe that a mediator is needed to guide the parties toward a mutual acceptable decision, a request is made to the Catholic School Department for a mediator to be assigned. The mediator shall impose nothing on the parties, shall not arbitrate, and shall not decide for the parties. It will be the goal of the mediator to facilitate a discussion between the parties in order to fairly and quickly resolve the difference. If mediation is requested, it will take place before any other steps in this process.

B. DEFINITIONS

"Parties" is defined as any person who is employed (full or part-time) by a parish preschool*, extension program, elementary school, middle school, or a diocesan high school; school pastors; and any parent or legal guardian of a child enrolled in any the parish or Diocesan Catholic schools of the Diocese of Sacramento. Parish issues regarding the Pastor are not subject to this process. Only issues that pertain to parish or Diocesan Catholic schools are covered by this process. Issues regarding a dispute with the Superintendent of Catholic Schools are not covered by this appeal process.

*This process applies only to parish preschools under the jurisdiction of the Catholic School Department.

"Days" is defined as working school days excluding holidays and weekends. Faculty workshops and/or in-service days are considered to be working school days.

C. PROCEDURES

In the event that the situation cannot be resolved to the mutual satisfaction of either party through mediation, the following procedure for resolution of the problem may be initiated. Presentation of a complaint will not result in any retaliatory action against any of the parties. This process is intended to maintain the maximum confidentiality possible.

In cases dealing with Diocesan High Schools, Step 2 does not apply. Proceed to Step 3.

NOTE: NO ACTION BY HIGHER AUTHORITY WILL TAKE PLACE UNLESS PROCEDURES HAVE BEEN CAREFULLY FOLLOWED.

STEP 1 Written notice (see E. below) is given to the principal with a request for a written response. The Principal will have five days to review the situation and respond. The principal may choose to meet with the complainant to discuss the issue(s), but will respond in writing to the complainant.

STEP 2 If all efforts to resolve the problem through the principal have failed, written notice is then given to the pastor within five days after receipt of the principal's response. The pastor will have five days to review the situation and respond. The pastor may choose to meet with the complainant to discuss the issue(s), but will respond in writing to the complainant.

STEP 3 If either party remains dissatisfied, a written objection is made to the Superintendent's office within five days after receipt of the pastor's response. This written objection must include a cover letter explaining the dispute and copies of all previously written documentation, including the original complaint and the principal's and pastor's responses. The Superintendent will have five days after receipt of the written objection to review and decide on a course of action. The Superintendent may (a) personally review the material and make a decision, (b) delegate one or more members of the Catholic School Department to review the material and provide a written recommendation to the Superintendent, or (c) appoint an "ad hoc" review committee who would provide the Superintendent with a written recommendation. The Superintendent, staff member, and/or ad hoc committee may or may not meet with the complainant and other parties: or may rely solely upon the written documentations. Within twenty days from the day of receipt of the written objection by the Superintendent, the Superintendent will issued a written decision to all parties.

D. WAIVER

Failure by the complainant to comply with the time limits set forth in the steps listed shall result in the appeal being withdrawn and deemed waived. If the responding party fails to comply with the time limits set forth, the complainant shall continue to the next step of the procedure.

E. WRITTEN NOTICE

Written notice to initiate any Step of this process shall include all of the following: Name and address of complainant; position at the school; name and city of the school; respondent's name and position; an explanation of the problem including facts giving rise to the problem; the specific policy, procedure, agreement or law alleged to be violated; dates, places, etc. and suggestion(s) to correct the problem. Other written documentation may also be included with the appeal.

This written notice must be signed and dated by the complainant.

If the written notice does not present sufficient information to facilitate the next step, the respondent may delay a decision pending clarification of the information.

F. DIOCESAN DUE PROCESS

The Diocese of Sacramento has a due process procedure separate from the Catholic School Department's Appeal Process. Employees should contact the Office of Lay Personnel for further information. Parents/guardians or other parishioners may contact the Office of Conciliation and Arbitration for further information. The address for the Diocesan Pastoral Center is 2110 Broadway, Sacramento, CA 95818-2518

APPENDIX II: Acknowledgement Form Parent-Student Handbook

St. Patrick School students and parents are responsible for reading the school handbook. Your signature states that you agree to read and abide by the rules and regulations contained in the handbook. This represents a contract between your family and St. Patrick School.

Print Parent Name

Parent Signature

Date

(1) Print Student Name and Grade

Student Signature

Date

(2) Print Student Name and Grade

Student Signature

Date

(3) Print Student Name and Grade

Student Signature

Date

(4) Print Student Name and Grade

Student Signature

Date

SIGN AND RETURN THIS AGREEMENT BY FRIDAY, AUGUST 29, 2008