

**St. Patrick School**  
**16 Main Street**  
**Pelham, NH 03076**  
**603-635-2941**  
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[www.saintpatrickschool.net](http://www.saintpatrickschool.net)

Dear Parents and Students,

***“What greater work is there than training the mind and  
forming the habits of the young?”***  
***St. John Chrysostom***

Welcome to St. Patrick Catholic School! In choosing St. Patrick School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Roger G. Dumont  
Principal

## **St. Patrick School**

St. Patrick School on the campus of St. Patrick Church in Pelham is equipped with a Kindergarten (a full day Kindergarten class is offered) in addition to Grades 1 through 8 Catholic Elementary and Middle School under the Diocese of Manchester, NH.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teachers. United with each other in meaningful liturgy and prayer, the students come to an understanding of the Christian life. At St. Patrick School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the guidelines of the states of New Hampshire, Massachusetts & Connecticut, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **History**

St. Patrick School was dedicated and opened in 1961 by Most Reverend Ernest Primeau, S.T.D., Bishop of Manchester. At that time the school was staffed by the Sisters of Mercy. The school currently is staffed by certified lay teachers in grades Kindergarten through 8.

### **Diocesan Schools Mission**

The mission of the schools in the Diocese of Manchester is to engage our schools in creating a quality, spiritual and academic education within an environment that fosters the current and future development of the whole child.

### **St. Patrick Church**

*"I give you a new commandment: Love one another just as I have loved you. It is by your love for one another that everyone will recognize you as my disciples."*

*John 13: 34-35*

St. Patrick Catholic Church is a worshipping servant community dedicated to ministering to our members and to the greater community in the image given by Jesus. This ministry is centered around the sacraments and through our acts of faith and stewardship.

### **Mission Statement of St. Patrick School**

As a school family we provide our students with a nurturing, academic environment that leads to respect and responsibility for self and others, while grounding them in our Catholic values and beliefs.

### **School Philosophy**

St. Patrick School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Manchester, NH.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

### **Accreditation**

St. Patrick School completed its two year self-study and was accredited by the New England Association of Schools and Colleges on December 6, 2007.

## Admission Information

### Nondiscriminatory Policy

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

As openings become available, the following priorities will be used to accept students to St. Patrick School:

1. Children who have been enrolled in the previous year and who have paid all previous tuition and fees.
2. Children of faculty members.
3. Children who have siblings attending St. Patrick School.
4. Children of Alumni of St. Patrick School.
5. Children whose parents are registered parishioners at St. Patrick Church.
6. Children who have attended our Kindergarten.

Children entering Kindergarten must be five (5) years of age by October 31<sup>st</sup>.

At the time of registration, all new students seeking admission to St. Patrick School are evaluated on the basis of available standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
- \*Health Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Patrick School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8. All new students will be given a 90 day trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Patrick School.

**Non-Catholic students whose parents accept the philosophy of St. Patrick School will be accepted on a space available basis.**

*Financial Obligations*

**TUITION SCHEDULE  
SCHOOL YEAR – 2010-2011**

**KINDERGARTEN – GRADE EIGHT**

Tuition charge for 1 child Registered Catholic Steward.....	\$ 3,900
Tuition charge for 2 child Registered Catholic Steward.....	\$ 7,596
Tuition charge for 3 child Registered Catholic Steward.....	\$11,100
Tuition charge for 4 child Registered Catholic Steward.....	\$14,604
Tuition charge for 1 child Non-Registered Family.....	\$ 4,608
Tuition charge for 2 child Non-Registered Family.....	\$ 9,024
Tuition charge for 3 child Non-Registered Family.....	\$13,236
Tuition charge for 4 child Non-Registered Family.....	\$17,460
Kindergarten Student surcharge.....	\$ 200

**Financial Grant Applications are available online through FACTS management. Completed forms and supporting documentation are due before April 20<sup>th</sup> for the following school year. All information is held in strictest confidence. Notification of awards will be made by June 1<sup>st</sup>.**

**Tuition Payment Options:**

**Payment Options:**

- Enroll in the **FACTS** Management Program. Payments begin in July and end in June. Payments are on a 12 month basis.
- Please note that you may pay in full for one child and utilize **FACTS** for another.
- The Registration fee for all students will be due on February 1 for the next school year.
- Registration fees are **NON-REFUNDABLE** and do not apply to your tuition.
- There will be a \$25 returned check fee for all checks made payable to St. Patrick School that do not clear the bank.
- If you are unable to pay your tuition on time please call the principal or pastor to make alternative payment arrangements. Please keep us informed. We will make every effort to work with you if personal issues arise.

### **FACTS Tuition Management Service Overview**

- There is an annual non-refundable \$38 administrative fee for enrollment in the FACTS program per family. This fee will be added to your tuition collected by FACTS – please do not make this payment to the school.
- Tuition is structured into 12 monthly payments by automatic deduction due on the 5<sup>th</sup> or 20<sup>th</sup> of the month.
- All families not selecting the FACTS program will be expected to make a direct payment to St. Patrick School no later than July 1. This may be dropped off at the school office or mailed.

### **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before August 23 are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between August 24 and December 21 are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 21, 2010 are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

### **Fees**

- Annual registration fee of \$85 is **non refundable**.
- Before school program from 7:30 to 8:15 is \$5 per family per day.
- After school program from 3:00 to 6:00 is \$50 per child for week. If more than one child in family, \$25 for each additional child.
- The daily rate for the first child is \$11 and \$6 for each additional child
- Athletic programs cost is \$75 per child
- Field Trips are extra and are applied on an individual classroom basis.

### **Qualification to be considered as a Registered Parish Member**

- Be a registered member in a NH Catholic Parish
- Participate in the life of that parish
- Meet with the pastor once a year at registration time
- Contribute financially to the parish through the weekly envelopes in an amount to exceed \$300.

## *Partners in Education*

### **Parent's Role in Education**

As partners in the educational process, we, at St. Patrick School, consider it a privilege to work with parents in the education of children because we believe that parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Patrick School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Patrick School, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. **It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make the investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. *Parking lot assessments* do not factor into this healthy equality.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause children to lose focus. As this natural process occurs, all students need both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is the essence of boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

As partners in the educational process at St. Patrick School, we ask parents:

To set rules, times, and limits so that your child:

- gets to bed early on school nights;
- **arrives at school on time** and is picked up on time at the end of the day;
- is dressed according to the school dress code;
- completes assignments on time; and
- has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To support our school's fundraising efforts.

### ***Parent Organization***

St. Patrick School PTO works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. Parent involvement in this organization is expected.

## General Information

### School Hours

Grades K through 8: 8:40 AM –2:55 PM. Students not in their homeroom at 8:45 AM are considered tardy.

At St. Patrick School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building **on their own each morning**.

The school doors are opened for morning care students at 7:30 AM. Students arriving at that time will go to the Cafeteria until they are released to the regularly assigned teachers at 8:15 AM.

Dismissal time is 2:55PM for Grade 1 through 8 and 2:45PM for Kindergarten. Please check the school calendar and weekly newsletter for scheduled early release days.

Parents are to make arrangements for their child(ren) to arrive at school **on time** and be picked up at dismissal time. Please do not ask to have students dismissed between 2:30 and dismissal @ 2:55 PM

Three (3) tardies or **three (3) early withdrawals** are considered a one-half day absence. Excessive tardiness has a direct impact on a student's academic evaluation and promotion to the next grade. Students not picked up at 3:00 PM, will be sent to our After School Care Program and parents are charged the daily per child rate of **\$11.00** for using this program.

St. Patrick School offers an After School Care Program from dismissal until 6:00PM. The cost for the program will be **\$50.00 per child** for the week. The cost to families with multiple children will be **\$25.00 for each additional child** for the week. The daily rate will be **\$11.00 per child per day** for the first child and **\$6.00 per day** for each additional child. The daily rate is for parents who only need After School care on certain days.

### School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**.

### School Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers **are required** to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure. All volunteers must have taken the "Protecting God's Children" workshop before they volunteer on any basis.

Prior to 9:30AM parents are to enter the school by the cafeteria entrance. If the door is locked, kindly ring the bell and report to the office.

## Attendance

A student's absence from school interferes with his/her academic progress in a number of ways:

- loss of initial instruction...
- loss of classroom practice and feedback
- heavy expectations for the student to make up missed work while managing current work load

## Absence Procedure

**When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Patrick School students.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**The school calendar provides for extended weekends throughout the school year. Parents are asked to schedule trips and family outings during these times to as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility to investigate and complete.**

**Teachers are not required to give make-up tests or assignments for absences due to non-traditional vacations. No assignment will be given in anticipation of the vacation.**

Excessive absence (40 days or the equivalent of 40 days including tardies) can be cause for a student to be retained in the current grade for another year.

## **Absence Due to Appointments**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to come into the building to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. **Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ day. Three (3) early withdrawals are considered a one-half day absence.**

## **Academic Information**

### **Curriculum**

The Diocesan curriculum guidelines, consistent with the State of New Hampshire guidelines, are followed for the teaching of all secular subject areas. St Patrick School offers students opportunities for growth in the following major subjects:

### **Religion**

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation and Eucharist are offered in our curriculum. Liturgical services are held monthly for the entire school community. Students in Grades 5 through 8 have the opportunity to participate in our Campus Ministry Program known as T.I.C. T.A.C. (Together in Christ, Taking a CHALLENGE).

### **Language Arts**

Reading, English, Spelling, Vocabulary, Writing Skills/Composition, Library Skills, and Literature

### **Mathematics**

Mathematics Skills, Pre-Algebra, and Algebra I (Saxon Math Program)

### **Social Studies**

History, Geography, Economics, New Hampshire History, and Current Events

### **Science**

General Sciences and Laboratory Experiences

## **Physical Education**

Physical fitness/health awareness programs appropriate for each developmental level

## **French**

Vocabulary, common expressions, grammar, conversation, and culture

## **Fine Arts**

Music, Art, Drama

## **Computer Literacy**

Word Processing, Data Base, Spread Sheets, Web Design, Power Point and Integration with Curricular Subjects.

### **Grading Scale for Grades 2 through 8**

*A = 90 – 100*

*B = 80 – 89*

*C = 70 – 79*

*D = 65 – 69*

*F = 64 or below*

### **Grades K and 1 will be graded on different scales.**

## **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

**Deficiency Reports** will be given mid-way between each nine-week grading period, if applicable.

## **Parent/Teacher/Student Conferences**

One Parent-Teacher-Student Conference is held each year in the fall. Student attendance is not required. School is not in session during conference times. (1 ½ days). Conference schedules are prepared and issued by the school office well in advance of the scheduled date. **Parents requiring additional conferences during the school year are encouraged to make arrangements with the individual teachers whenever necessary.**

## **Student Records**

St. Patrick School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Students requesting records and/or transcripts or recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Patrick School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students until financial commitments to the school have been completed.**

## **Standardized Testing**

The California Achievement Test of Basic Skills (TERRA NOVA) is given annually to all students in Grades 2 through 8.

## **Student Awards**

**Students at St. Patrick School are recognized at our graduation ceremony and at our Awards Assembly each June for accomplishment in the following areas:**

- Academic Honors (each subject)
- Academic Effort
- Presidential Fitness (Academic and Physical)
- Drama
- Religion/Pastor's Award
- Citizenship
- Perfect Attendance
- School Spirit
- Service to School and Community

## **Student Promotion and Retention**

Advancement to the next grade in St. Patrick School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. In the lower grades (K-3) the Administration may recommend the repetition of a grade, recommend tutoring, or recommend summer school classes as requirement for promotion when it is believed that such action will better prepare the student academically or emotionally for the next grade. **In grades 4-8, students are required to pass the minimum of 5 out of 7 core subjects in order to meet the standards for promotion.**

Students may also be **TRANSFERRED** to the next grade. A student who is transferred to another grade will not be allowed to continue as a student at St. Patrick School.

## **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation for a prescribed period of time by the Principal.

## **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Homework may be assigned to students Monday through Friday.

## **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

**For short absences, students should make arrangements with classmates regarding assignments.** Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness.

## Library

The school has a well-equipped library/media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. **A fine of one canned good per day is required for overdue books with a maximum fine of ten cans.** (Our campus ministers donate these canned goods weekly to our food pantry) Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive quarterly report cards until their account is cleared.

## Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. All grades do not always have the same number of field trips.

1. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
2. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
3. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
4. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
5. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
6. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.

7. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
8. All monies collected for the field trip are **non-refundable**.
9. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Patrick School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Arrangements are also made for grade 8 students to begin the two-year study for the sacrament of Confirmation while attending St. Patrick School.

### **Lunch Program**

Saint Patrick School offers a hot lunch program daily. Meals are prepared in the Pelham Public Schools. **Students must pay for their lunch ahead of time.** Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

### **Uniforms and Dress Code**

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, sweaters and sweatshirts) may be purchased through

Donnelly's School Apparel  
@Dracut Village Square  
101 Broadway Road  
Dracut, MA 01826  
(978) 654-6954  
(800) 498-0045

Or order online at [www.DonnellysClothing.com](http://www.DonnellysClothing.com)

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. **There is a special uniform for Physical Education classes, also to be purchased through Donnelly's School Apparel.**

The uniform requirement sheet for St. Patrick School is listed in the back of this book as well as on our school website.

St. Patrick School sweatshirts, which can be worn with both the P.E. uniform and the school uniform, are ordered through Donnelly's School Apparel only.

School socks may be **crew length or ankle socks, as outlined on our uniform page.**

## **Uniform Guidelines**

Dress shoes (**navy, black, or brown**) are required at all times except for P.E. classes (oxford style, saddle shoes, loafers, top-siders are acceptable). Black sneakers are also acceptable as long as they are **totally black**.

**All students – hair should be neat with bangs above the eyebrows.** Scrunchies, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists.** **Extreme hair coloring and bleaching is not permitted.**

No cosmetics, lip gloss, colored chap stick, nail polish, or artificial nails may be worn. No tattoos of any kind or Hologram contact lenses.

No body piercing except pierced ears. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain. **No dangling earrings.** Watches with a beeping device must be off during the school day.

Pajama style pants may not be worn at any time.

The uniform should be clean and pressed with all buttons attached and hem intact. **Shirt tails should be tucked in while a student is on campus.** **Belts must be worn at all times when a shirt is tucked into pants or shorts with belt loops.** Belts may be navy, brown, or black.

**Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day or will serve an office detention.**

## Out-of-Uniform Guidelines (Dress Down Days)

### Students may wear:

- \*jeans
- \*tennis shoes
- \*short socks
- \*shorts no shorter than three inches above the knee
- \*skirts no shorter than three inches above the knee
- \*skorts
- \*sweatshirts
- \*jogging suits
- \*dresses
- \*slacks
- \*crocs

### Students may not wear:

- \*flip-flop sandals
- \*no open back shoes
- \*tank tops
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates or have flashing lights
- \*biker shorts
- \*pajama pants
- \*make-up
- \*hats

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.**

## Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. **Invitations for slumber parties or birthday parties must be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.**

## Parties

Students are permitted three class parties a year: **Halloween, Christmas, Valentine's Day.** Room parents may assist the classroom teacher with these three parties. **Grades 6-8 have class parties at Christmas only.**

## Water Bottle

Students are allowed the use of *spring water* bottles in the classrooms. Sugar-based and sports drinks are not allowed.

## Student Behavior

In accordance with the stated philosophy of the school, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This expected code of behavior requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to him/her.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) at a mutually arranged time.**

## Off-Campus Conduct

The administration of St. Patrick School reserves the right to address its students for off-campus behavior that is not in line with behavior expectations of its students. The Principal reserves the right to discipline students for serious inappropriate behavior that occurs outside the boundary of St. Patrick School.

## Cell Phones

Students are not to use, or have in their possession, cell phones during the school day. If a student needs to have a cell phone for after-school use, it must be turned into the office upon arrival and picked up at the end of the day. Violations of this rule will result in disciplinary action. The principal will confiscate the phone and return it to the parent

## Cheating

Cheating of any type will not be tolerated. It is contrary to our Mission Statement. Students who choose to cheat face appropriate punishment as determined by the Principal.

## **Detention**

Detention may be issued for a breach of classroom and/or school rules. **Parents are provided with a Detention Form with written notification of the detention.** The day, date, and time of the detention are at the discretion of the teacher or Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, ballgames, etc.**

## **Suspension**

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$65.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

## **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Patrick School. Students who have been expelled will not be allowed to return to the school for any reason, without prior permission and specific arrangements from the Principal.

## **Transportation Drop-off/Pick-up**

**In the morning**, parents are asked to drop children off in the Blue Parking Lot (directly behind the Church) next to the stairway. There is no parking in this area. It is designated for drop off only. If you wish to walk your child to the school in the morning or you need to come into the school, you are asked to park in the Red Parking Lot that is adjacent to the Rectory. Following this procedure will insure the safety of all of the children each morning.

**In the afternoon**, parents are asked to adhere to **the following pick-up procedures:**

### **Student Pick-up Assignment**

RED LOT PARKING...Grades 6-8 (*adjacent to the rectory*)

BLUE LOT PARKING....*Grades 3-5 (adjacent to the clubhouse)*

GREEN LOT PARKING....*Grades 1&2 (directly behind the school)*

N.B.

- If you are *picking up a Kindergarten student only*, please continue to utilize the designated area in front of the school for mobile pick-ups only.
- If you are *picking up more than one (1)child*, kindly park in the parking lot that has been designated for the *youngest child* in your family.
- *If your youngest child is in Kindergarten and you are picking up other students as well*, kindly park in the GREEN PARKING LOT (behind the school). Your children will be waiting in the porch area.
- If you are *picking up your child/children (as well as children from another family)*, please park in the lot designated for *your family*. Notify the school office that morning of *any/all transportation changes*. We will arrange to have the additional children that you are authorized to transport meet you in your designated area.
- The teachers on duty will escort the 3-5 students to the Blue Lot and the grade 6-8 students to the Red Lot for pick-up at 2:55 P.M. daily.
- Mr. Dumont will escort Grade 1 and 2 students to the Green Lot directly behind the school for pick-up at 2:55 P.M. daily

Any student who has not been picked-up by 3:05 P.M. will return with the duty teacher to wait in aftercare.

Homeroom teachers **must** be advised in writing if a child is to go home in a different carpool or by a different means on a given day.

### **Returning to School After Dismissal**

Students are not permitted to return to the school building after 3:15 PM. The building must remain secure in order to maintain safety for those adults and children involved in our aftercare program.

### **School Safety/Harassment or Bullying**

St. Patrick School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or *online***) face detention, suspension, and/or expulsion. Police notification may be made if necessary.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

**Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.**

### **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Title IX**

St. Patrick School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Child Abuse Laws**

St. Patrick School abides by the Child Abuse laws of the State of New Hampshire. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### **Athletics**

St. Patrick School offers Fall and Spring sporting opportunities to both girls and boys in grades 5 - 8. In the Fall we offer boys and girls soccer and in the Spring we offer girls softball and track/field for both boys and girls. Each sport offers the student athlete an opportunity to do their best, experience membership on a team, support other athletes in their quest for excellence, and represent our school with pride and confidence.

In order for any student to participate in the sports program we **MUST** have the following forms - properly signed and dated and returned to the Athletic Director prior to the first game/meet :

- \*Current physical
- \* Permission to play
- \* Emergency/Participation Info
- \*Travel Permission

All of these forms are provided by the Athletic Office prior to the beginning of each season.

All participants are required to pay an Athletic Fee in the amount of \$75 per sport, per athlete or multiple siblings – family rate - \$70 per athlete. This fee is due in full prior to the first game/meet. These fees are used for equipment, uniforms, referees, first aid supplies, Tri-county league fees, and the end-of-season banquet for all athletes. An additional fee of \$25 is assessed per athlete per sport for Uniform Deposit. This ensures the return of all uniforms in reusable condition at the end of each season.

Away Game transportation is provided by the athlete's parents. We ask that each parent sign up to drive to at least 2 or 3 Away Games/Meets in the sport season. Bussing of the athletes is cost prohibitive so we must rely on our parents for transportation.

Home soccer games are played at the school field. Home softball games are played at Lyons Field, beside the Police Station. Home Track meets are held at the Harris Track behind the Pelham Elementary school.

All our coaches and assistant coaches are volunteers. Anyone interested in helping with our sports program is asked to please call the Athletic Office at the school. Any questions or concerns please call the Athletic Office at the school.

### Volunteers

A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

Keeping in mind that volunteers are essential to many programs and events at St. Patrick School and, upon the recommendation of the NEASC accreditation team, the volunteer program has been revised. Beginning in September 2008, each family will be required to fulfill 20 hours of volunteer time per year for St. Patrick School. Volunteer hours will be recorded, either by signing in at the front office or by submitting volunteer forms to the school secretary. **All volunteer time will be tallied on the last day of school.** Each family is responsible for keeping track of their hours and ensuring their submission. For those families that have not completed their 20 hours, a fee of \$200 will be collected.

**On the final day of classes**, a drawing will be held for those families who have either completed their volunteer time or submitted their fee. First prize in the drawing will be ½ year's tuition paid, (for the following year), second prize will be 1/3 year's tuition paid and third prize will be ¼ year's tuition paid.

Please remember that *volunteer time or the fee* must be on record by the final day of classes to be eligible for the drawing. Those who have not completed their time or submitted their fee by the deadline will not be included in the drawing. However, any outstanding volunteer fees will still be due before the next school year begins.

As always, it is our goal to continue to provide activities and programming that will supplement the educational program at St. Patrick School. We need your help in this process. If there are any questions please do not hesitate to contact the Principal.

### **Home-School Communication**

In order to insure that all communication from school reaches home in a timely manner, St. Patrick School uses a weekly communication system. Folders containing all correspondence are sent home weekly and should be returned the following Monday. Your child is responsible for emptying the contents of his/her envelope when it is returned to their homeroom. Information is not sent home if the weekly folder has not been returned.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in textbooks is permitted.

The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **Lockers**

Each student is assigned a locker or cubby area in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out.

### **Withdrawal of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. The Principal will request an Exit Interview with the parent(s).

**No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

## Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, **e-mail addresses** and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## Telephone

Permission to use the telephone must be obtained from the school secretary. **The office phone is a business phone and students are permitted to use it only in case of an emergency.** Forgotten homework, athletic equipment, etc. do not constitute emergencies. **Arrangements for after-school visits with friends should be made at home.**

## Service Projects

### T.I.C.T.A.C.

The Campus Ministry at St. Patrick School (Together in Christ, Taking a Challenge) exists to encourage young people in grades 5 through 8 in their Christian faith. This is done through monthly meetings where we discuss how we can be effective witnesses for Christ. Students participate in service projects (food pantry donations, organizing Catholic Schools Week, leading the Wreath Lighting ceremony during Advent, and organizing school wide functions during Lent). This program is overseen by the Pastor and Mr. Brian Clark.

T.I.C.T.A.C. fulfills the mission of St. Patrick School by “grounding students in our Catholic values.”

## Emergency Drills

State Law requires that evacuation drills be held throughout the school year. During the evacuation drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given by the Principal.

All other drills are conducted in accordance with our Safety Manual.

## Inspections

Saint Patrick School is inspected twice annually for asbestos as required by the State of New Hampshire. In addition, our water quality is monitored four times each year by Granite State Analytical to insure the appropriate water quality.

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## Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and radio stations.

## Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

## Health Records/Health Alerts

When a child registers at St. Patrick School parents are required to complete a health history and submit a health record. At the beginning of each school year our School Nurse reviews the information provided by parents and compiles a list of health concerns. This information is then shared with the appropriate faculty and staff.

In addition, the Nurse identifies children that have medical conditions that require an Emergency Health Care Plan. Emergency Health Care Plans are formulated for children whose medical condition requires that a specific action be taken should an emergency arise related to the student's medical condition. Emergency Health Care Plans are completed with input from the student's parents, doctor and the school nurse.

Emergency Health Care Plans are posted on a Medical Alert Board in the Nurse's office. The cafeteria staff is given a binder with Emergency Health Care Plans that are diet related.

## Medications

### Prescriptions

Any student requiring prescription medication while in school will be asked to complete a Prescription Medication Permission Form. This form requires both the signature of the parent and the physician. Prescription medication must be sent into the school nurse's office in the ***Original Pharmacy container***, fully labeled with the child's name and the physician's instructions.

### EPI-PEN/Inhalers

Access to emergency medication is often dictated in an allergy related Emergency Health Care Plan. Students whose Plan calls for access to an EPI-PEN are required to provide the school with an EPI-PEN. An EPI-PEN for emergency use is located in the medicine cabinet in the Nurse's office.

Any student requiring access to an EPI-PEN/Inhaler will be assigned a bin in a specified cabinet in the Nurse's office. Bins will be labeled with the student's name and will contain the medication, permission and instructions related to use of the medication.

### Over the Counter Medications

Each year the Nurse sends home a form requesting permission to dispense over the counter medications used to treat minor, but common, health complaints. Parents are asked to indicate which medications they are comfortable allowing the nurse to dispense.

***If, for any reason, parents are uncomfortable or know of any medical reason a child should not be given a certain medication, they are asked to indicate this on the form.***

***\*All non-prescription medications*** (including cough drops, pain relievers, etc.) **must** be taken to the School Nurse with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

### Allergy Policy

In order to address effectively the needs of our students who suffer from varying degrees of peanut/tree nut allergies the following policy has been put into place:

- Students at St. Patrick **will not bring** snack products that contain peanut or tree nut ingredients **into the classrooms, on field trips, or the before or after care programs.**
- Students **may bring** peanut and tree nut products **for lunch**, provided that they sit at a **designated peanut table** in our cafeteria and use the hand wipes that we will provide at the table to wash their hands at the end of the meal. Prior to dismissal from lunch, these students will also dispose of all refuse in a specifically-designated barrel.
- Students who bring in lunches that include peanut products will store their lunches on a specifically designated shelf unit in the cafeteria.

**Please take care in checking product labels carefully, as nuts are often an unexpected ingredient.**

### Right to Amend

**St. Patrick School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via “kid-mail”.**

***SUPPLEMENTARY  
INFORMATION***

***Staff/School Board/PTO Officers***

***Schematic-Afternoon Pick-Ups***

***School Uniform Schematic***

***After-Care Program***

***Acceptable Internet Use Policy***

***Field Trip Permission Form***

***Student Publicity Waiver Form*** (Return Required, Sept.10, 2010)

***Parent Handbook Signature Page*** (Return Required, Sept.10, 2010)

***School Calendar 2010-2011*** (Back Cover)

**Saint Patrick School**  
**16 Main Street**  
**Pelham, NH 03076**  
**603-635-2941**  
[www.stpatspelham.org](http://www.stpatspelham.org)

School Staff

Roger Dumont	Principal	Tracy Gamble	Library
Mary Martin	Asst. Principal	Aaron Dumont	Physical Ed/Coach/ Computer Tech
Linda Lemek	Kindergarten		Instructional Asst.
Mary Littig	Grade 1		Art
Holly Askins	Grade 2	Marianne Lipari	Instructional Asst.
Gael Ouellette	Grade 3	Michelle Frey	Instructional Asst.
Brian Clark	Grade 4	Kimberly Michel	Music Gr. K-8
Charles Curfman	Grade 5	Amy Marrello	Athletic Director
Mary Martin	Grade 6	Gael Ouellette	School Nurse
Lynne Stader	Grade 7	Catherine Haberl, RN	Admin. Asst.
Mary Tryon	Grade 8	Carol Blazon	Bookkeeper
Lori McDermott	Computer Teacher/ Computer Tech/ Math Gr. 6-8	Therese Soucy	Custodian
		TBA	Custodian
Denise Montminy	French	Patty Kennedy	

School Board

John Berard	Chairperson	Robin Letendre	
Laurie Hogan	Vice-Chairperson	Kevin Kelleher	
Pamela McCarthy		Rev. Anthony Kuzia, CM	Pastor
Sandi O'Connell		Roger Dumont	Principal
		Therese Soucy	Finance

PTO Board

Pam Fitzgerald	Chairperson	Loryn Ferrara	Volunteer Coordinator
Linda Lemek	Treasurer/Teacher Advisor	Anne-Marie Rossmeisl	Communications
Gael Ouellette	Secretary	Linda Merrill	Events
Paulette Berard	Events	Rev. Anthony Kuzia	Pastor
		Roger Dumont	Principal

## Morning Care and After Care

Due to career and transportation issues that parents face each year, we will again attempt to offer the *extended day program* at St. Patrick's for our students.

If there continues to be sufficient parent interest in supporting this program, we will offer the program for the 2010-2011 year. We will require a minimum enrollment of **10** students and a maximum enrollment of **18** students for the afternoon program to run. The program will be available for all students, **K-8**, and it will run from Monday through Friday from 3:00 PM until 6:00 PM. Any child not picked up by 3:15 PM will be sent to aftercare and the family will be charged. The cost of the program will be **\$50.00 per child** for the week. The cost to families with multiple children will be **\$25.00 for each additional child** for the week. The daily rate will be **\$11.00 per child** for families who sign up for certain days. The daily rate for families with multiple children will be **\$11.00 per day for the first child** and **\$6.00 per day for each additional child**.

A snack will be provided to the children at the beginning of each daily session. Time will be set aside for homework/study skills assistance daily. **There will be a session held on early-release days, but not on days when school is not in session.** Payments will be pro-rated during the school weeks that have less than five school days (due to holidays, workshops, etc.).

### **Pick-up for children attending After-care will be as follows:**

K-1 Front door of school – ring doorbell

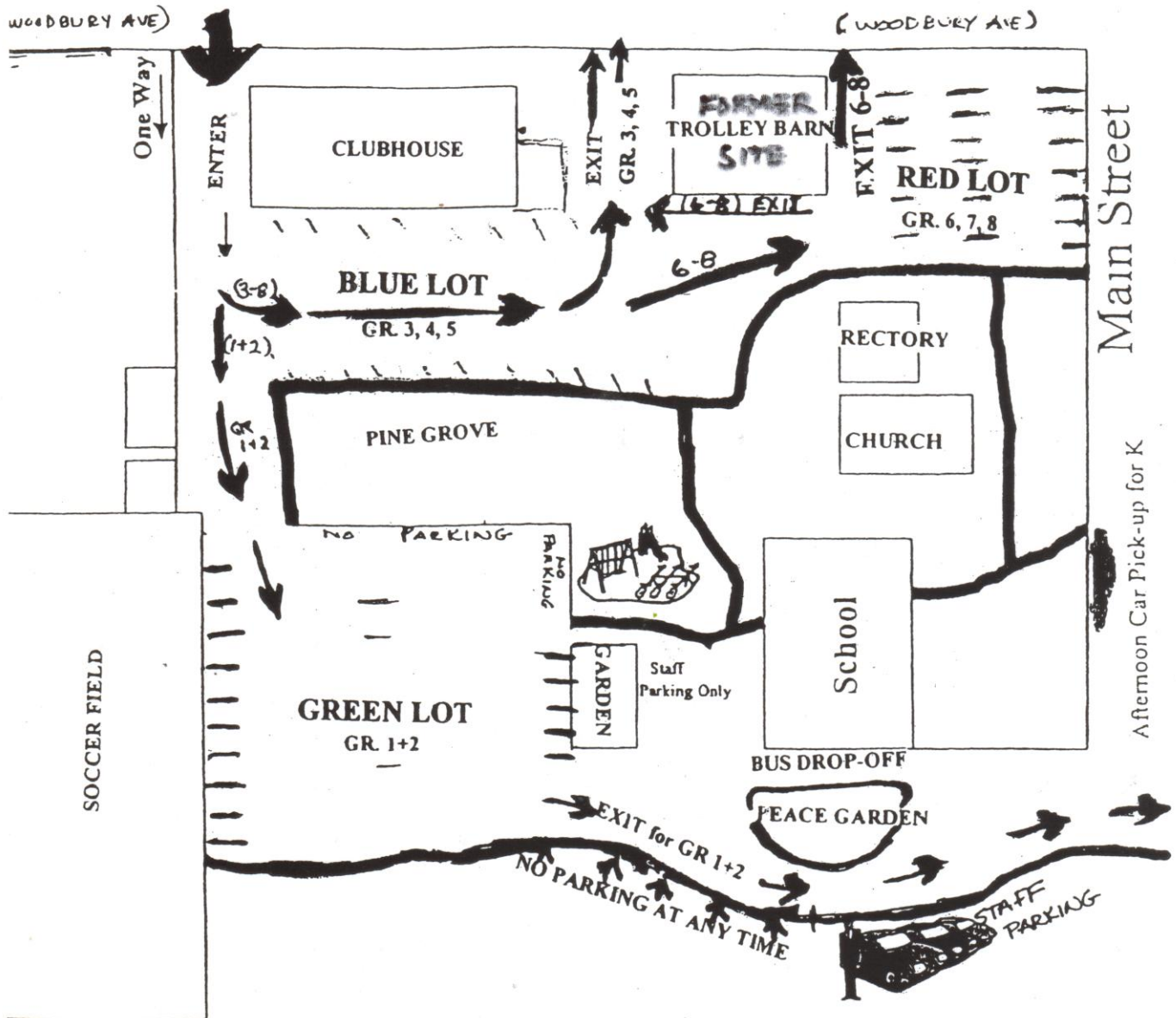
Gr. 2-8 Library door – under the carport – knock on door

When the weather is nice, and all the children have completed their work, the children may be outside in the rear playground for pick-up.

If you would like to take advantage of either or both of these programs for your children, kindly contact the school office and give your name to Mrs. Blazon at 603-635-2941.

# AFTERNOON STUDENT PICK-UP

(effective Monday, October 20, 2003)



# St. Patrick School Uniform Requirements

GIRLS		BOYS	
DRESS	CASUAL	DRESS	CASUAL
Grades K-5	Grades 6-8	Grades K-8	Grades K-8
<b>JUMPER</b> Plaid <b>SHIRT</b> White monogrammed Peter Pan collar long or short sleeve <b>SOCKS</b> NAVY, knee or tights <b>SWEATER *</b> Solid navy vest, cardigan or V-Neck - monogrammed <b>BELT</b> Black, brown or navy <b>SHOES</b> Casual or dress ALL Black, brown or navy Shoelaces must match shoe (Non-marking soles)	<b>SKIRT</b> Plaid <b>SHIRT</b> White monogrammed, Button down oxford long or short sleeve <b>SOCKS</b> NAVY, knee or tights <b>SWEATER *</b> Solid navy vest, cardigan or V-Neck - monogrammed <b>BELT</b> Black, brown or navy <b>SHOES</b> Casual or dress ALL Black, brown or navy Shoelaces must match shoe (Non-marking soles)	<b>SLACKS</b> Navy 2nd & 3rd Quarters <b>SHORTS</b> 1st & 4th school quarters <b>SHIRT</b> White/hunter green polo, monogrammed long or short sleeve <b>SOCKS</b> NAVY <b>GYM</b> See below <b>SWEATER *</b> Solid navy vest, cardigan or V-Neck, monogrammed <b>BELT</b> Black, brown or navy <b>SHOES</b> Casual or dress ALL Black, brown or navy Shoelaces must match shoe (Non-marking soles)	<b>DRESS SLACKS</b> Navy <b>SHIRT</b> White monogrammed, Button down oxford long or short sleeve <b>TIE</b> Uniform tie <b>SOCKS</b> NAVY OR BLACK <b>SWEATER *</b> Solid navy vest, cardigan or V-Neck - monogrammed <b>BELT</b> Black, brown or navy <b>SHOES</b> Casual or dress ALL Black, brown or navy Shoelaces must match shoe (Non-marking soles)
<b>JUMPER</b> Plaid <b>SHIRT</b> White monogrammed Peter Pan collar long or short sleeve <b>SOCKS</b> NAVY, knee or tights <b>SWEATER *</b> Solid navy vest, cardigan or V-Neck - monogrammed <b>BELT</b> Black, brown or navy <b>SHOES</b> Casual or dress ALL Black, brown or navy Shoelaces must match shoe (Non-marking soles)	<b>SKIRT</b> Plaid <b>SHIRT</b> White monogrammed, Button down oxford long or short sleeve <b>SOCKS</b> NAVY, knee or tights <b>SWEATER *</b> Solid navy vest, cardigan or V-Neck - monogrammed <b>BELT</b> Black, brown or navy <b>SHOES</b> Casual or dress ALL Black, brown or navy Shoelaces must match shoe (Non-marking soles)	<b>SLACKS</b> Navy 2nd & 3rd Quarters <b>SHORTS</b> 1st & 4th school quarters <b>SHIRT</b> White/hunter green polo, monogrammed long or short sleeve <b>SOCKS</b> NAVY <b>GYM</b> See below <b>SWEATER *</b> Solid navy vest, cardigan or V-Neck, monogrammed <b>BELT</b> Black, brown or navy <b>SHOES</b> Casual or dress ALL Black, brown or navy Shoelaces must match shoe (Non-marking soles)	<b>DRESS SLACKS</b> Navy <b>SHIRT</b> White monogrammed, Button down oxford long or short sleeve <b>TIE</b> Uniform tie <b>SOCKS</b> NAVY OR BLACK <b>SWEATER *</b> Solid navy vest, cardigan or V-Neck - monogrammed <b>BELT</b> Black, brown or navy <b>SHOES</b> Casual or dress ALL Black, brown or navy Shoelaces must match shoe (Non-marking soles)

**\*Sweaters and Sweatshirts worn must be uniform.**

- Please Note:**
- Any dress uniform item may be worn on a casual uniform day (i.e. a monogrammed shirt with shorts).
  - Low-rise, baggy or tight pants and shorts are unacceptable.
  - Slacks and shorts with belt loops require a belt. All shirts must be tucked in at all times.
  - Shorts and skirts are to be knee length (not more than one inch above the top of the knee cap).  
If appropriate length for shorts cannot be found, students may not wear them.
  - NO bandanas.

**Gym uniform:** Monogrammed gray tee shirt, monogrammed navy sweatshirt and navy sweat pants.

- Optional monogrammed wind suit (available through Donnelly's)
- Hats and sunglasses may not be worn in the building.
- Socks must be crew style; no low or quarter cuts allowed.
- Athletic footwear, sneakers, sneaker-like shoes/boots are permitted with appropriate shoelaces.

**Dress/Casual -** Solid color black, brown, navy, boat shoes, loafers, casual or dress oxfords are acceptable forms of footwear.  
For safety reasons Clogs are not permitted. Shoelaces must be laced.

**Alterations** Free of charge by Donnelly's School Apparel  
**Monogramming** Free of charge by Donnelly's School Apparel

# ST. PATRICK SCHOOL

## Computer and Internet Acceptable Use Agreement For Students

St. Patrick School is committed to the goal of having computers and the Internet used in a responsible, efficient, ethical, and legal manner in accordance with the mission of our school. We make every attempt to properly train students and staff on responsible usage of these resources, as well as provide staff supervision while students are using computers.

### What is possible?

Access to the Internet enables students to explore libraries, databases, and other informational resources from around the world. Families should be aware that, even with web filtering software in place, some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the school's policy is to use Internet resources for constructive educational goals, persistent students may find ways to access other materials. Despite our best efforts, there is always a chance that students might encounter inaccurate, controversial or potentially harmful information. We do address this potential situation with the students by teaching an Internet Safety Course and review the proper way to handle these situations, as well as implementing filtering software.

### What is expected?

**Acceptable uses of St. Patrick School's computers, internet and network include that all resources will be used for educational purposes only.** *Students will be given assignments and/or will always obtain permission before using the computers. Students will only use school computers under the guidance and supervision of an appropriate teacher or staff.* Students are responsible for appropriate behavior on the school's computers, following general school rules for behavior and communications. Communications on the network are often public in nature. It is expected that users will follow the specific rules listed below. **The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.**

### What are unacceptable uses?

Unacceptable uses of computers and the network include, but are not limited to:

- ✓ visiting internet sites that are inappropriate *by school standards*;
- ✓ using profanity, obscenity, or other language which may be offensive to others;
- ✓ plagiarism of others materials, published, nonpublished, or personal;
- ✓ copying commercial software in violation of copyright law;
- ✓ sending or printing inappropriate content;
- ✓ downloading, storing, or printing graphics, files or messages that are profane, obscene, or that use language that offends or degrades others;
- ✓ violating the rights of privacy of students and staff;
- ✓ gaining unauthorized access to computer systems or files;
- ✓ using the network for financial gain or for any commercial or illegal activity;
- ✓ spreading computer viruses;
- ✓ use of chat (IRC), newsgroups, other posting sites, or personal email without prior consent of staff;
- ✓ vandalism or other destructive behaviors to school computer hardware/software.

## What Are the Rules?

**Privacy** – Network storage areas may be reviewed by school administrators to maintain system integrity and to insure that students are using the system responsibly.

**Illegal Copying** – Copyright laws should always be followed. Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Technology Coordinator. Students will not copy other people's work or intrude into other people's files.

**Inappropriate Material or Language** -- Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. *A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it their teacher immediately.*

**Removable Media** – Students are not permitted to use personal disks into (3 ½ floppy, CD, etc...) and /or transfer information onto school machines without first obtaining permission from the Technology Staff.

**Inappropriate Use of Equipment** – Students are not permitted to tamper or alter hardware/software configurations; delete files/programs; deface equipment (including CPU, monitor, keyboard, mouse etc...); print excessively; or perform any other action that may result in damage of school machines.

## Guidelines

These are guidelines to follow to prevent the loss of network privileges at St. Patrick School.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not give out personal information about yourself or any other user while online.
6. Do not waste limited resources such as disk space or printing capacity.
7. Do not trespass in another's folders, work, or files.
8. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
9. **BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.**

Violations will result in a loss of access as well as other disciplinary or legal action.

# Parent Permission & User Agreement Form

## Computer/Internet Acceptable Use Policy St. Patrick School, Pelham, NH

**Parent:** As the parent or guardian of a student at St. Patrick School, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file. I also understand that violations may result in a loss of access as well as other disciplinary action. My child may use the Internet while at school according to the rules outlined.

**Parent Name** (print) \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



**Student:** As a user of the St. Patrick School computer network, I agree to follow with the above stated rules and to use the computers and internet in a responsible manner. I understand that violations may result in a loss of access as well as other disciplinary action.

**Student Name** (print): \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Homeroom Teacher:** As the homeroom teacher of the student, I agree to supervise and create a safe environment for all users. All violations noted during usage under my supervision will be reported immediately to the Technology Coordinator to maintain a safe environment for all users.

**Homeroom Teacher:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DIOCESE OF MANCHESTER  
PERMISSION SLIP**

ACTIVITY: \_\_\_\_\_  
< name/description of activity >

DATE OF ACTIVITY: \_\_\_\_\_  
<date activity will take place>

DEPARTURE TIME: \_\_\_\_\_ PLANNED RETURN TIME: \_\_\_\_\_

TRANSPORTATION BY  BUS  PERSONAL AUTO (Employee/Volunteer Driver)

NAME OF MINOR CHILD/WARD \_\_\_\_\_  
(Please Print)

Please allow my minor child/ward to participate in the activity listed above. My child/ward is physically fit and capable of taking part in this activity.

I agree to have my child transported via ambulance and/or treated for emergency medical or dental problems if an emergency arises. I accept full responsibility for all medical expenses incurred as a result of my child/ward's participation in this program.

On the lines below I have listed any medical condition, physical disability, allergy to medicine, etc. which is relevant to rendering medical care to my child if s/he needs emergency medical care:

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

During the time of this activity, I can be reached \_\_\_\_\_  
(Telephone Number)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian name (print)

\_\_\_\_\_  
Parent/Guardian (signature)

**FOR ADULT CHAPERONES:**

I voluntarily agree to assist in the above activity. I give permission to be transported via ambulance if a medical emergency should arise. I accept full responsibility for all medical/dental expenses that may be incurred as a result of my participation in this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

September, 2010

Dear St. Patrick School Parent,

Throughout this school year we will be given the opportunity to receive publicity from several newspapers and/or television stations that serve the greater Pelham area. We will be routinely submitting stories and photographs to the Lawrence Eagle-Tribune, the Lowell Sun, and the Pelham-Windham News. We appreciate the interest shown by all the news media and the excellent exposure it gives to our school, our students, teachers and families.

Would you please take a minute to sign the form at the bottom of this page which will allow your child's picture to be included in news articles or a television clip about the school? This waiver is for the current, 2010-2011 school year only. Thank you for your cooperation.

Sincerely,

Roger G. Dumont  
Principal

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SAINT PATRICK SCHOOL PUBLICITY WAIVER

I give permission for my child \_\_\_\_\_ to be photographed/filmed for the news media during events that would provide positive publicity for St. Patrick School, Pelham, NH during the 2010-2011 school year. I understand that all photographs and interviews will be permitted only with the knowledge and permission of staff and administration of St. Patrick School.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent signature)

PLEASE RETURN THIS FORM TO SCHOOL BY SEPTEMBER 10, 2010

