



St. Patrick School
INTEGRITY • LOYALTY • COMMITMENT

The
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great happens here

Elementary Family Handbook 2019-2020

ELEMENTARY DIRECTORY

CEO General Director
Academic Director
Administrative Director
Elementary School Principal
Elementary Assistant
Elementary Counselor
School Registrar
School Receptionist
School Nurse
Afterschool Coordinator

Marilú Bobadilla
Sandra Bobadilla
Marina Garrigó
Valoree Lebron
Eva Rivera
Rosemilia García
Milly Espinosa
Amal Kury
Yaris Morillo
Damián Rodríguez

SCHOOL TELEPHONE NUMBER

(809)-338-5995

SCHOOL ADDRESS

José Andrés Aybar Castellanos #163, La Esperilla
Santo Domingo, Dominican Republic

ST. PATRICK SCHOOL WEBSITE

The St. Patrick School website <www.stpatrick.edu.do> is a wonderful source of information about all divisions of the school. The site is updated regularly.

FACEBOOK

<http://www.facebook.com/pages/St-Patrick-School-of-Santo-Domingo/143968808964977?ref=ts>

TWITTER

@stpatricksrd

INSTAGRAM

@stpatrickschoolrd



@stpatrickschoolrd

WELCOME TO ST. PATRICK ELEMENTARY SCHOOL

This handbook was created to help you adjust and familiarize to the practices, policies, rules, regulations and procedures of St. Patrick Elementary School. You may find that our school has many similarities to other Elementary schools, but you may also find some important and unique differences as well.

If after reading this handbook you have questions, comments or concerns about your child's school day or learning environment, please speak with the counselor, the teachers, or the principal. We are interested in your feedback and in helping; you make a smooth transition into the St. Patrick community to fully enjoy your experience.

St. Patrick School is fully accredited by the **Dominican Ministry of Education** since 2005. This accreditation is for the Pre School, Elementary, Middle School and High School levels.

The school also counts with the support of the **National Private Schools Accreditation Alliance** who granted Class I, full Accreditation to St. Patrick School in 2010. This level of accreditation was awarded because the school obtained outstanding marks and deserves recognition, support and public confidence.

St. Patrick School is also a Member of the **Accrediting Commission International, Inc.**, a well-known Educational Corporation.

Our curriculum is directly linked to the U.S. Common Core standards in order to ensure that our methodology and expectations are of the highest quality. We also comply with all requirements of the Dominican Ministry of Education. During our Open House events, and at any other time throughout the school year, we will be happy to provide curriculum guides to acquaint you with the academic elements of St. Patrick School. This handbook focuses on the other, equally important, aspects of school life.

WHO ARE WE?

The entire student body, from our Nursery Level (1-2 year olds) through High School (Grade 12), includes over 630 students with approximately half of those students in the Elementary School. About 90% of our students are Dominican citizens. The remainder of the student body is composed of citizens and students from other nations.

The academic year of St. Patrick School is divided into four quarters. The first quarter from September – October; the Second quarter November- December – January; Third Quarter February-March; and the final Quarter April-May-June. The academic calendar is updated and available on the school's website. When planning family vacations, we encourage you to make every effort to have your child attend every scheduled school day. While we support the value of family vacations and understand that occasional scheduling conflicts may arise, each and every day is special and cannot be replaced.

Report Cards are sent home four times a year at the end of each quarter. There is a minimum requirement of 25 days of attendance in each quarter in order to receive report card grades. Four Parent-Teacher Conferences are scheduled during the school year. Additional conferences are easily arranged at any time throughout the school year at either a teacher's or parent's request. Teachers can be contacted directly by email or note, or through the School receptionist.

VISION

To be recognized as the leading educational institution through our commitment to academic excellence, society and the holistic development of our students.

MISSION STATEMENT

We are an educational community forging enterprising leaders through an innovative and international program, incorporating holistic development of our students and respect for diversity, while honoring one's identity.

VALUES

Integrity: I am trustworthy; with my actions, I project honesty and kindness. I always act in accordance with my beliefs and values.

Loyalty: I am a good person, faithful to others, to my principles and obligations. I assume commitments even when facing changing and adverse circumstances.

Commitment: When I make a promise, I fulfill it. I do not perceive commitment as a burden, but as a ways to serve others.

Leadership: I am a source of inspiration to others and motivate them with my actions.

Respect: I am considerate and kind with others and myself. I value other people's opinions.

Innovation: I am able to translate an idea into a good or service that is valuable for my community.

The basic values of our institution are protected by a green shield that adds the spiritual part of our philosophy; these values resemble the shamrock that Saint Patrick used to illustrate the Holy Trinity, three different entities that come together as one.

St. Patrick School promotes important values, which are an integral part of our Academic system.

FACULTY

In addition to teachers hired from abroad, the Elementary School is enriched with English-speaking host country resident teachers who provide important perspectives while being committed to the educational philosophy and practices found in the United States.

COMMUNICATION

At the St. Patrick School, there are many people here to help you as a student and to help your parents to know and understand our values, curriculum and activities.

The following plan is based on the understanding that whenever a question, issue or problem arises, the solution is to first go to the source. In any situation, it is best to go to the person directly concerned in order to ensure that you:

- Gain first-hand information
- Get the complete story
- Achieve a quick response
- Support the concept of open sharing of information as an aid to assisting your child's learning

In general, if it involves your child's day-to-day education, classroom activities, relationships or requirements you should first contact your child's **teacher**, either personally or in writing (email).

The following issues should be addressed directly to your child's teacher:

TEACHER

- Subject or course information
- Class materials
- Homework
- Student behavior
- Project or research requirements
- Student progress
- Classroom and school relationships
- Questions about general day-to-day routines and expectations
- Teaching or classroom procedures
- Missing items
- Field trips and excursions
- Enrichment activities

SCHOOL COUNSELOR

Elementary School Counselor

- School Relationships
- Emotional, Social, Adjustment Issues / Family Conflict

ATHLETIC / AFTER SCHOOL COORDINATOR

- After-school Program, Sports competition, coaching, team trips, team issues

If the situation is still unresolved after communicating with the appropriate personnel, or if you require more information, you may wish to make an appointment with the Principal, with the knowledge of the teacher concerned.

PRINCIPAL

You may wish to consult the Principal directly on matters of:

- Scheduling
- Broad issues involving school-related policies
- Communication and information relating to a specific program
- Student report cards
- Tutoring / extra help
- School trips

If the situation is still unresolved after communicating with the appropriate personnel, or if you require more information, you may wish to make an appointment with the appropriate person listed below, with the knowledge of the principal.

ACADEMIC PRINCIPAL

Mrs. Sandra Bobadilla

GENERAL COMMUNICATION POINTS

1. Students should make their classroom teacher their first point of contact.
2. Parents are encouraged to make maximum use of the sources such as the Parent-Student Handbook, Parent Information meetings, and PTA meetings in order to be well informed on school matters.
3. We encourage open dialogue between parents and teachers. Since teachers have busy schedules, we ask that you make an appointment through the Elementary School secretary to meet with your child's teacher rather than arriving without an appointment and finding the teacher has prior commitments.

Parent-Leaders Association (PLA)

The Parent-Leaders Association is an organization whose goal is to integrate all aspects of the SPS community. All parents are encouraged to become active members of this organization and to participate in the varied activities held during the school year.

School Nurse

The school maintains a qualified nurse on campus at all times during school hours in order to meet the needs of ill or injured students. Parents will be contacted if their child is unable to return to class due to illness or injury. In the event of an emergency, the school will contact emergency medical personnel and inform parents immediately.

If a student requires dispensation of medication throughout the day, parents should contact the school nurse for complete instructions regarding such procedures.

Medications require a written note from both parent and the doctor with full instructions on how the medication is to be administered. Without this, the nurse will not be able to administer any medication.

Emergency Medical Need

In the event of emergency medical need for any student beyond what can be provided by the school nurse, the student will be taken by ambulance or other arranged school transportation to the nearest medical facility or the clinic/hospital of the parent's choice. The student's parent(s) will be contacted. The parent or guardian is responsible for all medical coverage cost. If the accident took place at school the school's insurance will cover the cost of the first aid.

Age Requirements:

1st Grade - Minimum age 5 years and 7 months by August.

2nd Grade - Minimum age 6 years and 7 months by August.

CLASS LISTS

There is a team of professionals in charge of preparing class group lists. This team includes our General Director, our Academic Director, the psychologists of each area and the teachers involved in the process. We take into account the following: amounts of boys and girls, special needs (both academic and social-emotional) as well as previous evaluations. We dedicate a great deal of time, making sure the groups are well balanced.

That is why all our lists are final.

ATTENDANCE POLICY

Regular and consistent attendance is critical to student learning. Students who do not participate fully in the curriculum and activities designed by the school do not gain the intended educational benefits of the program. The curriculum has been established to meet the needs of our student population and emphasizes interactive, collaborative experiences.

Class activities and assignments are organized in such a way that they cannot always be replicated at a later date. Regular daily attendance, therefore, is necessary and expected of all students. We recognize and praise students' consistent, full-day attendance. The School asks parents to ensure that their children begin classes from the first day of school onward and attend regularly. We urge parents to exercise discretion and avoid absences due to convenience, travel, and vacations during regularly scheduled schooldays and/or on days adjacent to weekends and school holidays.

Class Schedule and Late Arrival

St. Patrick School values punctuality very much. Arrival time for all Elementary students is 7:30 a. m., after this hour parents must ask for a pass to enter classroom and justify their tardiness

Justified Absence / Non-justified Absence

Students are asked to comply with a minimum of 86% attendance during the whole school year according to the Dominican Ministry of Education, Ordainment 1-96, to be promoted to the next grade level. Noncompliance with this policy could result in withholding the student promotion to the next grade level.

Tardiness and Early Dismissals

Entrance and Dismissal times are scheduled according to the student's grade level. Information such as: subjects, days of the week, dismissal hours and breaks are specified and published during the first days of class. Any variation in the schedule will be notified to parents through a newsletter.

GRADES	ARRIVAL	DISMISSAL
1 st and 2 nd	7:30 a.m.	2:00 p.m.
3 rd -5 th	7:30 a.m.	2:15 p.m.

GUIDED READING PROGRAM

Students at SPS have the advantage to learn to read at their own pace with leveled readers. Teachers work with small groups of students that are all on the same level. The leveled readers have 10 different titles per levels A-Z. Students are evaluated at least four times a year to monitor their progress.

READING INTERVENTION PROGRAM

The school offers instructional assistance to students in Kinder through 2nd grade who have displayed learning differences in the regular classroom during the reading readiness process. Students are evaluated three times a year with the **Dibels Test** to keep track and measure the progress. A student needing assistance may receive it in a pullout program or through in-class assistance.

Some of the main objectives of this program are:

- To provide individualized help with reading instruction to students that are struggling.
- To give the students the necessary strategies so that the reading process is successful.
- Evaluate the students on a regular basis to document the student's progress.

The reading Intervention teacher works hand in hand with the homeroom teacher and them both monitor the student's progress.

ENGLISH as a SECOND LANGUAGE

English as a Second Language (ESL) instruction provides intensive language instruction to students from Grade PK to Grade 5 who are not yet proficient in English as evidenced by an entrance test and/or observation. These students might leave their regular classrooms during regular class time to receive individual and/or small-group instruction or receive assistance from an ESL teacher within the regular classroom schedule. When students become proficient in English as evidenced by an exit test, they are taken out of the

program. Students will progress in their language acquisition at different paces. On an average for a student to be able to have an Academic English level where they can understand, speak, read and write the second language it can take anywhere from 2-4 years.

SPANISH LANGUAGE PROGRAM

In order to provide our students with excellent Spanish language skills as well as to meet the requirements of the Dominican Ministry of Education, we provide 45 minutes of Spanish language class everyday to students in Grade 1 through Grade 5. Kinder students receive 30 minutes of Spanish instruction daily.

TECHNOLOGY PROGRAM

The St. Patrick Elementary School technology program is designed to integrate curriculum elements with technology. The technology teacher works closely with classroom teachers of English, Spanish and Special area departments. Together they develop technology enhanced learning experiences to access the curriculum in innovative ways, create original products, collaborate with peers, solve problems, and conduct research. A full-time technology teacher is available for instruction and assistance. The Elementary School Computer Lab serves the Elementary School with 20 computers respectively.

The program emphasizes the 7 Habits of Highly Effective computer users.

Acceptable Use Policy Regarding All Technology Use at St. Patrick Elementary School

Equipment

1. All equipment, such as keyboards, mouse, microphones, headphones, cameras, and video equipment should be handled with care and respect.
2. Always get permission before plugging in or unplugging equipment, such as pen drives and headsets.
3. Logout on computers and leave other equipment in good order for the next person.

Internet

1. Use the Internet only when given permission by your teacher.
2. Use only those websites and servers that your teacher assigns as part of a learning project.
3. Information found on the Internet, such as pictures, text, and documents, should be saved only as assigned by your teacher.
4. Some Internet pages contain commercials or “ads” – do not click on commercial or “ad” links.
5. Never sign-up for special offers or send electronic greetings.
6. The use of social networks and emailing during school hours is not permitted. You tube and other video image sites may only be used for assigned work.
7. Students are not allowed to any unsupervised use of technology.

Responsibilities and Ethical Use

1. No student, under any circumstances, may log into somebody else’s account.
2. Turn away your eyes when someone is typing their password.
3. Be polite and use appropriate language in all electronic communications.
4. Use electronic communication tools only for educational purposes.
5. Tell your teacher if someone is not following these technology rules.
6. All work completed using technology resources must be your own.
7. Information found on TV, video, and computers may be the property of someone else. Make sure you have permission to copy information and cite it properly.
8. Use the school’s computers only as they have been configured. Do not alter any computer’s desktop, operating system, or software.
9. Store only school-related data on the network. Student directories may not contain programs, music files, videos, ZIP files, games, etc. unless they have been specifically approved by a teacher or the system administrator.

CONSEQUENCES

The use of the St. Patrick School Network and Internet is a privilege, not a right. The School administration may deny, revoke, or suspend specific user accounts. Inappropriate use may result in a cancellation of internet use privileges.

COUNSELING

Our Elementary School Counselor visits classrooms, conducts guidance sessions, and implements a variety of programs that aim to enhance the social and emotional growth of our students. Besides working closely with the Teachers in creating the kind of environment at St. Patrick that ensures the success of each of our students, the counselor is available to discuss any issues of concern brought in by students, teachers, and/or parents. The counselor also provides individual and group counseling for students, upon referral from teachers and parents.

If you need individual counseling for your child, you must approach the respective principals. From then on, our counselors will follow up on your child's behavior and will help during class time. Our counselors do not diagnose conditions; they make interventions and accommodations according to specific instructions provided by your child's external Psychologist or Evaluator.

LIBRARY MEDIA SERVICES

The School Library houses the English and Spanish books and an audiovisual collection. A selection of pleasure reading and reference materials is also available as well as educational professional journals and magazines.

The collections are expanded and updated yearly to meet student and curriculum needs. Current student and adult periodicals cover areas of interest. The library hours are from 7:30 AM to 3:00 PM Monday through Friday. Students are welcome to come during the day and during their lunch break to browse or study. A librarian is available to assist all visitors. Parents are also encouraged to make use of our library resources.

ART PROGRAMS

St. Patrick School offers exciting opportunities for students in art class they paint, draw, sculpt, and create collages, etc., as they expand their understanding of the aesthetic world. Art exhibitions, and after-school opportunities are also part of the St. Patrick fine arts experience.

PHYSICAL EDUCATION

Physical Education is an important part of our curriculum. Our students engage in sports, games, balance activities, dance, and juggling to develop their coordination, sense of self, control, and sportsmanship.

Children should wear the full PE uniform which includes sweat pants, t-shirt, sneakers which should be mostly white or tennis shoes (no crocs) in order to participate safely in our class activities. A note from a parent (for 1 day out) or a doctor (for more than 1 day out) excusing a child from regular P.E. class is required.

RECESS/LUNCH/CAFETERIA

Students are encouraged to eat a healthy snack. Because we are committed to eliminating the consumption of soda these are off limits to Elementary School students at all times during the school day. The school cafeteria can provide daily lunches for students as well.

General Rules for Recess

St. Patrick School has a Disciplinary Rules Manual. Seeking the safety of students, the use of the recreation area has access regulations too.

- 1- Students must form in lines to go to the recreation area accompanied by the homeroom teacher or of the previous class.
- 2- Students should follow instructions of the teachers in charge of the cafeteria (3) to facilitate the flow of snack sales.
- 3- Students should respect the restricted areas (stairs, access halls to classrooms, etc).
- 4- Students should never throw objects and/or trash outside of garbage can.
- 5- Students should follow the guidelines of a healthy community during their time in this area, avoiding this way, incidences or reprimands.
- 6- Periods for school recess are divided by school areas.

SCHEDULE TIME FOR RECESS

1st & 2nd	09:15-10:00
3rd 4th & 5th	10:00-10:45

Textbook Distribution and Responsibility

The school provides students with books and other materials that are the property of the institution. At the beginning of each semester, teachers will distribute these textbooks and materials depending on the grade level. The identification number, condition of the book, and materials will be recorded and signed by the student acknowledging the condition, if the book is to be in the student's full time possession. Students have the responsibility of exhibiting responsible care of the textbook and/or materials and returning in the same condition as received. At the end of the semester, if a book has been abused (pages torn, water damage or graffiti), the damages will be reported to the principal and students are expected to settle all fines with the business office. Students whose materials are left unattended on tables, on the floor, in the hallway, or the library, etc., are not showing the appropriate respect for school materials and the expectations for students at SPS.

Loss or Damage of School Material

Students who lose or permit their books or materials and/or furniture and installations to be damaged (including locks and lockers) will be responsible for repair or replacement costs. Students will be assessed the replacement costs as well as an administrative charge to cover shipping charges, to be added to their family's school billing. Students will not be issued report cards until they have either returned all textbooks and materials distributed by their teacher(s) or reimbursed the school for lost or missing materials.

Lost and Found

Students who have lost an item are encouraged to check with the designated area to see if it has been found. Books, supplies, and personal items that are found around the campus are picked up by the school maintenance staff or others and turned into the office. All students' personal belongings should be labeled for identification purposes. Items that are not claimed within a few days are placed in a box and, by the end of the semester, those not claimed will be donated.

Please be reminded that SPS does not accept responsibility for any lost or stolen items. Please work together – parent and child – to secure personal belongings.

Back to School Night

Each year at the beginning of the academic year, parents are invited to an “Open House”. At this time, parents are introduced to the curriculum and methodology utilized by teachers in their respective disciplines. This is not the time to discuss the progress of individual students. Parents are encouraged to maintain email contact with their child’s teacher and will have the opportunity to discuss student progress at the Parent-Teacher Conferences.

ASSESSMENTS

Both internal and external assessments are used at St. Patrick School in order to inform and refine instruction so that we may better meet the learning needs of each student as well as to communicate progress. Internal ongoing, formative, and summative assessment takes place in each classroom throughout the school year. As a form of external assessment, the school uses the **Terranova** as its standardized testing measurement. This testing is administered to grades 3rd to 11th.

It is developed using United States national standards measuring Mathematics, Language, Science and Social Studies. It is given once a year and is used to monitor academic growth.

DIBELS is the reading readiness test that is administered to our 1st and 2nd grade students.

STARTING THE DAY

Children Driven to School

Children who are brought to school by parents or drivers enter the main campus gate on Ave. Jose A. Aybar #163, La Esperilla. It is very important that children arrive no earlier than **7:15 but no later than 7:45 a.m.**

Parents of students in Grade 1 through Grade 5 who accompany their children to school are asked to say their goodbyes at the gate before the student walks to the classroom. Our neighbors have been very patient with the school's arrival and dismissal procedures; therefore make sure you don't block an entrance or park in a private parking space. We ask you to please also respect the teacher's parking lot.

In order to maximize the richness of your child's learning environment, we ask that parents enter a classroom only when an appointment has been previously made by the parent or an invitation has been extended by the teacher. Respecting this policy at every grade level and throughout the entire school year will ensure that we can minimize interruptions to your child's learning.

Whenever you are within the Elementary School campus, it is required that any visitor sign in and out at the entrance gate.

WHILE STUDENTS ARE IN SCHOOL

We use consistent, positive reinforcement of our school expectations. Each classroom develops community guidelines that promote respectful behavior and optimize the learning environment.

In addition, we have school-wide expectations:

- Follow instructions and class expectations.
- Show respectful behavior in the halls, bathrooms, playground, and cafeteria.
- Use inside voices and walking feet while inside the school building.
- Behave in a way that strengthens the St. Patrick School community.

LANGUAGE USE

The goal of SPS is to have students who are functionally bilingual in all academic areas. English is the official language of instruction in all main subjects except Dominican Social Studies, Spanish, Civics, PE and Formación Humana. Students are expected to respond and interact in the language of instruction. Students are also encouraged to use English outside the classroom. Use of English while outside the classroom serves to reinforce and help build English skills for all students for whom English is not their native language.

PLAYGROUND EXPECTATIONS

The Playground is open with supervision from school personnel from 7:45 AM – 3:30 PM Monday to Friday when school is in session. We ask that students not arrive before 7:00 on school days.

On the playground, students are expected to:

- Respect the activities of others.
- Keep their shoes on at all times.
- Keep sand inside the sand play areas.
- Eat their snacks while sitting on benches.
- Dispose of wrappers and other garbage in the trash bins.
- Always ask for permission before leaving the playground.
- Freeze at the first whistle to end recess.
- At the second whistle gather personal items & walk to line-up.

CONSEQUENCES FOR IGNORING SCHOOL EXPECTATIONS

Depending on the behavior in question as well as the age of the student, a number of consequences are available:

- Warnings: A student engaging in inappropriate or disturbing behavior at school will first be reminded that the behavior is unacceptable.
- If a second reminder is required, a call to the child's parents will be made in an effort to encourage conversation regarding appropriate behavior.
- If a third reminder is required, the parents will be asked to join a conference with the student, the counselor, and the principal.

- “Time out”: A student may sometimes need private time to think about his or her choices regarding behavior.
- Major infraction: If a student intentionally hurts another child or engages in destructive or deceitful behavior, the student’s parent is called in for a conference. The student might be sent home.

CONDUCT

Good discipline is a pre-requisite to a good education. This is of the outmost importance to any school and is only achieved when the students see it as a part of their responsibilities. The Director, the Discipline Coordinator and the academic staff, with the support of the parents, outline the students’ obligations.

BEHAVIOR IN CLASSROOM

Proper conduct in the classroom and a respect for learning is expected from all students who attend Saint Patrick School. The teachers will develop with the students the conduct procedures they expect to be observed within the classroom.

BEHAVIOR NORMS FOR PARENTS

All students are called to cooperate and abide by the norms and regulations of school to be able to promote a healthy and dynamic academic environment. We expect for the parents to abide by a dress code that is appropriate for a school environment. St. Patrick School of Santo Domingo also appeals to parents to show self-control when dealing with unpleasant situations that may involve a member of school personnel or teaching staff. School will not tolerate verbal or physical aggressions against their employees, other student, parent or visitor, during academic activities or any other event related to school. The School Direction reserves the right to decline the re-admission of a student whose Parents/Tutors have shown an improper behavior.

GROUP CHATS/WHATSAPP PROTOCOL

The end in mind of the different chats is to have a way to communicate effectively with each other. Following are the guidelines to ensure that these chats are used in the most effective manner:

1. All members of the group need to show respect towards each other.
2. The group chats are to share important academic information.
3. The Parent Leader of the class will be the person in charge of sending important information until 6:00p.m.. After this time the group chat should be used exclusively for emergency cases.
4. Maintain the information as clear as possible to avoid confusion or misunderstanding of the message.
5. The group chat should be a positive communication tool to enhance the authentic school and family relationship for the good of our children.
6. Maintain communication via email and the group chat.
7. The group chat is not for individual complaints. If you have a specific complaint you should communicate directly with the teacher or the principal.
8. Avoid gossip and hearsay that can cause confusion.
9. It is not necessary for each member of the group to contribute to the comments. The person that begins the conversation should begin with a salutation but everyone does not have to respond.
10. Remember most people are busy working so do not expect immediate answers to your questions.

DISCIPLINARY REFERRAL

We use a form to report faults to the parents or tutors and a copy of each form will remain in the student's file. They are classified as follows:

- **Incident Report**: A type of form used to notify parents and tutors when a student has committed a fault, has been involved in an incident or is presenting disciplinary problems. This form will be used to document a minor offense and can be completed by the teacher or the discipline coordinator.
- **Notice of Concern**: Form used to notify parents or tutors when a student is presenting difficulties following the school's regulations and/ or is presenting academic difficulties. This form must be returned to the school signed by the parents or tutor.

- **Disciplinary Referral:** Form used to report to the parents or tutors of a student of moderate to serious offense committed by the students. This form must be returned to the school properly signed by the parent or tutor.

ANTI-BULLYING

At St. Patrick School, we strive to construct a school climate in which all children believe in their individual worth, membership in the group, and take personal responsibility in promoting the positive school climate. While bullying at St. Patrick School is not a common problem, we feel that any act of bullying is too much and is unacceptable. We have a “zero-tolerance” for bullying.

Since the concept of bullying is such an important topic, it often needs clear definition. At St. Patrick School, we define bullying in the following way: “Bullying happens when someone is significantly hurt by the actions of others, fears that the mean behavior will happen repeatedly, and feels powerless to prevent the cruelty from happening.” (Mellor, 2006) Dealing with incidents of bullying involves working with the victim, as well as the bully and the bystander. Each receives counseling and support.

BULLING BEHAVIOR:	FIRST INCIDENT:	REPEATED INCIDENCES:	MAJOR INCIDENCE:
VERBAL: Abusive teasing Name calling Insults Ridiculing Racial/sexual slurs Inappropriate language Egging someone on Others words that intimidate or threaten	Possible Responses: Counselor and/or Principal meets with appropriate students for reflection and possible mediation Parents notified	Possible Responses: Meeting with Principal Student informs parent Student writes a written reflection Detention during breaks and lunch In /Out suspension Ineligibility for after school activities or school trips	Possible Responses: Meeting with Principal Parent Conference Student writes a written reflection In/Out suspension Student is placed possible Probationary or Conditional status Possible recommendation

		Reflection with counselor Parents notified	made for expulsion Ineligibility for after school activities or school trips Reflection with counselor
<p>SOCIAL & EMOTIONAL: Exclusion Gossip Sneering Intimidating stares Humiliating Threatening Stalking Spreading/starting rumors</p>	<p>Possible Responses: Counselor and/or Principal meets with appropriate students for reflection and possible mediation Parents notified</p>	<p>Possible Responses: Meeting with Principal Student informs parent Student writes a written reflection Detention during breaks and lunch In/Out suspension Ineligibility for after school activities or school trips Reflection with counselor Parents notified</p>	<p>Possible Responses: Meeting with Principal Parent Conference Student writes a written reflection In/Out suspension Ineligibility for after school activities or school trips Student is placed on Probationary or Conditional status Possible recommendation made for expulsion Reflection with counselor</p>
<p>PHYSICAL: Pushing, slapping, grabbing, hitting Punching, kicking, pinching, tripping Use of a weapon Damaging property Any other physical behavior that intentionally injures others</p>	<p>Possible Responses: Meeting with Principal WARNING is established Parents are notified Student writes a written reflection Detention during breaks and lunch Counselor meets with appropriate students for reflection and possible mediation</p>	<p>Possible Responses: Meeting with Principal Parents notified Student writes a written reflection In/Out suspension Ineligibility for after school activities or school trips Reflection with counselor</p>	<p>Possible Responses: Meeting with Principal Parent Conference Student writes a written reflection In/Out suspension Ineligibility for after school activities or school trips Student is placed on Probationary or Conditional status Recommendation made for expulsion</p>

	In/Out suspension		Reflection with counselor
<p>CYBERBULLYING: Includes, but is not limited to the following misuse of technology. Harassing, teasing, intimidating, threatening or terrorizing by sending or posting inappropriate or hurtful messages through: E-mail Instant messages, Text messages Digital pictures or images Websites, Blogs Social sites (Facebook, etc.)</p>	<p>Possible Responses: Meeting with Principal Parents notified Hand-phone on campus may be temporarily prohibited Temporary cancellation of all computer privileges on campus Counselor meets with students for reflection and possible mediation</p>	<p>Possible Responses: Meeting with Principal Parents notified Students writes a written reflection In/Out suspension Ineligibility for after school activities or school trips Reflection with counselor</p>	

UNIFORM POLICY

St. Patrick School students are required to dress in uniform at all times. Students need to come to school in uniform every day except for designated days. We ask that parents help us to enforce proper uniform attire by making sure children have ready access to clean uniform clothing every day. School uniforms are sold exclusively here at school. **There are no companies authorized to use our school logo to print or embroider on shirts, pants, sweaters and to sell or distribute outside of school grounds. Any person who uses our logo without proper authorization will face serious legal consequences.**

It is our belief that a uniform allows children to attend to their tasks here at school: to think, to create, to question, to learn, and to develop social relationships based on mutual trust. We wish to build community values while reducing the competitiveness that is often a part of fashion and advertising.

The student must wear the corresponding uniform according to his/her schedule.

- Physical Education class days, wearing the school t-shirt, pants and mostly white tennis shoes.
- In case the student is not wearing the correct uniform, and there is no written excuse, the student will have to call home so that the correct uniform is brought to him/ her.
- Use of the front buttoned navy blue sweater. The use of other color sweaters or pullovers is not allowed. Sweaters with 'hoods' are not allowed either.
- Students need to wear comfortable black closed shoes with heels no higher than 1 inch.

ENDING THE DAY

Our dismissal procedure is very strict but for a very good reason: your child's safety. We realize that sometimes it may prove inconvenient for you. Please know that we need to keep track of nearly 400 children. In order to do this effectively, we cannot make exceptions to our policy except in cases of medical emergency

PARENT/GUARDIAN PICK UP

Grades 1st-2nd- Children will wait in the front waiting area with their teachers until the student's number is announced indicating that their vehicle has arrived.

Grades 3rd-5th

Children will wait in their classrooms with their teachers until the student's number is projected indicating that their vehicle has arrived.

Dismissal is not an appropriate time to have an extended meeting with your child's teacher. At this time, the teacher's responsibility is to carefully oversee the transfer of each child to the care of a designated adult. PLEASE, if you need to speak with the teacher, wait until he or she has accomplished the dismissal of all students.

Only the child's own parent or someone authorized by the parent **in writing** (notes, email, Fax) may pick up the child from school. All persons entering the school grounds must be properly signed in by the guards who will provide a temporary St. Patrick ID pass. A personal photo ID is necessary to obtain a temporary ID pass.

A change in a student's usual dismissal procedure must be in writing (note given to the teacher, email to teacher and receptionist), **by 12:00 PM on the same day as the change. SORRY, NO EXCEPTIONS MADE.**

DISMISSALS

Early Dismissals

All students are expected to complete their daily Schedule every day; however, sometimes a mother/father or tutor may have a need to pick-up the student earlier than dismissal time. For these cases an authorized person must come to the school reception and sign an early dismissal pass. These will be documented and we will keep a record.

Dismissals on Afternoon Activities

Dismissal time for all afterschool activities is 4:30 p.m. This includes sports and homework help. All students must be picked up no later than 15 minutes after that time. After 5:15 p.m. the students will remain only with the security personnel.

Dismissals on Rainy Days

On rainy days students will stay in a covered area or their classrooms until parents or tutors pick them up. They will be escorted to the car with an umbrella.

CLASS SUSPENSION

In case of natural disasters, general difficult situations (strikes) or the Secretary of Education chooses to suspend classes, your child's teacher will call you ahead of time, or information will be posted on the school's facebook and twitter accounts.

HOMEWORK and READING

Our goal in assigning homework is to provide an opportunity to practice and reinforce what was taught in class. The rates at which different students work will vary, therefore, so will the time it takes to complete assignments.

Teachers may modify and adapt homework for individual students. If your child is ill for more than one day, you may want to pick up homework or have it sent home with another student. Please make the request before 12:00 noon. This will allow the teacher time to prepare and collect the necessary materials. If you are planning extensive travel which means your child will miss several schooldays, please reconsider in order to schedule the trip for a time more beneficial to your child. While school-work can be made up, it is impossible to recreate the learning that takes place via direct classroom instruction and classmate/peer interaction. If such travel is unavoidable, please notify all of your child's teachers (Spanish, Homeroom, and Specialists) at least two weeks in advance in order for them to prepare the work that your child will miss.

Because reading promotes language development, writing ability, and higher-level thinking skills, each student at St. Patrick School is expected to read every night. Even if no homework is assigned, students are expected to spend at least 15 to 30 minutes of their out-of-school time reading.

Reading out loud and silent reading are critical components of our reading program. Parents and children should read out loud together whenever possible. Time spend reading is not considered homework time.

FAMILY INVOLVEMENT

It is important for the St. Patrick School community to count with the involvement of each of our families. Your support is what moves our school to be the best of the best. There are many ways in which you and your family can cooperate with our educational community:

- Participate in all of the meetings.
- Participate in activities like concerts, fairs, family days, community service activities, School for Parents, etc.
- Attend all of your Parent-Teacher Conferences.
- Be a part of the Parents Association.
- Reinforce our values at home.
- Respect our institutionalized procedures and activities and be an active part of them.
- Support our academic programs.
- Support our extra-curricular activities.
- Motivate your children to participate in after-school programs.
- Check your child's homework, communicate with your teachers and principal.

What does Family Literacy look like?

What can you do at home? This list of suggested activities is short, and is designed only as a springboard for your own ideas. Begin with an activity you can do easily and comfortably with your child. Then add those activities that work especially well for you and your children.

- Let your children see you reading for pleasure. Share some vocabulary or great phrases, a character, or even part of the story line with them. See if there are any similarities with books that your children are reading.
- Talk to your children about how your parents read to you or told you stories.
- Let your children see you write for pleasure. Send family letters to relatives or friends. Let everyone in the family contribute a part or an illustration. But most of all—have fun while you read!

MISCELLANEOUS

Birthday Parties

The school cannot take an active role in organizing or implementing children's birthday parties. We include the following procedures regarding birthday parties only because they are a source of potential misunderstanding.

- Birthday parties are celebrated inside the classrooms only on **Fridays** during the group's lunch and playground time. If your child's birthday falls on **another day** you may bring cupcakes to the reception and the teacher will distribute them during their lunch time.
- Direct family members (mother, father and siblings) may attend the party. Children from other classrooms are not allowed to attend, as well as children from outside our school.
- School Birthday Celebrations must be kept simple: No candy or popcorn machines and no clowns or animation shows.
- We ask that if invitations to your child's party are distributed at school, that you include ALL the children in your child's class. If you prefer to have selected children attend the party, please arrange delivery of invitations to the parents of those children at a time **outside** of school.
- If your child is attending a party that requires a change in their usual means of transportation, you must inform the school **in writing** even if the parent having the party has informed the school. We must receive **written** notice from you giving permission for your child to alter dismissal procedures and attend the party.

AFTER-SCHOOL ACTIVITIES

We have an After-School Activities Program for students Grade 1 through Grade 5 that are mostly all included in the school tuition. Cheerleading, Karate and Homework supervision have an additional fee. Some of the other activities/sports are soccer, basketball, volleyball, arts and crafts, chess and drama. They last for approximately one hour and a half depending on the activity. Some activities are once a week, others twice a week.

You need to ensure that your child is picked up by 4:30 respectively, in order to continue in an activity. For the safety of your child and to comply with the requirement that all children be supervised when they are on campus, we need you to pick your child up at that time.

If you are unable to consistently collect your child in a timely manner and we cannot resolve the issue, the school reserves the right remove your child from the activity.

In the event that you sign your child up for an activity and for one reason or another, the child is not participating or does not want to participate, or behaves in a way that prevents other children from participating, your child will be asked to withdraw from the activity and your money will be refunded.

SOME OF THE ACTIVITIES DURING THE SCHOOL YEAR

Always check the school calendar.

“Make Someone Happy” is a program that resulted from the need to create an educational community more committed with the needs of the most vulnerable communities in our society. Through this program we bring sensitivity to our students as we create proactive leaders for the benefit of society, and we also *Make Someone Happy*.

It has diverse fund-raising activities that take place during the whole school year. Different institutions are chosen every year.

Thanksgiving

Thanksgiving is a holiday which is celebrated in the United States the last Thursday of November. There is no school on Thursday or Friday. We have a special activity the Wednesday before with a feast and a Mass where we all thank God for everything we have.

Christmas Concert

Christmas presentations take place during the 2nd or 3rd week of December in a large auditorium in our city. Parents, students and all teaching staff enjoy this Christmas event filled with lights, love and peace.

Dominican Independence Day Celebration (February 27th)

St Patrick School values Dominican patriotism. Students in Preschool and Elementary School exhibit the importance of patriotic values and represent the relevance of Independence Day.

Family Day – St. Patrick’s Day

Saint Patrick is Ireland’s patron saint who contributed to Christianity in Ireland and its spread around the world. St. Patrick School celebrates Saint Patrick’s Day (March 17th) with a family field day. The whole community is integrated in this activity which is the most expected event in school.

Mother’s Day

Mothers are invited to enjoy an activity that the students prepare together with their teachers.

Science Fair

The Science Fair is celebrated every other year under the responsibility of the Science teachers. Elementary students participate presenting their projects and experiments, as well as their investigations and conclusions. These presentations are in groups and they are open to school parents.

International Fair

The International Fair is celebrated every other year. The theme changes year to year.

Flag Ceremony

As our school emphasizes the Dominican culture and moral values, love and respect for the country, is promoted during the Flag Ceremonies. They are assigned by day to each grade level.

We raise both Dominican and American flags, and we play both anthems. Important aspects of these ceremonies include presentations of figures in the area of history, our culture, sports, science, as well as participation from parents of the community. Preschool’s flag ceremonies will take place on Wednesdays.

EARLY WITHDRAWAL

It is school policy that students be in attendance at school at least 25 school days in any given quarter to receive grades for that quarter. If you are planning an early withdrawal from school, please advise the School Office and the Admissions Office as soon as you know so we can prepare all the necessary reports and transcripts.

In order for us to give you those documents, we need to be sure all textbooks and library books have been returned and outstanding library fines are paid.

Welcome to St. Patrick!