



St. Patrick School

131 Mt. Pleasant Ave
Roxbury, Ma 02119
(617) 427-3881

Welcome to **St. Patrick School**

We're so glad to have you apart of our school community! This handbook is meant to provide you with specific information, expectations and rules.

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WHO WE ARE

Our Mission

Saint Patrick School is committed to serving generations of students and families, providing Catholic Doctrine, Christian values and a strong academic curriculum in a nurturing and peaceful environment. St. Patrick School continues to teach the values of truth, morality and spirituality to a richly diverse population within the heart of the inner city of Boston.

T.E.A.M.S

Truth, Excellence, Academics, Morality and Spirituality

-These five components are core to our beliefs at St. Patrick School and must be modeled by us as a faculty.

Academic Vision

St. Patrick School will be a community of instructional rigor and academic success by applying faith and researched-based methods and models. Approaches that have a proven track record of direct impact on the classroom learning environment and student instruction will be implemented. Our continued commitment to instruction and faith-based methods will enhance our goal of promoting lifelong effective practices within our students. Our faculty employs various instructional strategies, meaningful engagement and challenging ideals to engage all learners, creating an atmosphere where students can utilize their learning and faith-based instruction in and outside of the classroom. Students will leave St. Patrick School prepared and knowledgeable in all content areas, as well as equipped with the tools for scholarly achievement.

Daily Procedures

Morning Procedures: Doors open for before care at 6:45 AM, school begins promptly at 7:30 AM. In order to ensure a productive start to the day and maximize learning time, we ask that you try your best to ensure that your child is on time for school able to eat breakfast before morning prayer.

- **Students in Grades Pre-K through 6** will report directly to their classroom where they will be greeted with a handshake by their classroom teachers each day. Students will be served breakfast upon their arrival and will participate in school-wide Morning Prayer, which begins at 7:55 in the main hallway. We ask that all students who plan to eat breakfast arrive at 7:30 AM. Breakfast will be served until 7:50 AM. ***Parents and guardians are welcome to join our school community for Morning Prayer***, which will last about 5 minutes each day. By 8:00, students will walk to their classrooms with their teachers and classroom aides to begin instruction for the day.
- **Late students:** Students in all grades that arrive after 7:45 AM will be marked as tardy by their teacher. Students that are late more than 4 times in a semester will receive an email reminder.

Afternoon Procedures: School is dismissed at 2:40 PM each day, with periodic 11:30 AM early dismissal. After School is available until 5:45 pm for an additional fee.

- **Students who are picked up:**
 - **Grades Pre-K - K0** will meet their families in their classroom. We ask that all parents notify their child's teacher when they leave with their child.
 - **Grades K1- 3** will meet their families on the convent side of the school (to the right of the main entrance). We ask that all parents notify their child's teacher when they leave with their child.
 - **Grades 4-6** will meet their families on the parking lot side of the school (to the left of the main entrance). We ask that all parents notify their child's teacher when they leave with their child.
- **Students who take the bus** will meet on the First Floor Hallway steps, and wait in their bus line until the designated staff person escorts them to their bus.
- **Students in the After School Program** will be picked up directly from their classroom by their After School Teacher.

For safety issues **DO NOT DRIVE INTO THE SCHOOL YARD BEFORE OR AFTER SCHOOL.**

ATTENDANCE

- School begins promptly at 7:30am. Students are considered tardy after 7:45 am
- Dismissal begins at 2:40pm
- If a student is going to be late please call the main office 617-427-3881 and/or email your child's teacher.
- If a student is going to be absent please call the main office 617-427-3881 and/or email your child's teacher.
- A **written note** is required if a child needs to be **dismissed early**. A parent or guardian must come to pick the child up from the office and sign the child out. Elementary school children may only be released to parents/guardians or to those duly authorized by the parents/guardians. No child will be allowed to leave early without an adult.
- Your child's attendance can be directly monitored on our student information system Renweb.

POLICY REGARDING LATE PICK UP OF CHILDREN

Saint Patrick School has the following policy for parents/guardians who are late picking up their child/children from school or the After School Program:

- Regular School closes **at 2:40 p.m.** After School Program closes **at 5:45 p.m.** If a child has not been picked up by closing time, a telephone call will be made to the parent/guardian. If he/she cannot be reached at home/work/school the emergency telephone numbers will be called, and if contact is made, that person will be requested to pick up the child/children.
- If there is no response, the above procedure will be repeated at 3:00 p.m. (regular school) or 6:00 p.m. (After School Program)
- **If no contact has been made by 3pm for regular school students, the child/children will be sent to the After School Program and the parent/guardian billed at the rate of \$30 per child per day. For students enrolled in the After School Program, if no contact has been made by 6 p.m. the designated staff person will call the Department of Children & Families and/or the local police. A report of the action will be placed in the child's file.**

Academics

Curriculum

Kindergarten (ages 2.9-4)

- Opening the World to Learning by Pearson
- Building Blocks by McGraw-Hill

Kindergarten 2- Grade 6

- Journeys for Reading, Writing and English Language Arts
- Go Math for Mathematics
- Science Fusion for Science
- Studies Weekly for History
- We Believe for Religion

Report Cards

Report cards will be distributed in November, February, April and June. Progress Reports will be sent approximately 5/6 weeks prior to the Report Cards to make parents aware of their child's progress.

Honor Roll Requirements: 1st Honors = an average of 90 or above in all academic areas; 2nd Honors = an average of 80 and above in all academic areas; and Honorable Mention = one subject with 70 or above and 80 or above in all other academic areas.

Students are not considered for Honor Roll until Grade 1

Homework Policy

Homework is designed and planned at the discretion of each teacher to meet the needs of individuals and has a definite place in our educational program. Our homework policy is in conformity with the Archdiocesan guidelines of K1, K2 & 1: usually no more than 20 minutes; Grades 2-3: between 30 and 45 minutes and; Grades 4-6: between 45 and 90 minutes. **It is expected that all students complete all homework lessons each night.** Please encourage your child to read if he/she finishes the homework before the allotted time mentioned above.

FORMATIVE TESTING

The Archdiocese of Boston Catholic Schools uses the NWEA Map Testing. This is a very different type of test and will measure growth in each student against him/herself. This testing will take place 3 times a year; Fall, Winter, & Spring.

SUMMER READING

For Middle school (Grades 5-6) all summer reading essays should be typed and graded and returned to the office during the first collection of graded papers. Any reports not passed in will result in a zero.

For Elementary (Grades 1-4) all summer reading should be completed, collected, graded and displayed on the bulletin boards.

For Early Childhood (K1-K2) all summer reading should be completed either at home or in school and displayed on the bulletin boards.

Expectations

GENERAL SCHOOL RULES

1. **DISRESPECT** of any kind **will not be tolerated**. Students are to be respectful to every teacher, staff member and student at all times. **Inappropriate language is unacceptable in every situation.**
2. **NO FIGHTING** will be tolerated in the school or on the school/church property at any time. **Fighting may be grounds for suspension.**
3. **No weapons or toys resembling weapons** (guns, knives, etc.) are allowed at any time. Any child caught with a weapon (**real or toy**) will be subject to suspension and possible expulsion from Saint Patrick School. The police will be called.
4. **No illegal drugs, controlled substances, alcohol or cigarettes are allowed on school property.** Anyone bringing illegal drugs, controlled substances, or alcohol into or around the school property will be subject to **immediate** expulsion. The Boston police will be called and the person will be subject to arrest.
5. **Sexual Harassment/Bullying** of any kind **will not be tolerated**. This includes verbal, written, phone calls, texting, or gestures. Both sexual harassment and Bullying violates the Christian mission of our school and any such incidents will be reported to the Boston Police Department. Students will be subject to suspensions and/or expulsion.
6. **Cell phones must be turned into the office or to the teacher to be locked up for the day.** Students are **NOT ALLOWED** to use cell phones inside the school building. **Any cell phone used in school will be confiscated and the parent notified to come to the school to pick up the phone. The phone will not be given back to the student.**
7. **Cheating, dishonesty or deliberate lying, and the use of foul language is strictly forbidden.**
8. **Respect for school property is expected from every student at all times.**
9. **Birthday parties** are at the discretion of the classroom teacher. Please discuss this with the teacher before sending any type of treats to the classroom.
10. **All school books must be covered at all times** (paper bag covers are fine). Every child should have a **school bag** to carry books in with a separate bag for snacks to prevent any spills on books. Care must be taken with all school property.
 - a. **Parents are responsible for the replacement of any book or property of the school that is lost, marked up, or destroyed.**

Consequences

In the spirit of Christian Justice, any student whose behavior causes the majority of the class to lose valuable educational time or whose behavior needs require excessive time from the teacher will be asked to find another school.

All students are expected to follow the school rules and regulations especially in the areas of **behavior, academics, and homework. Parents will be notified if necessary.**

If necessary students may need to meet with the Administration Tribunal Team to discuss student improvement plans.

Suspensions/Expulsions

- Stealing
- Possession of alcohol or illegal drugs
- Cigarette smoking or possession of smoking materials, including matches, while on school property.
- Possession of a weapon including toys that look like weapon (knives, guns, slingshots, etc)
- Vandalism of any kind. Books, desks and chairs must not be written on or abused. Wall in lavatories, corridors, or stair wells must not be written on, have words scratched into the paint or paint scraped off the wall, holes put in the stairwells (from jumping or throwing things against the walls). Parents/Guardians may be required to repair or pay for any damages to the school.
- Tampering with any school computer or computer program.
- Bullying
- Use of cell phones during academic hours.
- Fighting
- Any use of force against a faculty member

Students will be suspended and or expelled following the process outlined by the Archdiocesan Policy book for serious offenses against others, themselves or school property. The principal is the final recourse in all disciplinary matters and may waive any or all disciplinary regulations for any just reason at his/her discretion.

Classroom Management System

Each classroom will follow the “color change system” the rules and regulations are below:

UNIFORMS

Proper uniforms are mandatory and NOT optional. Students uniform will be checked daily. If a student is not in uniform parents will be responsible for bringing the correct uniform.

The uniform for all (Pre-K/K0) students will be as follows – Boys & Girls:

Navy blue sweat pants or shorts (weather permitting)

St. Patrick School navy blue t-shirt (long or short sleeve)

St. Patrick School navy blue sweatshirt

Sneakers or appropriate school shoes

Girls: K1-4 girls wear a navy blue/hunter green plaid jumper and a **yellow blouse**, navy blue knee socks or tights with **solid black shoes**.

Navy blue button down or pull over **sweaters with the school emblem** may also be worn.

Grades 5-6 girls wear a solid navy blue skirt, a white cotton blouse with a regular collar and a **navy blue sweater vest with the school emblem**. Navy blue knee socks or tights are worn with **solid black shoes**. **Skirts must not be more than ½ “ above the knee and blouses must be tucked in at all times..** If a T-shirt is worn underneath the blouse it **must be solid white** with no designs.

All Girls:From **November 1 to April 1 only** navy blue **dress slacks** may be worn instead of the jumper. All blouses must be tucked in at all times. **All girls must wear a navy blue sweater vest with the school emblem along with the pants**. No jeans or jean look alike material. Please make sure that slacks are not too tight.

For safety reasons only stud earrings or very small hoop earrings (less than ½ inch diameter) may be worn but no large jewelry of any kind is allowed.

Boys: K1 & K2 boys wear navy blue dress pants with a **light blue polo shirt with the school emblem** and **solid black shoes**.

Grades 1-6 boys wear navy blue dress pants **with a black or navy blue belt**, a white or light blue dress shirt (**shirt tails must be tucked in at all times**) and a **solid navy blue tie** (*Grades 1-5*) and **solid black shoes**. (A **navy blue sweater with the school emblem** (*not sweatshirts*) may be worn with uniforms at any time.

Gym Uniform for All Grades:

On Gym days (*Thursdays & Fridays*) students having gym that day wear the Saint Patrick School navy blue sweat pants along with the navy blue St. Patrick School T-shirt, and sweatshirt. **All T-shirts and Sweatshirts must have the St. Patrick School emblem.** All students wear sneakers on gym day. **NO other color T-shirts or shirts with any kind of designs or logos are allowed.**

ADMISSION POLICY

Saint Patrick School admits students of any race, color, religion, nationality and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school.

Saint Patrick's School admission policy is based on the following criteria:

- **Age:** Pre-K children age 2.9, K0 children must be **3**, K1 children must be **4**, K2 children must be **5** and Grade 1 children must be **6** before September 1 as required by the city of Boston.
- **Academics:** *Grade placement tests are administered to ensure that students can learn at or near grade level. If the child has an Individual Education Plan (IEP), it will be reviewed by the Guidance Counselor to determine if the child's individual needs can be met by attending Saint Patrick School. We cannot accept students if we are unable to meet their academic needs.*
- **Finances:** **A Tuition DEPOSIT MUST BE PAID BEFORE students begin classes.** Parents/Guardians are expected to pay the tuition according to the proposed payment plan or make a personal plan with the Tuition Office. All families may apply for a Catholic School Foundation Scholarship by filling out an application to the FACTS Grants & Aid Assessment. Awards are based on need.
- **Family:** Siblings of current students have priority in enrollment.
- **Health:** Proof of all the necessary immunizations as prescribed by the Mass Dept of Public Health must be presented at the time of registration.
- **Probation Period:** All students are accepted on a **90 day probationary period** to make sure that Saint Patrick School is a good fit for each student.

TUITION

The tuition for Saint Patrick School is established by the pastor. Notification is given to all parents/guardians prior to the start of the academic year. St. Patrick School uses

FACTS Management as a way to provide convenient payment options for our families. Payments are scheduled over a ten-month period. Other arrangements may be made with the Tuition Manager in the School Office. **Failure to meet tuition obligations may result in your child not being allowed to attend school.** Parents are encouraged to apply for the **FACTS Grants & Aid** scholarships for financial assistance. Please see the attached policy for further reference.

FUNDRAISING

Full participation in fundraising events is vital to the support of our school as the tuition does not cover the full expense of the quality education of your child/children.

Mandatory: Students and families are required to sell at least four chance books (2 in the fall and 2 in the spring) as part of their fundraising obligation. A total of at least \$20 should be turned in at the end of **each** event. **Failure to sell the chance books will result in the addition of \$40 to your child's/children's regular tuition.**

Optional: Throughout the year we will be participating in fundraising projects such as the Signature Fundraising Catalog Campaign and World's Finest Chocolate sale. The money raised from these events will be used to enhance our educational programs.

VOUCHERS

Saint Patrick School is eligible to accept vouchers from Child Care Choices of Boston. Valid vouchers will be accepted for children in Pre-K, K0, K1, and K2 as well as After School care if eligible. Vouchers must have a valid signature of a CCCB Agent. CCCB will send notices to parents and Saint Patrick School if a voucher is about to expire. **If a voucher expires the parent is responsible for the full fees until a voucher may be renewed. Parent/Guardian is responsible for any fees not covered by a valid voucher.**

Saint Patrick School will be responsible for giving CCCB a 60 day notice of any program changes. The school will also be responsible for letting CCCB know if a child terminates from the program.

Communication

OPEN DOOR POLICY

We want all of our parents to feel welcomed into our school building and classrooms. We ask that when entering the school that you stop by the school office and get a visitors pass before entering a classroom.

“NO SCHOOL” ANNOUNCEMENTS

Announcements regarding the closing of school due to inclement weather are made over most Boston TV and Radio stations. St. Patrick School follows the “no school” decisions of the **Boston Public Schools**. Please do not call the school for this information.

STUDENT INFORMATION SYSTEM

RenWeb’s ParentsWeb is a private and secure parents’ portal that will allow parents to view academic information specific to their children, while protecting their children’s information from others. Through ParentsWeb, families can communicate with teachers and other school staff online whenever necessary. You may also view your child’s grades, attendance, homework, other useful school information and any other billing information which in prior years was accessed in the FACTS Payment Plan. Going forward, the only way to access FACTS tuition and incidental accounts is by logging into ParentsWeb. RenWeb Home provides access to ParentsWeb from an iPod, iPhone or iPad with the conveniences of an App. To download the app, go to the Apple App Store or Google Play Store on your device.

Parent Resources

Home and School Association

St. Patrick’s Home and School Association (our parent organization) meets regularly throughout the school year to discuss ways to support school events and initiatives, as well as to plan for events and fundraisers that will engage the entire school community. We welcome all parents who are interested in participating! The first meeting is on Thursday, October 4th at 5:30 PM. Meetings occur on the first Thursday of every month.

Coffee with Principal

Throughout the school year there will be several opportunities for families to meet with me in an informal setting to share their concerns, have their questions answered and hear about new things happening in the school community. The Coffee Hour will be held on Friday, October 19th.

RESOURCES

Email list

Administrative Team

Principal	Tiffany Sawyer	tsawyer@stpatrickschoolroxbury.org
Admissions Specialist	Samantha Rivas	srivas@stpatrickschoolroxbury.org
Administrative Secretary	Shamim Clegg	sclegg@stpatrickschoolroxbury.org

Team of Teachers

Pre-K Lead Teacher	Renee Brown	rbrown@stpatrickschoolroxbury.org
Pre-K Teacher Aide		
K0 Lead Teacher	Delali Agblekpe	Daglekpe@stpatrickschoolroxbury.org
K0 Teacher Aide	Treasure Clegg	tclegg@stpatrickschoolroxbury.org
K1 Lead Teacher	Lisa Griffin	lgriffin@stpatrickschoolroxbury.org
K1 Teacher Aide	Amelia Rosa	arosa@stpatrickschoolroxbury.org
K2 Lead Teacher	India Anderson	ianderson@stpatrickschoolroxbury.org
K2 Teacher Aide	Yesenia Berrios	yberrios@stpatrickschoolroxbury.org
Gr. 1 Teacher	Juliet Hazard	jhazard@stpatrickschoolroxbury.org
Gr. 2 Teacher	Bobbette Morrison	bmorrison@stpatrickschoolroxbury.org
Gr. 3 Teacher		
Gr. 4 Teacher		
Gr. 5 Teacher		
Gr. 6 Teacher	Gloria Frye	gfrye@stpatrickschoolroxbury.org

Religion/Spanish	Mary Ciannavei	mciannavei@stpatrickschoolroxbury.org
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Specialists

Nurse	Jackeline Barbosa	jbarbosa@stpatrickschoolroxbury.org
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Lunch Services	Tanya griffin	griffinyak@msn.com
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After School Director

Computer	Deborah Vinton	debvinton3@gmail.com
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Music	Lorraine Bohleen	lbohleen@gmail.com
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Gym	Yvette Funchess	yfunchess@stpatrickschoolroxbury.org
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Library

Custodial	Charles Quaterello	
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