

# 2023-2024

## PARENT/STUDENT HANDBOOK



## ST. PATRICK CATHOLIC SCHOOL

1125 Buchanan Street Charlotte, NC 28203

Phone: 704-333-3174

<https://www.saintpatrickschool.org>

### ***The Mission of Saint 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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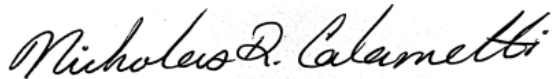
# DEAR PARENTS/GUARDIANS,

Welcome to the 2023-2024 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 day-to-day operations of the school 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, found on the last page of this handbook, **by Monday, August 28, 2023.**

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

Through the Intercession of St. Patrick,

A handwritten signature in cursive script that reads "Nicholas D. Calametti".

**Nicholas D. Calametti**  
**Principal**

## 2023-2024 FACULTY/STAFF

Principal.....	Nick Calametti
Counselor.....	Alethea Sproul
Office Administrator.....	Kristin Robbins
Receptionist.....	Jamie Arigoni
School Nurse.....	Maurine Holmes
Cafeteria Manager/After School Care Director.....	Elizabeth Loeber
Cafeteria Staff.....	Beth Angstadt
Cafeteria Staff.....	Rhonda Pridemore
Maintenance.....	Celso Rodriguez
Kindergarten A.....	Linda Nagel
Kindergarten A Assistant.....	Jamie Bonn
Kindergarten B.....	Erin McLane
Kindergarten B Assistant.....	Katherine James
First Grade A.....	Lydia Wenning
First Grade A Assistant.....	Andrea Zarate
First Grade B.....	Terriann Taaffe
First Grade B Assistant.....	<b>Andrea Jenkins</b>
Second Grade A.....	Ricardo Castro
Second Grade A Assistant.....	Elaine Hill
Second Grade B.....	Angela Noonan
Second Grade B Assistant.....	Pamela D'Costa
Third Grade A.....	Corrina Hays
Third Grade A Assistant.....	Pamela D'Costa
Third Grade B.....	Hannah Lynch
Third Grade B Assistant.....	Sarah Phillips
Fourth Grade A.....	Angie Mitchell
Fourth Grade B.....	Vironica Dawson
Fourth Grade Assistant.....	Sarah Phillips
Fifth Grade A.....	Marissa Young
Fifth Grade B.....	Lourdes LeBrun
Fifth Grade Assistant.....	Sarah Phillips
Physical Education.....	Jacob King
Physical Education Assistant.....	Nicholas LeBrun
Art/Computer.....	Amy Davis
Library.....	Allie Johnson
Music.....	Collette LeBoeuf
Spanish.....	Yazmin Jones
LEAP.....	Carolee Sinton
Learning Support/STEM.....	Anna Tivnan
Learning Support.....	Ashley Simpson
Matthew Morgan Program (4B).....	Wandalyn Mobley
Matthew Morgan Program (KA).....	Quentin Salerno

**2023-2024 FACULTY/STAFF CONTACT INFORMATION**

<b>Names</b>	<b>Email Address</b>
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## **HISTORY OF THE SCHOOL**

St. Patrick Catholic School has operated at this site since the early 1930s when the main portion of our building was built. We were called O'Donoghue School until the mid-1960, 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 at one time was 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.

## **EDUCATIONAL PHILOSOPHY**

True education aims at the formation of the human person in the pursuit of his ultimate end of the good of the societies of which, as man, he is a member and in whose obligation, as an adult, he will share. (Declaration of Christian Education 1) Christian education is intended to make faith living, conscious, and active through the light of instruction. (The Bishop's Pastoral Office in the Church, 14) The Catholic School is the unique setting within which this ideal can be realized in the lives of Catholic children and young people. (To Teach as Jesus Did #10) The administration, faculty, and staff of Mecklenburg Area Catholic Schools are committed to the total Christian development of each student through religious and academic instruction within a faith community. They strive to meet each student's intellectual, spiritual, social, emotional, and physical needs by providing such learning experiences. The administration and faculty are continuously evaluating and seeking new ways to prepare students to handle the demands and changes in society while utilizing the resources within the local community. The three-fold purpose of Christian education, to teach the message of Jesus, to build community, and to serve, is incorporated into the total educational program. Children and young people must be helped to develop their physical, moral, and intellectual endowments harmoniously so that they may gradually acquire a mature sense of responsibility in striving endlessly to form their own lives properly and in pursuing true freedom as they surmount the vicissitudes of life with courage and constancy. (Declaration of Christian Education 1)

## **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.

## **OUR BELIEFS**

Modeling, practicing, and sharing our Catholic faith daily will help to instill Christ-like responses in the children throughout life. Our school's primary function is to be a religion-based learning community that constantly focuses on academic excellence and skills for problem-solving and life-long learning. Teaching should be responsive to different learning styles and reflect current educational theory.

**MECKLENBURG AREA CATHOLIC SCHOOLS**

*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



## **ACCREDITATION**

St. Patrick Catholic School is accredited by Cognia (AdvancEd). The school is also a member of the National Catholic Education Association.

## **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 surroundings areas
- Participating Catholics of a parish outside of Mecklenburg County and 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 counselor assumes the administrative responsibility of the school. In the event that the principal and the counselor are both absent, the department coordinators work collaboratively with the office staff to serve as the administrative presence on campus.

## **AFTER SCHOOL CARE ENRICHMENT PROGRAM**

St. Patrick Catholic School offers after-school care. The program operates on all full school days from when school is dismissed until 6:00 P.M. Parents whose children remain past 6:00 P.M. must pay a late pick-up fee. Late fees will be billed to the parents. The fee for full-time after school care (3-5 days per week) is \$240.00 per month for the first child in a family and \$170.00 per month for each additional child. Children attending different schools do not receive the additional child discount.

The fee for part-time care is \$25.00 per day for the first child in a family and \$16.00 per day for each additional child. Full-time fees will be billed monthly before the month for which they are incurred. A late fee of \$10.00 will be added to bills not paid on time. A fee of \$25.00 will be added for any returned checks. Late payments may result in loss of space in the after school care enrichment program.

## **ANIMALS**

Pets are not allowed on the St. Patrick Catholic School campus during school operating hours. Pets may not be brought to the playground during the recess period.

## **ATHLETIC ACADEMIC REQUIREMENTS**

It is the expectation of the faculty that the students will not neglect their classroom responsibilities for the sake of sports. Participating in sports is a time commitment that is in addition to the time already set aside for academics, not in place of. To maintain the proper balance between academics and sports, it will be necessary for parents to help their children develop time management skills. The standards include:

- To follow the school and classroom rules for behavior
- To complete all homework assignments, reports, and projects
- To maintain consistent progress in academic growth

Parents and coaches will be notified if it is necessary to remove a student for a definite number of games, or from the team.

## **ATHLETICS**

The athletic program is designed to allow students to participate in well-supervised interscholastic sports. Our philosophy stresses the development of Christian character through healthy athletic competition, which focuses on sportsmanship, teamwork, leadership, and cooperation. The objective of our program is to provide an opportunity for every student in our school to be a member of an organized sport. 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. The athletic association sponsors basketball and cheerleading for grades 3-5.

### **Requirements for Participation:**

- A student must be registered and pay appropriate fees to the Athletic Association.
- A student must make his/her arrangements 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.

Students who participate in sports must positively represent St. Patrick by exhibiting appropriate conduct and behavior. Coaches are parent volunteers and are expected to be role models for their children and respect the decisions made by both the athletic association and the referees.

## **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 before the absence. If a child is sick, please email the office at [jrarigoni@stpatrickschool.net](mailto:jrarigoni@stpatrickschool.net) by 9:00 A.M. Students missing any school days or repeatedly tardy to school are not eligible for perfect attendance. A student who is absent from school may not return to school property 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 tardies for their children become excessive. Excessive tardies 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 to the office to sign in students who are late. They must also come to the office and sign a release for their child's early dismissal.
- **Unexcused Absences:** Unexcused absences are defined as any absence other than for sickness or the death of a family member. Excessive absences will require a conference with administration and parents to determine make-up work or continuation of the student in that grade.

## **AUTHORITY TO SEARCH**

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

## **BAND**

Students in 4th and 5th grade can join the band. St. Patrick Catholic School students join with the other MACS schools twice a year for a concert, at Christmas time and again at the end of the school year. Practice for these concerts is scheduled after school hours, usually weekly. Students must rent or buy their instruments. Notice for band sign-up is sent to students at the end of each school year.

### **BEFORE SCHOOL CARE**

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

### **BIRTHDAYS**

Student's names will be announced during the morning announcements on their birthday or the Friday before a weekend birthday. Students are permitted to bring store-bought treats to celebrate, or parents may contact Elizabeth Loeber ([ejloeber@stpatrickschool.net](mailto:ejloeber@stpatrickschool.net)) in the cafeteria 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.

### **BULLYING**

St. Patrick Catholic School has established an anti-bullying policy. We believe that everyone should enjoy our school and feel safe, secure, and accepted no matter what color, race, gender, or nationality.

**Definition:** Bullying happens when someone hurts or scares another person on purpose, and the person being bullied has difficulty defending himself or herself. Usually, bullying happens over and over. This can include:

- Punching, shoving, and other acts that hurt people physically
- Spreading rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others

**Cyberbullying:** Cyberbullying is when children or teens bully each other using the internet, mobile phones, or other cyber technology.

- Sending mean text, email, or instant messages
- Posting inappropriate pictures or messages about others in blogs or on websites
- Using someone else's username to spread rumors or lies about someone else

**Not Considered Bullying:** Normal conflict can occur at any time or place and is generally accidental and resolved by the parties in conflict. Bullying behaviors occur when the person bullying feels safe engaging in power-seeking behavior, which is intentionally harmful and directed at someone who is considered weak or vulnerable and generally is resolved by third-party intervention.

A certain level of conflict between kids is normal, even healthy, and teaching your child how to handle everyday difficulties will prepare him or her for life. 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.

Once a conflict between one or more kids has escalated into a cycle of bullying, employing conflict resolution to solve the problem is no longer appropriate. The word "conflict" assumes that both kids are partly responsible for the current problem and need to work it out. While working it out, both kids make compromises, and the conflict is resolved.

**Tattling Versus Reporting/Telling:** Tattling is when someone tries to get someone else in trouble. Reporting or Telling is when someone is trying to get help to resolve a problem.

“Are you telling me to be harmful (tattling) or helpful (reporting)?” “Are you trying to get someone in trouble?” (tattling)

“Are you trying to help discipline my students?” (tattling) “Are you having a problem with bullying?” (reporting) “Are you helping a friend who is hurt?” (reporting)

Administration, counselors, and teachers instruct students at St. Patrick Catholic School to report bullying immediately to ensure appropriate responses. The teachers, staff, and administration of St. Patrick Catholic School have a “No Tolerance” policy for bullying. If it is determined that a child is bullying other students, the following action will take place:

**Disciplinary Procedures:**

- **First Offense:** When an incident is reported to a teacher, the situation will be handled by the child’s classroom teacher with a note sent home explaining the incident and the actions taken.
- **Second Offense:** A referral will be made to the school counselor with a note sent home.
- **Third Offense:** A referral will be made to the administration.

**CAFETERIA**

Students eat lunch in the cafeteria between 11:00 A.M. and 12:30 P.M. daily. 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 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.

## **CARPOOL PROCEDURES**



### **MORNING**

1. All cars are to enter the gym parking lot through Pierce Street. Do not enter from Waverly Avenue or Buchanan Street.
2. When entering the parking lot, cars turn right and stop at the gym doors.
3. Students exit the cars and enter the building through the gym doors.
  - a. Students who arrive between 7:00 A.M.- 7:40 A.M. are to report to the gym.
  - b. Students who arrive between 7:40 A.M.- 7:55 A.M. are to report directly to the classroom.
  - c. Morning announcements begin at 7:55 A.M., and instruction begins at 8:00 A.M.
  - d. Students who arrive after announcements (8:00 A.M.) are considered tardy and must be escorted to the front office by an adult to be signed in.
4. Parents are NOT to exit their cars during carpool. Students should be prepared to exit the car independently with all their belongings.
5. Buchanan Street is one-way during morning carpool hours. Exiting cars are only permitted to turn right when exiting the parking lot.

### **AFTERNOON**

1. Cars follow the same route as the morning carpool. However, a second line of cars is added in the afternoon (orange arrow) due to congestion.
2. A staff or safety patrol member will assist students to their cars.
3. Make sure to have your placard on display.
4. Students who have not been picked up by 3:00 P.M. will be sent to the after-school care enrichment program and charged accordingly.

***Always follow the directions of the staff on duty and ensure any substitute picking up your child is aware of the procedures.***

### **CHANGE OF CONTACT INFORMATION**

The school is required to have up-to-date contact information on file for all parents. If you move or change jobs, please contact the school office with the new information immediately. You will also need to contact the MACS business office at 704-370-3265 with any change of address.

## **COMMUNICATION**

Teachers communicate their classroom information through PlusPortals and/or a monthly or weekly newsletter. If parents need to contact teachers through their school email or by phone, please allow a minimum of 24 hours for the teacher to respond. The parent may also leave messages through the main office for the staff they wish to contact. The most effective form of communication is through email. For a full list of faculty and staff email addresses, see page 6.

## **COUNSELING PROGRAM**

Students can see our school counselor for many reasons. If 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, 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 in accordance with the North Carolina, Common Core standards as well as the Mecklenburg Area Catholic Schools curriculum standards.

## **DISCIPLINE**

### **General School Rules:**

- Respect God's house and God's name by showing reverence.
- Respect teachers and adult volunteers by listening, obeying, and participating.
- Respect classes in progress by walking quietly in the halls.
- Respect others by speaking and acting with kindness and using manners.
- Respect others' property by treating items with care.
- Respect yourself by keeping your uniform neat and clean.
- Respect our school by keeping it clean.

As the parent is the child's primary educator, the parent is the primary person responsible for discipline. St. Patrick Catholic School has set forth policies and guidelines for the safety of the students and for the security of the learning environment. The administration expects that parents will cooperate with the school staff by supporting the school policies and guidelines. Students are subject to the authority of the principal and the entire staff of St. Patrick Catholic School.

Each classroom teacher handles minor disciplinary problems. If behavior does not improve, a student will be referred to the office to speak to the principal or dean of students. Parents will be notified if a student has been sent to the office. Conferences including administration, parents, student assistance team members, and the student may occur. The following are examples of behavior that result in an office referral:

- Repeated failure to obey school policies and regulations
- Continual insubordination and disrespect
- Damaging or destroying school property
- Stealing or damaging another person's personal property
- Fighting
- Deliberate cheating (The assignment will be confiscated and no credit will be given.)
- Use of inappropriate language – oral or written
- Bullying

## **Disciplinary Actions**

Time may be spent in the office as a disciplinary consequence determined by the administration. An out-of-school suspension may be warranted for the following reasons:

- Possession of an object that is dangerous or perceived to be dangerous
- Leaving the school grounds without permission
- Intentional physical harm
- Possession or use of tobacco products
- Immoral words/language

## **Other serious infractions, including repeated minor infractions expulsion may occur for:**

- Possessing a weapon on school property and continual violation of school rules

Any potential or unforeseen issue not specifically listed above will fall under the purview of the principal. The principal reserves the right to apply appropriate consequences. Students will be expected to abide by school-wide rules. Any faculty or staff member who observes infractions to the rules may discipline according to school policy.

## **School Behavior Pledge:**

- We, St. Patrick Catholic School students, agree to work together to be Jesus to one another.
- We believe that everybody should enjoy our school and feel safe, secure, and accepted. It does not matter what color, race, gender, or nationality we are. We are all equal in God's eyes.
- Pushing, shoving, hitting, spitting, name-calling, teasing, or making fun of others will not be tolerated at our school. Defacing, destroying, or damaging school property will not be tolerated at our school.
- We understand our school rules and how to be Jesus to one another. We agree to help our school by reporting unkind and inappropriate behavior to an adult. We also agree to be the best students by respecting our teachers, ourselves, and other students' comments, opinions, and ideas.

## **DISCIPLINE PROBLEMS**

St. Patrick Catholic School is responsible for the safety of your child/ren while he/she is in school or at a school-sponsored event. If there is an incident involving a threat, danger, or illegal activity involving your child outside of the school or a school-sponsored event, it is the responsibility of the parent to bring the threat, danger, or illegal activity to the attention of the parents of the child involved and also report it to the proper legal authority. Should a social media posting/interchange disrupts the classroom setting, the administration and/or counseling department may find it necessary to intervene. The school and/or employees are not responsible or liable for any issues or problems outside the school and/or school-sponsored events.

## **DRILLS**

As required by law, a fire drill is conducted each month. Tornado drills are conducted each semester, and lock-down/barricade drills are conducted each quarter. All drills are demonstrated for students at the beginning of the school year.

## **EARLY DISMISSALS**

Please email your child's teacher and the office ([jrarigoni@stpatrickschool.net](mailto:jrarigoni@stpatrickschool.net)) 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 office and sign out your child. The office staff will call the child down to the office. At no time should a parent go directly to the child's classroom. Early dismissals will not be granted after 2:15 P.M.

## **ELECTRONIC DEVICES**

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



**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.

**FINES**

If furniture, equipment, or school textbooks are marred or destroyed by a student, there will be a charge according to the expense involved in replacement. A fine applies if the student loses a textbook and cannot be located. In addition, an appropriate consequence/punishment will result if the damage is intentional.

**GOOGLE CALENDAR**

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

Link: <https://calendar.google.com/calendar/u/3?cid=c2FpbnRwYXRyaWNrMTEyNUBnbWFpbC5jb20>

**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*

Gradebooks are updated on a bi-weekly schedule. Please refer to the school calendar for dates.

**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.

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Classroom teacher or Staff member with whom the grievance arose</li> <li>2. The principal</li> </ol> | <ol style="list-style-type: none"> <li>3. Diocesan Superintendent</li> <li>4. Vicar of Education</li> <li>5. The chancery</li> </ol> |
|--|--|

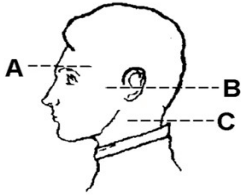
All communication should be in writing, requesting a response within ten (10) business days and followed up by documented verbal communication. Any concerns regarding personnel, educational programs, or facilities should be directed to their lowest possible level for an equitable solution according to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

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Classroom teacher or Staff member with whom the grievance arose</li> <li>2. The principal</li> </ol> | <ol style="list-style-type: none"> <li>3. Diocesan Superintendent</li> <li>4. Vicar of Education</li> <li>5. The chancery</li> </ol> |
|--|--|



## **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 CURRICULUM**

The school nurse assists the teachers in presenting age-appropriate health lessons for students.

## **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 the event of 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. Chronic incomplete or missing homework will be brought to the parent's attention.

## **HOURS OF OPERATION**

- **7:00-7:30 A.M:** Before School Care
- **7:50 A.M:** First Bell
- **7:55 A.M:** Second Bell- Morning Announcements, Tardy Bell
- **8:00 A.M:** Instruction Begins
- **2:35 P.M:** Dismissal Begins
- **3:00 P.M:** After School Enrichment Program Begins
- **6:00 P.M:** After School Enrichment Program 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 has 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 must contact you or the person you have designated to take your place when you cannot be reached.

**We will ask you to take your child home from school and/or to keep them home if he/she experiences 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 nurses' discretion
- Other symptoms that interfere with your child's or other students' learning

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

### **INCLEMENT WEATHER**

All communication regarding late opening or early closure will be communicated through email and text message. Please ensure you give the school all current phone numbers and email addresses

- **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.

### **INSURANCE**

St. Patrick School's insurance provides secondary coverage for students in the event of an accident or emergency during school hours or athletic events.

### **INTERNET ACCEPTABLE USE POLICY**

All students, faculty, and staff are expected to use all hardware and software with the utmost care, respect, and regard for the work of others. The use of the internet is a privilege, not a right. Inappropriate use will limit or cancel user privileges and may result in other disciplinary actions. Students will be monitored when the Internet is used during class. Under the direction of the Diocesan IT Department, St. Patrick Catholic School will continue to utilize filtering software to block student access to inappropriate websites.

#### **Acceptable Use of the Internet**

St. Patrick Catholic School expects that the Internet is used responsibly, efficiently, ethically, and legally by all members of the St. Patrick community and is used 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. Inappropriate use of technology may result in loss of privileges and disciplinary action.

#### **Netiquette Rules**

Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

- Be polite; rudeness is never acceptable.
- Use appropriate language.
- Do not reveal your personal address, telephone number, or anyone else's.

### **IRISH INFORMER**

The Irish Informer is the weekly newsletter from the administration of St. Patrick School. The newsletter will be published on Sunday afternoon via email and text message. The parent/guardian must notify the school if they are not receiving the weekly 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)**

LEAP is a program designed to promote 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.

### **LEARNING SUPPORT**

The Learning Support Program is part of the regional program within the Mecklenburg Area Catholic Schools. The goals of the program are:

- assist in the identification of students requiring additional educational support
- provide direct specialized instruction to students who have been identified with a learning disability, learning concern, or attention disorder
- assist teachers in finding successful instructional methods for students
- provide support to parents who seek information and/or services for their children

### **LICE**

The MACS School Health Program follows the guidelines outlined 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 stairway adjacent to the art room. 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. Quarterly, all 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 library book charges. A lost book must be replaced. Any student who has not returned books or paid the replacement cost at the end of each quarter will not receive his/her report card.

### **MAKE-UP/NAIL POLISH**

Students are not permitted to wear make-up or nail polish to school except for specific dress-up/costume days as outlined by the principal.

### **MATTHEW MORGAN DOWNS SYNDROME PROGRAM**

The program for students with Down syndrome began in 2003-2004 as the Matthew Morgan Classroom, targeting students who were 14-21 years of age. In 2011, St. Patrick Catholic School was able to continue that legacy by opening enrollment 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. Families will discover an inclusive environment in a faith-based setting that will nurture their children spiritually, intellectually, emotionally, physically, and socially. These students are an integral part of our school and contribute to St. Patrick’s mission to “Be Jesus to one another.” The Matthew Morgan Program is housed at St. Patrick Catholic School (grades K-5) and Holy Trinity Catholic Middle School (grades 6-8).

### **MISSED ASSIGNMENTS**

Unexcused 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/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**

It is the responsibility of divorced parents to furnish 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 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
- Tennis shoes
- Shorts
- St. Patrick Spirit Shirts
- Golf Shirts
- t-shirts (no offensive language)
- sandals with a back

#### **Students May NOT Wear:**

- flip flops or any sandal without a back
- tank-tops
- athletic pants
- pajama pants
- sweatpants or nylon pants
- hats
- t-shirts with offensive language

### **PARENT/TEACHER CONFERENCES**

Conferences are held during the first semester. 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 before conferences. Please refer to the school calendar for scheduled dates.

## **PARKING**

Do not park directly in front of the school on Buchanan Street in the spaces designated by signage and orange cones. This is reserved for bus parking. Parking is available in the side lot, next to the cafeteria. During special programs, the back lot is open and available for parking.

## **PHOTO/VIDEO RELEASE**

St. Patrick Catholic School may use photographs or videos taken by the 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 have the option to sign a “no-photo” release, indicating that they do not grant permission for their child to be photographed or videotaped and publicized.

## **PHYSICAL EDUCATION UNIFORMS**

Physical education uniforms for the 2023-2024 school year are optional. No student is required to change for P.E. on a daily basis. Students are permitted to come to school and remain in their P.E. uniforms on Monday and Wednesdays weekly. On Tuesdays, Thursdays, and Fridays, students must come in their regular P.E. 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](https://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**

The purpose of a progress report is to inform parents of their child's progress in school at the midway point in the quarter. 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.

## **PROTECTING GOD’S CHILDREN**

St. Patrick Catholic School welcomes and encourages volunteers throughout the school year; however, all volunteers must complete a background check, volunteer profile, and the “Protecting God's Children” workshop. The workshop may be completed online, or an in-person schedule is available on the Diocesan website, [www.charlottediocese.org](http://www.charlottediocese.org). After the workshop, you will receive monthly bulletins through the VIRTUS email. It is extremely important to remain current on these bulletins. If you fail to keep current on monthly bulletins, your completed status will be put on hold, and you will not be allowed to volunteer in the school, including chaperoning field trips. 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](http://www.charlottediocese.net/safe-environment/reporting-abuse).

## **PTO**

The Parent Teacher Organization is intended to support the entire school community. The Parent Teacher Organization sponsors a variety of activities throughout the year to achieve the following goals:

- fundraising to pay for items or activities not covered by the tuition
- setting up mechanisms to enrich the academic experience of the children
- showing teacher and staff support and appreciation
- organizing community-building activities

A description of the activities and/or committees of the organization is available from the PTO. These

activities need volunteers, and all parents are sent a questionnaire soliciting volunteers for each activity.

### **2023-24 St. Patrick Catholic School PTO Executive Board**

Colleen Terschluse, President  
Katie Swanson, President Ex Officio  
Linsey Zalecki, Secretary  
Natalie Foy, Treasurer  
Elizabeth Angstadt, VP Academics  
Eileen Bishop VP Community

Katie Nelson, VP Fundraising  
Heather Moeller VP Outreach  
Kristin Mancina, VP Teacher Support  
Hannah Lynch, Teacher Liaison  
Mr. Nicholas Calametti, Principal

### **REPORT CARDS**

Report cards are issued quarterly (4 times a year.) Report cards are available only through PlusPortals. No physical report cards will be sent home except for June's final cumulative report card. 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 principal and the student assistance team. 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. Retention decisions must be made by both parties by May 1, 2024.

### **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 to 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 into the school. 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.

### **SCHOOL ADVISORY COUNCIL**

The school advisory council comprises parent volunteers who advise the principal on decisions and school improvements. The advisory council is not the governing board of the school. The school advisory council is a new council for the 2023-2024 school year. More information is forthcoming.

### **SCHOOL BOARD**

A broad-based school board oversees the operation of the regional school system. The MACS board meets on a regular schedule. The public is encouraged to attend the open meetings. Board members can be found at <https://www.discovermacs.org/macsboardmembers>

## **SOCIAL MEDIA**

Social media in any form, 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. The proper escalation process can be found on page 17.

## **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 as they become available.

## **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 advisors.

## **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 consist of cumulative report cards, standardized test scores, baseline, teacher recommendations, and classroom work samples. Portfolios are for all K-5 students.

## **TELEPHONE USAGE**

Students are not permitted to use the office telephone during the school day except in the case of an emergency and must be supervised by a staff member. Forgotten items are not considered an emergency, therefore students will not be allowed to call home.

## **TRANSPORTATION (MACS)**

All bus riders are dropped off on Buchanan Street by the gym door/steps in the morning. Bus riders in the afternoon are dismissed first to the foyer, where a faculty member checks in for their bus. Any changes in the bus routine for your student must be submitted to the office via email or a phone call. If a change needs to be made in an emergency, please contact the school office. Bus transportation is for registered bus riders only. Bus procedures are in place for the safety of every child riding the bus to and from school. You should receive the procedure guide from MACS. The school principal and the bus supervisor will ensure that every student on the bus follows procedures and safety guidelines. 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. Please ensure your child knows the bus number they will ride home daily.

## **TUESDAY FOLDERS**

All pertinent information from the school administration will be emailed to parents in the Irish Informer. On Tuesday of each week, graded/credited student work will be returned home to students via the Tuesday Folder. Please follow the requirements of the classroom teacher regarding work that needs to be signed.

## **TUTORING**

Teachers employed by St. Patrick Catholic School may tutor after their contractual day ends. Tutors who St. Patrick Catholic School does not employ must abide by procedures set forth by the school and need to coordinate their schedule with the administration as well as the classroom teacher.



## **UNIFORMS**

### **Boys**

#### **Mass Day Requirements**

- K-5 Long Pants

#### **Bottom Options**

- Navy Pants
- Navy Shorts
- Optional belt

#### **Top Options**

- Green or white short or long sleeved knit shirt
- All tops must have the St. Patrick logo

#### **Shoes**

- Athletic shoes or
- Brown or black loafers

#### **Socks**

- Solid black, white, forrest green, or navy/green St. Patrick logo socks

#### **Cold Weather Options**

- Green Fleece
- Warm-Up Suit Jacket
- A solid white shirt or turtleneck (worn under the school shirt)
- Hats and scarves may be worn, but removed when entering the classroom
- Outerwear not sold by Flynn O'Hara is not allowed

#### **Physical Education**

- All P.E. uniforms are optional
- PE shorts and warm-up suits are optional
- Athletic shoes are required for all grades

*If students have P.E. on Mass day, they are expected to wear their Mass uniform and change into their P.E. uniform after Mass.*

Our uniforms are purchased from Flynn & O'Hara located at 1730 Abbey Place, Charlotte, NC 28209 or through their website: <https://flynnohara.com>

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

### **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 or long sleeved blouse/knit shirt
- All tops must have the St. Patrick logo

#### **Shoes**

- Athletic shoes
- Mary-Jane or ballet style shoes

#### **Socks**

- Solid black, white, forrest green, or navy/green St. Patrick logo socks

#### **Cold Weather Options**

- Green cardigan sweater
- Green Fleece
- Warm-Up Suit Jacket
- 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
- Outerwear not sold by Flynn O'Hara is not allowed

#### **Physical Education**

- All P.E. uniforms are optional
- PE shorts and warm-up suits are optional
- Athletic shoes are required for all grades

*If students have P.E. On Mass day, they are expected to wear their Mass uniform and change into their P.E. uniform after Mass.*



### **VIRTUAL/DISTANCE LEARNING**

Virtual or distance learning is not available for students during the 2023-2024 school year.

### **VISION SCREENING**

All elementary and middle school nurses perform a vision screening in November for all students in grades 1, 3, 5, and 7. Other students may be screened at the nurses 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 first sign in with the office and receive a visitor badge. The badge must be worn at all times while at school. Parents are not to go to the classrooms to deliver forgotten items. Please drop off any forgotten items at the office, which will be delivered to the classroom. Please ensure your child's name and classroom number are clearly marked. If a parent needs to meet with a teacher, an appointment must be scheduled in advance. Please do not go directly to a classroom before the school office staff contacts the classroom teacher.

### **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 school property, except by authorized security officials, is expressly forbidden. School property includes buildings and parking areas. Violations may result in disciplinary action, up to and including expulsion.

### **WITHDRAWALS**

If you need to withdraw your student from the MACS school system, you must write a letter to the school principal. In addition, you must contact the MACS business office at 704-370-3265 to begin the withdrawal process. The school will forward student records upon completion of the withdrawal process requirements.

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DIOCESE OF CHARLOTTE

ASTHMA TREATMENT AUTHORIZATION FORM

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom/Teacher \_\_\_\_\_

Check One:

( ) I request that my child be assisted in taking the asthma medication listed below at school by authorized persons.

( ) I permit my child to self-medicate as authorized by me and the physician (see below). Further, I request that should my child develop difficulty breathing at school, authorized persons may initiate emergency procedures need, listed below.

PHYSICIAN'S AUTHORIZATION

Name of Asthma Medication \_\_\_\_\_

Form of Medication (circle one): Inhaler / Tablet / Capsule / Sprinkles / Liquid / Other

Dose \_\_\_\_\_ Time to be given \_\_\_\_\_

PRN for (describe indication) \_\_\_\_\_

How soon can it be repeated? (PRN Only) \_\_\_\_\_

\* Is the student authorized to self-medicate? YES NO (See reverse side of form)

Significant Side Effects \_\_\_\_\_

Contraindications for Administration \_\_\_\_\_

If an emergency situation or reaction occurs, school officials are to:

a. Contact parent at home \_\_\_\_\_ work \_\_\_\_\_ mobile \_\_\_\_\_

b. Contact physician's office (print) \_\_\_\_\_ phone \_\_\_\_\_

c. For \_\_\_\_\_ reaction, take child to emergency at \_\_\_\_\_

Printed Physician's Name \_\_\_\_\_ Office Phone \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_ Fax \_\_\_\_\_

PARENT / GUARDIAN AUTHORIZATION

I hereby give my permission for my child, named above, to receive medication during school hours. I hereby release the Diocese of Charlotte, their agents, and their employees from any and all liability whatsoever that may result front my child taking this prescribed medication. I am responsible for providing the medication in a properly labeled pharmacy container with identifying information (child's name, medication, dosage, time to be given).

Parent's Name \_\_\_\_\_ Home Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Printed Parent's Name \_\_\_\_\_ Work / Mobile Phone \_\_\_\_\_

**DIOCESE OF CHARLOTTE CATHOLIC SCHOOLS HEALTH SERVICES**

**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 school. The immunization certificate may be copied. The original certificate should be retained by the family (and updated as booster doses are received) throughout the child's school career extending through college.

Immunization Certificates presented to school must include:

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 physician or clinic which administered the immunizations.
4. Certificates are to be signed or stamped by the physician or clinic.

**Immunization Exemptions**

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. (See form below)

**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 IMMUNIZATION LAW RELIGIOUS EXEMPTION**

**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.

NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

MINOR CHILD'S NAME : \_\_\_\_\_

DATE OF BIRTH : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

**DIOCESE OF CHARLOTTE  
STUDENT HEALTH RECORD**

SCHOOL _____				GRADE _____	
NAM E(LAST) _____		(FIRST) _____	(MIDDLE) _____	BIRTH DATE _____	SEX _____
FATHER AND MOTHER (MAIDEN NAME) OR GUARDIAN _____					
ADDRESS _____			CITY/STATE _____		ZIP _____

RECORD OF IMMUNIZATION (Enter date of EACH dose - Mo/Day/Year)					
VACCINE	#1	#2	#3	#4	#5
DTP/DTaP					
Tdap					
POLIO					
Hib					
MMR			HEPATITIS B SERIES		
MEASLES			#1	#2	#3
MUMPS			VARICELLA	#1	#2
RUBELLA			MCV	#1	#2
PCV					

STATE LAW REQUIRES MINIMUM DOSES FOR EACH VACCINE (SEE REVERSE)  
 NOTE: Exemptions from NC State Immunization Law require that a statement must be on file in student's permanent record. Exemptions must meet requirements of the law. Medical \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ BP \_\_\_\_\_ LAB REPORT \_\_\_\_\_

VISUAL ACUITY (R) \_\_\_\_\_ (L) \_\_\_\_\_ W/O GLASSES/CONTACTS

HEARING PASS \_\_\_\_\_ FAIL \_\_\_\_\_

PHYSICAL EXAM	NORMAL	ABNORMAL	PHYSICIAN'S COMMENTS
NUTRITION			
SKIN AND SCALP			
ENT			
TEETH			
EYES			
HEART			
LUNGS			
ABDOMEN			
ORTHOPEDIC			
NEURO			

CHECK BOX	PRESENT	ABSENT	PHYSICIAN'S COMMENTS
EMOTIONAL/MENTAL BEHAVIOR PROBLEM			
PHYSICAL HANDICAP-LIMITS ACTIVITY			
RESTRICTION NEEDED			
ENCOURAGE PARTICIPATION			
OTHER HANDICAP/DISABILITY:			
SEIZURES			
ALLERGIES			
ON MEDICATION (SPECIFY)			
FOLLOW-UP RECOMMENDED			

- Cleared - I certify that I have examined the above named student and that such exam reveals no condition that would prevent this student from participating in interscholastic sports or physical education classes.
- Not cleared. If student not qualified, list reasons. \_\_\_\_\_

DATE of EXAM \_\_\_\_\_ PHYSICIAN'S SIGNATURE \_\_\_\_\_

Physician's Address \_\_\_\_\_

**DIOCESE OF CHARLOTTE CATHOLIC SCHOOLS PHOTO/VIDEO RELEASE FORM 2023-2024**

(New Form Must be Completed & Signed Each Year)

2023-2024 School Year

As the parent/guardian of the student(s) listed below, I give my permission for \_\_\_\_\_ School, The Roman Catholic Diocese of Charlotte and/or any other entity operating under the direction of said Diocese, ("School") permission to record on photography film and/or video, whether digital or otherwise, live streamed, digitally delayed and/or otherwise transmitted, video, pictures, images, sound recordings and/or other reproduction, without restriction, of my participation and/or my student's participation in any event, instruction and/or activity, that is sponsored by, authorized, associated with and/or supported by the School. I agree that any or all of the material may be used, in any form, as part of any publications, brochure, social media, instruction, sample, internet or other printed materials that the School deems to be an appropriate use, and further that such use shall be without payment of fees, royalties, special credit or other compensation. I agree to indemnify and hold harmless the School, its employees, agents, representatives and assigns from any and all claims regarding the use of said material. Furthermore, I hereby waive any and all claims that I may have, or hereafter acquire, regarding the use of said material by the School, its employees, agents, representatives and/or assigns.

(Please print the names of all your children in this school, for whom permission is granted. Names might appear in publication.)

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**DIOCESE OF CHARLOTTE**  
**MEDICATION AUTHORIZATION**

This form must be completed in full by the **physician** and signed by the parent/ guardian and physician in order for any **prescription** or **non-prescription medication** to be administered at school. **Please print neatly.**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Weight \_\_\_\_\_ Allergies \_\_\_\_\_

**Non-Prescription (Over-the-Counter) Medication**

Check the medication the student may be given:

	Yes	No	Dosage	Reason/Side Effects/Comments
Tylenol or generic	_____	_____	_____	_____
Advil or generic	_____	_____	_____	_____
Sudafed PE	_____	_____	_____	_____
Antacids (Tums)	_____	_____	_____	_____
Throat Lozenges	_____	_____	_____	_____
Antibiotic Ointment	_____	_____	_____	_____
Cortisone Cream	_____	_____	_____	_____
Benadryl Cream	_____	_____	_____	_____
Other:	_____	_____	_____	_____

Date Medications to begin: \_\_\_\_\_ Date Medications to end: \_\_\_\_\_

**Prescription Medications**

Medication: \_\_\_\_\_ Reason for medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

Side Effects: \_\_\_\_\_

Date medication to begin: \_\_\_\_\_ Date medication to end: \_\_\_\_\_

Medication: \_\_\_\_\_ Reason for medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

Side Effects: \_\_\_\_\_

Date medication to begin: \_\_\_\_\_ Date medication to end: \_\_\_\_\_

Medication: \_\_\_\_\_ Reason for medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

Side Effects: \_\_\_\_\_

Date medication to begin: \_\_\_\_\_ Date medication to end: \_\_\_\_\_

**THE BACK OF THIS FORM MUST BE COMPLETED WITH PARENT AND PHYSICIAN SIGNATURE**



**PHYSICIAN AUTHORIZATION  
(REQUIRED)**

Printed Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENTAL / GUARDIAN AUTHORIZATION  
(REQUIRED)**

I have read the Diocese of Charlotte Medication Regulations on Medication Administration in the school setting that I was provided under separate cover. I am requesting that the above medication be administered as I have indicated. I hereby give my permission for my child (named above) to receive this medication during school hours. I also give my permission for the school nurse and the health care provider listed above to exchange information about the medication and my child's health status. On behalf of my child, I absolve the Diocese of Charlotte, their agents and employees from any liability whatsoever that may result from my child taking this medication.

Parent /Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

If student is allowed to self administer Insulin, Epi Pen, or Asthma Inhaler, a Self-Medicating Student/Parent/Physician Agreement must be completed.

**VOLUNTEER PROFILE**  
**Diocese of Charlotte**



**Volunteer Profile**

This form is to be used for all volunteer positions. No other application for volunteer service is authorized for use in the Diocese of Charlotte. Applications for volunteer service must be kept on file after termination of volunteer service.

The climate in the United States at this point in history is such that a concern about potential liability is raised in every sector of American life, including the Church. This is coupled with a heightening awareness of a responsibility to ensure that those who act in the Church's name would never violate basic Christian decency.

In order to protect the Church, those whom it serves and those who serve it, we ask you to complete the form below.



NAME \_\_\_\_\_  
(Last) (First) (Middle Initial)

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

TELEPHONE \_\_\_\_\_  
(Home) (Cell)

EMAIL ADDRESS \_\_\_\_\_

WHAT POSITION/ MINISTRY ARE YOU VOLUNTEERING FOR? \_\_\_\_\_

TIMES AND DAYS AVAILABLE \_\_\_\_\_

IF YOU ARE A SCHOOL VOLUNTEER, PLEASE LIST THE NAME OF YOUR STUDENT:  
 \_\_\_\_\_



**A. PERSONAL INFORMATION**

1. Have you ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation? If so, explain fully the circumstances. (Such charge or conviction may be relevant if job related, but does not bar you from volunteering.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Have you ever been the subject of an investigation involving an allegation of sexual abuse?

YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please explain:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Has a civil or criminal complaint ever been filed against you alleging, physical abuse or sexual abuse by you? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, give a short explanation of the complaint. (Please indicate the date, nature, and place of the incident leading to complaint, where the complaint was filed, and the disposition of the complaint.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse or sexual abuse by you? YES \_\_\_ NO \_\_\_. If yes, please give a short explanation of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

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5. Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you? YES \_\_\_ NO \_\_\_. If yes, give a short description of the treatment, including date(s), nature and location(s), identifying the treating physician with name, address and telephone number.

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**B. VOLUNTEER HISTORY**

Please list your last three volunteer activities, starting with the most recent.

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**C. PERSONAL REFERENCES**

Please list the name, address and telephone number / email address of three individuals (other than Pastor or Principal) who are sufficiently familiar with you to provide a character reference.

(Name) \_\_\_\_\_ (Full Address) \_\_\_\_\_ (Telephone and/or email) \_\_\_\_\_

(Name) \_\_\_\_\_ (Full Address) \_\_\_\_\_ (Telephone and/or email) \_\_\_\_\_

(Name) \_\_\_\_\_ (Full Address) \_\_\_\_\_ (Telephone and/or email) \_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date



FOR OFFICIAL USE ONLY	
INTERVIEWED BY: _____	DATE _____
POSITION ASSIGNED: _____	
Is the position to which the volunteer has been assigned one that requires that references be contacted? YES _____ NO _____	
If yes, have the references been contacted? YES _____ NO _____	
_____ Signature and Title of Supervisor	

## **MACS AFTER SCHOOL ENRICHMENT PROGRAM (ASEP) INFORMATION & HANDBOOK**

### **Mission**

Mecklenburg Area Catholic Schools (MACS) has designed an After School Enrichment Program (ASEP) to meet the needs of the K-8 children, full-day preschoolers, and full day TK children in the MACS system. The MACS ASEP will provide a child-centered, safe, stimulating, and happy environment, allowing children to interact freely with others. Activities will include recreation and games, arts and crafts, snacks, holiday parties, and programs from outside groups. The middle school ASEP will provide a program to meet the specific needs of adolescents. Students will be exposed to a safe, supervised, and academic environment, providing these students with the ability to complete homework and projects. The program will provide quality childcare, which parents can rely upon throughout the school year.

### **Registration Fee and Form**

The registration fee is \$60 per family. In order to assure your child/children a place, it is important that you register, as space and staffing may be limited. The online registration form can be found by logging into the enrollment portal at [www.discovermacs.schooladminonline.com](http://www.discovermacs.schooladminonline.com) and navigating to your child's checklist. You must complete a registration form for each child.

Once you submit the form and availability has been confirmed, the MACS Business Office will add the registration fee to your FACTS tuition account. Please note that the payment will appear under the Incidental Expenses section. If you signed up for automatic payments for Incidental Expenses during enrollment, this fee will be deducted automatically. If not, you will need to log in and submit the payment. You will receive an email with further instructions on how to make the registration fee payment once the fee is uploaded to Incidental Expenses. This fee is non-refundable and must be received for your child/ren to be considered registered in our program.

This form must be filled out completely, and the information recorded on it should be kept current. Please notify the on-site After School director if there are any changes in business or personal information, such as address or phone number, during the school year. All students are required to register annually for the program.

### **The First Week Information**

ASEP will be available beginning your child's first full day of school.

### **Hours/Status Change**

The programs will operate from the time school is dismissed until 6:00 p.m. All status changes must be approved prior to the beginning of the month. Only one status change is allowed per school year.

### **Fees & Payment Information**

- Registration Fee: \$60 per family
- Full-time: \$250/month for one child; \$180/month for each additional child registered full-time
- Part-time (daily rate): \$30/day; \$20/day for each additional child if attending the same school and the family status is part-time.

## **Payment Information**

- Payments should be made online in your FACTS account, under the Incidental Expenses section, at [online.factsmgt.com](http://online.factsmgt.com). Payment can be made with a bank account or credit/debit card. Please note that FACTS charges a non-refundable 2.95% service fee for credit/debit card transactions.
- Monthly charges will be uploaded to your FACTS tuition account under Incidental Expenses by the 4th of each month. If you are registered for full-time with no status changes during the year, August and June are included in your full-time yearly rate.
- ASEP payments are separate from tuition and may not process automatically, unless you have opted in to automatic payments for Incidental Expenses. You may need to log in each month to make the payment. If you wish to enroll in auto-pay for ASEP, please contact the MACS Business Office after your first monthly charge has been uploaded to FACTS.  
Part-time and Full-time payments are due by the 14th of each month.
- If your payment is received after the 14th, a late fee of \$10 will be charged.
- The returned payment fee is \$30.
- Fees will not be prorated for holidays or absences.
- Please contact the on-site ASEP director if you have questions about the amount due.

If you have questions about how to make payments online through FACTS, please contact the MACS Business Office at (704) 370- 3265.

## **Payment Policy**

If the monthly payment is not received by the last day of the month your child/children will be excluded from the ASEP until the account is brought current unless arrangements have been made with the ASEP Coordinator.

All payment arrangements made must provide for full payment before the end of the school term.

## **Receipts and Tax I.D. 56-1779865**

Please request a monthly or yearly receipt from your on-site ASEP director.

## **MACS ASEP Student Guidelines**

**Attire:** Children may bring play clothes to change into after school.

**Snacks:** Snack will be provided daily. Children on special diets or with any type of food allergy will need to bring their own snacks. Please be sure to include information concerning any allergies your child may have on the registration form.

## **Personal Items/Electronics**

The program is not responsible for personal items brought from home such as toys and balls. Electronics of any kind are not allowed. In keeping with the safety of our children, cell phones and watches that can send or receive text messages are not allowed on the student's person. They must be turned off and kept in the student's backpack. If you need to get in touch with your child please call the after school number.

### **Medication**

Medication will be administered according to MACS policy. The container must be labeled with the medicine name, the child's name and the time to be given and whether or not refrigeration is needed.

### **Pick-Up**

After School is located in either the cafeteria or media center at your child's school. You will receive a welcome letter from your on-site Director with pick-up location details. The staff must be notified in advance in writing if someone other than the parents or an authorized person on the registration form will be picking up a child. This person will be required to show an ID. No child will be allowed to walk home alone or leave with someone not authorized by the parent on the registration form. In case of last-minute (emergency) child pickup arrangements, please call the school before or during ASEP hours.

### **Late Pick-Up**

A \$10 fee will be charged for late pickup after 6:00 p.m. (School Clock). Plus, for every minute late after 6:05 p.m., an additional fee of \$1.00 per minute will be charged. After the THIRD late pickup, a child may be expelled from the program with a two-week grace period to find other care. If your child has not been picked up by 6:15 and no notification has been given, one of the emergency number persons will be contacted to pick up your child. Once the emergency number person has picked your child up, a sign will be left on the outside school door telling the name of the person who picked up your child and the After School worker will leave.

### **Conduct and Discipline**

Children are expected to behave in the program. The goal of this program is to establish an atmosphere in which all children will enjoy participating in the activities. If a child's behavior becomes a problem, privileges within ASEP will be taken away. If your child is acting extremely inappropriate or endangering other children, you may be called and asked to pick up your child from the program that day with a suspension or expulsion from the program. This is done at the discretion of the on-site ASEP director.

The program expects that the child/children will:

- Remain with the group and staff at all times.
- Be responsible for his/her actions.

## **MACS FOOD ALLERGY POLICY**

Mecklenburg Area Catholic Schools (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 takes seriously 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 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 to which they are allergic.
4. Should be proactive in the care and management of their food allergies and reactions based on their development level.

### **School Responsibility:**

*This list is intended to be illustrative, only the provisions that are appropriate should be utilized. MACS will make every effort to tailor the individual health care plan to meet the needs of the student*

1. After receiving the individual Care Plan and Medication Authorization forms from the parent, the school nurse will provide an opportunity to meet to review and implement the plan of care as needed.
2. Assure that all school staff that will have direct contact with student are made aware of the student’s individual care plan.
3. Train First Responder Team to perform first aid including administration of epinephrine auto injector and CPR.
4. If needed provide “safe zone” during classroom snacking and during lunch to include 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.

## **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 brought to the school and 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 only need to put the time and your initials on the pre-printed sheet. A 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 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 a Medication Authorization Form 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.

**ST. PATRICK CATHOLIC SCHOOL DIABETES INDIVIDUAL PLAN OF ACTION**

Student's Name: \_\_\_\_\_ School Teacher: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ (h): \_\_\_\_\_ (w): \_\_\_\_\_ (m): \_\_\_\_\_

Father's Name: \_\_\_\_\_ (h): \_\_\_\_\_ (w): \_\_\_\_\_ (m): \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Office Number: \_\_\_\_\_

Medications Taken at Home:

**Glucose monitoring should take place under the following protocol:**

\_\_\_\_\_ in the classroom \_\_\_\_\_ in the Health Room \_\_\_\_\_ in the office \_\_\_\_\_ other location \_\_\_\_\_

\_\_\_\_\_ in the office or Health Room when the classroom teacher is not present

\_\_\_\_\_ by the student \_\_\_\_\_ by the first aid provider or nurse

Check blood sugars at \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_ as needed

**Procedure for low Blood Sugar (under )::**

- Give \_\_\_\_\_ for a snack
- For blood sugar less than \_\_\_\_\_ give \_\_\_\_\_ immediately.
- Call Mom/Dad if blood sugar is less than \_\_\_\_\_
- Call Mom/Dad if symptoms are not relieved in 5-10 minutes.
- Recheck blood sugar in \_\_\_\_\_ minutes.

**Procedure for high Blood Sugars (over )::**

- Check ketones if blood sugar is greater than \_\_\_\_\_
- Encourage fluids (sugar free) and/or water.
- Encourage exercise.

**Insulin Doses/ Sliding Scale (if necessary)**

- 1.
- 2.

Parent's Signature: \_\_\_\_\_ Child's Signature: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Nurse's Signature: \_\_\_\_\_

**ST. PATRICK CATHOLIC SCHOOL**  
**2023-2024 PEANUT ALLERGY TABLE AUTHORIZATION FORM**

I understand that your child, \_\_\_\_\_ has a peanut/nut allergy. Since there are many children with varied degrees of peanut allergies, I would like to clarify whether or not your child is required to sit at the peanut/nut free table.

Please indicate by checking off the appropriate box:

\_\_\_\_\_ My child MUST sit at the "Peanut Free" table everyday at lunch.

\_\_\_\_\_ My child does not need to sit at the "Peanut Free" table at lunch.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Copies to be filed with the classroom teacher and the school nurse*

**ST. PATRICK CATHOLIC SCHOOL**  
**2023-2024 WALKER AUTHORIZATION FORM**

I, \_\_\_\_\_, permit my child/children to be walkers for the 2020-2021 school year. I understand that children will be escorted outside of the building and either be met by a parent or walk home unescorted. I am also certifying that I live within walking distance of the school. I agree to send in the written notice if I know someone else will be picking up my child/children.

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Please list the name/names of the adults that will be picking up your child/children.

_____	_____
_____	_____
_____	_____

Parent Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## 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 2023-2024 Parent/Student Handbook (found on the St. Patrick School Webpage) and agree to be governed by all terms, provisions, rules and regulations expressed therein.

Acknowledgement Form

<https://forms.gle/Y3RKeBMnR738LtuKA>

or

