



St. Patrick Catholic School
Charlotte, North Carolina

2025-2026

Parent/Student

Handbook

1125 Buchanan Street Charlotte, NC 28203

Phone: 704-333-3174

<https://www.saintpatrickschool.org>

The Mission of St. Patrick Catholic School

The St. Patrick Catholic School Community, through the teachings of Jesus Christ, is committed to sharing the Good News of the Gospel and to encouraging the growth of each individual student by meeting their spiritual, academic, emotional, social, and physical needs.

St. Patrick Catholic School, located in Charlotte, North Carolina, is open to students of all faiths and backgrounds.

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DEAR PARENTS/GUARDIANS,

Welcome to the 2025-2026 school year at St. Patrick Catholic School! I look forward to working with the school community's staff, students, and parents. To ensure a consistent and productive school year, the policies, procedures, and information concerning the school's day-to-day operations are outlined in this handbook. Please review this document and reference its content as needed throughout the school year.

A signed acknowledgment form must be on file in the school office to establish a joint partnership between the school and its families. Please complete the acknowledgment form on the last page of this handbook **by Friday, August 29, 2025**. Following this due date, any family who has not signed the agreement will not be permitted to attend class until it has been signed.

Again, thank you for your attention to these guidelines and active participation in our school community!

Through the Intercession of St. Patrick,

Nicholas D. Calametti
Principal

2025-2026

FACULTY & STAFF

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MECKLENBURG AREA CATHOLIC SCHOOLS

St. Patrick Catholic School has been operating at this site since the early 1930s, when the central portion of our current building was constructed. We were called O'Donoghue School until the mid-1960s, when the name was changed to reflect the Parish name. The original O'Donoghue School, organized in the late 1800s, was located downtown and was affiliated with St. Peter's Parish. The upstairs of our main building was once used to house Our Lady of Mercy High School for Girls, when Charlotte Catholic was an all-boys school. The original building has been expanded twice. First, the section from the staircase to the door nearest the Cathedral was added, and later, in the 1960s, the gym and cafeteria were added.

Beginning with the 1992-93 school year, a regional school system was formed. MACS schools include

Charlotte Catholic High School

7702 Pineville-Matthews Road
Charlotte, NC 28266
(704) 543-1127

Christ the King Catholic High School

2011 Crusader Way
Huntersville, NC 28078
(704) 799-4400

Holy Trinity Middle School

3100 Park Road
Charlotte, NC 28209
(704) 527-7822

Our Lady of Assumption School

4223 Shamrock Drive
Charlotte, NC 28215
(704) 531-0067

St. Ann Catholic School

600 Hillside Avenue
Charlotte, NC 28209
(704) 525-4938

St. Gabriel Catholic School

3028 Providence Road
Charlotte, NC 28211
(704) 366-2409

St. Mark Catholic School

14750 Stumptown Road
Huntersville, NC 28078
(704) 766-5000

St. Matthew Catholic School

11525 Elm Lane
Charlotte, NC 28277
(704) 544-2070

St. Patrick Catholic School

1125 Buchanan Street
Charlotte, NC 28203
(704) 333-3174

DIOCESE OF CHARLOTTE MISSION OF CATHOLIC SCHOOLS

In communion with our families and parishes, and rooted in Scripture, Tradition, and the defined teachings of the Catholic Church, we form students to be virtuous disciples of Jesus Christ, who pursue excellence of intellect, body, heart, and soul with salvation as the ultimate goal.

Daily Prayers

THE MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for all the intentions of your Sacred Heart in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all our relatives and friends, and in particular for the intentions of our Father this month. Amen.

THE OUR FATHER

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen

THE HAIL MARY

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

THE GLORY BE

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning is now, and ever shall be world without end. Amen.

THE IRISH BLESSING

May the road rise to meet you. May the wind be always at your back. May the sun shine warm upon your face; the rains fall soft upon your fields, and until we meet again, may God hold you in the palm of His hand. Amen.



ACADEMIC ACHIEVEMENT PROGRAM

The Academic Achievement Program is a research-based initiative that provides resources, strategies, and practices to enable all learners to have an equal opportunity for success spiritually, intellectually, emotionally, physically, and socially in the general education classroom. It addresses barriers to learning and promotes engagement in the learning process. For specific questions regarding the Academic Achievement Program, contact the assistant principal.

ACADEMIC AWARDS

Academic awards are presented to grades 3-5 at the end of each trimester. Parents are notified and invited to attend the awards ceremony. Awards include the following:

- **Perfect Attendance:** Zero absences during the respective trimester.
- **Principal's List:** All "A's" during the respective trimester.
- **Honor Roll:** All "A's" and "B's" during the respective trimester.

ACCREDITATION

Lumen Accreditation, a program of the Catholic University of America, accredits St. Patrick Catholic School and the Diocese of Charlotte

ADMISSIONS

Priority is given to students according to the following classifications:

- Current MACS Students
- Siblings of current MACS Students
- Students of current faculty/staff of a MACS school
- Participating Catholics of a parish in Mecklenburg County and surrounding areas
- Participating Catholics of a parish outside of Mecklenburg County and the surrounding areas
- Non-participating Catholics and Community Members

In all cases involving Catholic students, their pastor must certify that they are participating Catholics to have priority placement and be eligible for the participating parishioner tuition rate. To be eligible for the participating parishioner tuition rate, Catholic families transferring into the Charlotte area may provide a letter from the pastor of their former parish stating that they were participating parishioners.

ADMINISTRATIVE CHAIN OF COMMAND

The principal is the chief administrator of the daily operation for the school. In the principal's absence, the assistant principal assumes the administrative responsibility of the school. If the principal and the assistant principal are both absent, the counselor is the administrative presence on campus.

AFTER-SCHOOL ENRICHMENT PROGRAM

St. Patrick Catholic School offers after-school care for children in grades K-5 and full-day preschool programs. The program operates on all full school days from the time school is dismissed until 6:00 p.m. The fee for full-time after-school care (3-5 days per week) is \$270.00 per month for the first child in a family and \$200.00 per month for each additional child. The fee for part-time care is \$32.00 per day for the first child in a family and \$22.00 per day for each additional child. Families must be registered to use the After-School Program.

ANIMALS

Pets are not allowed on the St. Patrick Catholic School campus during school operating hours. Pets are not allowed on the playground during recess periods.

ATHLETICS

The athletic association is an association of parents who, with the principal, manage the athletic program, set fees, and raise funds to offset the athletic program's cost. Students who participate in sports must positively represent St. Patrick by exhibiting appropriate conduct and behavior. Coaches are parent volunteers who are expected to be role models for their children and respect the decisions made by the athletic association and the referees.

ATHLETICS PARTICIPATION REQUIREMENTS

- A student must be registered and pay appropriate fees to the Athletic Association.
- Students must arrange to attend practice sessions and games. The school does not provide transportation.
- Student-athletes must always be supervised by a coach or a designated adult. Coaches cannot be expected to supervise siblings of athletes.

ATTENDANCE

Regular attendance is vital for student success. If an absence is planned, the parent is required to notify the school by email or telephone in advance of the absence. If a child is sick, please email the office at jrarigoni@stpatrickschool.net by 9:00 a.m. Students missing any school days or repeatedly arriving late to school are not eligible for perfect attendance. A student absent from school may not return to school during school hours for sports or after-school activities.

- **Tardiness:** Students who arrive at school after the 8:00 A.M. bell are marked tardy. Parents will be notified when tardiness for their children becomes excessive. Excessive tardiness will result in a conference with administration and parents to determine make-up work or continuation of the student in that grade.
- **Partial Absences:** When a student must leave school before dismissal, an email or phone call from the parents or guardian stating the reason must be communicated to the teacher and the office. No verbal requests from students will be honored. Students who arrive after 11 A.M or who leave school before 11 A.M. and do not return will be marked absent for the day. Parents or guardians must come into the building to sign in students who are late. They must also come into the building and sign a release for their child's early dismissal. A valid driver's license is required to be scanned to have a student dismissed early.
- **Excused Absences:** any day missed due to illness, emergency, or with permission of the school administration
 - Illness – If a student is unable to come to school due to illness, the parent/guardian is expected to notify the office and send a written note upon the student's return to school. If the absence is prolonged (3 days or more) the student must bring a note from a doctor or physician.
 - Family Emergency – Deaths, serious or prolonged illnesses are handled on an individual basis. The family and/or student must communicate with school administration as soon as possible regarding these situations and plans will be developed accordingly.
- **Unexcused Absences:** Any day missed due to vacation or activities planned outside of school activities. Additionally, any days missed without the required documentation for an excused absence will be recorded as unexcused.

AUTHORITY TO SEARCH

The administration of St. Patrick Catholic School reserves the right to search students' lockers, desks, bookbags, and electronic devices as deemed necessary.

BATHROOM TRAINING POLICY

All students who attend St. Patrick School must be toilet-trained. Faculty and staff members are not permitted to assist students in the bathroom. Students must be able to use the restroom independently. Students are not allowed to wear "Pull-Ups" or toilet training pants to school. While the school understands that occasional accidents occur, repetitive accidents will warrant a conference with the teachers, parents, and administration.

BAND

Students in 4th and 5th grade can join the MACS Band Program and receive weekly instruction. To participate in the band program, students will miss class for 45 minutes once a week. Students must rent or buy their instruments.

BASELINE ASSESSMENTS

St. Patrick School administers the following baseline assessments three times per year (August, December, and May)

- **DIBELS:** (Dynamic Indicators of Basic Early Literacy Skills) is a set of short, standardized assessments used to measure a child's early literacy skills, particularly their phonemic awareness and phonics abilities. These measures are designed for students in grades K-3 and can be used to identify students who may be at risk for reading difficulties.
- **iReady:** iReady is a program that combines an online diagnostic test and personalized instruction designed to help teachers identify student needs and provide targeted support in reading and math. The iReady Diagnostic is an adaptive assessment, meaning the questions adjust to the student's skill level. This allows teachers to understand exactly where students need help and plan instruction accordingly.

BEFORE SCHOOL CARE

Before school care is offered daily from 7:00 A.M. There is no charge for this service. Students are not to arrive on campus before 7:00 A.M.

BIRTHDAYS

Students' names will be announced during the morning announcements on their birthday or the Friday before a weekend birthday. Students can bring store-bought treats to celebrate, or parents may contact the cafeteria director to purchase an ice cream treat for their child's class to celebrate a birthday. The store-bought treats must be eaten in the cafeteria. Students may not pass out any extra treats in the building. There are no class parties for birthdays. Invitations to private parties may not be given out at school unless there is an invitation for every child in the class. Balloons and excessive decorations are not allowed to be brought onto campus.

BITING POLICY

St. Patrick has a zero tolerance policy for student biting. In the event that one student bites another, the following process will be followed:

- 1st Offense- Parents are contacted, and the child is sent home for the school day
- 2nd Offense- Parents are contacted, and the student is suspended for two days
- 3rd Offense- A meeting with the parents, school administration, and diocesan leadership will be held to determine the continuation of the student's enrollment.

All instances of biting will be documented on the student's disciplinary record. An injury report will be completed if the bitten child seeks medical treatment.

CAFETERIA

Students may bring lunches from home. However, they must be ready to eat as the school does not provide microwaves for student use. Lunch orders are to be placed online in advance according to ordering procedures (<https://www.orgsonline.com/>). You will be notified of the open ordering period. There are no exceptions to the deadlines. Side items can be pre-ordered and paid for online or are available daily. Parents are always welcome to eat lunch with their children. Parents are welcome to order lunch for themselves. Students who forget to bring lunch will be offered a peanut butter and jelly sandwich. Parents may be notified if the child has no lunch.

2024-2025 Lunch Wave Schedule

- ➔ 11:00-11:30 Preschool/Kindergarten/First
- ➔ 11:30-12:00 Second/Third
- ➔ 12:30-1:00 Fourth/Fifth

CATHOLIC MUTUAL GROUP CONNECT

St. Patrick Catholic School welcomes and encourages volunteers throughout the school year; however, all volunteers must complete a background check, a volunteer profile, and the Catholic Mutual Group volunteer workshop. The workshop may be completed online. Diocesan requirements for reporting ministry-related sexual abuse of a minor can be found on the Diocesan website at www.charlottediocese.net/safe-environment/reporting-abuse

CARPOOL PROCEDURES

Morning



Preschool carpool will follow the ORANGE line. Only PK students and siblings will enter through the back gate for morning drop-off. The GREEN line is for all non-PK students and siblings.

Afternoon



During the afternoon carpool, the back gate is opened, and 2 lines are formed in the back playground area, merging into one lane as the cars enter the main parking lot. PK families will continue straight for pick-up, eventually merging to exit the parking lot.

Students are called via the intercom as an administrator walks the parking lot. All parents will be given a nameplate with their child's name and grade on the first day of school.

Half-day carpool students will be dismissed from the gym parking lot.

CENTEGIX VISITOR MANAGEMENT SYSTEM

A valid driver's license is required and must be scanned at the kiosk system in the main lobby for any parents/guest wishing to visit the school, sign-in a tardy child, or dismiss a child for early dismissal. Guests must report directly to their designated location upon arrival and check-in.

CHANGE OF CONTACT INFORMATION

The school must have up-to-date contact information on file for all parents. Any changes to a parent's telephone number, email address, and home address must be sent to the school and MACS business offices.

CHARLOTTE CATHOLIC SPIRIT SHIRTS

Students are permitted to wear their red Charlotte Catholic Spirit Shirts (purchased in the Fall of 2023) to school on the first Wednesday of every month. Refer to the school calendar to ensure the correct dates. There is no charge to wear these shirts on the assigned days.

CLASSROOM CELEBRATIONS

Classroom holiday celebrations will be consistent throughout the school. The following celebrations will take place on the specific dates and times. Any additional celebrations must be approved by the administration.

- Halloween: 10/31/25 @ 1:45 P.M.
- Christmas: 12/19/25 @ 10:30 A.M.
- Valentine's Day: 2/12/26 @ 1:45 P.M.
- End-of-the Year: 5/28/25 @ 10:30 A.M.

COMMUNICATION

Teachers communicate their classroom information through PlusPortals. If parents need to contact teachers through their school email or phone, please allow at least 24 hours for the teacher to respond. Parents may also leave messages through the main office for the staff they wish to contact. The most effective form of communication is email.

COUNSELING PROGRAM

Students can see our school counselor for many reasons. Suppose a child needs assistance with organization, study skills, behaviors impacting his or her ability to focus academically in the classroom, anxiety, grief and loss, self-esteem and peer relationships, divorce/separation, self-regulation, and more. In that case, our counselor is here to help. A student may ask to see the counselor, a parent may reach out to the counselor to seek assistance, and the classroom teacher may refer the child to the counselor.

CURRICULUM

The core curriculum consists of Religion, Language Arts, Mathematics, Science, Social Studies, and Handwriting. The supplemental curriculum consists of weekly instruction in music, art, physical education (four times a week,) STEM, counseling, library, and computer. All curriculum standards are by the North Carolina Common Core standards as well as the Mecklenburg Area Catholic Schools curriculum standards.

DISCIPLINARY RECORDS

Discipline records are kept for all students. These records will remain confidential and a part of the student's permanent record until this completion of fifth grade. Upon finishing 5th grade, discipline records are not sent to the appropriate middle school.

DRILLS

As required by law, a fire drill is conducted each month. Tornado drills are conducted each semester, and lockdown/barricade drills are conducted each quarter. All drills are demonstrated for students at the beginning of the school year. Active shooter drills are conducted twice a year after student training and parent communication.

EARLY DISMISSALS

Please email your child's teacher and the office if your child will be dismissed early. If you pick up your child at any time during the school day other than a normal dismissal time, you must come to the receptionist's desk in the school lobby. A valid driver's license must be scanned to have a student dismissed early. The office staff will call the child down to the office. At no time should a parent go directly to the child's classroom.

ELECTRONIC DEVICES

Students are not permitted to bring electronic devices to school, including, but not limited to, iPads, tablets, laptops, handheld computer games, cell phones, and smartwatches.

EXTENDED PERIOD OF ABSENCE

Students who miss an extensive period of time from school (as deemed appropriate by the administration) are subject to receiving an incomplete for the respective trimester and the risk of being retained. Teachers are not permitted to provide students with assignments before an extended period of absence.

FIELD TRIPS

Participation in a field trip requires a school-issued permission form completed and signed by a parent. Telephone calls will not be accepted in place of this signed form. Field trips are privileges afforded to students. Students can be denied participation if they fail to meet academic or behavioral requirements. Students who fail to have their permission slips signed by a parent will not attend the field trip.

FOOD ALLERGY POLICY (MACS)

MACS recognizes that it is not possible to totally eliminate the risk of exposure of students with life-threatening allergies to foods that trigger allergic reactions, but it takes the responsibility to take reasonable steps to protect the safety of its students. While MACS will not attempt to create a school environment guaranteed to be free from the risk of contact with trigger foods (i.e., “peanut-free school” or “peanut-free classroom”), every effort will be made to identify students with food allergies, initiate safety precautions to avoid allergic reactions and prepare school staff to deal with such allergic reactions should they occur through the following guidelines:

Parent Responsibility:

1. Provide the school health nurse with documentation from a licensed healthcare provider describing the specific allergic condition.
2. Complete an individual Care Plan and Medication Authorization Forms.
3. Provide all necessary medication, including an Epinephrine Auto-Injector and Benadryl.
4. Provide the school with “safe” food alternatives for lunch, snacks, celebrations, classroom parties or rewards.
5. Educate your child never to eat food with unknown ingredients.
6. Educate your child to recognize the signs and symptoms of an allergic reaction.

Student Responsibility:

1. Should not trade food with others
2. Should not eat food with unknown ingredients or known to contain any allergen.
3. Should notify an adult immediately if they eat something they believe may contain the food they are allergic to.
4. They should proactively care for and manage their food allergies and reactions based on their development level.

School Responsibility:

This list is intended to be illustrative; only the appropriate provisions should be utilized. MACS will make every effort to tailor the individual healthcare plan to meet the needs of the student

1. After receiving the parents' individual Care Plan and Medication Authorization forms, the school nurse will provide an opportunity to meet to review and implement the care plan as needed.
2. Ensure that all school staff with direct contact with the student are informed about the student's individual care plan.
3. Train the First Responder Team to perform first aid, including administering epinephrine auto-injectors and performing CPR.
4. If needed, provide a “safe zone” during classroom snacking and lunch, including a designated table to be kept free of the types of allergens that impact the student at the parent's discretion.
5. The school staff shall take threats or harassment against an allergic child seriously.

GOOGLE CALENDAR

All scheduled events for the academic year are posted to the school's Google Calendar. Changes, additions, or deletions will be updated on the Google Calendar as they become available. Parents are encouraged to sync the calendar to their smartphones or computers to stay current with all school happenings. The Google Calendar can be found on the website.

GRADING SCALE

The following grading scale is used by MACS, including St. Patrick Catholic School

Grades Kindergarten-Second*

VG= Very Good
G= Good Progress
S= Satisfactory
N= Needs Improvement

Grades Third-Fifth

A=90-100
B= 80-89
C= 70-79
D= 65-69
F= 64 and below

** Not equivalent to the 3-5 grade scale*

Classroom teachers are allowed to give students zeroes for missing work if the child has been reminded about the missing work and after an additional opportunity for the work to be submitted for a grade deduction has been provided.

GRIEVANCES/ESCALATION PROCESS

If a grievance arises between a parent and St. Patrick Catholic School, the following chain of command should be followed until a satisfactory resolution to the grievance is met.

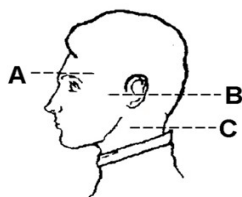
1. Classroom teacher or staff member with whom the grievance arose
2. The principal
3. Diocesan Superintendent
4. Vicar of Education
5. The Chancery

All communication should be in writing, requesting a response within ten (10) business days, followed by documented verbal communication. Any concerns regarding personnel, educational programs, or facilities should be directed to their lowest possible level for an equitable solution according to the following sequence:

1. Classroom teacher or Staff member with whom the grievance arose
2. The principal
3. Diocesan Superintendent
4. Vicar of Education
5. The chancery

HAIRCUTS/GROOMING

A student's hair should be clean, conservatively styled, neatly trimmed, and well-groomed. Faddish or extreme hairstyles (colors, shaves, fades, carvings, spikes, or tails) are prohibited. Accessories for girls must be simple and not out of character with the uniform. The following diagram illustrates and defines the proper hair regulations for males.



- A. Hair should not extend below the eyebrows on the forehead when combed down.
- B. Hair should not extend below the middle of the ear when combed down.
- C. Hair should not extend below the uniform shirt's collar when combed down.

HEALTH FORMS

The following health-related forms are available in the nurse's office, should any of them apply to your child:

- Asthma Treatment Form
- Medication Authorization Form
- Physician Authorization Form
- Diabetes Action Plan
- Peanut Allergy Table Authorization Form
- Immunization Religious Exemption Form

HEALTH ROOM

The health room is staffed by a registered nurse. In addition to the school nurse, a trained first-responder team will assist in an emergency.

HOMEWORK

Homework is assigned as an extension of classroom learning. Teachers assign homework to provide an authentic opportunity to enrich the learning process and to instill academic competence, confidence, and ownership within each student. **Teachers will be mindful of upcoming projects, tests, and quizzes when assigning homework, ensuring that the total workload remains within the appropriate time limits for each grade level.** Chronic incomplete or missing homework will be brought to the parents' attention.

HOMEWORK GUIDELINES

- **Kindergarten** – 10 minutes per night
- **1st Grade** – 15 minutes per night
- **2nd Grade** – 20 minutes per night
- **3rd Grade** – 30 minutes per night
- **4th Grade** – 40 minutes per night
- **5th Grade** – 50 minutes per night

NO HOMEWORK WEDNESDAYS

To support family time and reduce stress, there will be **no homework assigned on Wednesdays.**

HOURS OF OPERATION

- **7:00-7:40 A.M.** Students report to the gym
- **7:30 A.M.** School Office Opens
- **7:40 A.M.** Students dismissed from the gym
- **7:55 A.M.** First Bell
- **8:00 A.M.** Announcements, Tardy Bell
- **10:55 A.M.** School-wide Grace Before Meals
- **3:30 P.M.** School Office Closes
- **2:35 P.M.** Announcements, Dismissal Begins
- **3:00 P.M.** ASEP Begins
- **6:00 P.M.** ASEP Ends

ILLNESS/INJURY

Should illness or injury occur during the school day, parents or guardians may be notified after the nurse or other designated personnel have assessed the student. Please make sure that the school has up-to-date emergency information on your child. This information is vital when the school needs to contact you or the person you have designated to take your place if you are unreachable.

Students will be sent home/required to stay home if he or she experienced any of the following in the past 24 hours:

- Temperature of 99.5 or above
- Requires Tylenol or Ibuprofen to maintain the temperature below 99.5
- Vomiting
- Diarrhea
- Drainage from eyes, ears, or nose at the nurses' discretion

If your child has been diagnosed with an infectious illness, please keep them at home until they are no longer infectious, as directed by your physician. Students should not return to school until they are fever-free for 24 hours without medication and have not vomited for 24 hours.

IMMUNIZATION REQUIREMENTS

North Carolina law requires the following minimum doses: <https://immunize.nc.gov/schools/k-12.htm>

Parents must provide the immunization certificate to the school. The immunization certificate may be copied. The family should retain the original certificate and updated dates and dosage of all boosters.

Immunization Certificates presented to the school must include the following:

1. Name of child, birth date, address, and names of parent/guardian.
2. Full dates of each immunization dose (month, day, year).
3. Name and address of the physician or clinic that administered the immunizations.
4. Certificates are to be signed or stamped by the physician or clinic.

IMMUNIZATION EXEMPTION

Unless an exemption applies or is granted, students may not attend school/center without presenting a certificate of immunization signed by a physician.

- **NC Gen. Stat 130A-156 Medical Exemption**

- *The Commission for Public Health shall adopt a rule for medical contraindications to immunizations required by G.S. 130A-152. If a physician licensed to practice medicine in this State certifies that a required immunization is or may be detrimental to a person's health due to the presence of one of the contraindications adopted by the Commission, the person is not required to receive the specified immunization as long as the contraindication persists. The State Health Director may, upon request by a physician licensed to practice medicine in this State, grant a medical exemption to a required immunization for a contraindication not on the list adopted by the Commission. Refer to Appendix 5000.*

- **NC Gen Stat 130A-157 Religious Exemption**

- *If the bona fide religious beliefs of an adult or the parent, guardian or person in loco parentis of a child are contrary to the immunization requirements contained in this Chapter, the adult or the child shall be exempt from the requirements. Upon submission of a written statement of the bona fide religious beliefs and opposition to the immunization requirements, the person may attend the college, university, school or facility without presenting a certificate of immunization. The written statement should be addressed to the Superintendent for approval.*

- **NCAC 41A.0403 Non-Religious Personal Belief No Exemption**

- *Except as provided in GS 130A-156 and GS 130A-157, and 10A NCAC 41A.0404 and .0405, no child shall be exempt from the requirements of 10A NCAC 41.0401; there is no exception to these requirements for the case of personal belief or philosophy of a parent or guardian not founded upon a religious belief.*

- **North Carolina General Statute 130a-157 Section 130a-157**

- *Religious exemption. - If the bona fide religious beliefs of an adult or the parent, guardian or person in loco parentis of a child are contrary to the immunization requirements contained in this Part [Chapter 130A, Article 6, Part B], the adult or the child shall be exempt from the requirements. Upon submission of a written statement of the bona fide religious beliefs and opposition to the immunization requirements, the person may attend the college, university, school or facility without presenting a certificate of immunization.*
- *Pursuant to the aforementioned N.C.G.S. 130A-157, I, the undersigned, declare the immunization requirements as set forth in N.C.G.S. 130A-152 contrary to my bona fide religious beliefs and claim, as permitted by the law, an exemption from the immunization requirements of your institution for the undersigned minor child under my legal care and guardianship.*

INCLEMENT WEATHER

All communication regarding late opening or early closure will be communicated through email and text.

- **Late Opening Due to Weather:** If the school operates on a delayed schedule, there will be no before-school care or lunch. All students must come to school with a bagged lunch. Any orders will be credited to your account.
- **Early Closing Due to Weather:** If school closes early due to weather or any other emergency, after-school care and all after-school activities will be canceled.

IRISH INFORMER

The Irish Informer is the weekly newsletter sent from the administration of St. Patrick Catholic School. It will be published on Sunday afternoon via email and text message. The parent/guardian must notify the school if they are not receiving the newsletter. Links to the newsletter will also be posted on the school's website. Any school-related information requesting to be shared in the newsletter should be emailed to the principal by Friday afternoon to be included in the upcoming Sunday's edition.

LEAP(LEARNING ENRICHMENT ACTIVITY PROGRAM)

The LEAP program promotes higher-order thinking, collaboration, writing, and problem-solving in our highest-achieving students. Students are considered for LEAP each year based on their achievement test results, classroom grades, organization, productivity, and leadership. Students selected for LEAP must maintain their grades and workload in regular classes to participate in the pull-out LEAP class. There is no additional charge for this program. LEAP candidates are reassessed each summer for eligibility. Students are not guaranteed admission into the program each year.

LICE

The MACS School Health Program adheres to guidelines established by the National Association of School Nurses, the American Academy of Pediatrics, and the Centers for Disease Control for managing head lice in a school setting. These organizations stress that lice should not disrupt the educational process. Therefore, students are not required to be “nit-free” to return to school.

LOST AND FOUND

The lost and found is in the gym. Each student is responsible for checking for lost items at this location. The school does not accept responsibility for lost or misplaced items. All student belongings should be labeled with the child’s first and last name. Periodically, unclaimed items will be donated to Catholic Charities.

LOST LIBRARY BOOKS

All books withdrawn from the library must be returned on the specified date. The librarian will determine overdue charges for library books. A lost book must be replaced.

MATH ENRICHMENT PROGRAM

Math enrichment is taught in conjunction with the LEAP Program. The same criteria for admittance into this program follows the criteria of the LEAP program. The math enrichment teacher offers individualized instruction three days a week to qualifying students. During the other two days of the week, students remain in their homeroom for whole-group instruction. Math enrichment follows the North Carolina State Standards by implementing the iReady curriculum.

MATTHEW MORGAN DOWN SYNDROME PROGRAM

The program for students with Down syndrome began in the 2003-2004 academic year as the Matthew Morgan Classroom, targeting students aged 14-21. In 2011, St. Patrick Catholic School continued that legacy by opening its doors to kindergarten-aged children. Our mission is to provide a quality, functional, faith-based education in a classroom setting where each child can progress toward his/her individual potential. Basic academics and life skills are taught to help students become self-reliant and independent.

MISSED ASSIGNMENTS

Non-illness absences do not warrant make-up assignments. It is at the classroom teacher's discretion to provide assignments to students absent for unexcused reasons. No teacher will provide assignments before planned absences. Missed assignments due to vacation or unexpected travel are to be made up after returning to school. Missed assignments due to illness should be communicated with each teacher. Assignments can be collected from the office or sent home with a sibling as needed.

NON-CUSTODIAL PARENT POLICY

Divorce parents are responsible for furnishing the school with a notarized copy of the custody section of the divorce decree. Schools voluntarily comply with the provisions of the Buckley Amendment concerning the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. Suppose there is a court order specifying that there is to be no information given. In that case, the custodial parent must provide the school with an official copy of the court order.

NON-DISCRIMINATION POLICY

St. Patrick Catholic School does not discriminate based on race, color, sex, age, physical condition, or national and ethnic origin in the acceptance of students.

NOTIFICATION OF ASBESTOS RE-INSPECTIONS

The U. S. Environmental Protection Agency (EPA), under the Federal Asbestos Hazard Emergency Act (AHERA), requires all schools in the United States to conduct regular inspections for the presence of asbestos and report the results. It is common for schools constructed before 1988 to contain some asbestos, and our school does. We have some vinyl asbestos floor tile in a few areas and asbestos-containing pipe insulation locked away in maintenance areas, and all such material is in good condition. We are maintaining these materials safely through a program outlined by a Certified Asbestos Management Planner approved by the State of North Carolina with ongoing surveillance, required re-inspections, and a prescribed operations & maintenance program. A Licensed Inspector has assessed all material to be “in good condition with low disturbance potential.” Paperwork regarding our asbestos management program is available in the school office and at the Pastoral Center of the Diocese of Charlotte. You are welcome to inspect and copy these plans during regular business hours.

OUT-OF-UNIFORM DAYS

Occasionally, throughout the school year, students will be allowed to come out of uniform, adhering to the following guidelines:

Students May Wear:

- jeans, khakis, or long pants
- shorts
- St. Patrick Spirit Shirts
- golf Shirts
- T-shirts (no offensive language)
- Sandals with a back

Students May NOT Wear:

- flip flops or any sandals without a back
- tank-tops
- hats
- T-shirts with offensive language
- pajamas
- leggings

ONLINE FORMS

The following forms are available online only via the school website (paper copies will not be sent home):

- Student Emergency Card
- Photo Video Release
- Walker-Authorization
- Parent Directory opt-out/updated information

PARENT/TEACHER CONFERENCES

Conferences are held in November. These conferences are designed to be brief, 10-minute sessions to discuss student progress thus far in the school year. If a longer, more extensive meeting is needed, parents are to contact the classroom teacher to schedule a meeting at a different time. A sign-up form for parent-teacher conferences will be sent to all parents prior to the meetings. Please refer to the school calendar for scheduled dates.

PARKING

Parking is available in the side lot next to the cafeteria. During special programs, the back lot is open and available for parking. As a courtesy to our neighbors, please refrain from parking on the street for an extended period of time.

PHOTO/VIDEO RELEASE

St. Patrick Catholic School may use photographs or videos taken by authorized school personnel, designees, or representatives in which students may appear for school-related purposes. Photos and videos may be published for publicity or advertising in all forms of media, including the Internet. Parents can sign a “no-photo” release, indicating they do not grant permission for their child to be photographed, videotaped, or publicized.

PHYSICAL EDUCATION UNIFORMS

Physical education uniforms are optional. No student is required to change for P.E. daily. Students can come to school and remain in their P.E. uniforms on Mondays and Wednesdays. On Tuesdays, Thursdays, and Fridays, students must come in their regular school uniform and change, if they wish, and change back into their uniform after P.E.

PLUSPORTALS (REDIKER)

Students' grades will be posted to plusportals.com/saintpatrickschool bi-weekly. Parents will receive login information at the beginning of the school year and are encouraged to check their grades regularly. Any parent who needs assistance with his or her account should contact the school office.

PROGRESS REPORTS

A progress report aims to inform parents of their child's progress in school at the midway point in the trimester. During each grading period, parents are notified if their child fails in a subject area or conduct. Please refer to the school calendar for progress report dates.

PTO

The Parent-Teacher Organization is intended to support the entire school community. It sponsors various activities throughout the year, including fundraising, academic enrichment, teacher and staff support, and community initiatives. The PTO describes the organization's activities and/or committees. These activities need volunteers, and all parents are sent a questionnaire soliciting volunteers for each activity.

REPORT CARDS

Report cards are issued at the conclusion of each trimester. Report cards are available only through PlusPortals. No physical report cards will be sent home. Parents who cannot view/do not receive a report card must contact the MACS business office to ensure all financial obligations have been met. Instructions will be sent to parents when report cards are available to view.

RETENTION

Students must pass all subjects before progressing to the next grade. The decision to retain a child is made only after serious consideration. When a teacher has reason to believe that a student is in danger of retention, he/she will make a referral through the administration. Parents will be made aware of the concern and will have a meeting with the teacher and administration. All teacher recommendations for retention are due to the principal no later than February 1st. Both parties must make retention decisions by May 1st.

SACRAMENTAL PREPARATION

All information concerning sacramental preparation will come from the religious formation program of the parish where the student is a member. Parents are expected to follow all diocesan faith formation office regulations.

SAFETY

Security cameras are located at the outside doors of the school and throughout the building. All doors are locked during school hours except the main front door entrance. Once inside the building, please push the buzzer on the wall and wait to be granted entry. All doors are monitored during the day. Please do not try to enter the school through any other door than the main entrance on Buchanan Street, closest to the Cathedral. **Parents may not have access to security camera footage where their child/children are not present.**

SCHOOL LEADERSHIP COUNCIL

The school advisory council comprises parent volunteers who advise the principal on decisions and school improvements. The advisory council is not the school's governing board and does not dictate by vote the school's operations, spending, or approvals.

SOCIAL MEDIA

Social media, including mass snail mail, 'chat room' forums (e.g., Facebook), Twitter, email, or texting, is not an appropriate means to discuss concerns about St. Patrick Catholic School. Parents are reminded to use the existing escalation process structures when raising concerns about the school's educational programs, facilities, or personnel.

STANDARDIZED TESTING

The Terra Nova Standardized Test is given during scheduled dates for grades 2-5. If a student is absent, based upon the date of return and the nature of the testing, a decision for make-up testing will be made. Testing dates will be published on the school calendar and in the Irish Informer. Testing results will be shared with the parents in January.

STUDENT COUNCIL

The purpose of the student council is to allow the students to learn responsible governmental procedures, encourage school spirit, and foster a faith community emphasizing outreach through service. Students in fifth grade are encouraged to participate. Members are selected based on criteria set by the student council advisor.

STUDENT CUMULATIVE RECORDS

Cumulative files are kept for each student enrolled in the school. These files are kept for the duration of the child's enrollment at St. Patrick School. Upon graduation from fifth grade, copies of these files are sent to the respective middle school. The original file is stored on the school's campus until the year of the student's high school graduation. Upon high school graduation, these files are professionally destroyed.

STUDENT SUCCESS PORTFOLIOS

Student success portfolios are designed to ensure students' success from one grade level to the next. Prior to the beginning of school, the faculty meets to assess student performance in the previous grade level and develop a plan for students who are above grade level, on grade level, or potentially at risk for falling below grade level. Portfolios include cumulative report cards, standardized test scores, baseline, teacher recommendations, and classroom work samples. Portfolios are for all K-5 students.

TEXT MESSAGE COMMUNICATION

The school's weekly newsletter is sent out via text message each Sunday. In the event of an emergency, abrupt closing, or pertinent announcement, the school will communicate via email and text. Parents must resubscribe each year to this listing by texting "yes" to 79041.

TELEPHONE USAGE

Students must be supervised by a teacher or staff member when utilizing the school telephone. Students are never permitted to utilize the classroom telephones; they must always be sent to the school office.

TRANSPORTATION (MACS)

Bus transportation is for registered bus riders only. All bus riders are dropped off on Buchanan Street by the gym door in the morning. A faculty member at the gym doors dismisses bus riders in the afternoon. Any changes in the bus routine for your student must be submitted to the office via email or a phone call. Bus procedures are in place for the safety of every child riding the bus to and from school. Disciplinary action will be taken if a student does not follow safety guidelines. The students are expected to follow all instructions from the bus driver and be respectful.

TRIMESTERS

Beginning with the 2024-2025 school year, St. Patrick Catholic School will transition from a 4 quarter calendar to a trimester calendar. Trimester end dates are:

- November 13, 2025
- February 26, 2026
- May 28, 2026

TUTORING

Teachers employed by St. Patrick Catholic School may tutor after their contractual day ends. Teachers are not permitted to receive payment for tutoring in any subject area that he or she has the responsibility of teaching during the school day. Tutoring must occur while other personnel are on campus; therefore, weekend and holiday tutoring is not allowed.

UNIFORMS

Unless explicitly stated below, All uniforms must be purchased through Flynn & O'Hara Uniforms

1730 Abbey Place, Charlotte, NC 28209 <https://flynnohara.com>

The administration reserves the right to make final decisions on all uniform guidelines.

Uniform Changes (Communicated in April 2025)

- The girls' athletic skirt for PE (navy-only) is the only approved, non-Flynn O'Hara item allowed & can be found here.
- Polos must be the embroidered, cotton (white or green option) from Flynn-O'Hara. Short-sleeve and long-sleeve options are available.
- Elastic, drawstring, "jogging-like" school pants are not allowed.
- Fleece jackets, both quarter-zip and full-zip options, will no longer be part of the school uniform.
- The gym tracksuit will no longer be part of the school uniform.
- The girls' cardigan will remain part of the uniform; however, it must be green. White cardigans are not part of the school's uniform.
- We will remain relaxed with our school shoe policy; however, sandals and "slipper-like" shoes (e.g., Uggs) will not be allowed.
- Socks must be black, blue, white, or the green St. Patrick embroidered socks. Knee-high decorative socks are not allowed.

UNIFORM ALTERNATIVES (APPROVED BY THE SCHOOL ADMINISTRATION 4/2025)

The green sweatshirts introduced this year will be the primary outerwear. Students can choose to have their last name added to the back, but it is not required. Ordering for these sweatshirts are coordinated by the PTO. Generally, each quarter, purchasing windows are opened.

UNIFORMS VIOLATIONS

Students who are not in complete uniform will not be permitted to participate in P.E. that day.

UNIFORM-BOYS

Mass Day Requirements

- K-5 Long Pants

Bottom Options

- Navy Pants- Must have belt loops*
- Navy Shorts- Must have belt loops*
- Optional belt

Top Options

- Green or white short-sleeved or long-sleeved knit shirt
- All tops must have the St. Patrick logo
- Plain green polos or dri-fit tops without a logo are not allowed.

Shoes

- Athletic shoes or Brown or black loafers

Socks

- Solid black, white, forest green, or navy/green St. Patrick logo socks
- Knee-length decorative socks are not allowed

Cold Weather Options

- A solid white shirt or turtleneck (worn under the school shirt)
- Hats and scarves may be worn but removed when entering the classroom
- Green and Navy monogrammed sweatpants

UNIFORMS-GIRLS

Mass Day Requirements

- K-3 Jumper
- 4 Jumper or Kilt
- 5 Kilt

Bottom Options

- Jumper, Plaid Skort, Navy Pants, or Navy Shorts
- Shorts worn under the skirt must be solid colored and not longer than the length of the skirt
- Optional belt

Top Options

- Green or white short-sleeved or long-sleeved blouse/knit shirt
- All tops must have the St. Patrick logo
- Plain green polos or dri-fit tops without a logo are not allowed.

Shoes

- Athletic shoes
- Mary-Jane or ballet-style shoes
- Ugg and “slipper-like” shoes are not allowed

Socks

- Solid black, white, forest green, or navy/green St. Patrick logo socks
- Knee-length decorative socks are not allowed

Cold Weather Options

- Green cardigan sweater
- A solid white turtleneck (worn under the school shirt)
- Hats and scarves may be worn but removed when entering the classroom
- White, black, or navy tights with feet
- Green and Navy monogrammed sweatpants
- St. Patrick sweatshirt (last name on the back is optional)
- Fleeeces and warm-up suits are no longer part of the school uniform.

VISION SCREENING

In November, the school nurse performs a vision screening for all students in grades 1, 3, 5, and 7. Other students may be screened at the nurse's discretion or if referred by a teacher or parent. Anyone who does not pass or struggles with the exam is retested, and if they do not pass a second time, they are referred for a complete eye exam by a physician. The student must return the referral form to the nurse following the test with the exam results and recommendations for the student.

VISITORS

All parents and guests coming to school must sign in at the front receptionist's desk. A valid driver's license must be scanned, and a name badge will be printed. The badge must be worn at all times while at school. Parents must return to the front receptionist's desk and sign out upon leaving. No visitor is allowed to go directly to a classroom.

VOLUNTEER DRESS CODE

School volunteers are required to dress according to school policy. All clothing must be appropriate in length and coverage. Clothing may not display information that is offensive or against Church teaching. The administration reserves the right to deem any attire inappropriate for volunteer opportunities.

WATER BOTTLES

Beginning this year, metal and glass water bottles are not allowed on campus. Students must use a plastic, disposable, or reusable water bottle. The water bottle must be of normal size. Jugs, gallons, etc., are also not permitted. Students who bring metal or glass bottles will have them confiscated. Each hallway has water fountains and water filling stations. Classroom teachers will allow students ample time for water fountain usage as needed.

Alternate water bottle options suggested by parents are below. This is not a definitive list, but merely examples.

<https://a.co/d/7fQzgJg>

<https://a.co/d/1PWSaMi>

<https://a.co/d/dHDJIFS>

<https://a.co/d/ao5uXXZ>

<https://a.co/d/cHd7HOW>

<https://a.co/d/8fB6mup>

<https://a.co/d/8RURnG3>

<https://a.co/d/2sgE6Ao>

WALKERS/BIKE RIDERS

All students who live in the neighborhood and walk or ride their bike to school must be registered with the school office by completing the walker permission form. Students who are dismissed as walkers need to live within a walking radius. This is not an alternative to carpooling. Walkers and bike riders are dismissed out the main level doors facing the Cathedral/Family Life Center. Parents must meet their children at this location in the afternoon. There is no supervision of students by school staff once they are dismissed.

WEAPONS POLICY

The possession of firearms or other dangerous weapons on or in diocesan property, including buildings and parking areas, except by authorized security officials, is expressly forbidden. Violations may result in disciplinary action, up to and including expulsion.

WITHDRAWALS

Student withdrawals are handled by the MACS business office at 704-370-3265.



St. Patrick Catholic School
Charlotte, North Carolina

Appendix A

Discipline Policy and Procedures

Purpose

As the child's primary educator, the parent is responsible for discipline. St. Patrick Catholic School has established policies and guidelines to ensure the safety of its students and maintain the security of its learning environment. The administration expects parents to cooperate with the school staff by supporting the school policies and guidelines.

General Discipline Procedure

1. The classroom teacher implements an age-appropriate discipline policy in their classroom. Generally, the first offense includes redirection of the opposed behavior and an opportunity for the student to correct the infraction. Class policies can be, but are not limited to: *Think Sheets, behavior charts, color-coded tag systems, Class Dojo, starbursters, etc.*
2. Once the classroom policy has been exhausted and the student's behavior does not improve, the administration will intervene at the request of the teacher or staff member.
 - a. The principal or assistant principal will remove the student from the classroom.
 - b. In the presence of the administration, the student will call their parent to explain why they have been removed from their classroom, followed by a formal warning from the principal or assistant principal.
 - c. Upon returning to class, if the behavior persists, the student will be removed from the classroom again, and their parents will be notified that their child must be picked up from school immediately.
3. Should this behavior continue following the student's return, an out-of-school suspension will be issued, and the child will be placed on a Discipline Action Plan.
4. If the disciplinary plan is not improving behavior or is violated, a meeting will be held between the parents, teachers, principal, and MACS administration to determine whether the student will continue to be enrolled.

Specific Discipline Procedures:

- Fighting/Physical Harm
 - St. Patrick School has a zero tolerance policy for fighting.
 - **First Offense:** All students involved will be suspended from school for a minimum of one school day. In addition to an out-of-school suspension, all students involved will be placed on a discipline action plan. The discipline plan will remain in effect for one month and will be reviewed weekly with the students, parents, and administration.

- **Second Offense:** A minimum 3-day suspension will be issued, and all extracurricular, school-sponsored activities will be suspended for the remainder of the trimester. An extension of the disciplinary action plan will take effect for the remainder of the trimester.
- **Third Offense:** The student is immediately removed from the school until a meeting between the parents, administration, and the assistant superintendent of schools is held to discuss continued enrollment of that student in MACS.

- **Inappropriate Technology Usage**

- **First Offense:** Students found in violation of the school's technology usage policy will have their electronic device confiscated immediately. The principal or assistant principal will remove the student from the class and notify their parents of the infractions. The student will lose device access privileges for one week of school. All classroom assignments or assessments administered electronically must be completed on paper.
- **Second Offense:** The student will lose access to electronic devices for a month and will be placed on a discipline action plan. All school-issued accounts will be temporarily deactivated. All classroom assignments or assessments administered electronically must be completed on paper.
- **Third Offense:** The student will lose access to electronic devices for the remainder of the school year, the discipline action plan will be extended for the remainder of the year, and a meeting between the parents, administration, and the assistant superintendent of schools is held to discuss continued enrollment of that student in MACS.

Internet Acceptable Use Policy:

St. Patrick Catholic School expects that the Internet is used responsibly, efficiently, ethically, and legally by all members of the St. Patrick community, in support of the educational objectives and the student behavior guidelines. Transmission of any material violating any federal or state regulation is prohibited. Unacceptable uses include but are not limited to the following: violating copyright laws, reposting (forwarding) a person's communication without the author's prior consent, and using threatening or inappropriate language. Additionally, communication on behalf of the school must have administrative approval before being sent. Improper use of technology may result in loss of privileges and disciplinary action.

Discipline Action Plan

A student discipline action plan is a structured, written approach that a school uses to address and manage student behavior. The disciplinary plan is reviewed weekly by the administration and counselor, and communicated to the parents. The administration determines the specific length and requirements of a discipline action plan. A student who has been placed on disciplinary probation will be expected to show serious effort to improve his/her behavior. During this time, students will not be permitted to participate in special school activities, e.g., class trips and special events.



St. Patrick Catholic School
Charlotte, North Carolina

Appendix B

Bullying Policy

Purpose

Rooted in the teachings of the Church, St. Patrick Catholic School believes in the dignity and value of every human person. Therefore, St. Patrick Catholic School has a zero-tolerance policy for bullying. A student shall not harass, bully, or intimidate another student through words or actions written, drawn, or spoken.

Critical Information to Consider when reporting/investigating a bullying situation

Definition: Bullying, harassment, or intimidation means intentional, unwanted, aggressive behavior with an imbalance of power; it may include verbal, physical, written, or electronic conduct/communication that is repeated.

Not Considered Bullying: Normal conflict can occur at any time or place and is generally accidental and resolved by the parties in dispute. A certain level of conflict between kids is normal. The problem begins when it surpasses normal childhood conflict and meets the three common markers for bullying: an imbalance of power, intent to harm, and the threat of future harm.

Reporting Bullying: Parents are asked to educate their children to report bullying or any unsafe situations to the school personnel whom they feel comfortable reporting to. This can include the classroom teacher, teacher assistant, special area teacher, counselor, principal, assistant principal, office staff, or nurse. Whenever a suspected case of bullying is determined, all St. Patrick Catholic School employees must immediately notify the school principal. This reporting policy is reviewed annually with faculty and staff members.

Bullying Reporting Procedure:

1. The situation is communicated to the classroom teacher. The classroom teacher gathers facts concerning the issue and notifies the school counselor and administration immediately.
2. The counselor meets with all students individually to gather more information, reporting all findings to the administration. Depending on the severity and details of the situation, one of the following may occur:
3. Parents of every student involved are notified of the situation and the surrounding details either by the principal, assistant principal, or counselor.
4. A bullying report will be completed and kept in the student's educational file.
5. All students involved are met with as a group with the counselor and administration (if deemed necessary) to discuss the situation and develop a plan of action.
6. The classroom teacher, exceptional teachers, counselor, and administration monitor the situation during instructional and transitional times.
7. If the situation continues, it will be referred to the administration for the student to be placed on a disciplinary action plan, which involves a conference with the parents and the student.
8. The disciplinary action plan is reassessed weekly to determine progress and continued resolution.
9. After a student has been placed on a disciplinary action plan and it has been determined that the situation is not progressing/has worsened, any of the following actions may take place at the discretion

of the principal:

- a. Loss of classroom privileges
- b. Probation
- c. Suspension
- d. Expulsion

When in doubt, report it! Please remember that teachers, staff, and administrators strive to provide a safe and Christian environment for all students. Active supervision of students throughout the school day is a critical priority. However, we are not omnipotent and cannot be in every situation at every point of the day. Therefore, parental involvement by reporting any suspected bullying behavior is crucial in resolving any issues.



St. Patrick Catholic School
Charlotte, North Carolina

Appendix C

MACS Medication Administration Policy

Adopted April 2010

Policy:

Medication Administration in School will be managed and supervised by the school nurse (or designated health services coordinator in schools without a nurse). Persons giving medications to students will be trained and evaluated by the school nurse according to the following guidelines. Guidelines are consistent with state and national standards to assure student safety. All medications will be administered using the ***“Five Rights” method: Right medication for the Right student, by the Right route, in the Right dosage, at the Right time.***

Procedures:

Receiving the Medications:

1. All medications must be brought into the school by the parent. All medications that can be given before or after school at home should not be brought to school. Only medications necessary to be taken during school hours will be administered by school personnel.
2. All medication must be presented in the original or pharmacy-labeled container.
3. All medications given during school hours must be accompanied by a medication form completed by parents and signed by a physician.
4. All prescription medication must be checked when it is brought to the school and then locked in the medicine cabinet. ***Be sure to check the name and expiration date.*** No medication should be left out waiting for the nurse to arrive.
5. For controlled medications, the parent is asked to stay and confirm the number of tablets in the bottle. The parent must sign the signature box on the sign-in sheet. If the parent does not stay, the medication must be counted and signed off by two (2) employees.

Administering the Medications

1. The students should learn that it is their responsibility to remember to take the medication. But the school employee designated to give the medication will call students who may not show up for the daily prescribed dose.
2. The medication can be given ½ hour on either side of the specified time.
3. If the student forgets his/her medicine frequently, the parent should be notified, and the notification should be documented on the administration log.
4. The student should stay in the room with the nurse until he/she has swallowed the medicine.
5. Use the Rule of R's when administering the medication:
Right student, Right medication, Right dose, Right frequency/time, Right route.

Documenting the Medication

1. All medications administered must be documented immediately.
2. Document the medication administration using the Rule of R's. Most of the time, you will only need to put the time and your initials on the pre-printed sheet. Complete signature with corresponding initials should be at the bottom of the record.
3. If you are designated to administer medication, your name, signature, and initials should appear on a list that is kept in the medication manual.
4. Any missed doses and errors will be documented and reported to the parent, principal, and school nurse.

Field Trips

1. Field trip forms should be turned in to the nurse at least 24 hours before the field trip.
2. After the medications have been prepared, they should remain locked in the cabinet until the teacher receives the packet.
3. If the medications are given while on the field trip, the person who administered the medication should sign the bottom of the field trip form (except for overnight field trips).
4. All medications must be returned as soon as the field trip returns to the school.
5. Overnight field trips require that the Overnight Field Trip Form be completed. These completed forms should be turned in to the nurse at least 48 hours before the field trip. If the nurse is not in your school before the trip, please make specific arrangements with her to review these before the trip. For large overnight field trips (8th grade Washington trip, for example), please give the nurse as much time as possible to prepare field trip staff for accurate medication administration and documentation.
6. Medications to be given on a day field trip require that a Medication Authorization Form be on file at school for each medication to be administered. In addition, the medication should be listed (with proper dose and time) on the Field Trip Participation Form (taken on the field trip) in the Field Trip Medication Record section. After students return to school from the field trip, the Field Trip Form will be returned to the nurse (if the medication was administered) and filed in the student record.

PRINCIPAL'S RIGHT TO AMEND

The principal of St. Patrick Catholic School reserves the right to amend any portion of this handbook for any reason deemed appropriate by the principal. Parents and students will be given prompt notification if changes are made.

By signing below, I attest that I have read the 2025-2026 Parent/Student Handbook (found on the St. Patrick School Webpage) and agree to be governed by all terms, provisions, rules, and regulations.

Agreement Form

<https://forms.gle/ayZAwr2MywAkYobNA>