

# **St. Patrick of Heatherdowns**

Catholic Community

Where Christian Values and Knowledge Unite

School Office – 419-381-1775  
School Absence Line - 419-389-1477  
School Fax – 419-389-1161  
Parish Office – 419-381-1540  
Parish Fax – 419-381-2727



*Grace, Resilience, Integrity, Togetherness*

## Table of Contents

Principal	Invitations
School Philosophy Statement	Dress
Mission Statement	Cell Phones
Belief Statements	Code Of Conduct
Admission Policy	Church
Code Of Ethics	Courtesy Code
Administration, Staff & Faculty	During School
Contact Information	Gum Chewing Ban
School Overview	Discipline Code
Advisory Council	Bullying
Chain Of Command	Misconduct
Communication	Demerit System - Grades 3-8
Daily Routine	Demerit Accumulation Scale
General Information	Suspension And Expulsion Policies
School District	Death Of A Parent
Transportation	Dress Code
Traffic Flow/Pattern	Girls Grades K-3 Uniform Guidelines
Arrival	Girls Grades 4-8 Uniform Guidelines
Dismissal	Grades K-8 Boys
Visiting	Alternate Dress Or Spirit/Logo Wear Days Dress-Up Days
Academic Assessment	At No Time Are The Following Items Permitted
Curriculum	Athletic Jerseys
Grading System	Boy/Girl Scout Uniforms
Honors System	Gym
Computing Points For Honors	Pre-Kindergarten Dress Code
Homework	Evacuation Policy
Probation	Extended Day Program
Progress Reports/ Report Cards	Extracurricular Eligibility
Promotion/Placement/ Retention Of Students	Items Not Permitted At School
Release Of Student Records/Information	Medication Policy
School Work During Absences	Students Communicating Suicide
Excused Absence	Students Infected With Aids
“Extended” Excused Absence	Admission And Continued Enrollment
Unexcused Absences	Exclusion
Standardized And Acre Tests	Confidentiality
Textbooks	Student And Parent Education
Attendance	Review Of Policy
Accident Or Illness	Student Pregnancy
Alternate Dismissal	Academics
Appointments	Counseling
Arrival/Dismissal	Participation
High School Shadowing	Student Fathers
Inclement Weather	New Student Policy
Truancy -	Parental Custody
Excessive Tardiness/	Registration –
Absenteeism	Fees, Scholarships & Tuition
Cafeteria	Student Programs
Breakfast	Notes Regarding Field Trips
Lunch	Clubs
Appropriate Lunchtime Behavior	Extra-Curricular Activities
Celebrations	Scouts
Birthday Treats	Sports



From the desk of our Principal...  
St. Patrick of Heatherdowns School  
Toledo, Ohio

Dear Parents,

Thank you for entrusting your child(ren)'s educational instruction to St. Patrick of Heatherdowns School. We look forward to a wonderful, fulfilling school year. Please be advised that in accordance with the laws of the State of Ohio, every school must inform parents of its policies and procedures. This hand book is to be considered your notification of St. Patrick of Heatherdowns School policies and procedures. In addition, this handbook will give parents a current staff listing, information on curriculum, and information on other topics of interest.

At the end of this document there is a page to sign confirming that you have read the handbook, and if you would like to receive communications via email or hard copy.

As noted in this handbook, communication between school and parent is a vital part of your student's success at St. Patrick of Heatherdowns School. In our effort to "go green", our communication is primarily done via email/web-site. If you do not have access to a computer to retrieve these communications, we will supply a paper copy of them to you via the "Friday Folder". Should you have any questions regarding this handbook or any other information regarding our school, please feel free to contact me via email at [tina.abel@toledostpats.org](mailto:tina.abel@toledostpats.org).

Thank you, in advance, for your time and support of the St. Patrick of Heatherdowns Parent Handbook.

Kind regards,  
Mrs. Tina Abel  
Principal  
[tina.abel@toledostpats.org](mailto:tina.abel@toledostpats.org)

# **ST. PATRICK OF HEATHERDOWNS SCHOOL PHILOSOPHY STATEMENT**

“Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and building of community.” (National Conference of Catholic Bishops. To Teach As Jesus Did, Chapter I, Article #3)

Catholic schools have the responsibility to inculcate spiritual values while developing the intellectual, social and physical aspects of the individual.

To achieve these objectives, St. Patrick of Heatherdowns School has been set up in accordance with standards established by the State of Ohio, the Diocese of Toledo and St. Patrick of Heatherdowns Parish.

Briefly, the goals of St. Patrick of Heatherdowns School are:

- ♣ To build Christian attitudes by creating a community of faith.
- ♣ To preserve our Catholic Faith through the teaching of doctrine and tradition.
- ♣ To instill respect for the dignity of individuals, for personal property, and for civil law.
- ♣ To teach the basic values of service through personal involvement in the Church and civic communities.
- ♣ To assist in the development of self-discipline, courtesy, and a social conscience to work for the common good.
- ♣ To prepare students academically for high school.
- ♣ To enhance appreciation of the arts.
- ♣ To promote good health habits, drug-free living, and proper physical fitness.

## **MISSION STATEMENT**

St. Patrick of Heatherdowns, a Roman Catholic school community, is committed to assisting families in educating their children spiritually, intellectually, emotionally, physically, morally and socially in a Christian environment.

## **BELIEF STATEMENTS**

The St. Patrick of Heatherdowns school community is composed of students and their families, educators, and parishioners.

- ♣ We believe each person is a valued, unique individual.
- ♣ We believe in fostering the Gospel Guidelines and Life Skills taught in our school.
- ♣ We believe students and their families share responsibility for student learning and behavior.
- ♣ We believe our instructional practices accommodate a variety of learning styles to meet the needs of the students.
- ♣ We believe in preparing students to be life-long learners who share their talents as responsible citizens.

## **ADMISSION POLICY**

St. Patrick of Heatherdowns School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, race, national, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

## **CODE OF ETHICS**

St. Patrick of Heatherdowns Catholic School is committed to working with parents/guardians for the good of their children. We are committed to treating students and parents with respect and we value open, honest communication. Parents' decision to enroll their children in St. Pat's indicates a willingness to support and cooperate with the administration, faculty and staff of the school.

Complaints or concerns should be handled at the lowest possible level. Persons having a concern or discrepancy with a teacher/employee should go directly to that teacher/employee before contacting the Principal. Attempting to work out difficulties mutually is consistent with the Lifeskills being taught at St. Pat's. Only after such attempts have failed should the administration be contacted.

Posting concerns and complaints on social media or any other outlet without attempting to work out problems mutually may have a harmful effect on the Parish/School, its reputation, employees, and students. A circumstance that causes defamation or embarrassment to St. Patrick of Heatherdowns Parish/School, its employees, regardless of oneself, student or third party and regardless of being on the school premises may require a family to seek an alternative educational environment if unresolved issues undermine the mission and beliefs of St. Patrick of Heatherdowns Catholic School.

As part of the enrollment process, parents/Guardians are required to read, sign and return the last page of the “St. Patrick of Heatherdowns Handbook and Code of Ethics” by August 30, 2024.

**ADMINISTRATION, STAFF & FACULTY  
CONTACT INFORMATION**

School Website: [www.toledostpatsschool.org](http://www.toledostpatsschool.org)

Parish Website: [www.toledostpats.org](http://www.toledostpats.org)

1. Alexa Eickholt -- pre-k

[alexa.eickholt@toledostpats.org](mailto:alexa.eickholt@toledostpats.org)

2. Jeny Netry -- pre-k

[jennifer.netry@toledostpats.org](mailto:jennifer.netry@toledostpats.org)

3. Annette Lohman -- kindergarten

[annette.lohman@toledostpats.org](mailto:annette.lohman@toledostpats.org)

4. Vikki Gragg -- kindergarten

[vikki.gragg@toledostpats.org](mailto:vikki.gragg@toledostpats.org)

5. Ashley Mank -- 1st grade

[ashley.kiel@toledostpats.org](mailto:ashley.kiel@toledostpats.org)

6. Kristin Spieles - 1st grade

[kristin.spieles@toledostpats.org](mailto:kristin.spieles@toledostpats.org)

7. Erica Baki-- 2nd grade

[erica.baki@toledostpats.org](mailto:erica.baki@toledostpats.org)

8. Goldie Easton -- 2nd grade

[goldie.easton@toledostpats.org](mailto:goldie.easton@toledostpats.org)

9. Kathy Briggs -- 3rd grade

[kathy.briggs@toledostpats.org](mailto:kathy.briggs@toledostpats.org)

10. Kayla Cherry -- 3rd grade

[kayla.cherry@toledostpats.org](mailto:kayla.cherry@toledostpats.org)

11. Maggie Krieger -- 4th grade  
[margaret.krieger@toledostpats.org](mailto:margaret.krieger@toledostpats.org)
12. Adam Naayers - 5 - 8 math  
[adam.naayers@toledostpats.org](mailto:adam.naayers@toledostpats.org)
13. Nacori Lyons – 5 - 8 science  
[nacori.lyons@toledostpats.org](mailto:nacori.lyons@toledostpats.org)
14. Kaitlin Barton - 5 - 8 social studies  
[kaitlin.barton@toledostpats.org](mailto:kaitlin.barton@toledostpats.org)
15. Sandy Russell -- 5 - 8 religion  
[sandy.russell@toledostpats.org](mailto:sandy.russell@toledostpats.org)
16. Brenda Rayfield -- 5 - 8 LA  
[brenda.rayfield@toledostpats.org](mailto:brenda.rayfield@toledostpats.org)
17. Steve Kemmerley --art  
[steve.kemmerley@toledostpats.org](mailto:steve.kemmerley@toledostpats.org)
18. Laurie Bertke - building sub  
[laurie.bertke@toledostpats.org](mailto:laurie.bertke@toledostpats.org)
19. Anne Beck – building sub  
[anne.beck@toledostpats.org](mailto:anne.beck@toledostpats.org)
20. Veronica Englert - Spanish  
[veronica.englert@toledostpats.org](mailto:veronica.englert@toledostpats.org)
21. Tina Abel -- principal  
[tina.abel@toledostpats.org](mailto:tina.abel@toledostpats.org)
22. Brandon Walczak - assistant principal  
[brandon.walczak@toledostpats.org](mailto:brandon.walczak@toledostpats.org)

23. Brenda Davis - EDP

[brenda.davis@toledostpats.org](mailto:brenda.davis@toledostpats.org)

24. Eileen Pasquarette - remedial

[eileen.pasquarette@toledostpats.org](mailto:eileen.pasquarette@toledostpats.org)

25. Mellissa Hinton - remedial/intervention

[mellissa.hinton@toledostpats.org](mailto:mellissa.hinton@toledostpats.org)

26. Sherisa Johnson - counselor

[sherisa.johnson@toledostpats.org](mailto:sherisa.johnson@toledostpats.org)

27. Kristen Tucker - remedial

[kristen.tucker@toledostpats.org](mailto:kristen.tucker@toledostpats.org)

28. Nicole Paskiet - nurse

[nicole.paskiet@toledostpats.org](mailto:nicole.paskiet@toledostpats.org)

29. MG Wood - Narthex

[marygrace.wood@toledostpats.org](mailto:marygrace.wood@toledostpats.org)

30. Sharon Beier - administrative assistant

[sharon.beier@toledostpats.org](mailto:sharon.beier@toledostpats.org)

31. Sabrina Pratt - Cafeteria

[sabrina.pratt@toledostpats.org](mailto:sabrina.pratt@toledostpats.org)

# SCHOOL OVERVIEW

## ADVISORY COUNCIL

The role of the School Advisory Council is to advise the principal and/or pastor regarding school policy. It is up to the principal and/or pastor to make any final decision that would apply to the school.

## CHAIN OF COMMAND

Complaints or concerns should be handled at the lowest possible level. Persons having a concern with a teacher/employee should go directly to that teacher/employee before contacting the Principal. Attempting to work out difficulties mutually is consistent with the Lifeskills being taught at St. Pat's. Only after such attempts have failed should the administration be contacted. If the issue is not resolved, the pastor will be notified and he is considered the local superintendent and final authority.

## COMMUNICATION

School-to-home and home-to-school communication is a vital part of a successful education. It is the parent(s) responsibility to keep the office informed of current phone numbers, home and email addresses. In most instances, communication from St. Pat's will be sent via email, through FACTS or Constant Contact. If you do not have an e-mail address, you must request a hard copy of the communications, which will be sent home with your child in the "Friday Folder". This folder serves multiple purposes; information from the school and/or parish, along with your weekly communication from your child's teacher regarding missing/late assignments, conduct or other valuable information from the teacher. Other information sent in the Friday Folder will include flyers, lunch menus, activities and special events. A newsletter with announcements and upcoming events is sent each week via Constant Contact, but upon request will be included in the Friday Folder. The Friday Folder is to be signed by a parent and is to be returned each Monday for reuse. Replacement folders can be purchased in the office for \$2.00.

## DAILY ROUTINE

### SCHOOL HOURS:

Pre-Kindergarten . . . . . 8:30 – 3:00

Grades K-8. . . . . 8:30 – 3:15

**BREAKFAST:** . . . . . (Non EDP) . . . . . 8:00 – 8:20

### LUNCH HOURS:

Pre-K, Kindergarten . . . . . 11:00 – 11:30

Grade 1 and Grade 2 . . . . . 12:30 - 1:00

Grades 3 and 4 . . . . . 1:00 - 1:30

Grades 7 & 8 . . . . . 11:35 – 12:05

Grades 5 and 6 . . . . . 12:05 - 12:30

## GENERAL INFORMATION

Seton Hall – Grades PK-3 in the school building

Neumann Hall – Grades 4-8 in the school building

Lower Level – Cafeteria, Computer, Gym, Art, Library and Extended Day Program

Holy Family Center – Smaller, two story building east of the school

Extended Day Program – Supervised activities before and after school for children of working parents.

A fee is charged.

School Advisory Council – Consists of elected or appointed members to advise the pastor and principal on policy, tuition, etc.

Parent School Organization – Parent organization that meets to support the school's efforts in teaching their students.

Athletic Board – Volunteers that support our student athletes. Board members are elected members.

## SCHOOL DISTRICT

The school building is situated in the Maumee City School District. Our students also come from Toledo, Anthony Wayne, Perrysburg, Sylvania, and Springfield Districts.



## TRANSPORTATION

Four bus systems serve St. Patrick of Heatherdowns:

Toledo City Schools, Maumee City Schools, Anthony Wayne School, Trinity



Students riding the various school districts' buses are expected to follow that school district's "code of conduct." Any disturbances on the school buses while parked or moving will be reported to the administration and disciplinary action will be taken.

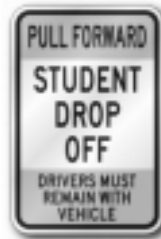
Students must comply with State Regulation #3301-83-08 (13) regarding bus transportation. This states that students will ride their regularly assigned bus and load and unload at their regular stop. Please do not expect your child to be given permission to ride any other bus. Each bus system is insured only for those students who are assigned to its buses. The principal is the only one who can give such permission and such permission will be considered only in extreme necessities. Maumee, Perrysburg and Anthony Wayne buses do not allow any students other than those assigned to it to ride their bus.

## TRAFFIC FLOW/PATTERN

To help keep the students safe, along with the ease of entering and exiting the grounds of St. Patrick of Heatherdowns, a one way traffic pattern is in effect. Entrance is from the Heatherdowns Boulevard side of the premises (between the school and the Holy Family Center) ONLY. The Eastgate drive is to be used for exiting ONLY. The speed limit in the parking lot is 3 mph at all times.

### *Arrival*

1. Pull forward along the "green" curb to the next open valet stop.
2. Have your child(ren) ready to exit your vehicle
3. Students must exit onto the curb only.
4. When students are not prepared to exit the vehicle MUST park in the parking lot and cross at the crosswalk.



### *Dismissal*

The curb lane is for Busses ONLY. Parents are to park in a parking space and cross to the sidewalk to retrieve their student(s). Vehicles are not permitted to drive in the bus lane to park or exit.

## VISITING

Parents/visitors are not allowed on the playground during school hours

School hours are considered to be from 8:00am to

6:00pm. Parents can supervise their own children on the playground starting at 3:15pm if it is NOT being utilized by our EDP. After school, students can not be on the playground without parent/guardian supervision. The playground is for students/children only; adults should not be playing on the playground equipment.



# ACADEMIC ASSESSMENT

## CURRICULUM

The elementary school curriculum is outlined in a course of study published by the Catholic Schools Office of the Diocese of Toledo. There are specific objectives in Art, Language Arts, Math, Music, Social Studies, Science/Health, Physical Education, Religion, Technology and World Languages. These courses are routinely updated and revised according to State and Diocesan guidelines.

## GRADING SYSTEM

Grading system for grades PK-KG

S = Secure D = Developing B = Beginning

Grading system for grades 1-2

G = Good S = Satisfactory

N = Needs Improvement U = Unsatisfactory

Grading system for grades 3-8

A+ = 98.5-100    A = 94.5-98    A- = 92.5-94

B+ = 90.5-92    B = 86.5-90    B- = 84.5-86

C+ = 82.5-84    C = 77.5-82    C- = 75.5-77

D+ = 73.5-75    D = 71.5-73    D- = 69.5-71

F = 69–below

## HONORS SYSTEM

A = 4.0 B = 3.0 C = 2.0

8th grade Algebra Class – Point Scale – A = 5.0 B = 4.0 C = 3.0 D = 2.0

## COMPUTING POINTS FOR HONORS

GPA is automatically computed through FACTS as certain classes are weighted differently. Listed below are the different honors that a student can achieve.

### Cooperative Honors: Grades 3-8

To receive Cooperative Honors, the student must not receive U's, or no more than 2 N's in work or personal habits, or receive a grade lower than a C in any "essentials" classes (Gym, Music/Band, Technology, Art, or Spanish), and receive no more than 4 missing/late assignments, receive more than 1 demerit or 1 office referral. The administration reserves the right to determine if Cooperative Honors is earned.

### Academic Honors: Grades 5-8

The student must achieve an average of 3.0 to 3.74 to receive this honor.

### Scholastic Honors: Grades 5-8

The student must achieve an average of 3.75 or higher to receive this honor.

### National Junior Honor Society: Grades 7-8

Students achieving a 3.5 GPA, having zero missing assignments, zero demerits, suspensions and/or serious/continuous disciplinary actions are eligible. In order to maintain membership in NJHS once a student has been inducted, he/she must maintain the standards which were the basis for admittance. The basics include what is stated above. The GPA is regarding all classes, including Algebra – if the student is enrolled. We hold one induction per year after the second quarter for both 7th and 8th grades.



Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned. (This paragraph is taken directly from the NJHS constitution.)

**Perfect Attendance:** Grades K-8 \*\* Students having perfect attendance are awarded the “Perfect Attendance” ribbon each quarter they are in school without missing ANY time during the quarter. Missed time is considered any time the school is in session and the student is not in attendance. \* *Due to the amount and lingering effects of illness, we are not awarding perfect attendance this year. We would rather a sick student stay home instead of spreading germs. Each year we will revisit the idea of awarding perfect attendance.*

## HOMEWORK

There will be homework nearly every evening for students in Grades 1 through 8. Weekends are the exception. Assignments must be neatly written on notebook paper unless otherwise stipulated by the teacher. Late assignments may be marked lower (depending on grade level).



The “Homework Policy” for students in grades K-5 will be completely explained to the students during the first week of school and to the parent(s) on the night of Parent Orientation.

**\*\* No Homework will be assigned on Wednesday evenings. The purpose of no homework Wednesday is to give families TIME. Time to celebrate family. Time to regroup for the remainder of the week and cut down some of the busyness we all experience.**

The “Homework Policy” for students in grades 6-8 is as follows:

If homework is more than 3 days late, it will count as a failing grade. Homework will not be accepted after 7 days unless a student is ill.

Students will have two days to make up missing class work and homework for each day he/she is absent. \* There are always life situations that occur in which the student is not present at school (not due to illness) for example, a death in the family. A student will have two days for each absent day to complete work he/she missed and communicate with the teacher involved, to make sure all assignments are completed with the quality expected.

## PROBATION

Students will be placed on probation at the discretion of the principal for missing/incomplete assignments, low academic scores, behavior, excessive absences or tardiness. A weekly meeting with the principal or the assigned delegate is required. It will include the monitoring of assignments, testing, absences and/or tardiness, etc.

## PROGRESS REPORTS/ REPORT CARDS

The report card, available electronically once every quarter, is a vehicle of teacher accountability to parents; parents may check the student on-line grading system regularly. At the end of the first quarter, **MANDATORY** parent conferences are scheduled so that parents and teachers may examine the student’s progress more closely.

As we continue to ‘go green’ parents will not receive hardcopy progress reports. Those reports will be available online through FACTS. **However, we will print out midterms (for all students and progress reports for students who are struggling to be successful and are failing two or more subjects. This will need to be signed and returned to the homeroom teacher.)** It is the policy of St. Patrick’s School to alert the parents at the first sign of difficulty. This is normally accomplished via email and/or Friday green folders.

**PARENTS – IT IS HIGHLY RECOMMENDED THAT YOU CHECK YOUR CHILD’S PROGRESS AT LEAST TWICE PER WEEK** ~ Then, if other conferences are warranted, a time for such conferences will be arranged between parent and teacher. *All students are required to participate in all classroom activities. Refusal to participate in activities and/or lessons is not a choice. This type of behavior will initially result in failing grades and can lead to more serious consequences.*

In addition to empowering practical skills, Specials can help students find hidden talents or passions.

Electives offer options that allow students to seek out interests, give time with their peers in a different setting and reinforce the teaching in core subjects.

## Art

The early childhood and elementary art education program provides each student with a weekly hands-on experience in producing art, enhanced by the integration of art history, art criticism and aesthetic critiques. Art education classes at this level will encourage critical and creative problem-solving skills, as well as empathy for historical and contemporary works of art.

## Physical Education

The mission of Lakota's physical education program is to instill a love of regular physical activity in students and motivate them to take responsibility for their lifelong health. As students participate in a wide range of games and activities, they develop their motor skills and a sense of fair play. In addition to teaching about healthy fitness levels, teachers provide instruction in personal hygiene and nutrition.

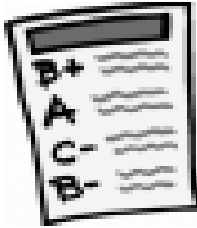
## Music

The focus of the early childhood and elementary music education program is to introduce each child to the joy of music and begin to develop a variety of music-related skills. Through singing, playing, listening and reading, each student will experience the various elements of music.

## Technology

Technology in early childhood and elementary education is vital in preparing students for the digital future. We teach 21st-century skills that are necessary to be successful in today's world. The course teaches our students how to be digital citizens while navigating online content, curriculum resources and media.

At the end of each school year, report cards will be available online or a printed copy can be picked up in the school office. In the event of unpaid fines or fees, report card(s) will be held until the items have been taken care of.



### **PROMOTION/PLACEMENT/RETENTION OF STUDENTS**

Students who have met the educational requirements of this school will be promoted yearly. These requirements are based upon the Ohio State Standards and the Toledo Diocesan Courses of Study. Parents of students not meeting these requirements will be notified by the school in a reasonable time prior to the decision to retain a child or to place a child in the next grade. A student not meeting the minimum requirements may be placed in the next grade or retained at the current grade level based on the recommendation of the teacher and principal. If a student is placed in the next grade and does not meet the requirements to be promoted the next year, it is the school's decision to retain the student. The principal has the right to assign pupils to grade levels.

**RELEASE OF STUDENT RECORDS/INFORMATION** Student records/information cannot be released to a physician, psychologist, etc. without the parent/guardian signing a Records Release form. These forms are available in the school office. Student cumulative record files/medical records will be forwarded to another school upon written permission from the parent/guardian as long as there are no outstanding fees due.

### **SCHOOL WORK DURING ABSENCES**

If your student is absent and you will be picking up homework, please leave the request on the absence line when you call your student in. The homework will be available for pickup in the school office between 3:00 and 4:00 p.m. Requests not made when your student is reported absent will not be honored.

### **EXCUSED ABSENCE**

This is an unplanned absence due to illness or funeral attendance.

1. The student will be given his/her assignments upon his/her return to school.
2. The student will be responsible for completing the missed work in a period of two days for each day absent. (e.g. 3 days absent = 6 days to make up work) These days include weekends, holidays, snow days, and the like. Failure to complete the work will result in a failing grade.
3. The student will be permitted to make up tests upon his/her return to school. Arrangements to make up tests must be made by the student when he/she returns to school.

### **“EXTENDED” EXCUSED ABSENCE**

This is an absence of five (5) or more consecutive days due to illness, hospitalization, or other reason.

Arrangements for assignments for an “Extended Excused Absence” only, can be made through the school office after receiving the principal's approval.

### **UNEXCUSED ABSENCES**

This is an absence due to student and/or parent personal convenience, which would include vacations or other such situations. Personal convenience absence is not provided for under the school attendance laws of the State of Ohio. The proposed absence will be considered “Unexcused”.

1. Parents must complete a Student Leave Form at least one week prior to the date of the planned absence. A form must be requested from the school office. It is understood that the principal's signature does not indicate approval of the statement of absence, but only awareness of such.
2. Assignments are not required to be given before a scheduled absence. It is the student's responsibility to contact the teacher for his/her assignments upon returning to school.
3. The student will be responsible for completing his/her missed work in a period of time equal to the number of days absent. (e.g. 3 days absent = 3 days to make up work) These days include weekends, holidays, snow days, and the like. Failure to complete the work will result in a failing grade.
4. The student will be permitted to make up tests upon his/her return to school. Arrangements to make up tests must be made by the student when he/she returns to school.

## STANDARDIZED AND ARK TESTS

The Diocese of Toledo utilizes MAP (Measures of Academic Progress) for standardized testing. These tests are administered three times a year; Fall, Winter (weather permitting) and again in the Spring. Testing covers the following areas Reading, Language Arts, and Math. Grades K – 2 students take Reading and Math; Grades 3 – 8 take all three tests. Science is administered to fifth and seventh graders. ARK Test is a religion test given to all students in the Diocese of Toledo in grades 2 and 8.

## TEXTBOOKS

Most textbooks are provided by the school through funds from the State of Ohio. Therefore, students are asked to sign a “Student Use Sheet” for books once a year. Students are asked to keep books in good condition, as they are very expensive and in most cases are used for several years. Teachers may require books to be covered for protection. Religion textbooks must be purchased by the school. We may not purchase these textbooks with any State of Ohio funds. The school will ask, in some cases, parents to cover all or part of this expense.



From time to time movies and/or videos are used in the classroom in accordance with diocesan guidelines. Movies must have a “G” rating unless otherwise stated in communication with parents.

## ATTENDANCE

1. If a student is to be absent from school, for any reason, the parents or guardians are required to notify the school by a call to the attendance office (**419-389-1477**) or via email at [attendance@toledostpats.org](mailto:attendance@toledostpats.org) before 8:30 a.m. on the day of absence. If the duration of the absence is more than three days, proof of illness may be required.
2. An excused absence is one due to illness or funeral attendance.
3. An unexcused absence is one due to student and/or parent personal convenience, which would include vacations or other such situations. Parents are required to complete a “St. Patrick of Heatherdowns School Student Leave Form” prior to the date of a planned absence. This form must be obtained from the school office. If the form is not completed prior to the absence, the student will be considered truant.
4. Any absence, including appointments (regardless of time missed) removes a student from receiving perfect attendance.

## ACCIDENT OR ILLNESS

The school aims to enforce rules that will protect the child from accidents. If an accident occurs, first aid will be administered and action taken according to instructions given by the parents on the Emergency Medical Form. Parents will be notified.

## ALTERNATE DISMISSAL

The safety of your child is our primary concern, therefore, any student who is going home in a way other than their normal way (e.g. walker/rider rather than bus, going to the library, or parent picking up for an appointment) **MUST PRESENT A NOTE FROM THE PARENT GIVING PERMISSION FOR THIS.** If a note is not sent, the child will be sent home via their normal way. All students being picked up by a parent or other authorized person must be picked up on school property.

## APPOINTMENTS

Whenever possible, appointments with a doctor or dentist should be scheduled outside of regular school hours. However, if a student must have an appointment during school hours, the parent must give **PRIOR WRITTEN NOTICE** to the school. If a student is leaving during school hours, the parent must report to the Narthex and sign him/her out before the student will be released. **Parents are not permitted to go to the classroom to retrieve their child.** When a student returns to school following an appointment they must report to the Narthex for an admit slip. A student will be marked tardy if they arrive after 8:30 a.m. for any reason, including appointments. The only exception will be if a bus arrives late to school. Absence or tardiness of greater than 1 ¾ hours, is considered a half day of absence. Absence of greater than 3 ½ hours is considered a full day of absence.

## **ARRIVAL/DISMISSAL**

Students who are not being bussed may not arrive prior to 8:10 a.m., as supervision is not available unless the student is registered at the Extended Day Program. If your child does arrive before 8:10 am, he/she will be sent to the Extended Day Program and you will be billed accordingly.

After the first two weeks of school, students must walk to their classroom independently. Any items the student may leave or forget that the parent later brings to the school should be dropped off in the Narthex or School Office. Parents may not take items to the student's classroom/lunchroom.

Students not picked up after school by 3:30 p.m. or the departure of the last bus will be sent to the Extended Day Program and parents will be billed accordingly. This policy also applies to students not picked up at the designated time for all after school activities ending before 5:30 p.m. **There is a \$5.00/minute charge for students not picked up by 5:30 p.m.**

## **HIGH SCHOOL SHADOWING**

Middle School students wishing to shadow a high school student for a day must complete the appropriate form and have prior authorization from the principal. Forms are available in the school office or on our website. Forms must be completed and turned into the office at least three school days prior to the scheduled visit. We encourage students to shadow on days we are not in session.

## **INCLEMENT WEATHER**

If weather conditions are such as to cause delay or cancellation, the announcement of delay or closure will be announced as "St. Patrick of Heatherdowns". A decision will be made as early as possible and television stations and as many radio stations as possible will be notified. An email blast will be sent as soon as we are made aware of delay or closure. Please do not call the school or parish.



**TRUANCY - EXCESSIVE TARDINESS/ABSENTEEISM** School begins at 8:30 a.m. Any student coming to school after this time, regardless of reason, must report to the Narthex for an Admit Slip. If your student rides a bus to school and the bus arrives late to St. Pat's, your child will not be marked tardy. Parents must notify the school if the student is absent for the day.

Excessive absenteeism or repeated tardiness is considered truancy and will result in notification to the proper authorities of possible educational neglect on the part of parent/guardian. Additionally, the student may be asked to find another school.

A student may be considered as "habitually truant" under Ohio Rev. Code 3321.01 when the student misses the following without a legitimate excuse.

♣ 30 or more consecutive hours (4.5 days)

♣ 42 or more hours in a month (6.25 days)

♣ 72 or more hours in a year (10.5 days)

Any student who is considered truant forfeits the right to make up the work missed during the truancy. Parents will receive notification from the school of truancy.

## **CAFETERIA**

### **BREAKFAST**

Breakfast is free for every student in the building between 8:00am and 8:20am.

Students attending the Extended Day Program in the mornings receive breakfast when they arrive. The breakfast menu is included on the lunch menu. Students having breakfast must report to their homeroom by 8:30 am or they will be marked tardy.

## **LUNCH**

Hot lunches are provided at a cost for grades PK-8 through St. Patrick of Heatherdowns lunch program. Forms are available on our website for families requesting free or reduced prices. At no time is Pop/Soda allowed.

## **APPROPRIATE LUNCHTIME BEHAVIOR**

In the interest of safety for all students and efficiency in finishing lunch on time so all can enjoy healthful, outdoor recreation during this lunch/recess period, all students will be expected to demonstrate appropriate behavior keeping in mind the Gospel Guidelines and the Life Skills.

In the cafeteria, students will:

1. Use patience and remain seated unless given permission to do otherwise.
2. Use integrity and refrain from throwing anything (food, empty lunch bags, etc.)
3. Be proud of your actions and refrain from taking anyone else's food.
4. Use patience, talk in a quiet, conversational tone, and refrain from shouting across the room.
5. Use organization and assemble in an orderly fashion to go outdoors.
6. Use cooperation, follow directions given by lunch aides, and speak respectfully

### **On the playground students will:**

1. Use care to play in a safe manner, giving consideration to others' rights and safety (no fighting, deliberate pushing or kicking, no snowball throwing, no tackling, etc.).
2. Use cooperation and play only with permissible equipment (no small balls, as these can be very dangerous when thrown hard on a crowded playground).
3. Use cooperation and refrain from interfering in another's game.
4. Use responsibility and stay in the area designated for recreation.
5. Use organization and stop play activity at the first warning whistle and proceed to line up for return to the classroom.
6. Use responsibility and be quiet once inside the building on the way to the classroom.
7. Use responsibility and wear proper outerwear and footwear during inclement (rain, snow, cold) weather.

No student will be allowed to remain in an unsupervised classroom when his/ her classmates go for lunch/recess. Ordinarily, if a student is well enough to be in class, he/she is well enough to go outside during recess. In rare instances, upon receipt of a physician's excuse for a student to stay indoors, the lunch aide supervisor will assign the student to a safe designated area indoors for the recess period.

In the interest of good health, students who do not come equipped with appropriate footwear to insure dry feet in inclement weather, will stand in a relatively dry area near the building during the entire outdoor recess time. They will not be allowed to join in normal play where their feet can become wet.

All students, Pre-K through Grade 8, are permitted to use the playground equipment.

## **CELEBRATIONS**

**BIRTHDAY TREATS** Students are welcome to share a birthday treat with their class on their birthday or on another day. Parents need to arrange with the teacher prior to this day for approval. Lunchtime treats or parties are not permitted. Balloons, flowers or gifts brought or sent to school for delivery to your child will not be delivered. Treats are to be limited to just the classroom, not to any past teachers or office staff.

### **INVITATIONS**

As a Catholic school, we strive to include all students in our activities. Invitations to a party given out at school can only be given to: 1) the entire class or 2) all the girls or all the boys in the class. If the parent chooses not to include the entire group, we ask that invitations not be given out at school. The school is not permitted to give out lists of addresses and/or phone numbers.



## **DRESS**

Students may dress-up if they wish on their birthday, or the closest day to it. If a student's birthday falls during the summer months they may choose their ½ birthday (this must be arranged with the teacher prior to the day). See the dress code section for dress guidelines. Jeans are acceptable.



## CELL PHONES

Phones must be in the OFF/silent position upon entering school and remain off until the student is dismissed and has left the school premises. They may not be used at the Extended Day Program. Phones must be stored in the student's backpack and may not be carried on the student's person at any time during the school day. After school hours, cell phones may ONLY be used outside the church doors or in the school office with permission from a teacher or staff member who waits for the student to make the needed phone call. Calls may ONLY be made for pick-up arrangements. **They may not be used to text messages during the school day nor take pictures at any time on school grounds.** Internet, e-mail access, game playing, gambling or making purchases of any kind are not permitted. Harassment or threatening of persons via cell phone is not permitted. Misuse of the phone will result in the confiscation and will only be returned to a parent in the school office once the following fine has been paid: **1<sup>st</sup> offense - \$10.00; 2<sup>nd</sup> offense - \$20.00; 3<sup>rd</sup> offense - \$30.00. Any phone taken more than 3 times within the school year will be held until the end of the school year.**

## CODE OF CONDUCT

**The faculty and staff of St. Patrick of Heatherdowns School are committed to creating a learning environment that is rooted in the values taught by Jesus Christ. Students are expected to practice the Gospel Guidelines of Trustworthiness, Truthfulness, No Put Downs, Active Listening, and Personal Best and by using the following Life Skills:**

- Caring: To act upon your concern for others
- Common Sense: To think through before acting
- Cooperation: To work together towards a common goal
- Courage: To act according to one's beliefs
- Curiosity: A desire to learn or know about a full range of things
- Effort: To try your hardest
- Flexibility: To be willing to alter plans when necessary
- Friendship: To make and keep a friend through mutual trust and caring
- Initiative: To do something because it needs to be done
- Integrity: To act according to a sense of what is right and wrong
- Organization: To plan, arrange, and implement in an orderly way
- Patience: To wait calmly for something
- Perseverance: To continue in spite of difficulties
- Pride: Satisfaction from doing your personal best
- Problem Solving: To create solutions for difficult situations and everyday problems
- Responsibility: Taking ownership of one's actions regardless of the consequences
- Resourcefulness: To respond to challenges and opportunities in innovative and creative ways
- Sense of Humor: To laugh and be playful without hurting others

Students will be expected to use the Gospel Guidelines and Life Skills in all areas of school life.

## CHURCH

1. Students are expected to show reverence and respect for the House of God at all times.
2. It is appropriate to bow the head toward the altar before entering the pew.
3. Students who act in a disruptive manner while in the church will be subject to disciplinary action.



## COURTESY CODE

1. When the parish priests, principal or an adult visitor comes into a room, students will greet them.
2. The proper address is to be added to the person's name, e.g. "Thank you Sister" or "Good morning, Mrs. Smith." "Yah" and "huh" are not forms of response at St. Pat's.
3. Step aside in narrow spots or on stairways and let an adult pass first.
4. Offer to help teachers or other adults, especially if they are carrying things.
5. Make a request by using "please".

6. When the teacher is explaining, listen.
7. Students, staff and guests to the building are reminded that wearing a hat is not permitted.

### **DURING SCHOOL**

1. No student will be out of the classroom without permission.
2. Students will WALK in the halls. Running is never permitted in the halls.
3. Learning noise will be kept low so as not to disturb other learners.
4. Students will maintain QUIET in the halls so as not to disturb other classes at class exchange and lavatory times.
5. Students will not be allowed to call home for the following: homework, gym clothes, art portfolio, lunch, or band instruments. This is not an all-inclusive list.
6. Students will not be allowed to call home because he/she is upset with a grade he/she received or to complain about a staff member or another student. These situations can be addressed at the end of the school day.

### **GUM CHEWING BAN**

Gum in itself is a harmless commodity. In school, its disposal creates many problems. Therefore, chewing gum on school property and at school functions is subject to disciplinary action. Evening functions are included under this ban. We respectfully request parents to refrain from gum chewing on the premises in order to motivate the students.

### **DISCIPLINE CODE**

As a Roman Catholic School, we assume that parents and students who choose St. Patrick of Heatherdowns School will sincerely support the school's spirit, its code and expectations. As a school, we build on faith development, which should originate in the home. The goals of our school can best be accomplished when students, parents, administration, faculty and staff work together in a spirit of Christian cooperation and where discipline is an expression of love and concern for a child's well being.

Discipline is an important aspect of a child's total development. The teacher's prime responsibility is to teach. Every student, as well as every teacher, has a right to a classroom atmosphere that provides the maximum learning environment. To accomplish this purpose and to maintain an atmosphere where learning can take place, rules are established with logical consequences for misconduct. Parents are kept informed of their child's cooperation in matters of behavior and are asked to support the school's effort by their own consistency in the home. Unless the student knows that parents and teachers are working together in matters of behavior, there is little that can be accomplished to instill appropriate behavior.

St. Patrick of Heatherdowns School utilizes PBIS (Positive Behavior Intervention and Support) approach. This is a proactive approach used in establishing the behavioral supports needed for all students in a school to achieve social, emotional, and academic success. It focuses on recognizing the positive choices students make while establishing guidelines for acceptable behavior. These behaviors are taught through example and specific lessons; we are using the Character Counts program. At times, specific student behavior needs to be addressed with consequences.

Our pillars for PBIS are safe, trustworthy, accountable, and respectful. Have daily discussions/activities with your child about school and expectations. Here are some suggestions:

1. Every night go over your child's daily planner with him/her. Ask your child questions about their homework and their day. For example, "What did you learn today?" Start with basics like ~ what concept are you studying in math, social studies, grammar, etc.? What story or book are you reading in language arts? What new vocabulary have you learned? What/who did you learn about in religion class?

2. For students that are third grade and higher, parents and students could log into FACTS together and review grades twice per week. For classes that a student is struggling with, ask questions like, “Why do you think you have this grade?” “How do you study for tests?” “Did you do your best or did you rush?” “What can you do to improve?”
3. Setting academic goals. Ask your child, “What are your goals and what is your plan to reach them?” Help your child to learn to reflect and self-evaluate.
4. Every child that attends St. Pat’s has a long educational journey ahead of them. Ask your child, “How are you active in the lesson?” “How are you engaged in the learning process?” “What can we (teacher, parent) do to help?”

#### Character Counts - Six Pillars

In addition to PBIS, we are also working on implementing strategies from Character Counts.

Six Pillars of Character Counts:

Trustworthy, Respect, Responsibility, Fairness, Caring, Citizenship.

You will be hearing more about this as we journey through this year!

**Teachers at each grade level will address classroom behavior and consequences.** This is a continuous process and will recognize each student’s stage of development. All staff and teachers will address minor violations via the Weekly Friday Folder, according to the grade level disciplinary actions listed below. Should a situation occur that involves intervention/ consequence, phone contact and/or written notification will be done that day. If written notification is issued, it will state a description of the misconduct and is to be signed by the parent and returned the following school day. *Signing the referral indicates that the parent is aware that the referral was given and does not imply that the parent agrees or disagrees.*

#### **BULLYING**

Bullying is unacceptable anywhere within St. Patrick of Heatherdowns School and will be handled with the utmost regard to all students and faculty. In an extreme situation, the principal may impose immediate expulsion.

Harassment, intimidation or bullying by any student at St. Patrick of Heatherdowns is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying”, in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward another student or students, including intent to harass, intimidate, injure, threaten, ridicule or humiliate.

New apps and social media sites seem to crop up and gain popularity with students overnight. St. Patrick of Heatherdowns works to:

1. **Create a safe zone:** Encourage an open environment for discussion. Students need to know they are in a safe environment to discuss issues regarding what happens on social media.
2. **Define it:** Help students to distinguish what cyberbullying looks like. Cyberbullying is defined as “willful and repeated harm inflicted through the use of computers, cell phones, or other electronic devices.” Not every problem between peers can be counted as “bullying,” parents, administration, and students must work together to distinguish a hurtful joke gone wrong versus repeated online harm that requires formal action from the school. Harmful jokes have consequences that would be determined on a case-by-case basis.
3. **Stay in the know:** The school will inform students- parents - and faculty - about safety, reporting and blocking tools. Most social media networks offer a variety of safety and reporting tools to combat bullying and other inappropriate behavior. The school will make sure students, parents and faculty know about those tools and how to report inappropriate or cyberbullying behaviors.
4. **Report it:** Administrator will put together a report. Reports will include any but limited to the following features: screenshots, both on desktop and mobile devices, user IDs and detailed statements from everyone involved. Reports will be utilized in determining next steps if the situation requires escalation to local authorities.

**5. With great social media posts comes great responsibility:** Today's digital users often do not distinguish online social activity as something separate from how they present or communicate offline. The choices users make online can be permanent and have lasting consequences. Parents, administration and staff need to foster an open dialogue with users on these risks. Frequent, informal check-ins and reminders about this responsibility, along with things like highlighting relevant examples when they arise, are powerful and effective ways of educating and developing digital responsible persons.

Besides cyberbullying, there are different types of bullying: (again, bullying is willful and repeated behavior)

1. Physical Bullying: hitting, tripping, punching or pushing
2. Verbal Bullying: name calling, insults, teasing
3. Hidden Bullying: lying, spreading rumors, mean looks, mean jokes or pranks

If a situation is determined to be bullying (of any type) and not a conflict between students,

1<sup>st</sup> offense: 5 demerits -- automatic detention and meeting with student's parents.

2<sup>nd</sup> offense: 2 day out of school suspension

3<sup>rd</sup> offense: The student will be asked to find another school to continue their education.

\* The school reserves the right to handle each situation on a case-by-case basis depending on the "Severity" of the situation; meaning the severity of the first offense may result in suspension or removing the student from the school. *Portions of this policy are taken from frameworks of other schools in this area and Addressing Cyberbullying by Jill Berkowicz and Ann Myers, October 30, 2015.*

## **MISCONDUCT**

Misconduct includes, but is not limited to, behaviors that do not contribute to academic and social success or conduct unbecoming a student in a Catholic school. These behaviors do not model the Gospel Guidelines and Life Skills. The frequency and/or seriousness of the situation will determine how misbehaviors are handled. Misconduct would also include, but not be limited to the following serious behaviors:

- Profanity/inappropriate language and/or gestures
- Verbal or written harassment/threat of and/or to another student
- Dishonesty – lying, cheating, stealing, plagiarism, or forging a parent's signature
- Destruction of property (reimbursement must also be made)
- Fighting
- Skipping class

## **DEMERIT SYSTEM - GRADES K - 8**

To encourage behavior that is conducive to maximum learning, positive reinforcements are frequently given. We focus on the Gospel Guidelines and the Life Skills in order to help students make good choices. Grades 4-8 use a check system to help the children realize that the choice they have made is a poor choice and to give them the opportunity to choose better in the future. Two checks in one week will equal a demerit. A student may receive a demerit(s), bypassing a check for the following behaviors.

### **Number of Demerits in relation to Misconduct**

- 1 being out of class or late without permission or an excuse
- 1 consuming food outside the cafeteria without permission
- 1 misuse of property
- 1 disruptive and/or inappropriate behavior
- 1 throwing objects in classroom or school building
- 1 chewing gum (during, before, and after school hours)
- 2 disrespect to authority and/or failure to comply with directives
- 2 profanity/inappropriate language and/or gestures
- 2 dishonesty – lying, cheating, stealing, plagiarism, or forging a parent's signature
- 2 destruction of property (reimbursement must also be made)

5 verbal or written harassment/threat of and/or to another student 5 fighting/harassment

\*\* School reserves the right to adjust the number of demerits

### **DEMERIT ACCUMULATION SCALE**

*5 demerits = a one-hour detention served before school on Wednesday mornings from 7 am - 8 am supervised by Mrs. Abel during morning EDP. Any student failing to serve their detention on the assigned date/time will automatically receive an additional detention. If a student fails to serve detention 2 or more times, he/she may be asked to leave St. Pat's.*

If a student earns **10 demerits**, in addition to detention, a **meeting** will be set for the family, administration and teachers to discuss an **action plan** moving forward.

**\*\* Demerits accumulate throughout the year, meaning, at anytime a student accumulates 10 or more demerits a meeting will be set for the family, with administration and teachers to create an action plan so the student can continue his/her education at St. Pat's.**

### **SUSPENSION AND EXPULSION POLICIES**

In order to effectively insure the rights and responsibilities of the entire school community, and in order to secure and maintain conditions which are most favorable to learning, the following regulations will apply not only to conduct on school property, but also to all school related activities and behavior to and from school.

The list of offenses has been established to reflect the feelings of the faculty, students, and parents. It is hoped that the students will understand the seriousness with which we view the listed offenses.

Students will be suspended or expelled only at the decision of the principal/ assistant principal.

Suspensions usually consist of one, two or three days. **In-school suspension is at a cost of \$75.00 per day to the parent** (due at the time the suspension begins) and all work must be completed. Due to lack of staffing, in-school suspension may NOT be an option. Out of school suspensions will be dealt with accordingly. The final appeal for any disciplinary question is with the pastor. The following infractions are considered to be of a serious matter, which bring serious consequences:

1. Possession of intoxicant drugs, "look-alike substances", cigarettes, lighter/matches, vaping materials or weapons.
2. Property destruction. The parents are notified and the cost assigned for damages.
3. Harassment or bullying of any kind.
4. Indecent/improper behavior that is offensive to peers or a community

### **DEATH OF A PARENT**

It is the intention of St. Patrick of Heatherdowns School to continue to provide an education in our facility to those students who would otherwise be forced to leave due to financial constraints in the event of a parent's death or diagnosed terminal illness. The student(s) eligible for this benefit must remain in good standing with the school. Both the Pastor and the Principal would review the continued extension of this benefit annually.

### **DRESS CODE**

This code has been formulated through communication with parents, teachers, administration and the St. Patrick of Heatherdowns School Advisory Council. We believe students should use the Life Skill of responsibility and take pride in themselves in the school and to always dress using common sense within the dress code without being reminded to do so.

We expect that parents will offer the first and best counsel to their sons and daughters in this matter and recognize that the student shares in this responsibility. It is the joint responsibility of the classroom teacher and the school administration, along with the full cooperation of the parents to enforce this dress code. *Furthermore, St. Patrick of Heatherdowns is committed to educating students to understand that self-expression is best illustrated by the quality of one's character that can be revealed through behavior and attitudes.* We are aware of the impact that student attire has on these attitudes and behavior and believe that higher standards of dress results in better behavior. Our desire is to foster a respectful environment where individuals are appreciated for themselves, not for their apparent social, economic or peer group status. The use of discretion is often necessary. The ultimate interpretation and enforcement of the dress code must rest with the school administration.

St. Patrick of Heatherdowns School has contracted with Schoolbelles for their plaid jumpers and skorts. All uniforms or alternate wear must be neat and clean.

PLEASE NOTE: A dress code violation equals 1 check for grades 3-8.  
Two checks in one week for being out of dress code will receive 1 demerit.

#### **GIRLS GRADES K-3 UNIFORM GUIDELINES**

During the months August, September, May and June the following options may be worn:

- ♣ Jumper (with dress code approved shirt)
- ♣ Plaid, navy or tan skort (with dress code approved shirt)
- ♣ Navy or tan school shorts (with dress code approved shirt)
- ♣ Navy or school tan pants (with dress code approved shirt)

During the months October thru April the following options may be worn:

- ♣ Jumper from Schoolbelles (with dress code approved shirt)
- ♣ Navy or tan school pants (with dress code approved shirt)

#### **GIRLS GRADES 4-8 UNIFORM GUIDELINES**

During the months August, September, May and June the following options may be worn:

- ♣ Plaid, navy or tan skort (with dress code approved shirt)
- ♣ Navy or tan school shorts (with dress code approved shirt)
- ♣ Navy or tan school pants (with dress code approved shirt)

During the months October thru April the following options may be worn:

- ♣ Plaid, navy or tan skort (with dress code approved shirt)
- ♣ Navy or tan school pants (with dress code approved shirt)

#### **GRADES K-8 BOYS**

During the months August, September, May and June the following options may be worn:

- ♣ Navy or tan school shorts with dress code approved shirt (see shirt and pant criteria)
- ♣ Navy or tan school pants with dress code approved shirt (see shirt and pant criteria)

During the months October thru April the following may be worn:

- ♣ Navy or tan school pants with dress code approved shirt (see shirt and pant criteria)

**SHIRTS/BLOUSES:** White or hunter green logo polo shirts may be specially ordered from Schoolbelles. White, yellow, blue or hunter green may also be purchased without logos from Schoolbelles or any other store. Students may also wear a blouse, a dress shirt with a collar or a turtleneck. No store/company logos are permitted and dress shirts may only have one pocket. Shirts/blouses must be buttoned (only the top button may be unbuttoned) and tucked in. Banded Polos do not need to be tucked in. If not banded, shirts must be tucked into pants or skirts at all times. Shirts may be short or long sleeves. Short sleeves are to fall no longer than two inches above the elbow. T-shirts may not be worn. Undershirts, if worn, must be white with no writing on them and may not hang out

beyond the sleeve or hem. No long sleeve shirts are permitted to be worn under short-sleeved shirts.

**JUMPERS/SKIRTS/SKORTS:** Girls in grades K-3 may wear the plaid jumper. Jumpers should be at the top of the kneecap or no shorter than 2” above the kneecap.

Girls in grades 4-8 may wear the plaid or a navy, or tan skort. Skirt/Skort length should be at the top of the kneecap but no more than 2” above the knee. *Skirts/Skort are not allowed to be rolled at the waist.*

If a student wears any type of pants to school under their jumper or skirt, they are to be removed once they enter the classroom.

**SHORTS/SKORTS:** Navy blue or khaki (tan) walking shorts or skorts are permitted for all students in August, September, May and June. Walking shorts or skorts are to be no shorter than 2” above the kneecap in length. Shorts/skort may not have emblems or cargo pockets. Athletic shorts may not be worn. Leggings or spandex are not to be worn underneath shorts. Shorts/skort are to be no more than one inch larger than the waist and are not allowed to “sag”. Shorts/skort purchased for these months of the year may be purchased through Schoolbelles, but are not required to be from Schoolbelles. In the months of October through April only Grades 4-8 girls may wear the plaid, navy or tan skort.

**PANTS:** Pants are navy blue or khaki (tan), cotton blend or polyester. If not purchased from Schoolbelles, they need to look identical to those. Pants are to be no more than one inch larger in the waist and must be neat, clean and hemmed no longer than one inch longer in the inseam than the actual fit. This means pants are not allowed to “sag”. Ripped, ragged, torn or oversized pants may not be worn. Pants with many pockets, trendy, faded, or denim pants will not be allowed. No visible logos, other than Schoolbelles, labels, rivets or buttons on pockets or seams are permitted on the slacks. **Jogger style uniform pants are permitted.**

**SWEATERS:** Red, navy blue, yellow, or hunter green cardigan, crew neck, v-neck sweaters or v-neck vests are permitted. Sweaters and vests need to be plain with no cables or designs. Sweaters must be worn over uniform shirts/blouses. Ripped, ragged, torn or oversized sweaters may not be worn. Sweaters must fit properly (i.e. they may not hang loosely over the skirt or slacks.)

**SWEATSHIRTS:** St. Patrick of Heatherdowns logo blue sweatshirts are available from Schoolbelles and may be worn over appropriate shirts/blouses during the school day. The navy blue full zipper jacket with the shamrock on it is another item acceptable. The ¼ zip St. Pat’s navy blue jacket purchased through the athletic spirit shop (Nov. 2022) is also acceptable.

**SHOES:** Shoes, which enclose the entire foot, are to be worn. Athletic shoes are acceptable. Tie shoes are to be tied. Shoes deemed unsafe are not acceptable. No backless shoes, sandals, clogs, roller shoes, mules, slides or slippers are ever permitted to be worn. Boots are only permitted for outside wear, (i.e. snow boots, rain boots) and must be changed while indoors.

**SOCKS:** Socks must be worn at all times. Socks cannot be distracting and must be visible to the eye. Nylons are not permitted.

**BELTS:** Black, brown or tan belts must be worn with slacks or shorts with belt loops. Slacks/shorts with belt loops are mandatory for boys and girls in grades 4-8. Belts are not mandatory for K-3rd grade. Belts must not loop or hang and may not have oversized buckles.

**HAIR:** Students must keep their hair neat, clean. All styles must be above the eyebrows. Exaggerated styles or accessories are not permitted. Discretion of acceptable hairstyle, length and cut is left with administration. Young men must be clean shaven, including sideburns.

**HATS:** No hats, caps or scarves of any kind are to be worn in the school buildings.

**JEWELRY:** Students may wear one pierced earring of small size in each ear. Both boys and girls are permitted to wear a watch, one ring and one bracelet. A religious necklace may be worn, but must remain tucked inside a shirt/blouse at all times. Chains, pins, and badges are not to be worn. Jewelry must be removed for physical education class for safety reasons.

**MAKEUP/HYGIENE:** Students in Pre-K through Grade 5 may not wear make-up. Make-up may be used in moderation, if at all, in Grades 6, 7 & 8. As students in Neumann Hall grow and mature, they need to be aware of their changing bodies. Personal hygiene must be addressed. Use of deodorant/anti-perspirant becomes important, especially on Physical Education days. Young ladies should be aware of their needs and be prepared by keeping their personal hygiene products in their backpacks for use during the school day.

**TATOOS:** Are not permissible.

**OUTERWEAR:** No coats, jackets or hooded sweatshirts of any kind may be worn in classrooms.

**ALTERNATE DRESS OR SPIRIT/LOGO WEAR DAYS** Occasionally throughout the school year students are awarded an alternate dress day. On such occasions, all clothing shall be within the guidelines of decency and good taste as appropriate for school. Spirit Wear is available for purchase occasionally throughout the school year. Students may also wear a St. Pat's sport team shirt/jersey. On these days we are showing our St. Pat's pride and promoting St. Pat's. Students not having St. Pat's Spirit Wear may wear a SOLID green or yellow t-shirt (no logos). When students are permitted to wear jeans, they must be blue or black and may not have designs, cargo or multiple pockets, be ripped or frayed.

During the months of August, September, May and June, (short/skort season) jean shorts may be worn, IF they are within 2" of the knee, and have a tailored hem. On Alternate Dress days, shorts worn may have cargo pockets with the stipulation of dress material only. Pockets must be small and lay tight against the leg. Information will be given to students and/or parents as to whether it is a Spirit Day or an alternate dress day. On alternate dress days, students may choose their shirt. Shirts must be within the guidelines and of good taste. Overalls are not permitted.

#### **DRESS-UP DAYS**

The school may designate special Dress-Up Days for certain occasions. Students may also dress-up on their birthday. On these days, female students are permitted to wear slacks, dress shorts (only during those months permitted), skirts or dresses of appropriate length (no more than 2" above the kneecap), blouses or sweaters. All tops or dresses must cover the shoulders. Sandals are not permitted unless special permission has been granted. Male students are permitted to wear dress or "Docker" style pants, dress shorts during those months permitted and must wear a collared shirt. Shorts may have cargo pockets with the stipulation of dress material only. Pockets must be small and lay tight against the leg. Jeans are not considered "dress-up" and are not allowed on Dress-Up Days.

**AT NO TIME ARE THE FOLLOWING ITEMS PERMITTED** Offensive wording or pictures on any article of clothing, cut-off, oversized, ragged, "stressed" or torn clothing. Spandex, leggings, tank tops, bare midriffs, spaghetti, strapless, low-cut or revealing tops and dresses; pants or shorts with large baggy pockets, elastic waist "athletic" shorts or overalls. All clothing must conceal undergarments at all times. If a student does not have clothing that meets these guidelines, he/she is to wear his/her uniform clothing.

Note: Parents are NEVER REQUIRED to purchase special clothing for these days.

#### **ATHLETIC JERSEYS**

Students may wear their current St. Patrick of Heatherdowns athletic jersey/ shirt with regular uniform pants/skirts on Fridays during that sport season ONLY. i.e. baseball jersey/shirt during baseball season, basketball jersey/shirt during basketball season. Any jersey/shirt that does not have sleeves must have a sleeved white undershirt or their regular school shirt under the jersey/ shirt. No other type of shirt may be worn under their jersey, i.e. Under Armor. No jersey/shirt other than a current SPH team jersey/shirt may be worn.



## **BOY/GIRL SCOUT UNIFORMS**

On scout meeting days, the scout uniform may be worn in place of the school uniform.

## **GYM**

All students must wear tennis shoes. Students in grades K-3 must wear shorts (students will continue to wear school uniform shirts). If a student wears school uniform shorts to school during August and September or May and June, they may wear them for gym class.

Students in Grades 4-8 must wear shorts and a T-shirt. T-shirts must have sleeves and may not have inappropriate logos or wording. Shorts will be of an appropriate length and not be overly tight. If a student wears tights to school, she must take them off for class. Therefore, socks will be needed. If a special dress code day is awarded, students must still change to appropriate clothes for gym class.

## **PRE-KINDERGARTEN DRESS CODE**

Pre-Kindergarten students may follow the dress code or may wear good, play clothes. They may not wear ripped or torn clothing. All clothing must be neat and clean. Elastic waist pants are recommended especially the first few weeks of school. We recommend athletic shoes for safety; boots, sandals, backless shoes may not be worn at any time. If children have difficulty tying, shoes with Velcro fasteners may be a suggestion. Shorts may only be worn in August/September and May/June. All other regular dress code rules apply. It is important that all of your child's coats, gloves, boots, hats, and other property be labeled with the child's name.

## **EVACUATION POLICY**

Emergency (fire/tornado/lockdown) drills are conducted monthly in compliance with State Safety regulations. In the event the school has to be evacuated for a lengthy period, our students will be moved first to the Holy Family Center and then if need be will go to either Rec Center or South Toledo Golf. Instructions on how to pick up children will be broadcast on all radio stations or sent through parent alert/email.

## **EXTENDED DAY PROGRAM**

St. Patrick of Heatherdowns School offers an Extended Day Program (EDP) for its students, at an additional cost. *PK EDP is in a separate designated location via the State of Ohio Preschool Licensing Rules.* Students in our PK ½ Day Program may use EDP during the morning ONLY. The EDP program for K -8 is housed in our cafeteria. Our prek students have EDP in the classroom next to their homeroom class. Students must be registered with EDP to use the program. Students attending the after school session of the program, have use of the gym and/or playground. Students must follow the school code of conduct at all times.

**Morning:** The program opens at 7 am each day school is in session. Please note: The morning program is **NOT** open on days that the school is delayed due to weather or scheduled 2 hour delay.. Students must be escorted into the building and signed in. Students attending the morning portion of EDP are given breakfast.

**Afterschool:** The afterschool portion of the program begins at the dismissal of school and closes at 5:30pm. Students are signed in when they arrive. A parent or other designated adult must come into the building to retrieve the student(s). Students will be logged out by one of the adults supervising the program. Students are given an afternoon snack. Students not picked up after school by 3:30 or the departure of the last bus will be sent to after school EDP. **Students are not allowed to wait in the Narthex, School Office, hallways, classrooms or the playground.**

**Billing:** EDP bills via email (unless instructed for paper copy) every two weeks. Billing is done in 15-minute increments and parents are billed ONLY for time used. ***At NO time may parents be more than two weeks in arrears. There is a \$5.00/minute/child charge for students not picked up by 5:30 pm.***

**Playground:** Parents may supervise their own children on the playground starting at 3:15pm IF EDP is not utilizing the playground. At NO time may parents play on the playground equipment.

## **EXTRA-CURRICULAR ELIGIBILITY**

The following is the guideline of eligibility for players set forth by the Catholic Youth Organization (CYO) which is a part of the Catholic Youth and School Services Department of the Toledo Diocese and St. Patrick of Heatherdowns Parish. Failure to adhere to the following will result in a player being “benched” during practices and/or games or ultimately being suspended from the team.

It is our hope that as parents you will help to instill the value of sportsmanship and importance of education to your child(ren) by following the established guidelines.

1. Players must be a member of St. Patrick of Heatherdowns Parish, attend school at St. Pat’s or St. Pat’s Family Faith Formation classes.
2. Non-parishioners who attend St. Pat’s are eligible.
3. The player must play at the designated parish in which parent(s) and/or legal guardians are registered.
4. The Parish pastor has the ultimate authority to determine eligibility to participate on parish teams.
5. A player must be in school attendance in order to play or practice that day. If a student is absent from school on a Friday, he/she may not participate in any event Friday night. If a player misses 3 or more Friday’s he/she cannot participate in Saturday/Sunday events.
6. All players (5-8) must maintain a minimum 2.0 GPA to be eligible to play; GPA is monitored through FACTS. Administration will contact the student, parents and coaches to relay ineligibility. All Family Faith Formation students MUST present their quarterly report card to their coach for verification.
7. Students will receive a warning if he/she has a failing grade in a core subject. The number of assignments that resulted in the failing grade will be taken into account, as at the beginning of each quarter a single assignment could result in a failing grade.
8. No player may have more than 2 missing assignments or receive more than 2 demerits in a given week. This is to be determined by the students’ weekly Friday Folder.
  - a. 1<sup>st</sup> offense = Missing one recess period
  - b. 2<sup>nd</sup> offense = Missing one practice
  - c. 3<sup>rd</sup> offense = Missing one game
9. Any player suspended from school shall not be permitted to practice or play in games during the length of the suspension. They will also not be permitted to play in the next game after their suspension is over.
10. Any student being expelled from St. Patrick of Heatherdowns will automatically be suspended from St. Pat’s sports teams.

## **ITEMS NOT PERMITTED AT SCHOOL**

For a variety of reasons, such as safety and good order, students are not permitted to have certain items on the school grounds and may result in forfeiture, suspension or expulsion. These items include, but are not limited to the following: 1) portable electronic games or devices, 2) laser pointers 3) Frisbees, 4) hard balls (handballs, baseballs, etc.), 5) skateboards, 6) rollerblades, 7) weapons/handguns and/or look-alikes including pocket knives, 8) Slime, 9) **Smart watches**. Anyone bringing these items to school will forfeit them to the administration until a parent comes to pick the item up.

## **MEDICATION POLICY**

The Ohio Board of Nursing prohibits the administration of any drug (prescription or nonprescription) without the order of a physician and permission of a parent or guardian. Doing so could be interpreted as practicing medicine and is, therefore, prohibited by law.

To comply with state legislation (Section 3313.713 Ohio Revised Code) and to comply with the Diocese of Toledo medication policy, the following guidelines are to be followed when it is necessary for school personnel to administer medication during school hours:

1. If possible, all medication should be given by the parent/guardian at home.
2. A written request must be obtained from the physician and the parent/guardian before medication may be administered by school personnel.\* The request must include instructions as to the name of the medication, dosage, time to be given, possible side effects, and duration of the request.
3. New request forms must be submitted each school year. At every dosage change, an updated physician's statement is required.
4. All medication must be in the original container with an affixed pharmacy label if applicable. Parents/guardians are asked to bring medication to school in person. A one-month supply at most will be accepted. Empty bottles will be returned home with the student. At the end of the school year, an adult must pick up all medication or it will be destroyed.
5. Medication will be stored in a locked area in the Nurse's Office.
6. The school nurse, or other individual designated by the principal, will administer all medication.
7. Dispensing of cough drops will be at the discretion of the homeroom teacher.
8. Students are not permitted to keep medication with them while at school. The only exception is for an inhaler, which a doctor feels should remain with the student. A special form is then required to be on file at school.
9. A parent may come to school and administer the medication to their child.
10. Acetaminophen and/or Ibuprofen may be administered at school to your child when written permission is granted on the blue St. Patrick of Heatherdowns Family Emergency Procedure Card. The dose will be based on the child's age and weight according to the labeled directions, if you do not specify otherwise. Generic Tylenol & Advil are available in the Nurse's Office. You are encouraged to send an individual supply labeled with your child's name and desired dosage.

## **STUDENTS COMMUNICATING SUICIDE**

Students who communicate or comment in writing, verbally, or on a social media platform will:

1. The first time, we will have a meeting with the family
2. The second time, the student will need to be evaluated by a licensed professional. In order to return to school, the school must receive written documentation from a professional stating the student can return to school.

## **STUDENTS INFECTED WITH AIDS**

### ***ADMISSION AND CONTINUED ENROLLMENT***

According to current medical evidence, casual contact among children and staff poses no risk in the transmission of AIDS. Children who are known to be infected with the AIDS virus will be allowed to attend school in a regular classroom setting provided:

- a. The health status of the child allows participation in regular school activities.
- b. The child demonstrates acceptable behavior, i.e., does not have a history of violent and/or uncontrollable behavior.
- c. The child is continent and in control of other normal bodily functions.
- d. A signed statement from the child's attending physician attesting to the health status of the child is given to the school principal at the beginning of each grading quarter.
- e. The child does not have open sores or lesions that cannot be covered.

Before a student is admitted, prior verification of the presence or absence of the above conditions will be made by an evaluation team consisting of the pastor or his delegate, the school principal, the classroom teacher, the student's primary care physician, the student's parents, and the school nurse, and if necessary, other personnel designated by the pastor. In the case of a lack of consensus among the team, the decision of the Pastor/Principal will prevail.

### ***EXCLUSION***

If a student, after being admitted to school, is found by the evaluation team to be not fulfilling the above conditions, he/she is to be excluded from regular attendance until such conditions are again fulfilled, as determined by the evaluation team. A student so excluded will be provided with an alternative educational program, catechetical instruction at the proper level, as well as appropriate personal and family pastoral care.

### ***CONFIDENTIALITY***

The identity of a student is confidential and every precaution shall be taken to maintain that confidentiality. Persons involved with supervising a student having AIDS shall respect that person's right to privacy and should treat such individuals with compassion and respect for their physical condition. The number of personnel who are made aware of the child's condition should be limited to the Pastor, the principal, the school nurse, and the child's teachers. Information pertaining to the child's condition shall be conveyed by direct verbal communication.

### ***STUDENT AND PARENT EDUCATION***

The Council and administration will collaborate with appropriate public health and church agencies to insure that education about the transmission and prevention of AIDS, and its social, medical and moral implications be included in the regular health and religion curricula of students at their own proper level. Prior to its inclusion, material to be presented is to be reviewed by the principal and the school nurse for medical and scientific accuracy and for adherence to the moral teaching of the Roman Catholic Church. Parents and teachers should be provided with timely educational materials and presentations on AIDS during the course of the school year.

Teachers and maintenance personnel are to be provided with instructions for handling potentially infectious body fluids and for proper cleaning and disinfection. Recommendations provided by the Ohio Department of Health for handling of blood and body fluids are to be posted and carefully followed.

### ***REVIEW OF POLICY***

The Council shall review this policy periodically and amendments will be made as developments in the medical, educational, and moral fields regarding the care of AIDS patient's warrant.

### ***STUDENT PREGNANCY***

The Catholic Church teaches that sex is sacred and according to God's plan, sexual love is reserved for marriage. Therefore, premarital sex is contrary to those teachings. In the event a child is conceived outside the sacrament of marriage, it is the responsibility of the Christian community to offer compassion and support as well as help to the persons involved. Through this support, the child can be born with as much security and happiness as possible.

Human life is sacred. The Roman Catholic Church holds the gift of human life in the highest regard. At the time of pregnancy, the girl needs perhaps more Christian help, acceptance and counsel than other members of the student body do. If the faculty and students display a positive Christian attitude and understanding toward the girl, hopefully, she may not be tempted to seek abortion as a solution. This should not be understood as approval of their action.

### ***ACADEMICS***

Sometimes it may be better in judgment of the girl, her parent(s), and/or a school committee consisting of the pastor, counselor, principal and/or student's teacher that she temporarily does not attend formal classes. Academic work could be completed in any number of settings, i.e. at home with a tutor or online/Google Classroom, until it is mutually agreed by the above mentioned that the student returns to school. It is, however, important to point out that to be faithful to the gospel, it is not ordinarily our policy to suspend or expel the student from our school.

### ***COUNSELING***

An initial conference must be scheduled with the student, parent(s), pastor, principal, counselor and any other administrator deemed necessary, to review school policy and legal responsibilities.

If a physician has not been obtained, the student will be referred to Catholic Social Services for testing and physician referral within two weeks. A monthly check with the school nurse will be necessary to ascertain that a physician is seeing the girl on a regular basis.

Counseling with a spiritual director must be instituted immediately and continue throughout pregnancy. The student and her family may make their own clergy selection. Catholic Social Services should be informed and utilized for any necessary referrals. Other resources available in the community will be outlined.

Adoption counseling is strongly recommended as part of the professional guidance program.

### ***PARTICIPATION***

The boy and/or girl involved in a pregnancy may be excluded from activities at the discretion of a committee consisting of the pastor, principal and counselor where they become representatives of the school and where health and safety are a concern. This would apply only until after the birth of the child, at which time full participation may then be granted.

### ***STUDENT FATHERS***

As stated regarding the pregnant girl, a conference will be scheduled with the student, parent(s), principal, counselor and any other administrator deemed necessary, to review school policy and legal responsibilities. Counseling with a spiritual director must be instituted immediately. The student and his family may make their own clergy selection.

### ***NEW STUDENT POLICY***

Admission to St. Pat's will include a period of adjustment as the student learns our rules, regulations, expectations, and as we learn your child's abilities. For this reason, your child will be placed on probation for a 9-week period, beginning his/her first day of attendance or when we receive official records.

Provided there are no problems with academics or discipline, probation will end at the conclusion of the nine-week period. If problems do occur at any time during the probation period, a conference will be scheduled to determine what course of action is in your child's best interest.

When the child's official records arrive from his/her previous school, the teacher(s) and principal will carefully review them. If discrepancies are found between the official record and those that were provided by the parent(s), the original application for admittance will be rejected and the student will immediately be dismissed.

All new students to St. Pat's are required to participate in all areas of academics including Religion classes that teach the tenants of the Catholic Church. In addition, each student is required to attend regularly scheduled liturgies (usually once a week) and to take an active part in those liturgies.

### ***PARENTAL CUSTODY***

From time to time we are aware that situations may arise and there may be a dispute between parents. It is the intent of St. Patrick of Heatherdowns to provide fair and impartial treatment of students within our school regardless of parental custody. Therefore, we ask that parents be mindful of not only their child but the school as well. Both parents should be listed on the school registration information unless legal documentation is supplied to the school stating otherwise. Should a legal situation arise during the school year you must notify the office with the written legal documentation so that we may adjust our records and take the appropriate steps necessary.

## **REGISTRATION – FEES, SCHOLARSHIPS & TUITION**

Parents choosing to send their student(s) to St. Patrick of Heatherdowns understand that St. Patrick of Heatherdowns is a tuition based school and they are responsible for all tuition and fees associated with the education of their student(s). Parents are required to stay current with ALL tuition, fees and extracurricular expenditures associated with their student(s). Should a situation arise that causes you to fall behind on your financial responsibility, it is your obligation to contact the school in writing as to the situation within two weeks. This will allow us to work together to create a solution. This includes **ALL** financial responsibilities – tuition (FACTS payment), EDP and cafeteria.

1. No student with delinquent tuition or fees (including band, cafeteria or EDP) will be accepted for the next school year until balances are up to date. Students with delinquent tuition and/or fees at the end of the school year will not be given a report card, nor will records be transferred to another school until all balances are paid in full.
2. Eighth grade students with tuition and/or fee balances will not be able to participate in graduation.
3. Students not current on tuition and/or fee balances will not participate in certain field trips such as Outdoor Education Camp or Cedar Point.
4. No arrangements other than those stated in the registration/re-enrollment packets under tuition are available unless approved by the Pastor.
5. All St. Patrick of Heatherdowns financial aid consideration will be handled by completion of the Private School Aid through FACTS Management.
6. No student can begin school if tuition has not been paid or secured in accordance with the below tuition payment options.

**Registration:** Registration for the upcoming school year will be conducted in the following manner:

1. Currently enrolled students during the month of January
2. Siblings of currently enrolled students during the month of January
3. Students seeking enrollment beginning in February

**Fees:** Registration fees must be paid at the time of enrollment.

**Tuition:** There are three options for payment of tuition:

1. Payment in full – due by the 30th of July for the upcoming school year
2. FACTS Tuition – monthly payments through FACTS Tuition (yearly fee)
3. State Scholarship

### **Scholarships:**

1. State Scholarship –
  - a. Ed Choice – Student lives in a TPS school district deemed eligible by the State of Ohio. Students must be entering kindergarten or have been at the eligible school the previous year to qualify. Renewable each year with appropriate paperwork.

**\*\* Check eligibility guidelines on the ODE website:**

<https://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program/EdChoice-Scholarship-Information-for-Parents/Am-I-Eligible>

- b. Ohio Expansion – Parents meet the income requirements from the state of Ohio. Renewable each year with appropriate paperwork.

**\* Check eligibility guidelines on the ODE website:**

<https://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program/EdChoice-Scholarship-Information-for-Parents/Am-I-Eligible>

## **STUDENT PROGRAMS**

**Band** – Grades 5-8 may participate in the Band Program directed by Bowling Green State University.

**There is a \$115.00 fee to participate in this program.**

**Field Trips** – Each grade takes a variety of field trips throughout the year at the discretion of the individual teachers involved.

**Fit for Life** – Grades 4-8 are required to participate in this program involving information on good health habits including speakers and other activities.

**Science Fair** – Each eighth grade student is required to create a project for display.

**Sixth Grade Camp** – All sixth graders are required to attend a week-long camping experience at Camp Michindoh in Hillsdale, Michigan. Students who have not completed quality academic work and/or who have a disciplinary issue will NOT be permitted to attend camp.

### **NOTES REGARDING FIELD TRIPS:**

1. If parents would like to drive for a field trip, all Virtus requirements must be completed.
2. Parents are required to sign in at the receptionist desk in the Narthex (or school office)
3. Children must be seated in the back seat of cars with seat belts fastened. Only your child may ride belted in the front seat.
4. If a problem arises, such as a delayed arrival, traffic accident, driver gets lost, call the school immediately at 419-381-1775 so other arrangements can be made. This is also true if you need to cancel as a driver or chaperone.
5. Drivers are asked not to bring or buy treats for those students in their car.
6. Students are expected to follow the Gospel Guidelines while on a field trip as they would in school. Please let the teacher know if there are any problems with student behavior while away from school.
7. All drivers must complete a Diocese insurance waiver once per year.

### **EXTRA-CURRICULAR ACTIVITIES:**

#### ***SCOUTS***

Cub Scouts – Tiger Cubs - first grade

Cubs - second and third grade

Webelos - fourth and fifth grade

Boy Scouts – sixth grade and up

Girl Scouts – Daisy – kindergarten & first grades

Brownies - second and third grades

Juniors – fourth and fifth grades

Cadet – sixth, seventh and eighth grades

#### ***SPORTS ~ all sports are contingent on having enough coaches and players***

Baseball – Wee Pee – Boys and Girls in Grades K-2

Pee Wee – Boys in Grades 3-4

Recreation Center – Boys in Grades 5-6

Colts – Boys in Grades 7-8

Basketball – WeePee – Boys and Girls in Grades K-3

Cross Country – Boys and Girls in Grades K-8

Football – Boys in Grades 5-8

Soccer – Boys and Girls in Grades K-8

Softball – Girls in Grades 3-8

Track – Boys and Girls in Grades 4-8

Volleyball – Girls in Grades 5-8

### **VOLUNTEERING**

St. Patrick of Heatherdowns believes that parents, grandparents, and/or other important adults (aunts/uncles, etc.) are a vital part of a students' education. We expect our families to be involved. Therefore, all school families (K-8) are asked to complete a minimum of 15 hours of service to the school and/or parish.

A sample of acceptable volunteer activities are: classroom helper; lunchroom/ recess helper; driving for field trips; PSO activities; Scouts; coaching athletics; funeral lunches.

### **SEATBELT SAFETY**

If you are volunteering to be a driver for a field trip, please note the following regulations for the state of Ohio.

Safety Seat and Booster Seat Regulations for the state of Ohio as of 2009

As of Oct. 7, 2009, Ohio's children are required to use belt-positioning booster seats once they outgrow their child safety seats until they are 8 years old, unless they are at least 4 feet, 9 inches(57 inches) tall. Ohio's child passenger safety law requires the following:

Children less than 4 years old or 40 pounds must use a child safety seat meeting federal motor vehicle safety standards.

Children less than 8 years old, unless they are at least 4 feet, 9 inches tall, must use a booster seat.

Children ages 8-15 must use a child safety seat or safety belt.

### **PARENTAL HELP**

Anyone wishing to volunteer in the classrooms, lunchroom, or drive on a field trip must be in compliance with the Diocese. VIRTUS is the company to have the following completed to be in compliance. A fee that is payable on-line is required to complete the process.

Background Check – The following website must be used to complete the background check. [https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37396](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396). First time users will need to create an account. Complete the background check and continue onto the "Protecting God's Children" course. Print out your certificate of completion and turn it into the Parish Office. All questions for obtaining your VIRTUS requirements should be directed to our Compliance Officer in the Parish Office.

All requirements are valid for 5 years, unless St. Patrick of Heatherdowns should obtain information that would make your status change. You are responsible for updating your requirements as needed.

***This document may be updated at any time. The most current will always be on our website.***

How does your sitter rate?

The American Red Cross offers babysitting classes at many locations. According to the ARC, young people should be adept at the following when caring for small children:

- ✓ **How to safely supervise and care for children**
- ✓ **Plan appropriate play activities**
- ✓ **Prevent and respond to accidents and emergency situations**
- ✓ **Heimlich maneuver**
- ✓ **How to deal with nosebleeds and common illness**
- ✓ **How to handle telephone calls**
- ✓ **How to recognize potential poisons and other hazards**
- ✓ **Safety in the kitchen and with food preparation**



✓ **What to do in case of fire**

Visit ARC online at: [www.redcross.org](http://www.redcross.org)

**Withdrawal policy:**

- When a student withdraws from St. Patrick of Heatherdowns School, he/she is to return all property belonging to the school and pay any fines or charges that may be due. The parents/guardians must complete a release of records form with the receiving school before student records will be transferred. Students receiving EdChoice or Expansion Scholarship will have the Scholarship follow the student if the student attends a school that accepts EdChoice or Expansion. St. Patrick of Heatherdowns only collects EdChoice or Expansion Scholarship funds as long as the student is enrolled in our school.
- Student records will be held until ALL outstanding balances are paid in full.

\*\* We have chosen to update our handbook independently without outsourcing it.

Please sign and return the last page; this indicates that you have read and understand the contents of this handbook. We encourage you to review parts of this handbook with your child:

- Academics
- Behavior/Discipline code
- Sport eligibility

## **Acknowledgement of Parent/Student Handbook 2024/25**

I have read and understand these are the policies of St. Patrick of Heatherdowns school. I understand that if these policies and procedures are not adhered to, my child may be asked to continue their education elsewhere. I understand that my child's records will not be released to another school until all outstanding balances have been paid in full.

Parent name (print) \_\_\_\_\_ date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ date: \_\_\_\_\_

Student name: \_\_\_\_\_

Student's homeroom teacher: \_\_\_\_\_

\_\_\_\_\_ I would like a printed copy of this handbook.